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03/12/24

3-12-2024

Conductan / Q.A.  
A.O.  
6/12/24

The Principal  
Shiraji College  
Raja Garden.

Dear Sir,

This is with reference to the compliance report of questions/queries/issues raised by students in the feedback for the session 2023-24. The Academic Advisory and Audit Committee had a meeting with the IQAC convenor to discuss the same, on Nov. 18, 2024. Please find attached the minutes of the said meeting, for your perusal.

Thank you,

Suman  
Prof. Suman Kharbano  
Convenor  
Academic Advisory  
& Audit Committee

**Minutes of the Meeting of Academic Advisory and Audit Committee (AAA) with Convener, IQAC held on November 18, 2024 at 3 pm in the Committee room**

A meeting of the Academic Advisory and Audit Committee (AAA) with IQAC Convener was held on Nov 18, 2024 in the Committee Room of the College at 3 pm to discuss the following pre decided agenda

1. Discussion on Feedback of students related to Academic Session 2023-24

Following Members were present in the meeting:

1. Prof T S Rana ( Convener, IQAC ) — *T.S. Rana, 18/11/2024*
2. Prof Suman Kharbanda ( Convener, AAA committee ) *Suman Kharbanda*
3. Prof Deepika Yadav ,GE Coordinator *Deepika Yadav*
4. Dr Nidhi Tyagi, VAC Coordinator *Nidhi Tyagi*
5. Ms. Preeti Sharma *Preeti Sharma*
6. Ms. Iti Dandona *Iti Dandona*
7. Ms. Harmanpreet Kaur *Harmanpreet Kaur*
8. Mr. Skand Priya *Skand Priya*

*Principal*  
24/11/24

A detailed discussion was done on the feedback of students. The following was agreed upon regarding the compliance, action taken and future plan of action.

प्राचार्य / Principal  
शिवाजी महाविद्यालय / Shiyaji College  
दिल्ली विश्वविद्यालय (University of Delhi)  
राजा गार्डन, नई दिल्ली-110027  
Raja Garden, New Delhi-110027

1. Feedback on regularity and punctuality of classes.

**Compliance and Action plan:** The committee noted that the compliance of regularity and punctuality in classes is very high. This is reflected in the negligible number of comments from students regarding this. More efforts should be directed to achieve highest regularity of classes. The committee members noted that following actions have led to significant improvement in regularity and punctuality of classes

- i. Principal has been talking in the staff council meetings about maintaining regularity and punctuality in the classes.
- ii. Regular rounds taken by the College Principal has resulted in close to hundred percent classes being held.
- iii. The TICs are also in touch with their faculty members with regards to classes taken.
- iv. The Principal had also sent a mail ( dated August 7, 2024 ) to all conveners and TICs to hold their meetings after 2 pm and if possible reschedule classes in order to minimise the classes missed due to meetings.

The committee suggested that regular meetings shall be held with departments on achieving the target of hundred percent compliance of regular classes in future.

2. A few comments on the cancelling of classes at the last minute were also found in the feedback.

**Compliance and Action Plan :** The committee noted that the Principal had suggested in Staff Council meeting that the teachers were expected to inform about planned leave in advance except in case of emergency situations. The instances of sudden cancellation have decreased in the current semester.

The AAA committee reiterated that same shall be conveyed to faculty in their meetings with TICs. The members recommended that Conveners of various Committees should give prior information about



seminars or activities to students if they are not able to take classes and also encourage them to attend these. Notice shall also be sent to all faculty regarding this.

3. Request by students on practical knowledge in the subjects, in the feedback.

Compliance and Action Plan: This has been well complied in this academic session as there were many field visits, industrial visits and internships organised by departments, committees and societies like SPADE, Udhmodya, DISHA and others.

Under NEP, the skill enhancement courses (SEC) and Value-added courses (VAC) are taught to students which focus on practical knowledge in addition to regular curriculum.

Additionally, Career development Centre has been started by the Udhmodya committee ( Entrepreneurship Development Cell ) in collaboration with Samarth Bharat and Udhmodya Foundation, University of Delhi which is conducting skill development courses in college on weekends. The members noted that the Principal Internship Scheme since 2023 also shall be giving practical exposure to the students.

In the current session, 40 hour add on courses have been conducted free of cost on weekends by the College faculty and experts from industry and other reputed academic institutes.

4. Doubt clearing sessions have been asked by some students in the feedback in December 2023. Compliance and Action Plan: Tutorial classes are mandatory for all faculty members as per the syllabi and curriculum of the university of Delhi. The same has been complied well in the current academic session as was seen in the Time table of the current semester and in the academic audit conducted by the AAA in this semester from 11 to 14 Nov 2024.

The committee recommended that tutorial classes should be discussed with more focus in future academic audits. Peer teaching-learning is already taking place in some departments and the system shall be strengthened and encouraged in the upcoming semester by the AAA.

5. Students have asked for frequent Mentor mentee meetings.

Compliance and Action Plan : The AAA committee decided to give directions to all departments that at least three mentor mentee meetings should be held in a semester by each mentor instead of existing recommendation of minimum two meetings.

6. Regarding language problem faced by some students, bilingual teaching has been encouraged in classes and the same has been conveyed to teachers at multiple platforms and also during faculty induction program conducted the IQAC for new faculty members.

7. Some students had asked for short clips and videos related to the curriculum.

Compliance and Action Plan: The ICT tools usage has been increased and the same has been observed in the academic audits conducted by AAA. It was seen in the academic audits that departments have screened films and also recommended MOOCS and relevant you tube videos to students.

In addition, on the recommendation of the AAA committee, the links of online e resources available on the Swayam Portal ( Govt of India ) and Virtual learning Environment (VLE) have been

shared on the College website for the benefit of students. Faculty members also use and recommend e resources to students , as was found in the last academic audit conducted by the committee.

8. Feedback on behaviour and interaction with non-teaching and faculty.  
Compliance and Action Plan: Although the atmosphere in the admin office is generally found to be cordial and staff is generally cooperative , yet a comment from student was seen in the feedback. This shall be taken care of in future.
9. It was conveyed by the convener that IQAC is planning soft skill training for non-teaching staff in the upcoming semester as a practice. These shall also be conducted for students in addition to the seminars and workshops already being regularly conducted by the Placement Cell on interview preparation, CV writing, public speaking and similar ones by the DISHA society.
10. It was observed that the feedback has improved over the year and efforts shall be directed to improve the teaching-learning and curriculum delivery along with co-curricular and extra-curricular activities. The College staff is fully committed to provide the best and enriching experience to the students during their stay in Shivaji College.

The committee decided that specific actions shall be taken and monitored as discussed in this meeting. It was decided to have a detailed discussion with the Principal regarding action taken and future action points.

Meeting ended with thanks to the Chair