

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

दूरभाष : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No. AM/2018/20 AC/03

Dated 11/8/2018

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 11th August 2018 at 11:30 a.m. in the Principal's Office of the College.

The chairperson welcomed to all the conveners of the various committees and TICs of various departments

The following members were present:

- | | |
|------------------------|--------------------------------|
| • Dr Mamta Sharma | Chairperson |
| • Dr Archana Sawshilya | Coordinator |
| • Dr Neelam Rathi | Media and Activity Coordinator |
| • Dr Pooja Khanna | Member |
| • MsIndu Dahiya | Member |
| • Dr Parul Goel | Member |
| • Dr Shadab Khan | Member |
| • Ms Shilpa Dabas | Student Representative |
| • Ms Rubina Khan | Student Representative |

The following issues were discussed:

Proposals ...

1. Committee conveners were asked to submit their activity reports to review the work done
2. Request to form bi weekly an hour activity period for students in the college time table
3. Request to provide diary number of various letters submitted to principles office

Action taken

1. letters ,leave record form ,syllabus planning and completion forms where modified as per the requirement of NAAC
2. IQ AC room was provided on the first floor of library and all the essential stationery were provided by the college administration
3. Committee was assisted by more members, the new members were Miss Lovely ,Mr Jagmohan ,Dr Rashmi Devi ,Miss Parul Chopra, Dr Sunita Dhaiya, Mr Abhishek Dr Sheetal Miss, Shashi Prabha ,Dr.Priya Khurana

The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.

Dr Archana Sawchilya

Coordinator

IQAC

Dr. Mamta Sharma

Chairperson

IQAC

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(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No. AN/2018/IQAC/04

Dated 30/8/2018

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 30th August 2018 at 11:30 a.m. in the Principal's Office of the College.

The chairperson welcomed to all the conveners of the various committees and TICs of various departments

The following members were present:

- | | |
|------------------------|--------------------------------|
| • Dr Mamta Sharma | Chairperson |
| • Dr Archana Sawshilya | Coordinator |
| • Dr Neelam Rathi | Media and Activity Coordinator |
| • Dr Pooja Khanna | Member |
| • MsIndu Dahiya | Member |
| • Dr Parul Goel | Member |
| • Dr Shadab Khan | Member |
| • Ms Shilpa Dabas | Student Representative |
| • Ms Rubina Khan | Student Representative |

The following issues were discussed:

Minutes of the proceedings of the IQAC meeting held on 30 August 2017

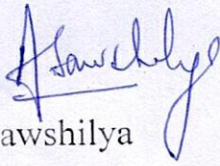
Proposals

1. Proposals were made to organize programs under Ek Bharat Shrestha Bharat
2. To promote health and sports awareness among the student's teacher and non-teaching
3. Promotion of community outreach programs
4. Creating knowledge base with regard to legal rights in day-to-day life

Action taken

1. Swachhata pakhwada was conducted to keep the environment within an around the college clean by promoting the concept of Swachh Bharat mission
2. Students were oriented towards Gandhian philosophy and its relevance in the contemporary world
3. Medical camp was organized having special medical team from BL Kapoor to conduct Cardiac, Orthopedic test and awareness was created among the students and teaching community regarding cervical cancer

The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.



Dr Archana Sawshilya

Coordinator

IQAC



Dr. Mamta Sharma

Chairperson

IQAC



Ref. No. AM/2018/IQAC/05

Dated 24/9/2018

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 24th sept 2018 at 11:30 a.m. in the Principal's Office of the College.

The chairperson welcomed to all the conveners of the various committees and TICs of various departments

The following members were present:

- | | |
|------------------------|--------------------------------|
| • Dr Mamta Sharma | Chairperson |
| • Dr Archana Sawshilya | Coordinator |
| • Dr Neelam Rathi | Media and Activity Coordinator |
| • Dr Pooja Khanna | Member |
| • MsIndu Dahiya | Member |
| • Dr Parul Goel | Member |
| • Dr Shadab Khan | Member |

The following issues were discussed:

The chairperson welcomed all the members of the committee. Contents of the letter, received from Mr Pramod Sehgal, an external member of the committee were discussed in detail to follow

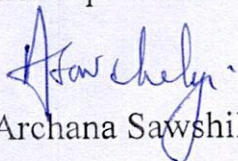
Following proposals were made-

1. Entry gate of the college needs renovation - Impressive simple Pathways that should lead to the principal room
2. Seasonal flowers near the reception area needs Mega doing up
3. Classroom corridor should be having lots of paintings and artwork
4. In the corridors flower pots or hanging plants should be installed
5. Security, hygiene, cleanliness in cafeteria, staff room, libraries should be maintained.

Action taken

1. Infrastructural development report was submitted by the committee convener
2. Garden committee, Eco club all submitted reports about their works.

The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.



Dr Archana Sawshilya

Coordinator

IQAC



Dr. Mamta Sharma

Chairperson

IQAC

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Ref. No. AMV/IOAC/May/1

Dated 24-05-19

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 24th May 2019 at 10:00 a.m. in the Conference room, Aditi Mahavidyalaya. The following members were present:

1. Dr Mamta Sharma	Chairperson
2. Dr Archana Sawshilya	Coordinator
3. Dr Neelam Rathi	Media and Activity Coordinator
4. Dr Pooja Khanna	Member
5. Ms Indu Dahiya	Member
6. Dr Parul Goel	Member
7. Dr Shadab Khan	Member
8. Sh. V.P. Tiwari	Administrative Officer
9. Ms Namrata Maurya	Student Representative
10. Ms Rakhi Bhardwaj	Student Representative

Minutes:

1. The Chairperson welcomed all the members to the meeting.
2. After confirmation of the minutes the following issues were discussed:

Coordination with NAAC Team

In the meeting NAAC members, Coordinator IQAC briefed about the requirements sought from the NAAC Committee Convenor and the data regarding criteria 6:6:1 and 6:5:2 was discussed.

Recruitment of New IQAC Members

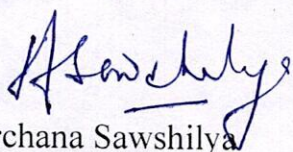
It was reported that there was need to have more members in IQAC for the smooth functioning as well as for the preparation of the reports. Accordingly request for new members was sent to the Chairperson. Therefore, a meeting for all members was scheduled on 12th June 2019 to discuss the details of all IQAC requirements. It was reported that email Id was created for IQAC team – username :iqacaditi@gmail.com and password- iqac2019

Proposal Made:

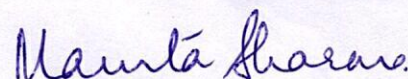
Proposal for the academic auditorium was made.

Action Taken It was reported by the Chairperson that construction of 6 new classrooms, Canteen block that includes NCC Room, NSS Room and Student Union Room and maintenance of library reading hall have been done by PWD in the college and were handed over to the college administration in May 2019.

The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.



Dr Archana Sawshilya
Coordinator
IQAC



Dr Mamta Sharma
Principal
Chairperson
IQAC

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Ref. No. AMV/IQAC/12 June/2

Dated 12-06-19

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 12th June 2019 at 10:30 a.m. in the Principal's room, Aditi Mahavidyalaya. The following members were present:

1) Dr Mamta Sharma	Chairperson
2) Dr Archana Sawshilya	Coordinator
3) Dr Sunil Chaudhary	Governing Body Member
4) Ms Indu Dahiya	Member
5) Dr Parul Goel	Member
6) Dr Shadab Khan	Member
7) Sh. V.P. Tiwari	Administrative Officer

Minutes:

1. The Chairperson welcomed all the members to the meeting.
2. The Chairperson confirmed the meetings of the last meeting.
3. After confirmation of the minutes the following issues were discussed:

- 1) The Coordinator welcomed and oriented the members about the objectives of IQAC team and the concerned work.
- 2) The requirement of notice boards for the various committees and departments was proposed in the Committee.
- 3) It was reported that a new whatsapp group with Principal as chairperson and all members was formed with an objective of effective coordination with the members.
- 4) It was informed that the requirement of data from NAAC was put forth before the committee members and the work was delegated amongst the team members.

New website - www.aditi.du.ac.in

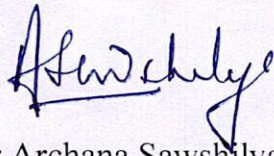
New E-mail - info@aditi.du.ac.in

E-mail : mamta610@gmail.com, aditicollegeprincipal@gmail.com, info@amv94.org

Website : <http://www.amv94.org>

- 5) It was reported by the Principal that the purchase of high end computers was followed up on urgent basis from IQAC.
- 6) It was proposed that Faculty Development Programmes should be organised by the college.
- 7) Website updation work was followed up and for the same the data of last five years along with pictures was collected by the team.
- 8) It was also proposed that a Faculty Development Programme shall be organised for the non-teaching staff soon.
- 9) As desired by the governing body, the college should open the learning centre for IGNOU.
- 10) It was proposed that a request for construction of pavement, guard room, replacement of main gate and providing one extra gate for college shall be sent to PWD for enhancing the quality of infrastructure inside campus.

The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.



Dr Archana Sawshilya
Coordinator
IQAC



Dr Mamta Sharma
Principal
Chairperson
IQAC

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Ref. No. AMV/IQAC/^{HS}June / 3

Dated 19-06-19

MINUTES OF MEETING

Minutes of the proceedings of the IQAC meeting held on 19th June 2019 at 10:00 a.m. in the Conference room of DCRC, University of Delhi. The following members were present:

- | | |
|-------------------------|-----------------------|
| 1. Dr Mamta Sharma | Chairperson |
| 2. Dr Archana Sawshilya | Coordinator |
| 3. Major P.K. Sehgal | External Expert |
| 4. Dr Sunil Chaudhary | Governing Body Member |
| 5. Ms Indu Dahiya | Member |
| 6. Dr Parul Goel | Member |
| 7. Dr Shadab Khan | Member |

Minutes:

1. The Chairperson welcomed all the members to the meeting.
2. The Chairperson confirmed the meetings of the last meeting.
3. After confirmation of the minutes the following issues were discussed:

Agenda: Discussion and Deliberation on Quality Assurance

1. The Coordinator IQAC welcomed Dr Sunil Chaudhary who replaced Sh. Amrender Kumar in IQAC.
2. The Coordinator through her PowerPoint presentation apprised new GB member Dr Sunil Kumar Chaudhary and the rest of the members about IQAC objectives, mission, plan of action proposed and achieved. It was chaired by all the members present.

Action Taken

The Principal informed that the laptops and Computers were updated with Microsoft office as well as internet connectivity through wifi in the college campus.

She also shared that the student representatives were also invited in the IQAC meetings and letters were already sent to them.

Proposals

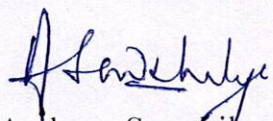
1. Dr Sunil Choudhary proposed that facility for the disabled students shall be taken up along with library committee for inclusion and equality.

2. Principal proposed that the college provided support for the conference as well as workshops/ events and the concerned committees were formed for the same.

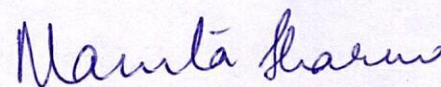
3. Requirements of 32 noticeboards were proposed, out of which 15-18 noticeboards were proposed for project notice boards and others for photo gallery and for department's activity show-cause. Further requirement of following was also proposed:

- I. LED (Bigger one) for staff room.
- II. Innovation research display.
- III. Organising Parents and Alumni Meet
- IV. Request for Funds for conducting FDP Programme and other related academic

Major P.K. Sehgal delivered a motivational speech for all the stakeholders and appreciated the efforts of the Principal and Coordinator in taking all the dedicated efforts for ensuring quality education for the students works under IQAC. The meeting ended with a vote of thanks to the chair, the IQAC team and the members present.



Dr Archana Sawshilya
Coordinator
IQAC



Dr Mamta Sharma
Principal
Chairperson
IQAC