A meeting of IQAC was held on 11th July 2024 at 11 am in the Committee Room. The following members were present:

Prof. Saloni Gupta (Principal)

Prof. Rajni (Convenor)

Dr. Nishtha Bhushan (Member)

Ms. Monika Arya (Member)

Dr. Deepti Singh (Member)

Dr. Levin N.R. (Member)

Dr. Madhvi (Member)

Dr. Shilpi Sahi (Member)

Dr. Princy Jain (Member)

Dr. Loveleen Gupta (Member)

Dr. Khushi Chaudhary (Member)

Dr. Vandana Yadav (Member)

Dr. Sarita Kadian (Member)

Ms. Mahima Khurana (Member)

Ms. Bhavna Shivan (Member)

Dr. Ankit Gupta (Member)

1. The following members have been selected as the External Members in the Constitution of IQAC for the academic year 2024-25. It was discussed that a confirmation would be taken from the following external members through mail.

Dr. Nitin Puri	External Member, GB Representative	nitinkumarpuri@dtu.ac.in
Prof. Namita Rajput	External Member, Academician	namitarajput27@gmail.com (9312180054)
Dr. Jay Chanda	External Member, Stakeholder	jay13572002@yahoo.co.in (9910448192)
Dr. (Mrs) Jayashree Gupta	External Member, Industralist	jayashreehrg@gmail.com (9871950011)
Ms. Radha Goyal	External Member, Community	radhagoyal@gmail.com
Prof. Dhananjay Joshi	External Member, Parent	professorjoshiipu@gmail.com
Ms. Seema Jangid	External Member, Alumni	csseemajangid@gmail.com (8800531738)

2. Prof. Rajni will continue as IQAC Coordinator for the academic year 2024-25 as the tenure permitted for coordinator is 2-3 years.

3. Dr. Nishtha Bhushan will serve as the IQAC Deputy Coordinator of IQAC for the academic year 2024-25.

4. Responsibility of work under each Criteria of AQAR was assigned to one Criteria head. The criteria-heads are as follows:

Criteria 1: Dr. Deepti Singh

Criteria 2: Dr. Shilpi Sahi

Criteria 3: Dr. Nishtha Bhushan

Criteria 4: Dr. Levin N. R.

Criteria 5: Dr. Madhvi

Criteria 6: Ms. Monika Arya

Criteria 7: Dr. Princy Jain

5. It was decided that the seven criteria heads will be a part of core IQAC committee, and other members will be part of sub-committee.

6. Three student representatives would be selected from 1st, 2nd, and 3rd year batches on the basis of interview to complete IQAC constitution.

7. Prof. Manju Sharma being occupied with "Rajbhasha" committee responsibilities, Dr. Prem Kumari from Hindi department has been co-opted in the IQAC committee for promotion screening work in place of Prof. Manju Sharma.

8. Due to Dr. Khushi's expected non-availability in the academic year 2024-25 due to Maternity Leave, Dr. Jaya from English department is co-opted in the IQAC to work as convenor for Lakshya-Student support cell.

9. It was suggested by Principal ma'am to systematize the record keeping and data management of IQAC. Maintaining all records in both hard and soft copy should be made a practice in IQAC, and all data should be backed up in hard drives also. Each criteria head will be responsible for maintaining the hard copy of the materials relevant for their criterion in the IQAC room and a soft copy in hard disk. Data of all the publications, Activities, Annual report of college, Report of main events in the college will also be kept by IQAC.

10. All the societies/committees/cells will be informed to complete all information of events and participation on ERP portal and download the consolidated annual report generated by ERP. Subsequently, the respective convenors must sign it and submit to IQAC.

11. All the activities would be held the under the aegis of IQAC. The poster should be prepared both in English and Hindi languages. All the posters will be sent to Mr. Nikhil and Dr. Bhawna Shivan for Website and social media pages respectively. All the department/society's funding will be done after approval by IQAC.

12. Health and Hygiene audit was conducted by proctor of the university, Dr. Anuranjita Wadhwa will provide its report.

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