



MATA SUNDRI COLLEGE FOR WOMEN

UNIVERSITY OF DELHI
MATA SUNDRI LANE, NEW DELHI-110002

PHONE: 23237291



Ref. No: MSC/ADMN/

Dated:

Minutes of the Meeting

A meeting of all the IQAC members was held with the Principal on 26 Oct 2021 at 5: 30 P.M.

The Principal Prof (Dr.) Harpreet Kaur welcomed all present. She informed all members that the college was in the process of submitting the Institutional Information for Quality Assessment (IIQA), shortly after which the Self Study Report of the last five years will be uploaded on the National Assessment and Accreditation Council (NAAC) online portal.

Coordinator Dr Lokesh Gupta informed that criteria wise files of SSR will be uploaded along with links to proofs of supporting documents of information provided. The schedule for the same will be intimated to all members.

All minutes of Annual Quality Assurance Reports will also be uploaded.

Deputy Coordinator, Dr. Manisha Mathur reiterated that all information and data provided must be carefully verified with documentary evidence, before final submission for uploading on the NAAC portal.

All In-Charges of various Criteria were then requested to inform about the progress made with regard to the work assigned to them as well as share their concerns if any.

All Criteria In-Charges informed that compilation of data for Self Study Report (SSR) was nearly complete. They sought clarifications wherever needed. They also appraised the Committee about remaining specific information required from the College office.

The IQAC Coordinator informed the Principal, that the Central data Committee was streamlining the process of availability of routine data. It was being ensured that all such data pertaining for example to administration, accounts, Library as well as IT and vocational courses is centrally compiled so that it is readily available when required for various college administrative purposes including NAAC. He also informed that in the times ahead the process would be automated using appropriate software.

The inputs provided by the members with respect to each criteria are as follows:

Criteria I: Curricular Aspects

Dr Gurpreet Kaur informed that they had completed the data compilation for Criteria I. Clarification was sought by her, with regard to missing data/ paper setting proofs of a few teachers including that of deceased colleagues.

It was decided that such data entries will be retained, since faculty members of all courses, are involved in setting of question papers of University examination as it forms a part of their core job responsibilities and this data is available with the Examination branch of the University.

Criteria 2: Teaching, Learning & Evaluation

- Dr Jasleen Kaur informed that they were in the process of compiling the student admission data for the last five academic years from 2016-21. Students' Result Information as Student Satisfaction Survey data for a couple of courses for the last five years was required from the office.
- Proofs of Ph.D. Degree Certificates of a few superannuated faculty had been acquired from the college office. Upon her query regarding the verification of photocopies of such proofs, available without the self-attestation of concerned faculty.
- Dr. Harinder M. Sandhu clarified that in cases where photocopies were obtained from official college records, primary verification of such documents/ testimonials has already been done. Hence, such documents could be submitted with the noting that the same was made available as per College service records.

Criteria 3: Research Innovations & Extension

Dr. Garima Kumar appraised all present that all data for Criteria 3 had been completed, as per specific metric requirements and proofs duly arranged for each metric. A couple of documentary evidences pertaining to MOUs signed by the college were required. She was assured that the college office would provide her the same. She was also informed that the Principal's publication as well as other such research related data needed as per criteria requirements would be available with the office.

Criteria 4: Infrastructure & Learning Resources

Ms. Neetu Sharma appraised that that the process of appropriate sign posting of the infrastructural facilities in college was being ensured, wherever not already in place. Accounts department assured that a few remaining infrastructure expenditure bills to be furnished for NAAC including those of newly installed elevators would be made available.

Criteria 5: Student Support & Progression

Dr Harleen Kaur informed that most of the data pertaining to Scholarships/ Freeships being granted to students was available. In regard to requirement of audited statement by NAAC, the accounts department clarified that it is incumbent upon the college office to provide audited statements of only those scholarships for which funds had been disbursed to students by the College. To do so, for funds received as scholarship amount from other GOI sources was not within the preview of the college.

Such GOI scholarships will however be duly mentioned in the report.

Criteria 6: Governance, Leadership & Management

Criteria 6 in charges were informed that for recruitment as well as purposes of promotion, Screening Committees had been constituted by the College. Office order with regard to this, was available with administrative office

Criteria 7 : Institutional Values and Best Practices


Ms. Divya Pradhan appraised that most criteria related documentary proofs were available. She informed that Geo tag photographs of tactile paths and sign boards will also be completed shortly.

She was informed that the required purchase bills of LED bulbs procured by the college required as proofs will be made available to her by Accounts office.

The meeting ended with a vote of thanks by the NAAC Steering Committee coordinator Dr. Harinder M. Sandhu



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Principal
Mata Sundri College For Women
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