

RAJDHANI COLLEGE: RAJA GARDEN: NEW DELHI -110015

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) committee of the College was held on 08th December 2021 in Seminar Room at 12:00 P.M.

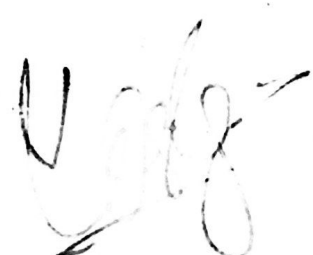
The following members were present in the meeting:-

- 1 Prof. Rajesh Giri, Officiating Principal, Chairperson
- 2 Dr. A.P. Singh, Department of Physics & Electronics, Coordinator
- 3 Dr. Renu Gambhir, Department of Commerce, Member
- 4 Dr. Y.S. Sharma, Department of Chemistry, Member
- 5 Prof. R.D. Sarma, Department of Mathematics, Member
- 6 Prof. Sushil Dutt, Department of Political Science, Member
- 7 Dr. Sunita Arya Chhokra, Department of Physics & Electronics, Member, Governing Body
- 8 Ms. Mohini Aggarwal, Department of Economics, Member
- 9 Ms. Surbhi Khanna, Department of Computer Science, Member
- 10 Dr. Chander Shekhar Singh, Department of Linguistics, Member
- 11 Ms. Namrata Singh, Department of History, Member
- 12 Dr. Rachna Sethi, Department of English, Member
- 13 Dr. Satya Prakash, Department of Hindi, Member
- 14 Dr. Sanjeev Kumar Sharma, Librarian, Member
- 15 Mr. Shri Bhagwan, Administrative Officer, Member
- 16 Mr. Vinod Kumar, Stakeholder, Member
- 17 Mr. Sanjay Thapar, Alumni, Member
- 18 Mr. Sanjay Sharma, Senior Technical Assistant

At the outset the Chairperson of IQAC Prof. Rajesh Giri thanks to the outgoing Coordinator of IQAC Prof. Amit Jain & welcomed all the members and shared his valuable views to improve the quality of Institute.

The Cell further deliberated and resolved as under :-

- 1 Each Department of the College will constitute its own Sub committee consisting of previous Teacher In charge, Present Teacher In charge and next year Teacher In charge.
- 2 Each Department will have its own planning for organizing and executing the activities of the Department and maintain proper record of the same in the Department and each activities will be informed to Coordinator, IQAC.



Each Department should maintain record of Posters, reports with details of guests & Speakers of Conferences/Seminars/Workshop organized by the departments.

4 A Digital Camera, preferably Sony/ Canon needs to be purchased for recording various activities in the College.

5 Digitalization of Speech and recording to be maintained in the College Library with due consent of the Speakers.

6 Institutions repository in the Library will be set in.

7 Enterprise Resource Planning (ERP) for the office needs to be purchased **on priority basis** for proper automation of the office of the College.

8 Seminar/Lecture/ Counseling should be organized on mental health and health audit of students & staff should be conducted in the College.

9 All the Faculties/ Colleagues to submit their APAR annually by the month of June. Also for the past two years (2019-20 & 2020-21) APAR to be submitted at the earliest.

10 The meeting of IQAC will be held atleast once in three months.

Abhinav

Dr. A. P Singh
Coordinator

Rajesh Giri

Prof. Rajesh Giri
Chairperson