



**MAHARAJA AGRASEN COLLEGE**

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 17.08.2018 at 11:30 am in the committee room.

**Minutes of Meeting:**

Acting as a nodal agency of the institution for quality related activities, IQAC is committed to ensuring improvement in all processes and practices of the institute.

IQAC members deliberated and discussed the mechanisms and procedures to improve relevance and quality of academic programmes. IQAC members recommended the following actions to be taken at the department level:

- Formation of year wise student faculty committees. The committees should meet twice in a semester, records of minutes to be maintained, discussion to focus on syllabus coverage, internal assessment as per University guidelines and regulations, Student related activities in the department, and any other matter
- Students' needs to be kept in mind before the activities like special lectures/ workshops and conferences are planned for the year
- Student Feedback to be sought after every such event in order to plan for the future.
- To keep attendance records of student participation in all talks, seminars, etc
- Department calendars for the entire academic year to be prepared in the first month along with budgets of activities and purchases.
- All department activities to be organised in the second half of the semester/ month/ day to ensure minimal disturbance of the teaching schedule.
- Departments to work towards augmenting institute-industry interface.
- Departments to keep duly signed minutes of all department meetings
- Minutes should incorporate recorded policies of internal assessment monitoring, course coverage, student activities, etc
- Parent Teacher Meeting to be held once in a semester
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It was decided to mail the above recommendations to all department In charges and request them

- ✓ To follow the above action points to improve relevance and quality of academic programmes and submit an action taken report in the IQAC meeting .
- ✓ To submit the names of Department wise Student - faculty Committee. Faculty representatives should include the names of present, previous and next TIC and one student representative should be chosen from each year

Realizing the importance of emotional well-being in our lives, IQAC members proposed to organize a one day workshop to address the issue by spreading awareness on the issues which generate stress, anxiety and sadness which in turn impacts the academic performance and productivity of students Members proposed to organize a One-Day Emotional counseling workshop August 31, 2018 in the conference room.



**IQAC Coordinator**



**IQAC Chairman**