



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन  
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लैक्स के पास)  
दिल्ली-110096

Vasundhara Enclave (Adjoining Chilla Sports Complex)  
Delhi-110096

दूरभाष : 22623503, 22623505

Phone(s) : 22623503, 22623505

दूरभाष/फैक्स : 22623504

Phone/Fax : 22623504

संदर्भ सं./Ref. No. SRCASW/.....

दिनांक/Date..07/12/2017.....

**Minutes of Meeting-7th December 2017**

A meeting of the IQAC was held on 7<sup>th</sup> December, 2017 in Committee Room at 11 am. The following were present:

1. Dr. Payal Mago – Chairperson
2. Dr. S. Lakshmi Devi - Member
3. Dr. Alka Vohra - Member
4. Dr. Suruchi Chawla – Member
5. Dr. Indu Arora – Member
6. Dr. Sneha Kabra – Member
7. Ms. Deepali Taneja – Member
8. Dr. Nitin Malik - Member
9. Mr. Saaket Kumar – Member
10. Dr. Radhika Bakshi \_ Special Invitee
11. Ms. Asha Yadav – Special Invitee
12. Dr. Projes Roy – Special Invitee
13. Mr. T. N. Ravi – Special Invitee
14. Ms. Venika Gupta – Coordinator.

1. Minutes of the meeting held on 6<sup>th</sup> May, 2017 were confirmed.
2. The AQAR report for 2016-17 was finalized with minor changes.
3. The following targets for 2017-18 were identified.
  - E-planning & management.
  - Google form for Alumni data.
  - Google form for date/activity calendar.
  - Website up gradation.
  - Up gradation of College directory.
  - E-statement for salaries.
  - E-Newsletter.
  - Survey for enhancement of facilities from employees, alumni and students.

- Enhance & create environment for research.
- Parent-Teacher interaction.
- Academic audit.
- Security Audit.
- Protocol for Gender Audit.
- Fire drill.
- Workshop/Seminar on wide ranging topics on Quality Management, Disaster Management, Environment Management, Career Grooming and Stress Management, Health Camp, etc
- Plan to conduct Industry visits.
- Organize Orientation/workshop Program for non-teaching technical staff.

The meeting ended with a word of thanks to the chair.



(Ms. Venika Gupta)  
IQAC Convener



(Dr. Payal Mago)  
Principal

## **Action Taken Report for 7<sup>th</sup> Dec'17 IQAC meeting**

A meeting of IQAC was held on 7<sup>th</sup> December, 2017. The following is the Action Taken Report:-

Point No.	Resolution	Action Taken
1	Minutes confirmed	Noted
2	The AQAR report was finalized with minor changes	Submitted with suggested changes.
3	The status of the targets of 2017-18:	
•	E-planning & Management.	Under process
•	Google form for Alumni data.	Done
•	Google form for date/activity calendar.	Done
•	Website up gradation.	Done
•	Up gradation of College directory.	Under process
•	E-statement for salaries.	Under process
•	E-Newsletter.	Under process
•	Survey for enhancement of facilities from employees, alumni and students.	Feedback forms designed. To discuss and approve.
•	Enhance & create environment for research.	Under process
•	Parent-Teacher interaction.	Informed the student advisor to do the needful.
•	Academic audit.	Performa designed. To discuss and approve.
•	Security Audit.	To report and approve
•	Protocol for Gender Audit.	Under process
•	Fire drill.	Under process
•	Workshop/Seminar on wide ranging topics on Quality Management, Disaster Management, Environment Management, Career Grooming and Stress Management,	Under process

	Health Camp, etc	
•	Plan to conduct Industry visits.	Under process
•	Organize Orientation/workshop Program for non-teaching technical staff.	Under process



(Ms. Venika Gupta)  
IQAC Convenor



(Dr. Payal Mago)  
Principal