



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन  
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास)

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संदर्भ सं./Ref. No. SRCASW/.....

दिनांक/Date.....

**Minutes of Meeting**

A meeting of IQAC was held on Wednesday, 8<sup>th</sup> November 2023 at 12:30 PM in offline mode.


Following members were present:

1. Professor (Dr.) Payal Mago, Principal, Chairperson
2. Professor Punita Saxena, Teacher Representative
3. Ms. Venika Gupta, Teacher Representative
4. Dr. Mohd. Saquib Ansari, Teacher Representative
5. Ms. Deepali Bajaj, Teacher Representative
6. Dr. Radhika Bakhshi, Teacher Representative
7. Dr. Para Dholakia, Teacher Representative
8. Professor Sunaina Kanojia, Management Representative
9. Mr. Saaket Kumar, Senior Admin Officer
10. Prof. Projes Roy, Senior Admin Officer
11. Ms. Shipra Kesarwani, Alumni
12. Ms. Vaishnavi, Student Representative
13. Mr. Sundeep Dhar, Industrialist
14. Dr. Ravi Kumar, Special Invitee
15. Ms. Neha Gandhi Special Invitee
16. Dr. Daya Bhardwaj, Coordinator, IQAC

- Minutes of the meeting held on 14<sup>th</sup> December 2022 were discussed and confirmed.
- Academic audit committee report including faculty feedback, result analysis, placement and alumini report was presented by Dr. Para Dholakia.
- Under academic audit committee, hostel and infrastructure feedback forms were also presented.
- Dr. Daya Bhardwaj updated the committee that IQAC is in process of collecting data of AQAR 2022-23.
- Prof. Mago suggested to limit feedback forms to have maximum 10 questions.
- Mr. Dhar suggested to create feedback forms with at least one promoter question on basis of which further analysis of data can be done more effectively.
- The members suggested to collect faculty feedback teacher wise and twice a year.

The meeting ended with the vote of thanks.

  
Dr. Daya Bhardwaj  
IQAC Convener

  
Prof. (Dr.) Payal Mago  
Principal

29/Sept/2023

IQAC subcommittee meetings 2023-2024

A meeting of IQAC convener and members of academic of audit committee was held. The following members are present.

- |                         |              |
|-------------------------|--------------|
| 1) Rekha Mehrotra       | Sharma       |
| 2) Deepa Joshi          | Joshi        |
| 3) Dr. Twinkle Sachchan | Sachchan     |
| 4) Dr. Indu Shore       | Shore        |
| 5) Prof. Jasjeet Kaur   | Jasjeet Kaur |
| 6) Dr. Manisha Khatri   | Khatri       |
| 7) Dr. Parv Dhalakia    | Dhalakia     |
| 8) Dr. Neha Gang        | Gang         |
| 9) Saranya Chaturvedi   | Chaturvedi   |
| 10) Neha Gandhi         | Gandhi       |
| 11) Himani Dua          | Dua          |
| 12) Dr. Ravi Kumar      | Kumar        |
| 13) Dr. Sunil Kumar     | Kumar        |

### Minutes of meeting

- ① Re-construction criteria for coordinators and their team.

Criteria 1: - Dr. Deepa Joshi  
Dr. Twinkle

Criteria 2: - Prof. Punita Saxena  
Dr. Neha Gang

Criteria 3: - Prof. Jasjeet Kaur  
Dr. Deepak

Criteria 4: - Ms. Venika Gupta

Dr. Saumya Chaturvedi  
Ms. Himani Duggal

Criteria 5 :-

Dr. Indu Arora  
Dr. Manish  
~~Dr.~~ Dr. Anjeeta  
Ms. Surbhi  
Dr. Sunil Kumar

Criteria 6 :-

Dr. Parag  
Dr. Meha Kalyal

Criteria 7 :-

Dr. Reka Mehrotra  
Dr. Richa Sharma  
Dr. Pratyush

2) Calendar was finalized for different data collection:

(a) Academic data :- as per academic calendar

[01-06-2022 to 31-May-2023]

(b) Research committee: AS per academic calendar

(c) Paper publication :-

01-01-22 to 31-12-2023

(d) Financial data :- 01-04-2022 to 31-03-2022.

3) Ms. Neha Gandhi - Special Intitice -

IOAC

4) ~~teachers from B~~ Dr. Indu and Dr. Saumya are added in Academic audit committee.



10.10.23.

A meeting of academic audit committee was held on 10th October, 2023 at 1 PM in staff room. Following members were present: -

1. Dr. Para Shelahi Parasheli
- 2) Dr. Daya Bhardwaj Daya
- 3) Ms. Sushmi Aggarwal Sushmi
- 4) Dr. Ritika Chopra Ritika
- 5) Dr. Indu Arora Indu
- 6) Dr. V. A. Pratyusha Pratyusha
- 7) Dr. Aniti Yadav Aniti
- 8) Mr. Subhash Manda (amb) Subhash
- 9) Dr. Deepa Tyagi Deepa
- 10) Dr. Komal Chaudhary Komal
- 11) Dr. Ravi Kumar Ravi
- 12) Ms. Himani Dua Himani
- 13) Dr. Anjeeta Saini Anjeeta
- 14) Ms. Menika Menika
- 15) Dr. Deepa Tyagi Deepa

## Minutes -

1. Result analysis was discussed.
2. Feedback will be taken before semester ends.
3. Possibility of having a separate portal for feedback was discussed.
4. Reporting - A form with details on infrastructure, sports facilities, non-teaching feedback etc will be circulated.

Meeting ended with thanks to the chair.

23/11/23

A meeting of the academic audit committee was held on 23-11-23 at 1 PM in staff room.

The following members were present:

1. Dr. Daya Bhardwaj
  2. Dr. Para Dholakia
  3. Dr. Ashok Kumar
  4. Dr. Dimpay Handa
  5. Dr. Komal
  6. Ms. Himanshi Dua
  7. Dr. V A Pradyumna
  8. Dr. Ravi Kumar
  9. Dr. Aasthi Yadav
  10. Dr. Surubhi
  11. Dr. Deepa Tyagi
- Dr  
Paradhat  
Ashok  
Danda  
Komal  
Kishor  
Pradyumna  
Ravi  
Aasthi  
— on leave

Agenda:

Briefing of IOAC meeting recommendations held on Nov. 8, 2023.

mom:

- 1.) Dr. Deepa Tyagi joined in the sub-committee working on placement & higher studies.
- 2.) The internal Academic Audit Committee was briefed about the revision of feedback forms from faculty, students & staff as per the recommendations of IOAC meeting.
- 3.) It was conveyed to the coordinators that feedback would be collected twice in an academic year preferably before the starting of practical examination.

Dec 7, 2023

A meeting of NAAC core team members was held to discuss & finalize the AQAR-2023. Following members were present:

- 1.) Dr. Paya Bhardwaj —
- 2.) Ms. Neha Gandhi Neha
- 3.) Dr. V.A. Pralynika V.A. Pralynika
- 4.) Dr. Neha Katiyal Neha
- 5.) Dr. Neha Gang Neha
- 6.) Prof. Punita Saxena Punita
- 7.) Dr. Parashaktia Parashaktia
- 8.) Dr. Aarti Yadav Aarti
- (9) Dr. Anshu Anand Anshu
- (10) Dr. Ravi Kumar Ravi
- Dr. Twinkle Twinkle

Minutes of the meeting:

- 1.) Draft criteria was presented by the respective coordinators
- 2.) Suggestion were sought from the members.

The meeting ended with thank to the Chair.



6.2.24

A meeting of Proctorial Board, Mentor, Convenor, Hostel Committee, NSS Coordinators is scheduled in the staff room at 1.30 pm to plan the necessary requirements for the upcoming visit of hostel & college health & hygiene committee visit.

Following members were present:

- 1.) Dr. Daya Bhardwaj - IDAC coordinator
2. Dr. Sneha Kabra - Mentor, Proctorial Board
- 3 - Mr. Deepak Jainwal. Jainwal
4. Ms. Preeti Singhel - Convenor, Hostel Committee Int'l
5. Dr. Twinkle Sachchan - Sachchan
6. Dr. Deepaj Bajaj Bajaj
7. Tina Sachchan Sachchan

Minutes of the meeting:

Following duties are assigned:

1.) Admission Committee - Admission facilitation center at ground floor.

2.) Proctorial Board:

Signages, Committee, wall of democracy

3.) NSS:

General Cleanliness:



9.2.24

A meeting of NAAC core team members & Department TIC's was held to review the AQAR-2022-23 Docs.

Following members were present :

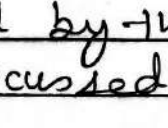
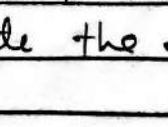
- 1) Dr. Daya Bhardwaj - Coordinator - Dny.  
(IOAC)
- 2) Ms. Surbhi Aggarwal - Surbhi  
(Criteria 5.3  
(Electronics Dept))
- 3) Dr. Aahanksha - TIC, CS Aahanksha  
09/02/24
- 4) Dr. Nena Katiyal Nena Katiyal
- 5) Dr. Saqib Anwar - TIC, DTK Saqib  
(FC - Dr. Vhosha)
- 6) Venita Gupta - Elec. Venita
- 7) Dr. Pooja Sharma - Physics (Criteria 5.2) Pooja Sharma
- 8) Prof. Alka Vohra Kaur - Physics Alka Vohra Kaur
- 9) Dr. Rekha Mehrotra - Microbiology Rekha
- 10) Prof. Tarjeet Kaur - TIC, Chemistry Tarjeet K
- 11) Prof. Punita Saxena - TIC, Mathematics Punita
- 12) Dr. V A Pradyumna - Pradyumna
- 13) Dr. Sneha Khatwani - TIC, Instrumentation Sneha
- 14) Dr. Indu Anand - Criteria 5. Indu

29.4.24

A meeting of ISAC internal members & Academic Audit Committee members was held in the staff room at 12:20 pm to discuss the following agenda:

- 1.) Review of feedback forms (Faculty, Infra Structure, Administrative & Accounts dept.)
- 2.) Update of Alumni Mentorship program initiative
- 3.) Any other matter.

Following members were present:

- |                                |   |
|--------------------------------|---|
| 1.) Dr. Deepali Bajaj          |    |
| 2.) Prof. Tarjeet Kaur         |   |
| 3.) Dr. Sarvjit Anand          |  |
| 4. Prof. Purita Saxena         |  |
| 5. <del>Dr. Aniket Kumar</del> |  |
| 6.) Dr. Dimpfy Handa           |  |
| 7.) Dr. VA Pratyusha           |  |
| 8.) Mr. Suabhi Gupta           |  |
| 9.) Dr. Himani Dua             |  |
| 10.) Ms. Meha Gaudhi           |  |
| 11.) Ms. Monika                |  |
| 12.) Dr. Neha Gang             |  |
| 13.) Dr. Ritika Chopra         |  |
| 14.) Dr. Ashok Kumar           |  |

Minute of the meeting:

- 1.) Feedback forms suggested by the Academic Audit committee were discussed in detail with ISAC internal members.
- 2.) Revisions were noted by the respective Academic Audit Committee members.
- 3.) It was decided to update the forms by April 30, 2024.

4) It was decided by all the members to collect the feedback from students before the start of their practical Examination from April 12, 2024

5) Feedback collection from other stakeholders should be completed by May 20, 2024.