

	DPG DEGREE COLLEGE Sector 34, Gurugram, Haryana - 122001 (Affiliated to MDU Rohtak)		
	IQAC - Minutes of Meeting (MoM)		
Name of Committee:	IQAC	Date of Meeting: 4	1 st Dec 2020
Venue:	IQAC Room No. 202	Time:	10:00 AM
Prepared By:	Dr. Devkanya Gupta	Minutes Drafted Date:	1 st Dec 2020
Chaired By:	Dr. S.S. Boken (Principal)		

Ref/no. **DPG/DC/IQAC/2020-21/007**

Date: 1st Dec 2020

IQAC 4th meeting conducted on 1st December 2020, these 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. Uzma Sayyed, Assistant Professor, Department of Zoology

Ms Geetanjali, Assistant Professor, Department of Commerce

Dr. Shalini Arora, Assistant Professor, Department of Commerce

Agenda 1. Confirmation of minutes of meeting held on 3rd August 2020

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 3rd August 2020.

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 and Review of the academic year 2019-20

The IQAC coordinator presented an annual report for the academic session 2019-20 and discuss it with all the IQAC members and Chairperson, which is accepted with minor modifications.

Agenda 4: To discuss Safety protocol for return to-campus by teachers and students

Safety Measures was ensure for the safety of entire staff members after unlock were emphasized. Mask and Hand sanitizer were available on each floor of the college building as well as on main gate. Covid SOPs issued by the government was followed.

Agenda 5: To emphasis on the IT infrastructure in college and internet connectivity and online Teaching-learning process for effective teaching during Covid.

It was suggested by the members that more computer labs should be there for effective online learning and the quantity of computers also need to be increased.

Agenda 6: Conduction of 1st Internal Academic Audit for the session 2020-21

As per the discussion in the previous meeting that college need to implement internal audit system for the quality enhancement. For this under the supervision of Chairman an internal audit was conducted on 8th October 2020 in an offline mode by IQAC. An action taken report was prepared and circulated to all the HoDs of the Departments within 3 days of the audit and instructed them to do the needful.

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

Dr.Devkanya Gupta
(Coordinator,IQAC)