

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Digitization of Records, Faculty Feedback Forms

Dated: 01.03.2017

A meeting of IQAC was conducted at 1:00 PM in Principal's Office.

The minutes of the previous meeting were discussed and passed by the august gathering.

The following agenda was discussed:

- 1) Faculty Feedback form of Delhi University was shared and discussed with committee members.
- 2) Creation of student domain based ids was reinforced for filling the feedback form.
- 3) Creation was Google groups for each class/section was suggested for easy sharing of data/ assignment/ feedback form with the students.
- 4) Digitization of documents of the following department was suggested for ease of access and speedy redressal of requests:
 - a) Accounts Department
 - b) Administration Department
 - c) Library Department
 - d) Governing Body
- 5) The above task was assigned to Dr. Naveen Dua and Mrs. Hersheen Kaur.
- 6) A Teaching workshop on econometrics was suggested.
- 7) A feedback form was created for the non-teaching staff regarding their knowledge on MS-Excel and EIMS.
- 8) Need of iPad for each faculty member was emphasized to empower faculty members with technology and help them in taking online attendance.

The following members attended the meeting:

Dr. Jatinder Bir Singh

Dr. Kawal Gill

Ms. Bhupinder Kaur Lal

Mr. Sarabjit Singh Lamba

Dr. Harvinder Kaur



Dr. Rekha Sharma

Rekha

Mrs. Vandana Kalra

V-Kalra

Mrs. Ushveen Kaur

Ushveen Kaur

Mrs. Hersheen Kaur

Hersheen

Pans

Mr. Vaibhav Puri

Vaibhav Puri