



MAITREYI COLLEGE

मैत्रेयी महाविद्यालय

NAAC Accredited 'A' Grade College
(UNIVERSITY OF DELHI)

BAPU DHAM, CHANAKYAPURI, NEW DELHI-110021



An IQAC meeting was held on 13/7/23 in the Committee Room at 11:00 A.M. with the Principal and the previous IQAC members. The following members of IQAC committee and departmental representatives for IQAC attended the meeting

S.N.	Name	Department	Signatures
1.	Dr. Veena Ghuriani	Comp. Sc.	
2.	Dr. Shalini Bhatti	Zoology	
3.	Dr. Jaspreet Kaur	Zoology	
4.	Dr. Mansi Gagne	Botany	
5.	Dr. A. Vineetha	Zoology	
6.	Ms. Santav Kuman	Mathematics	
7.	Ms. Girmantal Khongsai	Commerce	
8.	Dr. Jyotsna	Commerce	
9.	Dr. Ankita Chaudhary	Chemistry	
10.	DR. SUBH KIRTI	Pol. Sc	
11.	Dr. Shweta Sankhwar	Comp. Science	
12.	Dr. Sonal Babbar	Commerce	
13.	Dr. Jyotsna Wassan (Faculty)	Computer Science	
14.	Dr. Rishi Chahal Kumar	History	
15.	Ms. Kritika Khurana	Commerce	
16.	Ms. Ramita	Commerce	
17.	Ms. Nupur Kataria	Economics	
18.	Dr. Reeta	Hindi	
19.	Dr. Ritu Gaba	Chemistry	
20.	Dr. Monika Meikrujan	Botany	
21.	Dr. Rohtan Manchanda	Mathematics	

S.No.

Name

Dept.

Date

Sign

27.

DR. AMITA

Hindi

Amita

28.

DR. ANITA DEVI

HINDI

Anita

29.

DR. Dharmender KUMAR

Sanskrit

Dharmender

30

Dr. Ritu Dhyana

Physics

Ritu

31.

Prof. Horitma Chandra

Principal

Dr. A. V. ...

Dr. A. V. ...

Dr. A. V. ...

Minutes of the Meeting

A first meeting of the Internal Quality Assurance Cell (IQAC) committee was called by the Principal Prof. Haritma Chopra with the newly inducted members, departmental representatives of IQAC and members of the previous IQAC Committee members which was held in the Committee Room of the college at 11 A.M. on 13/07/23. The meeting started with thanksgiving to Dr. Ankita Chaudhary, the Convener for the previous IQAC committee for her relentless job performed during her tenure which extended for more than two years due to Covid pandemic. The Principal also welcomed Dr. Ritu Dhingra, convenor for the present IQAC Committee.

The following points were discussed in the meeting.

1. The Principal apprised everyone about the UTSAH portal launched by UGC for uploading the monthly report of the college based on ten parameters. It was informed to the members that the information was uploaded till June 2023 by Dr. Ritu Dhingra, Dr. Prajwalit Shikha and Dr. Parul Yadav as required by the UGC and similar information has to be uploaded by the college by 25th of every month. So all departmental representatives were asked to inform this in their respective departments for the timely submission of the reports of the departmental activities.
2. The AQAR report for the year 2023 is expected to be submitted by 31st December, 2023.
3. APAR (Annual Performance Appraisal Report) forms are to be filled by all the faculty members by 21st July, 2023 as informed earlier.
4. The departments were asked to submit a monthly planner for all the future activities to be performed by the department every month so that the same could be uploaded on the college website well in advance. It was suggested that each department would appoint an apprentice/intern from the students who would prepare the report of the departmental activities. This intern may also be required to act as a social media representative or content writer for reporting all the events proceedings immediately after the event. The TIC of the department must verify the report and submit it within a few hours of the event.

It was also mentioned in the meeting that the Commerce department of the college is already following the practice of appointing student representatives for social media, HR, Advertising and R&D, besides the departmental society members. Therefore all the departments are requested to follow this good practice. It was also suggested that these interns should be given certificates on the annual day which would ensure their active participation in the activities.

5. The Principal asked Dr. Ritu Dhingra to download and study the new format of AQAR and its requirements of 2023 so that Google sheets for filling the data could be modified.
6. It was pointed out by Dr. Ankita that the data and proofs for students' progression should be collected in the form of their IDs/ degrees of their current institutes and should be collected and compiled properly. The Principal suggested that a student representative preferably from 2nd year should be nominated from each department to collect the data

- for students' progression of her department. This student could be facilitated on the annual day and that can be mentioned in her LOR.
7. The Principal also pointed out that although the Programme students comprised almost 40% of the total students in the college, their data on students' progression was not completely available. So the departments were asked to take care of this data. The physics department was asked to do the same for the students of B.Sc. (Prog.) Physical Science.
 8. The minutes of the last meeting of the previous IQAC were read out by Dr Ankita which were as follows
 - (i) Each department must hold at least one FDP in every two years
 - (ii). Every department must hold open house sessions or departmental meetings to address the problems of students and interact with them regarding departmental activities and welfare.
 - (iii). Every department must collect the data for the parents of the students to maintain a database for distinguished resource persons
 - (iv). Alumnae of the college must be asked about how they could help the college
 - (v). SOP of each department must be made and those which have been submitted can be compiled to make a model SOP
 9. ISO responsibility was handed over to Dr. Ankita Chaudhary
 10. For IQAC the following representatives were required
 - (i) For Alumni the name of Ms. Ria was suggested
 - (ii) A person for the Neighbourhood representative was also required for which Dr. Ritu Dhingra suggested the name of Ms. Poorva, an alumna, presently working in the neighborhood American Embassy, which was approved by the Committee.
 - (iii) Another person for Industry representative was also to be looked for.
 11. The IQAC team would share the feedback of the students with TIC of each department on the basis of which each department would prepare an action taken report.
 12. It was also discussed that the education progression of toppers of each course in the college should also be maintained at least for the last ten years. The TIC of each department is requested to get it done.
 13. It was suggested that the topper and other meritorious students of second year can conduct interactive sessions to disseminate their knowledge to their juniors which will help them in improving their communication skills. These students can be credited for their internal assessment on the basis of these sessions.
 14. As per NEP, certain slots have been fixed for SEC, VAC and cluster movement in the timetable of the students. To keep the students busy, it was decided to hold yoga classes in the empty slots of their timetable. These classes can be taken by the trained student volunteers. These trainers can send Google tagged pics to their TICs for their internal assessment.

15. It was pointed out by Dr Ankita that the alumni feedback form should be prepared holistically not an event based and the responsibility given to Dr. Kritika..
16. To address the common concern raised by the students for the free periods in between their classes which actually could not be avoided due to the constraints of the block periods for the cluster movement in NEP, it was suggested that the periods should be mentioned as library period, lunch break, yoga or recreational periods. This can be communicated to the timetable committee convenor for the necessary action.

Arto Dhyra
13/7/23.

Dr. Ankita
Dr. Kritika
the periods in between
classes in the block
the periods should be
mentioned as
recreational periods
can be
communicated to the
timetable committee
convenor for the
necessary action.



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An IQAC meeting of all the core members was held with the Principal on 1st Sep. 2023 at 11.30 A.M. in the Committee Room. The following members were present in the meeting.

- | | |
|---------------------------|-----------|
| 1. Dr. Jaspreet Kaur | Jaspreet |
| 2. Dr. Parul Yadav | Parul |
| 3. Dr. Anita Devi | Anita |
| 4. Dr. Shweta Sankhwar | Shweta |
| 5. Dr. Tejendra Kumar | Tejendra |
| 6. Ms. Gimmuntal Khongsai | Gimmuntal |
| 7. Dr. M. Tiana | Tiana |
| 8. Dr. Atika Chandra | Atika |
| 9. Dr. Gazala Rishi | Gazala |
| 10. Dr. Jyotsna | Jyotsna |
| 11. Dr. Sonal Babbar | Sonal |

The distribution of criterion for compiling the data for AQAR is as follows.

Criterion 1 - Dr. Shweta Sankhwar.

Dr. Gazala

Criterion 2 - Dr. Tiana.

Criterion 3 - Dr. Tejendra

Criterion 4 - Dr. Atika

Criterion 5 - Dr. Jyotsna



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An IQAC meeting of all the core members was held with the Principal Prof. Haritma Chopra on 6th October, 2023 at 12:30 P.M. in the Committee Room to discuss the compilation of AQAR data. The following members were present in the meeting.

- | | |
|--------------------------------|-----------|
| 1. Dr. Hazala Rubi (Chemistry) | |
| 2. Dr. Shweta Sankhwar | |
| 3. Dr. Jyotsna | Jyotsna |
| 4. Mr. Gurmuntal Khongsai | Gurmuntal |
| 5. Dr. Tejendra Kumar | Tejendra |
| 6. Dr. M. Tianta | Jaspreet |
| 7. Ms. Laxmi | Laxmi |
| 8. Dr. Jaspreet Kaur | Jaspreet |
| 9. Dr. Anita Devi | Anita |
| 10. Dr. Stika Chandra | Stika |
| 11. Dr. Sonal Babbbar | Sonal |
| 12. Dr. Ritu Dhingra | Ritu |
| 13. Prof. Haritma Chopra | |

A presentation by four students for C-180 was done which involved long discussions regarding the funding and facilities required by the college for C-180. The students were also asked about the training which they will undergo and the duration of required funds. The Principal sought clarifications regarding

operation and the benefits of this society to the students. All the major concerns like funding and time required, type of training which will be imparted to the students, and the consultancy services, etc were discussed in detail.

Discussions on compilation of AQAR 2022-23 were done

1. The period for compilation of AQAR will be from July 2022 to ~~August 2022~~ June 2023.
2. All proofs must be viewable to anyone with the ^{Link}.
3. For the students progression the data (of the student) bill date can be incorporated in the AQAR.
4. Departmental Representatives for IQAC would also be assigned the criterion work to assign their respective convenors.
5. All the criterion convenors discussed their respective criterion in detail with the Principal.

All the criterion convenors were asked to compile the reports fast.

Chaudhary (convenor IQAC for 2022-23) to
Co-ordinate the compiling of AQAR. The following
members attended the meeting at 11-00 A.M.
on 20/10/23.

1. Dr. Jaspreet Kaur Jaspreet
2. Dr. Mansi Gopra Mansi
3. Ms. Ramita Ramita
4. Laxmi Laxmi
5. Ms. Rinki Gour Rinki
6. Ms. Kritika Khosla Kritika
7. Gimmulal Khongsai Gimmulal
8. Apurva Sethi Apurva
9. Dr. M. Tianla Tianla
10. Ms. Shweta Kumari Shweta
11. Dr. Mamta Pandey Mamta
12. Dr. Neeraj Kumar Neeraj
13. Dr. Sumit Sumit
14. Dr. Durgesh Kumar Durgesh
15. Dr. Navneet Kizhore Navneet
16. Dr. Tejendra Kumar Tejendra
17. Ms. Saksham Kumar Saksham
18. Dr. Vasudha Agrewal Vasudha
19. Dr. Archana Paratkar Archana
20. Dr. Vandana Vandana
21. Dr. Prajwalit Shukla Prajwalit
22. Pawan Khasra Pawan
23. Dr. Rohan Rohan
24. Dr. Kanhan Kanhan
25. Dr. Jyotsna Jyotsna
26. Dr. Anita Devi Anita

Date _____

27. Dr. Monika Heikoujam

M Heikoujam

28. Dr. Alikee Chandra

~~Alikee~~

29. Dr. Shweta Shaktiwar

~~Shweta~~

30. Dr. Anzalee Kubi

Anzalee

31. Dr. Sonal Babbar

~~Sonal~~



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A meeting of the IQAC members was held on 18th May to discuss the compilation of Annual Report for 2023-24. The distribution of the work was done as follows.

1. Faculty Achievements : Dr. Jyotsna & Dr. Gaurav
(i) Awards & Honours, (ii) Ph.D. awards
(iii) Books Published (iv) Chapters Published.
2. Dr. Jaspreet and Dr. Shweta Shankwar
(i) Presentations in Conferences / Seminars / Workshops
(ii) FDPs etc. attended.
(iii) Faculty other positions held
(iv) Non-Teaching Achievements.
3. Dr. Tegendra -
(i) Research Publications
(ii) Patents.
4. Dr. Parul - SIPs and APR.
5. Dr. Alika - Departmental Reports.
6. Dr. Tonia, Dr. Sand, Dr. Gazala and Dr. Anita.
→ All Societies, Library, Avgabaan. - ...

The following members were present in the meeting.

- 1.
2. Dr. Jaspreet Kaur

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28/6/24

A meeting of the IQAC was held with newly elected members for IQAC on 28th June, 2024 at 11:00 A.M. in the Committee Room. Extended Member of IQAC, Dr. Rajan Gupta attended the meeting in person and Ms. Poorva attended this meeting through Google meet: <https://meet.google.com/zfyu-ysux>. The new members were welcomed by the Principal Prof. Haritima Chopra and the IQAC Co-ordinator (2023-24) Dr. Ritu Dhirra. The new external members were apprised of the activities undertaken in the College during 2023-24.

Dr. Rajan gave a suggestion to conduct a faculty development programme and a short term course on computers for the faculty and students, respectively.

All the members appreciated the offer made by Dr. Rajan to conduct such programme in the college which would surely help in quality enhancement of education and skill development of students for their better placements.

Finally, the Principal thanked the new external members for their presence and suggestions and assured for such programmes in near future.

The following members attended the meeting.

1. Dr. Rajan Gupta (External Member for IQAC)
2. Dr. Tejendra Kumar
3. Dr. Ritu
4. Dr. Jyotsna
5. Dr. Smita Balsekar
6. Dr. Pooja Gopal
7. Aditya Premdeep
8. Sivasankari Student representative

- | | | |
|-----|----------------------------------|-----------------------|
| 11. | Ms. Ranu Kumar | <u>Ranu</u> |
| 12. | Dr. H. Jarreiphang | <u>H. Jarreiphang</u> |
| 13. | Ms. Gimmulal Khongsai | <u>Gimmulal</u> |
| 14. | Ms. Kantis Gausai | <u>Kantis</u> |
| 15. | Dr. Konchari Kumari | <u>Konchari</u> |
| 16. | Nupur Chante | <u>Nupur</u> |
| 17. | Dr. Uma Nabhi | <u>Umranabhi</u> |
| 18. | Harpriya Sindhwani (Student Rep) | <u>Harpriya</u> |
| 19. | Nikita Andichya | <u>Nikita</u> |
| 20. | Dr. Meena Yadav | <u>Meena</u> |