

## **Minutes of IQAC Meeting on 24 May, 2023**

Time: 10:00 AM

Venue: Principal's office

**Members Attended:** Prof. John Varghese (Principal and Chair), Dr. Chinkhanlun Guite (Bursar), Dr. Aditya Pratap Deo (IQAC Coordinator), Dr. Ashutosh Dayal Mathur, Ms. Poonam Kalra, Dr. Annu Malhotra, Dr. Pankaj Mishra, Dr. Geetanjali Sethi, Mr. Sunil Issar and Dr. Akshay Rana

### **Points of Discussion:**

1. The IQAC Coordinator welcomed everyone, and conveyed the inability of Dr. Abhinav Gupta and Brigadier Rajiv William to attend.
2. The Principal and Chair welcomed everyone and informed all the members about the NAAC grade A++ grade with a score of 3.59 obtained by the college in the second cycle of accreditation. He especially thanked Dr. Vibha Sharma (NAAC Steering Committee Coordinator) and Dr. Aditya Pratap Deo (IQAC coordinator) for their hard work and overall management. As a symbol of gratitude for all the members of NAAC Steering Committee and Criteria Conveners, the principal presented the NAAC Certificate and Medal to the IQAC coordinator. The IQAC Coordinator also thanked all the members of the NAAC Steering Committee and the Criteria Conveners and Logistics, Hospitality and IT Conveners, and all members of the College community for their help and support.
3. The IQAC Coordinator then read out the Action Taken Report which contained information about the NAAC Peer Team Visit to College from 8th- 10th February, 2023. It also included the information of events, workshops, training programs and other activities hosted by IQAC since its last meeting on 14 December, 2022.
4. The Committee then discussed the issues related to the collection of data for purposes of AQAR, NIRF, INDIA TODAY, etc. ranking surveys.
  - Ms. Poonam Kalra suggested keeping the Society Data Collection Form active across the year for the efficient compilation and collection of society activities. The IQAC Coordinator seconded the same and assured to take steps in the direction.
  - Dr. Ashutosh Dayal Mathur (Registrar of Societies) suggested creating a new post in every society to take care of filing information through the Staff Adviser.
  - Dr. Pankaj Mishra raised his concern regarding the discontinuation of The Stephanian (magazine) for the last three years. Mr. Sunil Issar also shared his experiences of The Stephanian. He further suggested looking into the possibility of quarterly or biannual newsletters and the digital release of the same. The Chair informed the Committee that Dr. Shamim Ahmad and Dr. Soofia Siddique were working on the magazine, and we could expect The Stephanian this calendar year.

- Mr. Sunil Issar also raised his concern about the society student representatives' skills for fund-raising. He suggested that student representatives of societies be briefed and guided on the same.
5. In relation to the College's performance in the NAAC assessment, Dr. Akshay Rana (Assistant Faculty Coordinator, IQAC) made a PowerPoint presentation highlighting the metric-wise performance of the College in different NAAC Criteria. All Committee members discussed the same and made suggestions about the future course of action to improve performance in those metrics where improvement was possible. A few suggestions per Criteria are as follows:

#### Criterion 1

- The Committee discussed the need to float short duration Add-On Courses with minimal fee; and to increase the number of the College students in the Language and SCAL courses. It was felt that these courses could be considered as additional credits that the College could independently reward and certify.

#### Criterion 2

- The Convener, Dr. Mathur, suggested better up-keep and regular maintenance of projectors and other instruments for effective ICT enabled teaching-learning.

#### Criterion 3

- The Committee felt the need to push research at all levels.
- As already proposed by the Coordinator and approved by the Principal, it was felt that each Department should conduct at least one national and one international seminar every year.

#### Criterion 4

- The Library should be digitalized for all the students and daily footfall in the library must be calculated in a digital way.
- The Catalogue and resources should be accessible remotely.
- An idea of smart, all-purpose ID cards was suggested by Mr. Issar, who also agreed to follow up on this.

#### Criterion 5

- Some caution money should be allotted to college from alumni funds for outreach activities. Colleges should initiate few workshops/ sessions to train students regarding the fundraising and management approach.

#### Criterion 6

- The College should formalize a Strategic Perspective Plan and related matters.
- The Alumni Association should be registered.

#### Criterion 7

- A concrete plan for the water recycling and management should be prepared by looking at possibilities like using mess water for irrigation of gardens, etc. Mr. Issar offered to follow up with these matters in the light of some solutions he pointed out.

The Sub-Committee Conveners were requested to be ready with their Plan Of Action for 2023-24; and to present it at the next meeting.

6. The IQAC Coordinator brought a few more issues to the notice of the members, solicited brief discussions on the same and asked for the Committee to make recommendations. The Committee recommended
  - Increasing the numbers of Criteria subcommittee members.
  - Having an IQAC nodal person in all societies and teaching and non-teaching departments.
  - Having faculty assistants for all major special assignments.
  - That similar to the Student Satisfaction Survey for feedback on teaching-learning, feedback for all aspects of College life could be considered.
  - Dedicated office space for Registrar of Societies, Dean Academics, IQAC Survey Nodal Officer(s). The bursar informed the Committee about the steps already taken in this direction.
  - That the offices of Senior Tutor and Dean Academics be given annual grants for conducting academic activities.
  - Dedicated annual grant for the Departmental Centers to conduct research-oriented activities.
  - A concerted strategy, outside of alumni effort, to look for CSR funds from the corporate sector for research and other activities.
  - A Research Committee be formed to look into the possibility of and monitor financial support for faculty and students.
  - Dedicated Resting Area for the Non-Teaching Staff.
  - Dedicated Lounge for parents and alumni visiting campus. It was suggested that the SCR could be used for this purpose.
  - A system for easy and dignified entry for genuine visitors into campus, and constant training of Security Staff for the same. The Bursar agreed to look into these matters where he had already initiated some measures.
  - Requesting the Physical Education Department (PED) to consider and submit a proposal for sport related insurance for students.
  - Requesting the PED to consider and submit a proposal for a Gym Trainer. Committee members also discussed the possibility of opening the Gym to outsiders for a fee to improve its condition and quality. Dr. Mathur felt that the College needed to change with time, and Mr. Issar suggested considering new models for the setting up, running and maintenance of sport facilities.
  - Considering bringing in Departments for subject-wise alumni outreach to go beyond limited circles and connect with more recent alumni. It was felt that students are more connected with their faculty, and we could thus bring in more alumni into the ambit.

- Requesting, on Dr. Mishra's assessment of the condition of the JCR, the JCR Staff Adviser to consider and submit a proposal for the makeover of the JCR

7. The meeting ended with a vote of thanks.

**Aditya Pratap Deo**  
**Coordinator, IQAC**  
**June 2023**