

IQAC, GARGI COLLEGE
UNIVERSITY OF DELHI
MINUTES OF MEETINGS

1. IQAC committee meeting with Principal

Date: July 13, 2023

Day: Thursday

Time: 10:30 am

Venue: Council Room

Members Present:

1. Dr. Renu Aggarwal
2. Dr. Alka Garg
3. Dr. Arshmeet Kaur
4. Dr. Anjni Anand
5. Dr. Geeta Prakash
6. Dr. Neha Sharma

Minutes

The purpose of the meeting was to update the principal with the outcomes of previous IQAC meetings with regards to workload committee, library, office and Class 4 employees of the college.

1. Discussion of points related to meeting with workload committee:

- a. The need for an overall superintendent of practical exams was discussed in the meeting with workload committee. With respect to the same, Principal ma'am suggested that TICs from each department should take on this responsibility on rotation basis.
- b. Concerns over potential infrastructure problems that college may face under NEP was also raised in the meeting with workload committee. With respect to the same, Principal mam addressed the issue vide following points:
 - New block will have three computer labs.
 - Some furniture has also been added to the canteen and to BEI.Ed. resource room.
 - Fixed furniture has been installed in many classrooms which were previously devoid of it.
 - 21 new computers have been purchased and computer labs are in the process of upgradation.

- For better visibility of projector screen, chucks have been installed in classrooms of commerce block
- To ensure good internet speed, IQAC can request Mr. Anuj to block social media sites and other non-essential website on Wi-Fi, so that students will use the facility judiciously.
- Mam also informed that refurnishing of auditorium is being carried out. White wash has been done in auditorium basement and currently termite treatment in auditorium is underway. Replacement of old light bulb also done.

2. Discussion of points related to library:

- Upon request of IQAC regarding requirement of light and fans in library, Principal ma'am informed that library has already placed this request. A follow-up however, is required in this regard. Also, CCTV cameras have been installed in library.
- Regarding the complaint that there is insufficient space in library for teachers, Principal ma'am informed that a dedicated space for reading or desktop use has been assigned in new academic block for this purpose.
- As suggested by IQAC, Principal ma'am agreed for outsourcing the deep cleaning of library.

3. Discussion of points related to accounts & admin:

- Office is working on digitalization of leave process, salary slips and other processes related to the student dealing.
- Principal Ma'am informed that students use the QR codes scanning to check seating arrangements for exams. They can view their room number as well as seat through scanning of these codes. QR code scanning is also available for SOL exams, affixed on college gate.
- Principal ma'am suggested that IQAC, based on the respective performances of office staff, can give a best section award. Same thing can be done for labs, cleaning staff etc. For example, best practices award or most clean lab etc. can also be given. A cash prize can be given to cleaning staff.
- Principal Ma'am also informed that a digital screen is being purchased for the main arc for displaying important information. The above-mentioned awards shall also be displayed on this screen.
- Principal Ma'am agreed that holding a Tally workshop for office staff with Dr. Nidhi Gupta from commerce department as resource person is a good idea and should be organized.
- A request letter can be given to Delhi Government for installing e-charging points of vehicles and an open Gym.
- A small cooler is a more viable option for the medical room instead of air-conditioner considering the size of the room.

3. Discussion of points related to Class IV employees:

- Security Guard of the college, during IQAC meeting with Class IV employee, has highlighted the problem regarding misbehaviour of auto drivers, hap-hazard driving and illegal parking of autorickshaw on out premises of the college. With respect to the

same, Principal ma'am suggested that a letter should be given to local police station for deploying a PCR vehicle at the gate.

- b. It was decided that building maintenance committee should take responsibility to check working conditions of fans, lights etc. before reopening of the college.

2. IQAC committee meeting with TICs of all Departments

Date: July 25, 2023

Day: Tuesday

Time: 12:30 pm

Venue: Council Room

IQAC Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Ms. Arshmeet Kaur
5. Dr. Geeta Prakash
6. Dr. Neha Sharma

Minutes:

1. IQAC requested TICs of all the departments to organize Faculty Development Programme (FDP). In this regard, the mathematics and commerce departments have expressed a willingness to plan some FDP.

2. On the request of the Principal, Mr. Jitender from office demonstrated a new software for filling up internal assessment marks and attendance. It was suggested that some teachers could help Jitender in understanding the practicalities of the software and its improvement. From Science, Dr. Neha Sharma offered to help; from Arts, Dr. Preeti Pant proposed the name of Dr. Shyamolima Ghosh. From Commerce, Prof. Sonali Ahuja said she will provide a name later.

3. The principal also informed that the college has set aside some funds for research. In this regard, Prof Aparajita Mohanty, a member of Gargi College's Research Development Cell (RDC), explained the sub-heads and amounts for which funds will be given. The relevant information in this respect has been mailed to all teachers.

4. It was also pointed out in the meeting that faculty should strive to publish in journals that are Scopus indexed or UGC care listed because only these are counted in NAAC and other assessments. Every teacher should make an effort to have at least one such publication per year.

5. Faculty members should apply for project funding and research grants. The RDC is actively providing links and information about the available schemes.

6. Gargi college has many Memorandums of Understanding (MOUs) with different institutions.

The present nodal officers discussed their respective MOUs and the work they had done. The currently active MOUs and their nodal officer are:

- i. Prof. Shashi Chawla – ICT Academy*
- ii. Dr. Vandana Luthra – (a) CIC + Deep – C/DRIIV Blue Planet (b) Indian Pollution Control Assessment (IPCA)
- iii. Dr. Madhu Yashpal – Zanskar College in Ladakh
- iv. Dr. Sabeen Rizwi – IHBAS
- v. Prof. Renu Aggarwal – KR Mangalam**

* For ICT academy, Ms. Saileja Modem was the former nodal officer.

** Dr. Archana who was an Ad-hoc in the Department of Physics was the nodal officer for KR Mangalam University. Prof. Renu Aggarwal took in-charge of this MOU when Dr. Archana got a permanent job elsewhere and she left Gargi College. Prof. Renu Aggarwal asked if anyone else wanted to be the nodal officer. This was agreed upon by Dr. Geeta Saini of the Department of Chemistry.

7. Presentations of department achievements for the year 2022-2023 will be scheduled after the college reopens on August 16, 2023.

8. Each department should have the mentoring list ready by the end of August 2023.

9. Departments that have not yet submitted their outreach programme topics should do so as soon as possible. When the weather permits, outreach will be conducted from October onwards.

10. In the last meeting of IQAC with TICs on April 21, 2023, Hindi and Sanskrit departments had proposed to organise a language workshop for the office staff. However, no action has been taken in this regard. Ms. Saileja informed that Zanskar college had expressed interest in improving their Hindi language skills. Some workshop can be organized in this regard as well.

11. The Principal suggested that the words 'talk' or 'lecture' can be replaced by the word 'seminar'.

3. IQAC committee meeting with Principal

Date: December 18, 2023

Day: Monday

Time: 10:30 am

Venue: Council Room

Members Present:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant

3. Dr. Alka Garg
4. Dr. Joya Bhattacharya
5. Ms. Arshmeet Kaur
6. Dr. Anjni Anand
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Minutes:

1. IQAC team congratulated the principal for the success of NEP conference.
2. A meeting of our college's students with the principal is planned at the start of the upcoming semester to discuss their issues.
3. The students union conducted a survey last month on lavatory cleanliness. It was suggested that the issues identified in the survey should be resolved. Further, it was advised to hang posters promoting proper bathroom usage practices to maintain sanitation and hygiene in washrooms.
4. IQAC provided an update regarding the work done under various MOUs to the Principal. It was informed that MOU with KR Mangalam is extended for an additional year. The nodal officer for this is Dr. Geeta Saini from the Department of Chemistry. As per the information provided, she intends to take a short-term course on sustainable development and waste management. Additionally, students enrolled in the Forensic Science Skill Enhancement Course will be taken on an educational tour of their specialised labs. Additionally, three more Memorandums of Understanding (MOUs) with the listed institutions are under progress—the PhD Chamber of Commerce, Bodoland University under the Vidya Vistar Scheme, and Morarji Desai National Institute of Yoga (MDNIY).
5. A visit by Zanskar College to Gargi College was suggested as a means of advancing work under the MOU. Principal Ma'am mentioned that IQAC should discuss about the associated budget and stay. The IQAC will notify the nodal officer and inquire for more information.
6. The Principal apprised the team that the majority of office-related work is now digital. She also mentioned that under *Rajbhasha karyanvan samiti*, the target is to achieve 100% official work in Hindi over the course of the next three months.

7. The Principal mentioned that IQAC gather data on outreach programmes from all departments for documentation.

8. The committee appreciated the diligent work done by media cell.

9. It was decided that the website committee will be requested to upload students mentoring list on college website.

10. Principal mam informed that add-on courses have come under the purview of Research Development Cell (RDC) of Gargi College. RDC will retain all the data and share it with IQAC for documentation. It was also suggested that a standard template for add-on course proposals be created. Professor Neera Pant as IQAC member humbly agreed to prepare the template with Prof. Aparajita Mohanty (RDC member).

11. Certificate for summer internship will be designed by Dr. Anjni Anand with the help of Mr. Anuj.

4. IQAC committee members online meeting

Date: February 26, 2024

Day: Monday

Time: 4:00 pm

Venue: Online via Google meet

Members Present:

1. Dr. Renu Aggarwal
2. Dr. Neera Pant
3. Dr. Alka Garg
4. Dr. Arshmeet Kaur
5. Dr. Anjni Anand
6. Dr. Joya Bhattacharya
7. Dr. Geeta Prakash
8. Dr. Neha Sharma

Minutes:

- a) IQAC convener briefed the members about the plan to submit the AQAR 2022–2023 report by April 2024.

- b) The principal requested two names from IQAC to attend the event on February 27, 2024 for the launch of the SWAYAM plus platform by Ministry of Education. Ms. Arshmeet Kaur and Dr. Joya Bhattacharya proposed their names for the same.
- c) The principal requested an update from IQAC on washroom cleanliness and drinking water availability for students. It was decided that Prof Neera would discuss this with the principal.

5. IQAC committee members meeting

Date: May 10, 2024

Day: Friday

Time: 10:30 am

Venue: Council Room

Minutes:

The meeting's agenda was to review the progress of the work in each criterion. Prof. Renu Aggarwal helped the team with all of their queries and concerns.

Each criterion was represented by the core member or by one of the extended team members, whose names are listed below:

1. Dr. Renu Aggarwal (Coordinator)
2. Dr. Neera Pant – Criterion 6
3. Dr. Alka Garg – Criterion 1
4. Prof. Anjni Anand – Criterion 4
5. Ms. Jayashree – Criterion 7
6. Dr. Geeta Prakash – Criterion 5
7. Dr. Neha Sharma – Criterion 3
8. Ms. Akriti Chaudhary and Ms. Tanjot – Criterion 2