Maitreyi College, Bapu Dham Complex, Chanakyapuri, New Delhi-110021
Minutes of the meetings conducted by the IQAC Maitreyi College
2018-2019

Date	Minutes	Action Taken Report
21.07.2018	● Issue related to filing AQAR (2017-2018) discussed with the TIC's of all departments. ● Names for external and internal members in IQAC were suggested (as per NAAC guidelines) by IQAC members.	● Process for filling AQAR initiated. ● Dr. Suman Govil (Retd. from DBT) was opted as the external member in IQAC. ● New members from various departments were inducted in IQAC.
03.08.2018	● IQAC decided that online Admission feed back form will be provided on whatsapp group through class representative or as google form to all the students. ● e-learning modules/ information literacy programme for learning library e-resources were proposed for the faculty members as well as students. ● A proposal from student union towards creating "Book Club" was also discussed. ● A Computer workshop (Hands- on –training) for Non –teaching staff was proposed to facilitate smooth functioning of office work. ● Forms for GE and SEC to be created ● Filling up of examination forms to be streamlined	● Online Admission feed back form prepared. ● e- learning integrated as a regular feature of IQAC. ● To promote e-learning, online books (free/pdf) were selected & download & for e-reading through D.U. (Central Libray System) or N-LIST (3rd September 2018). ● " Computer Training Program for Non – Teaching Staff "was organised from 17-26 September 2018. ● GE and SEC forms created ● Examination forms filled by students under the supervision of TICs/ Deputed Faculty and the office staff during the Block Period.
12.09.2018	● AQAR 2017-2018 to be finalised for submission. ● IQAC stressed the need to check/verify 2017-2018 proofs related to AQAR data. ● A Workshop on Computer Literacy for the Students of Hindi Department was proposed.	● AQAR finalized ● Proof checking process initiated ● A "Computer Workshop on Document Creation and Handling" was organized on 18-21st December 2018 for Students of Hindi Department
17.09.2018	● IQAC Coordinator suggested that the records of all activities and participations as well as certificate should be kept for future reference. ● Signing of MoU with ICT academy proposed ● IQAC members discussed the issues related to organising various activities of Student Union Societies.	● MoU with ICT academy (1st February 2019)
12.3.2019	● IQAC members were apprised of the activities held during the session 2018-2019. ● IQAC planned following new activities. ▪ Creating teacher/mentor and student group ▪ Holding of teacher training workshops ▪ Establishment of disabilities centre under PMMMNMTT Scheme. ▪ Network of alumni to be created for looking into the better social perspective.	● The following activities were organised by various departments under IQAC. ▪ Health initiatives. ▪ NSS outreach program ▪ Establishment of 'Sashakt' nodal sports centre for Pwd. ▪ Self Defence & Fire Safety workshops organised.
19.03.2019	● IQAC decided to constitute Student Body under the aegis of IQAC, which will help in enhancing the student participation in various activities as well as encouraging student participation in collection, quantification and presentation of data pertaining to students achievements. ● IQAC discussed new action plan / road map for the upcoming year further decided to give more inputs in the next meeting.	● A presentation was given by Ms. Radhika, a student of B.A. program detailing the constitution of students Body under he aegis of IQAC in the meeting of 27.03.2019 . ● Alumni association organized Sannidhya the annual Alumni meet to celebrate the achievements of our illustrious alumni and welcome them back into the Maitreyi Kutumb.

27.03.2019	● IQAC discussed the Idea of organising various programs for the upliftment and growth of students in the upcoming academic session. ● IQAC suggested for the formation of a cell "Career Counselling Cell" for the student, which will help them for the choice of their career as well as the course to be joined in future. ● Different Govt. Schemes under DST, BIRAC, BEST were discussed for research and entrepreneurship purpose. ● Inter disciplinary fest suggested to encourage healthy participation from all streams should be arranged on Fridays and Saturdays.	● Team Enactus contributed to societal cause by organizing various campaigns such as " Daan Utsav" in Collaboration with Goonj. ● Placement Cell of the college organised Internship placement fair, Envision 2019. ● Maitreyi College instituted its research cell known as " Advisory Committee for Professional Grooming (ACPG)
15.05.2019	● IQAC committee members recommended that data collection for filing up of AQAR 2018-19 be expedited. ● The IQAC student representative team was advised to generate a Google form to gather information about the student progression (AQAR Criterion V: point 5.2) after their graduation. This form will be circulated in What's app group by Teacher-in charges of each Department at the end of September 2019. ● Regular interactions was suggested between teacher incharges and class representatives twice in a month to discuss their class problems.	● Detailed form of various criteria circulated in different departments and office for collecting information for AQAR 2018-19. ● Data collection of student progression streamlined.