



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

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Session 2019-2020

Minutes of the Meeting held on 07.06.2020 (Online)

Minutes of the meeting

IQAC team

Zoom, 5pm, 7th June, 2020

Attendees:

Dr. Masroor Ahmad Beg – Principal
Dr. Madhumita Chakraborty – IQAC coordinator
Dr. Tariq Sayeed – Member
Dr. Jai Kishen – Member
Dr. Ranjan Anand – Member
Dr. Shams Tabrez – Member
Mr. Ibrahim – IT team

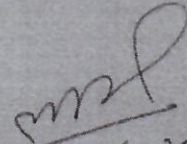
Agenda:

1. IQAC documentation for the academic session 2019-20
2. Online teaching/learning interface at institutional level for upcoming semester
3. Any other matter

The following decisions were taken:

1. A proforma for IQAC documentation will be made and circulated. The TIC of the previous session 2019-20 will be responsible for the complete and proper documentation of the individual faculty members and the department as a whole.
2. The documentation will also be used to make the Annual Report for the session 2019-20.
3. A Covid Taskforce will be constituted by the college.
4. A meeting of the entire teaching staff will be held soon to test efficacy of Gsuite. A teacher training workshop on e-teaching will be conducted.
5. IQAC coordinator, along with Mr. Ibrahim and Mr. Mohsin will explore the various digital teaching-learning options for the 2020-21 session.
6. Student email ids to be updated for final semester students, especially keeping in view the upcoming OBE exams. A workshop will be conducted for students to teach them how to scan and upload answer scripts.
7. Once the teaching-learning interface is finalized, college will look at creating a unique email for each registered student. Mechanism for sending bulk SMS to students to be explored as well.
8. A recording studio for recording of lectures has been proposed. It is currently being constructed in Morning college.
9. The Principal will send a letter to the university authorities requesting if the laptops that are in the college can be provided to those students who do not have any other digital medium. For starters, this can be provided to those students appearing for the OBE.

The meeting ended with a Vote of Thanks.


8.6.2020