Internal Quality Assurance Cell (IQAC)
IQAC Room, St. Stephen's College, Delhi 110007
Meeting held on January 10, 2019 at 3pm

The first meeting of the IQAC was held on 10 January, 2019 at 3.00pm in the IQAC office. The meeting began with introductions. The Principal, Prof. John Varghese, Chairperson of the IQAC, introduced Ms. Felicita Lawrence, Research & Data Analyst who is attached to the IQAC office.

Members Present:
1)   Prof. John Varghese – Chairperson
2)   Dr. Ekta Kundra Arora – Co-ordinator
3)   Dr. Renish G. Abraham
4)   Dr. Rohit Wanchoo
5)   Dr. Karen Gabriel
6)   Dr. Satish Kumar
7)   Dr. Pankaj Mishra
8)   Mrs. Archana Chopra
9)   Mr. Sanjay Rao Ayde
10)   Mr. Deepak Mukarji
11)   Mr. Jeffin George
12)   Prof. Rupin W. Desai
13)   Ms. E. Felicita Lawrence

The Chairperson informed that Dr. Sarah Iqbal, Alumni Representative had expressed her inability to attend the meeting. The attendance sheet is attached.

Welcome: The Chairperson extended a warm welcome to the IQAC members. The Chairperson specially thanked Prof. Rupin W. Desai for accepting the invitation to be part of the IQAC of St. Stephen's College.
The Chairperson placed on record his appreciation of the former IQAC Committee Members, in particular Dr. Vibha Sharma, the former IQAC Coordinator for her dedicated efforts.

Confirmation of the minutes: The minutes of the IQAC meeting held on February 15, 2018 were confirmed without any changes. The minutes were proposed for passing and adoption by Dr. Pankaj Mishra and seconded by Dr. Rohit Wanchoo.

Matters arising and clarifications on the attached documents: The Principal asked the members if any clarifications were required with respect to the documents attached in the email informing them of the meeting (AQAR 2017-2018, Minutes of the IQAC meeting held on 15 February 2018 and Information about IQAC and AQAR). No clarifications were sought.

The IQAC Coordinator – Dr Ekta Kundra - explained the purpose and role of the IQAC briefly along with the requirement of filling the Annual Quality Assurance Report (AQAR) for the period: July 01, 2018 – June 30, 2019. All members agreed that verifiable documentation at all levels of college functioning is desirable and should be practiced and enhanced.

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With respect to student progression, after a discussion it was felt that getting information from students when they visited college to collect their certificates should be enabled. Citing the greater possibility of students sharing information with their own department faculty, a member suggested having departmental collation of such information and then passing it on to the alumni office would be more efficient.

A discussion ensued on fee towards membership of the Alumni. The Chairperson informed everyone that at present no fee is charged for alumni membership but a discussion was underway at the Alumni Committee regarding introducing a small fee. A member shared the option of encouraging students who graduate from college to opt for a Life Insurance with the College as the beneficiary on a voluntary basis. It was decided to explore such an option.

The Coordinator informed that the AQAR required a structured feedback collection from Students, Teachers, Employees, Alumni, and Parents and that the weblink to the feedback forms are to be uploaded on the College website. A member pointed out that 'Student Faculty Committees' in all departments are functional and feedback is obtained from students. A member informed that the Self Study Report (SSR) has a format and the NAAC team only expects that as feedback. It was suggested that the Coordinator send across the format to all members.

Members pointed out that the IT facilities in college needed upgradation. The Chairperson explained that the band width provided by the university is not sufficient and having a dedicated line for the College is desirable though expensive. The Chairperson referred to Dr Pankaj Mishra who was a very good resource person within College for e-content, and said that we should make use of such resources to supplement the work that teachers did. He also mentioned that the library has access to databases and resources and the librarian was holding workshops to share this information. A member suggested that links to study materials may be uploaded on the College website to which another member responded that there are numerous sources and materials that faculty use for a single lecture and to add to the information may turn out to be hard for students to follow.

A member suggested that some sample documents for Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) could be provided to all members to which the Coordinator replied in the affirmative. Several suggestions were made including making quizzes and viva- voce examination as a part of assessment. The issue of plagiarism was mentioned to which the Chair mentioned that the UGC had a downloadable anti-plagiarism software for the use of teachers.

On the point of mentoring of students, all members unanimously agreed that though the College had an informal process of mentoring students through the tutorial system it needs to be systematized and made effective. The Chairperson suggested the option of encouraging final year students/ alumni/graduates for mentoring/helping first and second year students. A member suggested giving them certificates as an incentive.

On the criteria of Student Support and Progression the members were of the opinion that the possibility of starting remedial classes and other activities beneficial for the students be explored. Yoga and meditation sessions were also suggested along with Counselling on campus. On 'Guidance for Competitive Examinations' a member stated that support is being provided through the Campus

Placement Cell (CPC). The difficulty of obtaining verifiable documentation from students was discussed. A member suggested exploring what other institutions are doing in this respect.

Under the criteria for research the Chairperson mentioned that some sponsored funding for student research projects is available in the Economics department. The College also partially funds conferences/workshops organized by Departments, subject to review and approval of the proposal. However, all departments are also encouraged to find their own sponsors. A member stated that there was very little funding or scholarship for the science department. Another member stated that the amount of funding received for science departments was low as it involved the cost of running experiments and purchasing equipment. A member wanted to know if information about scholarships and funding could be made available online. The Bursar responded that the information is available on the notice boards and that the students are expected to check the notice boards daily. It was suggested that the possibility of having such information available on the college portal may be explored.

A member stated that a lot of facilities and upgradation would be needed in the science departments to have collaborations and tie-ups with other institutes. A member suggested that an alumnus of the College, who is now a leading lawyer, may be contacted for a workshop on Intellectual Property Rights.

The Coordinator shared that Google forms are being prepared to collect information from Faculty, Departments, Students, and Societies. The information is needed for the period July 01, 2018 - June 30, 2019. It was decided that the forms should be filled and submitted by mid-March for the information to be available for the Year-end report. It was suggested that the forms should have an option of attaching/uploading documents such as certificates; to enhance documentation and that editing the form should be possible after submission to update any information. It was decided that the Department Heads will have access to all forms.

On discussing Governance, Leadership and Management in college, a member cited the admission process and functioning of societies as examples of decentralization and participative management. It was decided that possibilities of organizing programs for non-teaching staff would continue to be worked upon. On engagement of the parents with faculty and college, members cited that parents are invited to tea hosted by the Principal for the new batch of students who avail residence facilities. Parents also interact with faculty during the Dismissal Service every year.

A member raised a query about Waste Management techniques adopted by college. It was pointed out that such initiatives should not stop and professional help should be taken. A member informed that a professor at CSIR would be willing to help by providing bacteria for the compost pits and another member referred to a NGO who was willing to help with waste management.

A member suggested that Gender Sensitization should be included in the orientation. One member pointed out that the cleanliness of classrooms needed to be looked into. One member suggested we should get in touch with our alumni working in various leading organizations to explore collaborative projects with industry.

As the concerned member handling facilities for the Differently Abled was not present, it was decided that it will be discussed separately with the member concerned.

The meeting ended with the Chairperson thanking everyone for their presence and participation.

Dr. Ekta Kundra Arora
IQAC Coordinator

Prof. John Varghese
Chairperson