

# Kasturi Ram College of Higher Education, Narela, N. Delhi

## Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

(2020-2021)

The meeting of the Internal Quality Assurance Cell (2020-2021) was held at 11 a.m. on 29<sup>th</sup> August 2020 in online mode due to Covid 19 pandemic situation. The Convener welcomed the members for participating in the meeting of the IQAC for the session 2020-21. The following are the members:-

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

The Convener welcome the Secretary-Society, Executive Chairperson alongwith the members connected in the online meeting and suggested all to take the precautions against the Covid 19 pandemic.

### Reporting :

The minutes of last meeting were briefed and approved by all the members unanimously. The Convener also reputed the talking activities performed after the last meeting.

- 7 days Online FDP was organized on the topic : Covid-19: An Exigency in Shift of Economy, Media, Health and Education from 8<sup>th</sup> June – 14<sup>th</sup> June, 2020 for the teaching & non teaching staff. Prof. R. P. Tulsian, Prof. Trishu Sharma & Dr. Umang Gupta were the Resource persons in this online FDP and shared their views, suggestions and answered of the questions asked by the participants.
- During the lockdown, various online activities were organized for the students to keep them stress free and help them by learning online. The feedback was collected from the students and it was found that most of the students appreciated the efforts made by the teachers.
- Special issue of Researcher's Voice (National Journal) ISSN No. 2231-6310 was published successfully.
- KRCOLLEGE APP & Youtube channel-Education with KRCHE was started and material was uploaded for the students.

### Resolutions:

- The revised list of members for the academic session 2020-21 is as under:

S. No.	Name of the Member	Designation
1.	Sh. Yogesh Kumar Aggarwal	Secretary, Society
2.	Mr. Rajesh Kumar Aggarwal	Executive Chairperson
3.	Dr. G.P. Singh	Chairperson -IQAC
4.	Ms. Geeta	Convener
5.	Dr. Abhilasha Gautam	Principal- B.Ed.
6.	Dr. Ajay Sharma	Faculty Member
7.	Dr. Upasana Khurana	Faculty Member

8.	Ms. Kanchan Wadhwa	Faculty Member
9.	Mr. Mukesh Kumar Gupta	Accountant
10.	CA A.K. Bhalla (President-Rotary Club of Delhi Maurya)	Community Representative
11.	Prof. R.P. Tulsian (Prof. -Shaheed Bhagat Singh College, DU)	External- Expert Member
12.	Prof. (Dr.) Trishu Sharma Head of Dept. of J&MC, Univ. Institute of Media Studies, Chandigarh University, Punjab	External- Expert Member
13.	Dr. Rainu Gupta, HOD, School of Education, Sharda University, Greater Noida	Community Representative
14.	Mr. Karan Duggal (BBA)	Alumni
15.	Ms. Karishma Kakkar (BJ(MC))	Alumni
16.	Ms. Kirti Tyagi - (B.Com.(H))	Alumni
17.	Mr. Hemant Gutt	Student

2. The Convener informed the members that the Research Projects sanctioned for the session 2019-20 were completed by the faculty members & the Advisory Board of KRCHE sanctioned the Research Projects for the session 2020-21.

S. No.	NAME OF FACULTY	TITLE
1	Dr. Gopal Thakur & Ms. Garima Lamba Vij	Online teaching of Mass Communication during Covid 19 Pandemic in Delhi : Students Perspective
2	Dr. Ajay Sharma & Mr. Vikas Kumar Jha	Sources of Funding for Budding Startups: Awareness among Young Graduates
3	Dr. Seema Sharma & Ms. Jyoti	Education in a Post Pandemic India in context of Higher Education : Challenges and Plan of Action

3. The committee discussed the serious issue related to the class & examination schedule of the forthcoming session. It was decided to conduct the classes online due to the Pandemic Covid 19 for this session according to the Academic Calender issued by the GGSIPU. The Chairperson has directed Convener to prepare the time table & academic calendar of the college in accordance with the University. The members suggested that alongwith the online classes, the other activities like webinars, group discussions etc. should also be organized to enhance the learning of the students.
4. Dr. Abhilasha Gautam, Principal – B.Ed. informed the members that the GGSIPU has swapped the 3<sup>rd</sup> Semester and 4<sup>th</sup> semester as the schools are shut down due to the pandemic Covid 19 situation and internship is not possible without the opening of schools.
5. A detailed discussion was also held regarding the admission during the session 2020-21. The committee suggested to work according to the prescribed directions of the University in this regard.
6. Dr. Upasana Khurana HOD- BJMC informed the members that the Department of Journalism has planned to do collaboration with Jagran Institute of Management & Mass Communication for starting some Short term courses.
7. A discussion was held regarding the Placement & Internship of the students of BBA/B.Com.(H) & BAJMC programmes. Due to the pandemic situation, it became difficult for the students to do internships. Moreover, the placement report is submitted by the HODs.
8. A discussion was held regarding organizing an International Conference on 23<sup>rd</sup> January 2021. Various topics were discussed & finalized the topic: "Embracing Re-Modelling and Transformation: Mapping Breakthrough Innovations". The members suggested the names of persons for inviting them as Resource Persons.

The meeting concluded at 12 noon with a vote of thanks to the chair.

G  
29/08/2020  
(Chairperson)

G  
(Convener)

# Kasturi Ram College of Higher Education, Narela, N. Delhi

## Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

(2020-2021)

The meeting of the Internal Quality Assurance Cell (2020-2021) was held at 11 a.m. on 5<sup>th</sup> December 2020 in online mode due to Covid 19 pandemic situation. The Convener welcomed the members for participating in the meeting of the IQAC for the session 2020-21. The following are the members:-

S. No.	Name of the Member	Designation
1.	Sh. Yogesh Kumar Aggarwal	Secretary, Society
2.	Mr. Rajesh Kumar Aggarwal	Executive Chairperson
3.	Dr. G.P. Singh	Chairperson -IQAC
4.	Ms. Geeta	Convener
5.	Dr. Abhilasha Gautam	Principal- B.Ed.
6.	Dr. Ajay Sharma	Faculty Member
7.	Dr. Upasana Khurana	Faculty Member
8.	Ms. Kanchan Wadhwa	Faculty Member
9.	Mr. Mukesh Kumar Gupta	Accountant
10.	CA A.K. Bhatta (President-Rotary Club of Delhi Maurya)	Community Representative
11.	Prof. R.P. Tulsian (Prof. -Shaheed Bhagat Singh College, DU)	External- Expert Member
12.	Prof. (Dr.) Trishu Sharma Head of Dept. of J&MC, Univ. Institute of Media Studies, Chandigarh University, Punjab	External- Expert Member
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14.	Mr. Karan Duggal (BBA)	Alumni
15.	Ms. Karishma Kakkar (BJ(MC))	Alumni
16.	Ms. Kirti Tyagi - (B.Com.(H))	Alumni
17.	Mr. Hemant Gutt	Student

The Convener welcome the Secretary-Society, Executive Chairperson alongwith the members connected in the online meeting and suggested all to take the precautions against the Covid 19 pandemic.

### Reporting :

1. The minutes of last meeting were briefed and approved by all the members unanimously. The Convener also reputed the talking activities performed after the last meeting.
2. The members informed and discussed the progress of the online classes, Internal & External Examination conducted by the college and University.
3. Dr. Upasana Khurana HOD- BJMC informed the members that the Department of Journalism has done collaboration with Jagran Institute of Management & Mass Communication for starting the following Short term courses:
  - a. Certificate course in Copy Writing
  - b. Certificate course in Video Editing
4. The feedback forms collected were analysed and was discussed.

### Resolutions:

1. A discussion was held regarding the International Conference: "Embracing Re-Modelling and Transformation: Mapping Breakthrough Innovations" to be organized on 23rd January 2021. A report was presented by the Convener and she told the status of publication of the Proceedings for the same.
2. A detailed discussion was held regarding the submission of AQAR for the session 2019-20. Ms. Kanchan shall look after the collection of data to be filled in the AQAR. It was informed by the members that the date was extended by NAAC. It was directed by the Chairperson- Dr. G. P. Singh that AQAR should be completed by April 2021.

3. A discussion was held regarding the upcoming issue of Researcher's Voice (National Journal) - ISSN No. 2231-6310. It was suggested by the members that we should proceed for listing the Journal in UGC CARE. A detailed discussion was held regarding the procedure of the same. Various names were suggested by the members for inclusion in the Editorial Board. Moreover, it was suggested by the Chairperson to initiate the process of inviting the papers. The Publication committee was directed to look after the publication of this issue and getting it approved by the competent authorities for listing it in the UGC CARE.
4. The Convener – Ms. Geeta informed the members that due to the pandemic situation, the Placement & Internship Cell of KRCHE is planning to organize HR Conclave in online mode. The topics and other discussion will be done by the Placement Cell. Some suggestions were provided by the IQAC for making it a fruitful event. Moreover, it was also decided to organize 5<sup>th</sup> International Film Festival- Aarambh in online mode.

The meeting concluded at 12 noon with a vote of thanks to the chair.

*G*  
12/12/2020  
(Chairperson)

*Geeta*  
(Convener)

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)  
(2020-2021)**

The meeting of the Internal Quality Assurance Cell (2020-2021) was held at 11 a.m. on 23<sup>rd</sup> April 2021 in online mode due to Covid 19 pandemic situation. The Convener welcomed the members for participating in the meeting of the IQAC for the session 2020-21. The following are the members:-

S. No.	Name of the Member	Designation
1.	Sh. Yogesh Kumar Aggarwal	Secretary, Society
2.	Mr. Rajesh Kumar Aggarwal	Executive Chairperson
3.	Dr. G.P. Singh	Chairperson -IQAC
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5.	Dr. Abhilasha Gautam	Principal- B.Ed.
6.	Dr. Ajay Sharma	Faculty Member
7.	Dr. Upasana Khurana	Faculty Member
8.	Ms. Kanchan Wadhwa	Faculty Member
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17.	Mr. Hemant Gutt	Student

The Convener welcome the Secretary-Society, Executive Chairperson alongwith the members connected in the online meeting and suggested all to take the precautions against the Covid 19 pandemic.

**Reporting :**

1. The minutes of last meeting were briefed and approved by all the members unanimously. The Convener also reported the activities performed after the last meeting.
2. The Convener – Ms. Geeta informed the members that due to the pandemic situation, the Placement & Internship Cell of KRCHE organized HR Conclave & 5<sup>th</sup> International Film Festival- Aarambh in online mode. The feedback forms collected were analysed and was discussed.
3. A report was presented regarding the activities conducted in offline & online mode.

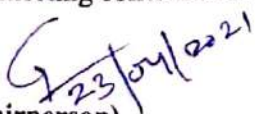
**Resolutions:**

1. A discussion was held regarding organizing online FDP for 7 days in the month of July 2021. A detailed discussion was held regarding the topic of the same. The tentative date decided was 7<sup>th</sup> July – 11<sup>th</sup> July 2021. All the faculty members suggested that the topic should be relevant to the present teaching scenario. Some members suggested that we should organize this FDP to improve the skills of online

teaching. Therefore, all the faculty members were asked to submit their suggestions latest by 11 am on 28<sup>th</sup> April 2021 at [krcollege@krcollege.in](mailto:krcollege@krcollege.in).

2. A discussion was held regarding the conduct of online classes for 4<sup>th</sup> & 6<sup>th</sup> semesters for the programmes –BBA,B.Com.(H), B.A. Eco. & BA(JMC). The HoDs (Dr. Ajay- Mgmt., Dr. Upasana- BAJMC & Dr. Abhilasha –B.Ed.) were told to submit the status of syllabus completion till 25<sup>th</sup> April 2021 and were told to conduct an online departmental meeting to discuss the no. of lectures required to complete the syllabus of 4<sup>th</sup> & 6<sup>th</sup> semesters. A faculty wise workload should also be submitted on 25<sup>th</sup> April 2021.
3. A discussion was held regarding the subject allotment of 1<sup>st</sup> year among the faculty members of BBA/B.Com.(H) & BA(JMC) programmes. The subjects were allotted to the faculty members according to their preferences. It was decided to commence online classes of 2<sup>nd</sup> semester from 1<sup>st</sup> May 2021.
4. A discussion was held about the functioning of virtual classes in which the faculty members were asked about the completion of syllabus in 4<sup>th</sup> and 6<sup>th</sup> semester.
5. A discussion was held regarding the uploading of Notes on the college App. The HoDs were directed to upload the study material timely after the commencement of every semester.
6. Another discussion was held regarding the Placement & Internships of the college. The Placement Conveners of Management & Journalism deptt informed the members that they are contacting companies for organizing Placement & Internship drives for the students in online mode due to Pandemic situation.
7. Another discussion was held regarding the college Magazine- Glimpse for the Management & Journalism Departments. Ms. Parul & Dr. Upasana informed the members that the work is almost complete and both the Magazines will get finalized by 25<sup>th</sup> April 2021.
8. Another discussion was held regarding the process of publication of Researcher's Voice. Dr. Ajay briefed that the information was circulated to other Universities and colleges for inviting quality papers.
9. Discussion about the PR campaign was held. In this regard, Dr. Upasana Khurana said that all the preparation related to the work of PR Campaign has been done and the 4<sup>th</sup> semester students are also ready. After that we discussed the tentative date of the event, either 25<sup>th</sup> May or 29<sup>th</sup> May 2021.

The meeting concluded at 12 noon with a vote of thanks to the chair.

  
(Chairperson)

(Convener)