

SANT HARI DASS COLLEGE OF HIGHER EDUCATION

BANI CAMP, NAJAFGARH, NEW DELHI

(Recognized by NCTE, Approved by DHE and Affiliated to GGSIPU, Dwarka, New Delhi)

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 16 July 2024 (Tuesday) at 1:30 P.M. in the Seminar Hall

The following Members were invited in the meeting:

1.	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
2.	Dr. NeelamSoni	Director of College & Coordinator of IQAC
3.	Dr. Joni Hooda	Member of IQAC
4.	Dr. MadhuShrivastava	Member of IQAC
5.	Mrs. RinkyKohli	Member of IQAC
6.	Mr. Vijay Lakra	Member of IQAC
7.	Mrs. Swati Rustagi	Member of IQAC
8.	Mr. R.S. Manav	Member of IQAC
9.	Mr. Surender Prakash	Member of IQAC
10.	Dr. Mayura Baliyan	Member of IQAC
11.	Mr. SurjeetYadav	Member of IQAC
12.	Prof. I.S Suri	Member of IQAC
13.	Ms. Himanshi	Member of IQAC
14.	Mr. Tushar Sahrawat	Member of IQAC
15.	Ms. NishaSehrawat	Member of IQAC
16.	Mr. AmitShokeen	Member of IQAC

Dr. NeelamSoni, IQAC Coordinator welcomed and briefed all the Members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:

1. To review and confirm the minutes of the last meeting

The Coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

2. To execute the approved Action Plan and the Policy for monitoring and evaluating the overall system

The Coordinator placed before all the Members the Action Plan being approved by the Governing Body Members in the meeting for the Academic Session 2024-2025. For effective execution of the Action Plan, the following resolutions were passed:

- (a) Resolved to take approval for ITEP (Integrated Teacher Education Programme) from NCTE and GGSIP University.
- (b) Resolved to get approval for 4 years BBA programme from AICTE and GGSIP University. Responsibility for approval has been assigned to the faculty members of BBA Dept.
- (c) Resolved to conduct more career guidance &counseling sessions for the students for preparation of various competitive exams.”

- (d) Resolved to enrich curriculum by introducing Add-on Course especially for girl students for their holistic development.
- (e) Resolved to encourage faculty members to participate in National & International conferences, seminars, etc. and to present/publish their research work.
- (f) Resolved to strengthen the placement activities for the benefits of all students of B.Ed. and BBA programmes.

3. To organize Orientation Program for the New Session 2024-2025

The Coordinator informed all the members that prior to the commencement of New Session, an orientation program for the newly arriving students of both the programmes must be organized. The primary purpose of the program is to provide new students with instructions on necessary things to do as well to support them as they begin their journey at SHDCHE. During the course of the program, we gradually introduce new students to life at the College, from academics and community norms to resources and support services. After detailed discussion, various duties have been assigned to all the faculties to make arrangements for the same.

4. To re-constitute the different Committees/ Cell for the upcoming new session 2024-2025

All the Members and Faculties were informed and explained about the relevance and need of constituting various Committees at the College campus. The Cell decided to re-constitute the following Committees for the upcoming new Session 2024-2025:

- Anti-Ragging Committee
- Anti-Ragging Squad
- Grievance Redressal Committee
- Placement Cell
- SC, ST, OBC, Minority Cell for Financial Assistance and other Support
- Sexual Harassment Committee
- Admission committee
- Time table committee
- Discipline committee
- Academic co-ordination committee
- Sports co-ordination committee
- Examination committee
- CCA committee
- Publication committee
- Research committee
- Library committee
- Institute innovation council(IIC)

All the activities, duties and responsibilities of each Committee were discussed in detail and accordingly assigned to all the respective members of the Committees.

5. To prepare tentative Schedule/Planner of all activities for the Academic Year 2024-2025

All the members discussed in detail about the various activities to be undertaken within the Campus for this Session and it was also decided to prepare a tentative Schedule/Planner of all the curricular and co-curricular activities and to assign the responsibilities to the respective faculty and staff members.

6. To prepare Time-Table for the each class and to decide their respective Class-Coordinator

The Coordinator informed the Members of Time-Table Committee of both the Departments to prepare the time-table of each class for the new session 2024-2025 and get the same approved by the Principal/Director before the commencement of the new session and same must be displayed on the notice boards for everyone's consideration. It was also discussed to decide the Class-Coordinators for each Class for the continuous monitor, support and convenience of students.

7. To prepare the Teaching Plan

IQAC Coordinator explained about the execution of the academic calendar and preparation of teaching plan for the Academic Year 2024-2025 and it was resolved to execute Academic Calendar and Teaching Plans strictly and to maintain the lecture log accordingly. It was decided to monitor it by regular meetings with principal/ Director of the College.

8. Vote of Thanks

The meeting has been concluded with a vote of Thanks to the Chair.

Dr. Jai Bhagwan
Chairperson of IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 05 November 2024 (Tuesday) at 11:30 A.M. in the Conference Room

The following Members were invited in the meeting:

1.	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
2.	Dr. NeelamSoni	Director of College & Coordinator of IQAC
3.	Dr. Joni Hooda	Member of IQAC
4.	Dr. MadhuShrivastava	Member of IQAC
5.	Mrs. RinkyKohli	Member of IQAC
6.	Mr. Vijay Lakra	Member of IQAC
7.	Mrs. Swati Rustagi	Member of IQAC
8.	Mr. R.S. Manav	Member of IQAC
9.	Mr. Surender Prakash	Member of IQAC
10.	Dr. Mayura Baliyan	Member of IQAC
11.	Mr. SurjeetYadav	Member of IQAC
12.	Prof. I.S Suri	Member of IQAC
13.	Ms. Himanshi	Member of IQAC
14.	Mr. Tushar Sahrawat	Member of IQAC
15.	Ms. NishaSehrawat	Member of IQAC
16.	Mr. AmitShokeen	Member of IQAC

Dr. NeelamSoni, IQAC Coordinator welcomed and briefed all the Members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:

1. To review and confirm the minutes of the last meeting

The Coordinator read the minutes of previous meeting and the minutes were reviewed and passed by the members.

2. To prepare AQAR for session 2023-24

Brief discussion on the preparation of AQAR for the year 2023-2024 was held. The IQAC Coordinator informed to all the concerned members to provide criterion wise details for the timely preparation and submission of AQAR.

3. To conduct all the activities of IIC

It is decided to conduct all the activities such as MIC Driven activity, celebration activity scheduled by AICTE. The activity schedule hand over to concerning member for implementation.

4. To discuss and preparation for University Exam Centre

It has been discussed that institution would have University Exam Centre. The seating arrangements need to be done accordingly.

5. To plan excursion trip for the students and staff

To inculcate the spirit of togetherness & cooperation among the students, the Coordinator informed all the members to organize Excursion Trip for all the students and Staff Members in the upcoming semester (Jan-May 2024).

Vote of Thanks

The meeting has been concluded with a vote of Thanks.

Dr. Jai Bhagwan

Chairperson of IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 17 February 2025 (Monday) at 11:00 A.M. in the Conference Room

The following Members were invited in the meeting:

1.	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
2.	Dr. NeelamSoni	Director of College & Coordinator of IQAC
3.	Dr. Joni Hooda	Member of IQAC
4.	Dr. MadhuShrivastava	Member of IQAC
5.	Mrs. RinkyKohli	Member of IQAC
6.	Mr. Vijay Lakra	Member of IQAC
7.	Mrs. Swati Rustagi	Member of IQAC
8.	Mr. R.S. Manav	Member of IQAC
9.	Mr. Surender Prakash	Member of IQAC
10.	Dr. Mayura Baliyan	Member of IQAC
11.	Mr. Surjeet Yadav	Member of IQAC
12.	Prof. I.S Suri	Member of IQAC
13.	Ms. Himanshi	Member of IQAC
14.	Mr. Tushar Sahrawat	Member of IQAC
15.	Ms. Nisha Sehrawat	Member of IQAC
16.	Mr. Amit Shokeen	Member of IQAC

Agenda

1. Confirmation of the minutes of the previous meeting
2. Review of Action Taken Report (ATR) for Quarter II
3. Academic and administrative progress in Quarter III
4. Planning for NAAC-related documentation
5. Student support initiatives and feedback
6. Faculty development and training programs

Minutes

Dr. NeelamSoni, IQAC Coordinator welcomed and briefed all the Members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:

1: Review of Action Taken Report (ATR)

The IQAC Coordinator presented the ATR for Quarter II. Major achievements were:

- Completion of mid-term syllabus reviews
 - Organization of two faculty development workshops
 - Commencement of student feedback collection through online forms
- Members expressed satisfaction and encouraged timely follow-up.

2: Academic and Administrative Progress in Quarter III

- All departments successfully conducted internal assessments.

- Library automation project reached 80% completion.
 - Pilot implementation of the digital attendance system started.
- The Chairperson directed that the pending activities be completed by August 2025.

3: Planning for NAAC-Related Documentation

- The Coordinator presented the updated Self-Study Report (SSR) draft.
- All departments were requested to submit pending data and supporting documents.
- It was decided to organize an orientation program on NAAC documentation in August 2025.

4: Student Support Initiatives and Feedback

- The Student Representative requested additional career counseling sessions.
- The Committee resolved to conduct three such sessions in the next quarter.
- Grievance records and redressal mechanisms were reviewed.

5: Faculty Development and Training Programs

- The proposal for a workshop on outcome-based education was approved.
- Tentative date for the workshop was decided.
- Budget approval will be sought through the Finance Committee.

Vote of Thanks

The meeting concluded with a vote of thanks by Ms Rinky Kohli to the Chair and all members for their active participation.

Dr. Jai Bhagwan
Chairperson of IQAC

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 20 May 2025 (Tuesday) at 11:00 A.M. in the Conference Room

The following Members were invited in the meeting:

17.	Dr. Jai Bhagwan	Principal of College & Chairperson of IQAC
18.	Dr. NeelamSoni	Director of College & Coordinator of IQAC
19.	Dr. Joni Hooda	Member of IQAC
20.	Dr. MadhuShrivastava	Member of IQAC
21.	Mrs. RinkyKohli	Member of IQAC
22.	Mr. Vijay Lakra	Member of IQAC
23.	Mrs. Swati Rustagi	Member of IQAC
24.	Mr. R.S. Manav	Member of IQAC
25.	Mr. Surender Prakash	Member of IQAC
26.	Dr. Mayura Baliyan	Member of IQAC
27.	Mr. SurjeetYadav	Member of IQAC
28.	Prof. I.S Suri	Member of IQAC
29.	Ms. Himanshi	Member of IQAC
30.	Mr. Tushar Sahrawat	Member of IQAC
31.	Ms. NishaSehrawat	Member of IQAC
32.	Mr. AmitShokeen	Member of IQAC

Agenda

1. Confirmation of the minutes of the previous meeting
2. Review of Action Taken Report (ATR) for Quarter III
3. Academic performance review of BBA and B.Ed Programmes
4. Planning for the upcoming semester and admission process
5. Enhancement of teaching-learning processes
6. Faculty and student feedback mechanisms
7. Faculty development plans
8. Student support, placement, and internship initiatives

Minutes

1: Confirmation of Previous Minutes

The minutes of the Quarter III meeting was read and confirmed unanimously.

2: Review of Action Taken Report (ATR) for Quarter III

The IQAC Coordinator presented the ATR. Highlights included:

- Career counseling sessions successfully conducted
- Preparation of AQAR for NAAC submission

3: Academic Performance Review of BBA and B.Ed Programmes

- **BBA Programme:**
 - Faculty presented academic results and attendance reports.
 - Improvement observed in soft skills and communication abilities.
 - Remedial coaching recommended for low-performing students.
- **B.Ed Programme:**
 - Practicum and internship performance reviewed.
 - Positive feedback received from school mentors.
 - A proposal was made to include additional training on innovative teaching methods.

4: Enhancement of Teaching-Learning Processes

- Feedback on the use of ICT-enabled tools was discussed.
- Proposal to upgrade smart boards and projectors approved.
- Blended learning to be further integrated into both programmes.

5: Faculty and Student Feedback Mechanisms

- It was resolved to implement structured **faculty feedback** by students twice a year through confidential online forms covering teaching effectiveness, punctuality, and course delivery.
- A **student feedback mechanism** was also approved for collecting feedback on curriculum relevance, facilities, and support services.
- The IQAC will compile and analyze feedback reports to inform improvement plans.
- Faculty self-appraisal forms will be updated to include reflections on professional development and student engagement.

6: Faculty Development Plans

- A workshop on **Outcome-Based Education and Bloom's Taxonomy** was approved for the next quarter.
- Faculty encouraged to attend external training programmes and refresher courses.
- Annual faculty development calendar to be prepared.

7: Student Support, Placement, and Internship Initiatives

- Mock interviews and resume-writing sessions to be conducted for BBA final-year students.
- B.Ed pre-placement orientation sessions planned in coordination with partner schools.
- Student feedback conducted on academics, support services, and infrastructure.

8: Any Other Matter

- A proposal for mental health and well-being workshops for students was accepted.
- The Committee recommended inviting counselors for upcoming sessions.

Vote of Thanks

The meeting concluded with a vote of thanks to the Chairperson and all members for their valuable contributions and support.

Dr. Jai Bhagwan
Chairperson of IQAC