

**Minutes of the IQAC meeting held on 27/12/2021**

A meeting of the newly constituted IQAC of the College was held on 27th December 2021 at 7.00 p.m. on Google Meet (Online). In the meeting following were present :

1. Prof. Sangeeta Pandita	:	Chairperson
2. Prof. Mohd. Arif	:	Coordinator
3. Prof. Kishor Arora	:	External Member, Expert
4. Prof. Nitin Malik	:	External Member, Expert
5. Mr. Keshav Harlalka	:	External Member (From Industry)
6. Prof. G.S. Tuteja	:	Member (From Teaching Faculty)
7. Prof. Sarita Passey	:	Member (From Teaching Faculty)
8. Dr. Babeeta C. Kaula	:	Member (From Teaching Faculty)
9. Dr. Vijender Singh Chauhan	:	Member (From Teaching Faculty)
10. Dr. Shruti Gupta	:	Member (From Teaching Faculty)
11. Dr. Ataullah	:	Member (From Teaching Faculty)
12. Dr. Sanjeev Kumar	:	Member (From Teaching Faculty)
13. Dr. Tabassum Jehan	:	Member (From Teaching Faculty)
14. Mr. M. Zafar Kamal	:	Member (College A.O.)
15. Ms. Asna Khan	:	Member (Student)
16. Ms. Khushi Sharma	:	Member (Student)

At the outset, the Chairperson welcomed and introduced all the members of the IQAC. The Chairperson expressed her sincere thanks to the external members for sparing their valuable time for attending the meeting.

The Coordinator, IQAC, after placing brief report about the College before the members informed the following :

1. College initiated the process of second cycle of NAAC accreditation by registering on the official portal of NAAC.
2. The submission of APAR for the years 2018-19, 2019-20 and 2020-21 by teachers is on and the last date is 31st December, 2021.
3. IQAC proposed the formation of subcommittees for NAAC according to the seven criteria of AQAR/SSR. (attached as Annexure I).

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After deliberation following decisions were taken :

1. The members unanimously decided to expedite the process of preparation for second cycle of NAAC.
2. The next meeting of IQAC will be held in the second week of January 2022 preferably in physical mode, if condition permits.
3. Alumni Association should be updated about the second cycle of the NAAC.
4. Feedback should be taken from all stakeholders as suggested by the NAAC.
5. Point of contact for institution- industry interface should be further strengthened.
6. College should explore and study AISHE data of the college.
7. Academic audit should be made robust.
8. All the academic functions/seminars/conferences should be organized in collaboration/under the umbrella of the IQAC. An SOP in this regard should be framed and circulated among all stakeholders of the College.

The meeting concluded with the vote of thanks.

Spandita

(Prof. Sangeeta Pandita)
Acting Principal



**Minutes of the Meeting IQAC (Internal Quality Assurance Cell),
Zakir Husain Delhi College, held on 15-02-2022**

A meeting of the IQAC was held on 15.02. 2022 in the seminar room, administrative block, Zakir Husain Delhi College. In the meeting following members were present :

1.	Prof. Sangeeta Pandita	:	Chairperson
2.	Prof. Mohd. Arif	:	Coordinator
3.	Prof. Kishor Arora	:	External Member (Expert)
4.	Prof. Amit Bhattacharya	:	External Member (Alumnus)
5.	Prof. Sarita Passey	:	Member (Teaching Faculty)
6.	Dr. Babeeta C Kaula	:	Member (Teaching Faculty)
7.	Dr. Vijender Singh Chauhan	:	Member (Teaching Faculty)
8.	Dr. Shruti Gupta	:	Member (Teaching Faculty)
9.	Dr. Ataullah	:	Member (Teaching Faculty)
10.	Dr. Sanjeev Kumar	:	Member (Teaching Faculty)
11.	Dr. Tabassum Jehan	:	Member (Teaching Faculty)
12.	Mr. M. Zafar Kamal	:	Member (College A.O.)
13.	Ms. Asna Khan	:	Member (Student)
14.	Ms. Khushi Sharma	:	Member (Student)

However, due to some preoccupations following members could not attend the meeting:

1. Dr. Seema Kapoor
2. Prof. Nitin Malik
3. Prof. G.S.Tuteja
4. Mr. Keshav Harlalka

At the outset, the chairperson welcomed all the members and especially thanked the external members who joined the deliberations in person. After discussion, following decisions were taken:

1. The minutes of the last meeting of the IQAC held on 27/12/2021 were confirmed.
2. The coordinator, IQAC reported the actions taken on data collected and analyzed regarding the students' feedback and on the preparation of calendar for IQAC and college.
3. It was decided that a sub-committee of IQAC consisting of Prof Kishor Arora and Prof Mohd. Arif would evaluate the draft AQAR before filing it on the NAAC portal.
4. The IQAC approved the proposal of setting up a Student Learning Centre (SLC) for offering add-on courses and other learning enhancement schemes for the students.
5. The committee also suggested that :

- a) The data provided in the report of the AISHE, AQAR, SSR must be identical and a record of all AISHE data prepared during the last ten years may be maintained in as hard copy also.
- b) The 'Vision Mission Statement' highlighting the few key best practices of the college should be displayed in the college premises and shared on the college website.
- c) Student Charter should also be displayed in the college as well as on the college website.
- d) An 'Examination Cell' to take care of all examination related works may also be established in the college.
- e) Student tracking cell should be activated at departmental level.
- f) To expedite the Administrative, Academic and Green Auditing work and the data may be shared on the college website.
- g) To initiate and promote new value-added courses, outreach initiatives and consultancy related works.

The meeting concluded with the vote of thanks.

SPandita
25.02.2022
(Prof. Sangeeta Pandita)
Acting Principal



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Minutes of IQAC Meeting held on 8th April 2022

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 8th April 2022 at 2:00 PM in the Committee Room, Zakir Husain Delhi College. The following members were present.

Attendees:

1. Prof. Mohd. Arif
2. Prof. Sarita Passey
3. Prof. Babita C. Kaula
4. Dr. Shruti Gupta
5. Dr. Attaullah
6. Dr. Sanjeev Kumar
7. Dr. Tabassum Jehan

The following points were discussed and decided:

A meeting of the IQAC committee with the principal was held on 8th April 2022 in the Committee Room. The following matters were discussed in the meeting:

1. Website committee to coordinate with IQAC team for uploading data related to AQAR.
2. As informed by erstwhile principal, the website committee convenor has resigned
3. A meeting to be organized with the entire IQAC Committee to approve AQAR 2020-21.
4. To conduct Green Audit from recognised agency
5. To send a reminder to the TIC for submission of list of mentor-mentee student group.
6. To send a reminder to the faculty members for submission of the data regarding the research publications/books/book chapters and student enrolled for PhD (the format has been shared already)

The meeting ended with a vote of thanks to the chair.


Prof. Narendra Singh,

Principal



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Minutes of IQAC Meeting held on 12th May 2022

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 12th May 2022 at 2:00 PM in the Committee Room, Zakir Husain Delhi College. The following members were present.

Attendees:

1. Prof. Narendra Singh: Chairperson
2. Prof. Mohd. Arif: Coordinator
3. Prof. Kishor Arora: External member, Expert
4. Prof. Nitin Malik: External member, Expert
5. Mr. Amit Bhattacharya: Member
6. Prof. G.S. Tuteja: Member
7. Prof. Sarita Passey: Member
8. Prof. Babita C. Kaula: Member
9. Dr. Vijender Singh Chauhan: Member
10. Dr. Shruti Gupta: Member
11. Dr. Attaullah: Member
12. Dr. Sanjeev Kumar: Member
13. Dr. Tabassum Jehan: Member
14. Mr. M. Zafar Kamal: Member

In the meeting following discussed and resolved

1. The coordinator, IQAC, presented the action taken report (ATR) before the members of the IQAC.
2. The minutes of the last meeting of the IQAC held on 15/02/2022 were confirmed.
3. The members noted the progress so far made the IQAC in respect of collection of feedback from students, parent and employers, validation of AISHE data for the college for the years from 2026 to 2021 and establishment of Student Tracking Cell. The members advised to increase the sample size of feedback from stakeholders.
4. The members also discussed the following:

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- prepare the institutional development plan
- update the college website
- add subjective questions in the feedback form
- establish language laboratories in the college.
- develop counseling and consultancy facilities in the college.

Prof. Narendra Singh,

Principal