

Kasturi Ram College of Higher Education, Narela, N. Delhi
Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

(2018-2019)

The meeting of the Internal Quality Assurance Cell (2018-2019) was held at 11 a.m. on 1st September 2018 in the Conference Room at Kasturi Ram College of Higher Education, N. Delhi.

The following are the members:

S. No.	Name of the Member	Designation
1.	Sh. Yogesh Kumar Aggarwal	Secretary, Society
2.	Mr. Rajesh Kumar Aggarwal	Executive Chairperson
3.	Dr. O. P. Yadav	Chairperson -IQAC
4.	Ms. Geeta	Convener
5.	Dr. Ajay Sharma	Faculty Member
6.	Dr. Gopal Thakur	Faculty Member
7.	Ms. Seema Sharma	Faculty Member
8.	Dr. Upasana Khurana	Faculty Member
9.	Ms. Sangeeta	Admin. Executive
10.	Mr. Mukesh Kumar Gupta	Accountant
11.	Prof. A.K. Bhalla (President-Rotary Club of Delhi Maurya)	Community Representative
12.	Prof. R.P. Tulsian (Prof. -Shaheed Bhagat Singh College)	External- Expert Member
13.	Prof. (Dr.) Trishu Sharma Head of Dept. of J&MC, Univ. Institute of Media Studies, Chandigarh University, Punjab	External- Expert Member
14.	Mr. Manish Kumar Mishra (Sr. Correspondent, Business Bhaskar)	Community Representative
15.	Mr. Sidharth (BBA)	Alumni
16.	Ms. Karishma Kakkar (BJ(MC))	Alumni
17.	Ms. Kirti Tyagi - (B.Com.(H))	Alumni
18.	Mr. Karan Duggal	Student-BBA

The Convener welcomed the members alongwith Dr. O. P. Yadav who has recently joined as Director in KRCHE for participating in the meeting of the IQAC for the session 2018-19.

Reporting

1. The Convener informed that required faculty members were appointed in all the departments as per the requirements.
2. Dr. Ajay Sharma (Convener- Academic Calendar & Time Table Committee) presented & discussed the Academic Calendar of all the programmes for the Academic Session – 2018-19.
3. Research Projects were sanctioned to the following faculty members for the session 2018-19:

S. No.	NAME OF FACULTY	TITLE	Amount
1	Mr. Vipin Ms. Anu Jain	Awareness of Digital Banking in Narela Region	12,000/-
2	Mr. Akashdeep Singh Ms. Garima Lamba	Social Media Awareness amongst people of Narela Region	12,000/-

4. The college is already offering the Short Term Courses for the students such as Tally, Advanced Excel by Aptech Ltd. For the students of BBA/B.Com.(H) programme & Skill Enhancement Programme – Hindi Typing for BA(JMC) programme. Now, this year new Short Term Courses DTP (For BA(JMC)) & Digital Marketing (For BBA,B.Com.(H) & BA(JMC)) was introduced under the MOU with Aptech Ltd.

Resolutions

The Chairperson discussed the Academic activities done so far & which are yet to be conducted for the session 2018-19.

1. The Chairperson informed about the Proposal to organize National Conference on the topic “Contemporary Practices & Trends in Digital Marketing & Social Media” on 12th January 2019. The Chairperson presented the Conference Brochure & a detailed discussion was held regarding the list of participants & publication of proceedings etc.
2. The Chairperson asked the members about the requirements of further books, Journals etc. for the new programme as well as for the existing programmes and informed the Programme Coordinators i.e. Dr. Ajay , Dr. Gopal & Dr. Upasana to obtain the suggestions from other faculty members of their respective departments and provide the requirement (if any) to the Librarian.
3. A detailed discussion was held regarding the conduct of Internal Examination for all the programmes.
4. Various Co-curricular activities were also suggested by the members like International Film Festival, Sports Activities, participation of students in various Inter College Competitions etc. which is to be organized in this academic session.
5. For the overall development of the students, the members suggested various topics like Digital Marketing, Stock Market, Cyber Security, Advertising etc. for organizing Seminars, Workshops, etc. for the students. The Convener informed the members to contact the relevant persons from the fields of Industry & Education for inviting them to organize these events.
6. The members suggested organizing various Social events like Blood Donation Camps, Thallemia Awareness Camp, Self Defence, PR Campaign on Health & hygiene etc. for making the students socially responsible.
7. A detailed discussion was held regarding the Placement activities to be conducted at the college. A report was presented regarding the students placed in various reputed organizations like Axis Bank, IBM Concentrix, Zee Media, Talent 4 assure, Future Generali, P24 News etc. The Convener informed the members to further take steps to invite more companies for the Placement Drives at the Campus. HR Conclave is a good initiative in this direction.
8. The Convener informed all the members to prepare a list of Mentorship in which the students should be placed under faculty members for providing Guidance & Counselling to the students.

The meeting concluded at 1 p.m. with a vote of thanks to the chair.


(Chairperson)

Kasturi Ram College of Higher Education, Narela, N. Delhi
Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

(2018-2019)

The meeting of the Internal Quality Assurance Cell (2018-2019) was held at 11 a.m. on 12th April 2019 in the Conference Room at Kasturi Ram College of Higher Education, N. Delhi.

The following are the members:

S. No.	Name of the Member	Designation
1.	Sh. Yogesh Kumar Aggarwal	Secretary, Society
2.	Mr. Rajesh Kumar Aggarwal	Executive Chairperson
3.	Dr. O. P. Yadav	Chairperson -IQAC
4.	Ms. Geeta	Convener
5.	Dr. Ajay Sharma	Faculty Member
6.	Dr. Gopal Thakur	Faculty Member
7.	Ms. Seema Sharma	Faculty Member
8.	Dr. Upasana Khurana	Faculty Member
9.	Ms. Sangeeta	Admin. Executive
10.	Mr. Mukesh Kumar Gupta	Accountant
11.	Prof. A.K. Bhalla (President-Rotary Club of Delhi Maurya)	Community Representative
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14.	Mr. Manish Kumar Mishra (Sr. Correspondent, Business Bhaskar)	Community Representative
15.	Mr. Sidharth (BBA)	Alumni
16.	Ms. Karishma Kakkar (BJ(MC))	Alumni
17.	Ms. Kirti Tyagi - (B.Com.(H))	Alumni
18.	Mr. Karan Duggal	Student-BBA

The Convener welcomed the members for participating in the meeting of the IQAC for the session 2018-19.

Reporting

- The Convener informed about the successful organization of National Conference on the topic "Contemporary Practices & Trends in Digital Marketing & Social Media" on 12th January 2019. The Convener presented the detailed report regarding the number of participants, presentation of papers & a copy of proceedings is also presented.
- The Convener presented the overall report of the Academic Session 2018-19.
- Detailed analysis of the Result for the End Term Examination – Dec. - 2018 was presented & discussed. A detailed discussion was held regarding the Internal & External result of the students. It was appreciated & suggested that regular class tests and PowerPoint presentations should be encouraged.
- The HoDs informed the members that the Research Projects were completed by the following faculty members for the session 2018-19 & a detailed discussion was held regarding the findings.

S. No.	NAME OF FACULTY	TITLE
1	Mr. Vipin & Ms. Anu Jain	Awareness of Digital Banking in Narela Region
2	Mr. Akashdeep Singh & Ms. Garima Lamba	Social Media Awareness amongst people of Narela Region

5. The HoDs of the Departments informed the Chairperson that various activities like Competitions, Seminars, Workshops, Sports Activities, Industrial Vists, International Film Festival etc. were organized. The students appreciated the Short Term Courses/Skill Enhancement Programmes Tally, Advanced Excel, Hindi/English Typing, DTP & Digital Marketing which were introduced by the college.
6. Mr. Yogesh Kumar Aggarwal (Secretary, Society) appreciated the efforts of the staff and students for organizing PR Campaign on "Health & Hygiene" in collaboration with NGO under Unnat Bharat Abhiyan.

Resolutions

The Chairperson discussed the Academic activities done so far & which are yet to be conducted for the session 2019-20.

1. The Convener informed that we have applied for the new programme i.e. B.Ed. A detailed discussion was held regarding the appointment of New Faculty Members for this programme & the requirements of the Library.
2. The feedback of the students is analysed & presented. On the basis of this, the following will be awarded the Best Faculty Award & Best Executive Award for the session 2018-19.

Name of the Faculty	Department
Ms. Himani Wadhwa	Management
Ms. Priyanka Sharma	Journalism & Mass Communication
Ms. Kanchan Wadhwa	Administration

3. A discussion was also held regarding the maintenance of laboratories i.e. Computer Labs, Science Lab, Audio Lab, Video Lab etc. The convener was told to examine all the Stock registers for finding the requirements (if any).
4. A discussion was held regarding the promotion & publicity of the college for securing more number of Admissions in all the programmes for the Academic Session – 2019-20.

The meeting concluded at 1 p.m. with a vote of thanks to the chair.

Upeta
(Convener)