

Minutes of the meeting of IQAC

A meeting of the core committee members of the IQAC was held on 20.06.2020 at 11:00 a.m. on the virtual platform of Zoom. The meeting was held to discuss the various aspects of IQAC explained in detail by the IQAC coordinator, Dr. Rashmi Wardhan.

The following points were discussed:

- Guidelines of the working of IQAC were explained and the documentation process of NAAC was discussed in detail through a presentation given by the IQAC coordinator, Dr. Rashmi Wardhan
- On the suggestion of the principal, Dr. Shiv Kumar Sahdev various sub committees were formulated to oversee and strengthen the academic, research and extracurricular aspects of college. The committees formed and the members are as follows:
 1. College Research Cell- Dr. Rashmi Wardhan and Dr. Kumari Priyanka
 2. Student Progression- Dr. Aparna Jain and Dr. Jeetendra Aggarwal
 3. Science SETU- Dr. Anuradha Mal
 4. Remedial Classes- Mr. Rakesh Yadav and Dr. Gitarani Leisangthem
 5. Alumni Cell and Sports- Dr. Virendra Bhardwaj and Dr. Darshan Pandey
 6. Best Practice- Dr. Anita Kapur, Dr. Virat Jolli and Dr. Ashwani Sharma
 7. Public Perception- Dr. Darshan Pandey, Dr. Aeshna Nigam and Dr. Ankita Dua
 8. Committee for signing MOUs- Dr. Surbhi Madan and Dr. Sunita Singh

The following members attended the meeting

Dr. Shiv Kumar Sahdev (Principal)

Dr. Rashmi Wardhan (IQAC Coordinator) *Rwardhan*

Dr. Anita Kapur — *Anita Kapur*

Dr. Virender Bhardwaj *VB*

Ms. Anshu Chopra

Ms. Preeti Sharma

Dr. Anuradha Mal *Anuradha*

Ms. Suman Kharbanda

Dr. Aparna Jain *Aparna*

Dr. Kumari Priyanka *KP*

Dr. Prabuddh Kumar Mishra

Dr. Gitarani Leisangthem *Gitarani*

Dr. Jeetendra Aggarwal *me*

Ms. Abha Vasal *Abha*

Dr. Aeshna Nigam *Aeshna Nigam*

Dr. Ankita Dua *Ankita*

Dr. Shilpa Jain *Shilpa*

Dr. Usha Yadav *Usha*

Dr. Uma Narang

Minutes of the meeting of IQAC

An IQAC meeting was held with all the Criterion coordinators on July 10, 2020 at 3:30 PM on the virtual platform Zoom. The IQAC convener, Dr. Rashmi Wardhan cleared the doubts of the coordinators one by one regarding data collection.

The following points were discussed:

- All the coordinators were asked to refer NAAC manual 2020 and PowerPoint presentation sent to each criterion member. The doubts and suggestions are mentioned below criterion wise.
- Criterion I- All the points were discussed with Dr. Surbhi Madan and following suggestions were given by the core committee.
 - For Internal Assessment marks, it was suggested to contact Mr. Afroz for the link and collect only minutes of meeting of moderation committee from the departments.
 - University letter stating that all the teachers should form papers and evaluate them also can be procured from A.O., Mr. Hemant Lamba.
 - For 1.2.1, it was suggested to mention courses year wise and CBCS implementation.
 - For 1.2.2, take details from A.O., Mr. Hemant Lamba.
 - For 1.3.1 and 1.3.3, discuss and take data from Criterion III, as per your requirements.
 - Health Camp data has to be added too.
 - With respect to feedback, it was suggested to collect Alumni feedback data from Dr. Darshan. For Employers feedback data, contact Dr. Anuradha Mal for staff council meeting minutes. Feedback data has to be uploaded on the website. Students data can be procured from previous years AQAR. Data from students is mentioned there along with the conclusion.
- Criterion II- All the points were discussed with Dr. Aparna Jain and suggestions given by the core committee are mentioned below.
 - All the Adhocs need to get experience letter from college once it reopens.
 - In 2.6.2, there was a query related to how to judge the qualitative outcome? It was recommended that as of now, add data of students who cleared masters. Student progression to be added here as well. Take this data from criterion V.

Although this question will be added to NAAC queries. For, attendance and Internal Assessment, a link will be provided by Mr. Afroz. Minutes of meeting of moderation committee has to be procured from the departments.

- For 2.3.1, all seminars are student centric. Therefore, data from EDC, WDC, and other societies of all conferences and seminars has to be written in 500 words. Link to be added for all societies data. In Experiential learning, include lab visits and field visits. As proof, it was advised to give link of both, annual report as well as respective criterion.
- Criterion III- Doubts were discussed with Dr. Sunita Singh.
 - Dr. Sunita Singh informed the members that in 3.5 and 3.6, H-index is not applicable for our college. It is for Universities and autonomous colleges.
 - For MoU, it was suggested to send draft to core members for approval followed by signature from the principal.
- Criterion IV- Both the members could not attend the meeting.
- Criterion V- Doubts were discussed with Dr. Jeetendra Aggarwal and following suggestions were given.
 - For 5.1.4, it was advised to collect year wise placement data from Dr. Suman Kharbanda.
 - For competitive exams, data can be procured from alumni who cleared masters or any other competitive exam. Also, it was suggested to contact NCC for student's data who cleared armed forces.
 - The question asked in 5.3.3, will be sent to NAAC query.
 - There was a doubt w.r.t. 5.1.3 whether department fest will come under this or not.
- Criterion VI- The points were discussed with Dr. Iti Dandona.
 - For 6.3.5, it was suggested to contact Mr. Hemant Lamba, A.O. for appraisal, performance/ promotion forms of all the teachers.
 - For 6.4.3, it was advised to collect last five years data from Mr. Praveen, A.O.
 - For 6.5.1, it was suggested to contact Mr. Praveen or Mr. Hemant, A.O. for building committee file.

- Criterion VII- Both the members could not attend the meeting.
- It was also mentioned that innovation projects list can be procured from Mr. Tarun (office).
- Data in files can be converted to soft copy by office members. This information was given by Ms. Anshu Chopra.

The following members attended the meeting:

Dr. Rashmi Wardhan (IQAC Convener)

Rashmi

Dr. Anita Kapur

Anita Kapur

Ms. Anshu Chopra

Ms. Preeti Sharma

Preeti

Dr. Abha Vasal

Abha

Dr. Aeshna Nigam

Aeshna Nigam

Dr. Ankita Dua

Ankita Dua

Dr. Iti Dandona

Dr. Aparna Jain

Aparna

Dr. Jeetendra Aggarwal

Jeetendra

Dr. Shilpa Jain

Shilpa

Dr. Sunita Singh

Dr. Surbhi Madan

Dr. Shivani Goel

Dr. Uma Narang

Dr. Usha Yadav

Usha

A meeting of the IQAC (core committee) along with the Principal was held on July 15, 2020, at 11:30 AM on Zoom.

The following agenda were discussed:

1. The proposal for instituting **Centre for Studies in Inclusivity** was discussed at the meeting. This centre will host a lecture every month for the students of Shivaji College on socially relevant issues. Dr Leisangthem Gitarani will submit a concept note detailing the vision and module of this centre. Given the social distancing norm in place due to COVID-19 threat, online sessions may be conducted as part of this programme. In the meanwhile, the Convener, Time Table Committee, has been requested to accommodate a two-hour lecture period (at 3PM) every month.
2. The Time Table Convener has also been requested to assign slots for **remedial classes** to each department in the college.
3. A Digital Library for project reports and scholarly publications by faculty, to begin with, and an Archive for old photographs of the college and footage of important events, video productions of various committees/societies, and so on will be set up in the College Library in compliance with digital archiving protocols. Teachers' signed-consensus will be sought and a project will be underway for digitizing contents.
4. The Principal will set up a **help-desk** in the college for parents, visitors, and students and guide them to the department or office wherefrom they seek assistance on any college-related matter.
5. It was decided that the College will conduct a one week Faculty Development Programme on **ICT Enhanced Teaching Learning and creating MOOCs**. This workshop will enable teachers to fulfil the emerging demands for skills in ICT tools in the midst of the COVID - 19 crisis. It was decided to conduct this programme in collaboration with Ramanujan College. The tentative dates would be from 18th-25th August 2020. A committee comprising of the following members was constituted for this :
Ms. Preeti Sharma (Convener) *P. Sharma*
Ms. Anshu Chopra
Dr. Sunita Singh
Ms. Abha Vasal *Abha*
Ms. Shweta Gautam
Mr. Avneet Singh
Dr. Ankita Dua *Ankita*
Dr. Aeshna Nigam *Aeshna Nigam*
Ms. Harmanpreet Kaur *Harmanpreet Kaur*
Dr. Usha Yadav *Usha*
6. A **Child-Care Centre** will be set up in the college to assist young mothers in balancing their professional demands and personal responsibilities. A proposal outlining the details and budget for the project will be submitted to the Governing Body. Dr Priyanka, Dept of Mathematics, has been assigned to enquire about the operations of child-care centre in other colleges of Delhi University.
7. Dr Prabuddha Mishra, Dept of Geography, has been assigned the responsibility for charting a **civil map** and a **disaster management map**, which will be installed in the college premises.

8. Dr Prabuddha Mishra has also been assigned to get a **Model for the Jijabai Academic Block** constructed and also retrieve the Model for the existing academic block from the architect.
9. Dr Anita Kapur has been requested to enquire about the renewal of **fire-safety certificate** for the college building.
10. The **Cultural Committee room** (in the back lawns) will be refurbished and a signboard shall be set up for prominence.
11. A **smart classroom** fitted with the latest ICT tools will be set up in the Jijabai Academic Block

Members present were:

Dr Shiv Kumar Sahdev (Principal)

Dr Rashmi Wardhan (IQAC Coordinator)

Ms Anshu Chopra, Dept of Economics

Ms Preeti Sharma, Dept of Computer Science

Dr Aparna Jain, Dept of Mathematics

Dr Leisangthem Gitarani Devi, Dept of English



Rashmi

P. Sharma

Minutes of the meeting of IQAC

An IQAC meeting was held with Criterion I conveners (Dr. Surbhi Madan and Dr. Jayita Thakur) on November 2, 2020 at 4:00 PM on the virtual platform Microsoft Teams. The IQAC convener, Dr. Rashmi Wardhan along with the core committee members gave the following suggestions which are as follows:

- It was suggested that following should be uploaded on website under the NAAC column:
 - Initiatives taken by the new IQAC: feedback forms, alumni, employee forms, centre for inclusiveness, a short para regarding this.
 - NAAC certificate.
- All points of criterion I were read out by Dr. Surbhi Madan for feedback from the members present.
- In 1.1.3, it was suggested to write the names of all the teachers involved in setting of question papers.
- In 1.2.3, some college students names were missing as pointed by Dr. Preeti Tiwari. So, it was suggested to collect the desired information from Mr. Afroz (office). For calculation of percentage in the excel template, it was unanimously decided to consider our students only.
- In 1.3.3, it was advised to ensure that the data should match with 1.3.2 *i.e.*, 5 yrs experiential learning data provided by Department of Environmental Studies). But 1.3.3, will comprise of extra data too such as under Star College Scheme.
- In 1.4.1, analysis of feedback is under process.
- It was recommended that for teacher's feedback data (5yrs), staff council minutes of the meeting can be incorporated if possible.
- Criterion I members were asked to coordinate with Ms. Suman Kharbanda to upload the data/documents/links on the website.

The following members attended the meeting:

Dr. Rashmi Wardhan (IQAC Convener)

Rwardhan

Ms. Preeti Sharma

PSharma

Ms. Suman Kharbanda

Dr. Gitarani

Gitarani

Dr. Aparna Jain

Aparna

Dr. Surbhi Madan

Dr. Jayita Thakur

Jayita Thakur

Dr. Aeshna Nigam

Aeshna Nigam

Dr. Ankita Dua

Ankita Dua

Dr. Shilpa Jain

Shilpa Jain

Dr. Usha Yadav

Usha

Minutes of Meeting for final SSR Submission

The meeting of core committee members and all criteria heads from criteria 1 to 7 was held on 10th March 2021 at 11 AM in committee room to review final uploaded SSR on NAAC Portal to check all proofs and text before submission.

The following Members were present-

1. Dr. Rashmi Wadhwa (Coordinator) Rwaadhwa
2. Dr. Aparna Jain (Core member) Aparna
3. Dr. Gita Rani (Core member) Gita Rani
4. Dr. Jaylita Thakur (Criteria 1 head) Jaylita
5. Dr. Aparna Jain (Criteria 2 head) Aparna
6. Dr. Sumita Singh (Criteria 3 head) Sumita
7. Dr. Renu Baweja (Criteria 3 head)
8. Dr. Neetu Singh Rani (Criteria 4 head) Neetu Rani
9. Dr. Teendha Aggarwal (Criteria 5 head) Teendha
10. Dr. Bhuvani Gupta (Criteria 5 head) Bhuvani
11. Dr. Gita Rani (Criteria 6 Head)
12. Dr. Meedula Budhiraja (Criteria 7 head) Meedula

All members have seen SSR uploaded on NAAC Portal & approved for submission after depositing fee by account section. Criteria 2 has to submit one more table by tomorrow.

Rwaadhwa
Gita Rani

Neetu Rani

Meedula
Sumita

Bhuvani

Jaylita
Teendha
Aparna

P/1365/24

07/07/24

A meeting of the IOAC was conducted on July 07, 2024, at 12 noon to discuss the following agenda:

1. To discuss extended IOAC meeting: Ms Anshu Chopra, Ms Preeti Sharma, Dr. Aashna Nigam and Dr Ankita Dua have been deputed the task for making the presentation of executive summary.
2. Internal Documentation Committee: Each department is to constitute Internal Documentation Committee, completing Previous, Present, and Future TICs for the purpose of AQAR preparation. Format will be shared ~~that~~ by the IOAC.
3. Criteria wise presentation: Criteria Heads are to ^{submit} presentation criteria wise PPT presentation by July 15th. Slides should be prepared summarizing all KIs and should include hyper links to documents. Last date of submission is July 15, 2024.
4. Identification of strengths and weakness and gaps: For each criteria — to prepare SWOC for each criterion.
5. Alumni form to be filled in before graduation: Dr. Jitendra Aggarwal and Dr. Shwami will coordinate with office to ensure that students fill in alumni forms before getting certificates issued.

Dr. Jitendra Aggarwal
Aparajit

Jayashankar
Sharma

July 17/24
Ankita

Pradip
07/07/24

Encl.

6. All organizers of events [department and committees] will submit attendance of participation and events' report and photos.

Payments for all events should be cleared only after submissions of ^{documents} all events.

7. A designated person ~~of~~ in the admin office should be given responsibility to collect all documents related to attendance, events report photos, posters etc. for all events organised.

8. Installation of Flex Boards / Signboards — Criteria heads are to coordinate ^{with the} principal and ensure that flex boards listing codes of conduct, anti ragging cautions, Students' Advisory committee etc. are installed at designated space.

9. LED lights to be installed in the premises — Criteria 4 should coordinate with the Principal for this task. All projectors should be in working order. Facilitate paths to be constructed; name plates to be fitted in front of all departments' ^{side}.

~~P. Tanwar~~
Soman, Shikha
Aparajit

Shikha
Anubhav

Per
7/7/2021

Sumit

Mudra
07/07/21
Jayshahy

(10)

Department ~~Library~~ ~~...~~ All teachers ~~...~~
are to set up department library. Teachers
are to create a pool of reference books for
faculty.

(11)

Green Audit. — Dr Anita Kapoor and Dr.
Mridula Boddhaya will be in charge of green
audit.

(12)

Quality Programmes — Parameters should
be set for programmes conducted under the
'egis of IDAC. ~~to conform to the~~ Outreach
programmes to be conducted in collaboration
with external agency. Career enhancement
programme, Skill enhancement programme
to be conducted as Quality programmes.
To coordinate with VVS-adopted college for
Outreach activities.

(13)

R

Dr. Somnath
Mridula
07/07/21

Joshi

Anita Kapoor
Shilpa
Shankar

Encl.

Res
7/7/21
Jayashankar

G. T. ...

Aparna

Amrita

Members present were:

1. Dr. Rashmi Wadhwan
2. Dr. Aparna Jain Aparna
3. Ms. Preeti Sharma Sham
4. Dr. Sumita Singh Sumita
5. Dr. L. Gopalani Dr. Gopalani
6. Dr. Renu Bawja Renu
7. Dr. Jaydita Thakur Jaydita
8. Dr. Mridula Buddhraj Mridula
9. Dr. Jeetendra Aggarwal Jeet
10. Dr. Shwani Shwani
11. Dr. Ankita Dwe Ankita
12. Dr. Shilpa Jain Shilpa
13. Dr. Prabuddh K. Mishra Prabuddh

Members absent were