



**SRI VENKATESWARA COLLEGE: NEW DELHI**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Thursday, the 12th April, 2018 at 3 PM in the Committee Room.

The following Members Present:

1. Dr. P. Hemalatha Reddy, Principal	Chairperson
2. Dr. R.P. Singh	Member ( Teacher)
3. Dr.S.Venkata Kumar	Member (Teacher)
4. Dr.M.Padma Suresh	Member ( Teacher)
5. Dr.Renu Jain	Member ( Teacher)
6. Dr.MeenakshiKuhar	Member ( Teacher)
7. Dr.Shailaja Thakur	Member ( Teacher)
8. Mr.Virendra Kumar	Member ( Administration)
9. Dr. N. Latha, Coordinator	Member-Secretary

Dr. N. Latha, Coordinator IQAC appraised the members about the progress of the Annual Quality Assurance Report (AQAR) for the period July 2017-June 2018 to be submitted to NAAC. The Coordinator updated the activities carried out in the academic year 2017-2018. The Coordinator also informed that Alumni association has been formed in the college.

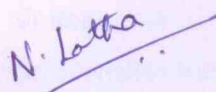
The Committee recommended the following steps to strengthen the academic standards of the College:


1. Each Department will prepare a list of faculty mentors along with the names of mentees associated and submit a report of the interactions between them.
2. Dr.Shailaja Thakur, member IQAC will be Co-coordinator for preparation of AQAR. She will help compiling the information from departmental AQAR and reports from committees and other associations as per AQAR requirements.
3. As per the NAAC mandate for AAA Audit, it was decided to have Academic and Administrative Audit (AAA) based on the new NAAC methodology in August 2018. It was discussed that the IQAC would formulate mechanism for Internal Academic Audits of all the Departments.
4. Dr. Meenakshi Kuhar will be the coordinator for compilation of feedback responses that will include Hostel, Parent, Alumni and Student feedbacks. Dr.Sarika Yadav and Dr. Nimisha Sinha will assist Dr. Meenakshi Kuhar in data compilation & data analysis.

*N. Latha*

5. The IQAC also recommended each department to appoint a Department Alumni Coordinator who will be responsible for compiling student data of the last 3 years along with the details regarding their current status (higher education, placement details, salary drawn if applicable, alumni registration and alumni feedback)
6. IQAC discussed the NIRF 2018 rankings of the college and emphasized the need to appoint a Public Relations Officer (PRO) who will be responsible for interacting with media and press on behalf of the college.
7. IQAC also recommended reconstituting the existing Research Committee as College Research Cell (CRC) that will be responsible for coordinating research activities, recruitment of manpower under projects, and other related matters

The meeting ended with thanks to the Chair.

  
(Dr. N. Latha)  
Coordinator, IQAC

  
(Dr. P. Hemalatha Reddy)  
Chairperson, IQAC &  
Principal, Sri Venkateswara College