

Minutes of Meeting of IQAC held on 14th September, 2019 at 11:00 a.m. in the Seminar Hall (Lower Ground Floor) of Delhi School Of Professional Studies and Research, 9, Institutional Area, Rohini, Sector-25, New Delhi-110085.

The following members were present:

1.	Prof. B.P.Singh	Chairman, Governing Board, DSPSR Special Invitee
2.	Prof. Ravinder Vinayak	Chairperson, IQAC (Director)
3.	Prof. G. S. Popli	Senior Administrative staff(Executive Director)
4.	Dr. R.S. Singh	Senior Administrative staff (Registrar)
5.	Mr. Brijesh Nigam	Senior Administrative staff (Librarian)
6.	Dr. Pooja Sharma	Teacher Representative
7.	Ms. Manya Jain	Teacher Representative
8.	Ms. Mukta Katyal	Teacher Representative
9.	Ms. Shagun Bakshi	Teacher Representative
10.	Ms. Simran Kaur	IQAC Coordinator
11.	Ms. Soumya Agarwal	IQAC Coordinator
12.	Mr. Subash Jagota	Nominee- Employer
13.	Dr. Vandana Sharma	Nominee - Alumni
14.	Ms. Ekta	Student Representative
15.	Mr. Arvind	Student Representative

Following members could not attend meeting:

1.	Prof. Ajay Kumar Singh	Management Representative
2.	Mr. Sunil Kumar Singh	Nominee - Parent
3.	Mr. Mahesh Batra	Nominee – Stakeholders
4.	Pro. K.V. Bhanu Murthy	Nominee – Local Society

Prof. Ravinder Vinayak, Chairperson, IQAC, welcomed all the members present in the first quarterly meeting of Internal Assurance Cell (IQAC) for the academic session 2019-20.

Agenda for the meeting was as follows:

1. Confirmation of minutes of the meeting held on 15th July, 2019.
2. Action Taken Report on the minutes of the meeting of IQAC held on 15th July, 2019.
3. To consider the IQAC Calendar for academic session 2019-20.
4. To finalise the updated format of Stakeholders' Feedback Forms covering various aspects of Curriculum Design and Development, Curriculum Planning and Implementation, and Curriculum Enrichment.
 - Feedback Forms for Alumni
 - Feedback Forms for Employers
 - Feedback Forms for Parents

Sunil
3/10/19

Arvind
3/10/19

- Feedback Forms for Students
 - Feedback Forms for Teachers
5. To discuss the result analysis of students for academic session 2018-19.
 6. To discuss the students feedback analysis with respect to Add on courses.
 7. To report the comparison of faculty feedback results with the students' end term results.
 8. To present the proposal for organising a Workshop on "Bloom's Taxonomy"
 9. To consider the final draft of AQAR for the session 2018-19 for further consideration of the Governing Body of DSPSR and onward submission to NAAC.
 10. To discuss the current status of Faculty's Research Publications for the academic session 2018-19.
 11. To report the Skill inventory of the faculty members.
 12. To report the status of Personality Development Workshop for supporting staff.
 13. To report the results of Internal Academic and Administrative Audit of DSPSR for the session 2018-19.
 14. Any other item with the permission of Chair.

Following items were discussed and approved unanimously:

1. Confirmation of minutes of the meeting held on 15th July, 2019.

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 15th July, 2019 (**Annexure I**).

2. Action Taken Report on the minutes of the meeting of IQAC held on 15th July, 2019.

Action Taken Report on the minutes of the last meeting held on 15th July, 2109 was presented and approved by the house (**Annexure II**).

While discussing the ATR following issue emerged and was discussed:

- The House recommended that the students must submit a report regarding their learning experience from attending NHRDN (National HRD Networks) sessions.

3. To consider the IQAC Calendar for academic session 2019-20.

The House approved the IQAC Calendar of DSPSR for the academic session 2019-20. Further it was also resolved that more activities may be added and carried out as and when the need for the same is felt/arises.

4. To finalise the updated format of Stakeholders' Feedback Forms covering various aspects of Curriculum Design and Development, Curriculum Planning and Implementation, and Curriculum Enrichment

Singh
3/10/19

Sharma
3/10/19

- The draft of Stakeholders' Feedback Forms was presented to the house and it was unanimously approved by the house.

5. **To discuss the result analysis of students for academic session 2018-19 and to report the comparison of faculty feedback results with the students' end term results.**

The House was apprised about the result analysis of students for academic session 2018-19 and the comparison of faculty feedback results with the students' end term results was also discussed.

6. **To discuss the students' feedback analysis with respect to Add on courses.**

The report on students' feedback analysis was discussed with respect to two add-on courses, namely,

- i) Certificate course in German Language
- ii) Certificate course in Microsoft Advanced Excel

7. **To present the proposal for organising a Workshop on "Bloom's Taxonomy"**

A proposal to organise Workshop on "Bloom's Taxonomy" was presented to the House. It was proposed that this FDP/Workshop would be conducted in mid of June along with one week FDP/Workshop on "Analytical Techniques for Research" that is conducted by DSPSR during every summer break.

The House approved the proposal.

8. **To consider the final draft of AQAR for the session 2018-19 for further consideration of the Governing Body of DSPSR and onward submission to NAAC.**

The house discussed in detail the draft AQAR 2018-19 of DSPSR. After deliberations the draft AQAR was approved by the IQAC with minor suggestions/changes. It was further resolved to recommend the Draft AQAR 2018-19 after incorporating suggested changes to the Governing Body of DSPSR. The AQAR 2018-19 as approved by the Governing Body of DSPSR is to be sent to the NAAC before September 30, 2019.

9. **To discuss the current status of Faculty's Research Publications for the academic session 2018-19.**

Shiner
3/10/19

[Signature]
3/10/19

The House was apprised about the Research Publications made by the faculty during the academic session 2018-19.

10. To report the Skill inventory of the faculty members.

The Skill Inventory of faculty members/prepared by the IQAC of DSPSR was presented and the house was informed that the services of the faculty members are utilised in the institute on the basis of the outcome of the skill inventory of the faculty.

11. To report the status of Personality Development Workshop for supporting staff

The House was apprised about the successful conduct of one day workshop on Personality Development and Grooming for Support Staff on 25 June, 2019. It was further suggested by the house that Personality Development and Grooming sessions for helper staff must be reorganised for those who were earlier unable to attend the same and moreover it should form part of a continuing practice.

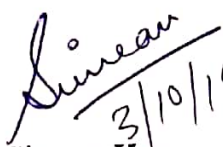
12. To report the results of Internal Academic and Administrative Audit of DSPSR for the session 2018-19.

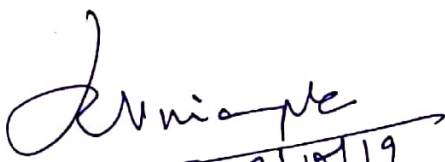
The House was apprised about the improvement in results of institution in academic and administrative audit for the session 2018-2019. The House appreciated the institution's practice of conducting internal academic and administrative audit.

13. Any other item with the permission of Chair.

- The House suggested that a guest lecture on the theme of Cyber Law and Security must be organised in the current session.
- The House suggested that opportunities for experiential learning must be created for the students.

The meeting came to a close with a vote of thanks to the chair and to the members of IQAC.


3/10/19
Ms. Simran Kaur
Coordinator, IQAC


3/10/19
Prof. Ravinder Vinayek
Director, DSPSR

Copy to: All concerned

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 15th June, 2019 at 9:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

The following members were present:

1	Prof. Ravinder Vinayak	Chairperson, IQAC (Director)
2	Prof. G. S. Popli	Senior Administrative Staff (Executive Director)
3	Dr. R.S. Singh	Senior Administrative Staff (Registrar)
4	Dr. Sima Singh	Teacher Representative
5	Dr. Shipra Singh	Teacher Representative
6	Ms. Surbhi Pahuja	Teacher Representative
7	Ms. Mukta Katyal	Teacher Representative
8	Ms. Simple Batra	Teacher Representative
9	Prof. Ajay Kumar Singh	Management Representative (President, Governing Body)
10	Ms. Simran Kaur	IQAC Coordinator
11	Mr. Subhash Jagota	Nominee - Employer

Following members could not attend the meeting:

1	Dr. Vandna Sharma	Nominee - Alumni
2	Mr. Sunil Kumar Singh	Nominee- Parent
3	Mr. Mahesh Batra	Nominee - Stakeholders
4	Prof. K.V. Bhanu Murthy	Nominee - Local Society

Prof. Ravinder Vinayek, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting.

Agenda of the meeting:

1. Confirmation of minutes of the previous meeting held on 16th Feb, 2019.
2. Action Taken Report on the minutes of the meeting of IQAC held on 16th Feb, 2019.
3. To finalise the updated format of Stakeholder's Feedback Forms covering various aspects of Curriculum Design, and Development ,Curriculum Planning and Implementation and Curriculum Enrichment
 - Feedback Forms for Alumni
 - Feedback Forms for Employer
 - Feedback Forms for Parents
 - Feedback Forms for Students

- Feedback Forms for Teachers

4. To discuss the student feedback analysis with respect to Faculty members
5. To discuss the student feedback analysis with respect to Curriculum Design and Development, Curriculum planning and Implementation and Curriculum enrichment.
6. To discuss the current status of Faculty's Research Publications.
7. To discuss the status of Add-On courses.
8. To report the MOU signed by ECO Club, DSPSR, and Green-O-Tech India.
9. To report the result of Online Refresher Course in Management (ARPIT-Annual Refresher Programme in Teaching) under UGC approved MOOCs platform SWAYAM.
10. Any other item with the permission of Chair.

Following items were discussed and approved unanimously:

1. **Confirmation of minutes of the previous meeting held on February 16th, 2019**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on February, 2019. (Annexure I).

2. **Action Taken Report on the minutes of the meeting of IQAC held on February 16th, 2019**

Action Taken Report on the minutes of last meeting held on February 16th, 2019 was presented and approved by the house (Annexure II).

While discussing the ATR following issues emerged and were discussed:

- i. Mr. Subash Jagota suggested that "Best Speaker Award" should be given once in a year on the basis of feedback of each external speaker.
- ii. The House recommended that the Training and Placement Officer must regularly attend NHRDN sessions along with interested students.

3. **To Finalise the updated format of Stakeholder's Feedback Forms covering various aspects of Curriculum Design, and Development, Curriculum Planning and Implementation and Curriculum Enrichment**

- The House was apprised that Stakeholder's Feedback Forms have been redesigned, covering various aspects of Curriculum Design, and Development, Curriculum Planning and Implementation and Curriculum Enrichment.

- The House suggested that same scales must be used for all feedback forms.
- The House recommended that benchmarking must be done for course feedback form.

4. To discuss the student feedback analysis with respect to Faculty members;

- The House suggested a committee must compare faculty feedback results with the students' end term results.
- The House also suggested that one workshop on "Bloom's Taxonomy" must be conducted. It was further recommended that a committee must study qualities of internal question papers on the basis of "Bloom's Taxonomy"

5. To discuss the student feedback analysis with respect to Curriculum Design and Development, Curriculum planning and Implementation and Curriculum enrichment

The House was apprised about the course feedback results.

6. To discuss the current status of Faculty's Research Publications

The House suggested that further bifurcation of faculty research publications must be done on the basis of their indexing in Scopus.

7. To discuss the status of Add-On courses.

The House was apprised about the total number of students enrolled for German and Advanced Excel course and the house suggested that students feedback related to these add-on courses must be collected and analyzed.

8. To report the MOU signed by ECO Club, DSPSR, and Green-O-Tech India.

The House appreciated this initiative and also suggested solar panels must be installed in the college this year.

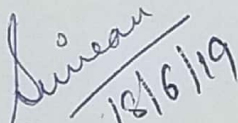
9. To report the result of Online Refresher Course in Management (ARPIT-Annual Refresher Programme in Teaching) under UGC approved MOOCs platform SWAYAM

- The house was apprised about the result of 13 faculties who qualified the Online Refresher Course in Management by SWAYAM.
- The house also suggested that rest of the faculty members should also get themselves registered in such courses.

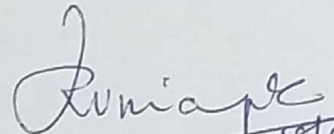
10. Any other matter with the permission of the Chair.

- The house suggested that faculty must be encouraged to apply for ICSSR funded projects.
- The house suggested that a skill inventory of the faculty should also be developed.

The meeting ended with a vote of thanks to the chair.


Ms. Simran Kaur
Coordinator, IQAC

Copy to: All concerned


Prof. Ravinder Vinayak
Director, DSPSR

ACTION TAKEN REPORT AFTER IQAC MEETING ON 15th JUNE, 2019

The Action Taken Report on the minutes of the meeting of IQAC held on 15th June, 2019 is as under:

Recommendations by IQAC	Actions Taken
1. <u>Confirmation of minutes of the previous meeting held on 15th June, 2019</u>	No action required
2. <u>Action Taken Report on the minutes of the meeting of IQAC held on 15th June, 2019</u> i. The House recommended that the Training and Placement Officer must regularly attend NHRDN sessions along with interested students.	i. 9 Students and 1 Associate Professor attended NHRD programme at IIFT on Friday, 30th August 2019 on the topic "Leadership Role of HR in Corporate Governance and Sustainable Business Growth." (Annexure 1)
3. <u>To finalize the updated format of Stakeholders' Feedback as per the requirements of Revised</u> i. The House suggested that same scales must be used for all feedback forms.	i. Stakeholder's feedback forms have been revised using same scale. (Annexure 2)
4. <u>To discuss the student feedback analysis with respect to Faculty members Any other Item</u> i. The House suggested a committee must compare faculty feedback results with the students' end term results. ii. The House also suggested that one workshop on "Bloom's Taxonomy"	i. Faculty feedback has been compared with the students' end term results. (Annexure 3) ii. Proposal to conduct workshop on "Bloom's Taxonomy" is ready.

Recommendations by IQAC	Actions Taken
<p>must be conducted. It was further recommended that a committee must study qualities of internal question papers on the basis of "Bloom's Taxonomy"</p>	<p>(Annexure 4)</p>
<p>5. <u>To discuss the student feedback analysis with respect to Curriculum Design and Development, Curriculum planning and Implementation and Curriculum enrichment</u></p> <p>i. The House was apprised about the course feedback results</p>	<p>No action required</p>
<p>6. <u>To discuss the current status of Faculty's Research Publications</u></p> <p>i. The House suggested that further bifurcation of faculty research publications must be done on the basis of their indexing in Scopus.</p>	<p>i. Bifurcation of faculty research publications for the period 2018-19 has been done. (Annexure 5)</p>
<p>7. <u>To discuss the status of Add-On courses.</u></p> <p>i. The house suggested that students feedback related to these add-on courses must be collected and analyzed.</p>	<p>i. Students feedback related to add-on courses has been collected and analysed (Annexure 6)</p>
<p>8. <u>To report the MOU signed by ECO Club, DSPSR, and Green-O-Tech India.</u></p>	<p>No action required</p>

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 3rd November, 2018 at 10:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

The following members were present:

1	Prof. Ravinder Vinayak	Chairperson, IQAC (Director)
2	Prof. G. S. Popli	Senior Administrative Staff (Executive Director)
3	Dr. R.S. Singh	Senior Administrative Staff (Registrar)
4	Dr. Sima Singh	Teacher Representative
5	Dr. Shipra Singh	Teacher Representative
6	Ms. Mani Goswami	Teacher Representative
7	Ms. Mukta Katyal	Teacher Representative
8	Ms. Simple Batra	Teacher Representative
9	Prof. Ajay Kumar Singh	Management Representative (President, Governing Body)
10	Mr. Subhash Jagota	Nominee - Employer
11	Prof. K.V. Bhanu Murthy	Nominee - Local Society
12	Mr. Abhishek Chauhan	Student Representative (President- B.Com. (Hons.))
13	Ms. Nishtha	Student Representative (President- B.Com. (Hons.))
14	Mr. Subham Arora	Student Representative (President- BBA)

Prof. Ravinder Vinayak, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting. He briefed all the members about the role and significance of IQAC under the Revised Accreditation Framework (RAF) of NAAC.

Agenda of the meeting:

1. Welcome Address by the Chairman, IQAC.
2. Confirmation of minutes of the previous meeting held on 22nd September, 2018 and discussion of Action Taken Report.
3. To finalize the updated format of Stakeholders' Feedback as per the requirements of Revised Accreditation Framework (RAF) of NAAC.
4. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

1. **Confirmation of minutes of the previous meeting held on 22nd September, 2018.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DPSR held on 22nd September, 2018. (Annexure I).

2. **Action Taken Report on the minutes of the meeting of IQAC held on 22nd September, 2018.**

Action Taken Report on the minutes of last meeting held on 22nd September, 2018 was presented and approved by the house (**Annexure II**).

While discussing the ATR following issues emerged and were discussed:

- i. The house recommended that Teachers Incharge of Alumni of DSPSR must prepare exhaustive calendar of activities of Alumni Association and/or activities associated with alumni. It was further resolved that Alumni must be involved in more and more activities of DSPSR
- ii. It was recommended that the distinguished alumni should be felicitated and Certificate of Appreciation be conferred upon them in the Alumni Meet which is scheduled for 18th November, 2018.
- iii. The House was informed that the AQAR 2017-18, as approved by the Governing Body of DSPSR, was submitted to NAAC on September 29, 2018, and the same was also uploaded on the website of DSPSR.
- iv. The house was informed that the Skill Inventory of students has been prepared, as discussed in the previous meeting of IQAC. Student data was collected through Google Forms and the final report regarding students' skills inventory was presented before the house. The House suggested that specific skill sets of the students need to be identified through further classification under various heads and sub-heads.
- v. The House was informed about the result analysis of the students for the academic session 2017-18 which has been made by using one Standardized Format that enables the comparison of performance and progression of all the students across all semesters.

3. **To finalize the updated format of Stakeholders' Feedback as per the requirements of Revised Accreditation Framework (RAF) of NAAC.**

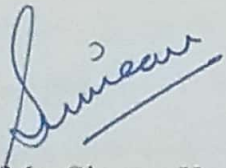
- The house was apprised that IQAC has designed new feedback forms, as per the requirements of Revised Accreditation Framework (RAF) of NAAC.
- The House further recommended that course-wise feedback may be taken and open ended questions need to be included in the feedback form.

4. **Any other matter with the permission of the Chair.**

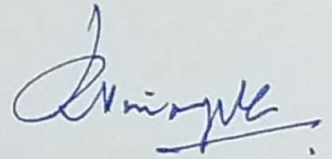
- The house suggested that in order to promote Quality Teaching, IQAC should organize workshops on the theme 'Learning Outcomes and Blooms Taxonomy' and 'MOOC's and E-learning' and Prof. K. V. Bhanu Murthy and Dr. Vimal Rao may be consulted for the same.
- The House further suggested that IQAC must propose a theme for XXI Annual International Conference. It was unanimously decided that theme must include keywords like "Higher Education" and "Reengineering."

- The Student Representatives submitted the proposal for organizing an Inter College Fest "Aagaaz 2019". They apprised the House that this event would be organized by DSPSR in collaboration with Rotaract Club, Delhi Maurya. The House suggested that all the activities/events must be organized as per the NAAC guidelines and efforts must be made to get maximum participation from nearby educational institution and Rotaract Clubs.
- The House suggested that Students' Council must submit one report for improving canteen facilities in the Institution.
- The House recommended that a special session of Guest Speakers may be included in XXI Annual International Conference and Mr. Subhash Jagota agreed to bring in sponsors for the event, the follow-up of which is to be made by Dr. Shipra Singh. The House also suggested that a conference invite may be sent to Ms. Lakshmi Aiyer, Assistant Professor, Harvard Business School.
- The date for the next IQAC Meeting was decided as 23rd February, 2018.

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
Coordinator, IQAC



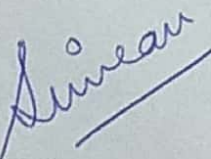
Prof. Ravinder Vinayek
Director, DSPSR

Copy to: All concerned

The Action Taken Report on the minutes of the meeting of IQAC held on 3rd November, 2018 is as under:

Recommendations by IQAC	Actions Taken
<p>A. <u>Confirmation of minutes of the previous meeting held on 22nd September, 2018</u></p>	<p>No action required</p>
<p>B. <u>Action Taken Report on the minutes of the meeting of IQAC held on on 22nd September, 2018</u></p> <p>i. Teachers Incharge of Alumni of DSPSR must prepare exhaustive calendar of activities of Alumni Association and/or activities associated with alumni</p> <p>ii. Distinguished alumni should be felicitated and Certificate of Appreciation be conferred upon them in the Alumni Meet</p> <p>iii. Specific skill sets of the students need to be identified through further classification under various heads and sub-heads like Western Singing, Classical Singing and so on.</p>	<p>i. Calendar of Alumni Association has been prepared (Annexure 1).</p> <p>ii. Various Alumni were felicitated during Alumni Meet (Annexure 2).</p> <p>iii. Specific skill sets of the students have been identified through further classification under various heads and sub-heads (Annexure 3).</p>
<p>C. <u>To finalize the updated format of Stakeholders' Feedback as per the requirements of Revised</u></p> <p>i. Course-wise feedback may be taken and open ended questions need to be included in the feedback form</p>	<p>New format has been designed to collect the Course Feedback of Students (Annexure 4).</p>

Recommendations by IQAC	Actions Taken
D. <u>Any other Item</u>	
i. To organize an Inter College Fest "Aagaaz 2019"	i. Proposal to Organize Inter College Fest "Aagaaz 2019" has been made (Annexure 5).
ii. Students' Council must submit one report for improving canteen facilities in the Institution.	ii. Students' Council collected the feedback from the students regarding Canteen Services and in consultation with Canteen Management Team introduced few new items in the canteen (Annexure 6).
iii. Special session of Guest Speakers may be included in XXI Annual International Conference and Mr. Subhash Jagota agreed to bring in sponsors for the event	iii. Special session of Guest Speakers was organized during XXI Annual International Conference.
iv. Conference invite may be sent to Ms. Lakshmi Aiyer, Assistant Professor, Harvard Business School.	iv. Could not receive any response.
v. IQAC should organize workshops on the theme 'Learning Outcomes and Blooms Taxonomy' and 'MOOC's and E-learning.'	v. Proposal to conduct workshop on MOOC's and E-learning' is prepared (Annexure 7).


Prepared by

Approved by

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on 16th February, 2019 at 11:30 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

The following members were present:

1	Prof. Ravinder Vinayak	Chairperson, IQAC (Director)
2	Prof. G. S. Popli	Senior Administrative Staff (Executive Director)
3	Dr. R.S. Singh	Senior Administrative Staff (Registrar)
4	Mr. Brijesh Nigam	Senior Administrative Staff (Librarian)
5	Dr. Sima Singh	Teacher Representative
6	Dr. Shipra Singh	Teacher Representative
7	Ms. Mani Goswami	Teacher Representative
8	Ms. Mukta Katyal	Teacher Representative
9	Ms. Simple Batra	Teacher Representative
10	Prof. Ajay Kumar Singh	Management Representative (President, Governing Body)
11	Mr. Vijay Rai	Nominee – Industry
12	Prof. K.V. Bhanu Murthy	Nominee - Local Society
13	Mr. Abhishek Chauhan	Student Representative (B.Com. (Hons.))
14	Ms. Nishtha	Student Representative (B.Com. (Hons.))
15	Mr. Subham Arora	Student Representative (BBA)
16	Ms. Komal	Student Representative (BBA)
17	Ms. Nandini Behl	Student Representative (BBA)
18	Ms. Simran Kaur	IQAC Coordinator

Following members could not attend the meeting:

1	Dr. Vandna Sharma	Nominee - Alumni
2	Mr. Sunil Kumar Singh	Nominee- Parent
3	Mr. Mahesh Batra	Nominee - Stakeholders
4	Mr. Subhash Jagota	Nominee - Employer

Prof. Ravinder Vinayek, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting.

Agenda of the meeting:

1. Welcome Address by the Chairman, IQAC.
2. Confirmation of minutes of the previous meeting held on November 3, 2018 and discussion of Action Taken Report.

3. To update the house about Skills Inventory of current students.
4. To finalise the updated format of Students' Feedback Form as per the requirements of Revised Accreditation Framework (RAF) of NAAC.
5. To finalise the proposal to conduct workshop on "MOOCs and E-Learning".
6. To finalise the proposal to organise Inter college fest "Aagaaz 2019"
7. To discuss the current status of Institution's Canteen Facility.
8. To finalise the Research Promotion Policy.
9. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

1. Confirmation of minutes of the previous meeting held on November 3, 2018

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on November 3, 2018. (Annexure I).

2. Action Taken Report on the minutes of the meeting of IQAC held on 22nd September, 2018.

Action Taken Report on the minutes of last meeting held on November 3, 2018 was presented and approved by the house (Annexure II).

While discussing the ATR following issues emerged and were discussed:

- i. Mr. Vijay Rai recommended that Student - Alumni Interaction Sessions must be organized where Alumni must share Case Studies, their experiences with the students.
- ii. The House recommended that Mr. Vijay Rai may be invited as a speaker in the next Alumni Meet.

3. To update the house about Skills Inventory of current Students.

The House was apprised about the specific skill sets of the current students, identified through further classification under various heads and sub-heads. The House was also apprised that the students are assigned activities in the organization of various events (academic/cultural/co-curricular) in the institution based on the skill sets/sub skill sets which they possess as identified through this process.

4. To finalise the updated format of Stakeholders' Feedback Form as per the requirements of Revised Accreditation Framework (RAF) of NAAC.

The House suggested the Course wise feedback form must be redesigned as per the requirements of Revised Accreditation Framework (RAF) of NAAC. The House further suggested that Feedback Form must include Curriculum Design and Development, Curriculum Planning and Implementation, and Curriculum Enrichment aspects.

5. To finalise the proposal to conduct workshop on "MOOCs and E-Learning".

The House approved the proposal to conduct the two days workshop on the theme "MOOCs and E-Learning" to be held in the month of March, 2019.

6. To finalise the proposal to organise Inter college fest "Aagaaz 2019"

Students Council, DSPSR submitted one proposal to organise Inter college event "Aagaaz 2019". The House approved the proposal, provided the event is self sustaining event.

7. To discuss the current status of Institution's Canteen Facility.

Students Council, DSPSR apprised the House that the students are satisfied with the current Canteen Facilities as significant improvements have been made in the menu as well as hygiene level.

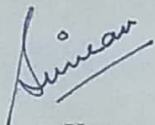
8. To finalise the Research Promotion Policy.

Research Promotion Policy was presented to the House and it was approved (**Annexure III**).

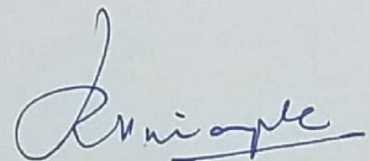
9. Any other matter with the permission of the Chair.

- The house suggested that students must be encouraged to enroll for NHRD programs
- The house suggested that a survey on Minority Youth Aspirations must be undertaken in collaboration with NHRD.

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
Coordinator, IQAC



Prof. Ravinder Vinayek
Director, DSPSR

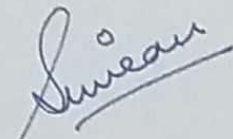
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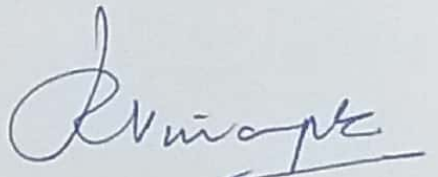
ACTION TAKEN REPORT AFTER 9th MEETING OF IQAC ON 16 February, 2019

The Action Taken Report on the minutes of the meeting of IQAC held on 16 February, 2019 is as under:

Recommendations by IQAC	Actions Taken
Item 1: <u>Confirmation of minutes of the previous meeting held on November 3, 2018</u>	No action required
Item 2: <u>Action Taken Report on the minutes of the meeting of IQAC held on November 3, 2018</u>	No action required
Item 3: <u>To update the house about Skills Inventory of current Students.</u>	No action required
Item 4: <u>To finalize the updated format of Stakeholders' Feedback Form as per the requirements of Revised Accreditation Framework (RAF) of NAAC.</u>	Updated format of Stakeholders' Feedback Form has been prepared (Annexure 1).
Item 5: <u>To finalise the proposal to conduct workshop on "MOOCs and E-Learning".</u>	The workshop on "MOOCs and E-Learning" will be conducted in the next academic session.
Item 7: <u>To finalize the proposal to organise Inter college fest "Aagaaz 2019"</u>	"Aagaaz 2019" could not be organized as Students council was unable to raise the required fund.
Item 8: <u>To discuss the current status of Institution's Canteen Facility.</u>	No action required.
Item 9: <u>To finalize the Research Promotion Policy.</u>	No action required. Research Promotion Policy was presented to the House and it was approved
Item 10: <u>Any other matter with the permission</u>	

Recommendations by IQAC	Actions Taken
<p><u>of the Chair.</u></p> <ul style="list-style-type: none"> • The house suggested that students must be encouraged to enroll for NHRD programs • The house suggested that a survey on Minority Youth Aspirations must be undertaken in collaboration with NHRD. 	<ul style="list-style-type: none"> • Students would be motivated to enroll for NHRD Programs in the next semester • Draft is yet to be prepared.


 Prepared by


 Approved by

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 22nd September, 2018 at 11:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DSPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

Following were the members present:

1	Prof. Ravinder Vinayak	Chairperson, IQAC (Director)
2	Prof. G. S. Popli	Senior Administrative Staff (Executive Director)
3	Dr. R.S. Singh	Senior Administrative Staff (Registrar)
4	Mr. Brijesh Nigam	Senior Administrative Staff (Librarian)
5	Dr. Sima Singh	Teacher Representative
6	Dr. Shipra Singh	Teacher Representative
7	Ms. Mani Goswami	Teacher Representative
8	Ms. Mukta Katyal	Teacher Representative
9	Ms. Simple Batra	Teacher Representative
10	Prof. Ajay Kumar Singh	Management Representative (President, Governing Body)
11	Dr. Vandna Sharma	Nominee – Alumni
12	Mr. Subhash Jagota	Nominee - Employer
13	Prof. K.V. Bhanu Murthy	Nominee - Local Society
14	Ms. Simran Kaur	Coordinator – IQAC

Prof. Ravinder Vinayek, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting. He briefed all the members about the role and significance of IQAC under the Revised Accreditation Framework (RAF) of NAAC.

Agenda of the meeting:

- A. Confirmation of minutes of the previous meeting held on 30th June, 2018.
- B. Discussion on Action Taken Report on the minutes of the meeting of IQAC held on 30th June, 2018.
- C. To discuss the draft of AQAR for the academic year 2017-18 for further consideration of the Governing Body of DSPSR and onward submission to NAAC.
- D. To discuss the result analysis of students for academic session 2017-18.
- E. To finalise IQAC activities for the year 2018-19
- F. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

- A. **Confirmation of minutes of the previous meeting held on 30th June, 2018.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 30th June, 2018 (Annexure I).

B. Action Taken Report on the minutes of the meeting of IQAC held on 30th June, 2018

Action Taken Report on the minutes of last meeting held on 30th June, 2018 was presented and approved by the house (Annexure II).

While discussing, the ATR following issues emerged and were discussed:

- i. The house was apprised that the institution has a mechanism for taking student feedback which is analysed and the results of the same are conveyed to the respective teachers. It was further resolved that feedback of students and other stakeholders on the syllabus be taken as per the requirements of Revised Accreditation Framework (RAF) of NAAC.
- ii. The house recommended that faculty incharge of Alumni Association of DSPSR must prepare calendar of activities of Alumni Association and/or activities associated with alumni as planned for the year 2018-19. It was resolved that Alumni must be involved in more and more activities of DSPSR.

C. To discuss the draft of AQAR for the academic year 2017-18 for further consideration of the Governing Body of DSPSR and onward submission to NAAC.

The house discussed in detail the draft AQAR 2017-18 of DSPSR. After deliberations the following amendments/suggestions were made by the house:

- It was recommended that the details of the journal on the basis of which Impact Factors is calculated must be clearly mentioned in AQAR.
- The House suggested that Grievances of the students must be clearly mentioned in AQAR.
- The research facilities provided by the Institution must be clearly defined under these heads:
 - Infrastructural Support
 - Mentoring Support
 - Financial Support
 - Training Support
- The House suggested that the Best Practices of DSPSR as mentioned in AQAR must flow from the Vision of the Institution.

Draft AQAR was approved by the IQAC with above stated suggestions/changes. It was further resolved to recommend the Draft AQAR 2017-18 after incorporating suggested changes to the Governing Body

of DSPSR. The AQAR 2017-18 as approved by the Governing Body of DSPSR be sent to the NAAC before September 30, 2018.

D. To discuss the result analysis of students for academic session 2017-18

The House was apprised about the result analysis of students for academic session 2017-18 and house recommended to design one standardized format for all the students in order to compare their performance across all semesters.

E. To finalise IQAC Calendar of activities for the year 2018-19

Following IQAC activities were finalised for the session 2018-19:

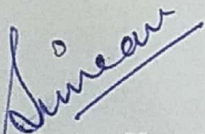
- Increasing 10% of the Academic activities like –
 - Corporate Guest Lectures
 - Value Added Courses / Workshops - Online Courses
 - Personality Development Sessions
 - Language Training Sessions etc.
- Increasing the students participation in various Extra Curricular, Co-Curricular Activities, Inter/Intra College Competitions etc. by 10%
- To work for bringing further improvements in NIRF Ranking.
- Extension Activities to be further increased by involving NSS/Rotaract Club and various other clubs of the institute.
- Motivate the Faculty members to pursue / complete their Ph. D. Degree.
- Organizing One week Faculty Development Programmes on “Analytical Techniques for Research” on continuing basis.
- To conduct more of workshops and conferences, both National as well as International.
- To apply and obtain Government Research Projects from various funding agencies.
- To motivate faculty members to increase the number of quality publications in Journals of repute.
- To establish new Centre for Environmental Consciousness in the Institution

The IQAC Calendar is attached as Annexure III.

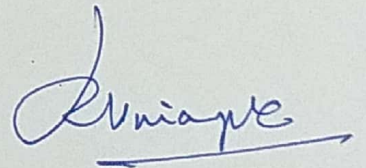
F. Any other Item

- The House suggested that IQAC quarterly meetings for the session 2018-19 should preferably be as follows:
 - October: 4th Saturday, 2018
 - January: 3rd Saturday, 2019
 - April: 1st Saturday, 2019
 - June: 3rd Saturday, 2019
 - September: 2nd Saturday, 2019
- The house recommended that Skill Inventory of all the students must be prepared. At the time of celebration of Appreciation Day scheduled for November 5, 2018, the students be honored for their achievements based on their skills. The House suggested that Institution must motivate and recognize the students performing exceptionally well in various spheres such as academics, sports, cultural activities, etc.
- It was recommended that the final copy of AQAR must be uploaded on the Institution's Website after sending it to NAAC.
- The House recommended that for better brand promotion, Rotaract Club of DSPSR should organize an inter district event.
- It was suggested that Institution's expectations from the Alumni must be shared during Alumni Meet. There is a need to have a dedicated page of Alumni on the website of DSPSR.
- It was recommended that Parents' Feedback Form must be restructured and the mechanism to collect the same must be clearly defined.

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
Coordinator, IQAC



Prof. Ravinder Vinayek
Director, DSPSR

Copy to:
All concerned

The Action Taken Report on the minutes of the meeting of IQAC held on 22nd September, 2018 is as under:

Recommendations by IQAC	Actions Taken
<p>A. <u>Confirmation of minutes of the previous meeting held on 30th June, 2018</u></p>	<p>No action required</p>
<p>B. <u>Action Taken Report on the minutes of the meeting of IQAC held on 30th June, 2018</u></p> <p>i. The house was apprised that the institution has a mechanism for taking student feedback which is analysed and the results of the same are conveyed to the respective teachers. It was further resolved that feedback of students and other stakeholders on the syllabus be taken as per the requirements of Revised Accreditation Framework (RAF) of NAAC.</p> <p>ii. The house recommended that faculty incharge of Alumni Association of DSPSR must prepare calendar of activities of Alumni Association and/or activities associated with alumni as planned for the year 2018-19. It was resolved that Alumni must be involved in more and more activities of DSPSR</p>	<p>i. New feedback forms have been designed as per the requirements of Revised Accreditation Framework (RAF) of NAAC (Annexure 1).</p> <p>ii. The Calendar of Alumni Activities for the session 2018-19 (Annexure 2)</p>

Recommendations by IQAC	Actions Taken
<p>C. <u>To discuss the draft of AQAR for the academic year 2017-18 for further consideration of the Governing Body of DSPSR and onward submission to NAAC</u></p> <ul style="list-style-type: none"> • It was recommended that the details of the journal on the basis of which Impact Factors is calculated must be clearly mentioned in AQAR. • The House suggested that Grievances of the students must be clearly mentioned in AQAR. • The research facilities provided by the Institution must be clearly defined under these heads: <ul style="list-style-type: none"> ➤ Infrastructural Support ➤ Mentoring Support ➤ Financial Support ➤ Training Support • The House suggested that the Best Practices of DSPSR as mentioned in AQAR must flow from the Vision of the Institution. 	<p>All suggested changes were incorporated in final AQAR.</p>
<p>D. <u>To discuss the result analysis of students for academic session 2017-18</u></p> <ul style="list-style-type: none"> • It was recommended to design one standardized format for all the students in order to compare their performance across all semesters 	<ul style="list-style-type: none"> • Examination department has designed one standardized format for all the students in order to compare their performance across all semesters (Annexure 3).
<p>E. <u>To finalise IQAC Calendar of activities for the year 2018-19</u></p>	<ul style="list-style-type: none"> • IQAC Calendar of activities for the year 2018-19 is attached as Annexure 4

Recommendations by IQAC	Actions Taken
<p>DSPSR should organize an inter district event.</p> <ul style="list-style-type: none"> • It was suggested that Institution's expectations from the Alumni must be shared during Alumni Meet. There is a need to have a dedicated page of Alumni on the website of DSPSR. • It was recommended that Parents' Feedback Form must be restructured and the mechanism to collect the same must be clearly defined. 	<ul style="list-style-type: none"> • The action is being taken • Parent's Feedback form has been designed as per the requirements of Revised Accreditation Framework (RAF) of NAAC (Annexure 1).

Suneer
26/10/18
Prepared by

Arvinder
26/10/18
Approved by

Minutes of the Internal Quality Assurance Cell (IQAC) meeting, held on 30th June, 2018 at 04:00 p.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

Following were the members present:

1	Dr. Ravinder Vinayak	Chairperson, IQAC
2	Dr. R.S. Singh	Senior Administrative Staff
3	Mr. Brijesh Nigam	Senior Administrative Staff
4	Dr. Sima Singh	Teacher Representative
5	Ms. Shipra Singh	Teacher Representative
6	Ms. Mani Goswami	Teacher Representative
7	Dr. Ajay Kumar Singh	Management Representative
8	Mr. Subhash Jagota	Nominee - Employer
9	Dr. Anupama Lakhera	Special Invitee
10	Mr. Deep Biswas	Special Invitee
11	Ms. Simran Kaur	Coordinator - IQAC

Prof. Ravinder Vinayak, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting. He briefed all the members about the role and significance of IQAC.

Agenda of the meeting:

- A. Confirmation of minutes of the previous meeting held on 17th March, 2018.
- B. Discussion of Action Taken Report on the minutes of the meeting of IQAC on 17th March, 2018.
- C. To finalise AQAR for the year 2017-18.
- D. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

A. Confirmation of minutes of the previous meeting held on 17th March, 2018.

Resolved to confirm the minutes of the earlier meeting of IQAC of DPSR held on 17th March, 2018 (Annexure I).

B. Action Taken Report on the minutes of the meeting of IQAC held on 17th March, 2018

Action Taken Report on the minutes of last meeting held on 17th March, 2018 was presented and approved by the house (Annexure II).

While discussing, the ATR following issues were discussed:

- i. The house was apprised that the institution has a mechanism for taking student feedback and conveying it to the respective teachers is already in place.

- ii. The house recommended that stakeholders' feedback should have more open ended questions wherein they can provide their remarks/ suggestions/ opinions, and feedback must be analysed.

C. To finalise AQAR for the year 2017-18

The house was apprised about all seven criteria of AQAR. It was resolved in the meeting that final draft of AQAR should be compiled and presented in the next meeting of IQAC.

Further below mentioned points were also discussed regarding AQAR:

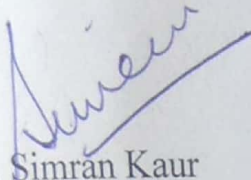
- It was resolved that final draft of Annual Quality Assurance Report (AQAR) is to be approved by the Governing Body Council of DSPSR, before submitting it to NAAC.
- The house recommended that the result analysis all the current students of DSPSR must be done in accordance with NAAC guidelines.

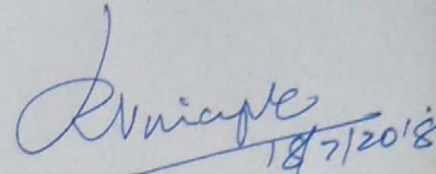
D. Any other

- The House was apprised that the mechanism for identifying performers and laggards is already in place.
- The house was apprised that the institution has received approval for opening a Self-Financing Unit (SFU) of NSS.
- The house was recommended that profile of all the current faculty members is to be updated on the College website.
- It was resolved that engagement of alumni with the institution needs to be worked and improved upon as alumni can be an important asset to the Institution in terms of admissions, bringing in placements, sponsorships, and improving the goodwill of the Institution in general.
- The house recommended that an Appreciation Day may be celebrated once in every semester, to encourage, motivate and recognize the students performing exceptionally well in various spheres such as academics, sports, cultural activities, etc
- It was recommended that the minutes of all the meetings of IQAC and compliance to the decisions should be uploaded on the Institution's Website.
- The house recommended that an Environmental Audit must be conducted for monitoring Waste Management within the College premises.

- It was resolved that Manual for Code of Conduct for Teachers and Students must be uploaded on the college website.

The meeting ended with a vote of thanks to the chair.


Ms. Simran Kaur
Coordinator, IQAC


18/7/20'8
Prof. Ravinder Vinayek
Director, DSPSR

Copy to:
All concerned

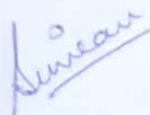
ACTION TAKEN REPORT AFTER FOURTH MEETING OF IQAC ON 30th June, 2018

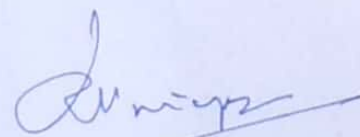
The Action Taken Report on the minutes of the meeting of IQAC held on 30th June, 2018 is as under:

Recommendations by IQAC	Actions Taken
1. Confirmation of minutes of the previous meeting held on 17 th March, 2018	No action required
<p>2. <u>Action Taken Report on the minutes of the meeting of IQAC held on 17th March, 2018</u></p> <p>i. The house was apprised that the institution has a mechanism for taking student feedback and conveying it to the respective teachers is already in place.</p> <p>ii. Stakeholders' feedback should have more open ended questions wherein they can provide their remarks/ suggestions/ opinions, and feedback must be analysed</p>	<p>i. No Action Required</p> <p>ii. Feedback from all major stakeholders (Students, Parents, Employers, Alumni) was collected and analysed. (Annexure 1)</p>
<p><u>C. To finalise AQAR for the year 2017-18</u></p> <p>• It was resolved that final draft of Annual Quality Assurance Report (AQAR) is to be approved by the Governing Body Council of DSPSR, before submitting it to NAAC.</p>	<p>• The final draft of AQAR for the period July 2017- June 2018 is ready and would be presented to the Governing Body, DSPSR on 22September, 2018 after its approval from IQAC.</p>

Recommendations by IQAC	Actions Taken
<ul style="list-style-type: none"> The house recommended that the result analysis all the current students of DSPSR must be done in accordance with NAAC guidelines. 	<ul style="list-style-type: none"> Result of all the students of BBA and B.Com (Hons.) for the academic year 2017-18 has been analysed. (Annexure 2)
<p>D. <u>Any other</u></p> <ul style="list-style-type: none"> The House was apprised that the mechanism for identifying performers and laggards is already in place. The house was apprised that the institution has received approval for opening a Self-Financing Unit (SFU) of NSS. The house was recommended that profile of all the current faculty members is to be updated on the College website. It was resolved that engagement of alumni with the institution needs to be worked and improved upon as alumni can be an important asset to the Institution in terms of admissions, bringing in placements, sponsorships, and improving the goodwill of the Institution in general. 	<ul style="list-style-type: none"> No Action required No Action required Faculty profiles are updated on the College website. Batch Head for all the recent batches of BBA and B.Com (Hons.) have been identified and their first meeting is scheduled for second week of October, 2018.

Recommendations by IQAC	Actions Taken
<ul style="list-style-type: none"> • The house recommended that an Appreciation Day may be celebrated once in every semester, to encourage, motivate and recognize the students performing exceptionally well in various spheres such as academics, sports, cultural activities, etc • It was recommended that the minutes of all the meetings of IQAC and compliance to the decisions should be uploaded on the Institution's Website. • The house recommended that an Environmental Audit must be conducted for monitoring Waste Management within the College premises. • It was resolved that Manual for Code of Conduct for Teachers and Students must be uploaded on the college website. 	<ul style="list-style-type: none"> • The Appreciation day is scheduled for 5th November, 2018. • The minutes of all the meetings of IQAC and compliance to the decisions are uploaded on the Institution's Website. • Environment Audit was successfully conducted for monitoring Waste Management within the College premises • Student's Manual and Faculty Manual are updated on Institution's Website


 Prepared by


 Approved by

Minutes of the Internal Quality Assurance Cell (IQAC) meeting, held on 17 March, 2018 at 03:00 p.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DSPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

Following were the members present:

1	Dr. Ravinder Vinayak	Chairperson, IQAC
2	Dr. G. S. Popli	Senior Administrative Staff
3	Dr. R.S. Singh	Senior Administrative Staff
4	Mr. Brijesh Nigam	Senior Administrative Staff
5	Dr. Sima Singh	Teacher Representative
6	Ms. Shipra Singh	Teacher Representative
7	Ms. Mani Goswami	Teacher Representative
8	Ms. Pooja Sharma	Teacher Representative
9	Ms. Simple Batra	Teacher Representative
10	Dr. Ajay Kumar Singh	Management Representative
11	Mr. Harsimran Jeet Singh	Student Representative
12	Ms. Priya Kashyap	Student Representative
13	Mr. Mahesh Batra	Nominee - Local Society
14	Dr. Moloy Ghoshal	Special Invitee
15	Dr. Anupama Lakhera	Special Invitee
16	Mr. Manpreet Singh	Special Invitee
17	Dr. Pratistha	Special Invitee
18	Ms. Manya Jain	Special Invitee
19	Ms. Poojan Bathla	Special Invitee
20	Ms. Sakshi Jain	Special Invitee
21	Mr. Deep Biswas	Special Invitee
22	Ms. Teena K Bhatia	Special Invitee
23	Ms. Surbhi Pahuja	Teacher Representative
24	Ms. Sakshi Gupta	Special Invitee
25	Ms. Shagun Bakshi	Special Invitee
26	Ms. Khusbhoo Tanjeja	Special Invitee
27	Ms. Simran Kaur	Coordinator - IQAC

Prof. Ravinder Vinayak, Chairperson, IQAC, welcomed all the members present in Internal Quality Assurance Cell (IQAC) meeting. He briefed the members about the role and significance of IQAC.

Prof. Ajay Kumar, Management Representative, IQAC, welcomed Mr. Mahesh Batra and requested him to enlighten the members present about various quality measures taken by Delhi Police. Mr. Mahesh Batra mentioned about various initiatives of Delhi Police and how technology is helping the department to cater to general public. He made special mention about various mobile applications of Delhi Police like Himmat +, Delhi Police one touch one away.

Prof. Ravinder Vinayek further apprised the house about "A" grade accreditation of the institute by NAAC. He further briefed the members about the role and significance of IQAC in achieving A+ grade in reaccreditation of the Institution. He briefed the agenda of the meeting item-wise as follows:

Agenda of the meeting:

- A. Confirmation of minutes of the previous meeting held on 13th January, 2018.
- B. Action Taken Report on the minutes of the meeting of IQAC held on 13th January, 2018.
- C. To discuss the status of AQAR for the year 2017-18.
- D. To finalise Code of Conduct for Teachers, Non-Teaching staff, Students and Management.
- E. To finalise the proposal to be submitted to NAAC for conducting National Workshop.
- F. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

A. Confirmation of minutes of the previous meeting held on 13th January, 2018.

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 13th January, 2018 (Annexure I).

B. Action Taken Report on the minutes of the meeting of IQAC held on 13th January, 2018

Action Taken Report on the minutes of last meeting held on 13th January, 2018 was presented and approved by the house (Annexure II). While discussing, the ATR following issues were discussed:

- i. It was resolved to share real time attendance with all the students of BBA(G) and B.Com(H) course.
- ii. The House recommended that Institution must constitute following teams/committees:
 - Academic and Administrative Audit Committee
 - Gender Equity Committee
 - Energy Conservation Committee
- iii. It was also resolved to organize Self Defense session for girl students annually, in collaboration with Delhi Police.

C. Discuss the status of AQAR for the year 2017-18

The house was apprised about all seven criteria of AQAR. It was resolved in the meeting that final draft of AQAR should be compiled and presented in the next meeting of IQAC. It was further resolved that Dr. Shipra Singh would confirm about the change in the format of AQAR from Dr. K. Rama (Advisor, NAAC).

Further all the seven criteria of AQAR were discussed and following observations were made:

• Criterion 1: Curricular Aspects

- It was recommended to conduct detailed mapping of students' inclination towards becoming entrepreneur, pursue Job or follow higher education.
- Feedback from all the stakeholders must be collected and analysed with special focus on quality of the curriculum.
- Follow up should be made for UGC 12B application with the University.

• **Criterion 2: Teaching, Learning and Evaluation**

- Value added and career oriented programs must be introduced for career advancement of students.
- Guidelines of UGC must be checked with respect to organizing Refresher Course for Faculty Members.

• **Criterion 3: Consultancy and Extension**

- NSS Unit Activities must be planned and preference from students must be taken for joining NSS.
- It was resolved that all faculty must submit the topic of their respective research papers for XX International Conference to be organized by DSPSR, latest by first week of April.

• **Criterion 4: Infrastructure and Learning Resources**

- Special sessions should be organized for students with respect to preparation for competitive exams
- It was suggested that Institution should take Membership of a Sports complex in the vicinity.

Criterion 5: Student Support and Progression

- It was resolved that every year Institute must start one value added course for the students.
- The House suggested that any student bringing accolades for the Institution must be felicitated by giving a certificate and award.

Criterion 6: Governance, Leadership and Management

- Orientation Programme should be organized for every new faculty member.
- The House recommended that profiles of the Faculty Members on Institution's Official Website must be updated on regular basis.
- It was further suggested that every faculty member must have their account on Google Scholar and Research Gate.
- The House suggested that there should be online option of Grievance Filling on Institution's official website.

Criterion 7: Innovations and Best Practices

- It was resolved to share real time attendance with all the students of BBA(G) and B.Com(H) course.
- It was resolved that one workshop would be organized by Mr. Deep Biswas on the theme "Business Process Reengineering"
- The House suggested formulating a policy on Waste Management.

D. To finalise Code of Conduct for Teachers, Non-Teaching staff, Students and Management.

The final draft of the Code of Conduct for Teachers, Non-Teaching staff, Students and Management was submitted and approved by the House (Annexure attached). The House further suggested that the next version of the Code of Conduct must incorporate the best practices related to Code of Conduct.

E. To finalise the proposal to be submitted to NAAC for conduct National Seminar.

The first draft of the proposal to be submitted to NAAC for conduct of National Seminar on the theme "Robust Academic and Administrative Audit Systems for quality sustenance in Higher Education" was placed before the house (Annexure III). The House approved the proposal and suggested to organise it in the coming semester.

F. Any other

- The house suggested that Student's Manual and Faculty Manual should be uploaded on Institution's Website
 - The house suggested to constitute a committee to finalize installation of the solar power systems in the institution
 - The house stressed upon the importance of Green Campus and recommended that a plantation drive must be organized by the Institution.
 - It was resolved that one special lecture by Prof. Ravinder Vinayek may be organized on the theme "Economic Aspects of Indian Constitution"
- The meeting ended with a vote of thanks to the chair.

Simran

Ms. Simran Kaur
Coordinator, IQAC

Ravinder Vinayek

Prof. Ravinder Vinayek
Director, DSPSR

*Copy to:
All concerned*

ACTION TAKEN REPORT AFTER FOURTH MEETING OF IQAC

ON 17th MARCH, 2018

The Action Taken Report on the minutes of the meeting of IQAC held on 17th March, 2018 is as under:

Recommendations by IQAC	Actions Taken
1. To compile the final draft of AQAR	Done
2. To confirm about the prospects of change in the format of AQAR from Dr. K. Rama (Advisor, NAAC).	Dr. Shipra Singh confirmed that format of AQAR would get changed w.e.f. July, 2018
3. To conduct detailed mapping of students' inclination towards opting for a Job or to pursue higher education	Students' inclination towards opting for a Job or to pursue higher education was mapped. (Annexure 1)
4. To collect Feedback from all the stakeholders and analyze it with special focus on quality of the curriculum.	Feedback from various stakeholders including Students, Parents, Alumni and Employers are collected and analysed. (Annexure 2)
5. Value added and career oriented programs must be introduced for career advancement of students.	We are introducing two value added programs in the course structure for the students: Microsoft certification in Advance Excel and Certification program on German Language. Students have given consent to join the program in the upcoming semester starting from August 2018.

	(Annexure 3)
6. To apply for NSS	Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS and got the approval for the same. (Annexure 4)
7. All faculty must submit the topic of their respective research papers for XX International Conference to be organized by DSPSR	All the faculty members submitted the topic of their respective research papers for XX International Conference to be organized by DSPSR. (Annexure 5)
8. It was suggested that Institution should take Membership of a Sports complex in the vicinity.	Sports Incharge visited the only available Sports Complex in vicinity. Membership is not feasible due to lack of space, does not meet the requirements of the Institution. (Annexure 6)
9. The House recommended that profiles of the Faculty Members on Institution's Official Website must be updated on regular basis	Profiles of all the faculty members are updated on the Official Website of the Institution. (Annexure 7)
10. There should be online option of Grievance Filling on Institution's official website.	Institution's official website has functional option to file grievances online. (Annexure 8)
11. To share real time attendance with all the students of BBA(G) and	All the students of BBA(G) and B.Com(H) have access to their online

B.Com(H) course	attendance.
12. One workshop would be organized by Mr. Deep Biswas on the theme "Business Process Reengineering"	Workshop is scheduled for September,2018
13. The House suggested formulating a policy on Waste Management	A new policy on waste management is formulated. (Annexure 9)
14. To finalise Code of Conduct for Teachers, Non-Teaching staff, Students and Management	Code of Conduct for Teachers, Non-Teaching staff, Students and Management was finalized (Annexure 10)
15. To upload Student's Manual and Faculty Manual on Institution's Website	Students' Manual and Faculty are available on the official website (www.dspsr.in) of the Institute. (Annexure 11)

Deep Biswas
Prepared by

Deep Biswas
29/6/2018
Approved by

Minutes of the meeting of IQAC of DSPSR held on 13th January, 2018 at 11:00 a.m. in the Seminar Hall of Delhi School of Professional Studies and Research, 9, Institutional Area, Rohini, Sector-25, New Delhi-110085

Following members were present:

S.No	Name	Designation
1	Dr. Ravinder Vinayak	Chairperson, IQAC
2	Dr. G. S. Popli	Senior Administrative Staff
3	Dr. R.S. Singh	Senior Administrative Staff
4	Mr. Brijesh Nigam	Senior Administrative Staff
5	Dr. Sima Singh	Teacher Representative
6	Ms. Shipra Singh	Teacher Representative
7	Ms. Mani Goswami	Teacher Representative
8	Ms. Pooja Sharma	Teacher Representative
9	Ms. Simple Batra	Teacher Representative
10	Mr. Harsimran Jeet Singh	Nominee - Student
11	Ms. Somya Gupta	Nominee - Student
12	Mr. Kaushal Gupta	Nominee - Student
13	Ms. Priya Kashyap	Nominee - Student
14	Prof K.V. Bhanu Murthy	Nominee - Local Society
15	Ms. Simran Kaur	Coordinator - IQAC

Meeting started with the welcome address by Director, DSPSR. He introduced the members present in the meeting of IQAC for session 2017-18. Prof.Ravinder Vinayek, Director, DSPSR briefed the agenda of the meeting to the members present.

Agenda of the meeting

1. Confirmation of minutes of the previous meeting held on 7th October, 2017
2. Action Taken Report on the minutes of the meeting of IQAC held on October 7, 2017.
3. To discuss various policies to be adopted by IQAC.
4. To reconstitute various teams for Current Academic Session 2017-18.
5. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

1. Confirmation of minutes of previous meeting held on 7th Oct 2017

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 7th October, 2017.

2. Discussion on Action Taken Report of the previous meeting held on 7th October, 2017

Action Taken Report on the minutes of last meeting of IQAC held on 7th October, 2017 was presented and approved by the house. While discussing the ATR following issues/suggestions emerged which were approved by the house:

- i. It was resolved in the meeting that a 7 day workshop on "Financial Econometrics" will be organized from 4 to 10 June 2018.
- ii. It was further resolved that a "Behavioral Lab" should be setup in the institution.
- iii. The house recommended a session for Computer literacy for support staff and under privilege students of J.J.Colony. Responsibility centre will be Ms.Simple Batra for the same.

3. To discuss various policies to be adopted by IQAC.

The house suggested that below mentioned policies must be implemented:

- Core Value Policy (annexure attached)
- Staff Development Policy (annexure attached)

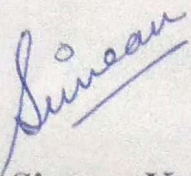
4. To finalise various teams for Current Academic Session 2017-18.

Chairperson apprised the house about various teams/committees present in the college and it was resolved to reshuffle the members of each team. Final list of teams/committees are attached as annexure.

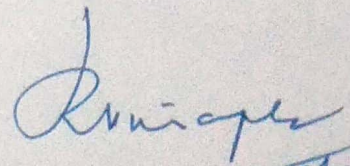
5. Any other matter with the permission of the Chair.

The house emphasized that personal attention must be given to laggard students and their personal files should be maintained to record their performance in the exams.

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
IQAC Coordinator



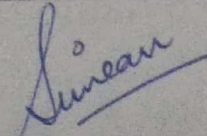
Prof. Ravinder Vinayek
Chairperson, IQAC

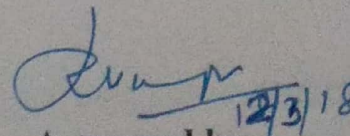
ACTION TAKEN REPORT AFTER FOURTH MEETING OF IQAC

ON 13th JANUARY, 2018

Delhi School of Professional Studies and Research is committed to improve the overall quality of the students and teachers. During the last meeting of IQAC, the committee made some observations and recommendations which we have worked to improve during the session. Below mentioned table contains the recommendations given by IQAC held on 13/01/2018 and actions taken by DSPSR.

Recommendations by IQAC	Actions Taken
1. To conduct a 7 day workshop on "Financial Econometrics"	One week National Level Workshop on " Analytical Techniques for Research: Financial Econometrics " was conducted from June 4 to 10 June,2018 (Annexure 1)
2. To constitute Behavioral Lab in the institution	We have started a Behavioural Lab in the name of "Antarmann" in the month of March. Its first activity was Psychometric Testing of undergraduate students of B.com and BBA program. A detailed session was held to test the personality traits of the students using MBTI Scale.
3. To arrange a session on "Basic Etiquettes" for support staff	A workshop on the theme " PERSONALITY DEVELOPMENT " was conducted for support staff on 24 th March, 2018. (Annexure 2)


Prepared by
Ms. Simran Kaur
IQAC Coordinator


Approved by
Prof. Ravinder Vinayek
Chairperson, IQAC

Minutes of Opening IQAC Meeting held on 7th October, 2017 at 2:00 pm, in the Seminar Hall (Ground Floor) of Delhi School of Professional Studies and Research, 9, Institutional Area, Rohini, Sector-25, New Delhi-110085

Following members were present:

1	Prof. (Dr). Ravinder Vinayek	Chairperson, IQAC
2	Dr. R.S. Singh	Senior Administrative Staff
3	Dr. Shipra Singh	Teacher Representative
4	Mr. Manpreet Singh	Teacher Representative
5	Ms. Mukta Katyal	Teacher Representative
6	Ms. Mani Goswami	Teacher Representative
7	Ms. Shagun Bakshi	Teacher Representative
8	Prof. (Dr). K.V. Bhanu Murthy	Nominee - Local Society
9	Prof.(Dr). Ajay Kumar Singh	Management Representative
10	Mr. Siddhant Arya	Students' Representative
11	Mr. Karan Dhawan	Students' Representative
12	Ms. Somya Gupta	Students' Representative
13	Mr. Abhishek Daniel	Students' Representative
14	Ms. Priya Kashyap	Students' Representative
15	Ms. Simran Kaur	Coordinator – IQAC

Meeting started with the welcome address by Director, DSPSR. He introduced the Dignitaries and the other faculty members present in the meeting of IQAC for session 2017-18. Prof. Ravinder Vinayek, Director, DSPSR apprised the house about "A" grade accreditation of the institute. He further briefed the members about the role and significance of IQAC in achieving A+ grade in future.

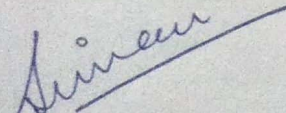
Agenda of the meeting

1. Confirmation of minutes of previous meeting held on 8th Oct 2016
2. Discussion on Action Taken Report of the previous meeting held on 8th Oct 2016
3. Discuss NAAC Revised Accreditation Framework.
4. Brief discussion on requirement for preparation of AQAR for the year 2017-18.
5. Finalize IQAC calendar for current academic session.
6. Any other matter with the permission of the Chair.

Following items were discussed and approved unanimously:

1. Confirmation of minutes of previous meeting held on 8th Oct 2016

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 8th Oct 2016.


Ms. Simran Kaur
Coordinator, IQAC


Prof. Ravinder Vinayek
Chairperson, IQAC

2. Discussion on Action Taken Report of the previous meeting held on 8th Oct 2016
Action Taken Report on the minutes of last meeting of IQAC held on 8th Oct 2016 was presented and approved by the house.
While discussing the ATR following issues/suggestions emerged which were approved by the house:

- It was resolved to conduct remedial classes for the students after final assessment on the basis of analysis done by examination team.
- The house was apprised that the institution organized two FDP for in house faculty members as resolved in the previous IQAC meeting.
- The house recommended that inter and intra business quiz competition should be organized in the college.
- It was resolved to submit the proposal to university for NSS-recognition.

3. Discuss NAAC Revised Accreditation Framework

The house was acquainted about the below mentioned changes in the NAAC accreditation:

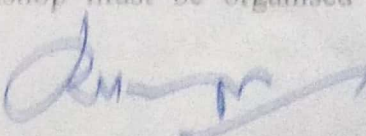
- The new evaluation process of NAAC gives 70 percent weightage to the qualitative data supplied in SSR (Self Study Report) and 30 percent weightage is on the recommendations and observations of the NAAC Peer Team.
- Transparency would be increased and data is subject to validation by third party and there is no scope of window dressing which was appreciated.
- Role of students is important as data is required to be validated by students and alumni's.
- The house stressed on documentation for the efforts being done by DSPSR
- Prof. K.V. Bhanu Murthy emphasized that college has to set 15 percent target every year to achieve the goal of 3.52 in next accreditation.

4. Brief discussion on requirement for preparation of AQAR for the year 2017-18.

Chairperson apprised the house about seven criterias provided by NACC for Annual Quality Assurance Report (AQAR). The house suggested the below mentioned areas of priorities for AQAR:

- The house suggested that "Teach with me program", Psycho-Metric Testing and 360 degree appraisal must be introduced and implemented.
- The house emphasized that personal attention must be given to laggard students and their personal files should be maintained to record their performance in the exams.
- It was proposed by Prof. (Dr.) K.V. Bhanu Murthy that tutorial classes should be held for students on fort nightly basis for students facing problems.
- The house emphasized that faculty members should enroll in various MOOC courses.
- The house recommended to conduct Workshop on research and academic writing for 1.5 to 3 hours for faculty members.
- The house recommended that Financial Modeling workshop must be organised for faculty members.

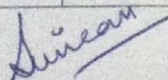

Ms. Sharmila Kaur
Coordinator, IQAC


Prof. Ravinder Vinayak
Chairperson, IQAC

5. Finalize IQAC calendar for current academic session.

The house confirmed the below mentioned events as part of IQAC Calendar for Academic Session 2017-18:

S.NO.	ACTIVITY	SCHEDULE	RESPONSIBILITY CENTRE
1	IQAC Committee meeting	Twice a year (Beginning and end of each Academic year)	IQAC Coordinator
2	Quarterly meetings of IQAC	Last Saturday of every month of the quarter or next working day, if holiday	IQAC Coordinator
3	Master Timetable	Three days before the commencement of the classes	Academic Coordinator
4	Lesson Plan	To be prepared one week before the commencement of the classes	Academic Coordinator
5	Academic content	To be submitted three days earlier the commencement of the classes	Academic Coordinator
6	Weekly Report	To be submitted on last working day of every week	Concerned Team leader
7	Quarterly Newsletter	30th of every last month of the quarter or next working day, if holiday	Concerned Team leader
8	Feedback from Alumni	During Alumni meet	Placement Head
9	Feedback from Students	Thrice every semester	Programme Coordinator
10	Feedback from Parents	Mid of every semester	Programme Coordinator
11	Parents Teachers Meeting	Mid of every semester	Programme Coordinator
12	Performance appraisal of faculty members	End of every academic year	Director
13	Result Analysis	End of every semester	Controller of Examinations
14	Daily Activity Report	End of every working day	IQAC Coordinator
15	Weekly planner	Last working day of every week, planner will be	IQAC Coordinator


Ms. Simran Kaur
 Coordinator, IQAC

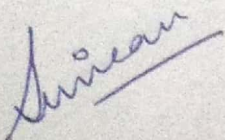

Prof. Ravinder Vinayek
 Chairperson, IQAC

S.NO.	ACTIVITY	SCHEDULE	RESPONSIBILITY CENTRE
		submitted for next coming week	

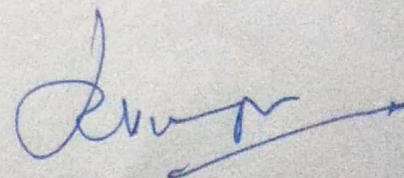
6. Any other matter with the permission of the Chair

- It was recommended by the house that the policies followed by the Institution should be supported by documents and IQAC should verify them.
- It was suggested that first day of the month should be celebrated as a smart day and fun day could be celebrated as cultural diversity day, once in a semester.
- The house stressed upon improving branding of the Institute.

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
Coordinator, IQAC



Prof. Ravinder Vinayek
Chairperson, IQAC

Minutes of the opening meeting of Internal Quality Assurance Cell (IQAC) academic session 2016-17, held on October 8, 2016 at 10:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, Delhi-110085.

Following were the members present:

1	Dr. Ravinder Vinayak	Chairperson
2	Dr. R.S. Singh	Senior Administrative Staff
3	Mr. R. S. Rajpoot	Senior Administrative Staff
4	Dr. D. K. Vaid	Teacher Representative
5	Dr. H. J. Ghoshroy	Teacher Representative
6	Dr. Sima Singh	Teacher Representative
7	Ms. Shipra Singh	Teacher Representative
8	Ms. Disha Thanai	Teacher Representative
9	Ms. Mukta Katyal	Teacher Representative
10	Ms. Aastha Kumar	Teacher Representative
11	Dr. Ajay Kumar Singh	Management Representative
12	Dr. Vandna Sharma	Nominee – Alumni
13	Mr. Sagar Bhatia	Nominee – Student
14	Ms. Riya Garg	Nominee – Student
15	Prof K. V. Bhanu Murthy	Nominee - Local Society
16	Mr. Subhash Jagota	Nominee – Employer
17	Mr. Vijay Rai	Nominee - Industrialist
18	Ms. Simran Kaur	Coordinator – IQAC

Prof. Ravinder Vinayak, Director, DPSR, welcomed all the members present in the second Internal Quality Assurance Cell (IQAC) meeting, aimed at evolving mechanism and procedures for the smooth functioning of IQAC, DPSR. He briefed the members about the role and significance of IQAC. He further, elaborated the policies and systems followed at DPSR, to achieve the goals of the Institution. He briefed the agenda of the meeting item-wise as follows:

Agenda of the meeting:

- A. Confirmation of the minutes of the previous meeting held on 14.11.2015
- B. Discussion on Action Taken Report of the previous meeting held on 14.11.2015
- C. To discuss about maintenance of quality as per the below mentioned parameters prescribed by NAAC:
 - Curricular Aspects
 - Teaching, Learning, and Evaluation
 - Research, Consultancy, and Extension
 - Infrastructure and Learning Resources
 - Student Support and Progression
 - Governance, Leadership and Management

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- Innovations and Best Practices
- D. Finalize IQAC calendar for current academic session.
- E. Areas of priorities especially for NAAC visit
- F. Any other

Following items were discussed and approved unanimously:

A. Confirmation of the minutes of the previous meeting held on 14.11.2015

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 14.11.2015

B. Discussion on Action Taken Report of the previous meeting held on 14.11.2015

Action Taken Report on the minutes of last meeting of IQAC held on 14.11.2015 was presented and approved by the house.

While discussing the ATR following issues/suggestions emerged which were approved by the house:

- It was resolved to maximize student's participation in event management at the institution such as escorting guest, hosting the guest lectures, arranging conference and guest lectures. Students may be asked to carry visiting cards while representing at various platforms.
- The need for maintenance of proper documentation for the hard efforts being done by DSPSR was stressed upon.
- It was decided to explore the possibilities to conduct a workshop on Tally for BBA (G) and B.Com (H) it as part of syllabi.
- The house recommended that workshops on 'Train the Trainer' are required for the training of teachers to equip them with the best teaching techniques.

C. To discuss about quality maintenance as per parameters prescribed by NAAC

The house was apprised with the seven Quality Parameters prescribed by NAAC:

1. Curricular Aspects

It was recommended to develop practical content for each subject of both the courses BBA (G) and B.Com (H). It was further emphasized that video sessions must be developed so that students can access the same as and when required. It was further suggested that videographed content should be developed in accordance with the content of Consortium for Educational Communication (CEC), which is one of the Inter University Centers set up by the University Grants Commission of India, and National Mission on Education through ICT, Ministry of HRD, Government of India. The benchmark of ePathshala and Massive Open Online Course (MOOCS) should be taken into consideration.

2. Teaching, Learning, and Evaluation

- It was resolved that the practical aspect of each subject must be emphasized, so that students can be aligned towards the latest trends in industry. It was resolved to do result analysis of all the courses taken by different faculty members so as to take indicated action thereon.

3. Research, Consultancy and Extension

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- The house suggested that Faculty internships should be promoted so as to strengthen faculty-industry interface.
- The house suggested to conduct a workshop for faculty members on the concept of Financial Modeling.
- The house emphasized that attention should be paid towards the quality in academics and its delivery by opting **3D Model**:
 - **Demand:** Demand for the quality education
 - **Design:** The development of material must be made on the designed pedagogy which may include case studies, quiz, role plays, management games, etc., so that the students can gain insight of the topic of study.
 - **Delivery:** Delivery of knowledge, content, and practical aspects of all the courses run in the Institute.

4. Infrastructure and Learning Resources

- Chairperson apprised the house that ICT is being used in various aspects such as attendance, examination and teachers feedback.
- The house was acquainted about the extension plan of Institution's infrastructure in terms of building and computer labs. About 500 sq. mtr. of additional building space shall be created before the start of the next academic session.

5. Student Support and Progression

- The house was informed about the below mentioned policies and practices being followed at DSPSR:
 - Environment, Health, and Safety Policy
 - Premises Security and Safety
 - Ethical Policy for Marketing and Recruitment
 - Staff Recruitment and Selection Policy
 - Student and Recruitment Policy
 - Equal Opportunity Policy for Staff
 - Equal Opportunity Policy for Students
 - Payment of Fees
 - Refund of Fees
 - Student Induction Policy
 - Attendance Policy
 - Student Disciplinary Procedure
 - Welfare and Social Security Policy (Student and Staff)
 - Rules and Regulations for Examination
 - Academic Deceit and Plagiarism
 - Students Feedback Policy
 - Policy for Differently Abled People
 - Rules and Regulations for Hostellers
 - Learning and Teaching Policy
 - Course Development Policy
 - Policy for Subject Allotment

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- Policy for Timetable Management
- Policy for Staff Development
- Performance Appraisal Policy
- Staff Grievance Policy
- Library Procedure and Book Bank Policy
- Archive Policy
- Pastoral Policy
- Extension Policy
- Scholarship Policy

- The house suggested that EDC should focus on making students study business cases and success stories of entrepreneurs in order to give them practical exposure.
- The house suggested inculcating Business Ethics among students in order to prepare them for corporate world.
- In order to enhance entrepreneurship skills, the house suggested conducting Business Plan competitions.
- Mr. Subhash Jagota stressed upon starting a live project with V Mart

6. Governance, Leadership, and Management

- The house emphasized on Training and Development sessions on research methodology for the faculty members.
- The house put forward the view that the faculty members should be encouraged by highlighting the best practices of individual faculty member(s).
- The house suggested that students should be evaluated on their leadership skills while organizing events.
- Rotaract club of DSPSR was applauded for its special outreach programmes, as it has been awarded as Best Rotaract Club, sponsored by Delhi Club of Delhi Maurya, Delhi, by Rotaract District 3012.
- Governance should be more transparent and more open house session must be conducted and recorded.

7. Innovations and Best Practices

- The house recommended that best practices must be shared amongst all faculty members by conducting regular faculty meetings. The house also suggested conducting experience sharing sessions by Best Teacher. Further it was resolved that there should be awards for two runner ups along with best teacher award or Gold, Silver, Bronze Medals.
- The concept of 360 degree feedback was very much appreciated by all the members of the house.
- Mr. Vijay Rai suggested that Training must be provided to the faculty members on how to 'give and receive' feedback for the purpose of faculty feedback.
- The house emphasized that various intra college and intercollegiate events must be organized in order to give students practical exposure. It was further suggested to organize Business plan competition in order to foster entrepreneurship among students. The house

- also resolved to conduct workshops for students on how to pitch investors for their respective business plans.
- The house suggested establishing Idea Labs in the Institute and it was recommended that each student should give at least 10 innovative ideas at the time of start of the academic year.
 - Idea generation day to be celebrated each month and to be scheduled in the month of October and November, 2016.
 - Top 10 innovative ideas to be added in newsletters and may be awarded cash prizes, for promoting creative mindsets.
 - For promotion of idea generation day, posters may be displayed on various floors.
 - The house suggested that feedback should incorporate a structured format in which the suggested solution to the problem must be asked.
 - The house recommended that one day in every month must be observed as Smart Day where all students will dress up professionally. Further it was suggested that all students must dress up professionally for every event of the college.
 - The house suggested initiating a Social Responsibility initiative in collaboration with local nurseries to get saplings and sell them on petrol pumps. It was further suggested that student members of Rotaract Club of DSPSR must take initiative for this.
 - The house appreciated the mentor mentee practice and meditation sessions conducted in the institute on daily basis.
 - It was resolved to implement **TQM framework and Balanced Score Card** in order to add value to the larger framework having dual objectives of **Quality culture and Social Responsibility**.

D. Finalize IQAC calendar for current academic session

The house confirmed the below mentioned events as part of IQAC Calendar:

S.NO.	ACTIVITY	SCHEDULE	RESPONSIBILITY CENTRE
1	IQAC Committee meeting	Twice a year (Beginning and end of each Academic year)	IQAC Coordinator
2	Master Timetable	Three days before the commencement of the classes	Academic Coordinator
3	Lesson Plan	To be prepared one week before the commencement of the classes	Academic Coordinator
4	Academic content	To be submitted three days before the commencement of the classes	Academic Coordinator
5	Weekly Report	To be submitted on last working day of every week	Concerned Team leader
6	Quarterly Newsletter	30th of every last month of the quarter or next working day, if holiday	Concerned Team leader
7	Feedback from Alumni	During Alumni meet	Placement Head

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S.NO.	ACTIVITY	SCHEDULE	RESPONSIBILITY CENTRE
8	Feedback from Students	Thrice every semester	
9	Feedback from Parents	Mid of every semester	Programme Coordinator
10	Parents Teachers Meeting	Mid of every semester	Programme Coordinator
11	Submission of annual report by every committee/team	Mid of every semester	Programme Coordinator
12	Result Analysis	End of every academic year	Respective team leaders
13	Daily Activity Report	End of every semester	Controller of Examinations
14	Student Council Meeting	End of every working day	IQAC Coordinator
15	Weekly planner	Last week of every month Last working day of every week, planner will be submitted for next coming week	IQAC Coordinator

E. Areas of priorities especially for NAAC visit

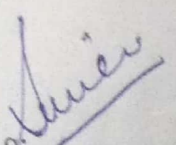
The house suggested the below mentioned areas of priorities for IQAC:

- Continual in-service training shall be provided to the faculty members.
- Development of infrastructure facilities on continual basis.
- To enhance the placement activities.
- To promote more innovative and best practices.

F. Any other

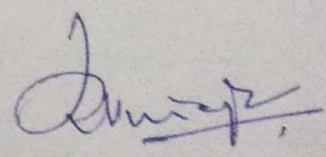
- It was recommended by the house that the policies followed by the Institution should be supported by documents and IQAC should verify them.
- The house stressed upon improving branding of the Institute.
- The house suggested that a comparative analysis of faculty members of nearby colleges must be undertaken in order to analyze the gap areas, if any, and do SWOT analysis

The meeting ended with a vote of thanks to the chair.



Ms. Simran Kaur
Coordinator, IQAC

Copy to:
All concerned



Prof. Ravinder Vinayek
Director, DSPSR

12

ACTION TAKEN REPORT AFTER FIRST MEETING OF IQAC

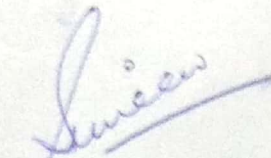
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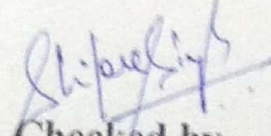
Delhi School of Professional Studies and Research is committed to improve the overall quality of the students and teachers. During the last meeting of IQAC, the committee made some overall observations and recommendations which we have worked to improve during the session. Below mentioned table contains the recommendations made by IQAC in its meeting held on 08/10/2016 and actions taken by DSPSR.

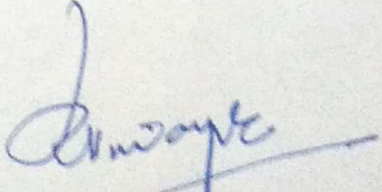
Recommendations by IQAC	Actions Taken
1. To maximize student's participation in event management at the institution such as escorting guest, hosting the guest lectures, arranging conference and guest lectures.	Below mentioned students driven societies and council have been formed <ul style="list-style-type: none">• DansDansuri (Dance Society)• Clix (Photography Society)• Sur-Taal (Music Society)• Rangmanch (Dramatics Society)• Kalakriti (Fine Arts Society)• Students Council• Newsletter Team
2. To develop practical content for each subject of both the courses BBA (G) and B.Com (H)	Teaching pedagogy is based on the practical knowledge and applicability of the concepts mentioned in the syllabus of the course. The faculty members mainly impart the knowledge by using case studies, quiz, role plays; management games etc. so that the students can gain insight of the topic of study. Each faculty tries to nurture in the students the habit of asking questions and inquiring about the topic under study
3. To do result analysis of all the courses taken by different faculty members so as to take indicated action thereon.	The result analysis of the End-Term Examination of the University is carried out in detail and faculty members are advised to take corrective actions in case the results are not found to be satisfactory.
4. To conduct a workshop for faculty members on the concept of Financial Modeling.	Institute organized 3 days National Workshop from 17th December, 2016 to 19th December, 2016 on the topic " Financial Modeling with Ms-Excel "

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5. To extend the Institution's infrastructure in terms of building and computer labs. About 500 sq. mtr. of additional building space shall be created before the start of the next academic session.	Ms-Excel" Work is in progress with respect to extension of infrastructure and new space will be ready before the commencement of academic session 2017-18.
6. EDC should focus on making students study business cases and success stories of entrepreneurs in order to give them practical exposure	One special lecture of Mr. Virender Khanna (HOD, School of business & entrepreneurship) was arranged in order to make the students familiar with the way they can apply their knowledge into practical use so as to benefit others in the society.
7. To conduct Training and Development sessions on research methodology for the faculty members.	One Faculty Development Programme is scheduled for 10th June, 2017 to 16th June, 2017 on Research Methodology: Analytical Techniques for Research.
8. Top 10 innovative ideas to be added in newsletters and may be awarded cash prizes, for promoting creative mindsets.	Newsletter team has been communicated to incorporate this into practice.
9. The house recommended that one day in every month must be observed as Smart Day where all students will dress up professionally.	The scheme has been implemented with effect from academic session i.e., 2017-18


Prepared by


Checked by


Approved by

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Minutes of the first Internal Quality Assurance Cell (IQAC) meeting held on November 14, 2015 at 10:00 a.m. in the Seminar Hall at Delhi School of Professional Studies and Research (DPSR), 9, Institutional Area, Rohini, Sector-25, New Delhi-110085.

Following were the members present:

1	Prof. Ravinder Vinayek	Director, DPSR(in the chair)
2	Dr. Ajay Kr. Singh	Hony. President, DPSR
3	Prof. D. K. Vaid	Dean (Academics), DPSR
4	Dr. K. V. Bhanu Murthy	Department of Commerce, Delhi School of Economics, University of Delhi
5	Mr. Pankaj Malhotra	President, Ceasefire
6	Ms. Madhima Tirkey	DGM-HR Guardian, Lifecare
7	Dr. Supreet Singh	Associate Professor, DPSR
8	Dr. Sima Singh	Associate Professor, DPSR
9	Dr. Moloy Ghoshal	Associate Professor, DPSR
10	Ms. Simran Kaur	Assistant Professor and IQAC coordinator, DPSR
11	Ms. Disha Thanai	Assistant Professor cum Academic Coordinator, DPSR
12	Ms. Mukta Katyal	Assistant Professor cum Programme Coordinator- BBA, DPSR
13	Ms. Bhawna Manyal	Assistant Professor cum Programme Coordinator- B.Com. (H.), DPSR
14	Ms. Mani Goswami	Assistant Professor cum Controller of Examinations, DPSR
15	Mr. Manpreet Singh	Assistant Professor cum Deputy Controller of Examinations, DPSR
16	Mr. Indranil Mutsuddi	Assistant Professor, DPSR
17	Ms. Sakshi Gupta	Assistant Professor, DPSR
18	Ms. Ankita Jain	Assistant Professor, DPSR
19	Ms. Aanchal Nagpal	Assistant Professor, DPSR
20	Ms. Preksha Arora	Assistant Professor, DPSR
21	Ms. Vandana	Assistant Professor, DPSR
22	Mr. R. S. Rajpoot	Library Incharge, DPSR

Prof. Ravinder Vinayek, Director, DPSR welcomed all the members present in the first Internal Quality Assurance Cell (IQAC) meeting, aimed at evolving mechanism and procedures for the smooth functioning of IQAC, DPSR. He briefed the members about the role and significance of IQAC. He further, elaborated the policies and systems followed at DPSR, to achieve the goals of the Institution. He briefed the agenda of the meeting item- wise as follows:

Agenda of the meeting:

- A. Vision, Mission, and Quality policy of DPSR
- B. Importance and Functions of IQAC.
- C. To review the healthy practices which were earlier followed at DPSR.
- D. To discuss about maintenance of quality as per the below mentioned parameters prescribed by NAAC.
- E. Any other item.

Items discussed approved as follows:

A. Vision, Mission and Quality policy Of DSPSR

B. The members were briefed about the vision, mission and quality policy of DSPSR (Annexure I)

C. Importance and Functions of IQAC

IQAC of any institution devises policies for enhancement of quality of the Institution's system. Since quality enhancement is a continuous process; the IQAC will become a part of the Institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of Institutions. Thus, IQAC at DSPSR will evolve mechanism and procedures for Quality Assurance Strategies.

D. To review the healthy practices which were earlier followed at DSPSR

- The focus of the **strategies** of the Institution need to be adopted under IQAC.
- Existing policies of the Institute were discussed and it was resolved that IQAC will endorse these policies:
 - i. Premises, Health and Safety
 - Environment, Health, and Safety Policy
 - Premises Security and Safety
 - ii. Management and Staff Resources
 - Staff Recruitment and Selection Policy
 - Equal Opportunity Policy for Staff
 - Staff Development Policy
 - Staff Grievance Policy
 - Student Attendance Policy
 - Policy for Timetable Management
 - iii. Learning and Teaching: Course Delivery
 - Learning and Teaching Policy
 - Induction Policy
 - iv. Quality Assurance and Enhancement
 - Content Development Policy
 - Student Feedback Policy
 - Performance Appraisal Policy
 - v. Student Welfare
 - Complaint Policy
 - Disability Strategy
 - Student Disciplinary Procedure
 - Equal Opportunity Policy for Students
 - vi. Qualification and Awards
 - Examination Rules and Regulation
 - Academic Deceit and Plagiarism Policy

E. To discuss about quality maintenance as per parameters prescribed by NAAC
The house was apprised with the seven Quality Parameters prescribed by NAAC:

1. Curricular Aspects

It was recommended to suggest GGSIPU to formulate the guidelines for standardization of the curriculum so as to maintain the uniformity in guidelines across the Institutes, in terms of course plan and teaching methodology.

2. Teaching, Learning and Evaluation

- The house was informed about e-feedback system of faculty being followed at the Institute. This 5 point Likert Scale based numeric e-feedback system used to enhance the quality of teaching.
- It was resolved to emphasize on the practical aspect of each subject, so that students can be aligned towards the latest trends in industry. Further, it was also resolved that faculty members should orient students' mind to be a job providers rather than being a job seekers.
- It was resolved to do result analysis of all the courses taken by different faculty members.

3. Infrastructure and Learning Resources

Prof. K. V. Bhanu Murthy stressed on health and safety strategy which should not only focus on health and safety of students and faculty but should also focus on community as a whole. For instance: **Rotary India WASH in Schools Program**. It aimed at developing a cadre of professionals in the country from the Water-Sanitation and Education sectors in the government and from other related sectors, who can plan, manage, monitor and sustain a WASH in Schools (WinS) programme.

4. Student Support and Progression

- The house was informed about the policies and practices being followed at DSPSR. For instance, Student Welfare policies, so as to ensure the first-class educational opportunities are available to the students and Disability Policy, so as to encourage the Potential students with disability by providing equal opportunities.
- The house was acquainted with the e-attendance system of students so that parents can keep the track of their ward's attendance.

5. Governance, Leadership and Management

- The house emphasized on Training and Development sessions on research methodology for the faculty members.
- The faculty members should be encouraged by highlighting the best practices of individual faculty member(s).
- The house was apprised with the Monthly Priorities, being maintained and updated on regular basis, in order to ensure timely completion of all the tasks.

6. Innovations and Best Practices

- The house was informed about the holistic development approach followed in the Institution through Rotaract club, which aims at upliftment of under privileged children and development of society as a whole.
- Mr. Pankaj Malhotra, President, Ceasefire; recommended to develop the system of **360 degree feedback** including all stakeholders for example recruiters, parents (till 2 years), so as to keep a check on the quality of students who have passed from the Institution.
- Ms. Madhima Tirkey, DGM-HR Guardian, Lifecare, further, suggested that the feedback should be taken not only about the performance of students and faculty members, but also about various aspects of the Institution, so as to keep a track of the performance of the Institution. To this, the house was apprised about the Open House Sessions being conducted in the institution, since 1999, which aims at evaluation of overall aspects of students welfare including teaching, facilities, infrastructure, systems and so on.
- Ms. Madhima Tirkey recommended that the grievance cell should develop a separate excel sheet for every issue (resolved or unresolved), and the consent should be taken from the aggrieved party, regarding the resolution of the issue.

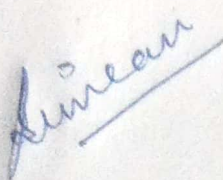
7. Research, Consultancy and Extension

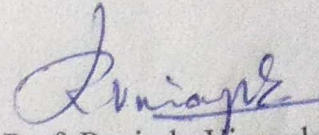
- It was resolved in the meeting that the permanent/regular faculty member working in Delhi School of Professional Studies and Research and registered for doing Ph. D. in an approved University in India, will be provided with a One Time Seed Money Grant of Rs. 10,000/- in order to facilitate take-off research by the faculty member. The grant will be utilized by the faculty members for carrying out research work for Ph.D. programme such as purchase of books, purchase of stationery items, field work, printing etc.
- It was recommended that research work must be encouraged amongst students by guiding them to write research papers jointly with teachers or independently.

F. Any other item

- It was recommended that the policies followed by the Institution should be supported by documents and IQAC should verify them.
- It was resolved to implement **TQM framework** in order to add value to the larger framework having dual objectives of **Quality culture** and **Social Responsibility**.

The meeting ended with a vote of thanks to the chair.


Ms. Simran Kaur
Coordinator, IQAC


Prof. Ravinder Vinayek
Director, DSPSR

ACTION TAKEN REPORT AFTER FIRST MEETING OF IQAC

ON 14 NOVEMBER, 2015

Delhi School of Professional Studies and Research is committed to improve the overall quality of the students and teachers. During the last meeting of IQAC, the committee made some overall observations and recommendations which we have worked to improve during the session. Below mentioned table contains the recommendations given by IQAC held on 14/11/2015 and actions taken by DSPSR.

Recommendations by IQAC	Actions Taken
1. To emphasize on the practical aspect of each subject, so that students can be aligned towards the latest trends in industry	Teaching pedagogy is based on the practical knowledge and applicability of the concepts mentioned in the syllabus of the course. The faculty members mainly impart the knowledge by using case studies, quiz, role plays; management games etc. so that the students can gain insight of the topic of study. Each faculty tries to nurture in the students the habit of asking questions and inquiring about the topic under study (Annexure 1: Practical Content sheet)
2. To motivate the students for live projects, so as to develop industry- academia interface	Students are provided with opportunities to interact with people from industry. In this regard, the Institution organizes National and International Seminars/Conferences, Guest Lectures, Live Project, Summer Training to widen their horizons. The Institution also organizes Industrial visits for the students to enhance their practical exposure to industry. (Annexure 2: list of guest lectures,

3. Faculty members should orient students' mind to be job providers rather than being a job seekers

industrial visits, seminar, conference)

EDC-Cell of DSPSR conducted various activities in last few months, for guiding students with entrepreneurial interest:

- Entrepreneurship Development Cell of DSPSR organized a Seminar on **Entrepreneur Development** in association with NIESBUD, Ministry of skill development & entrepreneurship, Government of India. 5 students from the Institute registered for a certification course from NIESBUD.
- A session was conducted on 26/04/2016 in which a video clip on "A Tale of Two Fathers" was shown and analysed by the Convener Dr. Moloy Ghoshal which was about how the only son of a professor (Ph.D. qualified) became one of the richest person of Miami, USA by following the instruction and guidance of his God father who was a business man and hardly class eight passed. The students very enthusiastically watched the video and after that they were asked to explain their understanding on the story and also asked to share their experiences particularly those students who are coming from business families.
- Dr. Supreet Singh, took a very interesting and interactive session on 11/03/2016, pertaining to how to start an enterprise, what are the different steps a person has to go through before starting the business. The issues and challenges that one has to face in start up phase were also

been clarified by him. The session was full of queries from the students side as our Prime Minister Mr. NarendraModiJi, has announced several projects pertaining to entrepreneurship like 'Start-up India', 'Stand-up India', 'Make-in India' etc.

- An introductory session was conducted by Dr. MoloyGhoshal, on 26/02/2016, mentioning the objectives of EDC-Cell; what does actually mean by 'Entrepreneur' and how an entrepreneur is different from intrapreneur, common business man and an employee.

(Annexure 3: Photographs of various events related to entrepreneurial activities)

4. Focus on health and safety of students, staff members and community as a whole

Students' requirement of medical facility is generally of accidental nature. Otherwise, the College takes special efforts to ensure the health and well-being of its students and faculty members

Medical room with First Aid facility & bed is available for the students and staff. The college has a Doctor on Call facility available. Aqua guard units on each floor ensure pure drinking water.

In case of emergency, the Institution provides transport facility & escorts for the student to the nearest hospital for immediate medical aid. The same facility is extended to the faculty and staff members. Workshops and sessions, such as, Yoga, Stress Management, and

	Meditation are organized on a regular basis to ensure the well being of students and staff.
5. Training and Development sessions on research methodology for faculty members.	<ul style="list-style-type: none"> One week National Level Workshop on "Analytical Techniques for Research –Financial Econometrics" from June 8 to 14 June,2016 (Annexure 4 : Details of the workshop)
6. The faculty members should be encouraged by highlighting the best practice of individual faculty member	Best Teacher Award is given to the faculty members every year on the basis of their academic, administrative, and teaching performance (Annexure 5: Best Teacher Award List)
7. Recommended to develop the system of 360 degree feedback, including all stakeholders	The 360° Performance Appraisal of all the staff members of DSPSR are done once in a year where appraisal is done by his/her peers, superior, subordinates, students and self appraisal is also done in order to strengthen self-development. From the current session (2016-17), we have started taking feedback from parents as well. (Annexure 6: Specimen of 360 performance appraisal form and parent feedback form)
8. Grievance cell should develop a separate excel sheet for every issue (resolved or unresolved), and the consent should be taken from the aggrieved party, regarding the resolution of the issue.	New format have been finalized for Grievance cell.
9. The seed money of Rs. 10,000/- should be awarded to the faculty	Below mentioned faculty members have been awarded with seed money of Rs.

<p>members of DSPSR, on registration or completion of doctorate degree, for those who could not be given earlier.</p>	<p>10,000/- for completing their Doctoral degree:</p> <ul style="list-style-type: none"> • Dr. Sima Singh • Dr. Shipra Singh <p>(Annexure 7: Details of cheques)</p>
<p>10. TQM framework must be implemented in the institution in order to add value to the larger framework:</p>	<p>TQM is implemented in three ways:</p> <ul style="list-style-type: none"> • Product Quality which includes the quality of our graduates, Research and Publication. • Process Quality teaching pedagogy is practical oriented • Risks that include Fire and health risk • Ongoing/Continuous Improvement

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Prepared by

Shipra Singh

Checked by

Amiya

Approved by