

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*
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