Swami Shraddhanand College
(University of Delhi)
Alipur, Delhi- 110036

Internal Quality Assurance Committee

Minutes of the Meeting

Agenda: Digitization of Records, Faculty Feedback Forms

Dated: 01.03.2019

A meeting of IQAC was held at 1.00 P.M in Principal's Office.

The minutes of the previous meeting were discussed and passed by the August gathering.

The following agenda was discussed:

1) Faculty Feedback form of Delhi University was shared and discussed with committee members.
2) Creation of student domain based ids was reinforced for filling the feedback form.
3) Creation of Google groups for each class/section was suggested for easy sharing of data/assignment/ feedback form with the students.
4) Digitization of documents of the following department was suggested for easy access and speedy redressal of requests:
   a) Accounts Department
   b) Administration Department
   c) Library Department
   d) Governing Body
5) The above task was assigned to Dr. Dharam Veer Bhardwaj and Dr. (Mrs.) Meera Sharma.
6) A Teaching workshop on econometrics was suggested.
7) A feedback form was created for the non-teaching staff regarding their knowledge on MS-Excel and EIMS.
8) Needs of iPad for each faculty member was emphasized to empower faculty members with technology and help them in taking online attendance.