

**Aryabhatta College  
(University of Delhi)**

**Minutes of Internal Quality Assurance Cell (IQAC)  
meeting held on 11 December, 2021 at 6:00 P.M.  
(Online mode)**

***Following members of IQAC were present in the meeting***

- 1. Prof. Manoj Sinha : Chairperson**
- 2. Prof. J.K.Singh: Coordinator**
- 3. Prof. Narendra Budhraj : Member**
- 4. Dr. Satish Jha : Member**
- 5. Dr. Geeta Budhraj : Member**
- 6. Dr. Deepika Goel : Member**
- 7. Dr. Monica Aggarwal : Member**
- 8. Dr. S.B.N. Tiwari : Member**
- 9. Dr. Anand Saurabh : Member**

The members were apprised of stage of completion in respect of information being compiled under various criterias specified in the NAAC manual in the beginning of the meeting. The issues emerging from the same alongwith other relevant issues were discussed during the meeting. The detail of each issue and the action proposed by the member corresponding to the same are mentioned below:

**1: Presentation/Discussion on Feedback and Action Taken reports.**

Action taken reports on the basis of observations contained in feed back report, for the period 2015-16 to 2020-21. was presented before the member.

Action proposed: The members resolved that the report shall be placed before the Governing Body for record.

**2: External Audit of various departments of our college.**

Suggestion of members were sought towards conduct and improvisation of external audit.

Action Proposed: Members resolved that all Departments shall be advised to make presentation before external experts on a scheduled date and time. The Coordinator was suggested to draft appropriate notice for the same.



3: Information/tabs of IQAC on college website.

Members were apprised with tabs of IQAC and sub tabs within it by Dr. Monica Aggarwal and suggestions were sought for the appropriate tabs to be included in IQAC tab at our college website.

Action Proposed: Members proposed to include following tabs – Role, Member, Vision, Action taken reports on feedback, Academic Audit, Administrative Audit, Minutes of IQAC, alongwith other tabs, as and when, found appropriate.

4: Proposal for one week skill enhancement program for non teaching staff.

Members were apprised that on behalf of IQAC, a proposal for conducting one week skill enhancement program for non teaching staff has been forwarded and necessary arrangements are being made for the same.

Action Proposed: Members approved that the proposal forwarded by the Coordinator and suggested to conduct such programs for teaching staff also.

5: SOP for seminars/webinars/workshops, etc. to be conducted by societies/cells/departments.

Member were informed that certain documents/compliances, henceforth, shall be made essential for all programs/events conducted by Departments/Societies/cell in the light of informational requirement under various criterias of NAAC application.

Action Proposed: Members resolved on various details and suggested for issuing notice/circular containing the same for information of all the Departments.

The meeting ended with vote of thanks to the chair.



Prof. J.K. Singh  
(Convener, IQAC)



Prof. Manoj Sinha  
(Principal)