



SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)

मालवीय नगर, नई दिल्ली-110017

Ref. No.

Dated September 24, 2018

Minutes of the Meeting X - IQAC

The meeting of the IQAC Committee was held on Monday, September 24, 2018 at 10:00 AM in the Principal's Office. The following were present.

1. Dr. Vipin Kumar	Chairman (Principal Offg.)
2. Dr. SangeetaKaul	Coordinator
3. Mr. B Raja Rajan	External Member, Joint Registrar of College's DU
4. Mrs. VandanaBhalla	Faculty Member
5. Dr. RashmiMathur	Faculty Member
6. Dr. SoniRastogi	Faculty Member
7. Dr. AprajitaChauhan	Bursar
8. Dr. MeetaMathur	Faculty Member and NAAC Convener
9. Mrs. MeenuPanwar	Section Officer (Administration)
10. Mr. Ravinder Singh	Section Officer (Accounts)
11. Ms. Shalini	Librarian
12. Dr. Prem Lata Singh	Faculty Member
13. Mrs. Suman Lata	Faculty Member
14. Mrs. Anjali Bhatnagar	Faculty Member
15. Ms. Hema Nagpal	Faculty Member
16. Mr. Manoj Sharma	Alumni Representative
17. Mr. Sandra Sunil	Student, B.Com (H), Second Year
18. Ms. Sakshi Sharma	Student, B.Com (H), Second Year

The following issues were discussed during the meeting :

1. Confirmation of the minutes of the meeting held on 05th of January, 2018.
2. All the committees and departments are required to report to the IQAC, the events organized by them, within a week's duration, along with the pictures and notice of the event.
3. A Faculty Development Programme of one week will be organized under the aegis of IQAC, concerning a wide range of teaching pedagogy.
4. Teacher In Charges of various Departments gave suggestions to hold Skill Development Courses / Projects :

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- a. A language Course (Korean or Japanese) will be initiated depending on the response of the students. A Committee, in this regard, has been formed under the Convenorship of Dr. Shubhanjali Chopra.
 - b. Department of Electronics showed interest in the introduction of a course on the PCB Making, with the perspective of enhancing the probability of final placement of the students.
 - c. Botany Department highlighted keenness in the introduction of training programme on Mushroom Farming.
5. Library :
- a. Librarian, Dr. Shalini, has been vested with the responsibility of giving a presentation on "How to use the E-Resources" for the benefit of both, students and faculty.
 - b. Purchase Recommendation form to be made available in the Library for the benefit of students requesting specific books for the library.
 - c. Obsolete and outdated books to be weeded out from the Library.
 - d. A specific guideline to be issued to the students, allowing them with a maximum of half an hour time duration for Reading room.
 - e. Two Journals per Laboratory will be made available for the students via respective Laboratories.
6. A departmental meeting of every department of the college should be held twice in each Semester, reviewing the syllabus followed and covered, till date.
 7. It should be a mandate that the paper codes be specified when the attendance and internal assessment records are submitted.
 8. Attendance of the Students:

Contd...(3)



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- An SMS be sent to the student as well as the parent, so as to inform them about the shortage of the attendance.
- Admit Card to be issued to students with short attendance only when they have signed a bond for the same.


Dr. Sangeeta Kaul
Coordinator
IQAC


Dr. Vipin Aggarwal
Chairman
IQAC