

## Minutes of the meeting of IQAC

A meeting of IQAC was held on 25/04/2019 which was attended by the following members along with the Principal as Chairman.

1. Dr. K.K. Arora (Coordinator)
2. Mr. Ashok Sharma
3. Mr. Anshu Rastogi
4. Dr. Sarita Passey

The Agenda of the meeting was to discuss and analyze the feedback obtained from the students of final year during the month of May 2018. Twenty five questions were framed to obtain the feedback on infrastructure of the college, academic atmosphere, co-curricular activities and working of college administration. Students were asked to give their responses on a 4 point scale (1-4) as per their satisfaction. This data was tabulated and simple mathematical average was obtained for each question department-wise and the following observations were made after a thorough discussion.

### A. Infrastructure

Largely students were satisfied with the availability of prescribed books in the library and maintenance of college auditorium.

Students were not satisfied with the medical, internet and canteen facilities provided in the college. The dissatisfaction was also observed in the cleanliness of classrooms & washrooms.

### B. Academic Atmosphere

The average for various departments on regularity of classes held was above 3.0 except in Psychology department where it is only 2.08. Students of Psychology and Mathematics department also showed dissatisfaction over the completion of course in due time.

English department scored high points where linking of subject to real life experiences is involved.

### C. Co-curricular Activities

Large variation was observed in the responses shown by the students. A possible reason could be that every student does not participate in Co-curricular activities

### D. College Administration:

Students are largely satisfied by the functioning of college administrations and lab staff. However, functioning of library staff got a low score.

Finally, the Principal decided to share these observations with staff members and hold a meeting with Teachers-in-charge for further discussion.

e-mail/24  
26/04/19

for

Anshu Rastogi

Sarita Passey

Mr. Nizam  
pl. email to all  
teachers  
26.4.19

## Minutes of the Joint Meeting of IQAC and Teacher-in-charges.

A joint meeting was convened by the Principal with participation of IQAC members and all teacher-in-charges on 29<sup>th</sup> April 2019 at 11:00 a.m. in the Principal's committee room.

The main agenda of the meeting was to discuss the students' feedback taken in May 2018 regarding the various aspects of college functioning in areas of infrastructure and academics.

After thorough discussion and deliberations, the following conclusions were drawn:

1. The student feedback should preferably be taken online and other possible alternatives may also be explored.
2. Certain participants suggested modifications in the feedback form and after the discussion it was decided that such suggestions may be given in writing to Mr. Nizam within two days or on college email.
3. A meeting of each department should be called to discuss the feedback of the students and the report of the IQAC committee on various aspects contained therein with emphasis on the academics and submit the report by 10<sup>th</sup> of May 2019.
4. It was decided that all the suggestions will be discussed in IQAC meeting.

The meeting concluded with thanks to the chair.

*Mr. Wafa*  
*pl. email to*  
*all teachers.* *[Signature]*  
*28.4.19*

*max [Signature]*  
*29/4/19*

**Fwd: Minutes of IQAC meeting held on September 24, 2019**

The Principal &lt;principal@zh.du.ac.in&gt;

To: Zakir Husain Delhi College &lt;zakirhusaindelhicollege@gmail.com&gt;, Ratnum Kaul Wattal &lt;ratnumkwattal@gmail.com&gt; Thu, Oct 3, 2019 at 7:12 AM

Dear Mr. Zafar Sahab,  
Please fix the meeting of the IQAC urgently.  
With regards,

----- Forwarded message -----

From: **Ratnum Kaul Wattal** <ratnumkwattal@gmail.com>

Date: Wed, Oct 2, 2019 at 6:05 PM

Subject: Minutes of IQAC meeting held on September 24, 2019

To: The Principal &lt;principal@zh.du.ac.in&gt;

Dear Sir,

The IQAC meeting was held on September 24, 2019. I am forwarding the minutes of the meeting for your perusal.  
Thank you.

Zakir Husain Delhi College  
University of Delhi  
J. L. Nehru Marg,  
New Delhi.

**IQAC meeting 24 September 2019**

A meeting of IQAC was held on 24th September 2019 in IQAC room to have initial discussion on IQAC mandate and modalities. The following members were present in the meeting:

1. Ratnam K Wattal – Convenor
2. Divya Tiwari - Member
3. Mukesh Jain - Member
4. Ravi Ranjan - Member
5. Sanjeev Kumar - Member
6. Nisha Jaiswal – Member (Could not attend due to Departmental interviews)
7. Mohd. Ayaz – SO (Admin) (Could not attend due to Admin meeting)

Following issues were discussed

- A. Budget: It was discussed and resolved to inquire from college administration about the budget, if any, allocated for IQAC activities
  - B. Faculty members may be requested to send their academic and other achievements of last two years to update IQAC data.
  - C. Members during discussion showed concern about student behaviour and related issues in the corporate life of the college. It was resolved that students should be educated through documentary film about public speaking and how to handle psychological aspects of their daily life stress.
  - D. It was also discussed that the earlier mentorship scheme should be actively revived with required amendments, keeping in view that students should be allotted to their discipline teachers, and faculty of same department where they are admitted.
  - E. For the teaching fraternity committee proposes to organize a publishing workshop by Publishers from publishing houses like Sage, Oxford and others if possible in order to enhance the quality of publication by colleagues.
- The meeting ended with thanks to the chair.

Dr. Ratnam K. Wattal  
Convenor, IQAC  
Zakir Husain Delhi College

With warm regards

**Dr. Masroor Ahmad Beg**

Officiating Principal

**ZAKIR HUSAIN DELHI COLLEGE**  
(University of Delhi)

Jawahar Lal Nehru Marg, New Delhi 110 002

Mobile: 9811925455, 9818921307

15<sup>th</sup> 12:30 noon  
A.O.  
Pl. Fix the meeting of IQAC  
mmf  
3.10.19