



**MAHARAJA AGRASEN COLLEGE**  
University of Delhi  
VASUNDHARA ENCLAVE, DEIHI-II0096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 13.03.2019 at 1:30pm in the committee room.

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

**Minutes of Meeting**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2018-19 were discussed and summarized as follows:

Plan of Action (2018-19)	Achievements
Parent-Teacher interaction (i) Samvaad (ii) Family Olympics	<ol style="list-style-type: none"><li>1. First Parent-Teacher interaction 'Samvaad' was organized in October 2018 in order to provide a platform through which the parents can interact and share 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.</li><li>2. Sports committee and department of physical education organized 'Family Olympics' for MAC students with an objective to bring family members together, create a bonding and also to promote fitness and wellness among the students as well as their parents. There was very good and positive response from the students and their parents. Similarly, based on the same concept, a 'Family Olympics' for faculty members of all colleges of University of Delhi and their family members was also organized successfully.</li></ol>
Mentoring and Counselling committee	Realizing the importance of emotional well-being in students' lives, IQAC recommended to engage psychological counselling professionals to impart awareness and training regarding the same. It was recommended that such counselling sessions should not be a onetime exercise but it should be a continuous process for the entire year so as to spread awareness on the issues which generate stress, anxiety and sadness which in turn impacts the academic performance and productivity of students. The Mentoring and Counselling committee was set up in the college on the basis of recommendations of IQAC. Total 8 workshops were conducted for students, teachers and non-teaching staff in the academic year.

Environmental Policy	Acknowledging and taking responsibility for the environmental impact of operations and behaviors of MAC fraternity on the natural environment, IQAC formulated the Environmental Policy of the college. With an aim to increase awareness of environmental responsibility amongst its fellows, students and staff and to maintain all buildings and grounds in an environmentally conscious manner for the benefit of all present and future college members and visitors, the environmental policy outlines the policies and practices to further improve the environmental performance. The Green Committee was formed based on the recommendations of IQAC.
Formulation of course-wise Student-Faculty Committee	Formation of course-wise student faculty committees. The committees to meet twice in a semester, records of minutes to be maintained, discussion to focus on syllabus coverage, internal assessment and any other matter.
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 shall be provided to students with decline in result. Similarly, extra opportunities shall be provided to advanced learners to prepare them for higher education and career.
Encourage participation of Faculty in Faculty Development programmes	23 faculty members participated Faculty Development programmes
Skill Enhancement of Non Teaching Staff	22 Non - Teaching Staff participated in Skill Enhancement programmes
Organisation of conference and seminars relevant to students	The following were organised during the academic session 2018-19 keeping the needs of students in mind:  National Conference :            02

	Seminars : 07 Workshops : 13 Invited Lecture/Talk : 57
Elicit regular student feedback	Student Feedback is periodically taken by the administration
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 and are of 3 year duration.
Add on Courses	Advance Diploma in Television Programme and News Production under UGC Skill Enhancement Community College Scheme
Skill Enhancement /Short Term Course	Five Short-term Courses for students were launched by the Centre for the first time. The main objective to start short-term courses in the college was 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.



IQAC Coordinator



IQAC Chairman