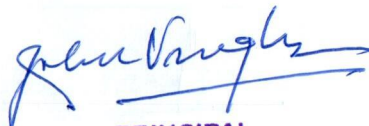


# Internal Quality Assurance Cell St. Stephen's College

2017-2018

## OVERVIEW

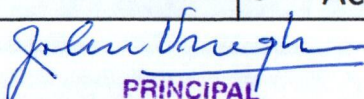
- **IQAC Team**
- **Plan of action (2017-2018)**
- **Outcomes/ Significant Contributions (2017-2018)**
- **Future Plans**

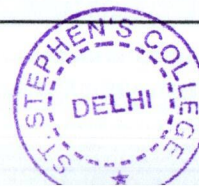
  
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## PLAN OF ACTION (2017-2018)

Plan of Action	Achievements
<b>Academics</b>	<ul style="list-style-type: none"> <li>• Workshops / Conferences / lecture series conducted in interdisciplinary fields. Invited proposals for holding seminars, workshops and conferences from various departments. Some of the selected proposals were funded by the IQAC.</li> <li>• Possibility of enhancement in remedial classes taken up at College level.</li> </ul>
<b>Development Programmes and Collaborations</b>	<ul style="list-style-type: none"> <li>• Established Non-teaching Staff Development cell to carry out various development and welfare programmes.</li> <li>• Some initiatives to be taken up towards the organization of Development programmes for faculty and support staff.</li> <li>• Counselling session conducted for the support staff.</li> <li>• Counselling sessions for students are available.</li> <li>• Participation in workshops, conferences, seminars and poster presentation by faculty and students.</li> <li>• Eight collaborations at international level.</li> </ul>
<b>Research and Innovations</b>	<ul style="list-style-type: none"> <li>• Centers of Excellence to conduct seminars, workshops and conferences.</li> <li>• Active participation in Nations Science Day celebration.</li> <li>• Proposals were invited from all the Departments to conduct seminars, workshops, symposium and conferences etc. Three proposals were sanctioned funds through the IQAC.</li> <li>• Academic conclave was conducted.</li> </ul>

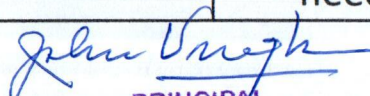
  
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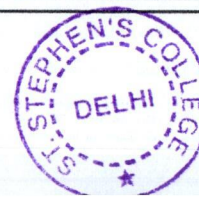




## PLAN OF ACTION (2017-2018)

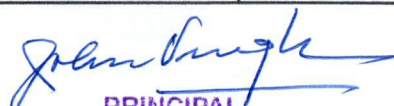
Plan of Action	Achievements
<b>Best practices</b>	<ul style="list-style-type: none"> <li>• Initiatives are on towards implementation of the Environmental policy of the College. Rule book for all the stakeholders is being considered.</li> <li>• Cultural activities conducted by various Societies of the College.</li> <li>• Academic Conclave and National conferences, Seminars and workshops conducted on various interdisciplinary themes.</li> </ul>
<b>Institutional Social Initiatives</b>	<ul style="list-style-type: none"> <li>• Eco-friendly measures; Various initiatives to make the Campus eco-friendly were taken up. Possibility of segregation of waste was taken up.</li> <li>• Environmental Society activities to create awareness.</li> <li>• Several activities carried out by the Social Service league of the College.</li> <li>• Newer initiatives towards social activities and Gender sensitization programmes were considered.</li> </ul>
<b>Welfare Programmes</b>	<ul style="list-style-type: none"> <li>• Non-teaching Staff Development Cell to ensure regular execution of welfare and recreational programmes.</li> <li>• Welfare and health programmes conducted for Teaching; Non-teaching staff and Students; Conducted workshop on 'Mental stress'.</li> <li>• Various initiatives taken up by Equal Opportunity Cell and Enabling Unit of the College to provide a suitable enabling environment to all students with special needs.</li> </ul>

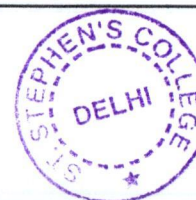
  
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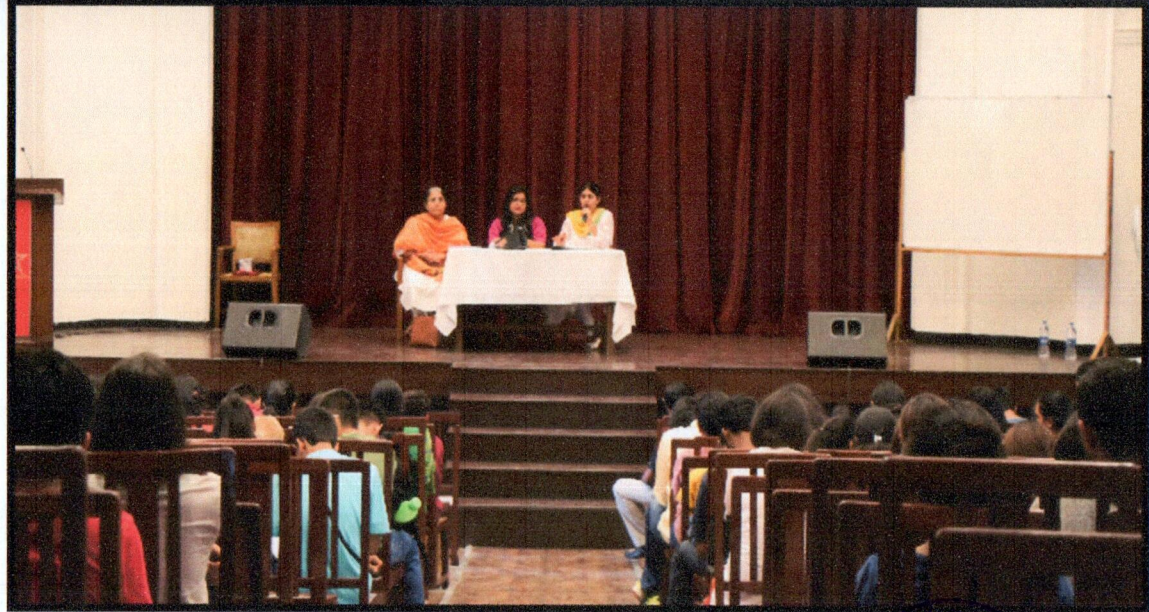
## PLAN OF ACTION (2017-2018)

Plan of Action	Achievements
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Templates for submitting reports, data and feedback.</li> <li>• Interactive feedback, analysis and monitoring.</li> <li>• Workshops conducted on the Stress management for the staff.</li> <li>• Infrastructural development – Renovation of office carried out.</li> </ul>
<b>Alumni participation</b>	<ul style="list-style-type: none"> <li>• Alumni website launched. Link provided for various alumni chapters world-wide.</li> <li>• List of distinguished alumni being updated.</li> <li>• Active interaction with distinguished alumni during Assembly, invited lectures, workshops etc.</li> <li>• Alumni meetings to discuss and enhance wholesome education and development.</li> <li>• Active participation from alumni towards valuable feedback and welfare programmes; lectures; sponsorships; scholarships and to explore other possibilities.</li> </ul>
<b>Parents participation</b>	<ul style="list-style-type: none"> <li>• Valuable Feedback through meetings and online feedback mechanism.</li> </ul>

  
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Orientation for students on 'Mental health'





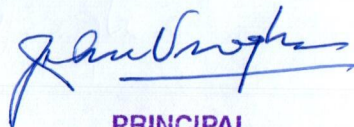
# OUTCOMES

## A workshop for Support Staff on 'Stress management'

25/01/2018

The workshop was conducted by Dr. Malar Jayachander Suresh, Counselling Psychologist of the College. The objective of the workshop was to extend awareness on stress management and to conduct practice session on ways of relaxation. The workshop was attended by more than forty-five participants from the support staff.

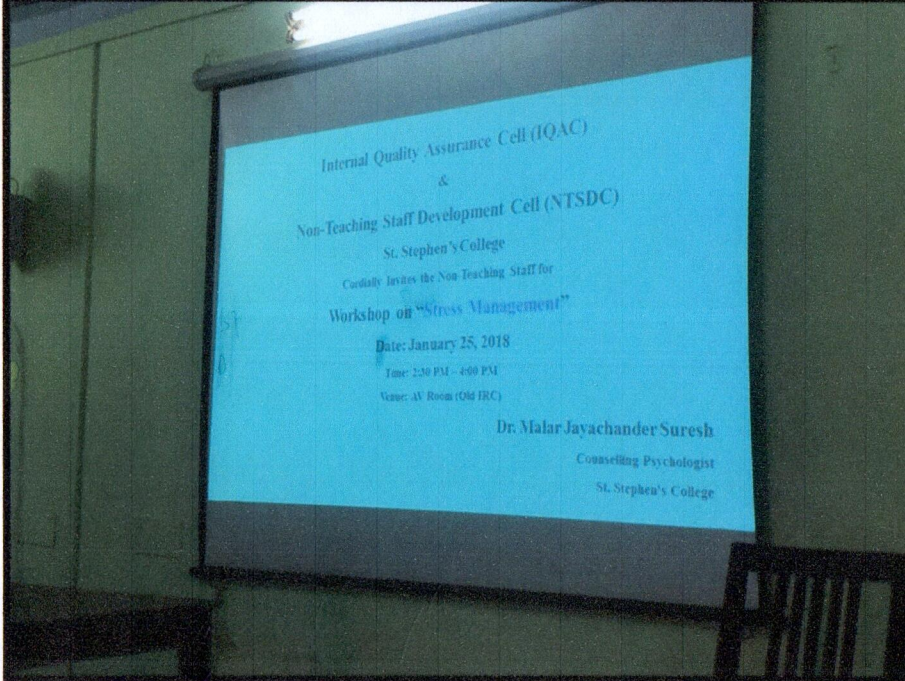
Overall, the workshop was very informative and effective. All the participants were very happy to be part of the workshop and gained immensely from it. They gave a very positive response towards the end of the workshop and expressed their eagerness to have more of such practice sessions. Many of them have requested for sessions on stress management, relaxation sessions, yoga & meditation, sports activities, singing or other stage programmes.



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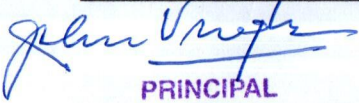




आंतरिक गुणवत्ता आश्वासन कक्ष (आईक्यूएसी)  
 और  
 गैर शिक्षण स्टाफ विकास सेल (NTSDC)  
 सेंट स्टीफंस कॉलेज  
 सौहार्दपूर्वक गैर-शिक्षण कर्मचारियों को आमंत्रित करता है  
**"तनाव प्रबंधन" पर कार्यशाला**  
 तनाव प्रबंधन पर जागरूकता; विश्राम के तरीके पर अभ्यास सत्र

डॉ मलर सुरेश  
 परामर्श मनोवैज्ञानिक  
 सेंट स्टीफंस कॉलेज

दिनांक: 25 जनवरी, 2018  
 समय: 2:30 अपराह्न - 4:00 अपराह्न | स्थान: ए वी रूम (ओल्ड आईआरसी)

  
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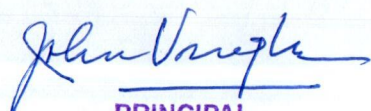
A workshop for Support Staff on 'Stress management'.







A workshop for Support Staff on 'Stress management'

  
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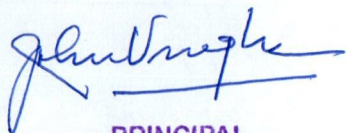




# OUTCOMES

## Conferences/ Workshops/ Lectures and Symposiums.

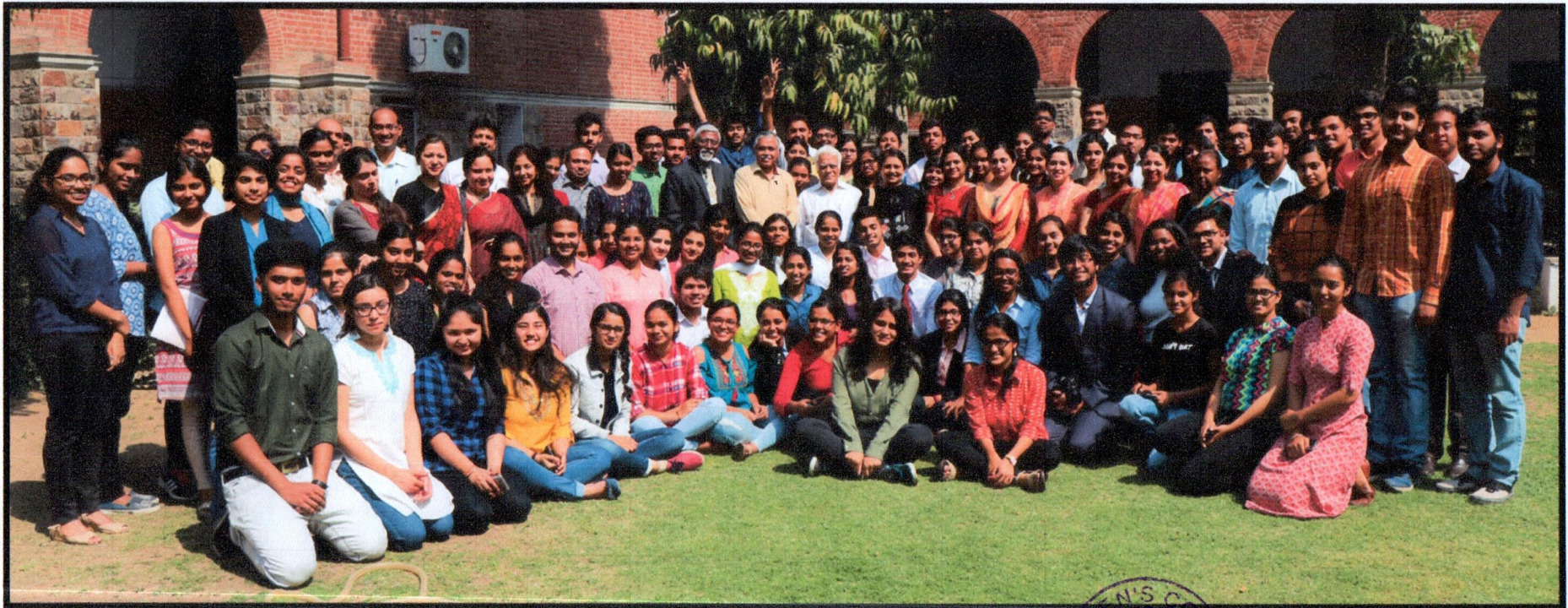
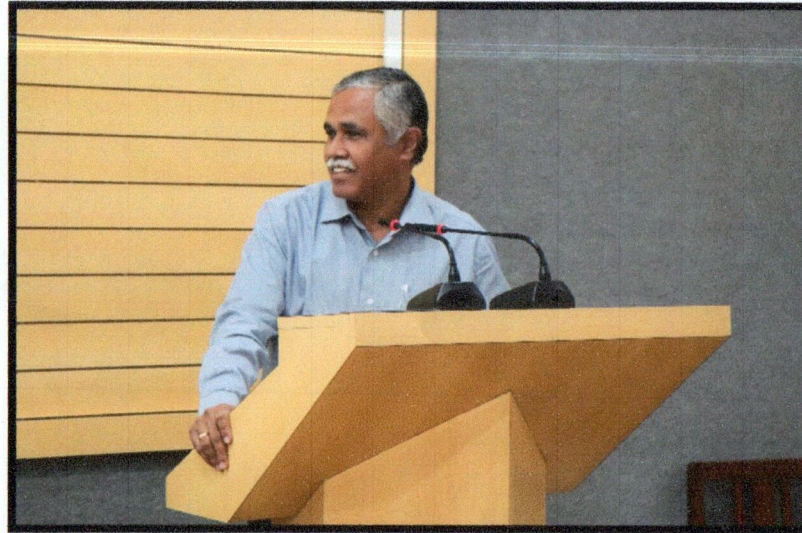
- National Conference on ‘Chemical Sciences – Opportunities and Challenges’.
- National Conference on ‘En-Route: Migration Narratives, Histories and Technologies’.
- State level Symposium on ‘Algebra and its applications’.



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*Jai Singh*

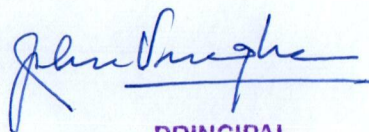




# OUTCOMES

## Workshops

- 'Self-defence Awareness' Programme for Girls.
- One-day workshop for Support Staff on 'Basic Computer Skills'.
- Karate demonstration drill and Two week 'Un-Armed Combat Training' programme conducted by trainers from ITBP.



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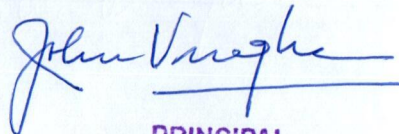
# OUTCOMES

## Self-defence Awareness' Programme for Girls

02/11/2017

The session was conducted by Mr. Anuj Saini, a professional in martial arts with an experience of 18 years. The programme and training session was attended by a large number of girl students. Some faculty members and support staff also attended the programme.

Students were made to practice techniques of self-defence individually and in small groups. Overall, the programme received an enthusiastic participation of girls where they were skillfully instructed about self-defence.

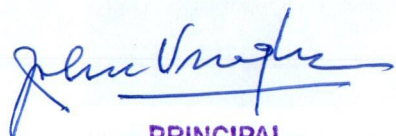


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Self-defence Awareness' Programme for Girls







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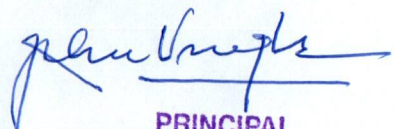
# OUTCOMES

## One-day workshop for Support Staff on 'Basic Computer Skills

**24/11/2017**

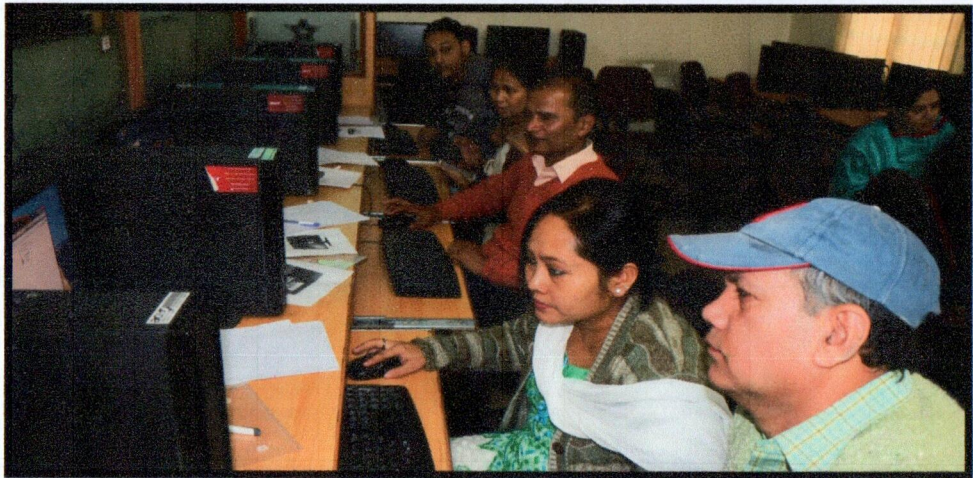
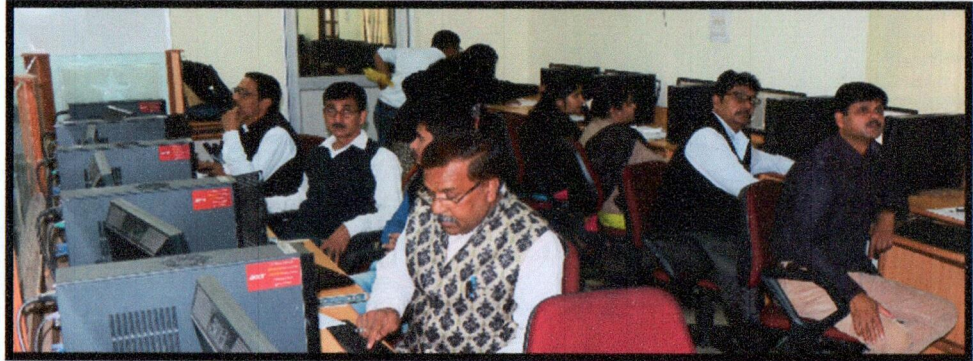
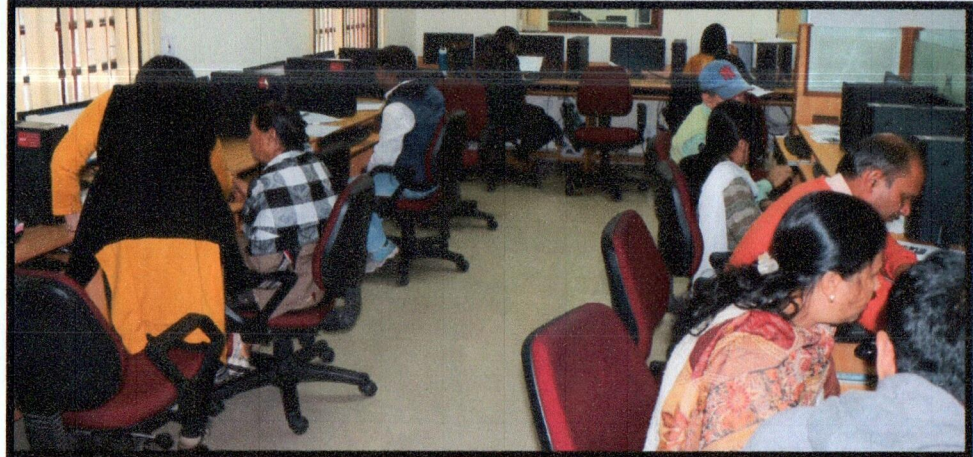
The objective of the programme was to provide the Support Staff a hands-on experience with Basic Computer Skills such as the use of Windows, Microsoft Office, Internet and Email.


The workshop was inaugurated by the Principal, Professor John Varghese. It comprised of five sessions, which focused on working with: Windows, MS Word, MS Excel, Internet and Email, and MS PowerPoint. Each session was followed by a short practice session for the participants. The workshop was attended by twenty four participants from the Support Staff. During the various sessions in the workshop, participants were given printed handouts having detailed step-by-step instructions for using the different features and tools of Windows, Microsoft Office and Email.

  
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One-day workshop for Support Staff on 'Basic Computer Skills'







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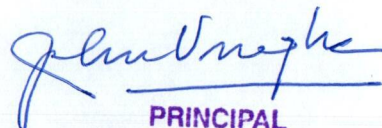
# OUTCOMES

## Karate demonstration drill and Two week 'Un-Armed Combat Training' programme conducted by trainers from ITBP.

**02/04/2018 -13/04/2018**

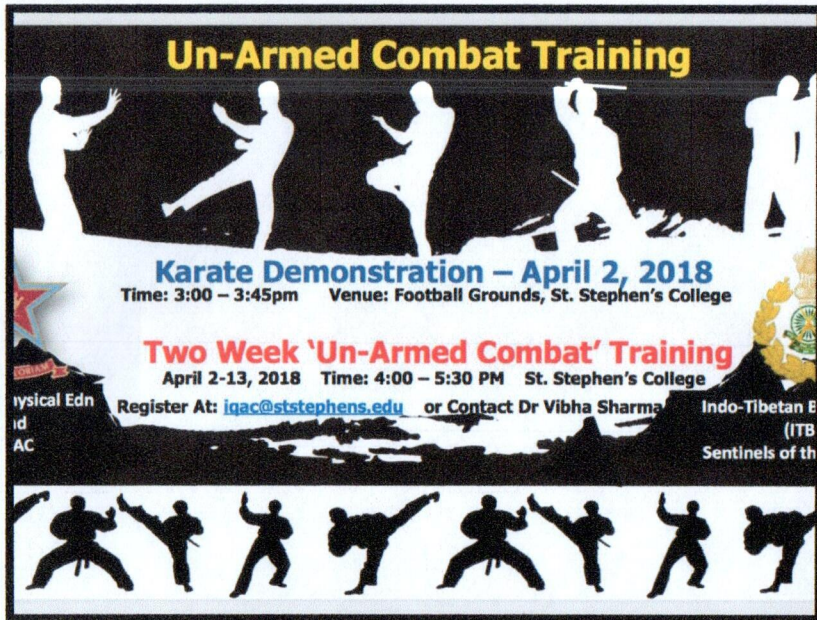
A two-week Un-Armed Combat Training programme was conducted from 02 April to 13 April, 2018 under the auspices of ITBP (Indo-Tibetan Border Police), IQAC and the Department of Physical Education at St. Stephen's College, Delhi. During this time, professional trainers in martial art, Mr. Anand, Mr. Rohit and Ms. Rashmi from ITBP, Sentinels of the Himalayas, trained the students on Rudra Lawns.

On the last day of the programme a closing ceremony was organized. During the ceremony the participants of the training programme displayed the various unarmed combat tactics before the audience.

  
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Karate demonstration drill and Two week 'Un-Armed Combat Training' programme conducted by trainers from ITBP

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*Principal's Signature*

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# OUTCOMES

National Conference on Scientific Innovation  
5/4/2018-6/4/2018



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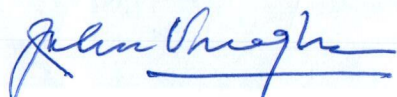


## IQAC MEETINGS 2017-18

- September 28, 2017
- October 26, 2017
- February 02, 2018

## FUTURE PLANS

- **Digitization**
  - To strengthen E-file System to promote paperless office.
  - Online grievance redressal system.
  - Online fee payment.
  - To strengthen online feedback, suggestions and reports submission.
  - To provide link for rank holders / toppers on College website.
  - A link will be provided on college website for IQAC where all updates about seminars, workshops, conferences etc. can be provided to all the stakeholders.



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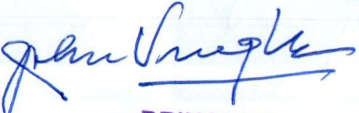
# FUTURE PLANS

- **Academics**

- To offer interdisciplinary seminars, workshops and conferences. To invite proposals for holding seminars, workshops and conferences from various departments. Some of the selected proposals will be funded by the IQAC.
- Possibility of enhancement in remedial classes to be taken up at department and College level.
- To carry out various activities under 'Centre for Communication'.

- **Development Programmes and Collaborations**

- Firm up collaborations with foreign universities.
- To firm up Faculty and student exchange programmes.
- Some initiatives to be taken up towards the organization of Development programmes for faculty and support staff.


  
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# FUTURE PLANS

- **Research and Innovations**
  - Enhance research funding.
  - To explore possibilities for active industry participation.
  - The possibility of starting new research centers for some departments to be explored.
- **Welfare Programmes**
  - Welfare and health programmes for Teaching; Non-teaching; Students.
  - Offer Student internships.
- **Administrative**
  - Infrastructural development.
  - Interactive feedback, analysis and monitoring.
  - Offer specific and targeted training.
  - Forum for redressal of grievances and reduce turn-around time.
  - To take up some renovation work and some classrooms to be made smart classrooms.

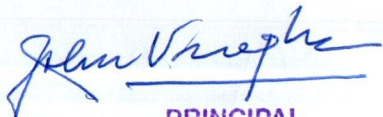
  
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# FUTURE PLANS

- **Alumni and Parents participation**
  - To ensure active participation from alumni towards valuable feedback and welfare programmes; lectures; sponsorships; scholarships and to explore other possibilities.
- **Industrial Collaboration**
  - To organize trips to various industries.
  - To conduct workshops
  - Collaborations/internships
- **Environmental concerns**
  - Implementation and monitoring of the Environmental policy of the College.
  - Active Environmental Awareness committee.
  - To carry our eco-friendly measures, conduct awareness programmes on environmental issues.

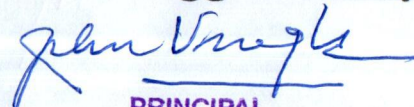
  
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# FUTURE PLANS

- **Environmental concerns**
  - Possibility of segregation of waste to be explored.
  - Decreased use of paper and plastic; Paper recycling drive
  - Optimization of existing infrastructure
  - Tree plantation
  - Working towards Green laboratories.
- **Fulfilling social responsibilities**
  - To carry our various activities under Social Service League; Newer initiatives towards social activities and Gender sensitization programmes to be considered.
  - Remedial classes for weaker students in language.
  - Evening classes for the under privileged
  - Offer more students internships, scholarships.
- **Robust feedback mechanism to track student progression and collections of data.** Templates for submitting reports, data and feedback.
- **To implement the suggestions provided by the NAAC Peer Committee and IQAC team.**



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