

**IQAC, GARGI COLLEGE
UNIVERSITY OF DELHI**

MINUTES OF MEETINGS

1. Internal IQAC Meeting

Date: July 11, 2020

Day: Saturday

Time: 4:00 pm

Venue: Online

It was discussed that though policies and procedures are in place in various laboratories, they are not explicitly written down. The example of Psychology department using TOT and SLOT registers wherein the teachers write down their requirements in registers and the necessary action is taken at the earliest. It was decided that a policy document for the science laboratories may be created and put up on the website. Similarly standard operating procedures also needed to be spelt out and a document needed to be created.

Members Present

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr Vijayanthi, Member, IQAC
3. Dr Preeti Pant, Member, IQAC
4. Dr Aparajita Mohanty, Member, IQAC
5. Dr Anita Bhat, Member, IQAC
6. Dr Madhu Yashpal, Member, IQAC

2. Meeting with NAAC Steering Committee (Proposed) Meeting

Date: August 07, 2020

Day: Friday

Time: 12 Noon

Venue: Blended Mode

Agenda:

- Orientation
- Any other matter with the permission of the chair.

Minutes:

- At the outset, the principal welcomed all the members in the first meeting of the NAAC steering committee along with IQAC.
- She reminded the members about the validity period of the NAAC certification received by the institution on 19th of February 2016. The preparation process for acquiring re-accreditation has been a foregone conclusion since the Institution has been following all the necessary conditions to apply for re-accreditation in the past four years.

- This committee is time-bound, and its purpose is to get re-accreditation for the institution.
- It would steer the process of re-accreditation in collaboration with the IQAC team.
- It was felt by the members that it is the right time to start the process of applying for IIQA. The principal drew the attention of everyone to the two new notifications placed on the NAAC website in response to the COVID situation in the country. One is related to the submission of AQAR for the academic session 2019-20 based on the revised academic calendars across the country. The second notification is related to the validity of accreditation in the context of the current pandemic situation across the country. NAAC is expected to come up with a new notification in September/October with more definitive timelines.
- She also outlined the process to be in place for applying for IIQA and encouraged everyone to visit the NAAC website and explore information related to workshops and other notifications.
- IQAC Coordinator Ms Sailaja, explained the necessary conditions for submitting Institutional Information for Quality Assessment (IIQA) for cycle 2. Timely submission of AQARs of the last four sessions, a functional IQAC and mandatory uploading of the institutional information on the All India Survey on Higher Education (AISHE) portal and to submit IIQA, during the last 6 months of validity period subject to the fulfilment of other conditions specified by NAAC from time to time for the purpose.
- It was decided that the deliberation process of the structure of the committee, the Convener of the committee, formation of sub-committees and distributive leadership would be taken up in the next meeting by the members.
- The proposed date for the next meeting was Thursday, 20th August at 11 AM in the premises of the college. However, a virtual platform shall also be provided as requested by a few members.
- Meeting ended with a vote of thanks to the Chair.

Members Present:

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr Vaijayanthi, Member, IQAC
3. Dr Preeti Pant, Member, IQAC
4. Dr Aparajita Mohanty, Member, IQAC
5. Dr Anita Bhat, Member, IQAC
6. Dr Madhu Yashpal, Member, IQAC
7. Members (Proposed) of NAAC Steering Committee

3. Meeting with Principal, IQAC Team and NAAC Steering Committee Meeting

Date: August 20, 2020

Time: 12 Noon

Venue:

The framework of SSR was discussed. The teachers present were allotted criterion-wise duties. Seven criteria resulted in the creation of seven groups of people for the preparation of SSR. The teams were further given the freedom to expand their teams with teachers of their own choice. The duties allotted are as follows:

Criterion 1: Dr. Saachi Chaudhry, Dr. Veena Sharma

Criterion 2: Dr. Arshmeet Kaur, Dr. Akriti Chaudhary, Dr. Tripti Kumari

Criterion 3: Dr. Vandna Luthra, Dr. Reema Mishra

Criterion 4: Dr. Supreeti Das, Dr. Jasvinder Kaur

Criterion 5: Dr. Geeta Kichlu, Dr. Sangeeta Jerath, Dr. Geeta, Dr. Nidhi Gupta

Criterion 6: Dr. Shatarupa Sinha, Dr. Mamta Tripathi

Criterion 7: Dr. Sangeeta Bhatia, Dr. Poonam Phogat

Members Present:

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr. Vaijyanthi, Member, IQAC
3. Dr. Preeti Pant, Member, IQAC
4. Dr. Aparajita Mohanty, Member, IQAC
5. Dr. Anita Bhat, Member, IQAC
6. Dr. Madhu Yashpal, Member, IQAC

4. Meeting with IQAC-NAAC Steering Committee

Date: September 15, 2020

Day: Tuesday

Time: 2:30 pm

Venue: Online Meeting

An Online Virtual Meeting on Webex with Dr. Promila Kumar, Principal, Gargi College and IQAC Members, Gargi College was held on Tuesday, September 15, 2020 at 2:30 p.m.

The following members were present in the meeting

Dr. Promila Kumar,

Ms. Sailaja Modem, IQAC Coordinator

Dr. B. Vaijyanthi

Dr. Preeti Pant

Dr. Aparajita Mohanty

Dr. Anita Bhatt

Dr. Madhu Yashpal

The following points were discussed in the virtual meeting:

Agenda No. 01: Queries regarding the CAS Application Form for Promotion

The IQAC members informed the Principal that there are many unanswered queries and anxiety (like the date of eligibility for promotion, counting of Adhoc/past services, filling up of the option form (whether CAS 2010 or CAS 2018), the type/format of the documents to be submitted as proof for their contribution to college) among the faculty members of the college whose promotions are due under CAS. It was also informed that the Principal along with IQAC members and college staff did help in answering the queries of the concerned faculty members and made the official documents available on the college website, whenever needed.

In response to the above, the Principal informed the members that

- (i) All the work mentioned in the CAS Application Form under the category “Teaching, learning, evaluation related activities”, i.e., taking classes, examination duties, evaluation, shall be assumed to have been performed by the Faculty Members in case no memo is issued to the teacher.
- (ii) The supporting documents regarding any claim by the faculty members should be submitted along with their application forms.
- (iii) Supporting documents for important contributions at the college level are available in Annual Report, list of committees, staff council minutes etc, and the college administration has been uploading these documents on the college website.
- (iv) Staff council minutes (Whichever is available) will be compiled and made available in the office as early as possible for reference only.
- (v) Principal also appreciated Mr. Anuj Bharadwaj, Mr. Om Prakash, Mr. Vaseem and Mr Umesh for their enthusiastic and persistent work in uploading the above-mentioned documents in the college website.
- (vi) Weightage given to various duties done at the department/college level shall be as per UGC norms.
- (vii) The faculty members claiming “Adhoc Experience” from other colleges must get their experience certificate from the respective colleges to verify the teaching part in the APAR. Further, all the members present in the meeting made a request to the Principal to organize a meeting with all faculty members of the college and resolve their doubts and queries at the earliest possible to which she agreed.

Agenda No. 02: Extension of last date for filling up of CAS Application form for promotion.

Dr. Promila Kumar informed the members present in the meeting that the decision to adhere to the present due date, i.e., 30 September 2020, for CAS Application for promotion is in the best interest of all the faculty members. The panel formed for the screening/selection for the first phase can be considered in the subsequent phase, thus expediting the process. However, she agreed to extend the date if requested.

Agenda No. 03: No Objection Certificate for Attending/Participating in the online FDP

Principal asked for the opinion of IQAC members regarding granting of “No Objection Certificate” to the faculty members willing to attend/participate in the online FDP. She also informed that many requests have been received from 7 to 8 faculty members of the same department to do the same course. The Co-ordinator, IQAC, Ms. Sailaja Modem, clarified that the FDPs, during the pandemic, is being conducted on a regular basis in online mode, which does not affect the teaching

schedule of the department as the timings for the conduct of the online FDPs are flexible. Hence, it was requested that the Principal to allow faculty members to attend/participate in the online FDP.

All the members unanimously agreed to grant permission to faculty members to attend/participate in the online FDP, provided the schedule of the FDP does not interfere with the teaching and learning process of the department. However, if a faculty member(s) requests (s) duty leave to attend/participate in the FDP, such cases may be permitted as per the decision/policy of the Staff Council.

The meeting ended with thanks to the Chair,

5. Internal Minutes of IQAC virtual meeting with TICS and CICs at 11 am on 8th Dec 2020

Date: December 8, 2020

Day: Tuesday

Time: 11:00 am

Venue: Online meeting

- Convenor IQAC thanked the TICs and CICs for their consistent support during the last few academic years. Expressed that 2018-19 was best in terms of interactions with departments through monthly IQAC-TIC meetings.
- Recounted the significance of department email ID for
 - smooth transition of headship
 - general communication within the department through meetings (& sharing of minutes)
 - conversation between IQAC and the department
- Re-emphasized the importance of documentation for
 - recognition of individual teacher work
 - result analysis
 - the support is given to students by all teachers during the OBE process
 - admission analysis & feedback from first years on the complete online admission process
- Emphasized the measures to be taken for the smooth running of funded projects with support from the accounts section.
- It was suggested by a few TICs that IQAC-TIC meetings could be conducted bi-monthly or monthly basis for closer coordination.
- Issues and queries regarding filling up of AQAR 4 were discussed.
- The following queries/ points were discussed:
 - Role of IQAC and NAAC steering committee was explained to all.
 - Report to be submitted will be pertaining to the academic year July 2019- 9th August 2020
 - Result analysis to be done for pass out batch of 2019 May in continuation of the earlier results provided in AQAR3.
 - Only pass % of students required for result analysis as per the 2019-20 format.
 - Date of declaration of result required for each course (under criterion 2.5)

- No. of applications received by the college for admissions in July 2019 can be obtained from office. Departments too were advised to note it and do analysis at their level. It was also agreed that in the case of DU colleges only University may have the comprehensive data to arrive at the demand-ratio for each college. But with online admission process for the past few years colleges will have data though it may not be adequate for arriving at a clear understanding of demand- ratio.
- The assessment/survey of issues in admission at college level/ department level/students (applicants) level can help in future improvement of the process.
- Dr Pant requested departments to submit elaborate data for Criterion 7 in the background of the work done by departments. This includes specific information on the dates of events/number of participants/names of experts / organisations, etc.
- Dr Renu Agarwal suggested that data for criterion 7, should include the steps taken by college during COVID 19 pandemic.
- Also, mentoring of students for OBE can be mentioned. The documentation of such activities can be reported in departmental meetings and minutes of these meetings serve as documentary proofs.
- Information on websites must be regularly updated, which includes important achievements of students and teachers. This is significant for transparency. Potential students, parents and the common public find it easier to know the college better. Especially in the background of third-party monitoring by accreditation and ranking agencies, website information is crucial. They keep track of college websites. Website committee has appealed repeatedly for updating and developed a mechanism in the form of department representatives for providing information. It is suggested by IQAC team that departments proactively provide information for the best portrayal of their work.
- Feedback process is essential for continuous improvement in various quarters from all stakeholders including students, teachers, non-teaching staff, support staff and employers of the college. It is not mere collecting of the feedback. It has to be analysed and improvements suggested/implemented wherever applicable. This must be a constructive process.
- Feedback (structured) on curriculum will be different for each programme (refer Criterion I).
- Student Satisfaction Survey (SSS) in Criterion II (structured)
- Qualitative (unstructured) feedback suggested by IQAC as an initiative in 2018-19.
- Dr Sabeen, TIC, Department of Psychology has shared the feedback process they completed and put up on the website. She offered to share the forms if others were to follow the same formats.
- IQAC team expressed appreciation for this work of Psychology department. Dr Sabeen also shared that the department has done 'needs assessment of students' in the current situation and enquired if others too felt the need for it based on their interaction with students. She sought suggestions to enlist the students of each

department who may need laptops during pandemic times so that they do not lose out on their online classes. The coordinator also referred to a similar exercise done by Department of Elementary Education and requested TIC to share with the group.

- Team IQAC has informed that AQAR 5 (the annual report for 2020-21) will have a new format.
- It is available on NAAC website. Link will be provided to departments. Based on that format current year data may be compiled by the departments.
- Team IQAC requested all departments to send data by 15th December so that the requirement of sending the AQAR 4 to NAAC is done within the timeline.
- Meeting ended with thanks to all the TICs and their deputies for attending and providing cooperation.

6. Meetings IQAC and Members of each Criteria Members

Date: 7th December 2020 (Criteria 1)

Date: 8th December 2020 (Criterion II)

Date: 9th December 2020 (Criterion III)

Date: 10th December 2020 (Criterion IV)

Date: 11th December 2020 (Criterion V)

Date: 14th December 2020 (Criterion VII)

Date: 15th December 2020 (Criterion VI)

Venue: Google Meet

Agenda: To discuss the requirements of different criteria

Minutes:

- The preliminary activities are initiated by appointing the extended committee members for each criterion.
- Discussed the different key indicators and key aspects to consider while complying with each Criterion.

The following members were present in the meeting

- Dr. Promila Kumar, Principal
- All IQAC members
- All NAAC Steering Committee Members

7. Meeting with IQAC-NAAC Steering Committee and Principal

Date: 18th January 2021 Criterion 1

Date: 19th December 2020 Criterion II

Date: 19^h January 2021 Criterion VI

Date: 20th January 2021 Criterion III

Date: 22nd January 2021 Criterion IV

Date: 27^h January 2021 Criterion V

Date: 28th January 2021 Criterion VI

Venue: Google Meet

Agenda: To review the previous meetings and Action plan for improvement.

- Members present showed concern that data is scattered and it will be difficult to coordinate for data collection.
- It was decided that to streamline the data collection would be done at a single location in google drive and All criteria in charges/members would refer to the single shared folder for data collection for their respective criterion.
- A thorough discussion is made on the suggestions and recommendations given by IQAC Committee members for compiling the data.

8. IQAC-TIC meeting

Venue: Seminar Hall

Time: 2:00 pm

Date: 19th February 2021

Members Present:

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr Vaijayanthi, Member, IQAC
3. Dr Preeti Pant, Member, IQAC
4. Dr Aparajita Mohanty, Member, IQAC
5. Dr Anita Bhat, Member, IQAC
6. Dr Madhu Yashpal, Member, IQAC
7. All TICs

1. **College has signed an MOU with Kamla Nehru College to facilitate student-exchange programme as an initiative of IQAC:** Some possibilities of collaboration include the exchange of students and teaching them as per syllabus, choice of topic to be taught rests upon the teacher, agreed upon by both colleges, no binding of the number of classes, it may be any comprehensive or meaningful topic(not fragmented/incomplete), the time invested or classes taken will be over and above the workload assigned to the teachers. Ensure there is no clash with the current timetable of the faculty. Both teachers and students engaged in this would be awarded certificates by the institution.
2. **Admission Analysis of 2020-21:** Admission analysis according to the new format may be documented timely by the departments with information procured from the admission committee (format attached). A short survey may be taken on the admission process by the departments with first-year students to understand the gaps if any, from the perspective of students.
3. **Review of mentoring practice across departments and related issues:** IQAC flagged the issues noticed as shared in the earlier mail and also referred to the responses of students in the survey conducted by it. Further inputs are provided by departments and Steering Committee team, Criterion-2. Some of the issues raised include distribution of students according to the existing teachers in a department which highlighted great discrepancy in the number of students per teacher ranging from 10 in some cases to 27/30 in some cases. Some students, essentially from B.A. programme/B SC Life Sciences/ B SC Physical Sciences could not be effectively catered to or left unattended in some cases. The basis of mentoring being 'no student unattached to a single teacher as mentor' throughout her three- or four-year study in the institution. To realise this, the earlier arrangement of departments allocating teachers to the honours programme followed by B.A. programme/B.Sc Life

Sciences/B SC Physical Sciences didn't work out to the advantage of all students. That scheme prioritised the Honours students to the detriment of Programme students in the way it was practised without central involvement. This may also have contributed to the less cohesive/lasting relationship between programme students and teachers teaching them beyond the subject taught. This was also reflected in the response of programme alumnae with respect to their higher education and placements. Therefore, it was decided that a committee would be constituted by the TICs/representatives/deputies of the most adversely affected departments in the earlier arrangement, and they would divide the entire student community amongst the available teachers of all departments. This needs to be done within the duration of a week. That list may be shared with the students. This arrangement might continue for the next three/four years, thereby, we only need to allocate future first year students to those teachers who mentored the outgoing batch. And the cycle goes on. Periodical review may be done by IQAC/any committee constituted for that purpose. The modalities of meeting students (say, once in a month) or the communication path (mail/Whatsapp/telegram, etc.) or the process of documentation (attendance/issues raised/solved) may be decided at the central level this time and may be communicated to all as against leaving it to the departments. Committee members include TICs of B.A. Programme/B.Sc Physical Sciences/B.Sc Life Sciences/Commerce/ Physical Education/English.

9. Meeting with IQAC-NAAC Steering Committee and Principal

Venue: Council Room

Date: 9th March 2021 - *Criterion I- Sachi Chowdhry & Dr Veena Sharma*

Date: 10th March 2021- *Criterion III- Dr Vandna, Dr Reema Mishra*

Date: 14th March 2021 *Criterion VI- Dr Shatarupa Sinha*

Date: 22nd March 2021- *Criterion II- Ms. Arshmeet, Ms Aakriti Chaudhry & Dr Tripti Kumari*

Date: 23rd March 2021- *Criterion IV- Dr Supreeti Das & Dr Jasvinder Kaur*

Date: 24th March 2021- *Criterion V- Dr Geeta Kichlu, Dr Sangeeta Jerath*

Date: 24th March 2021 - *Criterion VII- Dr Sangeeta Bhatia & Dr Poonam Phogat*

Minutes

- Review of previous meetings
- Discussed the progress of the report of each criterion and their difficulties.