

**Minutes of Meeting of IQAC held on 18.06.2022, at 5:00 PM, Seminar Hall (Ground Floor)**

**Delhi School of Professional Studies and Research  
9, Institutional Area, Rohini, Sector-25, New Delhi-110085.**

Following members were present:

1	Prof. Sima Kumari	Chairperson, IQAC(Director, DSPSR)
2	Dr. R.S. Singh	Senior Administrative Representative(Registrar,DSPSR)
3	Dr. V. K. Singh	Associate Professor,DSPSR
4	Dr. Shipra Singh	IQAC Coordinator, Associate Professor,DSPSR
6	Dr. Anupama Lakhera	Associate Professor,DSPSR
7	Dr. Hemkant Kulshrestha	Associate Professor,DSPSR
8	Dr. Sugandh Rawal	Associate Professor,DSPSR
9	Dr. Saurabh Panwar	Associate Professor,DSPSR
11	Ms. Mukta Katyal	Assistant Professor,DSPSR
12	Ms. Chandni Bisht	Assistant Professor,DSPSR
16	Ms. Sheetal	Assistant Professor,DSPSR
17	Mr. Santosh Kumar	Assistant Professor,DSPSR
18	Ms. Anshika Negi	Assistant Professor,DSPSR
19	Ms. Princy Aggarwal	Assistant Professor,DSPSR
20	Mr. Avinash Pal	Assistant Professor,DSPSR
24	Ms. Simran Kaur	Assistant Professor,DSPSR
25	Ms. Manya Jain	Assistant Professor,DSPSR
26	Ms. Sumedha Trivedi	Assistant Professor,DSPSR
27	Ms. Soumya Agrawal	Assistant Professor
29	Ms. Tripta Rani	Assistant Professor
30	Mr. Vinod Kumar	Assistant Professor
32	Mr. Sourabh Bansal	Assistant Professor
33	Ms. Priyanka	Assistant Professor

At the outset of the meeting the esteemed dignitaries were extended a warm welcome by Dr Shipra Singh, Coordinator, IQAC. Prof. Sima Kumari, IQAC Chairperson and Director, DSPSR, welcomed all the members and briefed them about the agenda of the meeting and also appreciated all the faculties for their continuous contribution and support in the quality improvement process of the Institution. Thereafter, Prof. Sima Kumari handed over the meeting to Dr. Shipra Singh for further proceedings.

*Shipra Singh*  
22/5/22

The **Agenda** for the meeting was as follows:

1. Confirmation of minutes of the meeting held on Apr 09 2022.
2. Action Taken Report on the minutes of the meeting of IQAC held on Apr 09, 2022.
3. To review the progress of IQAC work and update on data collection.
4. To review the gap and share suggestions on the same.

**Following items were discussed and approved unanimously:**

**1. Confirmation of minutes of the meeting held on Apr 09, 2022.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Apr 09, 2022(Annexure I).

**2. Action Taken Report on the minutes of the meeting of IQAC held on Apr 09, 2022.**

Action Taken Report on the minutes of the meeting held on Apr 09, 2022 was presented and approved by the house (Annexure II). While discussing the ATR, it was again reiterated that teams need to stick to the deadlines and follow the data template and SOP provided by NAAC.

**3. To review the progress of IQAC work and update on data collection.**

The IQAC team prepared a list of both the parameters and criteria wise members for the preparation of SSR and DVV. The coordinator of IQAC accentuated the need to work rigorously to complete the preparation of the NAAC report on time and suggested the criteria to distribute the work to the members. The criteria wise discussion was held and the tasks were assigned to respective criteria members. The chair at last asked the coordinator to expedite the compilation of supporting documents and reports with no further delay.

**4. To review the gap and share suggestions on the same.**

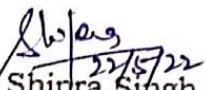
The IQAC coordinator updated the house to ensure that records on cultural reports, clubs and societies, FDP and guest lecture reports etc. are maintained for record keeping. The chairperson accentuated

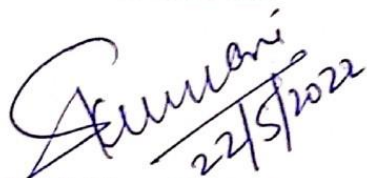
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22/5/22



the gap analysis of all the documents on priority so that weak areas could be strengthened. She further directed IQAC to monitor the process.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.

  
Dr. Shipra Singh  
Coordinator, IQAC

  
Prof. Sima Kumari  
Director, DSPSR

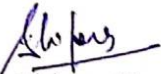
**Action Taken Report on the minutes of the meeting of IQAC  
held on 18.06.2022**

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b>1. <u>Confirmation of minutes of the meeting held on Apr 09, 2022.</u></b> Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Apr 09, 2022 (Annexure I).</p>	<p>No action required</p>
<p><b>2. <u>Action Taken Report on the minutes of the meeting of IQAC held on Apr 09, 2022.</u></b> Action Taken Report on the minutes of the meeting held on Apr 09, 2022 was presented and approved by the house (Annexure II).</p>	<p>No action required</p>
<p><b>3. <u>To review the progress of IQAC work and update on data collection.</u></b> The house agreed to the suggested list of both the parameters and criteria wise members for the preparation of SSR presented by the IQAC coordinator.</p>	<p>List of criteria wise heads was circulated.</p>

*[Handwritten Signature]*



<p><b>4. <u>To review the gap and share suggestions on the same.</u></b></p> <p>The house agreed to the suggestion of the IQAC coordinator to ensure that records on cultural reports, clubs and societies, FDP and guest lecture reports etc. are maintained for record keeping.</p>	<p>No action required</p>
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Dr. Shipra Singh  
Coordinator, IQAC

  
Prof. Sima Kumari  
Director, DSPSR

**Minutes of Meeting of IQAC held on 09.04.2022, at 5:00 PM, Seminar  
Hall (Ground Floor)  
Delhi School of Professional Studies and Research  
9, Institutional Area, Rohini, Sector-25, New Delhi-110085.**

Following members were present:

1	Prof. Sima Kumari	Chairperson, IQAC(Director, DSPSR)
2	Dr. R.S. Singh	Senior Administrative Representative(Registrar,DSPSR)
3	Dr. V. K. Singh	Associate Professor,DSPSR
4	Dr. Shipra Singh	IQAC Coordinator, Associate Professor,DSPSR
6	Dr. Anupama Lakhera	Associate Professor,DSPSR
7	Dr. Pooja Sharma	Associate Professor,DSPSR
8	Dr. Hemkant Kulshrestha	Associate Professor,DSPSR
9	Dr. Sugandh Rawal	Associate Professor,DSPSR
11	Dr. Saurabh Panwar	Associate Professor,DSPSR
12	Ms. Mukta Katyal	Assistant Professor,DSPSR
16	Ms. Chandni Bisht	Assistant Professor,DSPSR
17	Ms. Sheetal	Assistant Professor,DSPSR
18	Mr. Santosh Kumar	Assistant Professor,DSPSR
19	Ms. Anshika Negi	Assistant Professor,DSPSR
20	Ms. Princy Aggarwal	Assistant Professor,DSPSR
22	Ms. Shagun Bakshi	Assistant Professor,DSPSR
24	Mr. Avinash Pal	Assistant Professor,DSPSR
25	Ms. Simran Kaur	Assistant Professor,DSPSR
26	Ms. Manya Jain	Assistant Professor,DSPSR
27	Ms. Sumedha Trivedi	Assistant Professor,DSPSR
29	Ms. Soumya Agrawal	Assistant Professor
30	Ms. Tripta Rani	Assistant Professor
32	Mr. Vinod Kumar	Assistant Professor
33	Mr. Sourabh Bansal	Assistant Professor
35	Ms. Priyanka	Assistant Professor
<b>Absentees</b>		
1.	Dr. Pratistha Boora	Associate Professor,DSPSR
2.	Ms. Mani Goswami	Assistant Professor,DSPSR
3.	Ms.Varsha Dholpuria	Assistant Professor,DSPSR

At the outset of the meeting the esteemed dignitaries were extended a warm welcome by Dr Shipra Singh, Coordinator, IQAC. Prof. Sima Kumari, IQAC Chairperson and Director, DSPSR, welcomed all the members and briefed them about the agenda of the meeting and also appreciated all the faculty members for their continuous contribution and support in the quality improvement process of the Institution. Thereafter, Prof. Sima Kumari handed over the meeting to Dr. Shipra Singh for further proceedings.

*Shipra Singh*  
12/4/22



The **Agenda** for the meeting was as follows:

1. Confirmation of minutes of the meeting held on Mar 9, 2022.
2. Action Taken Report on the minutes of the meeting of IQAC held on Mar 9, 2022.
3. To apprise the house about application of NAAC Cycle 2
4. To make the staff aware about the process of NAAC accreditation
5. To decide a roadmap of NAAC, SSR preparation and submission.
6. To provide guidance on data collection and documentation.

**Following items were discussed and approved unanimously:**

**1. Confirmation of minutes of the meeting held on Mar 9, 2022.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Mar 9, 2022(Annexure I).

**2. Action Taken Report on the minutes of the meeting of IQAC held on Mar 9, 2022.**

Action Taken Report on the minutes of the meeting held on Mar 9, 2022 was presented and approved by the house (Annexure II).

**3. To apprise the house about application of NAAC Cycle 2.**

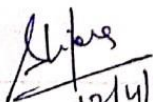
The house was apprised that DSPSR is going to apply for Cycle 2 of NAAC accreditation as the Cycle 1 is expiring on June 8, 2022. A detailed discussion on the timeline to submit IIQA , SSR was discussed.

**4. To make the staff aware about NAAC accreditation**

The IQAC Coordinator gave a presentation on the preparedness of NAAC Accreditation. The house was apprised about the current status and progress thereof.

**5. To decide a roadmap of NAAC, SSR preparation and submission.**

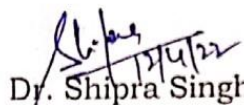
The discussion was held on the formulation of criteria wise teams. The tasks were assigned to the different criteria heads in order to submit draft SSR. The criteria head and the IQAC team members agreed to the IQAC coordinator's concern.


  
12/4/22

**6. To provide guidance on data collection and documentation.**

The house was apprised about the data collection and documentation for NAAC accreditation process. Different sources for data collection were shared by the IQAC coordinator. The criteria heads assured to compile data for the last 5 years at the earliest according to NAAC directives. The staff members were also briefed about the data template format and SOP of NAAC. All the staff members were requested to stick to deadlines in order to ensure timely submission of SSR for cycle 2.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.

  
Dr. Shipra Singh  
Coordinator, IQAC

  
Prof. Sima Kumari  
Director, DSPSR

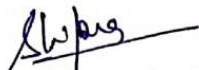



**Action Taken Report on the minutes of the meeting of IQAC  
held on 09.04.2022**

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b><u>1. Confirmation of minutes of the meeting held on Mar 09, 2022.</u></b></p> <p>Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Mar 09, 2022 (Annexure I).</p>	<p>No action required</p>
<p><b><u>2. Action Taken Report on the minutes of the meeting of IQAC held on Mar 09, 2022.</u></b></p> <p>Action Taken Report on the minutes of the meeting held on Mar 09, 2022 was presented and approved by the house (Annexure II).</p>	<p>No action required</p>
<p><b><u>3. To apprise the house about application of NAAC Cycle 2.</u></b></p> <p>A detailed discussion held on the timeline to submit IIQA , SSR was discussed (Annexure III).</p>	<p>Submission Deadlines were circulated in the house.</p>
<p><b><u>4. To make the staff aware about the process of NAAC accreditation</u></b></p> <p>The house was apprised about the current status of NAAC and progress thereof.</p>	<p>No action required</p>

*[Handwritten Signature]*

<p><b>5. To decide a roadmap of NAAC, SSR preparation and submission.</b></p> <p>The criteria head and the IQAC team members agreed to the IQAC coordinator's concern regarding the different criteria teams and the allocated tasks(Annexure IV).</p>	<p>List including criterias, criteria heads and criteria teams was circulated.</p>
<p><b>6. To provide guidance on data collection and documentation</b></p> <p>The criteria heads assured to compile data for the last 5 years at the earliest according to NAAC directives.</p>	<p>No action required</p>

  
Dr. Shipra Singh  
Coordinator, IQAC

  
Prof. Sima Kumari  
Director, DSPSR



**Minutes of Meeting of IQAC held on 09.03.2022, at 5:00 PM,  
Seminar Hall (Ground Floor)**

**Delhi School of Professional Studies and Research  
9, Institutional Area, Rohini, Sector-25, New Delhi-110085.**

Following members were present:

1	Prof. Sima Kumari	Chairperson, IQAC (Director, DSPSR)
2	Prof. G. S. Popli	Professor, DSPSR
3	Dr. R. S. Singh	Senior Administrative Representative(Registrar,DSPSR)
4	Dr. V. K. Singh	Associate Professor,DSPSR
5	Dr. Shipra Singh	IQAC Coordinator, Associate Professor,DSPSR
6	Dr. Anupama Lakhera	Associate Professor,DSPSR
7	Dr. Hemkant Kulshrestha	Associate Professor,DSPSR
8	Dr. Sugandh Rawal	Associate Professor,DSPSR
9	Dr. Saurabh Panwar	Associate Professor,DSPSR
10	Ms. Mukta Katyal	Assistant Professor
11	Ms. Chandni Bisht	Assistant Professor
12	Ms. Sheetal	Assistant Professor
13	Mr. Santosh Kumar	Assistant Professor
14	Ms. Anshika Negi	Assistant Professor
15	Ms. Princy Aggarwal	Assistant Professor
16	Mr. Avinash Pal	Assistant Professor
17	Ms. Simran Kaur	Assistant Professor
18	Ms. Manya Jain	Assistant Professor
19	Ms. Sumedha Trivedi	Assistant Professor
20	Ms. Soumya Agrawal	Assistant Professor
21	Ms. Tripta Rani	Assistant Professor
22	Mr. Vinod Kumar	Assistant Professor
23	Mr. Sourabh Bansal	Assistant Professor
24	Ms. Priyanka	Assistant Professor

At the outset of the meeting the esteemed dignitaries were extended a warm welcome by Dr Shipra Singh, Coordinator, IQAC. Thereafter, Prof. Sima Kumari, IQAC Chairperson and Director, DSPSR, welcomed all the members and briefed them about the agenda of the meeting and also appreciated all the faculty members for their continuous contribution and support in the quality improvement process of the Institution.

The **Agenda** for the meeting was as follows:

1. Confirmation of minutes of the meeting held on Oct 16, 2021.
2. Action Taken Report on the minutes of the meeting of IQAC held on Oct 16, 2021.
3. To apprise the house about different teams and their purpose.
4. Reconstitution of the different teams and their responsibility centres.

*Shipra*  
10/3/22

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

**Following items were discussed and approved unanimously:**

**1. Confirmation of minutes of the meeting held on Oct 16, 2021.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Oct16, 2021(Annexure I).

**2. Action Taken Report on the minutes of the meeting of IQAC held on Oct 16, 2021.**

Action Taken Report on the minutes of the meeting held on Oct 16, 2021 was presented and approved by the house (Annexure II).

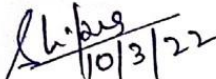
**3. To apprise the house about different teams and their purpose.**

The house was apprised about different teams and their purpose in order to achieve the goals and objectives of the institution. A detailed discussion was held to ensure the working of different teams to achieve heightened level of clarity and focus in institutional functioning towards quality enhancement and integration among various activities of the institution. The house was also informed about the different processes such as maintenance of separate files, record keeping, reports of activities, calendar formulation, documentation etc. which are to be strictly followed by the different responsibility centres of different teams.

**4. Reconstitution of the different teams and their responsibility centres.**

The different teams were reconstituted and the gaps were filled, for the various institutional activities. The list including different teams and their responsibility centres was presented.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.

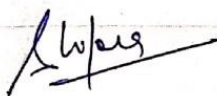
  
Dr. Shipra Singh  
Coordinator, IQAC

Prof. (Dr.) G. S. Popli  
Director, DSPSR




**Action Taken Report on the minutes of the meeting of IQAC  
held on 09.03.2022**

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b><u>1. Confirmation of minutes of the meeting held on Oct 16, 2021.</u></b></p> <p>Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on Oct 16, 2021 (Annexure I).</p>	No action required
<p><b><u>2. Action Taken Report on the minutes of the meeting of IQAC held on Oct 16, 2021.</u></b></p> <p>Action Taken Report on the minutes of the meeting held on Oct 16, 2021 was presented and approved by the house (Annexure II).</p>	No action required
<p><b><u>3. To apprise the house about different teams and their purpose.</u></b></p> <p>The house accepted that different responsibility centres will adhere to the different processes such as maintenance of separate files, record keeping, reports of activities, calendar formulation, documentation etc.</p>	No action required
<p><b><u>4. Reconstitution of the different teams and their responsibility centres.</u></b></p>	List of teams and responsibility centres was circulated.



The house accepted the different teams and their responsibility centres for the various institutional activities (Annexure III)	
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Dr. Shipra Singh  
Coordinator, IQAC

Prof. (Dr.) G. S. Popli  
Director, DSPSR

**Minutes of Meeting of IQAC held on 16.10.2021, at 5:00 p.m., through  
Google Meet  
Delhi School of Professional Studies and Research  
9, Institutional Area, Rohini, Sector-25, New Delhi-110085.**

Following members were present:

1	Prof. (Dr.) G.S. Popli	Chairperson, IQAC (Director, DSPSR)
2	Dr. R. S. Singh	Senior Administrative Representative(Registrar, DSPSR)
3	Prof. Ajay Kumar Singh	Management Representative(President-Governing Body)
4	Prof. K.V. Bhanu Murthy	Nominee – Local Society
5	Mr. Subhash Jagota	Nominee - Employer
6	Mr. Vijay Rai	Nominee - Industry
7	Prof. Sima Singh	Teacher Representative
8	Dr. Anupama Lakhera	Special Invitee
9	Dr.HemkantKulshrasta	Special Invitee
10	Dr. Sugandh	Special Invitee
11	Ms Many Jain	Member, IQAC
12	Dr. Shipra Singh	Coordinator, IQAC
13	Ms. Simran Kaur	Member, IQAC

Following members could not attend the meeting:

1.	Dr. Vandana Sharma	Nominee - Alumni
2.	Mr. Mahesh Batra	Nominee – Stakeholders

The meeting commenced with a welcome address by Prof. (Dr.) G. S. Popli, IQAC Chairperson and Director, DSPSR, who welcomed all the dignitaries and participants of the meeting, and then he handed over the session to Dr. Shipra Singh, IQAC Coordinator for further proceedings.

The **Agenda** for the meeting was as follows:

1. Confirmation of minutes of the meeting held on June 26, 2021.
2. Action Taken Report on the minutes of the meeting of IQAC held on June 26, 2021.
3. To appraise the house about the internal and external scholarship extended to students of DSPSR for the academic session 2020-21.



4. To propose internal scholarship scheme for academic session 2021-22.
5. To report the outcomes of quality initiatives by IQAC against the plan of action for the year 2020-21.
6. To propose plan of action of IQAC for the academic year 2021-22.
7. Any other item with the permission of Chair.

**Following items were discussed and approved unanimously:**

**1. Confirmation of minutes of the meeting held on June 5, 2021.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 26<sup>th</sup> June, 2021 (Annexure I).

**2. Action Taken Report on the minutes of the meeting of IQAC held on June 26, 2021.**

Action Taken Report on the minutes of the meeting held on June 26, 2021 was presented and approved by the house (Annexure II).

While discussing the ATR, it was recommended that a policy be formulated for giving incentives to teachers who have better feedback. It was also recommended that the teachers should be well versed with using E-resources and Learning Management system for better blended teaching. It was further recommended to track the progressive performance of each student semester wise.

**3. To appraise the house about the internal and external scholarship extended to students of DSPSR for the academic session 2020-21.**

The house was appraised that 21 students received Merit cum Means Scholarship of Rs. 6,31,619 from GGSIPU. Among which 12 received external scholarship amounting Rs. 5,59,150 and 9 students received Internal Scholarship i.e. DSPSR extended scholarships amounting to Rs. 72,469.

House recommended that the scholarship schemes need to be marketed to reach the needy students through social media handles, website of the college.

**4. To propose internal scholarship scheme for academic session 2022-23.**

The House was apprised about the needed revision in the Internal Scholarship Scheme, and subsequently a new scholarship scheme was proposed for the

Academic year 2022-2023. The house accepted the proposed scheme after detailed discussion in order to make it possible for more students to avail the benefit.

The house further recommended to explore the option of loan with the scheduled bank for providing provide short term loan to students who are unable to pay the college fee. In this case the guarantor will be the college itself.

Herein it was also updated that the college is about to collaborate with a company named E-Buzz (online payment portal) to ease the process of fee payment. This company also has a tie up with 3-4 banks and they shall also provide support to students in order to help them procure educational Loan.

**5. To report the outcomes of quality initiatives by IQAC against the plan of action for the year 2020-21.**

While discussing the format and various items, it was decided by the house that

- For Add-On courses, multiple options to be provided to the students to choose from as per the aspiration of the students, by way of online courses.
- Application of bloom's taxonomy needs to ensured and mapping of the students should be done, according to bloom's taxonomy.
- To bring people with industry experience as Adjunct or guest faculty.
- It was recommended to multiply the revenue generating activities and keep a target of Rs. 10,00,000.
- To record how many students were benefitted by the MOU signed, and record the number of students who went for higher studies, jobs, and entrepreneurship.
- Performance appraisal system to be formulated wherein performance needs to be measured against some goals and targets to be set earlier for teaching and non-teaching staff. There should also be some quality indicators in order to enhance the teaching learning process.
- For green practices, there should be break up in terms of 3 activities namely – energy saving, greening of the campus and pollution reduction and then input the activities under each of the head.




**6. To propose plan of action of IQAC for the academic year 2021-22.**

The house was appraised about the plan of action for academic year 2021-2022: -

- It was recommended to find out the gap areas.
- The IQAC needs to formulate a framework regarding the qualitative aspect and procedures being followed by various committees.
- It was recommended to make the objectives measurable in order to ensure the enhancement of engagement.
- It was also recommended to start a framework where target is assigned in a manner where in levels can be given to activities. Level 1 states an increase by 10-25%, level 2 can be assigned where there is an expectation of increase by 25-5-% and assign level 3 where performance can be increased by 50-100%.
- Every faculty member to get increments based on paper publication in Scopus listed journals.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.



Dr. Shipra Singh  
Coordinator, IQAC



Prof. (Dr.) G. S. Popli  
Director, DSPSR

**Minutes of Meeting of IQAC held on 26.06.2021 at 3:30 p.m.**

**through Google Meet**

**Delhi School of Professional Studies and Research**

**9, Institutional Area, Sector-25, Rohini, Delhi-110099**

Following members were present:

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1	Prof. (Dr.) G.S. Popli	Chairperson, IQAC (Director, DSPSR)
2.	Dr. Sima Singh	Senior Administrative Representative (Dean, DSPSR)
3.	Dr. R. S. Singh	Senior Administrative Representative (Registrar, DSPSR)
4.	Dr. Hemkant Kulshrestha	Teacher Representative, IQAC (COE, DSPSR)
5.	Dr. Anupama Lakhera	Teacher Representative, IQAC (Faculty In-Charge- Alumni Association, DSPSR)
6.	Dr. Sugandh Rawal	Teacher Representative, IQAC (Program Coordinator- B.Com(Hons.) , DSPSR)
7.	Ms. Manya Jain	Teacher Representative (Academic Coordinator, DSPSR)
8.	Ms. Mukta Katyal	Teacher Representative (Program Coordinator- BBA, DSPSR)
9.	Mr. Vinod Kumar	Teacher Representative (Faculty In-Charge: NSS, Rotaract Club, DSPSR)
10.	Mr. Samarth Jain	Student Representative
11.	Dr. Shipra Singh	Member, IQAC
12.	Ms. Simran Kaur	Member, IQAC
13.	Ms. Soumya Agarwal	Coordinator, IQAC

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The meeting commenced with a welcome address of all the members present including the honourable Director and Chairperson of the meeting, Prof. G.S



Popli by Ms. Soumya Agarwal, Coordinator, and IQAC. The Director then extended a warm welcome to all the members of IQAC, DSPSR.

### **Agenda Items for IQAC Meeting on June 26, 2021**

1. Confirmation of minutes of the meeting and Action Taken Report (ATR) on the minutes of the meeting of IQAC held on June 05, 2021.
2. Action Taken Report on the minutes of the meeting of IQAC held on March June 05, 2021.
3. To discuss the results of Student's feedback of Faculty Members for the session 2020-21.
4. To present the Draft Annual Quality Assurance Report (AQAR) for the session 2020-21.
5. Any other item with the permission of Chair.

### **Following items were discussed and approved unanimously:**

- 1. Confirmation of minutes of the meeting and Action Taken Report (ATR) on the minutes of the meeting of IQAC held on June 05, 2021.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on June 05, 2021 (Annexure I).

- 2. Action Taken Report on the minutes of the meeting of IQAC held on June 05, 2021.**

Action Taken Report on the minutes of the meeting held on June 05, 2021 was presented and approved by the house (Annexure II).

- 3. To discuss the results of Student's feedback of Faculty Members for the session 2020-21.**

The house was apprised about the results of Student's feedback of faculty members (Annexure III). The house further recommended that the reasons for high Coefficient of Variance (COV) must be investigated.

#### 4. Any other item with the permission of Chair.

The House was apprised that following events were organised under the banner of NSS and Rotaract Club of DSPSR, for the period of 2020-21:

<b>Events</b>	<b>Date</b>
Van Mahotsava Week Organised by DSPSR	1st -7th June 2020
Ethics Day Event	7th Feb 2020
International Women's Day Celebrations	12th Mar 2020
Parakaram Diwas (Debate Comp)	23rd Jan 2020

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.



**Ms. Soumya Agarwal**  
Coordinator, IQAC



**Prof. (Dr.) G. S. Popli**  
Chairperson, IQAC  
Director, DSPSR

*Copy to: All concerned*



**Action Taken Report of online meeting of Internal Quality Assurance  
Cell (IQAC) External Meeting held on  
26.06.2021, at 3:30 pm, through Google Meet**

The Action Taken Report on the minutes of the meeting of IQAC held on June 05, 2021 is as under:

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b>1. <u>Confirmation of minutes of the meeting held on June 05, 2021.</u></b></p> <p>Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on June 05, 2021 (Annexure I).</p>	<p>No action required</p>
<p><b>2. <u>Action Taken Report on the minutes of the meeting of IQAC held on June 05, 2021.</u></b></p> <p>Action Taken Report on the minutes of the meeting held on June 05, 2021 was presented and approved by the house (Annexure II).</p>	<p>No action required</p>
<p><b>3. <u>To discuss the results of Student's feedback of Faculty Members for the session 2020-21.</u></b></p> <p>The house was apprised about the results of Student's feedback of faculty members (Annexure III).</p>	<p>No action required</p>
<p><b>4. <u>To present the Draft Annual Quality Assurance Report (AQAR) for the session 2020-21.</u></b></p> <p>Draft of the AQAR was presented to the house. The house was apprised that the prepared AQAR is in old format, and the same has been revised by NAAC. (Annexure V).</p>	<ul style="list-style-type: none"> <li>• The AQAR was prepared in the revised format</li> </ul>

<p><b>5. Any other item with the permission of Chair.</b></p> <ul style="list-style-type: none"><li>• The house was appraised about the events that were organised under the banner of NSS and Rotaract Club of DSPSR for the period of 2020-21:</li></ul>	<ul style="list-style-type: none"><li>• No action required</li></ul>
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**Ms. Soumya Agarwal**  
Coordinator, IQAC



**Prof. (Dr.) G. S. Popli**  
Chairperson, IQAC  
Director, DSPSR

**Minutes of Meeting of IQAC held on 05.06.2021, at 3.30 p.m.,  
through Google Meet**

**Delhi School of Professional Studies and Research  
9, Institutional Area, Sector-25, Rohini, Delhi-110099**

Following members were present:

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1	Prof. (Dr.) G.S. Popli	Chairperson, IQAC (Director, DSPSR)
2.	Dr. Sima Singh	Senior Administrative Representative (Dean, DSPSR)
3.	Dr. R. S. Singh	Senior Administrative Representative (Registrar, DSPSR)
4.	Dr. Hemkant Kulshrestha	Teacher Representative, IQAC (COE, DSPSR)
5.	Dr. Anupama Lakhera	Teacher Representative, IQAC (Faculty In-Charge- Alumni Association, DSPSR)
6.	Dr. Sugandh Rawal	Teacher Representative, IQAC (Program Coordinator- B.Com(Hons.) , DSPSR)
7.	Ms. Manya Jain	Teacher Representative (Academic Coordinator, DSPSR)
8.	Ms. Mukta Katyal	Teacher Representative (Program Coordinator- BBA, DSPSR)
9.	Mr. Vinod Kumar	Teacher Representative (Faculty In-Charge: NSS, Rotaract Club, DSPSR)
10.	Mr. Samarth Jain	Student Representative
11.	Dr. Shipra Singh	Member, IQAC
12.	Ms. Simran Kaur	Member, IQAC
13.	Ms. Soumya Agarwal	Coordinator, IQAC

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The meeting commenced with a welcome address of all the members present including the honourable Director and Chairperson of the meeting, Prof. G.S Popli by Ms. Soumya Agarwal, Coordinator, and IQAC. The Director then extended a warm welcome to all the members of IQAC, DSPSR.



## **Agenda Items for IQAC Meeting on June 5, 2021**

1. Confirmation of minutes of the meeting and Action Taken Report (ATR) on the minutes of the meeting of IQAC held on March 27, 2021.
2. Action Taken Report on the minutes of the meeting of IQAC held on March 27, 2021.
3. To discuss action plan on conduct of classes in blended mode for the academic session 2021-22, till normal conditions revive.
4. To present the IQAC Calendar for the session 2021 – 22.
5. Any other item with the permission of Chair.

### **Following items were discussed and approved unanimously:**

- 1. Confirmation of minutes of the meeting and Action Taken Report (ATR) on the minutes of the meeting of IQAC held on March 27, 2021.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on March 27, 2021 (Annexure I).

- 2. Action Taken Report on the minutes of the meeting of IQAC held on March 27, 2021.**

Action Taken Report on the minutes of the meeting held on March 27, 2021 was presented and approved by the house (Annexure II). While discussing the ATR, it was suggested by the house that the questions of Students Satisfaction Survey need to be further explained/elaborated to make them understandable for the students.

- 3. To discuss action plan on conduct of classes in blended mode for the academic session 2021-22, till normal conditions revive.**

A draft proposal on conduct of classes in blended mode for the academic session 2021-22 was presented to the house (Annexure III). The house suggested that in order to implement blended learning as a new mode of teaching-learning, the evaluation parameters needs to be explored again.

**4. To present the IQAC Calendar for the session 2021 – 22.**

IQAC calendar for the session 2021-22 was presented to the house and it was approved unanimously (Annexure IV).

**5. Any other item with the permission of Chair.**

The house was apprised that keeping in mind the current Pandemic situation, new add on course on the theme “Managing your Physical, Mental, and Spiritual Health during COVID-19” was started from 25<sup>th</sup> May 2021 (Annexure V).

The house suggested that International Yoga Day to be celebrated in collaboration with NSUIT. Moreover, it was also recommended that the clubs should organise a webinar on the theme of “Water Conservation”.

The house further advised to select the council members of NSS for the session 2021-22.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.



**Ms. Soumya Agarwal**  
Coordinator, IQAC



**Prof. (Dr.) G. S. Popli**  
Chairperson, IQAC  
Director, DSPSR

*Copy to: All concerned*

**Action Taken Report of online meeting of Internal Quality Assurance  
Cell (IQAC) External Meeting held on  
05.06.2021, at 3:30 pm, through Google Meet**

The Action Taken Report on the minutes of the meeting of IQAC held on 23<sup>rd</sup> October, 2020 is as under:

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b>1. <u>Confirmation of minutes of the meeting held on March 27, 2021.</u></b></p> <p>Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on March 27,2021 (Annexure I).</p>	<p>No action required</p>
<p><b>2. <u>Action Taken Report on the minutes of the meeting of IQAC held on March 27, 2021.</u></b></p> <p>Action Taken Report on the minutes of the meeting held on March 27, 2021 was presented and approved by the house (Annexure II).</p> <p>While discussing the ATR, it was suggested by the house that the questions of Students Satisfaction Survey need to be further explained/elaborated to make them understandable for the students.</p>	<p>A session was conducted with student representatives to explain the questions of Students Satisfaction Survey.</p>
<p><b>3. <u>To discuss action plan on conduct of classes in blended mode for the academic session 2021-22, till normal conditions revive.</u></b></p> <p>A draft proposal on conduct of classes in blended mode for the academic session 2021-22 was presented to the house (Annexure III).</p>	<p>No action required</p>
<p><b>4. <u>To present the IQAC Calendar for the session 2021 - 22.</u></b></p> <p>IQAC calendar for the session 2021-22 was presented to the house and it was approved unanimously (Annexure IV).</p>	<p>No action required</p>



**5. Any other item with the permission of Chair.**

- The house was apprised that keeping in mind the current Pandemic situation, new add on course on the theme “Managing your Physical, Mental, and Spiritual Health during COVID-19” was started from 25th May 2021 (Annexure VI).
- The house suggested that International Yoga Day to be celebrated in collaboration with NSUIT.
- The house further advised to select the council members of NSS for the session 2021-22.

- No action required.
- On the occasion of International Yoga Day, NSS DSPSR in collaboration with NSS, NSUIT organised a week long workshop on the theme “Promoting Common Yoga Protocols”
- The council members of NSS for the session 2021-22 have been selected.



**Ms. Soumya Agarwal**  
Coordinator, IQAC



**Prof. (Dr.) G. S. Popli**  
Chairperson, IQAC  
Director, DSPSR

**Minutes of Meeting of IQAC held on 27.03.2021, at 5.30 p.m., through  
Google Meet  
Delhi School of Professional Studies and Research  
9, Institutional Area, Sector-25, Rohini, Delhi-110099**

Following members were present:

1	Prof. (Dr.) G.S. Popli	Chairperson, IQAC (Director, DSPSR)
2.	Mr. Brijesh Nigam	Senior Administrative Representative (Librarian, DSPSR)
3.	Prof. Ajay Kumar Singh	Management Representative (President- Governing Body)
4.	Mr. Subhash Jagota	Nominee (Employer)
5.	Dr. Vandana Sharma	Nominee (Alumni)
6.	Mr. Vijay Rai	Nominee (Industry)
7.	Prof. Sima Singh	Teacher Representative
8.	Ms. Mukta Katyal	Teacher Representative
9.	Dr. Anupama Lakhera	Special Invitee
10.	Dr. Sugandh Rawal	Special Invitee
11.	Ms. Manya Jain	Special Invitee
12.	Mr. Vinod Kumar	Special Invitee
13.	Ms. Simran Kaur	Member, IQAC
14.	Ms. Soumya Agarwal	Coordinator, IQAC

Following members could not attend the meeting:

1.	Prof. K.V. Bhanu Murthy	Nominee (Local Society)
2.	Dr. R. S. Singh	Senior Administrative Representative (Dy. Registrar, DSPSR)
3.	Mr. Mahesh Batra	Nominee (Stakeholder)
4.	Mr. Sunil Kumar Singh	Nominee (Parent)
5.	Dr. Shipra Singh	Member, IQAC
6.	Dr. Hemkant Kulshrestha	Special Invitee

The meeting commenced with a welcome address of all the members present including the honourable Director and Chairperson of the meeting, Prof. G.S Popli by Ms. Soumya Agarwal, Coordinator, IQAC. The Director then extended a warm welcome to all the members of IQAC, DSPSR.

Contd. on page 2

## Agenda Items for IQAC Meeting on March 27<sup>th</sup>, 2021

### 1. Confirmation of minutes of the meeting and Action Taken Report (ATR) on the minutes of the meeting of IQAC held on October 23, 2020

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on October 23, 2020.

While discussing the ATR, the following decisions were taken:

Decisions by IQAC in meeting held on 23 <sup>rd</sup> October 2020	Action Taken	Further Discussions in meeting held on 27 <sup>th</sup> March 2021
<p><b>To present the updated format of Students Satisfaction Survey.</b></p> <p>While discussing the format and various items of Students Satisfaction Survey (SSS), it was decided by the house that the: The form of the Student Satisfaction Survey (SSS) must be made easier to understand, and where necessary, an additional definition must be provided.</p>	<p>Student Satisfaction Survey (SSS) has been updated to make it easily understandable for the students</p>	<p>In Student Satisfaction Survey, double barrel questions should be reframed. Separate questions should be asked for each different parameter.</p>
<p><b>Any other item with the permission of Chair.</b></p> <p>The house suggested to involve industry experts, and professionals in the process of Admissions, Organising Events, Placements, and Entrepreneurial Skills Development.</p>	<p>Industry experts and professionals were involved in the conduction of Events, the process of admissions, and for branding of the college</p>	<ol style="list-style-type: none"> <li>1. One minute video of Faculty Members can be uploaded to social media platform(s) describing their association with DSPSR, their growth, key highlights of the college etc</li> <li>2. As a part of Industry Outreach Program, HR Round Table Discussion can be organised, every 3 months, for marketing</li> </ol>



		<p>and branding of the college by involving industry experts, academicians etc. The panel of Industry/corporate experts be invited from Shri Subhash Jagota, Mr. Vijay Rai, Dr. Vandana Sharma, Dr. K.V Bhanumurthy and others.</p>
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(For more details of Action Taken Report, please refer to ATR annexure)

**2. To present the results of Pilot Study of Student Satisfaction Survey  
(Agenda Annexure -1)**

The House was apprised that Pilot Study was conducted with a sample of 120 students and 10 experts (from outside DSPSR). Following discussion in the meeting was taken:

- i. The questions need to be further explained/elaborated to make them understandable for the students
- ii. To reduce the heterogeneity in data collected, randomization should be done followed by focus group interview of students
- iii. The responses of questions which show heterogeneity should be correlated to the characteristics of the students.

**3. To discuss the results of Student's feedback of Faculty Members for the session 2020-21  
(Agenda Annexure -2)**

While discussing the results of Student's feedback of faculty members it was suggested that students can be categorised in two groups (students who gave high feedback and low feedback) to investigate the reasons for high Coefficient of Variance (COV).

Contd. on page 4

**4. To present the Result Analysis of the academic session 2018-19 and 2019-20 (Agenda Annexure -3)**

The house was apprised about the performance of students in academic session 2018-19 and 2019-20 which was appreciated and applauded by all the members.

**5. To present proposal for introducing new Add-on courses (Agenda Annexure -4)**

The house was apprised about the introduction of a new add on course - "Management essentials for GEN Z". It was suggested that the same module can be replicated and promoted to outside students as well for a nominal fee.

**6. Any other item with the permission of Chair (Agenda Annexure -5)**

The house expressed the view that the marketing strategy needs to be strengthened to attract more students for already running add on courses along with the new one- "Management essentials for GEN Z".

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.



**Ms. Soumya Agarwal**  
Coordinator, IQAC



**Prof. (Dr.) G. S. Popli**  
Chairperson, IQAC  
Director, DSPSR

*Copy to: All concerned*

**Minutes of Meeting of IQAC held on 23.10.2020, at 3:00 PM, through  
Google Meet  
Delhi School of Professional Studies and Research  
9, Institutional Area, Rohini, Sector-25, New Delhi-110085.**

Following members were present:

1	Prof. (Dr.) G.S. Popli	Chairperson, IQAC(Director, DSPSR)
2		
3	Dr. R. S. Singh	Senior Administrative Representative(Registrar, DSPSR)
4	Mr. Brijesh Nigam	Senior Administrative Representative(Librarian, DSPSR)
5	Prof. Ajay Kumar Singh	Management Representative(President- Governing Body)
6	Prof. K.V. Bhanu Murthy	Nominee – Local Society
7	Mr. Subash Jagota	Nominee - Employer
8	Dr. Vandana Sharma	Nominee - Alumni
9	Mr. Vijay Rai	Nominee - Industry
10	Prof. Sima Singh	Teacher Representative
11	Ms Mukta Katyal	Teacher Representative
12	Dr. Anupama Lakhera	Special Invitee
13	Dr. Vinay Pandey	Special Invitee
14	Dr.HemkantKulshrastra	Special Invitee
15	Dr. Sugandh	Special Invitee
16	Ms Manya Jain	Special Invitee
17	Dr. Shipra Singh	Member, IQAC
18	Ms. Soumya Aggarwal	Member, IQAC
19	Ms. Simran Kaur	Coordinator, IQAC

Following members could not attend the meeting:

1.	Mr. SunilKumar Singh	Nominee – Parent
2.	Mr. Mahesh Batra	Nominee – Stakeholders

The meeting commenced with a welcome address by Ms. Simran Kaur, Head, IQAC. She then welcomed Prof. (Dr.) G. S. Popli, IQAC Chairperson and Director, DSPSR, who welcomed all the dignitaries and participants of the meeting.

The **Agenda** for the meeting was as follows:



1. Confirmation of minutes of the meeting held on June 28, 2020.
2. Action Taken Report on the minutes of the meeting of IQAC held on June 28, 2020.
3. To present the Draft Annual Quality Assurance Report (AQAR) for the session 2019-20.
4. To discuss the results of Student's feedback for the session 2020-21.
5. To present the results of Academic and Administrative Audit Report for the session 2019-20.
6. To present the updated format of Students Satisfaction Survey.
7. To present the draft proposal of Student Development Index.
8. Any other item with the permission of Chair.

**Following items were discussed and approved unanimously:**

**1. Confirmation of minutes of the meeting held on June 28, 2020.**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 28<sup>th</sup> June, 2020 (Annexure I).

**2. Action Taken Report on the minutes of the meeting of IQAC held on June 28, 2020.**

Action Taken Report on the minutes of the meeting held on 28<sup>th</sup> June, 2020 was presented and approved by the house (Annexure II).

While discussing the ATR, it was decided by the house that all the staff members must document and submit a report on various events they keep on attending, indicating key learnings of the session.

**3. To present the Draft Annual Quality Assurance Report (AQAR) for the session 2019-20.**

The Draft AQAR was approved by the IQAC. It was further resolved to recommend the Draft AQAR 2019-20 to the Governing Body of DSPSR. The AQAR 2019-20 as approved by the Governing Body of DSPSR to be uploaded on the portal of NAAC before December 30, 2020.

**4. To discuss the results of Student's feedback for the session 2020-21.**

The House was apprised that Coefficient of Variation (CV) has been estimated for the results of Student's feedback for the session 2020-21. The House recommended that efforts should be made to reduce the value of coefficient of variation, in order to have accurate estimates.

**5. To present the results of Academic and Administrative Audit Report for the session 2019-20.**

The Academic and Administrative Audit Report for the session 2019-20 was presented to the House and was duly approved.

**6. To present the updated format of Students Satisfaction Survey.**

While discussing the format and various items of Students Satisfaction Survey, it was decided by the house as under:

- The form of the Student Satisfaction Survey must be made easier to understand, and where necessary, an additional definition must be provided.
- Content validity (with minimum 5 experts) along with pilot study (on minimum 20 students) must be conducted in order to capture the correct responses..

**7. To present the draft proposal of Student Development Index.**

The house was apprised about the new format of Student Development Index, and all the members appreciated the updated format.

**8. Any other item with the permission of Chair.**

- It was suggested that Faculty members may be encouraged for enrolment in Ph.D. Degree programme.
- Students must be motivated to register for internship opportunities on various online portals.

- The house suggested involving industry experts, and professionals in the process of Admissions, Organising Events, Placements, and Entrepreneurial skills Development.

The meeting came to a close with a Vote of Thanks to the chair and the members of IQAC.



Ms. Simran Kaur  
Coordinator, IQAC



Prof. (Dr.) G. S. Popli  
Director, DSPSR

*Copy to: All concerned*

## **AGENDA ITEM- 2**

### **Action Taken Report of online meeting of Internal Quality Assurance Cell (IQAC) External Meeting held on 23.10.2020, at 3:00 PM, through Google Meet**

The Action Taken Report on the minutes of the meeting of IQAC held on 23<sup>rd</sup> October, 2020 is as under:

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b><u>1. Confirmation of minutes of the meeting held on June 28, 2020.</u></b></p> <p>Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 28th June, 2020 (Agenda Annexure I).</p>	<p>No action required</p>
<p><b><u>2. Action Taken Report on the minutes of the meeting of IQAC held on June 28, 2020.</u></b></p> <p>Action Taken Report on the minutes of the meeting held on 28<sup>th</sup> June, 2020 was presented and approved by the house (Agenda Annexure II).</p> <p>While discussing the ATR, it was decided by the house that:</p> <p>All the staff members must document and submit a report on various events they keep on attending, indicating key learnings of the session.</p>	<p>Rapporteur's Report was prepared by all the staff members and was duly submitted to IQAC <b>(ATR Annexure- 1)</b></p>



<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p><b><u>3. To present the Draft Annual Quality Assurance Report (AQAR) for the session 2019-20.</u></b></p> <p>The Draft AQAR was approved by the IQAC. It was further resolved to recommend the Draft AQAR 2019-20 to the Governing Body of DSPSR. The AQAR 2019-20 as approved by the Governing Body of DSPSR to be uploaded on the portal of NAAC before December 30, 2020.</p>	<p>AQAR was presented in the Governing Body meeting on 29.10.2020 where it was duly approved. IQAC cell of DSPSR finally uploaded AQAR to the NAAC website on 31.12.2020</p>
<p><b><u>4. To discuss the results of Student's feedback for the session 2020-21.</u></b></p> <p>The House was apprised that Coefficient of Variation (CV) has been estimated for the results of Student's feedback for the session 2020-21. The House recommended that efforts should be made to reduce the value of coefficient of variation, in order to have accurate estimates.</p>	<ul style="list-style-type: none"> <li>• Queries were handled in a better way</li> <li>• Doubt sessions were held offline as well</li> <li>• For Lab subjects, softwares were provided to the students</li> </ul>
<p><b><u>5. To present the results of Academic and Administrative Audit Report for the session 2019-20.</u></b></p> <p>The Academic and Administrative Audit Report for the session 2019-20 was presented to the House.</p>	<p>No action required</p>
<p><b><u>6. To present the updated format of Students Satisfaction Survey.</u></b></p> <p>While discussing the format and various items of Students Satisfaction Survey, it was decided by the house that the:</p> <p>i. The form of the Student Satisfaction Survey must be made easier to understand, and where necessary, an</p>	<p>i. Student Satisfaction Survey has been updated to make it easier and understandable for the students. <b>(ATR Annexure-2)</b></p>

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
<p>additional definition must be provided.</p> <p>ii. Content validity (with minimum 5 experts along with pilot study (on minimum 20 students) must be conducted in order to capture the correct responses.</p>	<p><b>Agenda Item -3</b></p> <p>Pilot study was conducted with 113 students and 10 Faculty Members. The results of the same are attached herewith as Agenda Annexure - 3</p>
<p><b><u>7. To present the draft proposal of Student Development Index.</u></b></p> <p>The house was apprised about the new format of Student Development Index, and all the members appreciated the updated format.</p>	<p>No action required</p>
<p><b><u>8. Any other item with the permission of Chair.</u></b></p> <p>i. It was suggested that Faculty members may be encouraged for enrolment in Ph.D. Degree programme.</p> <p>ii. Students must be motivated to register for internship opportunities on various online portals.</p> <p>iii. The house suggested involving industry experts, and professionals in the process of Admissions, Organising Events, Placements, and Entrepreneurial skills Development.</p>	<p>i. The importance of Ph.D in academics was discussed in internal meeting and faculty members were motivated to get themselves enrolled in Ph.D</p> <p>ii. Students were encouraged to register for internships and the list of the same is given in <b>ATR Annexure-3</b></p> <p>iii. Industry experts and professionals were involved in the conduction of Events and in the process of admissions <b>(ATR Annexure-4)</b></p>

Ms. Simran Kaur  
Coordinator, IQAC

Prof. (Dr.) G. S. Popli  
Director, DSPSR

Copy to: All concerned

**Minutes of Meeting of IQAC held on 14<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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

*Shiner*  
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.

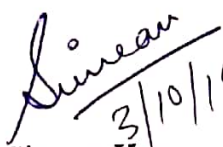
**12. To report the results of Internal Academic and Administrative Audit of DSPSR for the session 2018-19.**

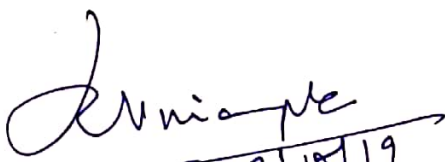
The House was apprised about the improvement in results of institution in academic and administrative audit for the session 2018-2019. The House appreciated the institution's practice of conducting internal academic and administrative audit.

**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 15<sup>th</sup> 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 16<sup>th</sup>, 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 16<sup>th</sup>, 2019**

Action Taken Report on the minutes of last meeting held on February 16<sup>th</sup>, 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.



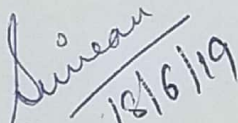
**9. To report the result of Online Refresher Course in Management (ARPIT-Annual Refresher Programme in Teaching) under UGC approved MOOCs platform SWAYAM**

- 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.

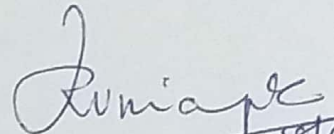
**10. Any other matter with the permission of the Chair.**

- 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 15<sup>th</sup> 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 15<sup>th</sup> June, 2019</u>	No action required
2. <u>Action Taken Report on the minutes of the meeting of IQAC held on 15<sup>th</sup> 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 3<sup>rd</sup> 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 22<sup>nd</sup> 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 22<sup>nd</sup> September, 2018.**

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



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

Action Taken Report on the minutes of last meeting held on 22<sup>nd</sup> 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 18<sup>th</sup> 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.

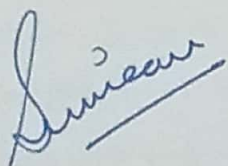
4. **Any other matter with the permission of the Chair.**

- 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."

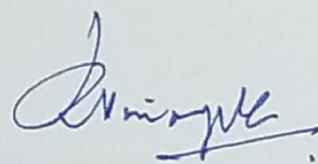


- The Student Representatives submitted the proposal for organizing an Inter College Fest "Aagaaz 2019". They apprised the House that this event would be organized by DSPSR in collaboration with Rotaract Club, Delhi Maurya. The House suggested that all the activities/events must be organized as per the 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 23<sup>rd</sup> February, 2018.

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



Ms. Simran Kaur  
Coordinator, IQAC



Prof. Ravinder Vinayek  
Director, DSPSR

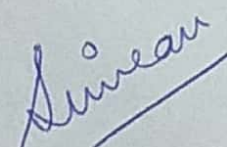
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The Action Taken Report on the minutes of the meeting of IQAC held on 3<sup>rd</sup> November, 2018 is as under:

Recommendations by IQAC	Actions Taken
<p>A. <u>Confirmation of minutes of the previous meeting held on 22<sup>nd</sup> 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 22<sup>nd</sup> 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 16<sup>th</sup> 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 22<sup>nd</sup> 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.

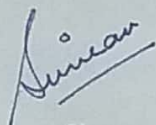
**8. To finalise the Research Promotion Policy.**

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

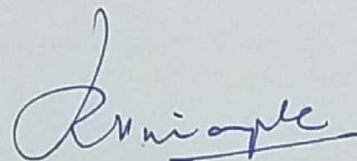
**9. Any other matter with the permission of the Chair.**

- 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

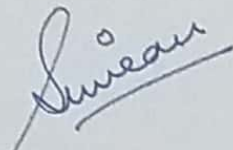
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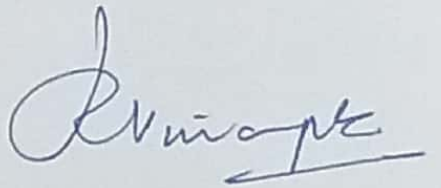
## ACTION TAKEN REPORT AFTER 9<sup>th</sup> MEETING OF IQAC ON 16 February, 2019

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
<b>Item 1:</b> <u>Confirmation of minutes of the previous meeting held on November 3, 2018</u>	No action required
<b>Item 2:</b> <u>Action Taken Report on the minutes of the meeting of IQAC held on November 3, 2018</u>	No action required
<b>Item 3:</b> <u>To update the house about Skills Inventory of current Students.</u>	No action required
<b>Item 4:</b> <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).
<b>Item 5:</b> <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.
<b>Item 7:</b> <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.
<b>Item 8:</b> <u>To discuss the current status of Institution's Canteen Facility.</u>	No action required.
<b>Item 9:</b> <u>To finalize the Research Promotion Policy.</u>	No action required. Research Promotion Policy was presented to the House and it was approved
<b>Item 10:</b> <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"> <li>• The house suggested that students must be encouraged to enroll for NHRD programs</li> <li>• The house suggested that a survey on Minority Youth Aspirations must be undertaken in collaboration with NHRD.</li> </ul>	<ul style="list-style-type: none"> <li>• Students would be motivated to enroll for NHRD Programs in the next semester</li> <li>• Draft is yet to be prepared.</li> </ul>

  
 Prepared by

  
 Approved by



**Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 22<sup>nd</sup> September, 2018 at 11:00 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	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 30<sup>th</sup> June, 2018.
- B. Discussion on Action Taken Report on the minutes of the meeting of IQAC held on 30<sup>th</sup> June, 2018.
- C. To discuss the draft of AQAR for the academic year 2017-18 for further consideration of the Governing Body of DPSR 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 30<sup>th</sup> June, 2018.**



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

**B. Action Taken Report on the minutes of the meeting of IQAC held on 30<sup>th</sup> June, 2018**

Action Taken Report on the minutes of last meeting held on 30<sup>th</sup> 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

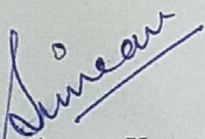


The IQAC Calendar is attached as Annexure III.

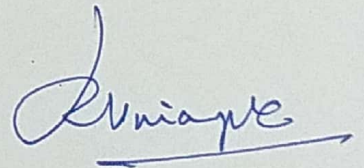
F. Any other Item

- The House suggested that IQAC quarterly meetings for the session 2018-19 should preferably be as follows:
  - October: 4<sup>th</sup> Saturday, 2018
  - January: 3<sup>rd</sup> Saturday, 2019
  - April: 1<sup>st</sup> Saturday, 2019
  - June: 3<sup>rd</sup> Saturday, 2019
  - September: 2<sup>nd</sup> 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 30<sup>th</sup> 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><b>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></b></p> <ul style="list-style-type: none"> <li>• It was recommended that the details of the journal on the basis of which Impact Factors is calculated must be clearly mentioned in AQAR.</li> <li>• The House suggested that Grievances of the students must be clearly mentioned in AQAR.</li> <li>• The research facilities provided by the Institution must be clearly defined under these heads: <ul style="list-style-type: none"> <li>➤ Infrastructural Support</li> <li>➤ Mentoring Support</li> <li>➤ Financial Support</li> <li>➤ Training Support</li> </ul> </li> <li>• The House suggested that the Best Practices of DSPSR as mentioned in AQAR must flow from the Vision of the Institution.</li> </ul>	<p>All suggested changes were incorporated in final AQAR.</p>
<p><b>D. <u>To discuss the result analysis of students for academic session 2017-18</u></b></p> <ul style="list-style-type: none"> <li>• It was recommended to design one standardized format for all the students in order to compare their performance across all semesters</li> </ul>	<ul style="list-style-type: none"> <li>• Examination department has designed one standardized format for all the students in order to compare their performance across all semesters (Annexure 3).</li> </ul>
<p><b>E. <u>To finalise IQAC Calendar of activities for the year 2018-19</u></b></p>	<ul style="list-style-type: none"> <li>• IQAC Calendar of activities for the year 2018-19 is attached as Annexure 4</li> </ul>







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

*Suneer*  
26/10/18  
Prepared by

*Arvinder*  
26/10/18  
Approved by

**Minutes of the Internal Quality Assurance Cell (IQAC) meeting, held on 30<sup>th</sup> 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 17<sup>th</sup> March, 2018.
- B. Discussion of Action Taken Report on the minutes of the meeting of IQAC on 17<sup>th</sup> 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 17<sup>th</sup> March, 2018.**

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

**B. Action Taken Report on the minutes of the meeting of IQAC held on 17<sup>th</sup> March, 2018**

Action Taken Report on the minutes of last meeting held on 17<sup>th</sup> 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 criterions 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.

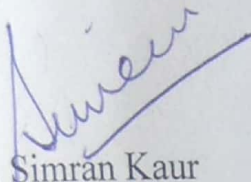
### **D. Any other**

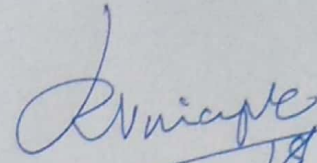
- The House was apprised that the mechanism for identifying performers and laggards is already in place.
- The house was apprised that the institution has received approval for opening a Self-Financing Unit (SFU) of NSS.
- The house was recommended that profile of all the current faculty members is to 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 30<sup>th</sup> June, 2018**

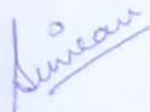
The Action Taken Report on the minutes of the meeting of IQAC held on 30<sup>th</sup> June, 2018 is as under:

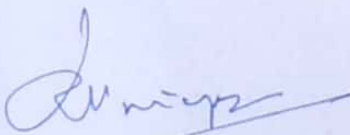
<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
1. Confirmation of minutes of the previous meeting held on 17 <sup>th</sup> March, 2018	No action required
<p>2. <u><b>Action Taken Report on the minutes of the meeting of IQAC held on 17<sup>th</sup> March, 2018</b></u></p> <p>i. The house was apprised 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. <b>(Annexure 1)</b></p>
<p><u><b>C. To finalise AQAR for the year 2017-18</b></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"> <li>The house recommended that the result analysis all the current students of DSPSR must be done in accordance with NAAC guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Result of all the students of BBA and B.Com (Hons.) for the academic year 2017-18 has been analysed. (Annexure 2)</li> </ul>
<p><b>D. <u>Any other</u></b></p> <ul style="list-style-type: none"> <li>The House was apprised that the mechanism for identifying performers and laggards is already in place.</li> <li>The house was apprised that the institution has received approval for opening a Self-Financing Unit (SFU) of NSS.</li> <li>The house was recommended that profile of all the current faculty members is to be updated on the College website.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>No Action required</li> <li>No Action required</li> <li>Faculty profiles are updated on the College website.</li> <li>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.</li> </ul>



Recommendations by IQAC	Actions Taken
<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• The house recommended that an Environmental Audit must be conducted for monitoring Waste Management within the College premises.</li> <li>• It was resolved that Manual for Code of Conduct for Teachers and Students must be uploaded on the college website.</li> </ul>	<ul style="list-style-type: none"> <li>• The Appreciation day is scheduled for 5<sup>th</sup> November, 2018.</li> <li>• The minutes of all the meetings of IQAC and compliance to the decisions are uploaded on the Institution's Website.</li> <li>• Environment Audit was successfully conducted for monitoring Waste Management within the College premises</li> <li>• Student's Manual and Faculty Manual are updated on Institution's Website</li> </ul>

  
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 13<sup>th</sup> January, 2018.
- B. Action Taken Report on the minutes of the meeting of IQAC held on 13<sup>th</sup> 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 13<sup>th</sup> January, 2018.**

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

**B. Action Taken Report on the minutes of the meeting of IQAC held on 13<sup>th</sup> January, 2018**

Action Taken Report on the minutes of last meeting held on 13<sup>th</sup> 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 17<sup>th</sup> MARCH, 2018**

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

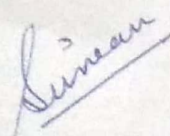
<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
1. To compile the final draft of AQAR	Done
2. To confirm about the prospects of change in the format of AQAR from Dr. K. Rama (Advisor, NAAC).	Dr. Shipra Singh confirmed that format of AQAR would get changed w.e.f. July, 2018
3. To conduct detailed 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. <b>(Annexure 1)</b>
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. <b>(Annexure 2)</b>
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.

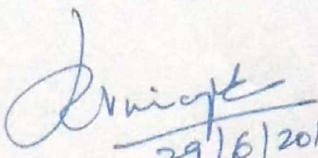


	<b>(Annexure 3)</b>
6. To apply for NSS	Applied for NSS SFU (Self Financing Unit) to Regional Director of NSS and got the approval for the same. <b>(Annexure 4)</b>
7. All faculty must submit the topic of their respective research papers for XX International Conference to be organized by DSPSR	All the faculty members submitted the topic of their respective research papers for XX International Conference to be organized by DSPSR. <b>(Annexure 5)</b>
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. <b>(Annexure 6)</b>
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. <b>(Annexure 7)</b>
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. <b>(Annexure 8)</b>
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. <b>(Annexure 9)</b>
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 <b>(Annexure 10)</b>
15. To upload Student's Manual and Faculty Manual on Institution's Website	Students' Manual and Faculty are available on the official website ( <a href="http://www.dspsr.in">www.dspsr.in</a> ) of the Institute. <b>(Annexure 11)</b>

  
Prepared by

  
29/6/2018  
Approved by



Minutes of the meeting of IQAC of DSPSR held on 13<sup>th</sup> 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 Vinayak, 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 7<sup>th</sup> 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 7<sup>th</sup> Oct 2017**

Resolved to confirm the minutes of the earlier meeting of IQAC of DSPSR held on 7<sup>th</sup> 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 7<sup>th</sup> 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)

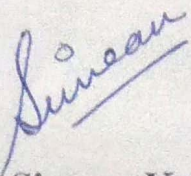
**4. To finalise various teams for Current Academic Session 2017-18.**

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.

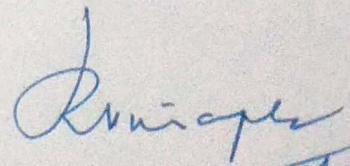
**5. Any other matter with the permission of the Chair.**

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

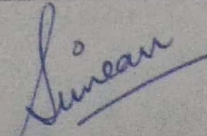


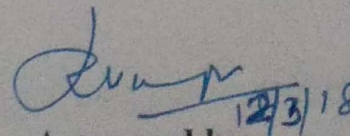
**ACTION TAKEN REPORT AFTER FOURTH MEETING OF IQAC**

**ON 13<sup>th</sup> 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.

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
1. To conduct a 7 day workshop on "Financial Econometrics"	One week National Level Workshop on " <b>Analytical Techniques for Research: Financial Econometrics</b> " 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 " <b>PERSONALITY DEVELOPMENT</b> " was conducted for support staff on 24 <sup>th</sup> 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 7<sup>th</sup> 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.

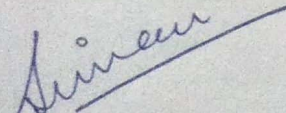
**Agenda of the meeting**

1. Confirmation of minutes of previous meeting held on 8<sup>th</sup> Oct 2016
2. Discussion on Action Taken Report of the previous meeting held on 8<sup>th</sup> 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 8<sup>th</sup> Oct 2016**

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

  
Ms. Simran Kaur  
Coordinator, IQAC

  
Prof. Ravinder Vinayek  
Chairperson, IQAC



2. Discussion on Action Taken Report of the previous meeting held on 8<sup>th</sup> Oct 2016  
Action Taken Report on the minutes of last meeting of IQAC held on 8<sup>th</sup> 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:

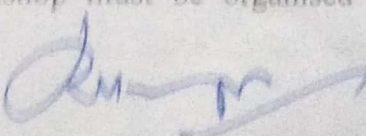
- The new evaluation process of NAAC gives 70 percent weightage to the qualitative data supplied in SSR (Self Study Report) and 30 percent weightage is on the recommendations and observations of the NAAC Peer Team.
- Transparency would be increased and data is subject to validation by third party and 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. Simran Kaur  
Coordinator, IQAC

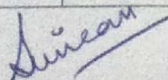
  
Prof. Ravinder Vinayak  
Chairperson, IQAC

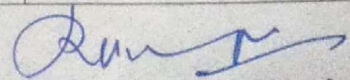


**5. Finalize IQAC calendar for current academic session.**

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

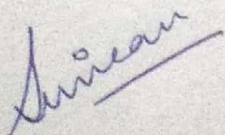


S.NO.	ACTIVITY	SCHEDULE	RESPONSIBILITY CENTRE
		submitted for next coming week	

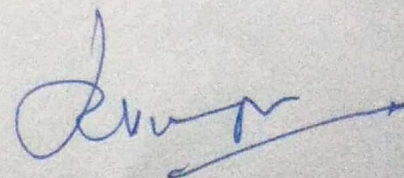
**6. Any other matter with the permission of the Chair**

- 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 (DSPSR), 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, DSPSR, 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, DSPSR. He briefed the members about the role and significance of IQAC. He further, elaborated the policies and systems followed at DSPSR, 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

*Simran*

*Ru*



- 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

*[Handwritten signatures]*



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**

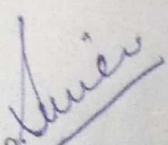
The house suggested the below mentioned areas of priorities for IQAC:

- 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**

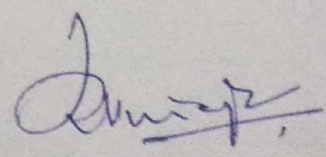
- It was recommended by the house that the policies followed by the Institution should be supported by documents and IQAC should verify them.
- The house stressed upon improving branding of the Institute.
- The house suggested that a comparative analysis of faculty members of nearby colleges must be 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

ON OCTOBER 8, 2016

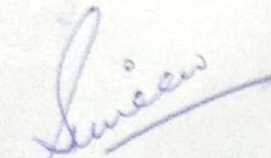
Delhi School of Professional Studies and Research is committed to improve the overall quality of the students and teachers. During the last meeting of IQAC, the committee made some overall observations and recommendations which we have worked to improve during the session. Below mentioned table contains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

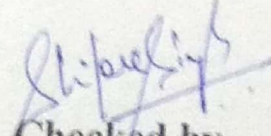
<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
1. To maximize student's participation in event management at the institution such as escorting guest, hosting the guest lectures, arranging conference and guest lectures.	Below mentioned students driven societies and council have been formed <ul style="list-style-type: none"><li>• DansDansuri (Dance Society)</li><li>• Clix (Photography Society)</li><li>• Sur-Taal (Music Society)</li><li>• Rangmanch (Dramatics Society)</li><li>• Kalakriti (Fine Arts Society)</li><li>• Students Council</li><li>• Newsletter Team</li></ul>
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 " <b>Financial Modeling with Ms-Excel</b> "

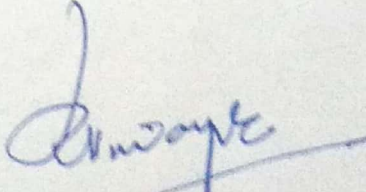
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5. To extend the Institution's infrastructure in terms of building and computer labs. About 500 sq. mtr. of additional building space shall be created before the start of the next academic session.	Ms-Excel <sup>®</sup> Work is in progress with respect 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.

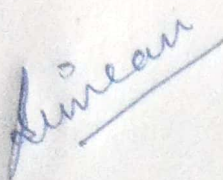
## 7. Research, Consultancy and Extension

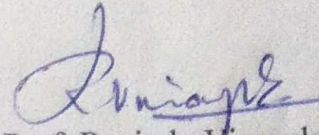
- It was resolved in the meeting that the permanent/regular faculty member working in Delhi School of Professional Studies and Research and registered for doing Ph. D. in an approved University in India, will be provided with a One Time Seed Money Grant of Rs. 10,000/- in order to facilitate take-off 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.

<b>Recommendations by IQAC</b>	<b>Actions Taken</b>
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"> <li>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)</li> </ul>
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"> <li>• Dr. Sima Singh</li> <li>• Dr. Shipra Singh</li> </ul> <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"> <li>• Product Quality which includes the quality of our graduates, Research and Publication.</li> <li>• Process Quality teaching pedagogy is practical oriented</li> <li>• Risks that include Fire and health risk</li> <li>• Ongoing/Continuous Improvement</li> </ul>

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Prepared by

*Shipra Singh*

Checked by

*Amiya*

Approved by