

	DPG DEGREE COLLEGE Sector 34, Gurugram, Haryana - 122001 (Affiliated to MDU Rohtak)		
	IQAC - Minutes of Meeting (MoM)		
Name of Committee:	IQAC	Date of Meeting: 2	1 st June 2020
Venue:	Google Meet (Online)	Time:	10:00 AM
Prepared By:	Dr. Devkanya Gupta	Minutes Drafted Date:	1 st June 2020
Chaired By:	Dr. S.S. Boken (Principal)		

Ref/no **DPG/DC/IQAC/2019-20/005**

Date: 1st June 2020

IQAC 2nd meeting conducted on 1st June 2020, These members were Present in the meeting

Dr. Surbhi Chouadhary, Dean Academics DPG Degree College

Dr Devkanya Gupta, Assistant Professor, Department of Commerce

Dr. Priya Shukla, HOD Department of Arts & Humanities

Dr. Priyanka Kumari, HOD Department of Commerce

Dr. Lalit Dalal, Assistant Professor, Department of Chemistry

Dr. Shefali Guliya, Assistant Professor, Department of Zoology

Dr. Shalini Arora, Assistant Professor, Department of Commerce

Agenda 1 Confirmation of minutes of meeting held on 9th December 2019.

Dr. S.S. Boken, Chairperson, IQAC welcomed all the members of IQAC present in the meeting and review the work done on the agenda discussed in the previous meeting.

Agenda 2 Follow up of Action Taken Report for agenda discusses on 9th December 2019.

Agenda 8 To plan and discuss Internal Audit system for the session 2020-21.

As per the discussion and suggestion by the members college is going to implement internal audit system for the quality enhancement. For this as recommended by the chairman three committees will formed and all the committees will chaired by the Principal Dr. S.S. Boken and co-chaired by administrative officer Mr. Ashok Gogia. to check the working on various modes:

1. Academic Audit Committee.
2. Infrastructure & maintenance audit committee.
3. Administration and finance audit committee.

Members for this committee will be for Academic audit committee as follows.

1. All the Heads of department, Mr. Dinesh Malik. (Academic Audit Committee.)
2. Dr. Lalit Dalal, Dr. Reena, Dr. Priya Shukla, Dr. Shalini Arora. (Infrastructure & maintenance audit committee.)
3. Dr. Priyanka, Dr. Sheela Jakhad, Dr, Amita Singh, Mr. Chanchal Rohilla. (Administration and finance audit committee).

Any other point, with the permission of the chair person in the meet. All the members are requested to follow Covid 19 protocol .Stay safe & stay home. All the members were motivated to work efficiently and the succeeding meeting IQAC was also decided.



Dr.Devkanya Gupta

(Coordinator,IQAC)

Dr Devkanya Gupta coordinator IQAC took the follow up of the action taken report prepared on the agenda discussed in previous meeting and presented the same in meeting.

Agenda 3. To discuss about the constitution of formal committee for preparation of NAAC (National Assessment & Accreditation Cell). All members requested to propose the members name for the constitution of NAAC committee.

The members of the IQAC committee suggested the name for NAAC committee and discuss the same with the IQAC, Coordinator and Chairperson, which approved with minor modifications

Agenda 4 To set the quality goals of institute by including Teaching learning process during Covid time for the coming academic session 2020-21

It was suggested by the members to introduced Innovation and creativity in teaching-learning process during Covid time and use more ICT tools for effective learning process

To increase creativity in the teaching-learning process it was suggested that the following methods should be incorporated

- More ICT based lectures should be planned.
- More students should be registered on SWAYAM / NPTEL online refresher courses.
- For collaborative learning MOU should be signed with other colleges.

Agenda 5. To conduct more Research activities for upcoming session including the FDPs/Workshop/Seminar/Conference and Guest Lectures

It was decided that Seminar/ Workshop/Conference should be organized on the Departmental Level to enhance the quality of research. The departments interested in holding seminars/workshops should be submit their proposal at the earliest.

Agenda 6 To discuss for the Reconstruction of Boundary Wall & Auditorium.

Reconstruction of college boundary wall & need of and auditorium were discussed in detail. It was approved that auditorium will be constructed at ground floor with proper Light & amp, sound system and seating arrangements.

Agenda 7 To take a systematic review on the quality of feedback mechanism.

Student's feedback form was reframed and finalized for the next session that will cover all aspect.