



IQAC Meeting Minutes

2019-2020

**Internal Quality Assurance Cell (IQAC)
IQAC Room, St. Stephen's College, Delhi 110007
Meeting held on July 26, 2019 at 11.00am**

The meeting of the IQAC was held on 26 July, 2019 at 11.00 am in the IQAC office.
Members Present:

- 1) Prof. John Varghese - Chairperson
- 2) Dr. Ekta Kundra Arora - Co-ordinator
- 3) Dr. Renish G. Abraham
- 4) Dr. A.D. Mathur
- 5) Ms. Archana Chopra
- 6) Dr. Satish Kumar
- 7) Dr. Sarah Iqbal
- 8) Ms. Simmi Puri
- 9) Ms. E. Felicita Lawrence

Mr. Deepak Mukerjee, Dr. Chinkhanlun Guite and Dr. Karen Gabriel had expressed their inability to attend the meeting. The attendance sheet is attached.

Confirmation of the minutes: The minutes of the IQAC meeting held on 24th May, 2019 were confirmed without any changes. The minutes were proposed for passing and adoption by Dr. Renish G. Abraham and seconded by Dr. Satish Kumar.

Matters arising

A member wanted to know if information about student internships, placements and progression to higher education was being collected, to which the coordinator responded that the information for the previous year was collected by circulating Google forms generated for the purpose through the Head of the Departments and that it will be an ongoing process. A discussion on the post-accreditation initiatives ensued. A member suggested strengthening of the Campus Placement Cell by increasing the Faculty Involvement. Another member suggested strengthening the student networking by involving the alumni office and developing a system where students will be able to connect to a mentor and to promote mentorship and apprenticeship. It was decided to promote interdisciplinary interaction in college and revive the Faculty Lecture Series. The Chairperson emphasized on the need to enhance Industry Involvement in college for the benefit of the students and faculty. A member suggested having a centralized system where the faculty can share their expertise. It was suggested that the option of having a recording studio in college be explored so that lectures of general interest/related to the curriculum can be recorded and these lectures may then be uploaded on the website. A member suggested developing an attendance app. The Chairperson emphasized the need to hold some workshops on Health/Welfare related issues for Non-Teaching Staff. A member emphasized the need for a Digital Enhancement Programme for faculty and non-teaching staff for which alumni could be approached. A member suggested that faculty members should be encouraged to use



the college email id for all official communication and a notice encouraging this should be put up on the notice board.

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

Ekta Kundra

Dr. Ekta Kundra Arora

IQAC Coordinator

John Varghese

Prof. John Varghese

Chairperson



**Internal Quality Assurance Cell (IQAC)
IQAC Room, St. Stephen's College, Delhi 110007
Meeting held on 9th December 2019 at 12.00pm**

The meeting of the IQAC was held on 9th December, 2019 at 12.00 pm in the IQAC office.

Members Present:

- 1) Prof. John Varghese - Chairperson
- 2) Dr. Ekta Kundra Arora - Co-ordinator
- 3) Dr. Renish G. Abraham
- 4) Dr. A.D. Mathur
- 5) Dr. Karen Gabriel
- 6) Dr. Satish Kumar
- 7) Dr. Chinkhanlun Guite
- 8) Ms. Simmi Puri
- 9) Prof. Rupin Desai

Ms. Archana Chopra and Dr. Sarah Iqbal had expressed their inability to attend the meeting. The attendance sheet is attached.

Confirmation of the minutes: The minutes of the IQAC meeting held on 26th July, 2019 were confirmed without any changes. The minutes were proposed for passing and adoption by Dr. A.D. Mathur and seconded by Dr. Renish G. Abraham.

Matters arising

To address the Mental Health needs of students the chairperson suggested that the agency 'Gatekeeper Training' a community led initiative for suicide prevention in India could be contacted. A member emphasized that faculty can aid in identifying the students who need help. Attendance, unusual behavior, performance in class and interpersonal behavior can be indicators for the same. Another member suggested having consultants from among the alumni. It was suggested that the faculty should receive some training on Mental Health related issues but professional help should be sought to address such issues. The Chairperson informed that in addition to the counselor who visits college twice a week for some hours, another counselor will be appointed. A member informed that students have suggested having a male counselor in addition to a female counselor.

After deliberations on increasing stress on students, the IQAC members recommended having a cap of three on official positions that a student may hold in different societies.

A member emphasized on the need to have Campus Placement Cell as part of the college administration rather than a society.

It was suggested that the meeting of the Principal with the Heads of the Departments should take place twice every semester.

A member offered to help the women students of the college develop their ideas through the Innovation Cell.



While discussing mentorship, the chairperson decided that the Physics Department which already has a mentorship programme in place will help the other departments in formalizing it.

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

Ekta Kundra

Dr. Ekta Kundra Arora
IQAC Coordinator

John Varghese

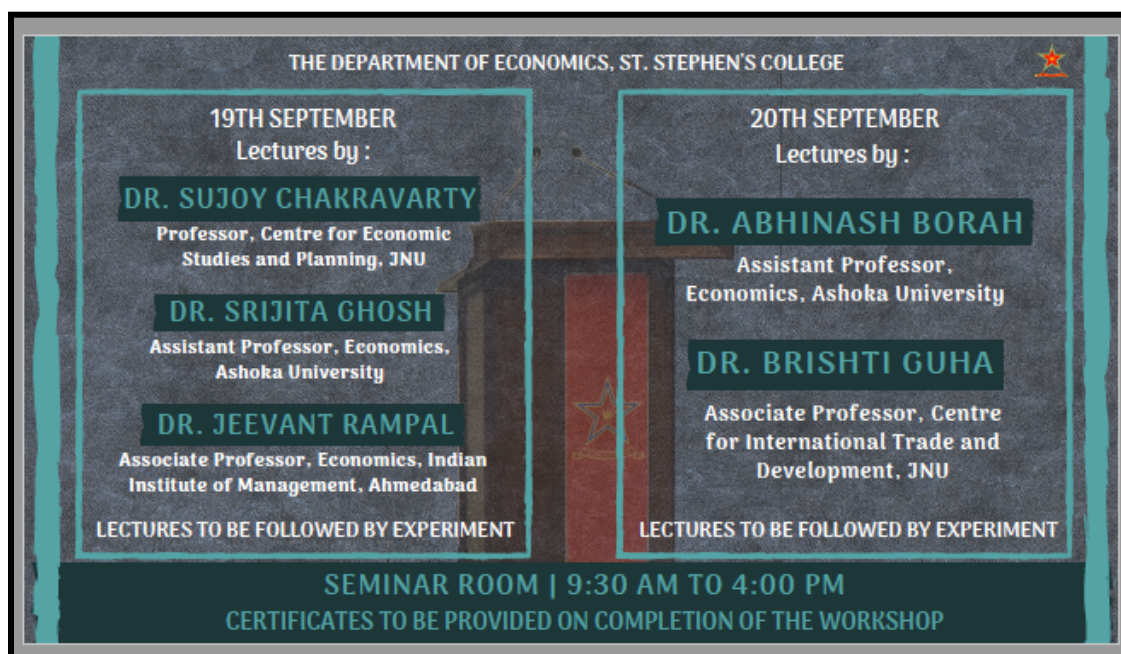
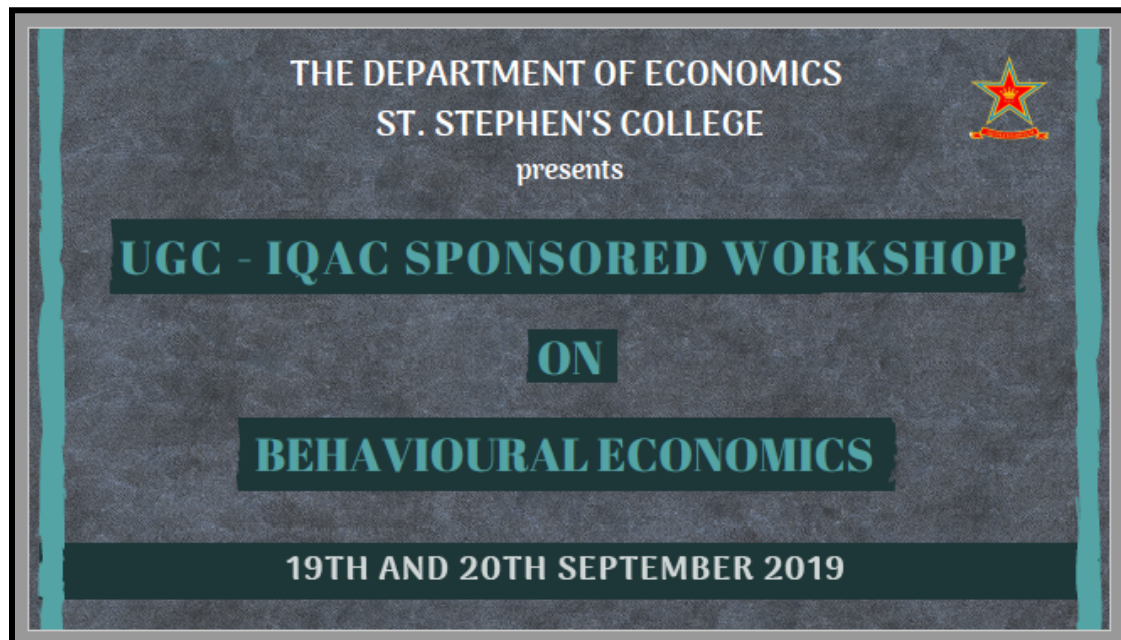
Prof. John Varghese
Chairperson



Quality Initiative by IQAC

1. Conference on “Behavioural Economics”

Poster







Registration

	A	B	C	D	E	F	G
1	Email Address	Name	College	Position	Bank's Name	Cheque number	Signature
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4	csingha@gmail.com	Chandan Singha	Hindu College	Permanent	State Bank of India	598363	
5	raushanjnu@gmail.com	Dr Raushan Kumar	Zakir Husain Delhi College(eve), Delhi Univ	Permanent	Canara bank	204419	
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7	ankush@econdse.org	Ankush Garg	PGDAV College	Ad Hoc	Central Bank of India	099191	
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Letters

 विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development, Govt. of India)
बहादुर शाह जफर मार्ग नई दिल्ली - 110002
Bahadurshah Zafar Marg, New Delhi - 110002

 ज्ञान-विज्ञान विमुक्तये

F. No. 12-20/2019(DC)

The Principal
St. Stephen's College
University Enclave
Delhi- 110007

September, 2019

9 SEP 2019

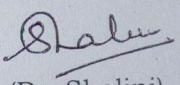
3/10/19

Sub: Date of the State Level Workshop- Reg.

Sir/Madam,

With reference to your letter No. SSC/UGC-4/2019/141 dated 13/08/2019 on the subject cited above, I am directed to convey the UGC approval for State Level Workshop (Behavioral Economics) to be organized by the College on 19th -20th September, 2019.

File
Ms. Shalini to submit all bills with it

Yours faithfully,

(Dr. Shalini)
Education Officer

डाक
आवक / जावक
Date: 20/09/2019
Sig of DA







Sample of Certificate

	UGC-IQAC Sponsored State-Level Workshop on Behavioural Economics held at St. Stephen's College, Delhi	
Certificate of Participation		
This is to certify that _____ of _____ was a participant/ speaker at the UGC-IQAC sponsored State-Level Workshop on Behavioural Economics organised by the Economics Department of St. Stephen's College on 19th and 20th September, 2019.		
<hr/> Prof. John Varghese PRINCIPAL	<hr/> Poonam Kalra CONVENER	<hr/> Dr. Ekta Kundra COORDINATOR, IQAC



2. Workshop on IPR (Intellectual Property Rights)

Brochure

Scope and Objective of the Workshop

To gain deeper knowledge and awareness of our rights on intellectual property (IP) and to understand different ways in which a company/ individual may intentionally/ unintentionally infringe upon such rights

Workshop Schedule	
Timing	Program
August 27, 2019 (Tuesday)	
2.00 – 2.15pm	Inauguration
2.15 – 3.30pm	Lecture 1: Patents and Infringement
3.30 – 4.30 pm	Lecture 2: Trademarks
4.30 – 5.00 pm	High Tea
August 28, 2019 (Wednesday)	
2.00 – 2.45 pm	Lecture 3: Copyrights
2.45 – 3.30 pm	Lecture 4: Geographical Indications and Designs
3.30 – 4.15 pm	Lecture 5: Patent Filing Process
4.15 – 4.30 pm	Open Session
4.30 – 5.00 pm	High Tea

Registration Details

Registration Form:
Please fill the google form by clicking on the following link:
https://docs.google.com/forms/d/e/1FAIpQLScwGgR7xp8qdBXUgBBa-TqUlggXnZ07dG7vmYBbDFqjmGiQ/viewform?usp=cf_link

Registration Fee:
Faculty Members: ₹150 Students: ₹100

Last date for registration: August 24, 2019

For more details please contact
Dr. Yogita Bisht (9582355278)

Register early
Limited seats available

Certificate for
those who will
attend all the
lectures

**Workshop
on
Intellectual Property Rights
(IPR)**

August 27 & 28, 2019
2.00pm – 5.00pm

**Organised
by
Department of Chemistry
St. Stephen's College
(Under the aegis of IQAC)**

**Venue:
Seminar Room, St. Stephen's
College**



Workshop on IPR (Intellectual Property Rights)







Participant List

S.NO	PARTICIPANTS NAME	POSITION	CONTACT NC	INSTITUTION	GENDER	EMAIL	
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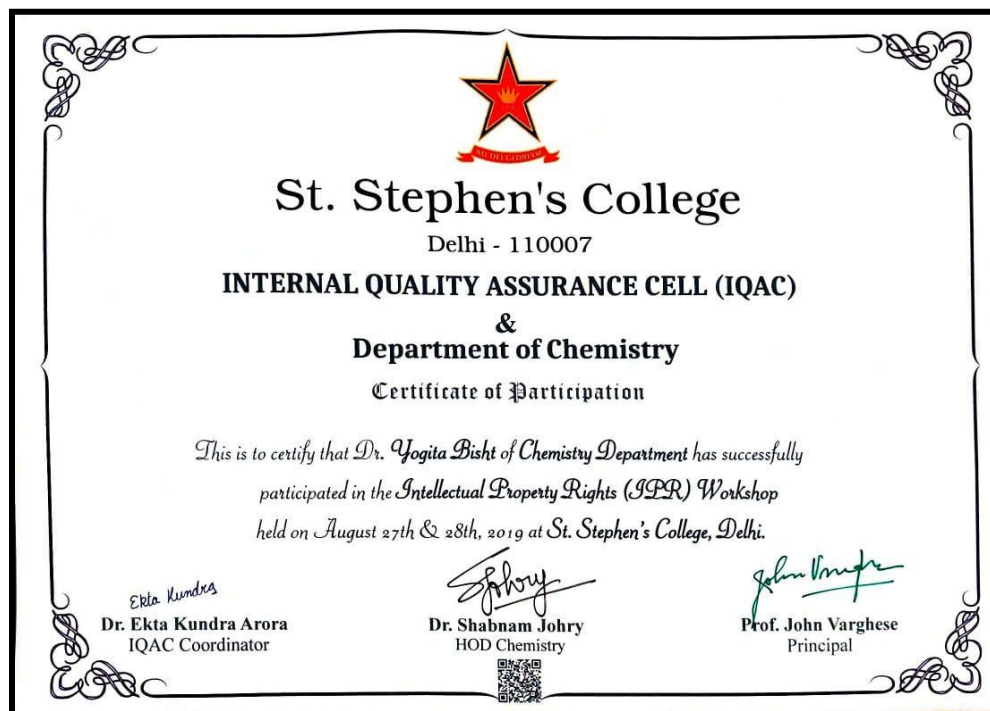
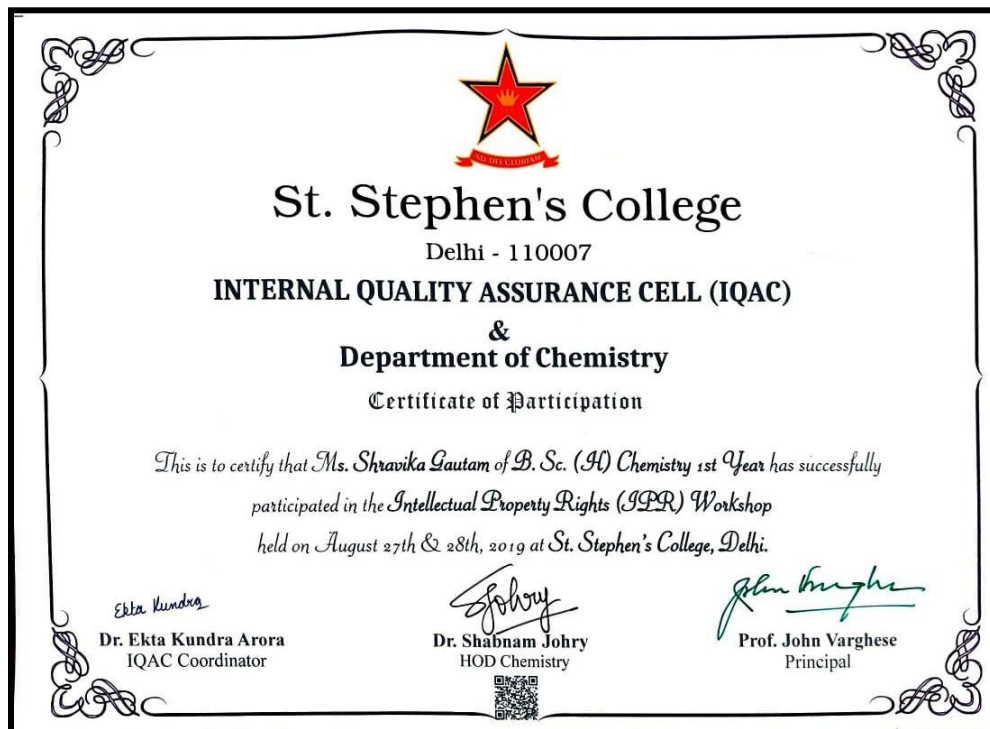
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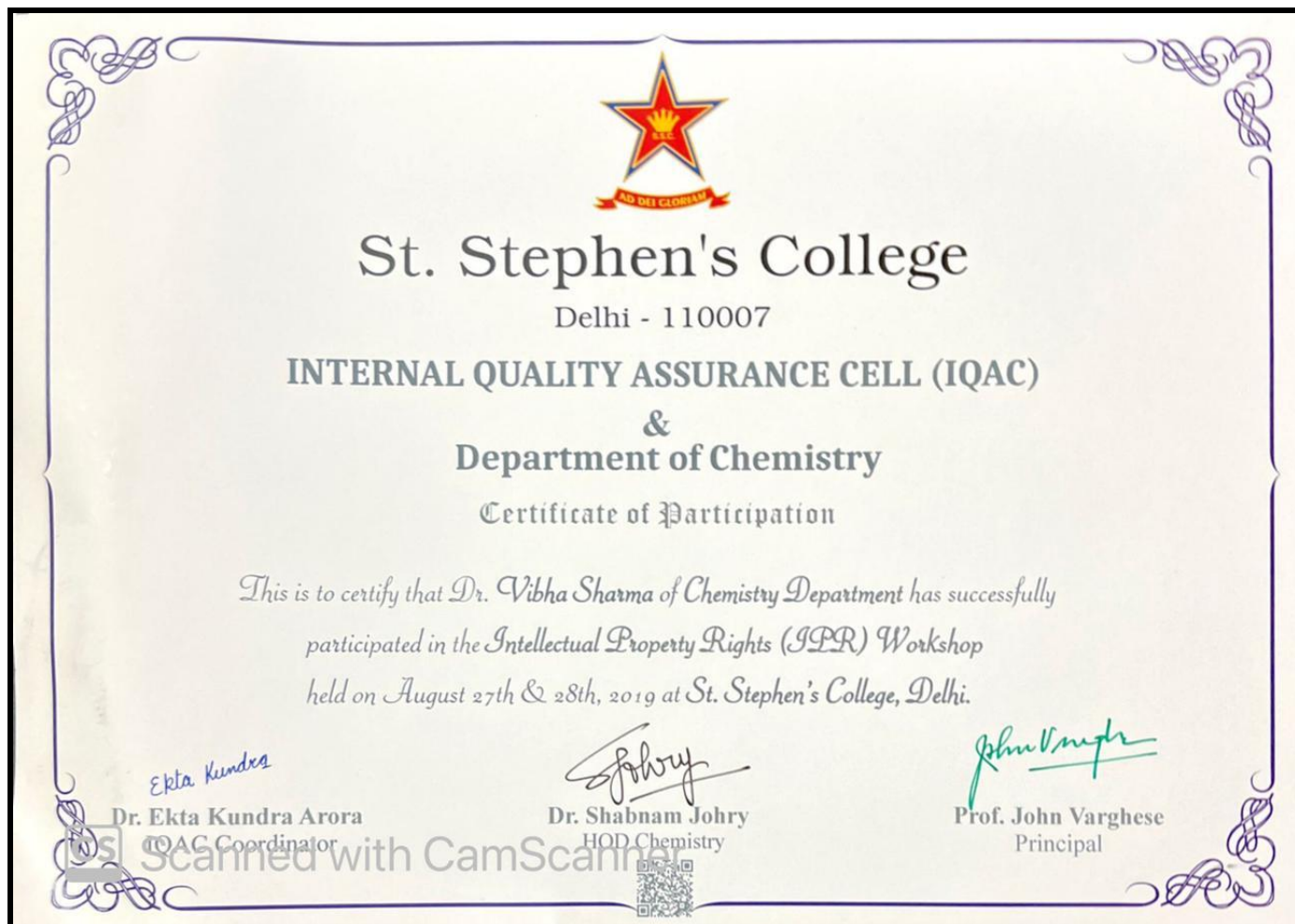


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Certificates







3. Session on Natural Language Processing (NLP)

Attendance List

Attendance for Talk on NLP on 30th August 2019

S No	Name	Class	Year	Sign
1.)	Santak Agarwal	B.Sc programme (comp)	I st	<i>Santak</i>
2.)	Hansh Bindal (hanshbindal@gmail.com)	B.Sc programme (comp)	I st	<i>Hansh</i>
3.)	Alex Berry	B.Sc programme (comp)	I st	<i>Alex</i>
4.)	Cyril Mathew	B.Sc programme (comp)	I st	<i>Cyril</i>
5.)	Justin R George	B.Sc programme (comp)	I st	<i>Justin</i>
6.)	Shivam Nagpal (shivamnagpal@gmail.com)	B.Sc programme (comp)	I st	<i>Shivam</i>
7.)	Animesh Sinha	B.Sc physics (Hons)	I st	<i>Animesh</i>
8.)	Chaitanya Gupta	B.Sc programme (comp)	I st	<i>Chaitanya</i>
9.)	Arun Saji	B.Sc programme (comp)	I st	<i>Arun</i>
10.)	Georgi (georgisinha216@gmail.com)	B.Sc physics (Hons)	I st	<i>Georgi</i>
11.)	Amya Mathew (aryamathew@yahoo.com)	B.Sc maths (Hons)	II nd	<i>Amya</i>
12.)	Devyanshi (devyanshisinha@gmail.com)	B.Sc maths (Hons)	II nd	<i>Devyanshi</i>
13.)	Mukesh Hitesh Kumar (hitesh225@gmail.com)	B.Sc maths (Hons)	II nd	<i>Mukesh</i>
14.)	Deepanshu	B.Sc physics (Hons)	I st	<i>Deepanshu</i>
15.)	Haseeb	B.Sc programme (comp)	II nd	<i>Haseeb</i>
16.)	Muskan	B.Sc programme (Hons)	II nd	<i>Muskan</i>
17.)	Shahen	B.Sc programme (comp)	II nd	<i>Shahen</i>
18.)	Angelina	B.Sc maths (Hons)	II nd	<i>Angelina</i>

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Attendance for Talk on NLP on 30th August 2019

S No	Name	Class	Year	Sign
1.	Bronia Mathew pk160377@gmail.com	BSc (P) Comp. Sc.	(I)	Bronia
2.	Akanksha pk160377 (l12agheza10702@gmail.com)	BSc (P) Comp. Sc.	(I)	Akanksha
3.	Linga Ghargal	BSc (P) Comp. Sc.	(I)	hi 29 linga
4.	Divyanshu Gh	BSc (P) Comp. Sc.	(I)	divyanshu
5.	Sinjini Ghosh mustangartan.my1@gmail.com	BSc (P) Comp. Sc.	(I)	Sinjini
6.	Muskan rajatkomar003@gmail.com	BSc. Physics (Hons)	(I)	Muskan
7.	Rajat Tomar	BSc. Maths (Hons)	(II)	Rajat
8.	Sonal Mathew	BSc Maths (Hons)	(I)	Sonal Mathew
9.	Vishal	BSc. Physics (Hons)	(I)	Vishal
10.	Pragya Chaturvedi	BSc (P) Chem	(II)	Pragya
11.	Ishaan	BSc (P) Comp. Sc.	(II)	Ishaan
12.	Khyati	BSc (P) Comp.	II	Khyati
13.	Vinamra	BSc (P) CS.	II	Vinamra
14.	Angel	Maths	II	Angel
15.	Aryan	BSc (P) CS	(II)	Aryan
16.	Roel George	BSc Maths	(I)	Roel
17.	Adarsh Tigga	BSc (P) CS	(I)	Adarsh
18.	Mariett	BSc (Maths) (Hons)	II	Mariett

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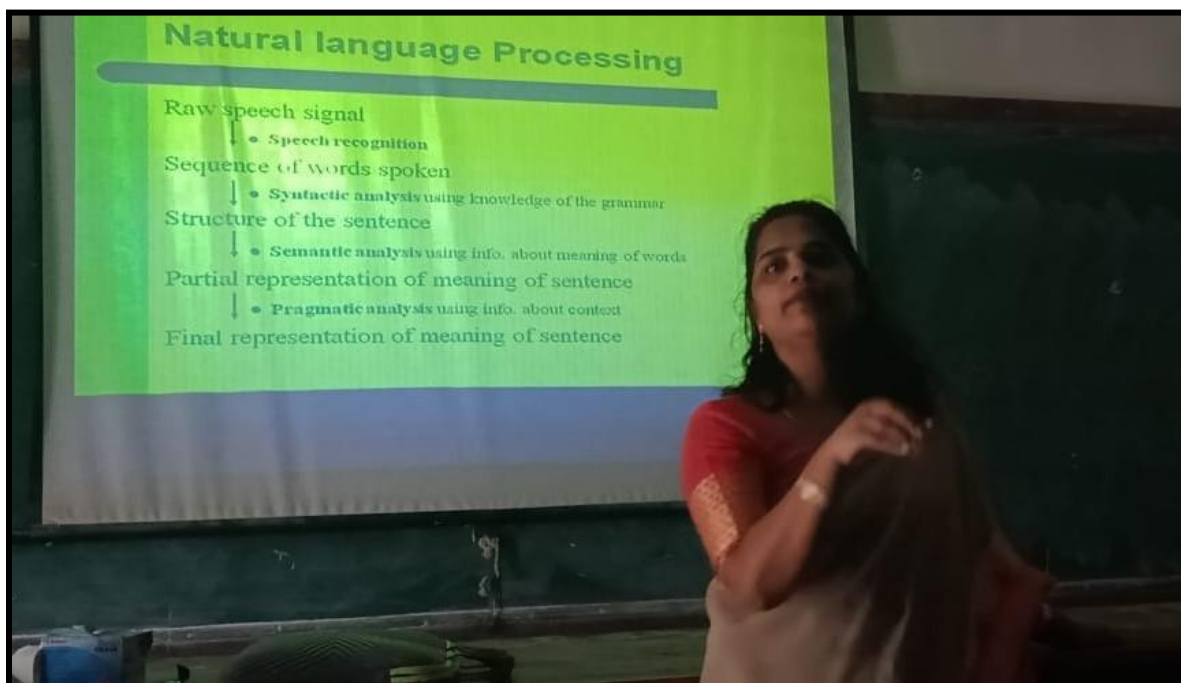


Attendance for Talk on NLP on 30th August 2019

S No	Name	Class	Year	Sign
1.	Shrey Henry	Bsc(P) CS	1st	Shrey
2.	Shravya Ann George <small>shravya277@gmail.com</small>	Math h.	2nd	Shravya
3.	Marwin Solomon <small>marwinsolomon10@gmail.com</small>	Math h.	2nd	Marwin
4.	Aadarsh Agrwal <small>aadarsh9904@gmail.com</small>	Phy h	2nd	Aadarsh
5.	Ringkhumiyo Shatsang	Bsc(P)	1st	Ringkhumi
6.	Meghna Rawat <small>rawatmeghna112002@gmail.com</small>	Bsc(P) CS	II	Meghna
7.	Mansi Jindal	Bsc(LP) CS	II	Mansi
8.	Aryan (armanibot@gmail.com)	Bsc(LP) CS	2nd	Aryan
9.	Sanal Joy	Math h.	2nd	Sanal
10.	Aashish	Bsc(LP)-chem	2nd	Aashish
11.	Ashutosh Kumar Mishra	Phy h.	1st	Ashutosh
12.	Samarth Samra	Bsc(LP)-CS	1st	Samarth
13.	Joel Mathew James	Bsc(LP)-CS	1st	Joel
MP 14.	Rashmi Sarwal	BSc Physical Science	1 st	Rashmi



Pictures





4. A Faculty series seminar on 'Pharmaceuticals'

IQAC

PHARMACEUTICALS
Dr. Jyotirmoy Maity
Chemistry Department

18th September 2019, 2 PM
Seminar room



5. MS- Excel Workshop

MS Excel Workshop (9:30-1:30) 28/9/2019

<u>Sno.</u>	<u>Name (Department)</u>	<u>Signature</u>
1.	Rachey Shyam Yadav chemistry	
2.	Parul A. Arthuri Library	
3.	Sita Prakash Library	
④	Asim Ali Library	
⑤	Kamal Bhati Library	
⑥	RAJNEKANT Chemistry	

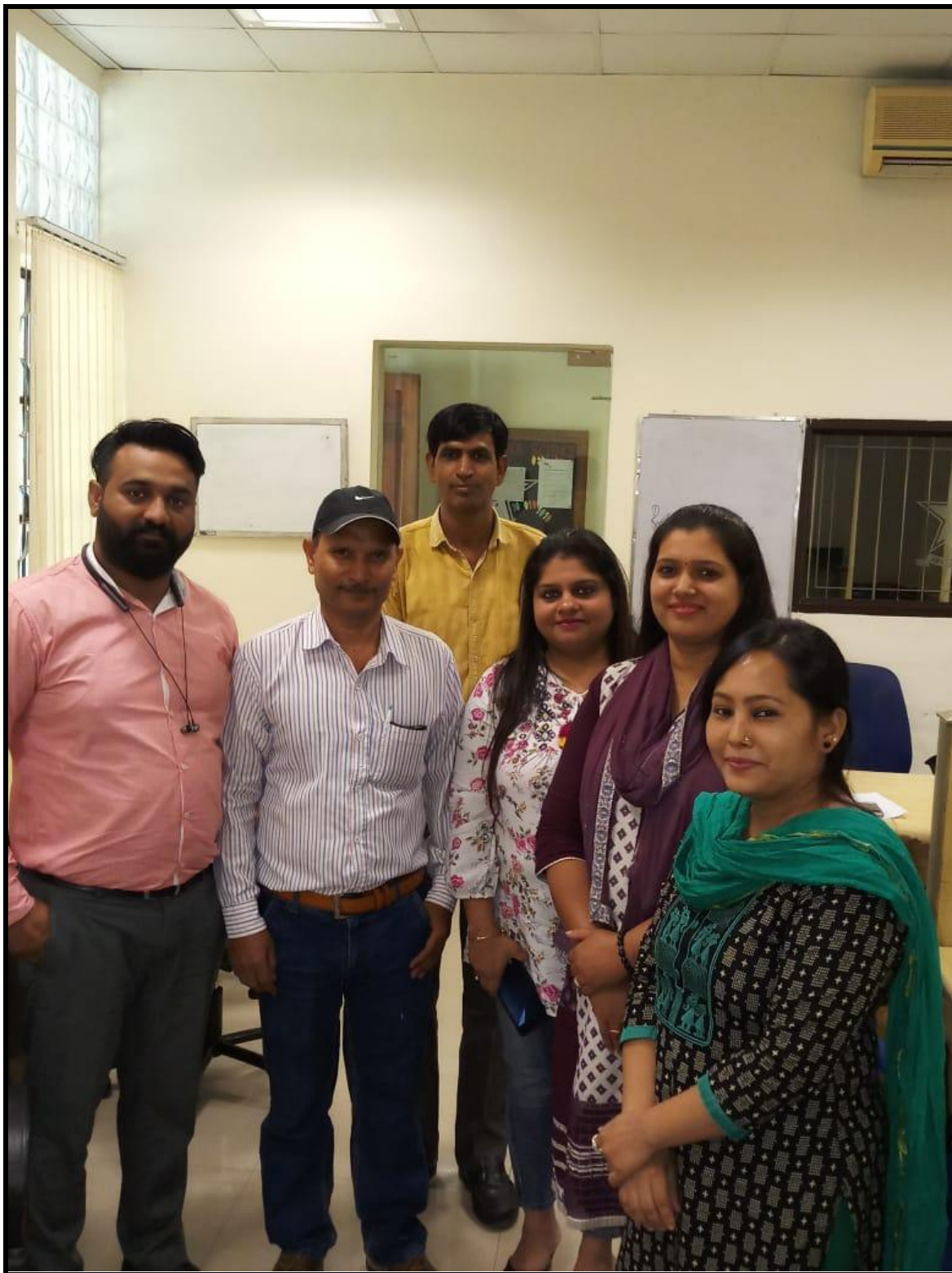
SESSIONS TAKEN BY :

1. SESSION 1 (9:30-11:15)	Ms. SANGEETA SETHI	 28.9.2019
2. SESSION 2 (11:45-1:30)	Ms. HUNNY GAUR	 28/9/19



6. Ms Word Workshop


<u>Attendance for Workshop on MS Word on 21.9.2019</u> <u>in Computer Science Lab under IQAC</u>			
S.No.	NAME	DEPARTMENT	SIGN.
1	Radhey Shyam Yadav	Chemistry	<i>[Signature]</i>
2	RAJNIKANT	Chemistry	<i>Rajnikant</i>
3	HEMRAJ	Estate Office	<i>[Signature]</i>
4	Sita Prakash	Library	<i>Sita Prakash</i>
5	Asim Ali	Library	<i>[Signature]</i>
6	Parul A. Arthur	Library	<i>Parul</i>
7			
8			
9			
10	SESSIONS TAKEN BY:		
11	(i) Ms SUNITA PRASHER	SESSION 1 (9:30 to 11:15)	<i>S Prasher</i> 21/9/19
12	(ii) Ms HUNNY GAUR	SESSION 2 (11:45 to 1:30)	<i>Parul</i> 21/9/19
13			
14			
15			





7. Talk on "Why does the concept of multiple intelligences merit attention?"

IQAC of St. Stephen's College



Dr. Praveen Kumar
H.P. University

**Why does the
concept of multiple
intelligences
merit attention ?**

**Wednesday
30 October, 2019 2:30 pm at AV Room**



8. Special Classes on “R” Software for Economics Students



St. Stephen's College
Delhi 110007
India

6 March 2020

To:
Ms. Rajni Gupta
Assistant Professor (Ad-Hoc)
St. Stephen's College
University of Delhi
Delhi 110007

Dear Ms. Gupta,

I am happy to provide you with this **letter of appreciation** for the enthusiastic manner in which you have taken weekly classes on Software-R for the II year students of B.A. (Hons.) Economics during the period 22nd August 2019 to 7th November 2019.

Thank you very much for your interest and initiative in this activity which was held under the aegis of IQAC. THE IQAC, Economics and Mathematics Departments also thank you and congratulate you for the success of the initiative.

Sincerely,

Prof. John Varghese
Principal

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





9. E-Assessment Tool Workshop

Registration Form

Faculty Workshop on e - Assessment Tools

St. Stephen's College; November 25, 2019

 [rajnigupta2792@gmail.com](#) (not shared) [Switch accounts](#) 

Name

Your answer

Department

Your answer

[Submit](#)

[Clear form](#)

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms



Picture



Workshop on e-Assesment tools



- 10. A workshop for heads of departments and administrative and operational sections in college intended to enhance a positive attitude and to increase team building among the different departments/Sections in college. 'Making the Journey Better'.**





11. An activity based session "Be the Best Version of You" - Neuro Linguistic Programming

St Stephen's College

The IQAC of St Stephen's College invites you to

BE THE BEST VERSION OF YOURSELF

Walk into a happier, more positive life
through one of a kind
activity-based NLP Workshop
by
Dr. Shabnam Johry
NLP* Master Practitioner and Trainer
authorised and licensed by NFNLP, USA

Date: **10 February 2020** (Monday)
Time: **2.00 - 5.30 pm**
Venue: **JCR**
Program

Session 1: 2.00 - 3.30 pm
Tea Break: 3.30 - 4.00 pm
Session 2: 4.00 - 5.30 pm

*NLP (Neuro Linguistic Programming): The art and science of excellence
NLP is a powerful psychological method for personal transformation. It makes people
more positive in their approach to life and better able to achieve results.

Participants are requested to be in their seats by 1.55 pm and keep their mobile phones
switched off or on silent mode during the sessions.



12. A Hands-on Workshop on Chem Draw an essential chemical structures and scientific representations software used globally in academia and research

Workshop on ChemDraw for Chemistry Undergraduate students
Date: 26.2.2020 (Wednesday) Time: 2:00 – 4:00 pm Venue: IRC

S.No	Full Name	Gender	Course	Email	Mobile no.	Signature
1	Bhavesh Jangid	M	IIC	bhavesh.jangid@gmail.com	9660517377	<i>Bhavesh</i>
2	Cheshta Chopra	F	IIC	cheshta.chopra0707@gmail.com	8076467111	<i>Cheshta</i>
3	Anshul Sharma	F	IIC	sharmaanshul1455@gmail.com	8708265917	<i>Anshul</i>
4	Anjali Mehta	F	IIC	anjali809@gmail.com	9540785731	<i>Anjali</i>
5	Chahat Mehra	F	IIC	chahatmehra246@gmail.com	8527657056	<i>Chahat</i>
6	Monika Jeenwal	F	IIC	monikajeenwal23@gmail.com	9711061900	<i>Monika</i>
7	Shreya Tewari	F	IIC	shreyat56@gmail.com	9654352645	<i>Absent</i>
8	Aarti Dahiya	F	IIC	010aartidahiya@gmail.com	7838660222	<i>Absent</i>
9	Nitik Bhatia	M	IIC	nitikbhatia001@gmail.com	9996254715	<i>Nitik</i>
10	Vaibhav Khanna	M	IIC	khannavaibhav18@gmail.com	9996995063	<i>Vaibhav</i>
11	Ivy Maria	F	IIC	ivymaria.4699@gmail.com	8130209883	<i>Ivy</i>
12	Aiwin Abraham	M	IIC	aiwinabraham61@gmail.com	8700460353	<i>Absent</i>
13	Vineet	M	IIC	vsm170300@gmail.com	7988722824	<i>Vineet</i>
14	Aishwarya Alex	F	IIC	aishwaryaaalex@gmail.com	9711602390	<i>Absent</i>
15	Ashly Johnson	F	IIC	johnstonashly1999@gmail.com	8920188166	<i>Absent</i>

Kaushik
26/2/2020

**NAAC
Assessment
and
Accreditation 2021**



**St. Stephen's College
University of Delhi
Delhi 110007**

Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu

Website: www.ststephens.edu

16	Alvin John Antony	M	IIIC	alvinjohnantony@gmail.com	9899104610	Absent
17	Namita Raju John	F	IIIC	namitarjohn@gmail.com	9567025199	Absent
18	Emil Mary Jo	F	IIIC	emil.maryjo@gmail.com	9717039091	Absent
19	Akhil Benny	M	IIIC	akhilbennysmt@gmail.com	6282530217	Absent
20	Pempa Tshering Bhutia	M	IIIC	pempaabhutiaa@gmail.com	7289017799	Present
21	Shubham Singh	M	IIIC	shubhamsingh26091999@gmail.co m	9560950189	Shubham
22	Anson Thomas	M	IIIC	thomasanson53@gmail.com	9910294743	Present
23	Diksha Batra	F	IIIC	dikshabatra123@gmail.com	9729383898	Absent
24	Neha Maria Benny	F	IIIC	nehamaria1999@gmail.com	9773923563	Absent
25	Akhila Antony	F	IIIC	heyitsakhila1999@gmail.com	9540095338	Akhila
26	Megha	F	IIIC	reshmamegha98@gmail.com	7012555424	Megha
27	Ann Mariya Jose	F	IIIC	jeweljose1999@gmail.com	7902398566	Ann Mariya
28	Mariya Sabu	F	IIIC	sabumariya1999@gmail.com	9544123574	Mariya
29	Varun Pradhan	M	IIIPS	varunpradhan180@gmail.com	9971869429	Varun

Kavitha
12/12/2020



30	W. Ronnal	M	IIIPS	wronnalmm25@gmail.com	9582336877	Absent
31	Saurabh Jasuja	M	IIIPS	saurabhjasuja962000@gmail.com	7073272928	ES
32	Sourav Salni	M	IIIPS	souravsalni800@gmail.com	7015348894	Sourav
33	Gunjan	F	IIIC	gunjanvats1999@gmail.com	98144-45450	Gunjan

Present = 21
Absent = 12
Kamlesh
26/12/2020



Workshop on ChemDraw

- Salicylic Acid
- Aspirin
- o-Nitrophenol; p-Nitrophenol; TLC; H-bonding pattern
- Diels Alder Reaction
-
-
-
-
-
- Adenine-Guanine-Cytosine: RNA; DNA (complimentary base pairing)
- Aldol condensation mechanism
- Any Triglyceride
- Any five amino acids
- Crown ethers
- Appropriately substituted Biphenyls to show asymmetry/chirality