



# SRI AUROBINDO COLLEGE

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

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Ref. No. ....

Dated .....

## Minutes of the Meeting III - IQAC

April 15, 2016

The meeting of the IQAC Committee was held on Friday, April 15, 2016 at 12:30 PM in the Principal's Office. The following were present.

- |                         |  |
|-------------------------|--|
| 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  | Senior Assistant                                 |

The following issues were discussed during the meeting :

1. Approval of the previous minutes of meeting, held on January 15, 2016.
2. Discussion with the teaching as well as non-teaching staff on the issues and duties for the smooth conduction of the upcoming Semester end Examinations.



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3. Discussions on the deadlines and submission patterns of the Internal Assessment for the Semester.
4. Discussion with the Infrastructure Committee to highlight any issues faced in the infrastructure of the college, especially, focusing on the upcoming Semester End Examinations.
5. Laying down guidelines and steps for the functioning of the NAAC Committee and entrusting Ms. Meeta Mathur with the responsibility of being the NAAC Convenor of the college.
6. Directional sign boards to be made on the walls around the college corridors for class rooms.
7. Continuous encouragement of the faculty and non-staff members for rigorous training to enhance quality of teaching.
8. Preparing plan of action for successful launch and conduction of a 07 day Faculty Development Programme, to be organized by Department of Commerce in the month of July, under the guidance of Dr. Meenakshi Gupta.
9. Establishment of a strong Anti-Ragging Cell in the college, especially for the upcoming session of the college.
10. Establishment of the Time-Table committee of the college for setting up of the time schedules and slots for the upcoming session.
11. Establishment of the admission committee of the college focusing on the transparent process for the admissions for the upcoming session.

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12. Entrusting responsibilities to the Faculty members to conduct department wise Orientation Programmes for the newly admitted students of the college.
13. Discussion with the Garden Committee of the college on issues concerning the upkeep of the garden and lawn within the college premises. It was also suggested that all the plants should be named, with both their common name as well as generic name. Additionally, it was suggested that measures should be taken for the beautification of the college campus.
14. Encouraging teachers to procure advance apparatus under the Innovation Project Scheme, such as Autoclave BOD Incubators in Chemistry Lab of the college.
15. Discussion with the IT department of the college and upgradation of labs and projectors, there in.

Dr. Sangeeta Kaul  
Coordinator  
IQAC

Dr. Vipin Aggarwal  
Chairman  
IQAC