

Minutes of the Meeting : 8 June 2022 at 11: 30 A.M.

The Internal Quality Assurance Cell (IQAC) held a meeting on with all the members, departmental incharges as well as Co-ordinators of Vocational courses to appraise and prepare for the ensuing NAAC Peer Team Visit in the college

The IQAC Co-ordinator Dr. Lokesh Gupta appraised everyone that the Data Verification & Validation Process had been completed and the submitted report had been approved and accepted. He thanked all present, the faculty Incharges, vocational course Incharges and all others present for their co-operation , inputs and support for the same.

He further emphasized the need to gear up the efforts to prepare for the upcoming NAAC Visit. In order to facilitate the process he shared the tentative dates for a Mock drill to be conducted anytime after 25 June 2022, in which all protocols and procedures expected to be followed during the visit will be duly rehearsed.

Some important points deliberated during the meeting were as follows:

All members of the college Criteria Incharges were urged to go through the report submitted to NAAC – available on the college website in public domain-- very carefully and familiarise themselves completely. Any concerns raised therein must be carefully mulled over and taken care of. Teachers must be familiar with institutional SWOC Analysis.

Criteria Incharges were appraised about the required information and documentary evidence that must be readily available with the respective departmental incharges, individual teachers and vocational Incharges.


Criteria 1:

Documents

- Department time tables, academic calenders of last 5 yrs,
- Documents relating to Capacity building programmes for faculty and staff including ref FDPs, seminars/ webinars conducted in college during last 5 yrs.
- Registration details of certificates dissemination details during the last 5 yrs. must be available with conveners of events.
- Membership documents of Board of Research Studies
- Evidence of ICT enabled teaching for e.g. the use of Gsuite classrooms.

Criteria 2 Teaching Learning & Evaluation

- Departments can mention the teaching learning strategy in PPTs
- Records of mentor mentee data that took off from the year 2020 must be available with the respective departments till the current academic year.
- Records of Parent-teacher meetings and interactions held in various departments
- Alumuni meet records both at central and department levels.


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- Evidence of integration of Professional ethics, Gender, Human values and sustainability towards curriculum enrichment be available with depts. including Philosophy, Psychology, B.El. Ed, EVS among others.
- Evidence of field trips, project/dissertations for advanced learners skill enhancement through e.g. SEC & AECC courses, experiential learning etc.
- Remedial course participation details conducted English department.
- Details of syllabus upgradation contribution by faculty from time to time as per directions of DU.
- Evidence of collaborative teaching learning e.g. group practicms, dossertations guided jointly by faculty members.
- Records of student and teacher feedback.

Criteria 3 Research Innovations & extension


- Documents pertaining to any research grants for funded projects govt/ non-govt. during last 5 yrs. including sanction letters/ completion letters as applicable may be available with concerned faculty member.
- Teachers guiding Ph. D. research students must have the registration letters as evidence.
- Research mentoring project dissertations to be made available by departments.
- Details and first page as evidence of all papers/ books/ book chapters published by respective faculty must be available in individual files of respective teachers.
- IPR Workshop details including registration details must be available with conveners.
- Extension activity data and reports etc. conducted by various cells and societies including NCC, NSS, Enactus, Dramatics, WDC must be available for last 5 yrs. with respective conveners.

Criteria 4: Infrastructure & Learning resources

- Proofs relating to qualitative inputs must be available

Criteria 5: Student support & Progression

- Data pertaining to student progression i.e. those pursuing higher education as well as student placements in various depts. must be available.
- Details of student co-ordinator for placement in each dept.


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Criteria 6: Governance, Leadership and Management

- Data pertaining to students' representation in administration including details of those representing in Students Council, Class representatives, co-ordinators of various societies etc. must be available.
- Details of departmental association in charges/ student office bearers.
- Minutes of departmental meetings with students/ association incharges etc. to be available.

Criteria 7: Institutional Values & Best practices

- Data pertaining to peer mentoring conducted by depts. must be made available
- Vocational course incharges to showcase data pertaining to student enrolments, placements etc
- Events / Interactive sessions organized for students enrichment. Must be available.

The meeting came to an end with a vote of thanks to the Chair.



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