

## Minutes of IQAC meeting (2016-17)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Wednesday, 20<sup>th</sup> July 2016 at 2:00 PM in the Committee room to discuss the collection of data and preparation of the first AQAR report to be submitted post the NAAC visit.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
  2. Dr. Anita Kapur, Associate Professor, Department of Botany (Coordinator)
  3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry
  4. Dr. Anuradha Mal, Associate Professor, Department of Botany
  5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
  6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
  7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
  8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
  9. Dr. Vandana, Assistant Professor, Department of Mathematics
  10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
  11. Dr. Kiran Bamel, Assistant Professor, Department of Botany
  12. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
  13. Dr. Ankita Dua, Assistant Professor, Department of Zoology
  14. Mr. Parveen Kumar Section Officer Accounts
  15. Mr. Hemant Lamba Section Officer Administration
- The IQAC Coordinator, Dr. Anita Kapur welcomed the members and apprised them regarding the key achievements of the college, being awarded the 'A grade' by NAAC team during 2015. She gave a power point presentation on:
    - Role of IQAC and its function
    - Preparation of AQAR
    - Preparation of Semester wise teaching plan
    - Feedback from stakeholders

- She placed on record her appreciation of the former IQAC Coordinator; Dr. Tejbir Singh Rana for his dedicated efforts and the IQAC Committee members.
- She oriented the team to the constitution, purpose and role of IQAC along with the requirement of filling the Annual Quality Assurance Report (AQAR).
- The seven criteria's of the AQAR (similar to the SSR formulated earlier) were revisited.
- It was decided unanimously that all the events organized in college will be hosted under the aegis of the IQAC.
- The conveners of the criteria's were asked to prepare the report for the year 2015-16 keeping the following points in consideration:
  - i. To strengthen the academic and extra-curricular framework of the college.
  - ii. To stress upon the good practices of college that were highly recommended by the committee.
  - iii. Data for the report to be collected from all the stakeholders: students, alumni, parents etc.
  - iv. All Teachers-in-charge will be requested to provide the departmental data at the earliest.
  - v. The Coordinator informed that a feedback form (format given by the NAAC) was required from various stakeholders such as students, faculty, alumni and parents. The Coordinator was suggested to send the form to all the members so that the process can be initiated.
- The College Research Cell (CRC) has done enormous work by pushing the faculty members to go beyond their academic work and engage students in research. The college has been granted one of the highest numbers of Innovative projects by the University in the past year and they would be coming to a close now. The co-investigators of the Innovation projects were asked to submit and present their progress reports to the CRC. The Coordinator stressed on submitting their respective final project report and their utilization certificates at the earliest.
- The committee decided to apply for various prestigious rankings of educational institutes.
- It was further decided to send all the updated reports to the coordinator by August 31<sup>st</sup>, 2016 so that it can be reviewed before uploading.

The meeting ended with a note of thanks to the chair.

## Minutes of IQAC Review meeting (2016-17)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Monday, 5<sup>th</sup> September, 2016 at 2:00 PM in the Committee room to review the first AQAR report prepared post the NAAC visit and its final submission.

The following members were present:

1. Dr. Shashi Nijhawan, Principal
2. Dr. Anita Kapur, Associate Professor, Department of Botany (Coordinator)
3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
9. Dr. Vandana, Assistant Professor, Department of Mathematics
10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
11. Dr. Kiran Bamel, Assistant Professor, Department of Botany
12. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
13. Dr. Ankita Dua, Assistant Professor, Department of Zoology
14. Mr. Parveen Kumar Section Officer Accounts
15. Mr. Hemant Lamba Section Officer Administration

- The IQAC Coordinator, Dr. Anita Kapur welcomed the members and gave a presentation highlighting the AQAR report prepared by the college for the first time.
- All the missing information as suggested by the members in the criterias was added and it was decided to present the final AQAR to the external members of IQAC and Chairman of Governing Body.

- The committee decided to submit the report by 14<sup>th</sup> September 2016 post the approval of the Chairman of Governing Body.
- The meeting ended with a vote of thanks.

## Minutes of IQAC meeting (2017-18)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Thursday, 20<sup>th</sup> July, 2017 at 2:00 PM in the Committee room.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
2. Dr. Anita Kapur, Associate Professor, Department of Botany ( Vice Principal)
3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
9. Dr. Vandana, Assistant Professor, Department of Mathematics
10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
11. Dr. Kiran Bamel, Assistant Professor, Department of Botany
12. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
13. Mr. Parveen Kumar Section Officer Accounts
14. Mr. Hemant Lamba Section Officer Administration

Dr. Darshan Malik (Coordinator) thanked the former IQAC Coordinator; Dr. Anita Kapur for her dedicated efforts and the IQAC Committee members.

The committee recommended the following steps to be taken:

1. The teachers-in charge were asked to submit the detailed academic calendar of the academic year 2017-18 with a list of all activities, extra-curricular events, mid-semester examinations, educational trips and visits to laboratories. They were also asked to keep a formal record of

all the meetings conducted with faculty members regarding data collection and compilation of the NAAC report. The Coordinator stressed that all events conducted in college will be under the aegis of IQAC.

2. The committee recommended starting add-on certificate courses in languages.
3. Academic audit and physical verification of the various college departments and laboratories will be done by end of the semester. The departments were asked to scrutinise in detail regarding results, syllabi covered, and time table adherence throughout the semester, which will be tabulated in the academic audit of the college.
4. The IQAC recommended that Teacher-in-charge will be responsible for maintenance of alumni data of their department which is required at the time of AQAR submission.
5. For student support and progression the committee members suggested starting of remedial classes.
6. The committee suggested encouraging Teachers-in charge to form mentor groups in their departments where faculty members could personally cater to a group of students, counselling them, guiding them career wise and to strengthen the student-teacher network. It was decided to prepare list of mentors with names of mentees associated and to submit a report of the interactions between them.
7. It was decided to apply for ranking to the National Institute Ranking Framework (NIRF) from this year onwards and a committee was formulated for the same. The committee will be responsible for collating all the required data for the application and its final uploading.
8. Similar to the previous year, all the criteria heads were asked to submit the updated documents for the AQAR report.
9. Dr. Darshan Malik, Coordinator of IQAC along with Dr. Aeshna Nigam & Dr. Ankita Dua will be responsible for compilation of the AQAR report to be submitted to NAAC.

The meeting ended with a note of thanks.

## Minutes of IQAC Review meeting (2017-18)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Tuesday, 5<sup>th</sup> September, 2017 at 2:00 PM in the Committee room to review the AQAR report prepared for the current academic year.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
2. Dr. Anita Kapur, Associate Professor, Department of Botany( Vice Principal)
3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
9. Dr. Vandana, Assistant Professor, Department of Mathematics
10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
11. Dr. Kiran Bamel, Assistant Professor, Department of Botany
12. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
13. Mr. Parveen Kumar Section Officer Accounts
14. Mr. Hemant Lamba Section Officer Administration

- The AQAR was presented by the Coordinator, Dr. Darshan Malik and reviewed by the committee members. Certain changes suggested by the members were incorporated and it was decided to present the final draft to the external members of IQAC and Chairman of Governing Body.
- The committee decided to upload the final AQAR on 14<sup>th</sup> September 2017.

The meeting ended with a note of thanks.



**SHIVAJI COLLEGE  
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**MINUTES OF THE ACADEMIC COMMITTEE MEETING HELD ON 11.12.2017 AT 1.00 PM**

A meeting of the Academic Committee was held on Monday, December 11th, 2017 at 01:00 PM in the Committee Room, Shivaji College. The following members were present:-

1. Dr. Anita Kapur, Academic Convener (Sciences)
2. Dr. Shiv Kumar Sahdev, Academic Convener (Commerce)
3. Ms. Suman Kharbanda, Academic Convener (Humanities)

On the basis of academic audit of departments, the committee has recommended the following observations to be conveyed to all Teachers-in-charge.

1. Notice of the meeting convened by TIC should be sent to all members of the department at least 2-3 days in advance. Teachers who cannot attend the meeting should convey the same in advance with reason.
2. **Academic Calendar**
  - a) There should be an execution column in academic calendar to record the Execution of the each planned activity.
  - b) Most of the activities are held in the even semester, therefore, it is recommended that all academic activities should be equally distributed in both the semester.
  - c) There should be some activities (at least one apart from Student Orientation) in the odd semester.
3. **Formation of Committee:** - The committees like Purchase and Moderation committee should have at least three permanent members, which may include present, past and future teacher-in-charge.
4. **Timetable Distribution:** - Faculty member should sign the timetable keeping in view his/her five hours availability in the college and should keep a copy of the same for record. Tutorial should be taken as per time table/availability of the rooms and attendance should be recorded and uploaded in a timely manner.
5. **Paper Distribution:** - Preferably one paper should be taught by one teacher only and avoid sharing of papers as much as possible. Under no circumstances any paper will be taught/ shared by more than two teachers.
6. **Proforma for Execution of Teaching Plan:** - A Departmental meeting at the end of every month should be held to record the execution of the Teaching Plan and a proforma stating completion of course be filled during that meeting.
7. **Mentor Groups:** -
  - a) Each faculty member should mentor a group of students. Efforts should be made to include students from other classes which are not being taught by the faculty member.
  - b) Mandatory meeting should be recorded with attendance at least once a month.
8. **Paying Guest students meet:** - Meetings with PG students be held at regular intervals to resolve their problems, if any faced by them, and to guide such students. Record the attendance of such meetings.
9. **Result Analysis:** - Result Analysis be recorded in the Tabular form (specimen copy is attached) and result should be discussed in the departmental meetings before academic auditing.

10. **Students with Less Attendance:** - Record of students who are short of Attendance should be given to office, so that they can communicate to the parents & notify the same on College Notice Board.
11. **Non- performing students:** - Identify the non-performing students and hold meeting of such students.
12. **Outstanding students:** - Identify outstanding students & provide additional support, if needed, to enhance their performance.
13. **Moderation:** - Moderation of internal assessment should be done in a meeting of the entire department. The moderation committee comprising of past, present & future TIC should then sign the assessments.

## Minutes of IQAC meeting (2018-19)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Friday, 20<sup>th</sup> July, 2018 at 2:30 p.m. in the Committee room.

The following members were present:

1. Dr. Shushi Nijhawan, Principal (Chairperson)
2. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
3. Dr. Anila Kapur, Associate Professor, Department of Botany
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
8. Dr. Jectender Aggarwal, Assistant Professor, Department of Mathematics
9. Dr. Vandana, Assistant Professor, Department of Mathematics
10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
11. Dr. Kiran Bamel, Assistant Professor, Department of Botany

The committee recommended the following steps to be taken:

1. At the beginning of the academic year 2018-19, the IQAC encouraged the teachers-in-charge to prepare academic calendars with a list of all activities, excursions, extra-curricular events, co-curricular and laboratory visits to ensure effective time plan of the semesters.
2. Dr. Darshan Malik, Coordinator of IQAC will be responsible for compilation of the AQAR report from all the departments of the college to be submitted to NAAC.

3. Academic audit and physical verification of the various college departments and laboratories will be done by end of the semester. Each department was asked to scrutinise results of students, syllabi covered, and time table adherence throughout the semester which will be submitted to college for academic audit.
4. College will be applying for funding under the DBT sponsored Star College Scheme in the coming year as per the required guidelines for the Departments of Biochemistry, Botany, Chemistry and Zoology. The departmental conveners will be notified to draw their required proposals with appropriate budgets for the same.
5. The IQAC recommended that teacher-in-charge of each of the departments will be responsible for compilation of data of alumni for the past three years including information regarding the current status, higher education, placement details and salary drawn if applicable.
6. Placement cell was asked to submit the list of all the companies that will visit the college in the academic year.



**Dr. Darshan Malik**  
Coordinator, IQAC



**Dr. Shashi Nijhawan**  
Chairperson, IQAC

## Minutes of IQAC Review meeting (2018-19)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday, 5<sup>th</sup> September, 2018 at 2:30 PM in the Committee room to review the AQAR 2017-18.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
  2. Dr. Anita Kapur, Associate Professor, Department of Botany ( Vice Principal)
  3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
  4. Dr. Anuradha Mal, Associate Professor, Department of Botany
  5. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
  6. Dr. Aparna Jain, Associate Professor, Department of Mathematics
  7. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
  8. Dr. Vandana, Assistant Professor, Department of Mathematics
  9. Dr. Kiran Bamel, Assistant Professor, Department of Botany
  10. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
  11. Dr. Ankita Dua, Assistant Professor, Department of Zoology
- The IQAC Coordinator, Dr. Darshan Malik gave a presentation of the AQAR to the committee members.
  - As per the NAAC mandate for AAA audit, it was decided to have Academic and Administrative audit (AAA) based on the new NAAC methodology.
  - The committee decided to apply for the grant under Star College Scheme by the Department of Biotechnology, Govt. of India for the Departments of Biochemistry, Botany, Chemistry and Zoology. It was decided to promote interdisciplinary interaction in college and review departmental lecture series.
  - It was discussed that the IQAC would re-formulate mechanism for Internal Academic Audits.
  - Suggestions by the members were welcomed and immediately incorporated in the draft.
  - It was decided to send the report via email to the external members of IQAC and Chairman, Governing Body.
  - The committee decided to submit the report by 14<sup>th</sup> September 2018.

- Meeting ended with thanks to the chair.

## **Minutes of IQAC meeting (2019-20)**

### **SHIVAJI COLLEGE, NEW DELHI**

#### **MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Saturday, 20<sup>th</sup> July, 2019 at 2:00 PM in the Committee room.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
2. Dr. Anita Kapur, Associate Professor, Department of Botany (Vice Principal)
3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
6. Dr. Kiran Bamel, Assistant Professor, Department of Botany
7. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
8. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
9. Dr. Ankita Dua, Assistant Professor, Department of Zoology
10. Mr. Parveen Kumar Administrative Officer Accounts
11. Mr. Hemant Lamba Administrative Officer Administration

The following points were discussed in the meeting:

1. The Teachers-in charge were asked to submit the detailed academic calendars of the academic year 2019-20 with a list of all activities, extra-curricular events, mid-semester examinations, educational trips and visits to laboratories. All the activities conducted by the College will be under the aegis of IQAC.
2. The college has been endowed with the 'Star College Scheme' for the four Departments, i.e., Biochemistry, Botany, Chemistry & Zoology. This opportunity can be used to:
  - Enhance the quality of the learning and teaching process to stimulate original thinking through 'hands-on' exposure to experimental work and participation in summer schools.

- To promote networking and strengthen ties with neighbouring institutions and other laboratories
  - To conduct specialized training programmes for faculty improvement for optimizing technical capabilities
  - To increase capabilities of core instrumentation resources by procuring new equipment and upgrading existing facilities
  - To provide access and exposure to students to research laboratories and industries in the country
  - To help in devising standard curricula and Standard Operating Procedures (SOP's) / kits for practicals.
  - To provide better library facility to students and teachers.
3. If the college continues to work in an earnest manner, the 'Star College Status' will be granted after three years.
  4. The CRC will encourage the faculty members to submit project proposals and to apply for sponsorship for organizing national/international events in college. The faculty members were recommended to publish their work in UGC-listed and SCOPUS indexed journals.
  5. The internal audit & physical verification of the departments will be scheduled towards the end of the semester and all Teachers-in charge were requested to prepare all the data beforehand.
  6. The IQAC team focussed on strengthening the redressal mechanism. The coordinator informed that feedback will be taken from all stakeholders i.e. students, alumni and parents at the end of semester.
  7. Members stressed on improving the placement data of the college. Extra efforts would be made to involve more and more companies to hire a larger number of our students.
  8. All head of criteria were asked to submit cumulative data for AQAR to the Coordinator.
  9. The meeting ended with a note of thanks to the chair.



## Minutes of IQAC Review meeting (2019-20)

### SHIVAJI COLLEGE, NEW DELHI

#### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Thursday, 5<sup>th</sup> September, 2019 at 1:30 PM in the Committee room to review the AQAR 2018-19 .

The following members were present:

1. Dr. Shashi Nijhawan, Principal
  2. Dr. Anita Kapur, Associate Professor, Department of Botany
  3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
  4. Dr. Anuradha Mal, Associate Professor, Department of Botany
  5. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
  6. Dr. Aparna Jain, Associate Professor, Department of Mathematics
  7. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
  8. Dr. Kiran Bamel, Assistant Professor, Department of Botany
  9. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
  10. Dr. Ankita Dua, Assistant Professor, Department of Zoology
  11. 11. Mr. Parveen Kumar, Administrative officer Accounts.
  12. Mr. Hemant Lamba, Administrative officer Administration
- The AQAR was presented to the IQAC committee by the Coordinator, Dr. Darshan Malik.
  - The missing information, as well as additional points were added to the report.
  - It was decided to send the report via email to the external members of IQAC and Chairman, Governing Body.
  - The committee decided to submit the report by 20<sup>th</sup> September 2019.
  - The meeting ended with a note of thanks to the chair.