

St. Stephen's College University of Delhi Delhi 110007

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E-mail: pstoprincipal@ststephens.edu Website: www.ststephens.edu

IQAC Meeting Minutes

2020-2021

IQAC Minutes, Meeting held on 10th December 2020, 4 pm, Google Meet

Members present: Prof. John Varghese (Chair), Dr. Karen Gabriel, Dr. A. D. Mathur, Dr. Pankaj K. Mishra, Mr. Deepak Mukarji, Ms. Sarah Iqbal, Ms. Simmi Puri, Dr. A. P. Deo (Co-ordinator)

Proceedings:

- The Chair, Prof. Varghese, welcomed all the members, especially the new Coordinator Dr. Deo; and thanked the previous Coordinator, Dr. Ekta Kundra, and Ms. Felicita Lawrence, Research and Data Analyst, IQAC, for their work for the IQAC in the AY 2019-20.
- The confirmation of the minutes of the last meeting of the IQAC, held on 9th December 2019, was proposed and seconded by Dr. Pankaj K. Mishra and Mr. Deepak Mukarji respectively, and passed unanimously by the house.
- Members expressed concern over the way in which the pandemic had derailed normal work in college, hence also the IQAC's agenda from previous meetings, and felt that one should look ahead and try to do whatever was possible now onward.
- 4. There was a discussion on the ways in which the functioning of the Campus Placement Cell (CPC) could be improved to better serve the purposes of college, especially in relation to the requirements of NAAC. The issues centered around the routing of internship matters dealt with by CPC through the college administration, further institutionalization of CPC within college administrative structures beyond a society, the need to retain student participation in it, the need to have greater faculty participation and perhaps two advisers, the role of the Alumni Cell, the digitization of alumni and student interaction on internship, the need to bring independent student internship situations within the ambit of CPC, recording and documentation of activities and information, etc.
- 5. The discussion widened to include student society and extension activities. In relation to the CPC, and more generally for the functioning of societies, several suggestions were made. Among the suggestions made, the Chair offered to provide a space and some office help to the CPC, Dr. Deo suggested having the CPC adviser and Alumni Cell work out the modality of their collaboration, Dr. Mathur emphasized the need to have a template for recording and documentation ready, Dr. Mishra stressed the need for societies to maintain a log of activities, Mr. Mukarji suggested vetting of any filing software we may purchase, Ms. Puri suggested that Google Sheets could be used straightaway and then the information migrated once a fuller system was put in place, and Dr. Gabriel asked for the duration of society activities recognized by the NAAC to be kept in mind.
- 6. This was followed by a discussion, initiated by Dr. Mishra, on Mentorship Program. Whereas Dr. Mathur pointed out the need to think through mentorship and other issues, where there was an emphasis in the NAAC process on formalization and institutionalization, very carefully, the Chair brought attention to the fact that a lot of informal mentoring was already going on. Ms. Iqbal suggested that a template be circulated and discussed. Dr. Gabriel pointed out the need to keep in mind individual mentoring styles. Mr. Mukarji spoke about the long-standing and successful mentoring system in place at St Stephen's and wondered how one might join the NAAC requirements to the same to at once benefit from our experience but also take the formal requirements on board.
- 7. Ms. Puri offered to help with the Women's Innovation Center on which matter, despite an earlier attempt, things had not moved further. She mentioned her work in this area and generously reiterated her offer of helping college with the same.



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- 8. Dr. Gabriel then raised the issue of mental health. She felt that the circumstances of the pandemic and the online mode had created new problems and though teachers were dealing with these, there was need to attend to it properly. Dr. Mathur felt that a committee should go into the matter in depth. Mr. Mukarji asked if we were providing online counseling to which the Chair replied by pointing out that since the students were at home and the household setting had a different dynamic altogether, we need to move cautiously on this. Mr. Mukarji felt that in any case we should consider offering help those students who might need counseling. There was then a short discussion on questions of confidentiality, role of family, teachers and alumni, etc. Ms. Iqbal suggested that we could consult an expert to think of how to do this and offered to connect us to one.
- Dr. Mukarji pointed to the need to help our students with soft-skills to equip them to face the challenges of a very competitive world and offered to help with conceptualizing a program for the same
- 10. This directed attention towards the need, as encouraged by NAAC, to offer value-added courses. It was pointed out that though this should be done, the question eventually will be one of fitting it into the existing workload. A few members wondered if the alumni could help with this.
- 11. The Coordinator then apprised the Committee of the preparation for and developments in the NAAC process. A two day workshop on preparations for NAAC was conducted by the Xavier Board of Higher Education in India a week before. The process of constituting criteria sub-committees and getting them to prepare brief for what needs to be done for their criterion was ongoing. The Committee gave its consent for the same and requested the Chair and Coordinator to work it out.
- 12. Under any other matter, Dr. Mishra drew attention to the need to formalize a Code of Ethics as required by NAAC and to have financial assistance for research to faculty. The Chair agreed that a formal Code of Ethics needed to be prepared, and informed that some support to faculty for research was already available and more could be done along the same lines. On how IQAC could help support research, the Chair suggested that IQAC could make available platforms for discussion of faculty research as also help find publishers. Mr. Mukarji suggested that the alumni could be approached to raise a corpus to help faculty research through grants for travel for fieldwork, conferences, etc.

Dr. Aditya Pratap Deo Coordinator, IQAC July 22, 2021



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Quality Initiatives by IQAC

1. Webinar on Ideas on Online teaching

IQAC Report

IQAC Seminar 1

Day and Date: Thursday, 30.07.20

Topic: Ideas for Online Teaching for Faculty

Mode: Zoom Meeting

Duration: 2.15 hrs.

Total no. of participants: 36

Chair: Dr. Aditya Pratap Deo, IQAC Coordinator

Summary:

- The Coordinator welcomed all the participants, laid out the context for the meeting, and solicited short presentations from the participants on their experiences of online teaching, especially about the challenges they faced and the solutions they found.
- 2. Dr. Bikram Phookun made the first presentation and shared his experiences of teaching Physics online. Among other things, he pointed out the need to use the board during the lectures. Most Science teaching makes extensive use of the blackboard, and teaching Science in the long term without a substitute for it would be difficult; but it may be that certain kinds of material even in Science can be more easily adapted to online teaching. Dr. Phookun observed that though there was much that was dissatisfying with online teaching, that some students in fact participated more easily online than in the physical classroom, led him to think that certain online practices could be adapted for use under normal circumstances. He also pointed out that, given the lack of eye contact etc., it was important to structure the lessons in such a way that students often had to be active. He found that it was hard to do a proper assessment of student assignments due to plagiarism, etc., and asked that colleagues pay special attention to the same.
- Mr. Benston John, who was the second speaker, briefly demonstrated the use of a tablet for writing purposes and told the participants about the classroom software Piazza.
- 4. Dr. Karen Gabriel, who spoke next, among other things, pointed out the need to be sensitive to the domestic demands of students, especially women students, while settling the time-table, making sure that students were not overburdened and were given slots that were convenient. The same, she pointed out, would apply to faculty. She also pointed out that we should keep in mind the fact that we will not know the students in our new classes this time round, so that we should think of how to establish a rapport with them. Dr. Gabriel also stressed the fact that we should ensure that the sanctity and independence of the classroom space is kept intact.
- Dr. N. P. Ashley said that (1) it was important to have interaction with the students during the lectures, especially in a designated segment at the end, and (2) that



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lectures must be substantially supplemented by supplementary material in the form of pre and post lecture material, reading material, recordings, etc.

- 6. In his intervention, Dr. Sanjay Kumar pointed out that we need to realize that the new mode will need new approaches to teaching. He pointed out that he saw online teaching as a package comprising lectures and extra-lecture academic work. According to him, Google Meet and Classroom could serve as platforms for the same. He further stressed the need for colleagues, especially in the Sciences where one needs to work out problems step by step, to use the board, or slide shows, etc. for the purpose. As an example of this, he mentioned that he had used animation facility of slide show to guide students through the conceptual development of topics and intricate theoretical derivations. He made the point that teachers needed to realize that teacher and student satisfaction might be two different things, and work with that insight. Sharing his experience, he told the meeting that initially he had had to spend time establishing discipline in the class. He also said that since he was spending much more time preparing his lectures through notes and supplementary material now, he actually felt more satisfied with his teaching.
- 7. In his response, Mr. Sanjeev Grewal pointed at the different imperatives that Online Teaching-Learning imposes on various sectors. On the side of the students, there were issues like poor connectivity, lack of classroom interaction with teachers, absence of learning interaction with peers, need for official ids to connect with the system, etc. For teachers, there would be concerns of supplementary contact with students, more preparation for work, meaningful internal assessment, knowing if academic work among students was being effective, infrastructure (like studio classrooms, availability of devices, etc.). From the side of the administration, he stressed the need for vision and planning, effective and prompt communication with all the stakeholders, declaration of time-table and modalities well in advance, preparation of teachers through workshops, appointment of teaching help in the form of guest lecturers, etc.
- 8. Dr. Soofia Siddiqui pointed out that as she had been away last semester, this discussion was important in informing her of the experience of our colleagues. She stressed the fact that this turn of events, and online teaching, were not unique to us but being shared by the larger community of teachers across the world. For that reason, she felt that it would be good if we could connect with similar conversations happening all over so that we could draw from the experience of others elsewhere. She said that there was a lot of material available online in this context which we should access as much as possible.
- 9. In his intervention, Mr. Themeem T. brought focus to the problems being faced by students in terms of connectivity and long hours of online teaching. On the basis of a survey done internally in his department among students, he suggested that we should apply a multi-method, multi-platform approach. He felt that any attempt to standardise or centralise any one mode/platform will inadvertently affect both learning and teaching, as it will not provide any flexibility, and will not allow recourse to alternative methods in the event of any technical issues faced



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at the time of teaching or attending classes. The adoption of any method/platform should also take into full consideration the difficulties that differently-abled students may face when attending online classes. According to him, it was important to include the students in the planning and design of teaching, ensure that the teaching-learning hours were such that students (and teachers) could handle the work load, make devices and other infrastructure required available to students, and supply adequate study material to them.

- 10. After these main contributions, a discussion ensued where (1) Mr. Kashif Ahmad spoke about the work being done by the time-table committee to smoothen the process despite uncertainties (2) Dr. N. P. Ashley pointed out that CBSE had perhaps specified limitations to teaching time (3) Dr. Bikram Phookun expressed his concern about laboratory work for science students (4) Mr. Sanjeev Grewal once again emphasized the need to act promptly on matters of urgent importance if we were to start teaching soon (5) Dr. Karen Gabriel stressed the need to have constant and smooth conversation between the administration and teachers at such a time and (6) Dr. Sanjay Kumar proposed that we should have an online gathering of all the students and teachers, definitely at the department level, before the beginning of the session to give a sense of cohesion to the new semester, a proposal that many, including Mr. Grewal, endorsed.
- 11. In his concluding remarks, Dr. Aditya Pratap Deo thanked all the participants, elicited future co-operation from them and stressed the need to see this as the beginning of the conversation which IQAC would definitely take forward. From his own experience of online teaching, he requested for colleagues to (1) include students, as far as possible, in the conception of the teaching-learning process (2) keep aside the last part of the lecture for interaction (3) hold a separate stress-busting session every week, and (4) pay special attention to those students who were disadvantaged to create an equitable teaching-learning environment.
- 12. In a post-meeting communication, Mr. Akshay Rana pointed out that in Physics, we extensively use computational programming and over time it has become an essential part of learning Physics. Initially during the last (online) part of the semester, it became difficult to conduct computational lab, as many students did not have access to the laptop and required software. However, one then found out software easily available for conducting these labs. The choices are as follows: (1) Google Colab (related to Google meet/Classroom, it is a freely available programming platform that students and teachers can access for programing purposes); (2) Github (it was very helpful for programming purposes and is a freely available open platform); and (3) Overleaf (it is an online Latex writing platform for making lab reports and submissions). Mr. Rana believes that these may be of some help for the functioning of computational labs in the coming semester.

Aditya Pratap Deo, 4.08.20



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2. Workshop (Online) on Promotion Related Issues (Entire pdf document is also available)

WEBINAR Promotion schemes have changed frequently in the last 10 years and teachers are at a loss to make sense of which scheme is most beneficial or applicable to them. DUTA invites you to a Panel Discussion so that we can make informed choices. **Options** in 7 August 2020, Friday 4 pm onwards https://us02web.zoom.us/j/83942862966?pwd=0WtxVVExaXFUeW42ckc4WHBEYjIWZz09 Webinar ID: 839 4286 2966 **Promotions CAS SCHEMES AND OPTIONS IN PROMOTIONS** Uok Ranjan Pande Vice President Presentation and Panel Discussion (An updated presentation; 7 Sep 2020) Prem Chand Joint Secretary Panelists include members of the DUTA Drafting Committee on Promotions: PANKAJ GARG RUDRASHISH CHAKRABORTY SANJAY KUMAR BATRA SHIBA C. PANDA SUJIT KUMAR A Brief Guideline/compilation of

documents, especially for College Teachers



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3. Workshop (Online)/'Documentation and Preparedness for NAAC

Proposal

IQAC Quality Improvement Activities Evidence, 2020-21

Workshop on Documentation and Preparedness for NAAC

Tell.:: 080 - 28584020
Email: xavierboard@gmail.com
Web:: www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA
31, PRIMROSE ROAD, BANGALORE - 560 026, SOUTH INDIA

Nov. 20, 2020

The Secretary General,

XBHEI, Bangalore

To,

The Principal,

St. Stephen's College, New Delhi

Dear Prof. Varghese,

In continuation with the conversation between Dr. Ordetta Mendoza, co-ordinator, programmes of XBHEI and Dr. Aditya Deo, IQAC Co-ordinator of St. Stephen's College, New Delhi, we are pleased to confirm the dates and timing for the workshop on 'Documentation and Preparedness for Accreditation' for the faculty of your college.

Dates: Dec. 1 -2, 2020

Timings: 9.30am to 5.00pm(Breaks: 11.00-11.30am and 3.00 - 3.30pm, Lunch: 1.00 - 2.00pm)

No. of participants: Maximum 40

Mode of communication: Online – Google meet (to be set up by St. Stephen's College).

Topics to be covered: The 7 criteria of NAAC's SSR, Policy documents required and SSS.

Resource Persons: Dr. Ms. Ordetta Mendoza and Dr. Joe Jesudurai (Former Vice-Principal

and IQAC co-ordinator, Loyola College, Chennai)s

Workshop Fee: Rs. 15,000/-Bank details: Canara Bank,

Branch : Trinity Circle, Bangalore

A/C Name : Xavier Board of Higher Education in India

A/c No : 0792101560967



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Workshop details

Workshop Details

IQAC St Stephen's College and

Xavier Board of Higher Education in India, Bangalore

are organizing a workshop on

Documentation and Preparedness for Accreditation

(Topics to be covered: The 7 criteria of NAAC's SSR, Policy documents required and SSS)

on the 1st (Tuesday) and 2nd (Wednesday) of December 2020

Resource Persons: Dr. Ms. Ordetta Mendoza and Dr. Joe Jesudurai (Former Vice-Principal and IQAC co-ordinator, Loyola College, Chennai)

Schedule on both the days is as follows

Duration: 9. 30 am to 5 pm

Breaks: 11-11. 30 am, 1-2 pm, 3-3. 30 pm



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Report

Report on the workshop

Report on IQAC 2-day Workshop 'Documentation and Preparedness for NAAC' conducted on the 1st and 2nd of December 2020 by Dr. Ordetta Mendoza and Dr. Joe Jesudurai (Xavier Board of Higher Education in India, Bangalore)

Platform: Google Meet

Number of Participants: 49 Faculty and Office Staff (List submitted)

Chair: Dr. Aditya Pratap Deo, 1QAC Coordinator

- The 2-day Workshop focused on the 7 Criteria for NAAC Accreditation. The resource
 persons apprised the participants of the process and requirements of the NAAC
 accreditation through PPP based lectures and discussions over two days. (Presentation
 will be submitted as soon as the resource persons give them in after updating it with
 new NAAC rules that have come into effect very recently).
- 2. The following other important points were made by the resource persons:
 - (a) A Steering Committee needed to be appointed for the NAAC.
 - (b) An Extended IQAC, with sub-committees for each criterion was needed.
 - (c) An archive related to the process was required.
 - (d) The archive needed to be digitized into a database. The resource person promised to recommend and possibly facilitate the procurement of suitable software.
 - (e) The archive and database needed to be made permanent.
 - (f) Required policy documents needed to be prepared and uploaded on the college website.
 - (g) The data capacity of the college website needed to augmented for the purpose of hosting all required data, for a lot of NAAC related information would have to be made available in the SSR through a link to the relevant information on the website.
 - (h) We needed to know and understand the compulsory and non-compulsory metrics carefully. It was suggested by the resource persons that we prepare all to start with and only consider leaving out non-compulsory ones at the end. (List of noncompulsory metrics submitted)
 - There was a need to formulate and publish (on our website) required policy documents.(List of policy documents required submitted)
 - (j) The resource persons asked us to be careful in locating required data at the correct places and to avoid duplication.
 - (k) They also pointed out that it might not be a good idea to take chances with data that does not quite fit in because if a lot of irrelevant or unsuitable data was to be found, it would work against us.
 - (I) The resource persons pointed out that many requirements for revised NAAC not yet institutionalized needed to be put in place at least for the last academic year, 2020-21.



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- (m) They felt that given the extraordinary circumstances of the pandemic, the NAAC visit was likely to happen in the 2001-2 academic year.
- (n) The resource persons stressed the need to involve as many faculty members as possible in the process as they felt that without collaboration, the task of completing the NAAC process to our satisfaction would be dim. They even suggested giving each faculty a metric or two to complete, given the numbers of faculty and metric.
- (o) They also stressed the need to decentralize the process of preparation for NAAC and in general for institutional administration as required by NAAC.
- (p) The resource persons also emphasized the need to show proper planning, action taken and institutional growth through the adoption of best practices for NAAC purposes.
- (q) They also advised the IQAC Coordinator to focus primarily on the coordination of efforts between IQAC and the NAAC Steering Committee.
- (r) Given how important the NAAC process is for the future of the college, all the participants were generally of the sentiment that the college administration should take on board the recommendations and advice of the resource persons and start the preparations for the NAAC process as soon as possible. They expressed enthusiasm in wanting to help with process and the need to involve them in the same.

Aditya Pratap Deo

IQAC, Coordinator

04.12.20



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Participant List

Workshop Participants List

IQAC NAAC-SSR Workshop, 1-2 December 2020

Names of Participants and email id

- 1. Prof. John Varghese, Principal, principal@ststephens.edu
- 2. Dr. Renish G. Abraham, Bursar, bursar@ststephens.edu
- 3. Dr. Aditya Pratap Deo, Coordinator, IQAC, adityakanker@gmail.com
- 4. Dr. Ekta Kundra, Previous Coordinator, IQAC, kundraekta@gmail.com
- Dr. Karen Gabriel, Member IQAC (Curriculum Design and Planning) and HOD English, gabriel.karen@gmail.com
- Dr. A. D. Mathur, Member IQAC (Teaching, Learning and Evaluation) and HOD Sanskrit, adm.ststephens@gmail.com
- Dr. Satish Kumar, Member IQAC (Research Consultancy and Extension), satish@ststephens.edu
- Dr. Pankaj Mishra, Member IQAC (Infrastructure and Learning Resources), pankaj.k.mishr@gmail.com
- Mrs. Archana Chopra, Member IQAC (Student Support and Progression), <u>archana.chopra@ststephens.edu</u>
- Mr. Sanjay Rao Ayde, Member IQAC (Governance Leadership and Management) and HOD Political Science, aydesanjayrao@gmail.com
- Dr. Chinkhanlun Guite, Member IQAC (Innovation and Best Practices), <u>ckguite@ststephens.edu</u>
- 12. Dr. Shabnam Johry, HOD Chemistry, shabnamjohry@gmail.com
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- 33. Ms. Felicita Lawrence, iqacefl@ststephens.edu



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- 47. Dr. N. P. Ashley, np.ashley@gmail.com
- 48. Dr. Themeem T., themeem.t@gmail.com
- 49. Mr. Sujay John, themeem.t@gmail.com

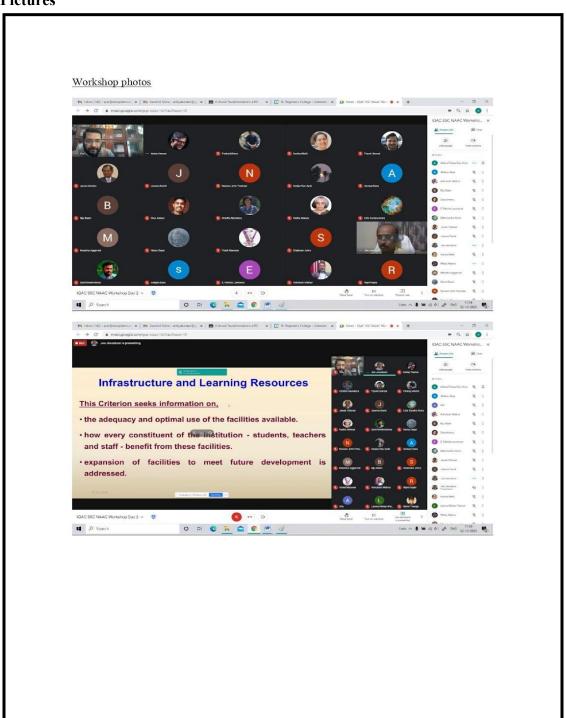


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Pictures





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4. Webinar on Challenges of Teaching-Learning in Our Times by Dr. Bikram Phukun

Evidence of other events

The Informal Discussion Group &

Internal Quality Assurance Cell

St. Stephen's College





present the first session from the series

"Challenges of Teaching-Learning in Our Times"



A conversation on the theme with Dr. Bikram Phookun

Dr. Phookun is an Associate Professor at the Department of Physics, St Stephen's College, Delhi, where he has been teaching since 1996. He holds a PhD in Astronomy from the University of Maryland at College Park, USA, and a BSc and MSc in Physics from St Stephen's College, University of Delhi. He helped set up the Physics Programme at Ashoka University, where he served as a Professor of Physics from 2017 to 2019. Besides this, Dr. Phookun has been actively involved in working towards the betterment of processes of teaching and learning.

Date: 21 January 2021 Time: 4:30 PM Venue: Zoom

In case of queries, contact:

Nidhi: 7889847932 Taha: 9596438634

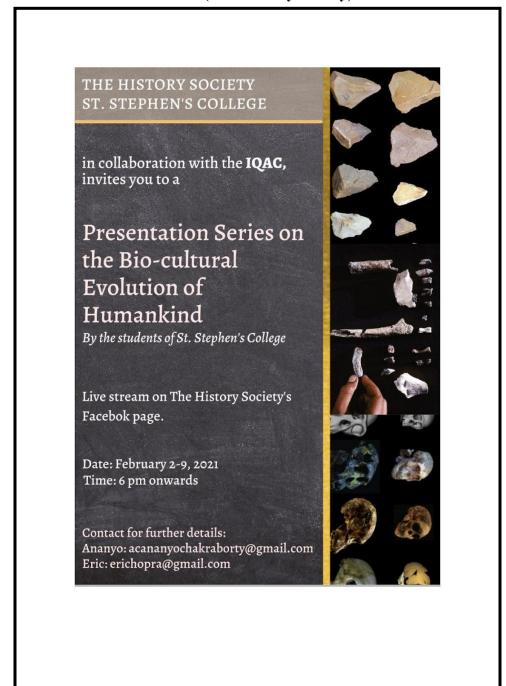


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5. Webinar/'Bio-cultural Evolution' (with History Society)

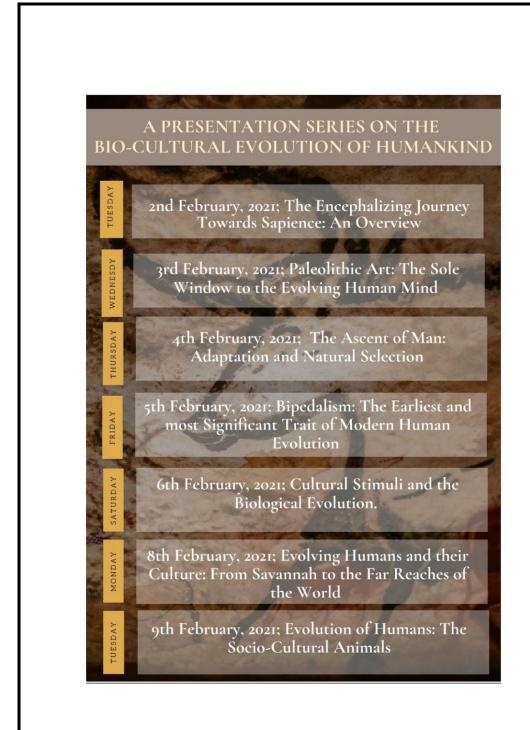




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6. Webinar/'Unboxing Sexism and Sexual Harassment in Educational Spaces', Asiya Sherwani (with ICC)



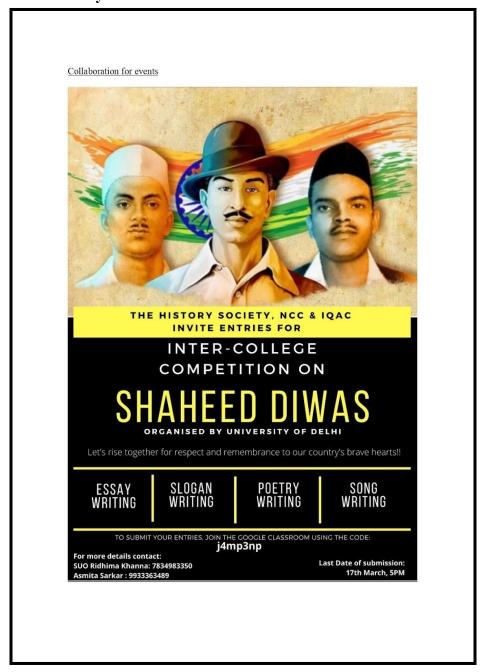


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7. Inter college competition on shaheed diwas--collaboration of NCC, IQAC and History Society





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8. Incubation center in collabration with IQAC: Start-up stephens





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9. Webinar on Challenges of Teaching-Learning in Our Times, Dr. N. P. Ashley and Dr. Wafa Hamid

The Informal Discussion Group &

Internal Quality Assurance Cell

St. Stephen's College





present the second session from the series

"Challenges of Teaching-Learning in Our Times"
A conversation on the theme with



Prof Ashley NP (Dept of English, St. Stephen's College, Delhi)



Ms Wafa Hamid (Dept of English, Lady Shri Ram College, Delhi)

The mode of teaching-learning has perhaps never been transformed so quickly and fundamentally as during the pandemic and the consequent lockdown. Although this has allowed us to continue with education at a time when life as we knew it before the pandemic has come to a stand-still, we are torn between the opportunities this offers and the anxieties that have been created. The session, which will be a conversation between students and teachers, will seek to reflect on this experience and try to understand the challenges that lie ahead.

Date: 8 February (Monday) 2021 Time: 4:30 pm onwards Venue: Zoom

In case of queries, contact:

Nidhi Chhamb: 7889847932

Taha Firdous Shah: 9596438634



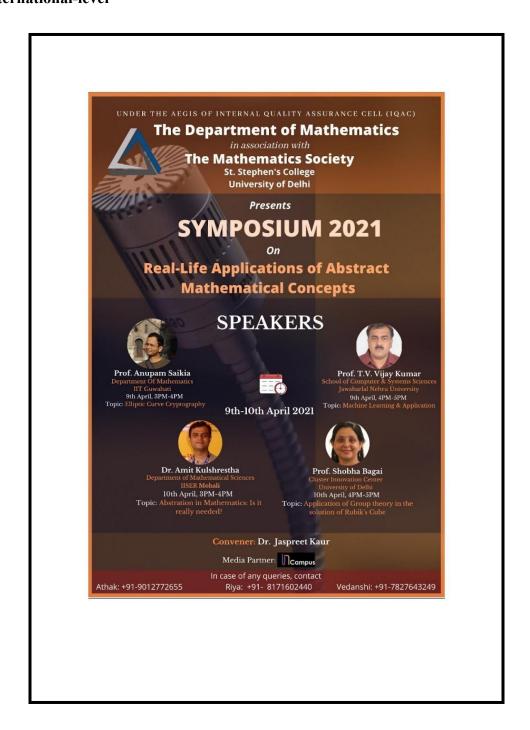
St. Stephen's College University of Delhi Delhi 110007

Phone: +91-11-27667200

E-mail: pstoprincipal@ststephens.edu Website: www.ststephens.edu

10. Symposium (Online)/'Real Life Application of Abstract Mathematical Concepts' International-level

Poster



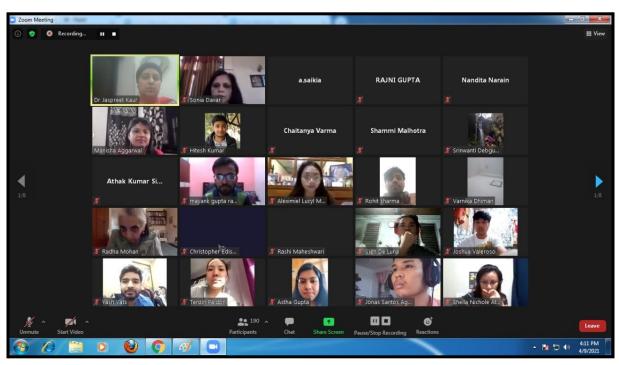


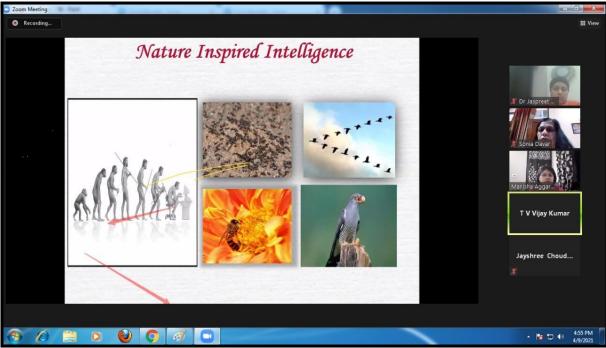
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Pictures







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Certificates



ST. STEPHEN'S COLLEGE



This is to certify that

Amal Rajan Mathew from St. Stephen's College

was a participant in the online symposium on

Real Life Applications of Abstract Mathematical Concepts

organized by

The Department of Mathematics and The Mathematics Society

in collaboration with

The Internal Quality Assurance Cell

St. Stephen's College, Delhi

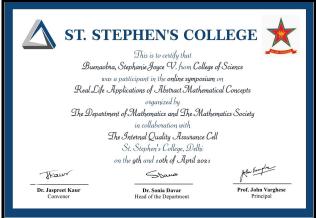
on the 9th and 10th of April 2021

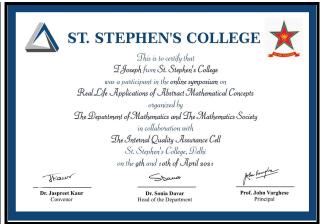
Thaur

Dr. Jaspreet Kaur Convener Spana

Dr. Sonia Davar Head of the Department John Vright

Prof. John Varghese Principal







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Participation in NIRF

2020



Full Report Link: <u>StStephensCollege-NIRF-2020.pdf</u>



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2021



Full Report Link: St.-Stephenss-College Data-for-NIRF-2021.pdf (ststephens.edu)



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An 2-day online Academic Audit was organized on 12th-14th July 2021 with the Xavier Board of Higher Education of India, Bangalore.

Schedule

ST. STEPHENS COLLEGE, NEW DELHI ADMINISTRATIVE AND ACADEMIC AUDIT July 12-14, 2021

(By Xavier Board of Higher Education in India, Bangalore)

SCHEDULE

DAY 1 - MONDAY, JULY 12 - 14, 2021

Time	Item
9.30 - 9.50 am	Opening meeting with Principal and Faculty
9.55 -10.30am	Meeting with Principal, presentation for about 10-15 mins. followed by interaction
10.30-11.15am	Meeting with IQAC Presentation to be made by Coordinator Interaction & checking of documents
11.15 -11.30am	Tea/Coffee Break
11.30 – 12 noon	Presentation by Co-ordinator, BA Programme: 4-5 mins. followed by interaction with department faculty
12noon to 12.30pm	Presentation by Co-ordinator, BSc Programme: 4-5 mins. followed by interaction with department faculty
12:30 pm-1.00 pm	Presentation by Dept. of Chemistry and Economics (parallel) 4-5 mins. followed by interaction with department faculty
1:00 pm-2.00 pm	Lunch Break
2.00 -3.30pm	Video of College infrastructure One faculty (IQAC) and Estate Officer
3.30- 4.30pm	Meeting with Examination Office personnel



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ST. STEPHENS COLLEGE, NEW DELHI ADMINISTRATIVE AND ACADEMIC AUDIT July 12-14, 2021

(By Xavier Board of Higher Education in India, Bangalore)

DAY 2- TUESDAY, JULY 13, 2021

Time	Item
9.30 am – 10.00 am	Meeting with Class
	Representatives (Students)
10.00am-10.30am	Presentation by Dept. of English
	and Philosophy: 4-5 mins.
	followed by interaction with
	department (parallel)
10.30 am -10.45am	Tea Break
10.45am - 11.15am	Presentation by Dept. of Sanskrit
	and Computer Science: 4-5 mins.
	followed by interaction with
	department (parallel)
11.15 – 11.45 am	Presentation by Dept. of History
	and Mathematics: 4-5 mins.
	followed by interaction with
	department (parallel)
11.45 am to	Presentation by Dept. of Physical
12.15pm	Education and Physics: 4-5 mins.
	followed by interaction with
	department (parallel)
12.15pm-1.00pm	Meeting with Faculty in the
	Administrative Team (Special
	Assignments and Subject HODs)
1.00 to 2.30pm	Lunch
2.30 – 3.00 pm	Meeting with Registrar of
	Societies and Staff Advisers of
	Societies/Clubs
3.00-3.30pm	Meeting with Administrative and
-	Support Staff
3.30pm-4.00pm	Presentation of the Digital
	platform for Teachers and
	Students
	IQAC Coordinator and one more
	faculty
4.00pm-4.30pm	Meeting with Alumnae



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DAY 3- WEDNESDAY, JULY 14, 2021

9.00 - 9.30am	Virtual visit to Library and
	interaction with Librarian & Staff
9.30 – 10.00 am	Meeting with Bursar and Bursar's
	Office Personnel
10.00am-10.30am	Meeting with Governing Body
10.30 to 11.00am	Virtual visit/Video of facilities 1
	One faculty and Estate Officer
11.00 -11.15am	Tea Break
11.15am-12.30pm	Virtual visit/Video of facilities 2
	(if required)
	One faculty and Estate Officer
12.30pm -1.00pm	Discussion on Report
1.00 -2.30pm	Lunch
2.30pm-3.30pm	Meeting with Principal to finalise
	the Report
3.30pm to 4.30pm	Preparation of final Audit Report
4.30pm – 5.00pm	Exit Meeting (Presentation of
	Report)
	Principal and Faculty