

## List of Minutes of IQAC Meetings & Action Taken accordingly for the Academic session 2019-20

S.No.	Date of Meeting	Minutes	Action taken Report
1	18.07.2019	<ul style="list-style-type: none"> <li>• The Chairperson informed the Committee members that Governing Body has given its approval for the Academic Audit which is to be done in the last week of August.</li> <li>• The Convenor, IQAC apprised the members about the upcoming Conference on 2<sup>nd</sup> &amp; 3<sup>rd</sup> August, 2019. The Committee members was also briefed that approximately 30 papers have been received for the IQAC Conference in collaboration with NAAC and discussed all the preparatory aspects..</li> <li>• The budget allocation for the IQAC conference was finalized. The total budget of the Conference is estimated to be Rs. 1,50,000/- and the details are attached.</li> <li>• The report of Result Analysis was discussed and methods required for attainment of improved results of students shall be incorporated. It was further decided unanimously by Committee members to discuss result analysis of each department in respective departmental meetings.</li> </ul>	<p>Reporting in nature</p> <p>National Conference in Collaboration with NAAC was successfully organized. The accounts are settled.</p> <p>Departmental meeting for Result Analysis was convened later on and in depth discussion on Result of each department was done and inputs were taken from Faculty members for better results of students in coming years.</p>
2	25.07.2019	<p>In view of the upcoming IQAC National Conference on 2<sup>nd</sup> &amp; 3<sup>rd</sup> August, 2019, all the members unanimously agreed upon the allocation of the under-mentioned works &amp; formation of Committees:-</p> <p>1. <b>Registration Committee-</b></p> <p>(a) Dr. Neelam Dabbas, Member</p> <p>(b) Dr. Sunaina Zusti, Member</p>	<p>The IQAC National Conference was successfully organized on 2<sup>nd</sup> &amp; 3<sup>rd</sup> August, 2019 with cooperation of all the members of IQAC( Report attached.)</p> <p>Reporting in nature</p>

		<p>2. <b>Catering work-</b> Mr. Atul Kumar Jain , S.O. (A/cs)</p> <p>3. <b>Stage Management Committee</b>  (a) Dr. Ashu Gupta  (b) Dr. Gayatri Chaturvedi</p> <p>4. <b>Student Volunteer Committee-</b> Dr. Kavita Arora, Convenor  (a) Ms. Palak Kakkar  (b) Ms. Ms. Shaista Sami  (c) Ms. Sumanjeet Kaur</p> <p>5. <b>Banners and other printing material-</b> Mr. Manoj Kumar- S.O. (Admn.)</p> <p>6. <b>Logistics Committee</b>  (a) Dr. Anuj Kumar Sharma  (b) Mr. Sushil  (c) Mr. Rahul Tomar  (d) Mr. Suman Shankar Jha  (e) Mr. Gaurav Virmani</p> <p>7. Dr. Kusha Tiwari apprised the Committee members that the schedule shall be emailed to all members once it gets finalized.</p>	
3	26.08.2019	<ul style="list-style-type: none"> <li>The Chairman briefed the IQAC members about the preliminary meeting with three shortlisted expert members by the Governing Body for the Academic Audit on 29.08.2019 at 11:30 a.m. Also, the Chairman informed the IQAC members that the Terms of Reference for the Academic Audit have been emailed to the Academic Audit Committee and the same Terms of Reference were discussed in the meeting. The Committee members requested the College administration to facilitate the smooth organization including the required logistics of the Academic Audit.</li> </ul>	Panel of Auditors finalized and action initiated. The documentation was ready but due to COVID-19 lockdown the same has not been completed so far.

		<ul style="list-style-type: none"> <li>• The Chairman also updated the members about the two days Symposium on Nature's Drive : Revive-Rejuvenate Rivers to be organized on 3-4 September, 2019 by IQAC, ECO Club and NSS. The programme is being organized in collaboration with "Sparsh Ganga" Organization. The Committee members unanimously decided to following activities to be included in the said event namely inviting innovating ideas from students regarding water conservation and awaring people for cleanliness of Yamuna River, slogan &amp; poster making competition &amp; plantation drive, like Dragon Fly Count, Bird watching, Slogan &amp; Poster making Competition, Basic Gardening Techniques guidance etc.</li> <li>• The Committee also discussed that approximately a budget of Rs. 50,000 should be allotted for the said event in which ECO Club and NSS will also be required to contribute appropriately.</li> <li>• The Chairman emphasized upon the timely submission of AQAR Criterions for the completion of AQAR as per schedule.</li> <li>• It was unanimously decided to nominate Mr. Anshaj Gupta as student member of IQAC.</li> </ul>	<p>Two days symposium on Nature's Drive: Revive Rejuvenate Rivers was organized successfully in collaboration with "Sparsh Ganga" Organization(Report attached).</p> <p>The Two days symposium was successfully organized as per the allocation..</p> <p>Work has been assigned.</p> <p>Mr. Anshaj Gupta had been inducted as a members since 26.08.2019</p>
4	26.09.2019	<ul style="list-style-type: none"> <li>• The Coordinator, IQAC briefed the members about the proposal of organizing an International Seminar on Mentorship scheduled for 30<sup>th</sup> October, 2019, for which all the members unanimously agreed upon. All</li> </ul>	<p>The International Seminar on Mentorship was successfully organized on 30<sup>th</sup> October, 2019 with Dr. Jamie Halsall, and Prof. Micheal Snowden from University of Huddersfield, UK.</p>

		<p>the members agreed on holding one interactive session with students in the Seminar.</p> <ul style="list-style-type: none"> <li>• The Committee requested the IQAC Coordinator to prepare the budget for the same.</li> <li>• The Coordinator also briefed the members about preparing the documents on the set parameters laid by expert team of Academic Audit and it was unanimously decided to hold the final round of Academic Audit in the second week of December.</li> <li>• Deliberations about the completion of AQAR was also held and it was again impressed by Chairperson for the timely submission of criteria of AQAR, to which all of the Committee members agreed upon.</li> <li>• The Coordinator conveyed the Committee members that the Student feedback form as per the guidelines of NAAC shall be emailed to all the stakeholders.</li> </ul>	<p>Reporting in nature</p> <p>Preparation of the Academic Audit on set parameters laid by the expert team is underway.</p> <p>The AQAR Criteria were completed and submitted as per the schedule.</p> <p>The student feedback forms were mailed to students and were compiled subsequently.</p>
5	23.10.2019	<ul style="list-style-type: none"> <li>• The budget allocation for the IQAC International Seminar on “<b>Effective Mentoring for Academic Excellence</b>” to be held on 30th October, 2019 was finalized. The total budget of the Seminar is estimated to be Rs. 60,000/- and the details are attached.</li> <li>• In view of the upcoming IQAC International Seminar on 30<sup>th</sup> October, 2019, the duties were allocated by IQAC, Coordinator to all members and all the members unanimously agreed for extending full cooperation to IQAC, Coordinator for the successful organization of IQAC, International Seminar.</li> </ul>	<p>The International Seminar was successfully organized as per the Budget allocations.</p> <p>The International Seminar was successfully organized with the cooperation of all the IQAC members.</p>

6	20.12.2019	<ul style="list-style-type: none"> <li>• The Convenor WDC&amp; IQAC apprised the members about the upcoming joint WDC &amp; IQAC International Conference. Abstracts from all over India have been received for presentation in the Conference and the process of review and shortlisting is complete.</li> <li>• Allocation of work &amp; logistics was discussed and finalized unanimously for the International Conference.</li> <li>• It was also unanimously decided to select volunteer students for the WDC International Conference.</li> <li>• The Committee members unanimously agreed that SLC students who are going to present paper have been given a concession in the registration fees i.e. Rs. 500/- have been charged from each student instead of Rs. 800/- registration fee.</li> <li>• Request of funding is to be made to ICSSR.</li> </ul>	<p>WDC and IQAC International Conference was successfully organized on 9-10 January, 2020 with cooperation of WDC &amp; IQAC members.</p> <p>Students volunteers were selected and actively participated in the International Conference.</p> <p>Concession was given to students of SLC who presented paper in the International Conference.</p> <p>The funding proposal was duly submitted to ICSSR.</p>
7	21.01.2020	<ul style="list-style-type: none"> <li>• Interaction programme with Prof. Slagjana Stojanovska, IBF, Skopje, Macedonia</li> </ul>	<p>Prof. Slagjana Stojanovska, IBF, Skopje came for the Conference &amp; IQAC organized the interaction for mutual benefits. The Interaction was immensely successful in in exchange of ideas and learning of quality parameters for mutual benefits.</p>
8	08.04.2020	<ul style="list-style-type: none"> <li>• Due to present precarious situation arising out due to outbreak of COVID-19, the chairperson invited suggestions/innovative ideas for completion of course of every subject.</li> </ul>	<p>IQAC members suggested various ideas like incorporating various ICT tools, uploading of study materials on college website etc.</p>

		<ul style="list-style-type: none"> <li>• The Chairperson suggested that Teacher-In-Charges of all the Departments must ensure timely completion of course of each paper of their subject and also should encourage the faculty members of their Department to post 01-02 video lecturers on the website. She also suggested that retired faculty members and senior teachers may also be contacted to give virtual lecturers on their respective subject areas.</li> <li>• Dr. Kusha Tiwari also apprised the members status of completion of AQAR Criteria 2019-20 stating that Criterion number 1,2,3 &amp; 5 are mostly completed and the rest would only be completed when the College office become operational after lifting of lockdown.</li> <li>• It was decided to prepare a Teacher-In-Charge format showing weekly status of paper-wise course completion of all subjects &amp; the same is to be submitted by all Teacher-In-Charges every Friday commencing from 11/04/2020 to ensure that no paper is remain untaught in the best interest of the students during the pandemic time.</li> </ul>	<p>Videos lectures of various papers were uploaded on the College website and it was ensured that the syllabus was completed as per schedule. Many volunteering video lecturers were delivered and uploaded.</p> <p>The deadline of submission of AQAR was extended by NAAC and the AQAR's were submitted on time.</p> <p>The same was made and accordingly it was easier to monitor the progress of Teaching Learning and syllabus of all papers was completed as per schedule.</p>
9	29.05.2020	<ul style="list-style-type: none"> <li>• The Convenor IQAC proposed for hosting one day International Webinar on "Proactive Governance and Policy Implementations in the Times of Covid 19" on 5th June, 2020. The proposal was approved by the Chairperson and all the members unanimously agreed for the same and assured their full cooperation for successful organizing of the same.</li> <li>• It was also proposed by Convenor IQAC to hold one day Webinar on the topic "Financial Literacy for Women in the Times of Covid - 19" in collaboration</li> </ul>	<p>One day International Webinar was successfully organized (Report attached).</p> <p>One day Webinar in Collaboration with UBA was successfully organized.</p>

		<p>with Unnat Bharat Abhiyan (in Hindi Language as the same is widely spoken in 05 villages adopted by SLC under UBA) and it was decided that Mrs. Jayshree , MD Sewa bank would be approached as a resource person for the same and the webinar would be organized as per the date suitable to her.</p> <ul style="list-style-type: none"> <li>• It was also discussed and unanimously decided to hold one day online workshop for Smart Office Training (Work from Home) for Non-teaching employees of the College. Mr. J.S. Chauhan was requested to examine the modalities for the same.</li> <li>• It was once again reiterated by the Chairperson for timely submission of AQAR Criterions.</li> <li>• In accordance with the Apex committee Meeting held on 30.04.2020, it was decided to organize Webinar or any other innovative online event of Department(s), Societies and Centres in collaboration with IQAC and the Coordinator , IQAC was requested to facilitate the same.</li> </ul>	<p>In the Pipeline</p> <p>AQAR was assigned and work is under progress.</p> <p>All the Webinars, Events were organized in collaboration with IQAC.</p>
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