

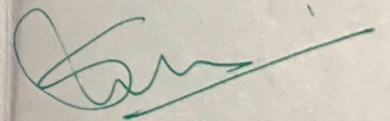
## IMPORTANT NOTICE

All the members of IQAS are hereby informed that there will be a meeting on 11.10.2017 at 12:30 p.m. in Principal Office. Your presence is expected

- Smt. Sneh Gupta, President
- Dr. Seema Jain (Zool.) Coordinator

### **Members**

- Dr. Deepshikha
- Dr. Poonam Lakhanpal
- Dr. Reenu Jain
- Dr. Minu Gupta
- Dr. Neena Batra
- Dr. Seema Gupta (B.Ed)
- Prof. Y. Vimla (Ext. Member) Dean Science, C.C.S. University, Meerut.
- Shri Pawan Bhargava (Member, Management)
- Shri Sanjeev Sharma (Bursar)



Principal

Smt. Sneh Gupta

11.10.2017

List of Departments/<sup>committees</sup> to be monitored by different members.

1. Dr Deepshika  
Geography, Music, Drg & Ptg  
Music, Home Sc. & Library
2. Dr Poonam Lekherpal  
Sanskrit, NCC, NSS, Rangers  
Sports, ACCCP.
3. Dr Reenu Jain  
History, Hindi, English, Psychology  
National festivals, Cultural, Debating
4. Dr Minu Gupta  
Botany, Chemistry, F.Sc.  
Zoology, Medical Aid.
5. Dr Neena Batra  
Economics, Sociology, Comp. App.  
B.Voc., Ignou, NIIT
6. Dr Seema Gupta  
B.Ed, Commerce, Guide
7. Sh. Sanjeev Sharma  
Administration  
Finance, Infrastructure.
8. Mentor-Mentee groups to be formed for all students teacherwise by the department.
9. Remedial Classes to be taken between December '17 to February '18

## **Agenda for the Meeting**

**On 11.10.2017 Time: 12:30 p.m.**

**Venue – Principal Office**

- Follow up of last meetings minutes.
- Infrastructural maintenance & improvement.
- Utilization of CE grant (Recurring).
- Revised evaluation guidelines by NAAC to be discussed and parameters to be outlined accordingly.
- Students database to be prepared as per NAAC requirement.
- Faculty enrichment programmes.
- Students' educational tours.
- Guest Lectures.
- Attendance submission and upload.
- Extension activities.
- Collaborations.
- Website Update.

*Seema J*  
*9.10.17*

11.10.17 at 12.30 P.M.

Minutes of the meeting

⇒ Seminar on GST - Topic  
on 28 & 29<sup>th</sup> Oct under CE grant  
CE Grants

- ⇒ Lab Consumables (Recurring) 10 Lacs
  - Botany 1.5 Lac
  - Chemistry 1.5 "
  - Zoology 2.0 "
  - Geography 1.5 "
  - Psychology 1.5 "
  - Home Sc 50K
  - History 50K
  - Music 50K
  - Drig & Ptg 50K

⇒ Internet Services 1.5 Lac.

- Web site
- Library Inlibnet & Delnet
- Anti Virus

⇒ Softwares 1.25 lac.

⇒ Maintenance of equipments 75 thousand

⇒ Faculty enrichment Program 1.5 lac

⇒ Other Activities 1.00 Lac.  
Guest Lectures or  
Educational tour upto 20<sup>th</sup> Dec.  
1000/- per deptt.

⇒ In Revised evaluation  
Student database is being prepared.  
Software to be prepared

⇒ Environmental Audit  
Solar panels  
Vermicompositing

⇒ Programmes to be planned in advance

⇒ Website information to be sent in text form.

⇒ Teacher's leave application to come in time.

⇒ Attendance to be send in time.

⇒ TIF Preformance of new faculty.

- ⇒ Website updating
- ⇒ All members of IQAS to coordinate with their respective departments and committees
- ⇒ Software of Plagiarism to be purchased.
- ⇒ Mentor-mentee relationship to be maintained in register.

Seema  
11.10.17  
COORDINATOR

[Signature]  
11.10.17  
PRINCIPAL

### MEMBERS

1. Dr. Deepshikha Malhotra [Signature]
2. Dr. Poonam Lakhanpal Poonam
3. Dr. Reenu Jain Reenu
4. Dr. Meenu Gupta Meenu
5. Dr. Neena Batra Neena
6. Dr. Seema Gupta Seema Gupta
7. Prof. Y. Vimla -
8. Sh. Sanjeev Sharma P
9. Sh. Pawan Bhargava P

AGAR 2017-18 was uploaded  
On 18 Dec 2018.

2017-18 AISHE uploaded on 1.3.2018