



SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
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श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

Ref. No.

Dated

Minutes of the Meeting VIII - IQAC

October 09, 2017

The meeting of the IQAC Committee was held on Friday, October 09, 2017 at 12:30 PM in the Principal's Office. The following were present.

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| 1. Dr. Vipin Kumar | Chairman (Principal Offg.) |
| 2. Dr. Sangeeta Kaul | Coordinator |
| 3. Mr. B Raja Rajan | External Member, Joint Registrar of College's DU |
| 4. Mrs. Shobhna Chandra | Faculty Member |
| 5. Mrs. Vandana Bhalla | Faculty Member |
| 6. Dr. Rashmi Mathur | Faculty Member |
| 7. Dr. Soni Rastogi | Faculty Member |
| 8. Dr. Aprajita Chauhan | Bursar |
| 9. Dr. Meeta Mathur | Faculty Member and NAAC Convener |
| 10. Dr. Rajiv Aggarwal | Management Representative |
| 11. Mr. Manoj Sharma | Alumni Representative |
| 12. Dr. Raj Kumar Verma | Faculty Member |
| 13. Mrs. Meenu Panwar | Section Officer (Administration) |
| 14. Mr. Ravinder Singh | Section Officer (Accounts) |
| 15. Teacher-In-Charge (Botany) | Dr. Manju M. Gupta |
| 16. Teacher-In-Charge (Chemistry) | Dr. Pravita Kumar |
| 17. Teacher-In-Charge (Commerce) | Mrs. Asha Kiran Gupta |
| 18. Teacher-In-Charge (Computer Sc.) | Dr. Vipin Kumar (Principal Offg.) |
| 19. Teacher-In-Charge (Economics) | Dr. Subansh Prasad Singh |
| 20. Teacher-In-Charge (Electronics) | Mrs. Shobhana Chandra |
| 21. Teacher-In-Charge (English) | Dr. Meeta Mathur |
| 22. Teacher-In-Charge (EVS) | Dr. Vipin Kumar (Principal (Offg.)) |
| 23. Teacher-In-Charge (Hindi) | Dr. Ila Shanker |
| 24. Teacher-In-Charge (History) | Mr. Vinay Bhadwaj |



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|--------------------------------------|---|
| 25. Teacher-In-Charge(Mathematics) | Dr. Rajiv Aggarwal |
| 26. Teacher-In-Charge (Physics) | Dr. Sharmistha Lahiry <i>Lahiry</i> |
| 27. Teacher-In-Charge (Pol. Science) | Dr. S.S. Rana |
| 28. Teacher-In-Charge (Sanskrit) | Dr. Veena Rani Malhotra <i>Malhotra</i> |
| 29. Teacher-In-Charge (Zoology) | Dr. Kamal Jeet Dabas |

The following issues were discussed during the meeting:

1. Approval of the previous minutes of meeting held on July 17, 2017.
2. Discuss with the various Teacher-In-Charges of the departments of the college, concerning any issues face by them on smooth conduction of classes.
3. To highlight and discuss any issues brought up the students, staff or non-staff members of the college, especially pertaining to the discipline of the college, adequate conduction of the college or any difficulty faced by them, in particular.
4. To look into the Installation as well as active functioning of Solar Plant, in the college premises.
5. To look into the matter of digitization of Internal Assessment of the students and conducting tests and assignments in the online format, in order to minimize the usage of paper and conserve and protect environment.
6. To arrange for an active student feedback system for the students, both in offline and online format.
7. To take measures and conduct green audit as well as gender audit.
8. To initiate and organize various educational trips (Union and department wise) for this Academic session.
9. To focus on the upgradation and maintenance of college website.

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10. To issue guidelines for maintenance and submission of monthly records of attendance from next semester.
11. To discuss with the teaching as well as non-teaching staff on the issues and duties for the smooth conduction of the upcoming Semester end Examinations.
12. To discuss on the deadlines and submission patterns of the Internal Assessment for the Semester.


Dr. Sangeeta Kaul
Coordinator
IQAC


Dr. Vipin Aggarwal
Chairman
IQAC