Ref: BRAC/OP /2024-25/ 1274

Dated: 03.03.2025

Notice

IQAC Committee Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) Committee is scheduled as follows:

- Date: 6th March 2025
- Time: 12:30 PM
- Venue: Conference Room

Agenda:

1. Formulating guidelines for curriculum enrichment initiatives, including:
   - Add-on Courses
   - Faculty Development Programs (FDPs)
   - Student Feedback Mechanisms
2. Developing a documentation framework for committees and departments for the upcoming Annual Quality Assurance Report (AQAR) (June 2024 – May 2025).
3. Establishing guidelines for recording student achievements in cultural, sports, and extracurricular activities.
4. Any other matters with the permission of the Chair.

All members are requested to attend the meeting.

Dr. Sunita Chaki
IQAC Coordinator

E-mail to following members for information and necessary action:

(1) Chairperson, IQAC: Prof Sada Nand Prasad
(2) Coordinator, IQAC: Dr Sunita Chaki
(3) IQAC Committee: Prof. Jitender Saroha, Prof. K. M. Bansal, Prof. Tushti Bhardwaj, Prof. Anita Srivastava, Dr. Neelam Gupta, Dr. Lalit Kumar, Dr. Seema Sodhi, Prof. Bishnu Mohan Dash, Prof Jaya Verma, Prof Narender Thakur, Dr Dhananjay Kumar

Dealing Persons: Mr. Kanishk Nautiyal, Mr. Thakur Prasad

A Meeting Of The *Internal Quality Assurance Cell (IQAC) Committee* Was Held On 6th March 2025 At 12:30 In The Conference Room With The Following Agenda:

1. Formulating Guidelines For Curriculum Enrichment Initiatives, Including:
   - Add-On Courses
   - Faculty Development Programs (Fdps)
   - Student Feedback Mechanisms
2. Developing A Documentation Framework For Committees And Departments For The Upcoming **Annual Quality Assurance Report (AQAR)** *(June 2024 – May 2025).*
3. Establishing Guidelines For Recording Student Achievements In Cultural, Sports, And Extracurricular Activities.
4. Any Other Matters With The Permission Of The Chair.

Member present are as follows

(1) Chairperson, IQAC: Prof Sada Nand Prasad

(2) Coordinator, IQAC: Dr Sunita Chaki

(3) IQAC Committee: Members:

a. Prof. Jitender Saroha,

b. Prof. K. M. Bansal: On Leave

c. Prof. Tushti Bhardwaj,

d. Prof. Anita Srivastava,

e. Dr. Neelam Gupta,

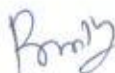f. Dr. Lalit Kumar,

g. Dr. Seema Sodhi: On Leave

h. Prof. Bishnu Mohan Dash

i. Prof Jaya Verma,

j. Prof Narender Thakur: ON LEAVE

k. Dr Dhananjay Kumar   — *Dhananjay Ku*

(4) Dealing Persons:

   a.   Mr. Kanishk Nautiyal   ———

   b. Mr. Thakur Prasad   ———

DR. BHIM RAO AMBEDKAR COLLEGE
(University of Delhi)
Main Wazirabad Road, Yamuna Vihar, Delhi-110094, Phones: 22814126, Telefax: 22814747
Email: info@drbrambedkarcollege.ac.in; brambedkarcollege.du@gmail.com;
principal@drbrambedkarcollege.ac.in; www.drbrambedkarcollege.ac.in

@bhim_ambedkar brambedkarcollege DrBRAC DU DrBRAC DU

Ref: DRBRAC/PO/2025-26/   Dated: 6.03.2025

Minutes of the First IQAC Meeting

The first meeting of the Internal Quality Assurance Cell (IQAC) was held on 6th March 2025.
The following key decisions were made:

1. The committee unanimously approved the inclusion of the following modules for the BRAC website:

S.No	Module	One Time Dev Cost + 1st year AMC (INR excl. GST)	AMC from 2nd year (INR excl. GST)	Comments
1	Timetable, Attendance, IA & Notification Module	115000	115000	Timetable Feeding, Attendance (Daily or Monthly), Complete IA sensitive to credit allocation, auto scaling of marks, Practical Marks feeding. Reports in Admin to extract IA and submit on Samarth Portal. Notification Module to send one-way notifications (notices, events etc to different stakeholders with filters via mobile app (Android & iOS).
2	Faculty Profile with Online APAR, Student Profile, Student Progression Module	130000	42000	Comprehensive Faculty Profile with heads, subheads and ability to extract yearwise/head wise data in Excel by the IQAC Admin at any time. Ability to generate automatic PDF version of Online APAR. Comes with TIC and Principal login for approval flow. Student Profile module for students to maintain their academic and extra curricular achievement data, internships. Reports extractable via Admin. Student Progression form for outgoing batch to submit their job/higher education or entrepreneurship data as applicable.
3	Society Information Centre	70000	20000	Logins for all Societies to submit and maintain information regarding their events, office bearers, media, awards and participation. Option to give society benefits for Attendance. Generate Society Annual Report. Upload Society Documents. Manage Society Profile.

4	Department Login	50000	17500	Logins for all Departments to submit and maintain information regarding their annual academic and other activities and records. Generate Department Annual Report as an outcome which has data from Faculty and Society integrated.

2. Recognizing the importance Documentation in NAAC accreditation process, it was decided that all activities conducted or organized by departments, staff council committee members, Teacher-In-Charges, and faculty members must be systematically compiled into reports. A soft copy of these academic activities must be submitted for the respective academic year before obtaining clearance from the finance department. This process will facilitate the compilation of essential reports and documentation required for accreditation.

3. To enhance the quality of student and faculty-centric programs, achievements, and progression, the committee agreed to draft guidelines to be presented in the next meeting. The following members were assigned responsibilities:

Guidelines Areas	Assigned Member
Add-on courses & Faculty Development Programs	Professor Jitender Saroha
Alumni & Related Aspects	Professor Bishnu Mohan Dash
Stakeholders Feedback	Professor Tushti Bhardwaj
AQAR Management for Academic Year June 2024-25	Professor Dhananjay Kumar
Report submission Format for Department Submissions, Staff Council Committees & Certification References	Professor Anita Shrivastava

4. The committee approved the engagement of IT-skilled college students under the 'Earn While Learn' scheme to assist with NAAC-related data gathering and management with the following criteria

  a. TICs will be requested to recommend students to qualify for 'Earn while learn' scheme who will be attached with IQAC Committee for NAAC related Tasks.

  b. The students must be from 1st or 2nd year only and will be required to be active for three month with a minimum three months to be entitled for the certificate of appreciation/ acknowledgements.

  c. Selected students will receive incentives in the form of certificate of Acknowledgement/Appreciation and up to Rs 1,250 per week.

  d. The scheme's modalities may be on the basis of as and when required and strictly for the NAAC process only.

5. It was decided that requisition for a room will be sought to serve as a dedicated space for accreditation-related meetings and documentation items, along with infrastructural facilities and other essential items i.e., Desktop, Pen drives, Printer, Wi-Fi facilities Photocopier, Tables & Chairs, Almirahs etc.
6. Requisition for one Non-Teaching Staff for communication/documentation/co-ordination maintenance of IQAC room etc will be requested.
7. The meeting concluded with a vote of thanks.