



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049  
दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

## IQAC, GARGI COLLEGE : UNIVERSITY OF DELHI

### MINUTES OF MEETINGS

#### 1. IQAC core committee members meeting

Date: March 31, 2023  
Day: Friday  
Time: 12:20 pm  
Venue: Council Room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Anjni Anand
6. Dr. Geeta Prakash
7. Dr. Neha Sharma

Minutes:

- Data collected from departments, office, accounts and societies to be compiled by July 2023. Data collection duty is assigned to the following:
  - Departments: Teacher of each department assigned by IQAC. The departments will be given required format
  - Office & Accounts: Members of IQAC from office & accounts. Required format will be sent to them by IQAC
  - Societies: Respective conveners
- Institutional distinctiveness to be decided. One suggestion was that in this campus we are the only girl's college offering 3 streams.
- Two best practices of the college to be decided. One suggestion in the meeting was – Establishment of Well- Being centre. IQAC can call 2023 as “Year of Well-Being”. Well-Being include Environment, physical health, emotional, outreach programmes.
- Another plan was to make nearby colonies “**zero garbage zone**” which will involve:
  - Survey by students
  - Discussion with RWAs
  - Data analysis
  - Waste segregation & disposal
- Establishment of Skill centre in college for students. Essential Life Skills to be taught which are useful in day-to-day life.
  - Self-defence
  - Digital empowerment such as applying for passport, open bank account etc.



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

- Do a survey to know students' problems and what skills students require
- Possibility of hostel for Gargi students
- The work for registration of Alumni committee has to be speeded up.
- Outreach programmes can be conducted. It was proposed to identify a village nearby, and adopt it. Sultanpur village near Chattarpur for adopting was suggested.
- The need for digitalisation of office was also discussed. Some points discussed were:
  - Ways to apply for Leave digitally
  - An e-mail id for any complaints
  - College DigiLocker to be created
  - Salary slips of teachers in form of soft copy to be made available
  - Issuance of any certificate to students can be done through online modes
  - For this to implement, software and training of staff is required
- A conference to be organized on NEP in the month of October or November. For this:
  - An interdisciplinary team to be made
  - Conference work should start this summer
- A meeting of IQAC is required with the following:
  - Teachers-in charge of all departments
  - Conveners of all societies
  - Union members
  - Office & Accounts
  - Library
  - Building maintenance committee
  - Canteen committee
  - Alumni committee

## 2. IQAC core committee members meeting

Date: April 19, 2023

Day: Wednesday

Time: 12:20 pm

Venue: Chemistry Staffroom

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Geeta Prakash
6. Dr. Neha Sharma

Minutes:

It was planned to have:



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

(i) An exit meeting of outgoing third/final year students with the principal and team IQAC on April 21, 2023. Placement cell of the college and alumni association will also be present and address the students about role of the respective committees;

(ii) A meeting with TICs of each department on April 21, 2023. The purpose of this meeting was to apprise the departments with activities to be conducted in the forthcoming academic year.

### 3. Exit meeting of IQAC with outgoing third year students

Date: April 21, 2023

Day: Friday

Time: 12:00 noon

Venue: College auditorium

The highlights of the meeting are:

- About 400 students across all the courses attended the meeting.
- Principal and IQAC convener addressed the students.
- The convener of the Placement cell Ms. Sailaja Modem talked about the role of placement cell in helping students in exploring job opportunity. A presentation was also displayed which showcased the activities and described how the cell offers guidance to students in their professional journey. It also emphasised that alumnae should remain in touch with the placement cell and offer any possible assistance to the College.
- The convener of the Alumni association Ms. Mudita Mohile apprised students about activities of the association. Students were also informed that the association is on the threshold of getting registered, this step will strive the association towards financial independence. The students were further informed that the alumnae can help the college financially, in building infrastructure, sponsoring activities and students with financially strained backgrounds, etc. Alumnae can also help in career guidance sessions organised by the association.

### 4. IQAC Meeting with TICs

Date: April 21, 2023

Day: Friday

Time: 12:40 pm

Venue: Council Room



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049  
दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

The TICs/TIC representatives present in the meeting were:

S.No.	Name	Department
1	Dr. Puja Rani	B.A. (Prog)
2	Dr. Gunjit Kaur	BBE
3	Dr. Monica Gupta	BEI.Ed
4	Dr. Reema Mishra	Botany
5	Dr. Geeta Saini & Dr. Chandana Mukherjee	Chemistry
6	Dr. Sonali Ahuja Dua	Commerce
7	Dr. Sweta Mishra	Economics
8	Dr. Tanjot Singh	Economics
9	Dr. Shatrupa Singh	English
10	Prof. Srineewas Tyagi	Hindi
11	Dr. Piyush Yadav, Dr. Megha Shukla	History
12	Dr. Niyati Singh	Life Sciences (CIC)
13	Dr. Anshika Agrawal	Mathematics
14	Dr. Anita Kapila, Dr. Indra Mani, Dr. Manpreet Kaur Rawal	Microbiology
15	Dr. Rashmi Bharadwaj	Philosophy
16	Dr. Rakesh Kumar	Physical Education
17	Mr. Munish	Physical Sciences (CIC)
18	Dr. Anita	Physics
19	Mr. Deoraj Singh	Political Science
20	Dr. Neera Pant	Psychology
21	Dr. Mamta Tripathi	Sanskrit
22	Dr. Kuntal	Zoology

Minutes:

- Three types of feedback to be taken from students at the end of every semester as follows:
  - Paper wise / subject wise feedback by the respective subject teacher
  - One feedback at the department level; this form will be created by the department
  - One feedback at the college level; this form will be created by Alumni association
- The analysis of these feedbacks shall be done by the respective departments and accordingly steps on improvement would be taken.
- Teachers must get curriculum feedback from some 3-4 experts outside the university.
- An academic calendar should be made by the departments for the activities of the entire academic year. For this year, the calendar should be submitted latest by May 25, 2023. This will be uploaded on college website.



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

- From the next academic session, the mentoring list will be made by department wise allocation of teachers. For Programme courses, mentors should be amongst the teachers teaching the respective paper. For next academic session, mentoring list of 1<sup>st</sup> year students to be created latest by August 15, 2023.
- Departments should conduct regular meetings and maintain a proper register for recordkeeping. This register is to be submitted to IQAC at the end of every semester.
- Yearly display of departmental activities will be done. For 2022-23, presentation will be in the first week of opening of college. The external experts will also be invited for reviewing the presentation.
- For training of laboratory staff, an inter-college workshop can be organised. Zoology department agreed for the same.
- Hindi & Sanskrit departments also proposed to do a workshop on Hindi & Sanskrit language training of non-teaching staff.
- Research related activities should be encouraged in the department. Teachers should make efforts to get funded projects. In this regard, help can be taken from RDC of college.
- National Conference on NEP shall be organised this year. Conference will be interdisciplinary and will have a member from each department. Dr. Srineevas Tyagi volunteered to be the convener for this conference.
- A new data collection team will be formed, this team shall be an extension of IQAC. This team will comprise of members from each department. The TICs of the respective departments will propose the names of member representing the department. The chosen members will get due recognition.
- All teachers must write their teaching plan for the entire semester in register.
- For 2023-24, institutional distinctiveness will be '*Holistic Well-Being*'. Year 2023-24 will be called '*Year of Well-Being*'.
- Two best practices of the year 2023-24 shall be:
  1. Community outreach programmes: Identify urban village and a well-developed society within 5 km radius of the college. Approach their RWA and give them some informative presentation.
  2. Sustainable environmental practices: conduct research, workshop etc.

## 5. IQAC meeting with building maintenance committee

Date: May 9, 2023

Day: Tuesday



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

Time: 11:30 am

Venue: Council Room

## Members Present:

1. Professor Sangeeta Bhatia - Principal
2. Dr. Renu Aggarwal - Coordinator, IQAC
3. Dr. Neera Pant - Member, IQAC
4. Dr. Alka Garg - Member, IQAC
5. Dr. Anjni Anand - Member, IQAC
6. Dr. Neha Sharma - Member, IQAC
7. Mr. Amit Rohilla - Convenor, Building Maintenance & Infra. Committee
8. Dr. Rita Bhatla - Member, Building Maintenance & Infra. Committee
9. Dr. Shweta Mishra - Member, Building Maintenance & Infra. Committee
10. Mr. Ramakant Prasad - Member, Building Maintenance & Infra. Committee
11. Mr. V. S. Khan - Administrative Officer (Administration)
12. Mr. Deepak Chandra - Administrative Officer (Accounts)

It was decided that following members will look after the given areas of the college building and inform the Administrative Office or Convenor of the committee regarding any repair works—

1. Dr. Rita Bhatla - Science Block
2. Dr. Neha Sharma - Science Block
3. Dr. Anjni Anand - Commerce Block
4. Dr. Shweta Mishra - Administrative Block
5. Mr. Ramakant Prasad - Administrative Block
6. Mr. Amit Rohilla - Commerce Block and Remaining

Convenor of the IQAC, Dr. Renu Aggarwal requested to put the fixed furniture in the rooms having loose furniture. Convenor of the Building Maintenance and Infrastructure Committee raised his concern over the reduction in the seating capacity due to this. Majority of the members resolved that fixed furniture shall be put up in the rooms with loose furniture.

The committee requested the Principal, Professor Sangeeta Bhatia to get an RO Water Filter installed on the top floor of the Commerce Block. The committee also requested the Principal, to get the following repaired on urgent basis—

1. Wooden doors of the main entrances of the Commerce Block
2. Projectors not working in the rooms
3. Broken projector screens
4. Other (As assessed by the caretaker)

## 6. IQAC meeting with the organizing team of the NEP Conference 2023





# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

Date: May 12, 2023

Day: Friday

Time: 12:20 pm

Venue: Room No. 46

Following members from IQAC attended the meeting:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Alka Garg
3. Dr. Joya Bhattacharya
4. Dr. Anjni Anand
5. Dr. Geeta Prakash
6. Dr. Neha Sharma

Minutes:

- Dr. Shreeniwas Tyagi will be the Coordinator of the Conference
- There will also be four co-coordinators:
  - Science: Dr. Beena Negi
  - Commerce: Dr. Geeta Kichlu
  - Humanities: Dr. Rekha Navneet & Dr. Jasmine Patton
- All other members of the team will be part of organizing committee
- The tentative time for the conference was mentioned as first week of October
- Some themes of the Conference were suggested as: Curriculum/NEP Review /Indian Language/Examination Reforms
- It was suggested that Dr. Alka Gupta (Commerce) & Ms. Mudita (English) can be part of the conference committee as advisors since these teachers have been the nodal officers during NEP implementation.
- Call for papers can increase participation.
- Abstract will be bilingual – Hindi & English
- Efforts can be made for arranging the accommodation of the participants from outside Delhi.

## 7. IQAC meeting with the data collection team

Date: May 15, 2023

Day: Monday

Time: 12:20 pm



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

Venue: Council Room

Members present from IQAC:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Dr. Joya Bhattacharya
5. Dr. Anjni Anand
6. Dr. Geeta Prakash
7. Dr. Neha Sharma

The key take aways from the meeting are:

- IQAC data collection team will collect data for the year 2022-2023
- Dr. Rupal will create a common e-mail id for collecting all 7 criteria.
- There will be two major roles of the team:
  1. Collect data for all 7 criteria of the respective departments
  2. To work with coordinators of different criteria as follows (3 members in each criteria):
- Criteria 1- Coordinator: Dr. Alka Garg  
Members: Dr. Mansi (Physics), Dr. Gunjit (BBE), Dr. Piyush (History)
- Criteria 2- Coordinator: Ms. Arshmeet Kaur  
Members: Dr. Akriti (Commerce), Dr. Anshika (Maths), Dr. Tanjot (Economics), Dr. Neetu (Sanskrit)
- Criteria 3- Coordinator: Dr. Neha Sharma  
Members: Dr. Chingrishon Kathing (Chemistry), Dr. Samira (Botany), Dr. Inamul Haq (Philosophy)
- Criteria 4- Coordinator: Dr. Anjni Anand  
Members: Dr. Rupal (Commerce), Dr. Vibha (Maths, B.A. Prog representative), Dr. Usha (Zoology)
- Criteria 5- Coordinator: Dr. Geeta Prakash  
Members: Dr. Rakesh (Physical Education), Dr. Divya (Zoology), Dr. Neha Singh (LSc representative),  
Dr. Rimpay (Maths, PSc. representative),
- Criteria 6- Coordinator: Dr. Joya Bhattacharya  
Members: Dr. Jayashree (Pol Sci), Dr. Aneeta Rajendran (English), Dr. Edna (BEI.Ed.)
- Criteria 7- Coordinator: Dr. Neera Pant  
Members: Dr. Shyamolima (Psychology), Dr. Indramani (Microbiology), Dr. Megha (Political Science)





# गार्गी महाविद्यालय GARGI COLLEGE

दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com



## **8. Principal, IQAC current and previous members, External Members of the IQAC committee meeting**

Date: May 16, 2023

Day: Thursday

Time: 2:30 pm

Venue: Council Room

Members present:

### **External Members of IQAC**

1. Prof. M. Chaturvedi – Former Senior Professor at University of Delhi
2. Mr. Suresh Pathak – CEO & Managing director at GLS Pharma Ltd.

### **Members of the current IQAC**

1. Prof. Sangeeta Bhatia – Principal, Gargi College
2. Dr. Renu Aggarwal – Coordinator, IQAC
3. Dr. Neera Pant
4. Dr. Alka Garg
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

### **Members of the previous IQAC**

1. Ms. Sailaja Modem
2. Dr. B. Vaijyanthi
2. Prof. Aparajita Mohanty
3. Dr. Anita Bhatt
3. Dr. Madhu Yashpal

Prof. Sangeeta Bhatia, honourable Principal, Gargi College chaired the meeting and welcomed external members of IQAC. Ms. Sailaja Modem who has successfully steered IQAC team of the College for the past seven years briefed about the roles and responsibilities of IQAC. Each member of the committee introduced themselves to the external members. The external members enriched the board with their knowledge and expertise. Mr. Suresh Pathak discussed about the role of healthcare sector and internship programmes for students. Prof. M. Chaturvedi emphasised that diversity and interdisciplinarity is the need of the hour which makes NEP a significant step in education. Dr. Renu Aggarwal briefed the external members about the vision and plans of IQAC for the upcoming session. The best practices and



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

institutional distinctiveness for the year 2023-2024 were also discussed. The committee did brainstorming and came up with lot of ideas that could aid in growth of the college.

The meeting ended with a vote of thanks.

## 9. IQAC meeting with the library staff

Date: June 27, 2023

Day: Tuesday

Time: 10:00 am

Venue: Library

Members present from IQAC:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Points discussed in the meeting are:

1. The sanctioned strength of library staff is 15. Currently, there are 7 permanent staff but 8 posts are vacant (7 attendants & 1 SPA). Atleast 4 attendants are urgently required for maintenance and dusting of books.
2. Some more fans are required in library as there are no fan above some of the book racks. Exhaust fans are also needed.
3. Teacher's study space in library is very less. There is no AC in teachers study room.
4. Moisture and dust are causing termites in books. This is also causing health problem (allergic reaction) in staff.
5. Electrical wiring of aluminium is a problem.
6. Prof Neera suggested that a deep cleaning of library through some agency can be done before college reopens in July.
7. Professional architect can be hired for structural engineering to have maximum effective utilization of the space.
8. The tables lying unused (above library reading section) can be brought into use. (Above first floor)



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

## 10. IQAC meeting with the workload committee

Date: June 27, 2023

Day: Tuesday

Time: 11:30 am

Venue: Council Room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Following points were discussed:

1. Once finalised, workload committee will submit college policies to IQAC regarding offering GE, VAC, SEC, DSE to students
2. Workload committee informed that an upper limit for the number of students choosing a specific paper has been set.
3. Starting this semester, an outsourced software from Winkendor will be used to fill out GE, VAC, and SEC options. Each student will be assigned a user id through which these options will be selected via a drop-down menu. It will be on a first come, first served basis. There will be a time limit for portal opening. Students will be shown how to use this software.
4. Ms. Mudita intends to conduct a workshop for arts students to provide clarity on SEC, VAC and GE options. IQAC requested that they be kept in loop for the same.
5. IQAC suggested that GE option for the next semester can be floated when earlier semester is half completed. It was also decided that switching of GE, VAC, SEC courses should not be allowed after a certain date.
6. Data on the number of students who chose a specific course for SEC, VAC, or GE should be kept.
7. The workload committee made the following infrastructure recommendations for effective implementation of NEP:
  - Requirement of computer labs
  - More lecture rooms required
  - Some tutorial rooms catering to atleast 40 students
  - Furniture wherever required
  - Projector should be there in every room
  - More strength required for Wi-fi



# गार्गी महाविद्यालय GARGI COLLEGE

दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com



8. It was proposed that there should be one overall timetable convener and one member from each of science, commerce, and humanities.
9. There should also be one superintendent for conducting practical exam. This superintendent will decide SEC, GE and VAC practical dates

## 11. IQAC meeting with office staff (Accounts & Admin)

Date: June 28, 2023

Day: Wednesday

Time: 10:00 am

Venue: Council room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Minutes:

1. Digitalisation of office: For any complaints given to office, salary slips, application for leave etc.

Software development team for this purpose: Mr. Francis, Mr. Mahesh, Mr. Anuj, Dr. Mamtesh, Dr. Alka (IQAC)

It was proposed to have one software which will cater to all such things. Common login id should be there.

2. Student Dealing: I-card, provisional certificate, bonafide etc. should be made available online so that students don't queue up in office.

Team that will work on this: Manoj Bisht, Jitender, Afzal, Prof Neera

3. Finance Bills: Finance dept was advised to keep bills under different heads but as they said it is not practically possible.

Mr Francis suggested to have a Tele workshop for accounts by Dr Nidhi in Commerce. This can help accounts in better management of bills.

4. Some problems and suggestions by office:

- a. Wi-fi & mobile connectivity issue
- b. e-charging points for charging electric scooty and car can be installed



# गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

- c. A lot of teachers come asking for data for NIRF, NAAC etc. It becomes a problem when same data has to be given repeatedly. IQAC will take care of this and assign certain teachers for data collection.
5. It was suggested by IQAC that uploading of internal assessment should be done by teachers via software accessible to them. Office informed that this has already been implemented.
6. It was suggested that TIC should inform students that a profile update option is there in every student portal from where they can edit their phone numbers, e-mail id etc.

## 10. IQAC meeting with Laboratory Staff

Date: June 28, 2023

Day: Wednesday

Time: 12:00 noon

Venue: Council room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

1. Requirement for upgradation and digitalisation of labs was discussed. A committee comprising labstaff from each department was created. Members are:  
Mr. Baleshwar Prasad (Physics), Ms. Manju (Chemistry), Mr. D. S. Kandari (Microbiology), Mr. Gaurav Joshi (Psychology), Mr. Gopal Singh (Zoology), Ms. Shashi Bala (Botany), Mr. Anuj (Computers), Dr. Geeta Prakash (IQAC)
2. Some problems and suggestions mentioned by Labstaff were:
  - a. All labs should be air-conditioned. Dr Renu informed that college do not have permit for extra load.
  - b. Instruments and other things that are not in use should be write-off.
  - c. Sanctioned strength of staff is not there.
  - d. Medical room should be air-conditioned for comfort of unwell students
  - e. There should be an open Gym/fitness centre for staff
  - f. ATM machine should be there in bank
  - g. Direct sunlight comes in photocopy room. See provisions of shifting it to another better place.
  - i. Sink of students' washroom at second floor is blocked. Students wash their hands with drinking water.
  - j. Junior assistant cum caretaker post is vacant. A person with required qualification should be appointed at that position.
  - k. The workshop that Zoology Department will conduct for the labstaff should have sessions on labsafety, service rules, purchase rules.





# गार्गी महाविद्यालय GARGI COLLEGE

दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049  
दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com



## 11. IQAC meeting with Class-4 employees

Date: June 28, 2023

Day: Wednesday

Time: 02:00 pm

Venue: Council room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Joya Bhattacharya
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Following Class-4 employees were present in the meeting:


1. Gardeners with their head (Mr. Kunwar Pal)
2. Contractor (Mr. P. N. Yadav) with some of his workers
3. Guard Mr. Sooraj
4. Mr Om Prakash (Library)


Gardeners Problem: Due to construction, there is no covered space to keep manures, equipment etc. Need a store room or shed to keep these.

Also, there 30-40 rabbits and again space is not there to keep them.

Guard Problem: Auto drivers misbehave, harass and use foul language with the guards and with college students. Police is required to manage these drivers.

Contractor was asked to get all rooms, fans, windows, furniture etc cleaned. He was also informed that students washrooms are not getting cleaned properly. Contractor will provide a duty list of staff along with their phone numbers.

  
IQAC coordinator  
(Prof. Renu Aggarwal)

  
प्राचार्या / Principal  
गार्गी महाविद्यालय (दिल्ली विश्वविद्यालय)  
Gargi College (University of Delhi)  
सिरी फोर्ट रोड, नई दिल्ली-110049  
Siri Fort Road, New Delhi -110049