<u>**MINUTES OF IQAC MEETINGS: 2017-2018**</u>

<u>**Meeting 1**</u>

Date: 1st September 2017
Day: Friday
Time: 12:30 pm
Venue: Council Room

<u>**Agenda**</u>:

* AQAR 2016-17: Timely submission
* Plans of institution for the current academic year 2017-18
* Admission 2017-18
* Analysis of result 2017 (even semester)
* Extended committees for wide ranging engagement of faculty and administrative staff to realise the targets set.
* Workshops & interactive sessions with all departments, cultural societies, value adding societies, administrative and finance sections, lab staff, garden staff and cleaning staff.
* Report submitted to MHRD: Best practices - Gargi college
* Website: Posting all upcoming events of the college, documenting and uploading of video content for community use.
* INSPIRE group of students
* Environmental audit: Reporting progress
* B. El. Ed.: IQAC collaboration: International conference titled 'Educational Policy Shifts in Neo-Liberal Times: Core Concerns and Critical Issues'. Application submitted for financial assistance from NAAC.

<u>**Members Present**</u>

1. Dr Promila Kumar
2. Dr Shashi Tyagi
3. Dr B. Vaijayanthi
4. Dr Preeti Pant
5. Dr Sheela Dubey
6. Dr Aparajita Mohanty
7. Dr Jasmeet Kaur
8. Dr Babita Gaur
9. Dr Nitish Kumar
10. Mr V S Khan
11. Mr Deepak Chandra
12. Ms Sailaja Modem

<u>**Minutes:**</u>

* AQAR 2016-17 : Timely submission of AQAR 1 for the academic year 2016-17 was done. Teachers who worked in the summer vacation are eligible for EL as per norms which are applicable for rest of the teachers. Coordinator appreciated and thanked the support and cooperation of administration and finance in timely submission of the report. Special mention was made of the services of Mr Mahesh Prasad and Ms. Deepika Rana in the administration section and Mr Waseem in the Computer Lab. Coordinator also shared her overwhelming appreciation for the work of teachers and students who put together most of the work which was documented in the AQAR 1.
* Cultural diversity which exists within the institution needs to be highlighted along with diversified academic and research experience of the teachers shared with one another.

* Plans of institution for the current academic year 2017-18: Based on first year's work and consequent learning, tentative plans drawn earlier were discussed threadbare. Sessions on service conditions for teaching and non-teaching staff were to be organised.
* Admission 2017-18: Information captured during admission process and the feedback given by the committee members was shared by the Chair Person. Modalities of maintaining data for easy access, retrieval and subsequent analysis were discussed. In this, the role of MIS was reiterated as experienced in the previous academic year. Coordinator shared the informal discussions she had in the previous academic year with the administrative officers who are also members of the IQAC team for exploring and sharing the experience of a few exemplar educational institutions for complete automation of administration and finance with the rest of the members.
* Analysis of result 2017(even semester): All departments did a comparative analysis of results with their earlier performance and with the performance of their neighbouring institutions.
* Extended committees for wide ranging engagement of faculty and administrative staff to realise the targets set by IQAC as a policy for the year explored. It was contended that it brings more participation of the larger staff of the institution. Members agreed to the suggestion as a matter of policy.
* IQAC came into existence taking over from the erstwhile planning and monitoring committee of the college. Any suggestions made by the earlier body to be revisited for smooth continuation on the deliberation of the work in college.
* Chair Person to have deliberations with each department for reiterating the work of IQAC and to get to know the departments more closely in addition to her regular interaction with the Teachers-in-Charge (TICs) and Co-ordinators of societies exclusively. This provides an opportunity for the departments as well to sound out /test their tentative plans for future.
* With respect to the functioning of IQAC as per the vision, fair distribution of work is emphasised. IQAC members individually or in pairs or in small groups may conference with TICs, cultural societies, alumni, parents, student-office bearers of the societies, Student Council, Class Representatives (CRs), and with various Committees (like Provident Fund Committee, Building Maintenance Committee, Work Load Committee) both formally and informally to ascertain their work, suggestions and challenges. Flexibility is the key factor without compromising the progress of work.
* While acknowledging the existing processes in the working of the institution with a labyrinth of committees for planning, monitoring, teaching-learning processes, student initiatives/activities, etc, IQAC is to work with these existing structures and review their work for improvement and at the same time providing/looking for suggestions/supportive measures to the challenges identified by stakeholders. IQAC members are part of the peer group in the institution and try to bring in transparency, efficiency, accountability & a fair distribution of work among colleagues. More than the visibility of IQAC, this background work.is to be the focus for the first two years.
* Workshops & interactive sessions to be continuous with all departments, cultural societies, value adding societies, administrative and finance sections, lab staff, garden staff and cleaning staff.
* Report submitted to MHRD: Report on the best practices of the institution along with photographs and video snippets were submitted to MHRD as requested.
* Website - The Website Committee is working to revamp/expand the base (band width to hold information) for posting all upcoming events of the college, documenting and uploading of video content to reflect the work of the institution for transparent dissemination of information about college to allow prospective students & their parents /guardians to make informed choices. It also hosts information for students currently pursuing education in the institution. A special/ separate /exclusive page for hosting NAAC/IQAC related information along with minutes of the meeting and AQAR was opened in the previous academic year.
* INSPIRE (Innovation in Science Pursuit for Inspired Research) group of students: All science departments need to identify and make a group of INSPIRE scholarship students and encourage them to do research projects under the mentoring of their teachers. INSPIRE program is a flagship scheme of the Department of Science & Technology (DST) under the Ministry of Science & Technology, Government of India, to engage young talents for the study of Science and Technology and pursue research as a career. For this purpose DST provides annual grant of Rs 60,000/- to those youngsters whose score figures in the top 1% of class XII examination. If these students pursue research under an active researcher either college (mentoring institution) or the students are further eligible for Rs 20,000/- as scholarship. Chair Person asked teacher-

members to encourage their colleagues in science departments to make a group of INSPIRE group of scholars and they may be given opportunity to work under teachers who are doing research.
* Environmental Audit - Coordinator reported the progress of the conversation with Centre for Science and Education (CSE) on using their Eco-Survey tool, which started in July. This survey is to be done by students of Eco-club cell with teachers as guides. Institution is in talks with CSE team to sign a memorandum of understanding (MOU) which shall pave way for collaboration with the organization. This may be in the form of orientation, talks, workshops, etc.
* B. El. Ed. - IQAC collaboration: Department of Education in collaboration with IQAC is organising an international conference on 'Educational Policy Shifts in Neo-Liberal Times: Core Concerns and Critical Issues' on 14th & 15th September 2018. Application for financial assistance from NAAC was submitted. Coordinator shared details of schedule and speakers with the members.

Meeting 2

Date: 20th September 2017
Day: Wednesday
Time: 12:20 pm - 1:20 pm
Venue: Council Room

Agenda

* Mentoring - data, division of students and allocation of teachers.
* Meetings with IQAC team - departments and societies

Members Present:
Dr Aparajita Mohanty
Dr Babita Gaur
Ms. Sailaja Modem
Teacher-In-Charges (TICs) of all departments/their deputies and programmes

Minutes :
* Data - It was agreed that data of teachers and students (1st yr, 2nd yr, 3rd yr & 4th yr in the case of B. El. Ed.) from each department will be sent as excel document to IQAC team. This information includes names and number of teachers engaged in teaching different papers/courses and respective number of students. This will be sent to IQAC by weekend, that is, 24th September.
* All departments will group their students from honours courses in groups of 20-25 each and accordingly allocate each teacher with one group of students.
* After allocation of teachers to all the honours students, remaining teachers of the department will be in the common pool to mentor students from B. A. Program, B. Com Program, B. Sc. Life Sciences and Physical Sciences.
* Each teacher will have 20-25 students under their mentorship.
* While pledging their support to mentoring process, some teachers raised their sense of inadequacy, at times, in addressing some issues of students which may be categorized as psycho-social issues. They reiterated the need of institutional support in addition to the proposed workshop/s for addressing the issues faced by them.
* Teacher-in-charge (TIC) of Psychology department shared the time invested by some of her colleagues, who are equipped with clinical counselling procedures, with some students who are referred to them by teachers from other departments. However, since it is difficult to sustain these efforts with larger number of students, institution may look at plausibility of hiring a clinical psychologist to start with and develop a crisis intervention centre eventually, according to her. Members agreed to the suggestion.

* It is suggested that a full-fledged crisis intervention centre would be an asset to institution in addressing increasing number of issues coming up from students. It is also suggested that a request to this effect may be put to the head of the institution. A proposal may be made, to start with, to look for sources of public and/or corporate funding.
* IQAC team suggested a meeting with all departments and societies independently to discuss data management and feedback on last year's work and suggestions for future. Dates/slots may be arrived at by mutual consultation.

Meeting: 3

IQAC Seminar on psycho-social aspects of mentoring in collaboration with Department of Elementary Education, Psychology and Philosophy

Date: 13th December 2017
Day: Wednesday
Venue: Room No.56, Department of Psychology, Gargi College
Time : 1:00 pm

Members present :
Dr Preeti Pant
Dr Neera Pant
Dr Rekha Navneet
Dr Pallavi Vaid
Dr Chhaya Sawhney
Dr Monica Gupta
Dr Aparajita Mohanty
Ms. Anuradha Wadhera
Ms. Sailaja Modem
Special Invitees: 5 members of Izhaar, student-volunteer group working on spreading awareness about mental health, Department of Psychology.

Minutes :

- Izhaar group's final year students, who will present their case studies in the inaugural session of two-day seminar, shared their work with the core group for comments. They also gave some suggestions for institutional support and sought suggestions for their presentations. They advocated non-trivialisation of psychological problems faced by students. Core group requested Izhaar to think about the nature of institutional support they may suggest in the back ground of the last three years of their work.
- Certificates of participation may be given to all those who attend the seminar on 19th & 20th January.
- Some changes were made in the list of speakers and timings based on their availability on a specific day. Prof Namita Ranganathan will speak in the forenoon session of first day of the seminar. Dr Kavita Arora or Dr Jyotsna Bhardwaj will be requested to take the 'active listening' session. Ms. Deepti Mehrotra is suggested as co-speaker with Ms. Jaya Iyer, in case Ms. Ishani (or substitute speaker) is not available. Schedule with latest changes is given below.
- Core group reiterated the specificity of guidelines/expectations/brief to be communicated to speakers. Speakers bring in their own specialisation and case studies / examples, through which the nuanced nature of social reality is to be abstracted.
- Teacher-perception and student-perception of the 'problem' to be highlighted.
- Teachers' voice with respect to mentoring to be highlighted after students' voice. Any point left out may be sent in the mail.

Meeting 4

Date: 4th January, 2018
Day: Thursday
Time: 12:40 pm
Venue: Placement Cell

Members Present

Dr Neera Pant
Dr Sabeen H. Rizvi
Dr Aparajita Mohanty
Dr Pallavi Vaid
Dr Chhaya Sawhney
Ms Anuradha Wadhera
Ms Sailaja Modem
Dr Preeti Pant (on leave, sent regrets)
Dr Rekha Navneet (on leave, sent regrets)

Minutes:

* Meeting was essentially on updating one another about progress during winter break on all fronts so that all the members are on the same page. Suggestions were shared and sought.
* Auditorium was booked for 19th & 20th of January.
* All finalised speakers in the earlier meetings who were approached with specific expectations of their presentation have confirmed their acceptance.
* Seminar Convenors shared with the core committee that Principal Mam was updated about the progress of the ongoing planning after the last meeting which was held on 13th December 2017. Some of the issues discussed with her : Honorarium for the speakers and student group Izhaar, ways of funding additional expenditure on refreshments for potential participation from other colleges, suspending teaching during seminar days, approaching departments for their opinion on suspension of classes, invitations/poster through mail, certificate of participation for all and charging for registration.
* Purpose of the venture to remain capacity-building in the format of 'seminar'.
* Suggestions for the two-day event: (i) Each member of the Core Committee who approached and is in contact with the speaker may put together bio-notes and introduce the speaker, while the content (briefly) is displayed simultaneously on the projected screen. (ii) We may request the speaker to give the abstract of the presentation by 15th January, 2018. This may be shared with the audience. This may also be displayed along with their bio-notes and photograph on display boards in the foyer. (iii) Any other interesting vignettes or material may be put up along with it, which is not exhaustive but would give more information to the delegates. (iv) Speakers are welcome to share any report or reading related to the theme of the seminar or their presentation. (v) For the slide on 'view of teachers', specific situations or vignettes may be added for impact. (vi) Budgeting for the video or audio recording of the sessions to be made.
* Links of UGC regulations 2015 (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Education Institutions) in the form of notification of 2nd May, 2016 and SAKSHAM Report (Measures for ensuring the safety of women and programmes for gender sensitisation on the campuses) to be shared with members.
* Suggestions on division of duties between departments: Registrations, Refreshments, and Stage requirements. Further detailing required within or outside of these categories.
* Letter to be sent to all teachers seeking feedback on their mentoring experience of the previous academic year.

Meeting 5
Date: 12th January 2018
Day: Friday
Time: 12:30 pm
Venue: Council Room

Members present:

Dr B. Vaijayanthi
Dr Preeti Pant
Dr Neera Pant
Dr Sabeen H. Rizvi
Dr Rekha Navneet
Dr Rashmi Bhardwaj
Dr Pallavi Vaid
Dr Chhaya Sawhney
Ms Anuradha Wadhera
Dr Aparajita Mohanty
Ms Sailaja Modem
TICs of all Departments and Programmes

Agenda:
- Seeking support from the departments
- Registration Fee

Minutes:

* Core Committee shared the schedule (poster) and brochure with the TICs. It appealed to the TICs to take the effort of organising the seminar to its logical conclusion through ensuring maximum presence of their colleagues since the request for capacity building came from the TIC meeting held on 20th September 2017.
* TICs may call for a departmental meeting on Monday and share the programme and other details of the meeting with their colleagues.
* Committee also requested the TICs to share the programme with extended groups of their own disciplines in the university and with their friends.
* Registration amount of INR 200 for Gargi teachers & INR 500 for teachers from other institutions was proposed by the IQAC team. Everyone present agreed with the suggestion.
* All Gargi teachers too shall register on the link provided in the poster / letter from the Principal.
* Registration amount from departmental colleagues is to be collected by TICs for the sake of convenience by Monday evening. This will also help the sub-committee in planning for the refreshments.
* Collected amount may be given to any of the members of organising committee mentioned in the poster.
* Certificate of participation will be given to all participants and session-wise attendance will be taken.
* All teachers including ad-hoc teachers, who attend seminar may adjust their classes in the coming weeks.

Meeting 6

Date: 15th January
Day: Monday
Time: 11 am
Venue: Council Room

Members Present

Dr Promila Kumar
Dr Preeti Pant
Dr Neera Pant
Dr Sabeen H. Rizvi
Dr Rekha Navneet
Dr Rashmi Bhardwaj
Dr Pallavi Vaid
Dr Chhaya Sawhney
Ms Anuradha Wadhera
Dr Aparajita Mohanty
Ms Sailaja Modem
Izhaar group – Five students

Agenda
Case Study Presentation by Izhaar

Minutes

* All five members of Izhaar presented their case studies to the head of the institution for suggestions.
*Head of the institution sought clarifications on many issues raised by students as part of their presentation. Students and their teacher-mentor responded.
*Student issues related to internal working of societies came up for discussion.
*Student perception of body-image issues, ability to speak in English, adjustment in a new city for outstation students, came up for discussion.

Meeting 7

Date: 11th May 2018
Day: Friday
Time: 1 pm
Venue: Room No: 43

Members Present:

Dr Promila Kumar
Dr Shashi Tyagi
Dr B. Vaijayanthi
Dr Preeti Pant
Dr Sheela Dubey
Dr Aparajita Mohanty
Dr Nitish Kumar
Ms. Sailaja Modem
TICs of all Departments and Programmes

Agenda:
* Revisiting AQAR 1.
* Reviewing current academic year's work.
* Setting targets for the next academic year.
* Meeting new TICs: Change of guard, modalities for transfer of leadership.

* AQAR 2: a reflection and documentation of institutional work in the academic session 2017-18 based on College Annual Report, college magazine, student magazines of department and departmental reports.
* Hard Copy of Proceedings to all TICs and soft copy for all colleagues.
* Submission of department magazines: Hard copies (wherever applicable) and soft copies
* Maintaining admission and result analysis reports
* Research publications by department colleagues
* INSPIRE scholarship students in the science departments
* SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis of the department.
* Independent record with the departments on the information provided for the reports.

Minutes:

Due to change of leadership in some departments, IQAC coordinator reiterated certain aspects of department work in relation to AQAR 1. Most of the interaction is focused on the following points:
* Revisiting AQAR 1: Revisiting the departmental SWOC analysis of previous academic year in the light of current academic year in department meetings.
* Reviewing current year's work with respect to the quality of activities, result analysis, degree of student participation, suggestions from students, new ideas, continuation of the best practices and challenges, etc.
* Setting targets for the next academic year: Setting achievable targets for the next academic year. For instance, encouraging the multiple-faceted development of students by facilitating their participation in co-curricular activities and volunteering for student initiatives.
* Transition in the leadership of the department: Setting down practices for handing over the reins of the department like working in collaboration with the new TIC in the beginning of the tenure, go over documents together (significant communication on electronic media) of the preceding two years, minutes of the meetings, acquisition of resources (stock-checking register), department activities during the year and suggestions for improvement.
* AQARs are a reflection and documentation of institutional work in each academic session which is based on College Annual Report, magazine and departmental reports but not limited to it. Similarly for department it is monitoring the incremental progress based on the vision of the institution and department. Hence AQAR 2 would be a reflection of the current academic year's work.
* Hard copy of Proceedings of the two day national seminar on mentoring distributed. It is to be preserved as department copy and to be accessible for all. Soft copy is shared with TICs to be forwarded to their colleagues.
* Hard copies and soft copies of department magazines to be submitted to IQAC.
* Maintaining admission and result analysis to continue as was done in the previous years.
* Vision of the department may be articulated and accordingly activities/workshops/seminars designed in realising it. It may further be operationalized in terms of specific aims so that it shows specific direction to design activities. It is done with this awareness that some of it is achievable in short term and certain goals of the programme demand longer gestation.
* A fair distribution of work within the department and mentoring of new teachers to be continued.
* Research publications of department colleagues provided to the college reports may be maintained with the department for easy sharing within the community.
* INSPIRE scholarship students in the department may be identified and connected with active teacher researchers within the college.
* SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis of the department to be articulated and compared with earlier year.
* Independent record may be maintained by the departments on the information provided for the reports.
* Departments may identify topics for further training/exposure of teachers through two-hour workshops in each semester.
* Skilling of lab-staff may be planned by Science departments.
* In terms of interface with industry we are aware that specific requirements of each department may vary. For instance the possibilities for a student of English (Honours) may vary from that of

a teacher training graduate or a science or a commerce student. Hence it is the departments which play a major role in identifying possible avenues for higher education, internship and placement as well. This can be planned in collaboration with college placement cell. While encouraging students to be independent through entering a job or entrepreneurship or higher education, inclination of the student may be gauged through mentoring process or through exposure to career counselling sessions. Role of institution is a facilitator in this context.
* TICs requested a hard drive for storing information and plagiarism software which checks instances of plagiarism in an assignment or paper submitted by students and for the purpose of teacher research and student research as well.

Meeting 8

Date: 21st May
Day: Monday
Time: 11 am
Venue: Council Room

Members Present:

1. Dr Promila Kumar
2. Dr Shashi Tyagi
3. Dr B. Vaijayanthi
4. Dr Preeti Pant
5. Dr Aparajita Mohanty
6. Ms. Sailaja Modem

Agenda:
- Report writing Process
- Updating the Committee on meeting with TICs
- Future Plans

Minutes:
* Committee was updated about the meetings of the head of the institution with departments. She met each department as a group to ascertain the choice of societies in which teachers have evinced interest for the next academic year and also the concerns of IQAC as discussed amongst members.
* Distribution of work within the IQAC team for Report writing was done.
* Deadlines for individual work, collective review of all sections and future plans was set.
* Limited access to researchers from other institutions for availing research facilities of the institution may be considered with due diligence in the scrutiny of each application.
* Hard drive requested by departments was accepted by Chair Person.
* Collar mikes for teachers who specifically teach larger groups of students to be explored. Chair Person shared her experience to procure the same in the earlier years and requested two members to pursue it and get back to the team about feasibility, requirements and cost factor.
* Chair Person shared the increase in number of computers added to facilitate work of the institution.
* To develop bonding and warm relationship between staff, the idea of annual picnic for a day was mooted. Similarly during the institutional hosting of luncheon on special days, it was proposed that all staff may have it together. Annual workshops on teamwork, communication, value building and mental health are also planned. Names of potential resource persons suggested.
* A team of teachers designed a google doc for the specific purpose of compiling all academic information related to teachers and for enabling continuous upgrading. It is being tested with information from some teachers.

* Some suggestions floated by the team for the next session are as follows: (a) Winding up most of the co-curricular activities, departmental festivals and seminars/talks by 15th March of the even semester to enable both students and teachers to concentrate on internal assessment schedules, practical examinations and final theory examinations. (b) Similar self-imposed rules/deadlines may be evolved /agreed upon such as discussing result analysis in the department within 15 days of the declaration of result and sending it to IQAC. (c) Head of the institution plans to conference with each department at least once in each semester to work closely with the departments and to seek suggestions. (d) Similar meetings with the student office bearers of departments and societies is also planned. (e) H-index workshop to be conducted in computer lab for teachers by peer group
* Leave record is streamlined through the initiative of a dedicated mail Id for the purpose and supporting instructions in office.
* Session on service conditions for teaching members was well received.
* Session to be held on service conditions for non-teaching staff.
* Computer course for lab staff will be organised as part of the institutional vision to upgrade their knowledge on usage of computer. It need not be limited to lab staff. Based on interest and inclination it can include lab assistants, multi-tasking staff (MTS) and other staff. Chair Person offered to be one of the resource persons. It will be designed by the internal faculty and taught by them. For every group of five persons, one teacher will provide personal support during the hands-on practical training. It will be for a duration of two days. It will be organised under Star college scheme in collaboration with IQAC.
* In the next academic year two or three departments may collaborate to organise a seminar on quality enhancing dimension of institution or any other concern which would address any specific need of the institution as specified in the NAAC manual under IQAC and seek financial assistance from NAAC. Some of the themes approved by NAAC: (a) Teaching, Learning and Evaluation (b) Academic and Administration Audit (c) Curriculum Design and Development.

Meeting 9

Date: 1st June 2018
Day: Friday
Time: 11 am
Venue: Council Room

Members Present:

Dr Promila Kumar
Dr Shashi Tyagi
Dr. B. Vaijayanthi
Dr Preeti Pant
Dr Aparajita Mohanty
Dr Nitish Kumar
Dr Babita Gaur
Mr V S Khan
Mr Deepak Chandra
Ms Sailaja Modem

Agenda:

*Report Writing: Sharing work in progress
*Welfare measures
*Future Plans

Minutes

* IQAC committee member from finance suggested skill based workshops of 2 hour duration each on GST and Tally for finance team, which was accepted.
* Retirement Farewell Party for teachers to be held on their retirement day. A Retiring Farewell Committee along the lines of non-teaching staff may be a good model. It may be considered.
* Retirement functions may be celebrated by staff together.
* Existing welfare measures like medical facility, Day Care Centre and its potential beneficiaries discussed by the team. Feasibility of proposals like personal loan are put forward by some of the members.
* Initiative for Happiness and Well-being Centre for all stakeholders was expressed with mentoring seminar. This may be taken forward.
* Establishment of Ethics Centre was mooted.
* Project on 'Birds in the campus' mooted.
* Bird bath related concerns related to monsoon timing and the nature of specific structure were resolved to a great extent. This was mooted by IQAC team in the summer months of 2017. It was decided to start with four or five simple earthen pots with specific directions to the garden staff and to eco-club members who are interested in maintaining it. It is hoped this would help in more sightings of birds, excites and motivates students to start similar initiatives in their residential areas. It is also in tune with the thinking across various cultures in India about caring for other species.
* Air conditioners to be installed in all laboratories due to heat wave conditions.
* Basketball court to be renovated.

Meeting 10

Date: 6th June 2018
Day: Wednesday
Time: 2 pm
Venue: Council Room

Members Present:
Dr Promila Kumar
Dr Shashi Tyagi
Prof M M Chaturvedi
Dr B. Vaijayanthi
Dr Preeti Pant
Dr Aparajita Mohanty
Dr Nitish Kumar
Ms. Sailaja Modem

Agenda:
* Status update of IQAC work
* Challenges faced by IQAC
* Mentoring session

Minutes:
* IQAC team updated Prof Chaturvedi about the work of IQAC, challenges faced and the attempts made to address/solve them.

* Copy of Proceedings of the two-day national seminar titled, "Mentoring the teacher-mentors.: Capacity Building Program" was shared with him.
* **Mentoring session by Prof Chaturvedi focused on the following**: (a) Shared his experience of the best practices from the institutions he visited. More specifically the best practices in remote areas of the country. (b) Establishing the significance and relevance of standard operating procedures (SOP) regarding day-to-day work. (c) Identifying and encouraging students towards entrepreneurial activities wherever they have shown inclination and extending institutional support in terms of space and other infrastructure. He underlined the significance of institution as an incubator. (d) Confidence building measures with staff. (e) Emphasised the sanctity of institutional record and the role of noting, systemic measures and clear instructions (f) Emphasised the role of multi-tasking staff (MTS). (g) Networking with alumni. (f) Significance of social responsibility initiatives. (h) Interface with industry.
* Nominated members for the next two years: IQAC team decided to continue with Prof Chaturvedi as one of the nominated members. He has remained a mentor and provided moral support to the team. Prof Chaturvedi acceded to the request of IQAC members while informing the committee about many other choices the institution may exercise.

Meeting 11

Date: 11th June 2018
Day: Monday
Time: 11am
Venue: Council Room

Members Present:

7.   Dr Promila Kumar
8.   Dr Shashi Tyagi
9.   Dr B.Vaijayanthi
10. Dr Preeti Pant
11. Dr Aparajita Mohanty
12. Dr Nitish Kumar
13. Mr Deepak Chandra
14. Ms.Sailaja Modem

Agenda:

  * Presentation on AQAR 3 Format
  * Status update on AQAR 2
  * Future Plans

Minutes

*Coordinator presented the new format of AQAR applicable from 2018-19 academic session, as uploaded on the NAAC website, to the committee. All members debated the ideas floated in the format of the report.
* AQAR 2 update: IQAC team appraised Chair Person on the status of Report writing. Annexure / Attachments / Evidence for AQAR 1& AQAR 2 are to be maintained with the IQAC as submitted by relevant department, society, laboratory, office and finance. All the groups which contributed are also expected to maintain year-wise data and use it for better ways of maintaining, collecting and sharing it as and when required. Problems arising out of this process may be put forward for specific suggestions to enable improvement.
* Meetings with stakeholders: Drawing up a plan to meet all stakeholders along with schedule, in consonance with the academic calendar 2018-19 which is released by the university, was approved.

* Chair Person shared that institutional email-id for all teachers was created by the website committee.
* Training sessions for staff: Members who are working on designing computer training sessions reported work in progress to the committee.
* Standard Operating Procedures (SOP) to be put in place for each section in administration, finance, committees, societies, departments and IQAC. This enhances transparency, provides clarity to all concerned, smooth working and optimises efficiency. Monitoring of these procedures and regular feedback by stakeholders is a necessary part of this exercise.
* To enable more efficient and justiciable work of IQAC, its requirement related to staff/personnel and infrastructural needs may be met within the purview of institutional ambit / resources.
* All information related to NAAC may be copied to IQAC as well. More visible work of IQAC as a body is evolving organically through the effort of last two years.
* Better communication and designing systems in administration to be the focus along with future plans discussed in the earlier IQAC meetings.
* Suggestions to be sought from stakeholders related to working code of conduct within the organisation.
* Section 8 of AQAR 1 revisited by the team and took stock of the work done this year. Some of it is in progress and the remaining carried forward to the next year based on preliminary work done this year.
* Suggestions with respect to AQAR 2 to be sought by Chair Person from Governing Body of the college.
* Funds for MIS and related architecture to be explored. It may be put before Governing Body for suggestions.
* Coordinator reported work in progress related to Eco-Survey. Team from CSE oriented Eco-Club students on Eco-Survey tool developed by them. Successful completion of this project would help in setting achievable targets to improve energy efficiency among other things.