

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, 20th 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.