

## **Minutes of Meeting of Internal Quality Assurance Cell for 2019-20**

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 19.11.2019 at 11:00 am in the committee room.

The following matters were discussed and decided in the meeting:-

### **1. Student Faculty Meetings:**

- It was decided to hold at least three student- faculty meetings( i.e. (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) to discuss the syllabus coverage, internal assessment as per University guidelines and regulations, Student related activities in the department, and any other matter.
- It was decided that all the departments should submit the names of student faculty committees along with minutes latest by 29 November 2019.

### **2. Result Analysis report:**

- Result analysis for the academic session 2018-19 to be submitted by 29 November 2019.
- Mr Vishal Khamru, Jr Asstt. shall mail the copy of result along with result analysis performa to departments to facilitate the paper wise result analysis.

### **3. Department Activity Calendar:**

- All departments must submit the detailed plan of department activities for the January-May 2019 academic session latest by 15 December 2019.
- Departments should also submit the tentative list of resource persons for department level invited talks/ lectures. It was decided that the departments should organise at least two lectures/ workshop/symposium in a month by eminent resource persons from industry and academia in order to provide better exposure of industry and enhance the skill set of students.
- Departments to submit the proposals of National/ International conferences latest by 15 December 2019. Department of English, Political Science, Journalism, Hindi, Maths and Computer Science reported that they shall be organizing conferences during the coming semester.

- Student Feedback to be sought after every such event in order to plan for the future.
- Departments/ committees must keep attendance records of students participation in all talks/seminars/workshops/symposium.

#### 4. E- Learning Portal:

- All departments were requested to put their resource material on the MAC e-learning portal. To begin with, it was decided that all teachers from all departments must contribute at least two resources (video lecture, power point presentation, Quiz, Question Bank, etc) on the e- learning portal by 31st December 2019. To ensure this, a department level sub-committee shall be made in each department. The name of committee members should be forwarded to IQAC committee by 15 December 2019.
- Till now, department of Commerce, English, Business Economics and Electronics have few resource material on the portal. Last academic session, 10 day FDP program was also held in college to facilitate the faculty for creating online resources. IQAC may conduct further training sessions for the faculty, if there is any requirement for the same.

5. **IQAC Conference and Invited Lecture:** Like previous years, IQAC shall organize a National Conference and invited lectures/ symposium/ workshop in the next semester. Themes for the conference were invited from all the members latest by 15 December 2019. .

6. **Department page on website:** Each department should form a sub- committee to manage and update the department website page. It was decided to update the department website pages with the following information:

- Faculty information with their updated Curriculum Vitae (CV) in the prescribed format
- Course Syllabus
- Year wise activities (last five years)

The Teacher In charge along with department subcommittee should ensure that the above information is available on website latest by 31 December

2019. The names of subcommittee for department webpage should be reported to IQAC by 29 November 2019.

**7. Industry- Academia interaction/linkage:**

- A committee to be formed to enhance the Industry-academia linkage and collaborations with other National and International Universities for exchange programs for both faculty and students.
- It was decided to continue short term skill enhancement which were introduced in previous academic sessions. It was decided to open the courses to other students too who are not a part of our college.
- A google form shall be floated to know about the demand and requirement of students for short term courses.

8. **Alumni progression:** Data regarding the progression of Alumni of 2016-17, 2017-18 and 2018-19 batch is required for the purpose of NIRF 2019. Teachers Incharge along with one member of department must ensure that the progression data of each student of the above mentioned batches must be submitted through Google form specially designed to obtain the information about alumni progression. The link of the Google form along with the list of student of batches 2016-17, 2017-18, 2018-19 shall be provided to TICs. The information is to submitted latest by 23 November 2019.

**9. Samvaad: Parent Faculty Meeting**

- It was decided to conduct Parent -faculty meeting at least two weeks before the midterm break in the next semester. The admin office shall provide the list of students along with the contact details of the parents. The departments shall get the contact details verified from the students in the first week of January and report any changes. In this manner, an advance information about the parent faculty meetings could be sent to parents in order to ensure greater participation.
- All members were requested to analyse the shortcomings of the last year PFM and discuss the same in the next IQAC meeting.

**10. Any Other Matter:**

- It was decided to organize Student Academic Congress in the January - May 2019 academic semester under the aegis of student advisory committee.
- For reaching a wider audience and to improve the perception of academia and peer colleges/ Universities towards Maharaja Agrasen College, it was proposed to provide a live feed of lectures of eminent speakers, posting videos on various social media platforms.
- Audio and video recording of eminent speakers to be archived in college and further, if required, booklets may be published based on the lectures.

The meeting ended with a vote of thanks.

## **Minutes of Meeting**

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 8.01.2020 at 12:30 pm in the committee room.

The following matters were discussed and decided in the meeting:-

- It was decided that all department shall submit an action taken report with respect to the (i) Student faculty committees, (ii) uploading of e learning resources, (iii) department page on website, (iv) Department Calendar latest by 13 January 2020.
- It was decided to hold the meetings of department wise student faculty committee latest by 20 January 2020.
- Departments should submit the names of two class representatives (one nominated and one elected) for each year of their respective courses latest by 15 January 2020.
- Department activity calendars should be submitted in the format given by office latest by 12 January 2020.
- The matter for respective department pages on websites should be submitted latest by 20 January 2020. The matter shall include about the department, reports of activities of departments in last 5 years and curriculum vitae of all faculty of the department.
- All departments were requested to put their resource material (video lecture, power point presentation, Quiz, Question Bank, etc) on the MAC e- learning portal latest by 8 February 2020. On the request from faculty members, it was decided to organize a Faculty Development Program (FDP) on eLearning, Virtual Learning Environment(VLE) and Content Creation for faculty members. The program shall include extensive hands on sessions on LMS, Moodle platform, MAC eLearning Portal and Content Creation. A google form for this shall be launched shortly to invite the names of interested faculty members.
- In an effort to augment industry- institute interaction, it was decided to hold at least one activity such as industrial visit, invited talk, etc before 8 February 2020.
- It was decided to hold the Parent faculty meeting 'Samvaad' in the month of February 2020. The tentative dates for the same were finalized as 15/22 February 2020.

- It was decided to form mentor- mentee groups for the entire college. Teacher In Charges were assigned the responsibility to assign a mentor to the students of their respective departments latest by 15 January 2020.

The meeting ended with a vote of thanks.

## Minutes of Meeting

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 20.03.2020 at 12:30 pm in the committee room.

### Agenda:

1. Student Faculty Meetings
2. Feedback on Parent - Faculty Meeting 'SAMVAAD'
3. Student feedback: Student Satisfaction Survey

The following matters were discussed and decided in the meeting:-

- 1. Student Faculty Meetings:** It was reported that the student- faculty meetings for most departments were held to discuss the syllabus coverage, internal assessment as per University guidelines and regulations. Feedback was also sought from students with respect to Student related activities in the department. It was decided to hold one more such meeting before the classes are suspended in the current semester.
- 2. Feedback on Parent - Faculty Meeting 'SAMVAAD':** Coordinator reported that most departments had submitted the report of Interaction between Parents and faculty. It was reported that the interaction was very fruitful and informative. Though all parents shared that they were satisfied with the faculty and the teaching learning process in the college, following were found to be the common concerns amongst all parents who attended the Parent- Faculty Meeting:
  - a. Shortage of attendance: Many parents discussed shortage of attendance of their ward. Faculty informed both the parents and their wards that shortage of attendance will not be condoned under any circumstances and that students should maintain a balance between classes and their other activities. Students were cautioned, and parents asked to keep a watch on their ward's attendance regularly on the college website as well as to be in touch with faculty of the department. Likewise, those who had been missing classes on account of medical reasons were informed that they must submit the medical records/ report in the office at the earliest and that though penal action because of shortage of attendance might be waived off, there will be no enhancement in the marks allotted to attendance in the

internal assessment. Students were advised to be regular in classes hereon and seek the help of faculty to make up for the syllabus missed.

b. Need for career/emotional counselling: Several parents wanted the faculty to advise students on career options as well as provide counselling for emotional wellbeing. Faculty advised parents and their wards to enhance their skills according to their preferred career choices such as learning a foreign language, short term courses etc. Faculty also advised them to research on the requirements for their career choices and work towards it accordingly. Faculty also informed that workshops on emotional wellbeing were being organized by the college and these would be conducted by experts.

c. Help in holistic development of the student/ Help in ensuring greater integration amongst peer groups/Encourage participation in co and extra-curricular activities: Parents sought advice on holistic development of their wards. Though these students were regular in classes, they were not either good at presentations or did not come forward to participate in extra-curricular activities. These students were mostly introverts who needed a gentle nudge or encouragement to come forward. Faculty gave them several options for participation and assured the parents that they would ensure their ward's participation in group activities.

d. Help in enhancing language proficiency: Parents of few students sought help in improving writing skills of their wards. Faculty advised these students to write answers regularly and get it checked by faculty.

#### **General advice to all parents**

Faculty advised parents to discuss college activities with their wards regularly, to keep an eye on their ward's attendance on the college website and to reach out to faculty whenever they felt the need.

3. **Student Satisfaction Survey:** It was decided to launch an online Student Satisfaction Survey to seek feedback from students regarding teaching learning process, infrastructure, library, extra-curricular and co-curricular activities. The students shall



be required to respond to all the questions given in survey based on the academic session 2019-20. The results of this survey shall be analyzed thoroughly and shall be utilized to upgrade the quality in higher education in the college.

The meeting ended with a vote of thanks.

## Minutes of Meeting

An online meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 18.05.2020 at 11:00 am in the committee room.

### Agenda: Plan of Action by IQAC / Outcome

The outcome based on the plan of action based on the discussions in various IQAC meetings was thoroughly deliberated and analyzed.

Plan of Action (2019-20)	Achievements
Parent-Teacher interaction	Parent Teacher interaction 'Samvaad' was organized in February 2020 in order to provide a platform through which the parents interacted and shared their concerns with the faculty members directly. This interaction helped the faculty members to understand the students better and provided valuable feedback to enhance the teaching learning process in the college.
Mentoring and Counselling for students	Realizing the importance of emotional wellbeing in students' lives, IQAC engaged psychological counselling professionals to spread awareness on the issues which generate stress, anxiety and sadness which in turn impacts the academic performance and productivity of students. Under the aegis of IQAC, the Mentoring and Counselling organized the following counselling workshops: (i) workshop on 'Let's talk the walk of life' for all first year students on 27 July 2019 and (ii) workshop on 'Explore your self confidence' for BA Program students on 23 August 2019
Providing mentorship to students	Course wise Mentor- mentee groups were formed in the college.
Formulation of course-wise Student-Faculty Committee	Formation of course-wise student faculty committees. The committees met twice in a semester, records of minutes were maintained, discussion focused on syllabus coverage, internal assessment and any other matter related to students.
Advance Planning of Academic Calendar	Departments prepared their academic calendar in consultation with faculty of their departments. Activities were planned in order to minimize disturbance of teaching schedules.
Advance approval of department budget for activities	All departments submitted not just their calendar of activities in advance but also the budget for the same in order to minimize time spent on approvals.

Regular Result analysis	Departments submitted paper-wise results analysis and submitted remedial measures followed. Various parameters for detailed result analysis were discussed and finalized with an aim to track student progression; to identify slow and advanced learners; to analyse the result on the basis of social groups and gender. With such detailed analysis of result, appropriate assistance like remedial classes and zero labs were provided to students wherever requiredt. Similarly, extra opportunities were provided to advanced learners to prepare them for higher education and career.
Encourage participation of Faculty in Faculty Development programmes	40 faculty members participated in 45different Faculty Development programmes/ Orientation/ short term courses, Total participation:74
Organisation of conference and seminars relevant to students	<p>The following were organised during the academic session 2019-20 keeping the needs of students in mind:</p> <p>National Conference : 02</p> <p>Seminars : 08</p> <p>Symposium: 02</p> <p>Webinar: 09</p> <p>Workshops : 10</p> <p>FDP: 02</p> <p>Invited Lecture/Talk : 52</p>
Elicit regular student feedback	Student feedback is the backbone of planning and execution. Be it infrastructural or academic, conference or any special lecture, feedback from students helps to plan the next event accordingly. The college has been taking the student satisfaction survey from students annually, this helps the college to improve its infrastructure, facilities, and processes. Annual safety audit by girl students is a regular feature and helps the college authorities in making the campus a safe and secure environment for students. As per the feedback received, security cameras and guards are augmented in different areas of the campus. The departments seek students' feedback after every conference, seminar, webinar, workshop, and special invited lecture. A detailed analysis of the same helps to plan the next one keeping in mind the students' needs. All of these are documented and filed for future reference.
Encourage student driven research	Student Driven Research is our USP and the college focuses proactively in encouraging the same. Abdul Kalam Centre, a single point research oriented hub is available for students and faculty with necessary facilities. Seven Star Innovation Research Projects funded by University of Delhi are being run in the centre in which 18 faculty members and around 70 students are involved. These research projects were initiated in the year 2016.

Add on Courses	Advance Diploma in Television Programme and News Production under UGC Skill Enhancement Community College Scheme
Skill Enhancement /Short Term Course	Short-term Courses and skill enhancement programs for students were conducted by the Abdul Kalam Centre and Training and Placement Cell with an objective to to augment the undergraduate course curriculum, to empower student to meet challenges after graduating from college and to enhance the soft skills of the students.
Faculty Development Programs for faculty	Following e learning Training programs for faculty were organized by IQAC and MAC elearning team: (i) One- week Faculty Development Program on 'Elearning and Digital Content Creation' for faculty members of college during January 2020 and (ii) 5-day Webinar on 'eLearning Technologies' and Online Learning Tools' for faculty members of college in line with 'Bharat Padhe Online' campaign stated by UGC. The program was organized to ensure a productive use of the lockdown period in the wake of the COVID-19 outbreak. The webinar began on 18 April 2020 and was conducted by the MAC elearning team in collaboration with Guru Angad Dev Teaching and Learning Centre, MHRD to promote ICT for teaching learning process.