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# SRI AUROBINDO COLLEGE

(University of Delhi)  
MALVIYA NAGAR, NEW DELHI - 110017  
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Ref. No. ....

Dated .....

November 15, 2022

## Minutes of the Meeting XXVII - IQAC

The meeting of the IQAC Core Committee was held on Tuesday, 15<sup>th</sup> of November, 2022 at 10:30 AM in the Principal's Office. The following members were present.

- |                               |   |
|-------------------------------|---|
| 1. Prof. Vipin Kumar Aggarwal | Chairman (Principal Offg.)                                  |
| 2. Dr. Vikas Gupta            | Registrar ( Joined Online through Google Meet )             |
| 3. Prof. SangeetaKaul         | Coordinator   |
| 4. Dr. Rashmi Mathur          | Faculty Member  |
| 5. Mrs. Shobhna Chandra       | Faculty Member  |
| 6. Dr. Kamaljeet              | Faculty Member  |
| 7. Prof. MeetaMathur          | Faculty Member and NAAC Convener                            |
| 8. Dr. Sanjay Tyagi           | Faculty Member  |
| 9. Dr. Laxmi Tanwar           | Faculty Member  |
| 10. Prof. Namita Rajput       | Faculty Member  |
| 11. Mr. Manoj Sharma          | Alumni Representative ( Joined Online through Google Meet ) |
| 12. Dr. Shikha Narang         | Faculty Member  |

The following issues were discussed during the meeting :

1. Detailed discussion was carried out regarding the upcoming NAAC Visit. The following key pointers were decided upon :
  - a. It was reiterated that each Department will chalk out their Academic Calendar for each Semester and display the same on the College Notice Board and Website. The Departments are expected to keep their departmental database ( academic calendar along with their activities ) and reports ready for the last 03 years.
  - b. It was also re-emphasized that, as in the past, the faculties will continue to keep the authorities updated about their achievements on monthly basis. The same should be mailed on the IQAC mail ID : [saciqac18@gmail.com](mailto:saciqac18@gmail.com), As practiced earlier, the faculties will also submit their duly filled and signed APAR form.
  - c. The faculties are supposed to keep a few sample assignments and practical file with them for the purpose of future record.
  - d. The departments should have a regular meetings after every 02 months and keep a record of the minutes of the meeting. The meetings should focus on discussion of course content covered as well as future plan of action.



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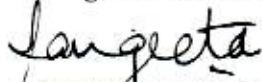
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- e. Remedial classes should be taken for the academically weak students. Also, the departments are expected to keep a record of the academically sound / bright students ( The record should be prepared and presented in the next IQAC meeting ).
2. Prof. Namita Rajput has started Management games and ideation workshops to train the students for their more holistic growth. It is highlighted that the other faculty members should also start conducting such similar workshops for the students of the college.
3. E-waste disposal cell shall be created in the college and shall be supervised by the Chemistry Department.
4. In order to standardize the various events that are held in the college, it was decided that the events should be recorded / live streamed on the various social platforms of the college, as a practice conducted in the past. Also, it should be ensured that the data of participants / audiences is collected beforehand through proper Google registrations forms.
5. The students of the college will be provided with an official mail ID, if not already done.
6. Mrs. Shobhna Chandra, along with Dr. Sakshi Malik shall look into the Mentor-Mentee aspect of the students and faculty. They shall ensure :
  - a. The subject wise allocation of student-faculty, in order to ensure proper mapping between students and faculty of science, commerce and arts.
  - b. The record of these meetings is maintained and updated on regular basis.
7. The doctor is available in the college premises on Monday and Thursday. This information has to be uploaded on the college notice board as well as the website of the college.
8. For Generic Elective Courses :
  - a. In order to create awareness and provide the students with further more choices, the Google form for the GE subjects shall be circulated again, after the addition to few new subjects offered by the Zoology, Botany, Electronics and Physics Department.
  - b. The students should be asked for multiple preferences, just in case the first preference of the student is not available for administrative reasons.
9. Physics and Zoology Department shall come up with a proposal comprising of ideas on green initiatives that can be taken across the college.

  
Prof. Sangeeta Kaul  
Coordinator  
IQAC

  
Prof. Vipin Aggarwal  
Chairman  
IQAC