

MINUTES

A meeting of the IQAC of the College was held on **02.02.2018 at 12.30 PM** in the office of the Principal.

Following members were present:

1. Dr. Alka Sharma, Coordinator, IQAC
2. Dr. Sitaram Kumbhar, Member
3. Dr. Kusha Tiwari, Member
4. Dr. Ashu Gupta, Member
5. Dr. Arkaja Goswami, Member
6. Dr. Samrender Kumar, Member
7. Dr. Bharat Bhushan, Spl. Invitee
8. Dr. Kavita Arora, Spl. Invitee
9. Mr. Jagat Singh Chauhan, Administrative Officer

Following decisions were taken in the meeting:-

- (i) The Committee unanimously decided to allocate the following work and duties to the members for the International Conference/Winter School which scheduled to be held on **March 03-06, 2018**.

S.No.	Name of the allocated work	Assigned duties to the faculty
1.	ICSSR (Funding Status)/Meeting with Collaborators/Sponsors etc.	Dr. Alka Sharma
2.	Academic Work (Abstracts, Papers, acceptance status, registration fee status and date of submission)	Dr. Kusha Tiwari
3.	Finalization of schedule/minutes to minute scheduled and Details	Dr. Alka Sharma and Dr. Kusha Tiwari
4.	Finalised Resource Persons	Dr. A. Sharma and Dr. K. Tiwari
5.	Logistics	Dr. Samrender Kumar, Dr. Bharat Bhushan, Dr. Prabhat Sharma and Dr. Sitaram Kumbhar
6.	Training of Volunteers/their Dress	Dr. Kavita Arora, Dr. Sitaram Kumbhar and Dr. Bharat Bhushan
7.	Catering	Dr. Ruchika Ramakrishnan and Dr. Prabhat Sharma <i>Sh. Parvraj choudhary</i>
8.	Printing Stationery and Conference Kit	Dr. Alka Sharma, Dr. Ashu and Mr. J.S. Chauhan
9.	Book of Abstracts, Brochure, Certificate, Schedule Booklet, I-Cards, Poster and Invitation Cards	Dr. Kusha Tiwari
10.	Letter for Invitation (Principals, Universities, V-C Officer, G.B. Members, DCP, ACP etc.)	Dr. Alka Sharma and Dr. Kusha Tiwari
11.	Stage Management	Dr. Ashu Gupta and Dr. Kavita Arora
12.	Discipline	Dr. Arkaja Goswami
13.	Registration	Dr. Arkaja Goswami
14.	Secretarial Assistance	Mr. J.S. Chauhan, Admn. Officer
15.	Media Management	Dr. Samrender Kumar, Dr. Arkaja Goswami and Mr. A. Tapadar

16.	Training of Volunteers	Dr. Kavita Arora, Dr. Bharat Bhushan and Dr. Sitaram Kumbhar
17.	Printing and Publishing	Dr. Alka Sharma and Dr. Kavita Arora
18.	Cultural Programme & Guard of Honour	Dr. Gayatri Chaturvedi, Dr. Supriti Mishra and Ms. Shivali Kharbanda

- (ii) It was decided to extend the hospitality to our Speakers/Resource Persons from India and abroad. In that context, 10-12 rooms needs to be booked/arranged in University of Delhi Guest House/International Guest House and any other suitable places. For that reason, Dr. Samrender Kumar has been requested to do the needful with the University Guest House.
- (iii) The Committee unanimously approved the budget for the Winter School including International Conference (Budget attached).
- (iv) All the members volunteered to extent full support including arranging finance for successful organization of the event.

Meeting ended with a vote of thanks to the Chair

*Alka Sharma*

(Dr. Alka Sharma)  
Coordinator, IQAC

(Dr. Rabi Narayan Kar)  
Principal