

Maitreyi College, Babu Dham Complex, Chanakyapuri, New Delhi-110021.
Minutes of the meetings conducted by IQAC during 2017-2018

Date	Minutes	Action Taken Report
27.4.2017	<ul style="list-style-type: none"> ★ Major activities undertaken by IQAC in the sphere of extension activities including a seminar “Bridging the Gap” aimed at sensitization towards ‘Special Needs Students’ were discussed. ★ To collect data for filling the AQAR for the year 2016-17. ★ To organise the FDP’s, lectures and workshops for faculty members of various departments. ★ A special workshop on ITR was proposed to be organised tentatively on 8th May,2017 	<ul style="list-style-type: none"> ★ A Help Desk was placed to satisfy all the queries of parents/ students/visitors. (A Special desk was deputed to function during admissions to guide and save time of the students), special assistant given to “Special Need Students” for completing all the formalities of admission process. ★ Process initiated. ★ Punjabi Department organised a lecture on' Pravasi Punjabi Kavita de Sarokar' by renowned Critic, Poet and Prose writer Dr. Davinder Kaur in April, 2017.
8.05.2017	<ul style="list-style-type: none"> ★ IQAC members proposed to organise more such ITR related workshops in future for the benefits of all stakeholders. ★ Proposed to organise program with NSS and NCC to sensitize students towards social responsibility. ★ Cleanliness related programs should be organised keeping in view the “Sawachta Abhiyan”. 	<ul style="list-style-type: none"> ★ Workshop entitled “Computation of Income Tax liabilities” was organised by Commerce Department. The IQAC members and faculty members attended the workshop. ★ The NSS volunteers attended a two day learning programme conducted by “Alzheimer’s Related Disorder Society of India” Delhi chapter on 16-17 November 2017.The training was arranged by Col. V.K. Khanna, Volunteers at the ARDSI day care centre. ★ “Sawachta Pakhwara” program was celebrated by NSS from 1 August, to 15 August 2017. ★ NCC unit of the college organised “Sawachh Bharat Rally and Abhiyan” on 15th September, 2017.
22.05.2017	<ul style="list-style-type: none"> ★ Consistent and channelized efforts of the team to measure and enhance academic and administrative 	<ul style="list-style-type: none"> ★ Feedback of admission process taken from students was analysed.

	<p>performance of the college through timely and systematic feedback.</p> <ul style="list-style-type: none"> ★ Detailed analysis of student's feedback of the previous semester, related to various aspects of course and teaching for improvement of teaching evaluation discussed. ★ Incorporation of ICT and providing guidelines for question papers and exams as useful quality approaches practices. 	<ul style="list-style-type: none"> ★ Online feedback taken. ★ Process initiated.
29.05.2017	<ul style="list-style-type: none"> ★ Initiative for better evaluation online feedback process was also approved by IQAC team. ★ Workshop for students on how to consult references, access e-journals and data in library. 	<ul style="list-style-type: none"> ★ Process initiated. ★ Dr. Pardeep Rai, Librarian organised Information Literacy Program including subscribed e-resources access for the students in July-2017
9.6.2017	<ul style="list-style-type: none"> ★ IQAC members proposed to celebrate International Days. ★ Environment Day was proposed to be celebrated by the Eco Club 'Prakriti'. ★ Celebrating "Science Day" to generate awareness about science & technology. 	<ul style="list-style-type: none"> ★ The birth anniversary of Swami Vivekananda was celebrated on 12th January, 2018 by observing National Youth Day. ★ 3rd International Yoga Day was celebrated in College Campus on 21st June, 2017. ★ Environment Day was celebrated by the Eco Club 'Prakriti' of Maitreyi College on 18th August, 2017 with the inaugural of lecture by eminent scientist Prof. T.R.Rao. IISER (Mohali) on 'Drivers of Biodiversity loss. ★ Physics Department organised a visit to IUAC on National Science Day in February, 2018.
26.9.2017	<ul style="list-style-type: none"> ★ Dr. Pardeep Rai (Librarian) took over the charge of Co-ordinator from 26th September, 2017 to till March, 2019. ★ In respect of College Golden Jubilee function various meeting and activities were planned . ★ Physics Department proposed to organise one day seminar in memory of Dr. Savita Datta . 	<ul style="list-style-type: none"> ★ Process initiated. ★ A culmination of Golden Jubilee celebration of College was held on 27th, February 2018.(Hon'ble Vice President of India, Sh. M. Venkaiah Naidu was the Chief Guest of the function. ★ A one day seminar was held on

	<ul style="list-style-type: none"> ★ Quality enhancement of basic facilities. 	<p>29th September, 2017 on the occasion of 63rd Birthday of Late Dr. Savita Datta(former Principal).</p> <ul style="list-style-type: none"> ★ R O system was inaugurated on 1st January, 2018 .
30.1.2018	<ul style="list-style-type: none"> ★ Compiled AQAR 2016-2017 was duly approved by the Governing Body. ★ To create link on college website for the AQAR 2016-17. ★ Compilation of AQAR for the academic year 2017-2018 to be initiated. ★ Various Sub-committees are formed to compile and evaluate AQAR for the year2017-2018. 	<ul style="list-style-type: none"> ★ AQAR was successfully uploaded on the college website. ★ Process initiated.
28.3.2018	<ul style="list-style-type: none"> ★ To enhance the effectiveness of the feedback mechanism emotional quotient component was to be added in the feedback form. ★ It is proposed that college should facilitate NSS students in continuing their support for community services. ★ IQAC team suggested to Teacher-In - charge of all departments that they should ensure and guide students to work in field Projects or internship which will enhance the practical knowledge of the students as well as their responsibility towards the society. 	<ul style="list-style-type: none"> ★ Process initiated to collect data for the year 2017-2018 and quotient component added in the student feedback form. ★ A program “Youth for Health” Interactive session with Dr. Sue Desmond- Hellmann, C.E.O. Bill & Milinda Gates Foundation was organised on 5th April, 2018. ★ Summer Internship programme was launched in May-2018.