

Minutes of IQAC meetings: August 2018 – May 2019

Minutes of IQAC-TIC year-end meeting

Date: 17.05.2019

Time: 1 pm

Day: Wednesday Venue: Council Room

Agenda: Workshop on 'reflective report' of departments

1. Attended by all TICs
2. AQAR form was gone through point by point.
3. Coordinator took a workshop on the department 'reflective report' as part of the process of submission of departmental AQAR to IQAC.
4. It was agreed collectively that 15th July 2019 would be the date of submission of internal departmental report to IQAC.

Minutes of IQAC and Alumni Committee

Date: 13.03.2019

Time: 12:30 noon

Day: Wednesday Venue: Council Room

Agenda:

- Registration of Alumni Association
- Recognition and highlighting alumni achievements and related information on website
- Relationship with alumni for constructive development of college Alumni data
- Any other with the permission of the Chair
 1. Dr Mudita Mohile, Convener, updated the IQAC team on efforts made by Alumni Committee regarding the process of registration and the challenges faced in the process. She was also in regular conference with an alumna, a lawyer, who extended her specialized knowledge in drafting the relevant document.
 2. After deliberating, the group agreed to flag the issues raised by some members with competent authority.

Minutes of IQAC and office bearers of Department Associations

Date: 22.02.2019

Time: 12:30 noon Day: Friday

Venue: Council Room

Agenda:

1. Meeting departmental association office bearers
2. Systems and procedures
3. Internal reports
4. Constitution Decisions taken:
 - All members and their deputies agreed with the suggestions.
 - A larger meeting with the student office bearers was suggested by IQAC to work further on the individual ideas brought by the faculty office-bearers.

Minutes of IQAC-TIC meeting Date: 23.01.2019

Day: Wednesday Time: 12:30 noon Venue: Council Room

Agenda: Result analysis

1. Dr. B Vijayanthi oriented the members about the purpose of doing result analysis and shared formats for the purpose of self-evaluation and student progression.
 - Result format for AQAR-3 which was shared earlier revisited. It is applicable only to final

semester/year result. For the purpose of

- AQAR-3 final semester/final year result of 2017-18 to be shared with IQAC. Format is given in AQAR (Part-B, Criterion-II, Q 2.6.2).
 - Final semester/year result will include comparison with a few select colleges of Delhi University (list attached; departments free to include/exclude colleges).
 - *This result was shared by departments with peer group in the staff council meeting. Please refer 14.12.2018 mail to teachers.
 - Results shared by departments in staff council meeting to be presented in the format given in AQAR (format attached).
 - Going beyond the minimal requirement (for AQAR 2019), each semester-end result is to be analysed for the purpose of student progression and self-evaluation. This is being done by all departments for the past two years as agreed in the academic year 2016-17. Format attached. This analysis would include (a) identifying five students who achieved highest marks in the Delhi University, South Campus and within college (b) names of position holders (c) names of students securing 10 CGPA (d) identifying students who couldn't do well and connecting with them for support, (e) identifying patterns in general performance/progression of students, (f) creating bar charts for quick perusal of result (to be uploaded on website).
 - *Result analysis to be discussed in department meetings and deliberations or decisions or suggestions to be minuted.
2. **Time-limit of result analysis after availability of gazette notification to departments from office:** All members present agreed to set a time limit of 2 weeks for doing the above-mentioned process.
 3. Administration to provide gazette notification of results to departments (TICs) as soon as they receive from university. A circular may be routed through the current mailing system to teachers.
 4. Data on result analysis (from 2016-17 onwards) to be maintained with the department for ready reference/retrieval (for AISHE or NIRF or SSR).
 5. All files emanating for AQAR to be named in the name of department. This ensures easy retrieval for all concerned. Details in the document attached.
 6. For transparency and visibility of the progress of our students to all stakeholders, which includes general public who visit college website for admissions, information about college available on our website becomes crucial. This has great bearing on evaluation of our work by any external agencies like NAAC, NIRF and AISHE. Each department's work will be displayed in the section/page allotted to it by the website team.

Coordinator thanked Dr B. Vijayanthi for detailed orientation to develop perspective on student progression and developing formats and Dr Madhu Yashpal for drafting minutes

Internal IOAC meeting: 6th December 2018 Time: 1:30 pm

Venue: B. El. Ed. Resource Room

Agenda: Training session for new IQAC members

Minutes:

1. Global and Indian context with respect to introduction of accreditation procedures shared.
2. Context of the establishment of IQAC in the institution revisited.
3. New AQAR format, the Revised Accreditation Framework (RAF), discussed.

4. Self-appraisal of IQAC's work in the last two and a half years shared. Challenges and work-in-progress shared.
5. Continuation of training session in January.

IOAC-TIC meeting: 29th November 2018 Time: 12:30noon

Venue: Council Room

1. Brief sharing by three colleagues on the following innovative practices (as documented in AQAR-2) went ahead as planned and was appreciated by the peer group:
 - 'Learning outcomes-based curriculum framework' with specific reference to Philosophy - Dr Rekha Navneet
 - Innovative processes adopted by Department of English in teaching and learning - Dr Anjana Dev
 - Initiatives undertaken by Department of Psychology in 2017-18 for efficient functioning, transparency and accountability - Dr Neera Pant
2. IQAC team suggested science departments share in their department meetings the initiatives taken by Department of Psychology with respect to laboratory staff. Each department may improvise on the procedures put in place by Department of Psychology by discussing with their faculty members and laboratory staff. A meeting of science laboratory staff with Department of Psychology in January was proposed by IQAC.
3. Effort towards streamlining and systematizing procedures related to seeking GE and DSE options from students and regarding internal assessment were sought. Some of the suggestions from TICs and Chairperson are listed below:
 - Developing new software for the specific purpose like 'student portal' modelled after some institutions.
 - Options for GE/DSE may be sought during admissions preceded by counselling sessions.
 - Google form may be used during the session.
 - Semester-wise choice of GE at the beginning of each semester.
 - Potentially positive impact on responsible selection by students within a given timeframe.
 - Positive impact on workload calculations.
 - Interest expressed by one of the Workload Committee members regarding streamlining shared with IQAC. It is welcomed and suitable steps to be taken.
4. Information related to 'list of files to be maintained by the department' and 'self-evaluation of institution' shared with TICs to be discussed in the January meeting.
5. Chairperson projected a format for calculating attendance on excel sheet for semi-automated calculation by teachers/department and sought suggestions from the members. Suggestions given by members were incorporated.
6. Qualitative feedback from students by individual teachers in process.

Weekly Internal IQAC meeting Date: 16th November 2018 Time: 11am

Venue: Council Room

1. MOU between seven institutions in Delhi which was circulated earlier in the mail was discussed and approved by members.
2. Chairperson shared the initiative taken by Dr Sushmita Chaudhary to organise a workshop on health awareness for spouses of non-teaching staff. It was much appreciated and IQAC will partner the coordination with active participation of Dr B. Vaijyanthi.
3. Coordinator revisited the conversation with Mr Khan and Mr Deepak on the proposal mooted by IQAC regarding 'paperless office' as a long-term goal. Both were requested to bring in their knowledge of institutions and professionals of the institution, as they suggested earlier.
4. Coordinator shared her effort to come in contact with Ms Keyaa A. Mukherjee, who implemented procedures related to 'paperless office' in her own educational institution and facilitated similar initiatives in many educational institutions such as hers. Since she resides in Mumbai effort will be made to organise a skype meeting/ presentation with IQAC team as a preliminary step.
5. Chairperson requested Mr Khan to make a detailed mapping of the work allocation to each member within administration including accounts and their reporting persons to enable transparency and efficiency.
6. Some measures and procedures related to interaction between accounts and other staff for transparency were proposed by members. Some of these may work out to be best practices of accounts department based on the feedback of the staff in the long run.
7. A session each on service conditions for non-teaching staff and a motivational talk on ethical work practices shall be organised by Mr Khan after the semester examinations and before the starting of the session in January.
8. A session each on GST and Tally shall be organised by Mr Deepak after the semester examinations and before the starting of the session in January.
9. Chairperson thanked everyone for their inputs and active participation.

Internal IQAC Meeting Date: 2nd November 2018 Time: 11:30am to 1pm Venue: Placement Cell

1. Minutes of the earlier meeting approved.
2. Deliberations of the last three IQAC-TIC meetings reviewed. Critical comments for improvement suggested. In future meetings, feedback from departments on the measures suggested by IQAC to be sought consciously.
3. One of the best practices documented in the AQAR 2 by Department of Psychology was shared with new members. Dr Pant shared the registers maintained by the department with members. This practice is to be suggested to all the departments which have laboratory staff for efficiency, time-bound addressing of emergent issues, self-regulation and accountability towards departmental governance. In due course it results in student satisfaction. This meeting with laboratory staff and their TIC is to happen with internal IQAC team after the practical examinations. TIC of Department of Psychology is to be requested to present their initiative. Departments would be encouraged to develop and customise based on deliberations in their department meetings without losing sight of the purpose of this measure.
4. Coordinator shared her appreciation towards the measures of regulatory mechanism put in place for responsibility of cleanliness in the corridors. It fixes responsibility by mentioning the name of the cleaning staff and the staff responsible for ensuring it. This was a step forward in moving from oral directives to written instructions for transparency.
5. It was suggested that similar steps to be taken for maintenance of water coolers on all floors and washrooms with visible display of duty chart for everyone who uses them.

6. A Sub-Committee for identifying and putting together electronic filing system based on the work done in the past two years and for the ensuing years to include the following: Ms. Sailaja Modem, Dr Aparajita Mohanty, Dr Anita Bhatt and Dr Madhu Yashpal. It is to be submitted for suggestions to the larger team in two weeks. This shall further be

IOAC-TIC meeting: 26th October 2018 Time: 12:30 noon - 1:30 pm

Venue: Council Room

1. Minutes of the last meeting approved with correction pointed out by Dr Anjana Dev (over mail) on the collaborating departments that have come together for organising a national seminar.
2. Identifying program-specific outcomes and course outcomes to be developed by each department. Departments may refer to the curriculum documents which specified them but need not necessarily be limited by them. They may go beyond them based on the different ability groups in their class. All departments drew up vision for their programmes in the annual departmental report of last academic year which is a guideline for developing outcomes. The idea is to assert the academic autonomy of the teacher keeping in view the potential learning outcomes.
3. Dr Rekha Navneet shared the news of her engagement with UGC's Expert Committee on Philosophy to draft subject-specific templates for Learning Outcomes based Curriculum Framework (LOCF) for undergraduate and post-graduate level in Philosophy. She offered to share her knowledge and suggestions for the institution with the TIC group. Coordinator welcomed it and promised to take it up along with subject-specific workshops on the same for all departments.
4. Criticality of using technology in classroom transaction reiterated by all teachers. It was agreed that constructive use of same will be based on the subject under consideration. It need not be limited to physical classroom space only. Sharing video clips/video links/news clips, etc over mail to be discussed later in class, among other things, may be experimented.
5. Head of the institution offered to take some practical classes for those interested in learning certain tools of digital technology. It was much appreciated, and many members showed interest. It is to happen after the suspension of classes and submission of internal assessment.
6. A relook at the work of the departments in the past two and a half years in terms of data analysis at the departmental level to start with, is encouraged by the IQAC.
7. To continue our regular networking with the alumni, Coordinator requested departments to maintain the progression of the students who graduated in the last academic session and promised to share a google form to facilitate it. Progression in terms of higher education, working status in any organisation, entrepreneurial activities and others may be collected. While seeking information from alumni, departments may articulate their intention to network with them broadly along the following lines : (a) have you registered with the college alumni association? (b) do you intend to take mentoring sessions in your area of specialisation? (c) would you like to take grooming sessions with the current students or offer internship/placement opportunities to the current students? (d) would you like to give feedback on the curriculum of the programme at the college? (e) would you like to sponsor a student? These are a few suggestive questions. Some of these are already being done by some alumni, as Dr Sushmita Chaudhary and a few others reported in their annual departmental reports.
8. IQAC team sought feedback on the response of the department members over the substance of IQAC-TIC monthly meetings. One of the remarks expressed by some members of Department of English, as shared by TIC, was related to the danger of slipping into bureaucratic work with respect to maintaining mentoring sessions. This was also raised with specific concern for protecting the identity of the student and related privacy concerns. Coordinator along with some other IQAC team members and a few other TICs recalled addressing of these concerns in the earlier meetings and reiterated them.

9. A separate session for result analysis to be chaired by Dr B. Vaijyanthi and TICs may nominate a member from their peer group.
10. Hard disks were distributed to all TICs and IQAC coordinator by the Chairperson.

Internal IQAC Meeting: 25th October 2018

Time: 11am to 12noon Venue: Council Room

1. Weekly internal IQAC meetings to be held for continuous, mutual learning and for responding collectively to emergent issues which come under the purview of IQAC.
2. Chairperson proposed welfare fund to support needy students who represent college in international fora. It may be constituted out of voluntary donation of staff to start with. Members suggested that this idea may be proposed in the meeting with TICs, Staff Council and can be put forward in the Governing Body.
3. Three-member sub-committee constituted to frame code of ethics and submit to the larger committee in two weeks' time.

Sub-Committee: Dr Shashi Tyagi, Dr Preeti Pant and Dr B. Vaijyanthi.

4. Organogram to be drawn with specific duties of administration and reporting structures for transparency.
5. Challenges of documentation discussed. Review of the progress of documentation work to be done periodically. Efforts to be made to digitalization of data for easy and quick access and retrieval.
6. Chairperson announced the procurement of hard disks for all departments, Student Council and IQAC.

IQAC-TIC meeting: 26th September 2018 Venue: Council Room

Time: 12:30 noon

1. Minutes of the previous meeting approved.
2. Progress on mentoring groups shared by departments. As soon as the IQAC receives a copy of the information of teacher-mentor lists, student council shall be notified to ensure the information reaches student groups from their end too. This was one of the suggestions given in the previous year's mentoring seminar by some teachers. IQAC shall review the process at the end of the year.
3. IQAC coordinator reiterated the relevance of maintaining record for the systems already in place and for any new initiatives being taken up by the departments. Documentation showing due process followed by departments may be verified by the IQAC. Extensive support system from IQAC is guaranteed at all times.
4. TIC, Department of English, shared that the department would collaborate with B. A. Programme team to organise a national conference on 'quality measures' as outlined in the NAAC document for financial assistance. It is being planned for some time as shared by TIC. She welcomed any other department to join the team. Department of Physics expressed interest.
5. IQAC coordinator suggested the usage of google calendar for planning and easy documentation of departmental events. College has a practice of tentative cultural calendar in place which includes activities planned by departmental associations. Departments may look back at the timeline of previous academic year's work and plot the current academic year's schedule. This shall be in consonance with the vision of the department as outlined by them and based on the 'future plans' drawn by them. As the year progresses, current year's work gets reflected in the calendar which will be of use in planning for the following year.
6. Department festivals organized by associations may generate reports after the event is over which includes the genesis/initiation/rationale for the theme chosen, budget, schedule, speakers, student competitions, number of people attended and feedback. A copy of the report may be sent

to IQAC. IQAC will have meeting with in-charges of associations to formalize it by developing formats.

7. Student Satisfaction Survey (SSS) shared with TICs. Ambiguity in the framing of some questions was pointed out by teachers. IQAC duly noted and welcomed feedback on the questionnaire.
8. IQAC initiative to seek feedback from students after every semester was shared. This is to evolve responsible and constructive ways of expressing feedback which values trust in teacher-student relationship within and beyond institutional space. TICs shall share it with their peer group.
9. Excel sheets to record the names of TICs and CICs for the past three years shall be shared with departments.
10. Student contact information with respect to phone numbers and mail Ids is important to have continuous conversation and to seek feedback from them. This information is collected by the office during admission time. Reservations expressed by some departments related to honouring the privacy of students are duly noted. IQAC assured the departments that this information will be in consonance with the law of land.
11. IQAC sought suggestions from the TICs as extended body on the procedures in place for all cultural and non-cultural performing societies. Many of the TICs are either coordinators/members of these societies. Basis of the choice/selection of students for these societies was discussed among other things. These suggestions shall be taken to the impending meeting with societies.
12. Next meeting to be held on Friday, 26th October, in council room.

Meeting of IOAC teacher-members with TICs & CICs: 31st August 2018 Venue: Council Room
Time: 12:30 noon

1. The body of TICs (Teachers-In-Charge) & CICs (Course-In-Charge) will act as the extended group of IQAC.
2. All departments to continue with the system of student-mentoring as per the allocation done in the last academic session. Teachers who mentored last year's final year students may be allocated the current year's first year students. Student Council will be notified to give wider coverage in addition to the efforts of the departments made to reach out to students. Guidelines discussed.
3. In addition to the annual calendar of college activities all departments are to create and maintain their annual calendars. It facilitates smooth transition of TICs, avoids reinventing the wheel, facilitates quick look-back and allows the team to anticipate future course of action.
4. IQAC sought cooperation from the TICs in the on going eco-survey. It is in its last stage.
5. To initiate qualitative changes in various spheres of activity in college including feedback, IQAC will form small groups to do surveys. TICs and CICs will play crucial role in leading them.
6. TICs and CICs urged to continue to maintain data on alumnae and continue to connect them with current students.
7. Specific issues of students which are flagged by individual teachers to be discussed in the department meetings.
8. Any two or three individual departments may put together a proposal for national or international seminar for which financial assistance from NAAC may be sought. Areas are identified in the financial assistance document put together by NAAC.
9. All Pathfinder work by students under the mentoring of teachers to be collated by the relevant departments.
10. Chairperson announced that departments would receive their hard disks as requested by them.
11. IQAC - TICs & CICs meeting to be held every month.

Internal IQAC meeting: 30th August 2018 Venue: Placement Cell

Time: 12:30 noon

1. Coordinator welcomed two teacher-members into the team. Briefed them about the work code IQAC is attempting to apply for itself and related challenges.
2. Revisited the future plans highlighted in the AQAR-2 draft and shared with new members along with the background.
3. Suggestions given by the Principal and other members on the internal circulation of draft AQAR-2 were incorporated.
4. Criticality of website in disseminating information for the larger public including stakeholders is stressed.
5. Agenda and logistics for the IQAC-TIC meeting to be held the following day, that is, 31st August 2018 discussed.

Action Taken Report (2018-19)

1. Most of the deliberations in the meetings are of the nature of 'sharing', 'training' 'consultation', 'seeking suggestions' and 'evolving' in nature. All were done.
2. As an educational institution we believe in deeper consultation, taking action and revising some of the decisions because they could not be implemented in the way originally planned due to logistical impediments. However all these are transparent and everything done for the betterment of all stakeholders and the institution.



Ms. Sailaja Modem
Coordinator, IQAC



Dr. Promila Kumar
Principal (Offg.)