

INTERNAL QUALITY ASSURANCE CELL

MINUTES 5.7.2019

A meeting of the IQAC members was held on 5.7.2019, Friday at 2:00 pm, in the Principal's Office. The following decisions were taken –

1. The Committee expressed its gratitude to the outgoing Coordinator Dr.Sangeeta Gadre and her team and welcome was extended to the new team.
2. Dr. Sangeeta Gadre updated the IQAC members regarding the progress in reports/activities of IQAC up till present.
3. The Committee recommended and unanimously agreed to include two additional members –
Dr. Vandana Roy, Dean, Faculty of Medical Sciences, University of Delhi and
Mr. Prashant Kumar Jha, IRS (C&CE), OSD to MoS, PMO.
4. The Committee suggested that the college Website needs to be upgraded at the earliest and introduce changes so as to enable faculty members and students to upgrade/ upload information required by IQAC through various forms.
5. The Teacher-in-charges of all the Departments will be requested to provide Academic Planner/Activities Planner and List of Students mentored by each Faculty for 2019-20, as per IQAC requirements.
6. It was decided that IQAC will organize Conference/Workshop/Training Programmes.
7. For digitization of information, it was decided that Online filling of Forms shall be mandatory for students for obtaining degrees. Other necessary forms to be filled are
 - a. Feedback form for College Evaluation by Students
 - b. Feedback form for Teacher Evaluation by Students
8. It was decided that in the next IQAC meeting responsibilities will be distributed among the members.
9. The meeting ended with Thanks to the Chairperson.

INTERNAL QUALITY ASSURANCE CELL
MINUTES 26.7.2019

A meeting of the IQAC members was held on 26.7.19 at 10:30 am in the Geography Lab. The following decisions were taken –

1. It was decided to hold a meeting of the IQAC with External members on 29.7.2019 at 12:00 noon.
2. Tentative Schedule for organizing Training programmes was discussed. Two training Programmes in collaboration with DoPT (atleast one on each Semester). One training programme on YOGA.
3. It was decided to request Teachers-in-charge of each Department to send Student-Mentor list latest by 20th August, 2019.

INTERNAL QUALITY ASSURANCE CELL
MINUTES 29.7.2019

A meeting of the IQAC members was held on 29th July, 2019 at 12:00 noon in the Principal's Office. The following decisions were taken:

1. The Committee extended a warm welcome to the two External members – Dr.Vandana Roy and Shri. Prashant Kumar Jha for accepting to be part of IQAC, despite their busy schedules.
2. It was decided to organize One Day Training Programme on Service-related Matters on Saturday 14th September, 2019 from 10:00 AM onwards, in the Academic Auditorium. The Teachers-in-charge of each Department of the college will be requested to send names of at least two faculty members to participate in the Training. Shri. Jha accepted to make necessary arrangements for the Programme, including the Resource persons.
3. Another Training Programme will be held in the Even Semester related to Service matters not included in the September Programme.
4. It was decided to request Teachers-in-charge of each Department to send Mentor-Mentee list to IQAC latest by 20th August, 2019.
5. The schedule for AQAR was discussed and the Committee decided to start the preparation of AQAR to be submitted for the Year 2018-19. Tentatively by 31st October, the AQAR should be ready for submission. The following reports need to be prepared
 - Academic Report August 1, 2018 to July 31, 2019
 - Financial Report April 1, 2018 to March 31, 2019
 - Publications of Faculty January, 1, 2018 to December, 31 2018
6. It was also decided to apply for Seminar Fund from NAAC. At present, NAAC provides financial assistance of Rs.100,000 for 2-day Seminar and Rs. 75,000 for organizing 1-day seminar. The Seminar will be organized in February-March, 2020 and the topic for the same will be decided at the earliest.
7. The meeting ended with Thanks to the Chairperson

INTERNAL QUALITY ASSURANCE CELL
MINUTES 23.10.2019

A meeting of the IQAC members was held on 23rd October, 2019 at 10:40 am in the Principal's Office. The following decisions were taken:

AGENDA 1

In the 2nd to 3rd week of January, College will conduct the Internal Academic Audit. The Committee also decided to conduct Administrative Audit, the modalities of which will be worked out.

AGENDA 2

The following IQAC activities have been successfully conducted till date:

- Workshop on 'Legal Awareness on Anti-Ragging and Sexual Harassment at work place' – Conducted in collaboration with the Central District Legal Services Authority, Tees Hazari, on August 1, 2019
- Out Reach Programme regarding Income Tax and related queries for Teaching and Non-Teaching faculty members on August, 6, 2019, conducted by Mr. Kumar Pranav (Jt. Commissioner IT, range 69) and Mr. Vikas Jakhar (Asst. Commissioner of IT, Circle 69-1)
- One Day Training Programme on "Service-Related Matters" on September 14, 2019, including lectures by resource persons from ISTM, New Delhi
- Ongoing Certificate Course on "Legal Issues in Civil Society". Inaugurated on September 24, 2019 and Valedictory on November 11, 2019.

AGENDA 3

Dr. Meenakshi Gopinath, Retired Principal, Lady Shri Ram College for Women, will be requested to be the Accreditation Ambassador for the UGC Programme PARAMARSH

AGENDA 4

Seminar Proposal with Financial Assistance from NAAC to include Topics such as Academic Audit, Learning Outcomes, ICT, Inclusivity/Alumni, Institutional Values and Best Practices, Governance, Leadership and Management.

AGENDA 5

Any other matter

- It was further decided that IQAC and DBT will organize a National Seminar on the topic Plagiarism and IPR on January, 6, 2020. The mentee institutions under PARAMARSH will also be invited for the Seminar.
- Certificates for participation will be given to those who attended the Training Programme on Service-Related Matters on September, 14, 2019.

The meeting ended with Thanks to the Chairperson.

INTERNAL QUALITY ASSURANCE CELL
MINUTES 18.11.2019

A meeting of the IQAC members was held on November 18, 2019 in the Principals' Office at 2:30 pm.

Agenda

1. Progress of data compilation for the AQAR to be submitted by the College for 2018-19.
2. Any Other Matter

Agenda 1

Data for filling up AQAR is being collected satisfactorily. The various societies will need to send proof of activities through photographs and certificates wherever possible. It was decided to hold a separate meeting with the Alumni Committee on 26.11.2019.

Agenda 2

Any Other Matter – PARAMARSH

It was decided to invite two more institutions to be part of PARAMARSH.

MoU to be signed with the two new institutions as per the format.

Room No.1 and Room No.214 will be renovated through the Contingency grant, with due process.

INTERNAL QUALITY ASSURANCE CELL

MINUTES 3.1.2020

A meeting of members of IQAC was held on 3.1.2020 at 2:30 pm in the Principals Office. The following members were present:

1. Prof. Vibha Singh Chauhan
2. Dr. Anshu
3. Dr. Sangeeta Gadre
4. Dr. Reena Saxena
5. Dr. Pushpender
6. Dr. Raj Kumar
7. Dr. Vineeta
8. Mrs. K.R.Pushkala
9. Mr. Deepak Goel

The following decisions were taken:

1. Project Staff for PARAMARSH

1 No. @Rs.10000 per month

3 Nos. Mr Ram Saran @ Rs.2000 per month; Mr. Rajeev @ Rs.1500 per month;

Mr. Gokul Joshi @ Rs.1500 per month

2. Meeting with Mentee Institutions

Meeting with Representatives of mentee Institutions will be held at 2:00 pm on January 7, 2020 to discuss the proposed Calendar of Activities.

- It is proposed to hold 4 One Day workshops – one workshop per quarter in Kirori Mal College (January, April, August and November)
- Workshop on NEED ANALYSIS in all 7 Mentee Institutions from February to March, 2020
- A follow up meeting for 2 days will be held after March regarding performance of Mentee Institutions as per NAAC requirements.
- Visit to Mentee Institutions in August, 2020 to discuss Progress Report
- Apply for NAAC in month of November, 2020
- Report Submission to UGC in December, 2020

3. National Seminar on ‘Protecting and Assessing the Innovative Ecosystem’

The Seminar on 6-7 January, 2020 is being jointly organized by the DBT Star College Scheme and IQAC. On the first day the facilitation will be the responsibility of DBT and for second day, PARAMARSH scheme to include honorarium on second day to the Speakers and Refreshments to the participants (Approximately 100 persons@Rs.120/-).

TA to Mentee institutions will be paid as per the Government rules. Accommodation shall be provided to two representatives of the outstation Institution in the Guest House/Hotel for period of the National Seminar.

4. Activities of IQAC

As per the communication received from CDLSA, IQAC will organize lecture on 'Fundamental duties and Fundamental Rights' by Secretary, CDLSA, Tis Hazari in January-February, 2020

Legal Awareness programme on Sexual Harassment of Women at workplace for Non-teaching Staff

Self Defence Training programme for students.

A lecture by Dr. Pan "Orientation programme for students on Opportunities for Higher Education" in Oxford University on 21 January, 2020.

INTERNAL QUALITY ASSURANCE CELL
MINUTES 20.1.2020

A meeting of the members of IQAC was held on 20.1.2020 at 11:00 am in the Principals Office.

The following Members were present:

Prof. Vibha Singh Chauhan
Dr. Anshu
Dr. Sangeeta Gadre
Dr. Reena Saxena
Dr. Pushpender
Dr. Vineeta
Dr. Raj Kumar
Shri Deepak Goel
Mrs. K.R. Pushkala

The members expressed their satisfaction over the successful conduct of National Seminar on “Protecting and Assessing the Innovative Ecosystem” on 6-7 January, 2020 in collaboration with DBT Star College Scheme. The Seminar saw an active participation of Faculty members and students. It was decided to give letters of participation to them. The Mentee Institutions under PARAMARSH also actively participated in the Seminar.

On 13 January, 2020 ICC-IQAC organized Legal Awareness programme on “Sexual Harassment of Women at Workplace” for the Non-Teaching Staff of the College. The Session was conducted by Ms. Neeti Suri Mishra (Ld. Secretary, Central District Legal Services Authority, Tis Hazari).

Memorandum of Understanding has been signed with 3 more Institutions under PARAMARSH. These are: Siliguri Institute of Technology, Siliguri; Ginni Devi Modi Girls PG College, Ghaziabad and SRS Institute, Meerut.

Under NEED ANALYSIS of the Mentee Institutions a visit to Aditi Mahavidyalya on 21 January, 2020 and to NDIM on 3 February, 2020 has been finalized. A team of members comprising Dr. Anshu, Dr. Pushpender and Dr. Sangeeta will visit Aditi Mahavidyalya.

It was decided by the Committee Members to invite Dr. Nirmalya Samanta (Associate Professor, Department of English, Ramanujan College) to accept the responsibility of Accreditation Ambassador under PARAMARSH.

The final AQAR is ready for upload on the NAAC site. In the Governing Body Meeting of 8 January, 2020, AQAR has been discussed. It was uploaded on College website on 18 December, 2019 for clarifications and comments.

For AQAR 2019-2020, it was decided to ask for the following information to be sent latest by January 30, 2020.

Teachers-in-charge of Departments to send following information

- Mentor-Mentee meetings held in Odd Semester 2019-2020 with issues discussed
- Report of Activities of Department: Seminars, Talks, Events with at least 2 photographs

Societies in Charge

- Report of Activities of Society with at least 2 photographs
- Dates and duration of activities
- Names of Students participating in various events with Roll Nos.
- Names of Students winning Prizes and Awards in various events with Roll Nos. and Photographs

Sports in charge

- Report of Competitions in different Sports with at least 2 photographs
- Dates and duration of Sports events
- Names of Students participating in various events with Roll Nos.
- Names of Students winning Prizes and Awards in various events with Roll Nos. and Photographs

NSS/NCC

- Detailed report of activities