MINUTES OF IQAC CORE COMMITTEE MEETING ON 7TH SEPTEMBER 2020

(5.00-7.00pm)

Members Present

Dr. Anupa Siddhu (IQAC, Chairperson)

Dr. Sushma Goel (IQAC Coordinator)

Dr. Archna Kumar (IQAC, Member)

Dr. Shraddha Kapoor (IQAC, Member)

Dr. Sarita Anand (IQAC, Member)

Dr. Puja Gupta (IQAC, Member)

Dr. Pulkit Mathur (IQAC, Member)

Dr. Sheetal Chopra (IQAC, Member)

Dr. Aparna Khanna (IQAC, Extended Committee Member)

AGENDA

Website redevelopment as per NAAC guidelines meeting

MINUTES OF THE MEETING

An initial meeting was held of IQAC core committee members with Director Anupa Siddhu in chair in online mode. There were two quotations obtained by college for website redevelopment, i.e., WhiteCode and Brightspace LMS. Details of the quotes were discussed. It was felt that more quotations should be obtained so that redevelopment of website is justified.

Also members felt to gather information from other faculty members and CRC staff to understand how website redevelopment would be helpful for college.
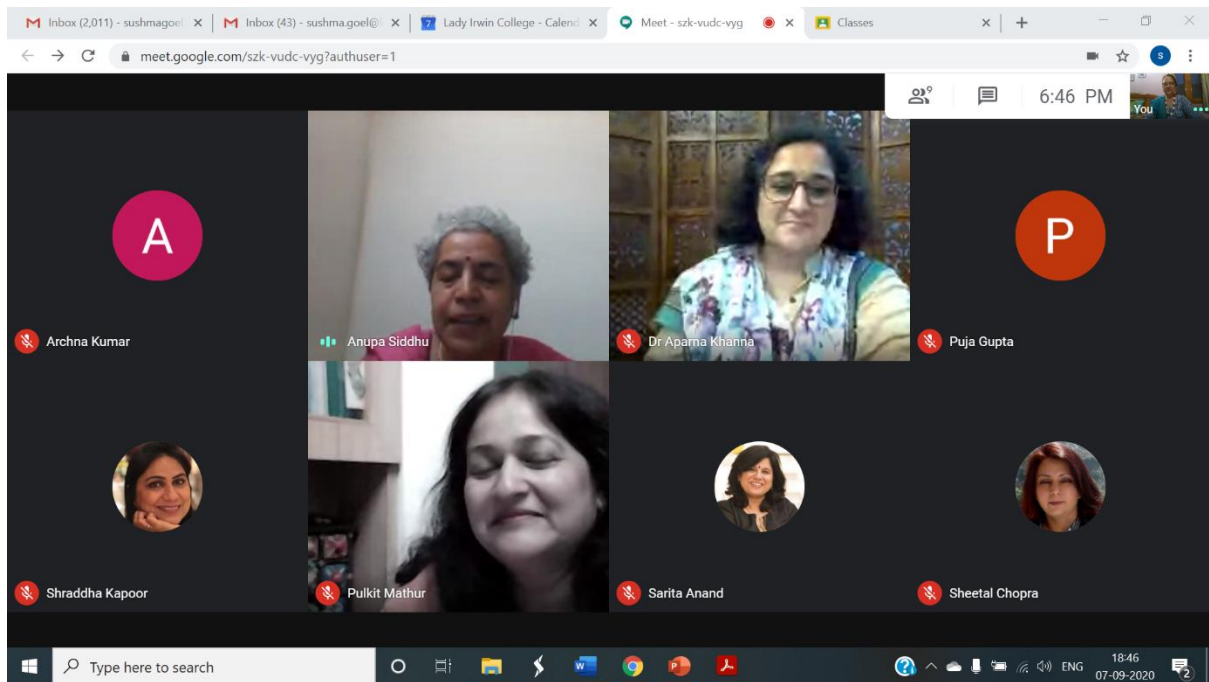
Meeting concluded with the vote of thanks.

Dr. Sushma Goel,

IQAC Coordinator

MINUTES OF IQAC COMMITTEE MEETING ON 12TH OCTOBER 2020

(5.45-7.15pm)

Members Present
Dr. Anupa Siddhu (IQAC, Chairperson)
Dr. Shashi Prabha (Governing Body Nominee)
Dr. Sushma Goel (IQAC Coordinator)
Dr. Archna Kumar (IQAC, Member)
Dr. Shraddha Kapoor (IQAC, Member)
Dr. Sarita Anand (IQAC, Member)
Dr. Puja Gupta (IQAC, Member)
Dr. Pulkit Mathur (IQAC, Member)
Dr. Sheetal Chopra (IQAC, Member)
Dr. Preeti Joshi (IQAC, Extended Committee Member)
Dr. Aparna Khanna (IQAC, Extended Committee Member)
Ms. Ruchira Aggarwal (IQAC, Extended Committee Member)
Dr. Sunaina Dua (IQAC, Extended Committee Member)
Dr. Meenal Jain (IQAC, Extended Committee Member)

AGENDA

Quotes for revamping college website as per NAAC guidelines.

Minutes of the Meeting

Discussions were held concerning why is important to revamp college website. Members felt that the college website was old and many aspects covered in NAAC were reflected on the website. Moreover there was a need to organize information in appropriate heads to make it more user (student and visitor) friendly. The new website should enable updation of information on regular basis, for which the entire system needs to be looked into. The earlier web hosting was on Microsoft DOT NET Framework, Microsoft IIS 6.0.

Quotations were received from four companies, viz.a.viz., White Code, Brightspace LMS, Mobiquel, & Edigibrand. All the quotations were duly discussed at length. It was suggested to have presentations with each company who submitted their quotes. It was decided to complete the task within October month. Summary of quotations is presented in tabular format.

Details	QUOTATIONS OF COMPANIES				
	White Code	Brightspace LMS	Mobiquel	Edigibrand	Cyberica Net Technologies Pvt. Ltd.
PRODUCTS AND SERVICES OFFERED	**Website & Hosting Server** > QAQS Consulting and implementation > SSR Consulting > Gestalt Online Test > Mobile Library > Broadcast Application > Quality Analysts > Application Support and Maintenance Work will be executed in 4 phases- **Phase 1 - Orientation and development of strategic concept** **Phase 2 - Concept approval and initial development** **Phase 3 - Revisions, final development and programming** **Phase 4 – Final review & deployment**	**> Content authoring tools** **> Lecture capture systems** **> Remote proctoring systems** **> Custom content development services**	**Dynamic modules with a Customized CMS (Content Management System) for managing** • News/Notices • Events • Society Events • Tender & Quotations • Department Section for managing Faculty Profile (PDF), Events, Timetable etc. • Job Opportunities • Home Page Image Slider • Alumni Registration • Gallery (Album & Photos) • Admission Notices • IQAC Minutes, Events • Feedback • Download Forms (Faculty, Student & Non-Teaching) • Integration with Notify App, a free app on Android/iOS to receive college News, Notices with push notifications, developed by Mobiquel **More Details on Page 9, Annexure II**	Feedback system will be integrated with website	1.**Basic Site with Static Pages and Dynamically Managed Sections** • College Profile • Infrastructure Facilities • Admissions • Staff Information • Academics • RTI • News & Events • Photo Gallery • Placements • Site Map • Alumni • Other relevant links/pages • A dedicated section for compliance with NAAC • Departmental Micro-Site

	More Details on Page 4				2.**Time Table Management** 3.**Student Information System** **4. Courses** **5. Subjects** **6. Attendance**
No. of students	1000 (If Student count exceed more than 1000 then 10/- Rs per student + 18% GST will be charged)	1400	Not mentioned	Not mentioned	
Cost	50 pages (60,000/-) 100 pages (1,10,000/-) 150 pages (1,90,000/- 20% special discount= 1,52,000/-)	One time payment – $ 21,700 (INR 16,38,350)	90,000/- + Server charges 17500/- = 107,500/- 35,000/- AMC after 6 months of go live	2,20,000/-+18%GST	2,50,000 (+Recurring server cost 1,20,000 per year)
GST	18%	18%	GST % not mentioned	18%	
Maintenance	40 hours (Monday-Friday) free in first year (beyond 40 hours – Rs. 650/ per hour)	$ 18,200 from second year onwards	35,000/- AMC after 6 months of go live	Not mentioned	free in first three months Rs. 80,000/- per annum
Renewal Cost	Renewal cost with 40 hrs. Support (All working days, Monday to Friday, 9 am to 6 pm), 1 domain and shared hosting of 5 GB at 10% of Package Cost	$ 18,200	35,000/-	Not mentioned	Not Mentioned

| Additional Services | The feedback systems (SSS, Student, Teacher, Alumni, Employer) are included in 1,90,000/- (after discount 1,52,000/-) package (Table on page no. 4)
2 Online sessions on 7 criteria from IQAC Cluster India's experts | | Post Launch Support • Maintenance to cover small changes, updates to static pages, technology upgrades, regular backups, fixing responsive issues, bug fixes, semester/annual cycle related changes, data backups, archival IT Services, Products, Consulting & Digital Transformation www.mobiquel.com A Unit of Weekendr Innovation Labs Pvt. Ltd. Regd. as MSME in Cat. 'D' Registered Office Flat no. 218, DDA/ SFS Flats, Mukherjee Nagar, Delhi – 110 009 Business Office` Building no. 29, Front Basement, Jawahar Nagar, Main Malkaganj Road, Delhi – 110 007 Contact Details +91 9999423173; +91 9810873985; Email Id: vibhor.gupta@weekendr.in; ajay@weekendr.in • College to identify a coordinator at their end as a single point contact for providing inputs. Technology Stack • Backend: Java/J2EE, MySQL, PHP • Frontend: HTML5, CSS, JS, Angular JS, Bootstrap • Responsive HTML5 based Front-end consuming JAVA RESTFul APIs | Not mentioned | Admission Helpdesk to support college admissions at the time at no extra charge
Attendance tutorial
Marks (assignments, etc.)
Editing of course / subject |

MINUTES OF IQAC CORE COMMITTEE MEETING ON 8TH DECEMBER 2020

(11.00am-1.00pm)

Members Present

Dr. Anupa Siddhu (IQAC, Chairperson)

Dr. Shashi Prabha (Governing Body Nominee)

Dr. Sushma Goel (IQAC Coordinator)

Dr. Archna Kumar (IQAC, Member)

Dr. Shraddha Kapoor (IQAC, Member)

Dr. Pulkit Mathur (IQAC, Member)

Dr. Sheetal Chopra (IQAC, Member)

Agenda

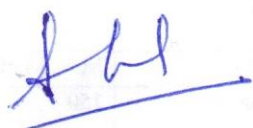Quotes for Renovation of College Website

Minutes of the Meeting

The NAAC core committee members strongly felt the need for professional support to be able to create the weblinks and align the AQAR and NIRF reports as per the new NAAC criteria guidelines for the assessment year 2019-20. The IQAC committee has been trying to review several options for aligning college website and its contents as per NAAC requirements, since June 2020. The committee reviewed many proposals in this regard and tried to obtain quotes from other agencies.

The committee recommended the proposal of WhiteCode which is also a Technology Partner of IQAC cluster India. The committee approved the Advanced Package (i.e., Module 3 for Rs. 1,52,000/ + Tax), as it includes all the features covered as per NAAC requirements. Approval of this proposal will greatly help in compiling NAAC & NIRF reports.

It was decided to draft a resolution and for approval of the proposal for renovation of college website. The resolution will be sent to CRC committee for further action.

The meeting concluded with vote of thanks.

Dr. Sushma Goel

IQAC Coordinator

MINUTES OF IQAC COMMITTEE MEETING ON 22ND March 2021

(5.00-6.30 PM)

Members Present

1. Dr. Anupa Siddhu (IQAC, Chairperson)
2. Dr. Shashi Prabha (Governing Body Nominee)
3. Dr. Sushma Goel (IQAC Coordinator)
4. Dr. Archna Kumar (IQAC, Member)
5. Dr. Shraddha Kapoor (IQAC, Member)
6. Dr. Sarita Anand (IQAC, Member)
7. Dr. Puja Gupta (IQAC, Member)
8. Dr. Pulkit Mathur (IQAC, Member)
9. Dr. Sheetal Chopra (IQAC, Member)
10. Dr. Preeti Joshi (IQAC, Extended Committee Member)
11. Dr. Aparna Khanna (IQAC, Extended Committee Member)
12. Dr. Aparna Aggarwal (IQAC, Extended Committee Member)
13. Ms. Ruchira Aggarwal (IQAC, Extended Committee Member)
14. Dr. Sunaina Dua (IQAC, Extended Committee Member)
15. Dr. Mayanka Gupta (IQAC, Extended Committee Member)
16. Dr. Meenal Jain (IQAC, Extended Committee Member)
17. Mr. Vinoy Krishna (IQAC, Extended Committee Member)
18. Mr. Rajneesh Dwivedi (IQAC, Extended Committee Member)
19. Mr. Amit Meena (CRC)
20. Ms. Kusum (CRC)

EXPERT

21. Prof. Peeyush Pahade

Agenda

Analysis & Discussions on NAAC Guidelines with Prof. Pahade

Minutes

Discussions were held to understand the NAAC guidelines and how can be implemented at Lady Irwin College to improve its performance with respect to grading in NAAC. Deliberations took place regarding all criteria of NAAC guidelines with particular focus on the following -

- Criteria 3 focuses on publications (faculty-wise), therefore each faculty must have publications to their credit and enhance the pool of publications of the college.

- Criteria 5 covers students' tracking, placement and feedback. A system should be established for continuous updation of data.
- Criteria 6 includes distinctiveness of the college. The team needs to work with the college governing members.
- Criteria 7 refers to the best practices adopted by the college. It's a good idea to stick to the best practices adopted and build it up subsequently.
- It was suggested that college must undertake the following -
  - SWOC analysis and chalk out the programmes for NAAC report in 2023.
  - Take support from the IQAC cluster for one to one mentoring and plan activities accordingly.

The meeting concluded with vote of thanks.

Dr. Sushma Goel
IQAC Coordinator

MINUTES OF IQAC CORE COMMITTEE MEETING ON 28TH MAY 2021

(11.00-1.00PM)

Members Present
1. Dr. Anupa Siddhu (IQAC, Chairperson)
2. Prof. Peeyush Pahade (President, IQAC Cluster)
3. Dr. Sushma Goel (IQAC Coordinator)
4. Dr. Archna Kumar (IQAC, Member)
5. Dr. Shraddha Kapoor (IQAC, Member)
6. Dr. Puja Gupta (IQAC, Member)
7. Dr. Sheetal Chopra (IQAC, Member)
8. Dr. Preeti Joshi (IQAC, Extended Committee Member)
9. Dr. Deepesh Aggarwal (IQAC, Extended Committee Member)
10. Dr. Meenal Jain (IQAC, Extended Committee Member)
11. Ms. Nancy (IQAC, Extended Committee Member)
12. Dr. Vaishali Gupta (IQAC, Extended Committee Member)
13. Ar. Anju Kakkar (IQAC, Extended Committee Member)
14. Dr. Ritu Juneja (IQAC, Extended Committee Member)
15. Mr. Vinoy Krishna (IQAC, Extended Committee Member)
16. Dr. Shweta Vij (IQAC, Extended Committee Member)
17. Ms. Shweta Suman (IQAC, Extended Committee Member)
18. Dr. Shweta Singh (IQAC, Extended Committee Member)
19. Ms. Sakshi Wadhwa (IQAC, Extended Committee Member)
20. Dr. Swati Kwatra (IQAC, Extended Committee Member)
21. Dr. Deepjyoti Kanwar (IQAC, Extended Committee Member)
22. Ms. Sneha Kadam (WhiteCode
23. Ms. Shruti Jog (WhiteCode)
24. Mr. Ghanshyam (WhiteCode)
25. Mr. Amit (WhiteCode)

Agenda
NAAC Committee for Website Maintenance post Renovation

Minutes of the Meeting
Following decisions were taken after due deliberations -

• **Updation of Website as daily maintenance:** CRC to have access to edit website and add day-to-day data and notices. Whitecode to give training to CRC staff regarding the same. Names of CRC staff to be added – under facilities tab (CRC). Names of a few Chase staff are there on website so other names also to be added. To be inserted under support staff under administration. Names of retired staff need to be removed from the website.

   o Form tab is blank, forms to be uploaded under quick links. Mr. Amit to send the forms to Whitecode for uploading. A few links to be enabled like PhD fee, Mr. Amit to send those links to Whitecode.

   o Access and training will be given by Whitecode for tabs requiring regular updates. College to send names and email ids of staff going to handle that. Access to be

given to only select staff members from CRC, as per Dr. Siddhu's directions. Whitecode will also provide video of the training for future reference

- o In case any tab needs to be added later, Whitecode needs to be sent a mail. Such access to add new tabs will not be given to college staff. There will be extra charges and college will have to buy 'support'.

- Dr. Puja Gupta: More pictures to be added, as discussed in earlier meeting. The way matter has been put not looking good. Whatever needs to be done can be worked out in a separate meeting.

- Dr. Pulkit Mathur: Department activities need to be given in the same format by each department

- Dr. Priti Joshi: Uniformity can be brought in the presentation of page rather than the content as every department has different kinds of activities

- Ms. Shruti: The list for FN department is long but other departments have limited information. Thus, some difference will be there in each department.

- Dr. Sushma Goel: Detailed Faculty profiles to be added as per a template

- Ms. Shruti: College has to finalize the format for faculty profile (Pop-up/PDF)- Pop up was decided for short profile and PDF for detailed one

- Dr. Aparna Khanna: Detailed faculty profiles need to be there on website

- Ms. Shruti: Brief bio remains as a pop-up and in the pop-up, a separate link will be there for downloading detailed PDFs

- A standardized format/template to be sent to each faculty for detailed bio by Criteria 3 for uniformity. Final PDF needs to be sent by each faculty in the given format only.

- Dr. Meenal Jain: DU's website link needs to be added under quick links, college timings need to be corrected

- Dr. Archna Kumar: DU notices need to show on our website too and vice-versa, for instance PhD notices. One link to be given for DU's notices.

- There should be some inter-linking with DU website to take care of Department of Home Science notices. Needs to be consulted with Dr. Siddhu.

- Dr. Mathur: Feedback link was earlier an online form and not a link. Feedback needs to be revised to get it filled there itself, on the website, as an online form.

- Whitecode to share feedback forms created by them which can be worked on for further detailing. Those forms will be analysed automatically too.

- Dr. Sheetal Chopra: Alumnae contribution needs to be added as a sub-tab under alumnae tab

- Dr. Goel: All NAAC criteria teams need weblinks for their criterion in the AQAR form

- Value added courses need to be put as a sub-tab under each department, not under department activities

- Value added, skill enhancement and capacity building courses need to be put under separate tabs. Names of tabs to be mailed to Whitecode.

- RMDA department needs to give internship and placement data year-wise

- Social connect links need to be activated on home page. Links will be shared with Whitecode.

- Under faculty profile, Dr. Siddhu needs to be consulted whether her personal id to be given or not.

- Pictures on home page and gallery are very random and not representative, need to be changed. Ideally 4-5 pictures can be put. Staff council secretary, Ms. Ruchira, Mr. Rajneesh and Mr. Vinoy to shortlist some representative pictures. Could be taken from Ms. Kusum. Geo-tagged pictures to be preferred.

Member Present

1. Dr Pulkit Mathur _Pulkit Mathur_
2. Aryn Kakkar _Aryn Kakkar_
3. Dr. Sheetal Chopra _Chopra_
4. Prof Anupa Siddhu _Anupa Siddhu_
5. Dr. Sunaina Dua _Dua_
6. Dr. Dipesh Aggarwal _Dipesh_
7. Dr. Sushma Goel _Goel_
8. Dr. Shweta Anand _Shweta_
9. Dr. Manisha Sabharwal _Manisha Sabharwal_

Meeting concluded with the vote of thanks.

Dr. Sushma Goel,

IQAC Coordinator