

**College of Vocational Studies
University of Delhi**

A meeting of the IQAC was held on 12.07.2021 in the college committee room at 11.00 am.
Following members were present:

1. Dr. Anu Satyal Anu Satyal 12.7.2021
2. Dr. Meenakshi Agrawal Meenakshi 12/7/21
3. Dr. Sunil Sunil
4. Ms. Parul Chachra Parul 12/7/21
5. Ms. Deepa Sahai Garg Deepa 12/7/21

Minutes of the meeting:

1. The committee screened and forwarded the applications received for Professorship and Associate Professorship of Dr. Vinay Kumar Jain, Dr. Pradip Kumar Biswas and Ms. Shweta, respectively, for further processing.
2. The committee recommends that the two articles submitted by Ms. Shweta may kindly be sent for evaluation by the external evaluators on urgent basis.
3. The committee feels that the screening of the applications for the Professorship should be done by the committee constituted as per the UGC regulations and SOPs issued by University of Delhi hereafter.
4. The committee found that the college internet was not working and consequently it was difficult to receive the plagiarism reports on time. Hence, the committee recommends the college administration must ensure the availability of internet connectivity within college premises at all times.

Jain
12/7/21

Parul
12/7/21

Deepa
12/7/21

Anu Satyal
12.7.2021.

Meenakshi
12/7/21

Meeting of QAAC : 22nd July 2021.

A meeting of QAAC was held in the college committee room on 22nd July 2021 at 11:00 a.m.

The following members attended :-

1. Anu Salyal (Convenor) Anu Salyal
22.7.2021.
2. Stalini Singh Stalini
3. Anuradha Bawa Singh Anuradha Bawa Singh
4. Parul Chandra Parul 22 July 2021
5. Menakshi Agarwal (online attendance)
6. Deepa Garg Sabai (online attendance)

The Committee checked the forms submitted by Dr. Gauri Mitra for promotion to professorship, for publications and plagiarism. The Committee noted that 2 articles have been submitted with acceptance letters. They are yet to be published. The date of eligibility may be checked by the screening committee after the papers have been published and submitted.

Anu Salyal

Parul
22 July 2021

Anu Salyal
22.7.2021.

IQAC
College of Vocational Studies
University of Delhi

Dated: 24.09.2021

MINUTES

A meeting of the IQAC was held on 24.09.2021 at 11.30 A.M. in Principal's Committee Room. The following members were present:

1. Dr. Anu Satyal
2. Dr. Meenakshi Agrawal
3. Ms. Deepa Sahai Garg,
4. Dr. Sunil
5. Ms. Parul Chachra
6. Ms. Anu Singh
7. Ms. Anuradha Bawa Singh

Anu Satyal
24.9.2021

Meenakshi
24.9.21

Deepa
24/9/21

Sunil
24.9.21

Parul
24/9/21

Anu Singh
24/9/21

Anuradha Bawa Singh
24/9/21



The committee looked into the application for Professorship of Dr. Kumar Ashutosh forwarded on 18.09.2021 by the college. The committee observes the following:

1. The dates of the promotion of Dr. Kumar Ashutosh from stage I to Stage II (Academic Level 11), Stage II to Stage III (Academic Level 12) and Stage III to Stage IV (Academic Level 13 A) were 01.06.2013, 01.06.2018 and 01.06.2021 respectively as mentioned in the applications submitted by the applicant and accordingly verified by the college administration and IQAC, Screened/Selected by the duly constituted Committees and approved by the college Governing Body.

As per the details mentioned in the Point No. 1, the applicant will be eligible for the promotion for professorship on 01.06.2024, if he meets the other eligibility criteria for the promotion of college Professorship mentioned in CAS 2018.

Since the applicant wants to include his past experience i.e. teaching/administrative before the joining at College of Vocational Studies after being promoted from stage I to Stage II (Academic Level 11), Stage II to Stage III (Academic Level 12) and Stage III to Stage IV (Academic Level 13 A) for Professorship now, the IQAC feels that as per the notification issued on 27.08.2020, Ref. No. : Estab-IV/017/2018-2020/9 by University of Delhi Page No. 7 of 15, the teacher will be promoted to next stage if he/she meets following criteria along with other criteria mentioned in CAS 2018:

“CAS Promotion Criteria:
A teacher shall be promoted if:

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P1. dis. Garg
24.9.21

Anu Singh
24/9/21

Parul
24/9/21

Anu Singh
24/9/21

Meenakshi
24/9/21

Anu Satyal
24.9.2021

Deepa
24/9/21

(i) She/He gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment years of the assessment period as the case may be, as specified in Annexure VI-A (Table VI- A. a), and;

(ii) The promotion is recommended by the screening-cum-evaluation committee".

The teacher concerned has been promoted on the basis of APAR filled for the Assessment Years 2009-13 for stage I to Stage II (Academic Level 11), Assessment Years 2013-18 for Stage II to Stage III (Academic Level 12) and Assessment Years 2018-21 for Stage III to Stage IV (Academic Level 13 A).

If experience i.e. Teaching/Administrative of the applicant is considered after verification of its validity as per the University/UGC/other applicable guidelines now, the Assessment Years would be fixed earlier for the number of years and months so claimed and APARs/PBASs that are required to be assessed/verified/screened/evaluated by the college administration/IQAC/Screening-cum-evaluation/Selection Committee for the said assessment years would also be revised, assessed, and evaluated again accordingly. As promotion criteria categorically states that if the applicant gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the Assessment Years of the Assessment Period as the case may be, as specified in Annexure VI-A (Table VI- A. a), along with the fulfilment of other criteria and process mentioned in CAS 2018, he/she will be promoted to next stage.

4. The Committee feels that the promotion form of Dr. Kumar Ashutosh must be revised if college administration/Governing Body/University of Delhi considers his experience i.e. Teaching/Administrative as per the University of Delhi/UGC and applicable guidelines in the matter, from stage I (Academic Level 11) and he may be requested to fill the APARs/PBAS for the Assessment Years so claimed at Stage I (Academic Level 11) only.
5. IQAC also seeks clarification form the College Administration/Governing Body/University of Delhi, whether at this stage when all the processes and formalities regarding Promotion of the applicant from Stage I to Stage IV has been completed, can it be reversed back to status quo?, as the completion of the process for promotion of applicant was done on the basis of the details provided by the applicant himself in the application forms submitted for promotion at different stages.
6. The meeting ended with a vote of thanks to the Chair.

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Minutes of the meeting

A meeting of IQAC committee was held on 18 November 2021 at 11.30 am in college committee Room.

The following members were present:

1. [Signature] 18.11.21
 2. Meenakshi Meenakshi Aggarwal
 3. [Signature] Shalini Singhal.
 4. Anu Singh [Signature] 18/11/21
 5. [Signature] Anurupa Bera Singh 18/11/21
 6. PARUL CHACHRA [Signature] 18/11/21
 7. Deepa S. Gang [Signature] 18/11/21.
 8. DR. ANU SATYAL [Signature] 18.11.2021
 9. Mr. PUNEET KUMAR [Signature] 18/11/21
- Minutes Enclosed:
10. SONIC [Signature] 18.11.21

Date: 18.11.2021

IQAC
COLLEGE OF VOCATIONAL STUDIES

MINUTES

A meeting of the IQAC was held on 18.11.2021 at 11.30 a.m. in the Principal's Committee Room. The following members were present:

1. Dr. Anu Satyal
2. Dr. Shalini Singhal
3. Dr. Meenakshi Agrawal
4. Ms. Anuradha Bawa Singh
5. Ms. Anu Singh
6. Ms. Deepa Sahai Garg
7. Dr. Sunil
8. Ms. Parul Chachra
9. Dr. Inderjeet Dagar
10. **MR. PUNEET KUMAR**

Anu Satyal
18.11.2021

Shalini
18/11/2021

Meenakshi

Anuradha
18/11/21

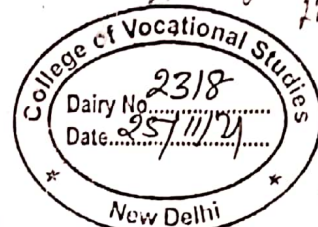
Anu Singh
18/11/21

Deepa
18/11/21

Sunil
18.11.21

Parul
18/11/21

Inderjeet
18/11/21



The applications received for the promotion of Professors were screened and following observations/decisions/recommendations were made:

A. The application received from Dr. Kumar Ashutosh was screened and the following were observed:

- 1) As he has requested to consider his past experience as Course Director (Assistant professor) as mentioned in the experience certificate submitted earlier dated 03.06.09 and Assistant Professor (Course Director) submitted later on dated 21.07.2021 (Certificate attached) for the period 2005 to 2009. The certificates say that he was managing the institution very well and does not talk about teaching assignment. It was little perplexing to understand whether he was there in an administrative post or a teaching post. Therefore, the committee requests the college to ask the applicant to submit his appointment letter and the proof of classes allotted and taught for the period as it is also needed to fulfil the requirements of APAR and PBAS.

Further, he was asked to report for joining on 06.02.2006 by the institution but he has been asking to include and also submitted the experience certificate from 01.09.2005 to 31.05.2009. How can the period which he was not there in the office be included?

- 2) There have been four certificates submitted by the applicant as a proof of his salary received as a Course Director and Assistant Professor (Course Director) from the institution where he rendered his services. In two of the certificates submitted at the time of his appointment as an Assistant Professor in College of Vocational Studies, it states that he was drawing a consolidated salary of Rs. 25,000/- (twenty five thousand only) per month. The experience

Anu Satyal
18/11/21

Shalini
18/11/21

Parul
18/11/21

Sunil
18.11.21

Anu Singh
18.11.2021

Deepa
18/11/21

Inderjeet
18/11/21

certificates submitted at later stage dated 21.07.2021 shows that he was getting grade pay of 8000-275-13500 for the period 01.09.2005 to 31.05.2009. A letter issued by Hony. Secretary General, Rajasthan Chamber of Commerce & Industry, Dr. K.L. Jain (UN DATED) states that he was placed in the pay scale of Rs. 8000-275-13500 and his basic salary was Rs. 10,475/- in the year 2008-09. It need to be verified from the applicant as well as official issuing certificate. The certificates submitted by the applicant during appointment in the college and submitted at later stage are totally contradictory itself. First it shows consolidated salary of Rs. 25000/-p.m., then it says he was given pay scale of Rs. 8000-275-13500 and his basic salary was Rs. 10475/- in the year 2008-09 and the another certificate submitted by applicant says he was paid grade pay of 8000-275-13500 for the period 01.09.2005 to 31.05.2009, it needs to be thoroughly investigated.

The UGC CAS-2018, Part – III, Section 4, Point No. 10.0 states that “The INCUMBENT WAS DRAWING TOTAL GROSS EMOLUMENTS NOT LESS THAN THE MONTHLY GROSS SALARY OF A REGULARLY APPOINTED ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE”

The certificates submitted by the applicant shows different salary/gross salary received by the applicant. If he was getting consolidated salary then basic pay becomes irrelevant. It is requested that applicant may be asked to submit his salary certificate duly verified to establish that he was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed assistant professor as required under The UGC CAS-2018, Part – III, Section 4, Point No. 10.0.

- 3) The committee also found that his past teaching/administrative experience as Course Director/Assistant Professor (Course Director) cannot be counted. As the UGC CAS-2018, Part – III, Section 4, Point No. 10.0 states as under:

Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

(a) THE ESSENTIAL QUALIFICATIONS OF THE POST HELD WERE NOT LOWER THAN THE QUALIFICATIONS PRESCRIBED BY THE UGC FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) THE CONCERNED ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR SHOULD POSSESS THE SAME MINIMUM QUALIFICATIONS AS PRESCRIBED BY THE UGC FOR APPOINTMENT TO

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THE POST OF ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE.

(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

(e) The previous appointment was not as guest lecturer for any duration.

(f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:

- (I) THE ESSENTIAL QUALIFICATIONS OF THE POST HELD WERE NOT LOWER THAN THE QUALIFICATIONS PRESCRIBED BY THE UGC FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE
- (II) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
- (III) THE INCUMBENT WAS DRAWING TOTAL GROSS EMOLUMENTS NOT LESS THAN THE MONTHLY GROSS SALARY OF A REGULARLY APPOINTED ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE; AND

(g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause."

Dr. Kumar Ashutosh has requested his past experience working as Course Director/ Assistant Professor (Course Director) be included. While going through his forms and certificates attached with the form, it was found that at the time of his appointment as Course Director/Assistant Professor (Course Director) in the institution, he was neither NET Qualified nor PHD or M. PHIL.

The UGC CAS-2018, Part - III, Section 4, Point No. 10.0 states that "THE ESSENTIAL QUALIFICATIONS OF THE POST HELD WERE NOT LOWER THAN THE QUALIFICATIONS PRESCRIBED BY THE UGC FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE" and "THE CONCERNED ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR SHOULD POSSESS THE SAME MINIMUM QUALIFICATIONS AS PRESCRIBED BY THE UGC FOR APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE."

It also states further that "THE INCUMBENT WAS DRAWING TOTAL GROSS EMOLUMENTS NOT LESS THAN THE MONTHLY GROSS SALARY OF A

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REGULARLY APPOINTED ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR, AS THE CASE MAY BE".

In the light of above facts, the committee feels that the total number of years of experience required for the Professors is not possessed by the applicant. Therefore, his applications for the professorship cannot be recommended for consideration.

- B. The application of Dr. Ashis Taru Deb for promotion for professorship was screened and some changes have been suggested to Dr. Ashis Taru Deb. The committee has conveyed the changes in person.
- C. The meeting was ended with a vote of thanks to the Chair

Dr. Ashis Taru Deb
18/11/21

Sh. L. S.
18/11/21

Dr. J. K. S.
18.11.21

Dr. M. S.
18/11/21

Dr. P. S.
18/11/21

Dr. N. S.
18/11/21

Dr. R. S.
18/11/21

Shri Kumar Ashutosh
73, Taneja Block
Adarsh Nagar
Jaipur - 302004

Sub: Application for the post of Course Director (Assistant Professor) in Rajasthan Chapter of IITTM

Dear Sir,

With reference to your application and subsequent interview held on 28.1.2006 for the above post, we are pleased to appoint you as Course Director (Assistant Professor) on temporary contract basis at a consolidated salary of Rs. 25,000/- p.m. This includes Employer's share towards EPF and Gratuity.

Initially your services would be for a period of one year with effect from your date of joining. You will be governed by the Service Rules of RCCI. The Managing Committee reserves the right to extend or discontinue your services any time during this period.

If terms and conditions are acceptable, please report for duty from 6.2.2006 onwards.

Thanking you,

Yours faithfully,

(Signature)
(Dr. K.L. Jain)
Hon. Secretary General

(Signature)

सहायक महानिदेशक Asst. Director General
भारत पर्यटन / Indiatourism
भारत सरकार / Govt. of India
खारसा कोठी / Kharsa Kothi
जयपुर - 302 001 / Jaipur - 302 001

(Signature) 18/11/21
(Signature) 18/11/21

(Signature) 18/11/21
(Signature) 18/11/21

Seen by the Committee and discussed:
(Signature) 18/11/21
(Signature) 18/11/21
(Signature) 18/11/21

RAJASTHAN CHAMBER OF COMMERCE & INDUSTRY
RAJASTHAN CHAMBER BHAWAN, M.I.ROAD, JAIPUR - 302 003 (INDIA)

Ref. No. RCCI/ 999

02.02.2007

Shri K. Ashutosh
Director, Rajasthan Chapter IITTM,
73, Taneja Block, Adarsh Nagar,
Jaipur 302004

Dear Sir,

Ref : Your letter dated 01.02.2007.

So long the RCCI-IITTM Rajasthan Chapter is continuing with Rajasthan Chamber of Commerce & Industry (RCCI), your appointment vide our letter dated 04.02.2006 is hereby confirmed subject to service rules of RCCI and your satisfactory deliverance of your duties.

Your salary and other benefits as having availed shall remain same till further order.

Thanking you,

Yours faithfully,

(Dr. K. L. Jain)
Hony Secy General

Su Sanjay
सहायक महानिदेशक / Asstt. Director General
भारत पर्यटन / India Tourism
भारत सरकार / Govt. of India
खासा कोठी / Khasa Kothi
जयपुर - 302 001 / Jaipur - 302 001

Seen by the committee and
discussed:

Shri. 18/11/21
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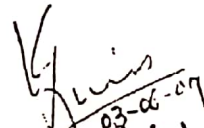
Gram : CHAMBER
Phone : 2565163, 2567899, 2574714, 2562189
Fax : +91-141-2561419, 2562610
Email : Info@rajchamber.com
Visit at : www.rajchamber.com

RAJASTHAN CHAMBER OF COMMERCE & INDUSTRY
RAJASTHAN CHAMBER BHAWAN, M.I. ROAD, JAIPUR - 302 003 (INDIA)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Dr. K. Ashutosh has served our organisation as Course Director with effect from Sept 2005 to May 2009. He was placed in the pay scale of Rs. 8000-275-13500 and his basic salary was Rs. 10475/- in the year 2008-09. He was looking after the Rajasthan Chapter of Indian Institute of Travel and Tourism Management (An organization of Ministry of Tourism, Government of India) and conducted Post Graduate Diploma in Travel & Tourism Industry Management very successfully including numerous Capacity Building Programmes related to Tourism. He managed IITTM Chapter from 2005-2008 and was a pioneer in exploring the possibility of collaboration of RCCI with UNWTO.

Dr. K. Ashutosh is a noble man and sound professional in Tourism. To the best of my knowledge he bears an excellent moral character and I wish him best in his future career.


(Dr. K.L. Jain)
Hony. Secretary General

Seen by the committee and discussed.

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RAJASTHAN CHAMBER OF COMMERCE & INDUSTRY
RAJASTHAN CHAMBER BHAWAN, M.I. ROAD, JAIPUR - 302 003 (INDIA)

Ref. No. ROC/M.667

Date : 21.07.2021

TO WHOM IT MAY CONCERN

This is to certify that **Dr. Kumar Ashutosh** has worked with our tourism institution from 1.09.2005 to 31.05.2009 as an Assistant Professor (Course Director) in the grade pay of 8000-275-13500. He was recruited by following all the due procedures by properly advertising the post and through a duly constituted selection committee as per the norms of our parent body IITM, An organisation of Ministry of Tourism, Government of India.

His conduct and performance was outstanding during the said period. We wish him all the best in his future endeavours.



K. L. Jain
(Dr. K. L. Jain)
Hon. Secretary General

Seen by the committee and discussed

Dr. S. Singh
18/11/21

Pant
18/11/21

Sharma
18/11/21

Meenakshi
18/11/21

Sharma
18/11/21

Sharma
18/11/21

M. Singh
18/11/21

Sharma
18/11/21

Sharma
18/11/21

Minutes of the IQAC meeting held on 24.11.2021

An online meeting of the IQAC was held on Wednesday, 24.11.2021 at 7 pm. Following members were present.

1. Dr. Sunil
2. Dr. Shalini Singhal
3. Dr. Meenakshi Aggarwal
4. Ms. Parul Chachra
5. Ms. Anu Singh
6. Ms. Anuradha Bawa Singh
7. Dr. Anu Satyal

Minutes:

1. The process of finalization of AQAR 2020-21 was discussed. Members for section 2 and 5 reported that some data was still pending from the office and they will manage to get it within a couple of days at most. It was decided that the data for Part A of the AQAR is to be collected by Ms. Geetika Vashisht, Ms. Ruchi Singh, Mrinal Pingua and Dr. Amogh Talan.
2. The committee recommends that the college invites tenders for conduct of green, energy and gender audit of the college.
3. No decision was taken on the second cycle of accreditation and the issue is pending to be taken up in the next meeting.
4. It was decided to re-energise the alumni association and improve the student progression data. In this regard the members were requested to make their suggestions in the next meeting.
5. Members were of the opinion that a joint meeting with the TICs and the Teacher convenors of various societies should be held soon to appraise them of the necessary documentation and reporting of various department and society events to both, the college as well as the IQAC, to ensure timely and appropriate documentation.
6. The committee felt that the IQAC room should be equipped have an *almirah* and filing space.
7. The website should have appropriate links for – academic calendar, mentor-mentee page, syllabus and societies. The academic supervisory committee convenor can provide this information for the AQAR.
8. The various activities and data management of office, societies and college in general should be in line with the AQAR template to facilitate the formation of the latter every year. Once again the committee reiterated that the submission of APARs should be mandatory for all the teachers.
9. It was decided that the IQAC shall organize a webinar on the NEP or the NAAC in the next semester.
10. The meeting ended with a vote of thanks to the chair.

Sd/-

Members and Coordinator, IQAC

Minutes of the IQAC meeting held on 21.1.2022

A meeting of the IQAC was held on 21.1.2022 at 4pm. Following members were present.

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|----------------------------|-------------|
| 1. Dr. Shalini Singhal | Member |
| 2. Dr. Meenakshi Agarwal | Member |
| 3. Ms. Anuradha Bawa Singh | Member |
| 4. Ms. Deepa Sahai Garg | Member |
| 5. Ms. Parul Chachra | Member |
| 6. Dr. Anu Satyal | Coordinator |

Minutes:

1. The IQAC coordinator received a mail from the Officiating Principal, Dr. Pradip K. Biswas on 13.1.2022 to look into the objections raised by the UDSC regarding the fixation of pay for Dr. Kumar Ram Krishna [vide letter dated 28.10.2021, Ref. No. CS-SDC/111/MPS-1998/CVS/2021/90]. The office has also provided the follow-up letter sent by Dr. Inderjeet Dagar to the UDSC (Ref. No. CVS/2021/1235 dated 2.12.2021) and the reply sent by UDSC (Ref. No. CS-SDC/111/MPS-1998/CVS/2021/429 dated 23.12.2021). The issues pertain to providing the Summary in the prescribed format for MPS 1998 scheme and the correction in the date of Dr. Kumar Ram Krishna's eligibility to Reader's grade. (All letters enclosed). The IQAC recommends that the Admin Office should inform Dr. Kumar Ram Krishna to submit the Summary in the prescribed format and revise his date of eligibility in the form and submit the same to the office under the MPS 1998 scheme.
2. The IQAC also wants to request the officiating principal to initiate the processes of building smart classrooms and the conduct of Gender, Green and Energy Audit. The IQAC has already made the recommendations regarding the same in the past meetings. Since this is the NAAC year the IQAC requests to expedite the matter.
3. The IQAC has decided that a Research Committee be formed at the earliest.
4. The IQAC shall convene an online meeting of all the TICs and society conveners to appraise them of the process of submission of event reports and encourage the departments to conduct webinars and workshops.
5. The IQAC also requests the principal to provide the list of all the members of the faculty who have availed of the sabbatical leave in the past five years. Further the IQAC has already recommended that all these teachers need to submit a completion report. However the IQAC has not received any such reports from any teacher till now. Thus the IQAC requests the Officiating Principal to intervene in this matter.
6. The IQAC requests the Officiating Principal to kindly provide two almiraahs, a computer, a printer and the necessary stationary for the IQAC room.

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

Sd/-

Members and Coordinator, IQAC, CVS

Enclosed:

Relevant documents received from the Admin Office for pay fixation of Dr. Kumar Ram Krishna.

Minutes of the IQAC meeting held on 29.1.2022

An online meeting of the IQAC was held on 29.1.2022 on Google Meet at 4 PM. Following members were present in the meeting.

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|--------------------------|-------------|
| 1. Dr. Shalini Singhal | Member |
| 2. Dr. Meenakshi Agarwal | Member |
| 3. Ms. Anu Singh | Member |
| 4. Ms. Deepa Sahai Garg | Member |
| 5. Ms. Parul Chachra | Member |
| 6. Dr. Anu Satyal | Coordinator |

Minutes:

1. The committee reviewed the Summary Form for promotion to Lecturer in Reader's Grade and for promotion to Associate Professor for Dr. Kumar Ram Krishna. The committee suggests following changes to be made in the Summary:

In Section A:

- a. The date of eligibility for promotion to Lecturer in Reader's Grade should be revised to 24.10.2010 as FIVE years are required for promotion from Lecturer in Senior Scale to Lecturer in Reader's Grade. This has been pointed out by the UDSC in their letter dated 28.10.2021, Ref. No. CS-SDC111/MPS-1998/CVS/2021/90, sent to the Principal, CVS.
- b. The date of promotion to Associate Professor, Level 13A, after THREE years in Reader's Grade should be accordingly mentioned separately.
- c. The ASSESSMENT PERIOD should be filled clearly for both the promotions separately.
- d. Exact dates of the STUDY LEAVE availed for the Ph.D. during the assessment period should be mentioned.

In Section B:

- a. The TEACHING EXPERIENCE required to be filled in should pertain to the Assessment Period ONLY. Hence the committee suggests that only EIGHT years of service be mentioned (FIVE years for promotion to Lecturer in Reader's Grade and THREE years for promotion to Associate Professor, Level 13A).
- b. Total Teaching experience should be changed accordingly.
- c. Dates of eligibility for promotion to Lecturer in Reader's Grade and for promotion to Associate Professor should be mentioned clearly.

In Section C:

- a. The total number of years of service should be changed according to the years required for the two promotions.
- b. In the details of Orientation and Refresher courses the details of Orientation Course are not needed as it is not required for promotion to Lecturer in Reader's Grade and for Associate Professor.

The committee also recommends that Dr. Kumar Ram Krishna should alter the eligibility dates for promotion in the application form as well.

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

Sd/-

IQAC

IQAC meeting held on 28.2.2022

An online meeting of the IQAC was held on Monday, 28.2.2022, at 4 pm.

Following members attended the meeting:

1. Dr. Shalini Singal
2. Ms. Anuradha Bawa Singh
3. Ms. Anu Singh
4. Ms. Deepa S. Garg
5. Ms. Parul Chachra
6. Dr. Anu Satyal (Coordinator)

Minutes:

1. The completed AQAR 2020-21 was presented to the committee for feedback and comments. It was approved by all the members present and finalized for submission.
2. The IQAC committee has authorized Ms. Parul Chachra to submit the Report on the NAAC Portal.

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

Sd/-

IQAC

Minutes of the IQAC meeting held on 23.3.2022 at 4 pm

A meeting of the IQAC was held at 4 pm on Google Meet. Following members were present.

1. Dr. Shalini Singhal
2. Dr. Meenakshi Agarwal
3. Ms. Parul Chachra
4. Ms. Deepa Sahai Garg
5. Dr. Anu Satyal – Coordinator

Minutes:

1. The agenda for the meeting was to start the process of filling Institutional Information for Quality Assessment (IIQA) and the Self Study Report (SSR) for the second cycle. The coordinator shared the NAAC notification of 9.7.2020 which makes it mandatory for HEIs to file for their second cycle within three months of resumption of normal academic activities (notification enclosed).
2. The format of the IIQA was discussed with all the members present and the process of identifying the necessary documents for the IIQA was completed in the meeting. The members shall approach the college office (Admin and Finance) to obtain the necessary documents on college letter-head and duly signed by the competent authority.
3. It was decided that a meeting with the OSD, all teachers-in-charge, society convenors, librarian and admin and finance officers be held after the 3rd of April 2022 to start the process of making the SSR.
4. The committee noted that there was a need to induct three more members from the permanent teaching staff to be part of the IQAC.
5. Dr. Anu Satyal is on special casual leave (SCL) between 28.3.2022 and 1.4.2022. It was decided that Dr. Shalini Singhal shall coordinate the activities of the IQAC for this period and help with the completion of the IIQA/SSR.

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

Sd/-

IQAC

COLLEGE OF VOCATIONAL STUDIES

UNIVERSITY OF DELHI

MINUTES OF THE IQAC MEETING HELD ON 21-04-2022

A meeting of the IQAC team was held on 21-04-2022 in the IQAC room in the college.

Following members were present:

1. Dr. Ashis Taru Deb
2. Dr. Kumar Ashutosh
3. Ms. Anuradha Bawa Singh
4. Ms. Parul Chachra
5. Ms. Anu Singh
6. Dr. Harshil Kaur
7. Ms. Geetika Vashisht
8. Dr. Meenakshi
9. Dr. Anu Satyal

Minutes:

1. Dr. Ashis Taru Deb, Dr. Kumar Ashutosh, Dr. Harshil Kaur and Ms. Geetika Vashisht have been inducted in IQAC as special invitees to assist in the making of SSR/ IIQA.
2. The committee decided to allocate the various sections/ criteria to IQAC heads. Teams were made which include other teachers to assist team heads in the making of SSR/IIQA. [Document Enclosed].
3. It is requested that an official mail (by the college admin) be sent to all the team members included to work on SSR/IIQA.



TEAMS FOR SSR (2021-2022)

SECTIONS/CRITERION	TEAM HEADS	TEAM MEMBERS
SECTION 1: EXECUTIVE SUMMARY	MS. NANDINI OBEROI DR. VIJAYA RAJNI	
SECTION 2: INSTITUTIONAL PROFILE	MS. ANURADHA BAWA SINGH	
SECTION 3: EXTENDED PROFILE	MS. GEETIKA VASHISHT	
CRITERIA 1	DR. ASHIS TARU DEB MS. GEETIKA VASHISHT	DR. PRITI AGGARWAL MS. SILPA P. R DR. SUMAN RANI MR. RAKESH KUMAR MS. SHELLY GUPTA
CRITERIA 2	DR. SHALINI SINGHAL MS. GEETIKA VASHISHT	MR. MRINAAL PINGUA MS. NAMITA MR. DHANANJAYA SINGH MS. NAVODITA CHAUDHARY MR. RAJ BAHADUR MS. NISHA TOMAR
CRITERIA 3	MS. DEEPA SAHAI GARG DR. HARSHIL KAUR	MS. MAMTA LAMBA MS. RUCHI SINGH MS. GUNEET GILL MS. AKANKSHA NIRALA MS. GARIMA MALU
CRITERIA 4	MS. ANU SINGH DR. KUMAR ASHUTOSH	DR. AMOGH TALAN DR. VEDBRAT TIWARI MS. NATASHA TAGEJA DR. VIRENDRA SINGH BITHOO MR. AVINASH CHANDRA MS. KANIKA GOYAL DR. RUPESH SHUKLA DR. RAVINDRA SINGH KUSHWAH
CRITERIA 5	DR. MEENAKSHI	MR. ANUJ JATAV MS. BARKHA JAMWAL MS. MAMTA THAGELA MR. DEEPAK MISHRA MS. SHEETAL MAURYA MS. VIBHA LAMBA MS. SHILPA GARG MS. DEEPIKA MISHRA
CRITERIA 6	MS. ANU BAWA SINGH	DR. SWATI CHANDRA MS. PAVITRA KUMARI MS. RUCHI SINGH MS. KANIKA GOYAL DR. MRINMOYEE RAY
CRITERIA 7	DR. ANU SATYAL MS. PARUL CHACHRA	MS. BARKHA JAMWAL MS. SHEETAL MAURYA MR. DEEPIKA MISHRA

		DR. RADHA GULIA
	DATA ENTRY	MS. ANNUSHRI MR. ABHINUB KUMAR MR. ASHISH KUMAR JHA MR. DEEPAK VERMA MR. DHANANJAYA SINGH

A meeting of the IBAC was held on 4.5.2022 at 10.30 am in the IBAC room. Following members were present:

1. Dr. ANU SATYAL. Anu Satyal 4/5/2022
2. Deepa S. Gang Deepa 4/5/22
3. Anu Singh Anu Singh 4/5/22
4. Dr. Shalini Singhal Shalini 4/5/22.
5. Dr. Meenakshi Agrawal Meenakshi 4/5/22
6. Anuradha Bawa Singh Anuradha 4/5/22.

Minutes:

1. Dr. Ashis Tarn Deb's application (revised) was reviewed by the committee. Further corrections have been suggested to Dr. Tarn Deb.
 2. Documents for 11&A received from the college have been reviewed. A list of necessary documents still required has been made.
 3. The committee recommends once again to expedite the process of making of Smart class rooms (FOUR) and conduct of Gender / Green / Energy audits.
 4. The IBAC requests to provide an almirah and TWO filing cabinets for the IBAC room.
 5. The IBAC reiterates the need to take immediate action to repair college building.
 6. Meeting ended with a vote of thanks to the Chair.
- Deepa 4/5/22
Meenakshi 4/5/22

Minutes of the Meeting

An online meeting of the IQAC core committee (formed for the making of SSR) was held on 20 May 2022 at 6.00 pm. The following members were present:

1. Dr Shalini Singhal
2. Dr Meenakshi Agarwal
3. Ms Anu Singh
4. Ms Anuradha Bawa Singh
5. Dr Ashis Taru Deb
6. Dr Vijaya Rajni
7. Ms Deepa S. Garg
8. Ms Parul Chachra
9. Ms Geetika Vashisht
10. Ms Harshil Kaur

Minutes:

- Dr Anu Satyal, Coordinator, IQAC, could not attend the meeting due to bereavement in her family. Dr Shalini Singhal coordinated the meeting.
- SSR along with templates and SOP were presented in the meeting and detailed discussion in this regard was undertaken. The same was mailed to all the members.
- The team heads were requested to create the teams for their respective criteria and assign the sub-sections. The list of the team members for each criterion may be submitted to Dr Anu Satyal by 22 May 2022.
- Ms Deepa S. Garg who has been assigned the Criterion 3 in Section 4 (Quality indicator Framework) of SSR, suggested that since her section is very big, the same may be divided amongst other permanent teachers. To this, the name of Dr Bhupinder Singh was suggested to be included in her criterion 3.

Minutes of Meeting of IQAC held on 25th May, 2022 at 10.30 am in the College Committee Room.

The following members were present:

• Dr Ajay Jaisawal •

Dr. Anu Satyal

Ms. Parul Chachra

Ms. Deepa Sahai Garg

Ms. Anu Bawa Singh

Dr Harshil Kaur

Ms. Nandini Oberoi

Dr. Shalini Singhal

Dr. Meenakshi Agarwal

Ms. Anu Singh

Ms. Geetika Vashisth.

Dr. Vijaya Rajni

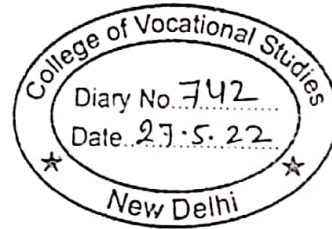
Dr. Ashis Taru Deb.

Dr. Ravindra K. Khosla

Dr. Ravindra Singh Kukwah - 25-05-2022

Minutes of the meeting:

1. It was decided that Ms. Deepa S. Garg and Dr. Kumar Ashutosh would be team-heads for criterion 3 of SSR.
2. Section 2 (a) on Institutional preparedness for NEP will be prepared by Dr. Anand Kumar.
3. A committee comprising of Dr. Anu Satyal, Dhananjay Singh and Deepak may be formed to check the college website and make suggestions to improve the readability. A mail in this regard may be sent to the respective committee members.
4. The following activities/events may be conducted in the month of June 2022:
 - Seminar/webinar on NEP for teaching faculty
 - Workshop on MS Word for non-teaching faculty
 - Career Counseling webinar for students.
5. A Research Committee may be formed to promote research activities and motivate teachers and students to undertake research projects.
6. The herbal garden and compost pit may be reviewed at the earliest.
7. Each criteria heads for SSR are required to prepare a summary of their respective sections in around 500 words.



office
Ajay

Dr. Anu Satyal
Ms. Parul Chachra
Ms. Deepa Sahai Garg
25.5.2022

Ms. Anu Bawa Singh
Dr Harshil Kaur
25/5/22

Ms. Nandini Oberoi
Dr. Shalini Singhal
Dr. Meenakshi Agarwal
25/5/22

Ms. Anu Singh
Ms. Geetika Vashisth.
Dr. Vijaya Rajni
25/5/2022

Dr. Ashis Taru Deb.
25/5/2022

Dr. Ravindra K. Khosla
25/5/22

Dr. Ravindra Singh Kukwah
25/5/2022

Geetika
25/5/22

Parul
25/5/22

- All society convenors may be advised to conduct at least 2-3 meetings in a year and submit the minutes of these meetings to the Head of the Institution and to the IQAC coordinator. The same should be mailed to the IQAC email id: igaccvsdu@gmail.com
- A meeting of criteria heads along with their respective team members as per the following schedule to take cognizance of the SSR preparation:

Criteria 1: 27 May 2022, Friday, 10 am

Criteria 2: 27 May 2022, Friday, 11 am

Criteria 6: 30 May 2022, Monday, 10 am

Criteria 4: 30 May 2022, Monday, 11 am

Criteria 3: 31 May 2022, Tuesday, 10 am

Criteria 5: 31 May 2022, Tuesday, 11 am

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

Handwritten signatures and dates:

- Arundhan* 25/5/2022
- Shilpa* 25/5/22
- Pratiksha* 25/5/22
- Shilpa* 25/5/22
- Pratiksha* 25/5/22
- Ashu Jaru De* 25/5/22
- Maya* 25/5/22
- Paul* 25/5/22
- Neeraj*

A meeting of the IOAC and the SSR core team was held on 14.6.2022 at 12 noon in the college committee room. Following members were present:

1. AJAY JAISWAL Ajay
2. Anand Kumar Anand
3. Dr. Anu Satyal Anu Satyal
14.6.2022
4. Dr. Vijaya Rajni Vijaya
14/6/2022
5. PARUL CHACHRA Parul
14/6/22
6. Dr. Harshul Kaur HK
7. Anu Singh Anu Singh
14/6/22
8. Deepa S. Gang Deepa
14/6/22
9. Dr. Shalini Singh Shalini
14/6/22

MINUTES enclosed

LIST OF SSR TEAMS enclosed.

Anu Singh

Minutes of the IQAC meeting held on 14.6.2022

A meeting of the IQAC and the SSR Core Team was held on 14th June, 2022 at 12 pm in the College Committee Room. Following members were present:

1. Prof. Ajay Jaiswal, Principal (OSD)
2. Dr. Anu Satyal – Coordinator, IQAC
3. Dr. Shalini Singhal
4. Dr. Vijaya Rajni
5. Dr. Anand Kumar
6. Ms. Anu Singh
7. Ms. Parul Chachra
8. Ms. Deepa S. Garg
9. Dr. Harshil Kaur

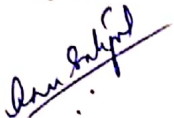
Minutes of the Meeting:

1. Teams of the SSR for all sections and criteria were finalized (list enclosed).
2. Members discussed issues faced by them in the collection of data for each criterion for SSR creation. Resolutions in this regard were suggested by the committee.
3. The committee decided not to create a soft copy of the letter head for fear of it being misused.
4. Deadline for all the write-ups, word file with data templates and links on college website was fixed at 20th June, 2022. Criterion wise meetings will be held from 20th June, 2022 onwards.
5. It was decided not to engage Mr. Singh for timetable retrieval as the office has provided copies of past timetables.
6. Dr. Shalini Singhal was assigned the task of updating faculty proforma on the college website.
7. Indohaan Technologies Pvt. Ltd. gave a demo on green, energy and gender technologies.

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

Sd/-

IQAC



TEAMS FOR SSR FOR SECOND CYCLE OF ACCREDITATION (DUE ON- 30.6.2022)

INTRODUCTION – NANDINI OBEROI; EXECUTIVE SUMMARY – VIJAYA RAJNI

PROFILE – ANURADHA BAWA SINGH; 2(A) – NEP IMPLEMENTATION – ANAND KUMAR

EXTENDED PROFILE – VIJAYA RAJNI

4. QIF – 7 criteria as follows:

CRITERION 1 – ASHISH TARU DEB & VIJAYA RAJNI –

Shilpa, Rakesh, Suman, Priti, Anushree, Ashish Jha, Shelly Gupta

CRITERION 2 – SHALINI SINGHAL

Geetika, Raj bahadur, Dhananjay, Navodita, Namita, Nisha

CRITERION 3 (3.1, 3.2, 3.3) – DEEPA S. GARG & HARSHIL KAUR.

Harshil Kaur, Ruchi Singh, Shipra Chaudhri, Mamta lamba, Garima Malu, Aakanksha Nirala

CRITERION 3 (3.4) – Dr. KUMAR ASHUTOSH

Dr. Ravindra Singh Kushwah, Dr. Avinash Chandra

CRITERION 4 – ANU SINGH

Dr. Kumar Ashutosh, Dr. Ravindra Singh Kushwah, Dr. Avinash Chandra, Dr Vedbrat Tiwari, Dr Amogh Talan, Dr Natasha Tajeja, Dr Virendra Singh, Dr Kanika Goyal, Dr Rupesh Kumar Shukla

CRITERION 5 – MEENAKSHI AGARWAL

Anuj, Barkha, Anurag, Deepak, Shem, Shilpa, Nikita, Namita, Vibha, Mamta, Deepika, Sheetal

CRITERION 6 – ANURADHA BAWA SINGH

Mrinmoy Roy, Swati Chandra, Pavitra Kumari, Kanika Goel, Ruchi Singh

CRITERION 7 – ANU SATYAL & PARUL CHACHRA

Radha, Barkha, Deepika, Sheetal, Naveen Sehgal

WEBSITE TEAM – PARUL CHACHRA

Dhananjay, Deepak Verma

Anu Satyal
14.6.2022