

**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, PHASE-I, DWARKA, NEW DELHI-110075**

Minutes of the third Meeting of the Internal Quality Assurance Cell of the College.

Third meeting of the Internal Quality Assurance Cell (IQAC) was held on **4th May, 2017 at 11.00 a.m.** in the Conference Room of the college and the following members were present:

1. Dr. Balaram Pani, Chairperson
2. Dr. Geeta Mongia, Member Secretary
3. Prof. Sushma Yadav, External Expert
4. Dr. N.S. Abbas Ali, Member
5. Dr. Anand Bharadvaja, Member
6. Dr. Manoj Khanna, Member
7. Mr. Santhanam Iyengar, Member

At the outset Dr. Balaram Pani, Chairperson of the IQAC welcomed Prof. Sushma Yadav and introduced her to all the members of IQAC.

Item No. 3/1 Reporting Items : Programs organized under IQAC

Item No. 3/1/A : Skill Development Workshop

One day Skill Development Workshop was organized under IQAC in collaboration with Department of Physical Sciences (Electronics, Instrumentation and Physics) on March 27, 2017 for laboratory staff of various departments of Bhaskaracharya College of Applied Sciences. The workshop was conducted to give the laboratory staff of the college an insight of the basic concepts, lab equipments and practicals of the respective departments. The event witnessed a good number of participants.

Item No. 3/1/B : Faculty Development Program (FDP)

A Faculty Development Program on the topic "*Administrative Reforms to raise the Quality of Educational Institution and e- Procurement*" was organized under IQAC on March 28, 2017.

Under the programme the following eminent speakers were invited to deliver lecture(s):

- Professor N.K. Kakkar, Director General, Maharaja Agrasen Institute of Management Studies talked about the Administrative Reforms, various Standardised Operating Procedures, required to be prepared by the institution.

- Professor Sanjeev Kumar, Director, CIS , Jawaharlal Nehru University enlightened the faculty about E- Procurement and its significance.
- CA Vijay Kumar Goel, Director, Indian Bank gave an informative talk on Project Financing.

The programme was applauded by one and all present there. Dr. Avneesh Mittal, Assistant Professor, BCAS briefed about E-Procurement in our College. One of the faculty members also briefed about the administrative reforms in our College.

Prof. Sushma Yadav appreciated the programs organized. It was suggested by her that in future separate lectures may be organized with for various topics.

Item No. 3/1/C : Uploading of Feedback forms

The Member Secretary informed the house that the Student Feedback Form and Parent Feedback Form had been uploaded on the College website. The College is receiving good response as students and parents are filling the forms and submitting their feedbacks. Prof. Sushma Yadav suggested, the data of the Student Feedback Form may be assessed and best teacher may be rewarded/awarded. It was informed the house that once forms are filled, it will be available for viewing to the faculty members for self-assessment.

It was suggested by Prof. Sushma Yadav that the data received in the student feedback form may be analyzed after every semester and if there is no improvement, then mechanism has to be drafted by the IQAC to deal with such situations.

Item No. 3/1/D : Finalization of Utilization Certificate

The College has received Rs.1,50,000/- under IQAC. Out of which, the College has spent Rs. 1,37,730/- under different heads. The College is in the process of getting the Utilization Certification signed by the Auditor of the College. It will be submitted to the UGC with a request to send the rest of the amount and permission to use the unspent balance

Item No. 3/2 Items for Consideration

Item No. 3/2/A : Submission of Annual Quality Assurance Report (AQAR)

The member secretary informed the members that the College has completed the process of submission of AQAR in the format as prescribed by the UGC. A sample file was shown there.

It was suggested by Prof. Sushma Yadav :

1. To clearly mention the mission and vision for the preparation of AQAR. The IQAC members were informed that the AQAR will be prepared keeping in mind the mission of the College.
2. The College has to define the quality parameters for all activities of the College like purchase, administrative activities/processes, academic activities, conducting of seminars in the college. The College should bring out a booklet defining the procedure(s), rules, flow chart of every system (purchasing for laboratory, purchasing for administration, purchasing books etc., admission process, withdrawal process etc.).

Item No. 3/3 : Any Other Matter

Item No. 3/3/A Re-constitution of IQAC Committee (as per NAAC guidelines)

The composition of the IQAC (as per NAAC guidelines) is as follows:

- 1. Chairperson: Head of the Institution
- 2. A few senior administrative officers
- 3. Three to eight teachers
- 4. One member from the Management
- 5. One/two nominees from local society, Students and Alumni
- 6. One/two nominees from Employers /Industrialists/stakeholders
- 7. One of the senior teachers as the coordinator/Director of the IQAC

The member secretary proposed to enhance the IQAC members to enhance the quality of education and to get more inputs/suggestions and expertise/experience from the external members.

All the members unanimously approved the enhancement of the committee.

The meeting ended with a vote of thanks to the Chair.



Chairperson
IQAC

Chairperson, IQAC
Ghosharatharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75



Member Secretary
IQAC

Member Secretary, IQAC
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