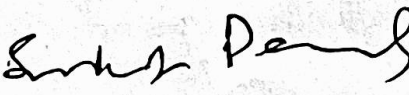


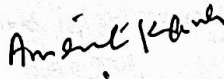
**DELHI COLLEGE OF ARTS & COMMERCE**  
**(UNIVERSITY OF DELHI)**  
**NETAJI NAGAR-110023**

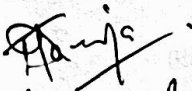
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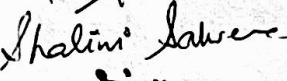
MINUTES

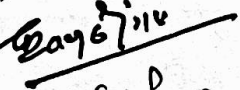
A meeting of the IQAC was held on 14 June, 2021 at 11 AM in the committee room. The following members were present in the meeting:


Mr. Srikant Pandey (Coordinator) 

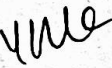
Dr. Amrit Kaur Basra (Member) 


Dr. Deepti Taneja (Member) 


Dr. Shalini Saksena (Member) 


Dr. K.L. Dhingra (Member) 

Dr. Rajiv Kumar Goel (Member) 

Mr. Vivek Mohan (Member) 

Mr. Shubhrendu Singh (Member) 

Mr. Sanjeev Kumar (Member) 

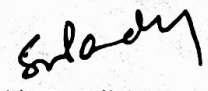
Prof. Rajiv Chopra (Chairperson) 


The members decided to:

i) Initiate the process of promotion of eligible Associate Professors to Professor and complete the pending cases of Promotion of Associate Professor initiated by Dr. Anuradha Gupta, former Acting Principal.

ii) Carry out administrative and infrastructural audit by the members of IQAC/ committees appointed by the principal for smooth functioning and resolutions of issues, i.e. financial, academic and overall improvement.

iii) Keeping in mind the Covid it was decided to recommend purchase of fogging machine for the staff room.

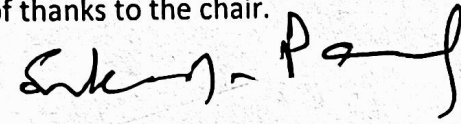
Also new server online UPS (10kv) & RFID for library 

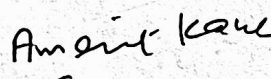
iv) It was recommended to upgrade/ purchase computers and software for the office and library 

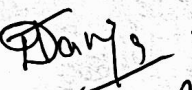
v) It was recommended to arrange/ purchase suitable links with recording facilities for online classes and webinars.

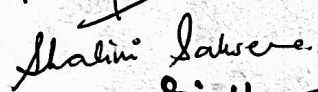
- vi) It was recommended to procure/ purchase Philips UV disinfection system for the staff room.
- vii) It was placed before the committee that stock verification of the library is being conducted at regular intervals/ as per prescribed norms.
- viii) It was recommended to upload the RTI replies, reports of the audit, minutes of the Governing Body as well as Staff Council in the website of the college as per the norms of minimum disclosure.
- ix) It was decided to organize International Yoga day followed by Doctors day on 1st July.
- X) It was decided to organize webinars on relevant and contemporary issues. In the light of advisory / direction of the MHRD/ UGC it was decided to organize thematic webinars highlighting seventy five years of our independence. Further, it was decided to form a committee to take overall care of all the Seminars/ webinars under the aegis of IQAC.
- XI) It was also decided to procure five (05) internet dongles for various departments due to internet connection issues.


The meeting ended with a vote of thanks to the chair.

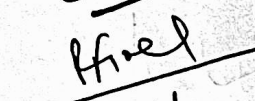
Mr. Srikant Pandey (Convenor) 

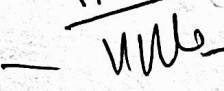
Dr. Amrit Kaur Basra (Member) 


Dr. Deepti Taneja (Member) 


Dr. Shalini Saxena (Member) 

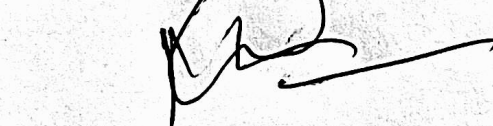
Dr. K.L. Dhingra (Member) 

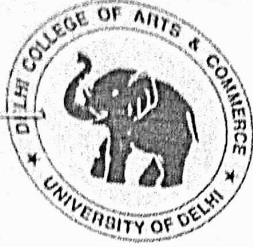
Dr. Rajiv Kumar Goel (Member) 

Mr. Vivek Mohan (Member) 

Mr. Shubhrendu Singh (Member) 

Mr. Sanjeev Kumar (Member) 

Prof. Rajiv Chopra (Chairperson) 



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स  
DELHI COLLEGE OF ARTS & COMMERCE  
दिल्ली विश्वविद्यालय  
(University of Delhi)

नेताजी नगर नई दिल्ली - 110023  
Netaji Nagar, New Delhi - 110023

**Minutes of the Meeting**

# DCAC/IQAC/2020/ 14<sup>th</sup> August 2020

A meeting of the members of the Internal Quality Assurance Cell (IQAC) was held online on 14<sup>th</sup> August 2020 at 12.30 pm. The following members attended the meeting:

1. Dr Anuradha Gupta, Chairperson
2. Dr Tarjeet Sabharwal, Coordinator
3. Prof Naveen Kumar, Member - GB
4. Dr V B Singh, Member - Teacher
5. Ms Neeru Ailawadi, Member - Teacher
6. Dr Shalini Saksena, Member - Teacher
7. Dr Animesh Mohapatra, Member - Teacher
8. Mr Vikas Yadav, Member - Student
9. Ms Khushi Vats, Member - Student
10. Mr Sanjay Jha, Member - AO (Admin)
11. Mr Brij Kumar Sharma, Member - SO (Admin)

This was the first meeting of the newly constituted committee under the chairmanship of the Principal, Dr. Anuradha Gupta.

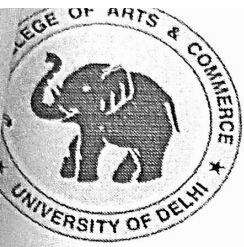
The Principal welcomed all the members and each of them introduced themselves at the onset of the meeting.

The Chairperson set the agenda of the meeting as follows:

1. To improve the academic atmosphere of the college
2. To promote research activities among teachers and students
3. To make the media lab operational

The following deliberations and discussions took place in the meeting:

1. Prof. Naveen Kumar shared the IQAC guidelines document and emphasised on;
  - (a) That there is a need to have certain parameters to ensure timely and efficient mechanisms for utilizing financial grants
  - (b) There is a need for ensuring equitable access for the marginalized students
  - (c) Need to conduct remedial classes for the weaker and marginalized students
  - (d) To ensure the students do not face language barriers during the course of teaching especially those who are coming from Hindi medium background and foreign students.
2. Prof. Naveen Kumar pointed out that the student data must be updated and a compliance of AQAR must be ensured on a regular basis.



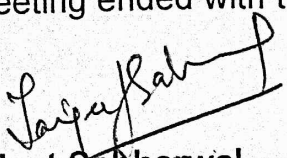
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DELHI COLLEGE OF ARTS & COMMERCE  
दिल्ली विश्वविद्यालय  
(University of Delhi)

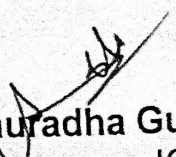
नेताजी नगर नई दिल्ली - 110023  
Netaji Nagar, New Delhi - 110023

-: 2 :-

3. Stressing upon the credibility factor, Prof Naveen Kumar stated that there must be uniformity across departments for ensuring that the Internal Assessment are awarded in an objective /unbiased manner. To this, the Principal, Dr. Anuradha Gupta said that a Monitoring Committee is already in place to address any discrepancy or matters related to internal assessment.
4. Prof. Naveen Kumar articulated the need for development of the college in all spheres and the good practices must be adopted.
5. Ms. Neeru Ailawadi pointed out that the teachers need to play a pro-active role in the various societies of the college.
6. Dr. Shalini Saksena highlighted the need for a fair mechanism for monitoring the attendance of the students participating in the events associated with the various societies of the college.
7. Ms. Khushi Vats pressed upon the need to have clean washrooms and a hygiene canteen in the college. She also pointed out that subscription to journals could add to and enrich the library.
8. Dr. Tarjeet Sabharwal requested for more funds to be allocated for library books for the students of journalism as there were many students opting for optional papers/GE papers floated by the dept.of journalism.
9. Dr. Anuradha Gupta stressed upon the need to promote research activities among students and teachers of the college. She emphasized that research is an important component for ensuring a good grade from NAAC. She also mooted the idea of utilizing the funds raised from the add-on courses for funding research activities in the college.
10. Mr. Animesh Mahopatra expressed that the good research papers produced by the students must be recognised and should be published.
11. Dr. Sabharwal proposed that as the students of journalism undertake research and produce a dissertation at the end of the final semester as a part of the curriculum, a student initiated research journal could be published after peer reviewing their research by the journalism faculty.
12. It was decided to initiate the process of purchase of equipments for the media lab at the earliest and to make it operational in the interest of the students.

The meeting ended with thanks to the Chair.

  
Dr Tarjeet Sabharwal  
Coordinator, IOAC

  
Dr Anuradha Gupta  
Principal, IOAC

AO/Admin

11/2/2021 Minutes of the Meeting

A meeting of the IQAC committee was held on Wednesday, 10<sup>th</sup> February 2021 at 2.00 pm in the New committee room of the college to discuss the workload presentations of various departments by their TIC's / Representatives. The following members were present:

1. Mr. Vikas Gaur Vikas Gaur
2. Dr. V. B. Singh VBS
3. Ms. Neeru Ailawadi Neeru Ailawadi
4. Dr. Shalini Saxena Shalini Saxena
5. Dr. Animesh Mohapatra Animesh Mohapatra
6. ~~Ms. Neeru Ailawadi~~
7. Dr. Tarjeet Sabharwal. Tarjeet Sabharwal
8. Mr. Keshav Sharma Keshav Sharma

The meeting was presided by the Principal Dr. Anuradha Gupta

The following was discussed based on the presentations by the TIC's / Rep.

1. It was decided to request to the workload committee to decide upon certain norms on the number of options to be offered by each course / department.

It was decided to request to the workload committee to set certain guidelines based on tutorials and options based on the sanctioned strength of the students.

3. It was decided to request to the workload committee that MIL papers should be offered in manner such that they can be combined if possible.

4. It was observed that a few departments are not having adequate faculty to teach the minimum compulsory requirement of CBCS format & CBCS under LOCF format.

Shalini Jaiswal  
10/2/2021

  
Shalini Jaiswal

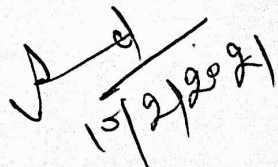
Amu Pitawade  
10/2/2021

Aimemh m  
10 Feb 2021

  
Vinod

Jayprakash  
10/2/2021



  
10/2/2021