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MAITREYI COLLEGE (UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX
CHANAKYA PURI
NEW DELHI - 110021

A meeting of the IQAC Committee was held on 27 September, 2022 in the seminar hall of New Science Block, 10:00 am onwards. Following IQAC members attended the meeting:

1. Dr. Haritma Chopra
2. Mrs. Richa Sharma Agnihotri
3. Dr. Ankita Chaudhary, Chemistry Department *Ankita*
27/9/22
4. Dr. Jyotsna, Commerce Department *Jyotsna*
5. Dr. Veena Ghuriani, Computer Science Department *Veena Ghuriani*
6. Dr. Luni, Zoology Department *Luni*
7. Dr. Ritu Gaba, Chemistry Department *Ritu Gaba*
8. Dr. Archana Aggarwal, Zoology Department *Archana*
9. Mr. Kamal Sharma, Chemistry Department *Kamal*
10/11/22
10. Mr. Ginnunlal Khongsai, Commerce Department *Ginnunlal*
11. Ms. Kritika Khurana, Commerce Department
12. Dr. Pawan, Mathematics Department *Pawan*
13. Dr. Prajwalit Shikha, Physics Department *P. Shikha*
14. Dr. Gazala Ruhi, Chemistry Department *G. Ruhi*
15. Dr. Tejendra Kumar, Zoology Department *Tejendra*
16. Dr. Anita Devi, Hindi Department *Anita*
17. Dr. Rohan, History Department *Rohan*
18. Ms. Laxmi *Laxmi*
19. Mr. Ranu Kumar, Section Officer *Ranu*
20. Mrs. Kanta Gusain, Senior Assistant, Accounts Department *Kanta*

The following members of NAAC Steering committee :

1. Dr. Manju Bhardwaj 
2. Dr. Prachi Bagla
3. Mrs. Aruna Saluja
4. Dr. Nidhi Chand 
5. Dr. Renu Gupta 
6. Dr. Rama Sisodia 
7. Dr. Pooja Baweja
8. Dr. Sonal Babbar

- Prof. Haritma Chopra brought the meeting in order and started the proceedings.
- Following department representatives, presented the activities/achievements of their respective departments for the last 5 years:

S.NO.	DEPARTMENT	FACULTY NAME
1.	Botany	Dr. Sandeepa
2.	Chemistry	Dr. Pratibha Chaudhary
3.	Commerce	Dr. Prachi Bagla
4.	Computer Science	Dr. Shikha
5.	Economics	Dr. Aruna Saluja
6.	English	Ms. Nupur
7.	Hindi	Dr. Anita Devi
8.	History	Dr. Rohan
9.	Mathematics	Dr. Deepti
10.	Physical Education	Dr. Jyotsana
11.	Physics	Dr. Prajwalit Shikha
12.	Political Science	Dr. Anjali
13.	Punjabi	Dr. Harmeet
14.	Sanskrit	Dr. Dharmendra
15.	Sociology	Dr. Aditi Narayni
16.	Zoology	Dr. Anshu Arora

- The feedback form regarding the presentations was circulated among all the members and submitted to NAAC steering committee for further action.

- Prof. Haritma Chopra, suggested that the departmental presentation should highlight the holistic development of all stakeholders with special emphasis on experiential learning. It was further advised to strictly adhere to the time limit (7 minutes) for the presentation.
- The next meeting of the IQAC meeting is scheduled in the third week of October, 2022.



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A meeting of IQAC committee members was held
on 14 November, 2022 in the committee room at 11:30 AM

The following members attended the meeting:

1. Dr. Ankita Chaudhary Ankita
2. Dr. Ritu Gaba. Ritu Gaba
3. Dr. Luni Luni
4. Dr. Veena Ghuriani Veena
5. Dr. Shweta Sankwar Shweta
6. Gimmunal Khongsai Gimmunal
7. Dr. Jyotsna Jyotsna
8. Dr. Prajwalit Shikha. P. Shikha
9. Dr. Anita Devi Anita
10. Ms. Kritika Khurana Khurana
11. Ms. Laxmi Laxmi
12. Dr. Rohan Rohan
13. Dr. Pawan Kumar Pawan

For the smooth compilation of AQAR 2021-22,
committees for various criteria were formulated:

1) Criterion-1 (C1)

Dr. Archana (Convenor)

Dr. Shweta Sankwar

ii) Criterion 2 (C2)
Dr. Luni (Convenor)
Ms. Luxmi
Dr. Shweta Sharma

iii) Criterion 3 (C3)
Dr. Veena Ghuriani (Convenor)
Ms. Kritika
Dr. Tejender

civ) Criterion 4 (C4)
Mr. Kamal Sharma.

v) Criterion 5 (Convenor)
Dr. Jyotsana
Dr. Pawan
Dr. Anita
Dr. Monika
Dr. Priyanka Sahni

evi) Criterion 6 (C6)
Dr. Ginnun Lal (Convenor)
Dr. Tejender
Dr. Pawan
Dr. Neeraj
Dr. Shweta Malhotra
Dr. Apurva Setia

(vii) Criterion 7 (C7)
Dr. Ritu Gaba (Convenor)
Mr. Rohan.
Dr. Parul Yadav.



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Date _____

A meeting of IQAC committee was held on 27 December, 2022 in committee room, 12:00 noon onwards. Following members attended the meeting.

1. Dr. Ankita Chaudhary, Chemistry Department *Ankita*
2. Dr. Rita Gaba, Chemistry Department *Rita Gaba*
3. Ms. Kamal Sharma, Chemistry Deptt. *Kamal*
4. Dr. Anita Devi, Hindi Deptt. *Anita*
5. Dr. Jyotsna, Commerce deptt. *Jyotsna*
6. Ms. Apurva Sethi, Commerce deptt. *Apurva*
7. Dr. Pawan Kumar, Maths Deptt. *Pawan*
8. Dr. Shweta Mathuria, Zoology Department *Shweta*
9. Ms. Kritika Khurana, Commerce Deptt. *Kritika*
10. Dr. Veena Ghuriani, Comp. Sc. *Veena*
11. Ms. Ramita, Commerce Department *Ramita*
12. Dr. Parvati Rukh, Chemistry Department *P. Rukh*
13. Dr. Anshu Aggarwal, Zoology Department *Anshu*
14. Dr. Shweta Santhwal, Comp. Science *Shweta*
15. Dr. Tejendra Kumar, Zoology *Tejendra*
16. Ms. Priyanka Sahni, Mathematics *Priyanka*
17. Ms. Kataria, History *Kataria*
18. Laxmi, Commerce *Laxmi*

The progress of AQAR 2021-22 compilation was discussed with principal ma'am (Prof. Harima Chopra).

It was conveyed that all criterion members may contact the office for the hard copy of all relevant reports.



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An IQAC meeting was held on 7 Feb, 2023 at 1:00 pm in the committee room. Following members attended the meeting:

1. Dr. Ankita Chaudhary
2. Mr. Gini Mun Lal
3. Dr. Tejender
4. Dr. Pawan
5. Dr. Neeraj
6. Dr. Shweta Malhotra
7. Dr. Apurva Setia
8. Dr. Lohan
9. Anil Kumar
10. Ms. Laxmi Laxmi
11. Dr. Pawan Kumar

The criterion 6 members presented the progress of their criterion in the meeting. The convenor suggested the changes required in each metric of criterion 6.

The members were requested to finish the criterion 6 related work before 15 February 2023.



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An IOAC meeting was held in the college committee room, On February 10, 2023, 10:30 onwards to discuss / review the progress of compilation of data pertaining to criterion 4, Criterion 3 & 2 and Criterion 5 respectively.

Following members attended the meeting:

1. Dr. Ankita Chaudhary
2. Dr. Veena
3. Dr. Tejender
4. Mr. Kamal Sharma
5. Dr. Pawan
6. Dr. Jyotsana Jyotsna
7. Ms. Priyanka Sahni
8. Dr. Anita Devi - Apu
9. Dr. Monika
10. Ms. Ramita
11. Dr. Neelima
12. Ms. Reena
13. Dr. Archana Aggarwal
14. Dr. Gazala Pruthi
15. Dr. Rohan
16. Laxmi

Ankita

Tejendra

Pawan

Kamal

Apu

G. Pruthi

Laxmi



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An IQAC meeting was held on 24 February, 2023 in the committee room, following members were present:

1. Dr. Ankita Chaudhary Ankita
2. Dr. Ritu Caba Ritu Caba
3. Dr. Archana
4. Dr. Luni Luni
5. Dr. Veena
6. Dr. Jyotsna Jyotsna
7. Mr. Ginnun Lal Ginnun Lal
8. Mr. Kamal Kamal
9. Dr. Cozala Ruchi Cozala Ruchi
10. Dr. Parul Yadav Parul Yadav
11. Dr. Pawan Pawan
12. Dr. Tejender Tejender
13. Dr. Lakshmi Lakshmi

The final draft of AQAR 2021-22, was presented by convenors of different criteria before the house and was approved for uploading by principal Prof. Harima Chopra.



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An IQAC meeting was held on 18th April, 2023
in the committee room at 11:30 AM. The
following members attended the meeting

1. Dr Ankita Chaudhary *Ankita*
2. Dr Ritu Gaba *Ritu Gaba*
3. Mr. Gurmural Khongsai *Gurmural*
4. Mr. Kamal sharma *Kamal*
5. Dr. Gazala Kulkarni *Gazala*
6. Dr. Jagan Kumar *Jagan*
7. Dr. Parul Yadav *Parul*
8. Dr. Tejendra Kumar *Tejendra*
9. DR. ANITA DEVI *Anita*
10. Dr. JYOTSNA *Jyotsna*
11. Dr. Rohan *Rohan*
12. Laxmi *Laxmi*
13. Dr. Luv *Luv*
14. Sivasankari, J *Sivasankari*

Dr. Bimlesh Lochab joined the meeting online
through Google meet

<https://meet.google.com/gfo-mwxw-mcy>

Minutes of the Meeting

A meeting with the IQAC members was held on April 18, 2023 in the committee room to discuss the plan of action for the session 2023-24. The following suggestions were made by the members:

- Designing of roadmap to fetch funding under Public Private Partnership (PPP), Corporate social Responsibility (CSR), private philanthropic etc. For the same we can approach out Alumni and companies like ONGC, NBCC etc. The need for funds to establish various facilities like, research and development infrastructure, solar power enabled girl's hostel, sustainable/energy efficient college campus, laboratory waste management system etc. Proposals should be submitted for funding under the mentioned categories by specifying clearly the vision and mission of the college.
- In view of the suggestion received from Dr. Bimlesh Lochab, it was suggested to use the website of the college as a platform to display the various research grants options like DBT, DST etc available to various departments, to keep the faculty members updated regarding the same.
- The achievements of alumni (along with the photograph) should be displayed on the college website/other social media handles and congratulatory messages to be sent from the college for their accomplishments. This step may further strengthen the bond with our alumni.
- Efforts should be done to apply for awards and recognitions received for extension activities from government / government recognized bodies.
- The college campus should have more CCTVs installed at various key points in order to have better surveillance.
- The Audio Video room of the college library may be used for recording lectures. Necessary steps to be taken to establish a teaching learning center for disability studies.
- Equal opportunity cell is suggested to be established for the students of SC/ST. For the same it was suggested to have Dr. Jyoti (Department of Zoology), Dr. Jyotsana (Department of Commerce) and Dr Pramod (Department of Sanskrit) as the members.
- North-East Cell to be constituted not only for the students belonging to north eastern regions but for other students who are keen to learn and experience more about North East India may register for the cell and be a part of this big family. Mr. GinMun Lal (Department of Commerce) and Dr. Tianla (Department of English) were suggested as members of the above committee.

Further, it was suggested to tap different organizations for the funding events to be organized under this.

- Strict policies should be framed to tackle the laboratory waste and its proper disposal. As put forward by Dr. Bimlesh, it was suggested for segregating and combining the chemical waste from the Chemistry Laboratory based on the nature of the compounds like chlorinated solvents, non-chlorinated solvents. Furthermore, vendors may be approached to dispose of this chemical waste.
- Effective measures should be taken to reinforce our policy on ban on single use plastic. It was suggested that use of plastic/steel bottles and wooden spoons/forks should be encouraged.
- IQAC should frame SOPs for TICs of the departments, for student representatives and for various departments. Open house meetings to be conducted timely with students to discuss crucial issues. Departmental meetings must be conducted regularly to discuss important issues.
- The departmental orientation programs should be meticulously designed for the newcomers. Distinguished Alumnae may be invited to the orientation program of the department to interact with the newcomers. Awareness about the zero tolerance policy of college towards bullying, mission and vision of the department must be included in the departmental presentation attended the meeting. Data might be collected regarding the profile of the parents and details of two best profiles to be shared with IQAC. These highlighted profiles can be invited as Guest of honour or guest speakers, this practice would help in strengthening the connectivity between students and staff.
- A minimum of one proposal from each department per year should be submitted to an external funding agency.
- Every department must organize FDP/FTP once every two years.
- Feedback of students to be taken timely, open house sessions to be organized regularly and on the basis of feedback every department must submit a plan of action in the month of August.
- Display screen/Digital notice board to be installed in the library to showcase the upcoming events of the college.
- Academic as well as Cultural activities annual calendar to be designed and followed.
- Student's feedback was discussed and the IQAC members gave valuable suggestions:

- A. Even distribution of classes throughout the whole week: on this it was suggested that student centric time tables be made, such that students are engaged everyday. Classes should be spread evenly throughout the week.
- B. Students raised the requirement of at least one open house meeting in a month.
- C. Complaints about the food quality of the canteen were addressed.
- D. Tutorials to be taken regularly.
- E. Attendance to be marked on a regular basis.