

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 required. 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 45 different Faculty Development programmes/ Orientation/ short term courses, Total participation: 74
Organisation of conference and seminars relevant to students	The following were organised during the academic session 2019-20 keeping the needs of students in mind:
	National Conference : 02
	Seminars : 08
	Symposium: 02
	Webinar: 09
	Workshops : 10
	FDP: 02
	Invited Lecture/Talk : 52
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.



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 05.05.2017 at 12:00 noon in the committee room. Following members were present:-

- ❖ Dr. Sanjeev Kumar Tiwari, Associate Professor, Dept. of Political Science
- ❖ Dr. Natasha, Associate Professor, Dept. of Electronics
- ❖ Dr. Anshul Taneja, Assistant Professor, Dept. of BBE
- ❖ Dr. Latesh Kanoujia, Assistant Professor, Dept. of Computer Science
- ❖ Dr. Nibedita Swain, Assistant Professor, Dept. of Biology
- ❖ Dr. Rajat Kr Sant, Dept. of Commerce
- ❖ Dr. Sushil Yadav, Assistant Professor, Dept. of Mathematics
- ❖ Dr. Gitanjali Chawla, Associate Professor, Dept. of English
- ❖ Mr. Rakesh, Assistant Professor, Dept. of Economics
- ❖ Dr. A.K Thakur, Assistant Professor, Dept. of Journalism
- ❖ Mr. Shekhar Kumar, Assistant Professor, Dept. of Hindi
- ❖ Dr. Vandana Soni, Assistant Professor, Dept. of Chemistry
- ❖ Dr. Maneesha, Associate Professor, Dept. of Electronics
- ❖ Dr. Satyaprakash, Librarian
- ❖ Mr. Dipin Arora, Administrative Officer
- ❖ Mr. Rajender Singh Bisht, Section Officer Accounts

The following matters were discussed in the meeting:-

1. Objectives and mandate of IQAC was elaborated by the Chair for information and knowledge of all concerned.
2. The Chair invited the names of the Coordinator of IQAC. Dr Maneesha was unanimously selected as the coordinator of IQAC.
3. The Chair highlighted the importance of AQAR and the fact that it is to be submitted in a time bound manner.
4. Teacher In-charges were requested to submit the data about their departments in the format mailed by the office for the AQAR latest by 15th May 2017.
5. The next meeting of IQAC would be on May 12,2017 at 11:00 am.


(IQAC, coordinator)


(IQAC, chairman)



MAHARAJA AGRASEN COLLEGE

University of Delhi
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A Meeting of Internal Quality Assurance Cell was held with Principal on 15.05.2017 at 12:30 pm in the committee room. Following members were present:-

- ❖ Dr. Maneesha, IQAC Coordinator
- ❖ Mr. Rakesh Kumar, Assistant Professor, Dept. of Economics
- ❖ Dr. NibeditaKhuntia, Assistant Professor, Dept. of Biology
- ❖ Dr. A.K Thakur, Assistant Professor, Dept. of Journalism
- ❖ Dr. Swami Nandan, Assistant Professor, Dept. of Physics
- ❖ Dr. Jitendra Kumar Bhagat, Assistant Professor, Dept. of Hindi
- ❖ Dr. LateshKanoujia, Assistant Professor, Dept. of Computer Science
- ❖ Mr. Shahid Zafar, Assistant Professor, Dept. of BBE
- ❖ Mr. PiyushBhadani, Assistant Professor, Dept. of Economics
- ❖ Mr. Mahendra Ram, Assistant Professor, Dept. of Mathematics
- ❖ Dr. Sushil Yadav, Assistant Professor, Dept. of Mathematics
- ❖ Dr. Gitanjali Chawla, Associate Professor, Dept. of English
- ❖ Dr. Natasha, Associate Professor, Dept. of Electronics
- ❖ Dr. VandanaSoni, Associate Professor, Dept. of Chemistry
- ❖ Dr. Abha Sharma, Assistant Professor, Dept. of Hindi
- ❖ Dr. Sanjeev Kr Tiwari, Associate Professor, Dept. of Political Science
- ❖ Mr. Sultan Singh, Assistant Professor, Dept. of Business Economics
- ❖ Dr. Satyaprakash, Librarian
- ❖ Mr. Dipin Arora, Administrative Officer
- ❖ Mr. Rajender Bisht, Section Officer Accounts

Following matters were discussed in the meeting:-

- ❖ The matter related to the AQAR proforma which was to be submitted by TICs of respective departments by 15.05.2017 was discussed and deliberated. It was seen that some departments have submitted. Further, Teacher-In-charges of the other departments were requested to submit the information as mailed by the office latest by 20.05.2017
- ❖ The proforma for details of increase in infrastructure is to be emailed by the office to the Journalism Department also.

- ❖ The Coordinator IQAC requested the Teacher-In-charges to submit the following information for their department for the Academic Session 2016-17 by 20.05.2017
 - Quality improvement Strategies
 - Examination /Evaluation reforms
 - Development programs for faculty/ support staff (both in house and external) and workshop attended and organized by the Department.
 - Efforts to track student progression
 - Major grievances of students and their redressal
 - Measures adopted towards creation of learner centric environment
 - Details of remedial classes, if any
 - Details of placements
 - Best Practices of department
- ❖ The departments were requested to maintain a separate register for remedial classes and it was suggested that the matter related to remedial classes shall be recorded in the Departmental Minutes.
- ❖ The Chair requested that Monthly attendance of the students for every month to be submitted by all the teachers by the 5th of every month. Teachers-In-charge may kindly ensure compliance for timely submission. Those teachers who will not submit the Attendance in a time bound manner then their names will be put up on the notice board and necessary action shall be taken
- ❖ The proposal of some departments of farewell are still pending therefore the Chair suggested that the department shall plan their Annual Activity in an organized manner. Annual Activities proforma to be circulated after 20.05.2017.


(IQAC Coordinator)


(IQAC Chairman)



MAHARAJA AGRASEN COLLEGE
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VASUNDHARA ENCLAVE, DELHI-110096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 8.10.2018 at 1:30 pm in the committee room.

Agenda: Parent- faculty Interaction, 'SAMVAAD'

Minutes:

As decided in last meeting of IQAC held on 26 September 2018, the Department of English had volunteered to organize the pilot Parent-Teacher Interaction on 6 October 2018 from 10 a.m. and 12 noon in Room No. 125. The report for the same was submitted by TIC, Department of English in the meeting as follows:

1. The Department of English prepared a letter to be sent to parents of all students of B.A (Honours) English regarding the parent-teacher interaction and copies of the same were dispatched via speed post on 28 September 2018. (Letter attached as Annexure A)
2. Subsequent follow up by tracking the speed post revealed a delay in dispatch by the post office, hence a google form link soliciting contact details of parents of students of English Honours was circulated to the target group via whatsapp. 79 students submitted the google form duly filled.
3. Emails and SMS were also sent to the contact details thus received.
4. The following faculty were present during the Parent-Teacher interaction held on 6 October 2018: Gitanjali Chawla (Current TIC), Dr Sangeeta Mittal (Previous TIC), Dr Anupama Jaidev (Next TIC), Dr Prem Kumari Srivastava, Dr Charu Arya, Dr Guntasha Tulsi, Ms Indrani Dasgupta
5. 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 Department of English, following were found to be the common concerns amongst all parents who attended the PTI:
 - a) Shortage of attendance
 - b) Need for career/emotional counselling
 - c) Help in holistic development of the student/ Help in ensuring greater integration amongst peer groups/Encourage participation in co and extra-curricular activities
 - d) Help in enhancing language proficiency
 - e) General advice to all parents
6. Feedback of the Parent-Teacher interaction by Parents through feedback forms:
 - a) 100% found the interaction very useful

- b) 100% would like to be in touch regarding their Ward's progress
- c) 93.75% would like to receive emails regarding shortage of attendance and internal assessment marks
- d) 75% wanted the PTI to continue in the future, preferable once every semester
- e) Following were the ways in which parents volunteered to support the college
 - i. By ensuring presence of their ward regularly in college
 - ii. By being present at future such interactions
 - iii. By volunteering in any capacity as suggested by the college
 - iv. By extending support to the college

It was decided to hold the Parent- faculty Interaction, 'SAMVAAD', on Saturday, 13 October 2018 between 9 a.m. and 11 am in the college premises.

The room nos for Parent- Faculty Interaction 'SAMVAAD' are given below.

S No	Department	Room No	Teacher In Charge
1	Biology	330	Dr Nibedita Kuntia
2	Business Economics	336	Mr Sultan Godra
3	Chemistry	330	Dr Vandana Soni
4	Commerce	112	Dr Sheetal Sachdeva
5	Computer Science	330	Dr Latesh Kanoujia
6	Economics	232	Dr Rakesh Singh
7	Electronics	331	Dr Natasha
8	Hindi	131	Mr Shekhar Kumar
9	History	232	Dr Bhupinder Chaudhary
10	Journalism	Media Lab	Mr Sudhir K Rinten
11	Mathematics	231	Dr Sushil Yadav
12	Physical Education	Sports Room	Dr Mukesh Agarwal
13	Physics	113	Dr Asha Gupta
14	Political Science	126	Dr Niraj Kumar



IQAC Coordinator



IQAC Chairman



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A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 17.08.2018 at 11:30 am in the committee room.

Minutes of Meeting:

Acting as a nodal agency of the institution for quality related activities, IQAC is committed to ensuring improvement in all processes and practices of the institute.

IQAC members deliberated and discussed the mechanisms and procedures to improve relevance and quality of academic programmes. IQAC members recommended the following actions to be taken at the department level:

- Formation of year wise student faculty committees. The committees should meet twice in a semester, records of minutes to be maintained, discussion to focus on syllabus coverage, internal assessment as per University guidelines and regulations, Student related activities in the department, and any other matter
- Students' needs to be kept in mind before the activities like special lectures/ workshops and conferences are planned for the year
- Student Feedback to be sought after every such event in order to plan for the future.
- To keep attendance records of student participation in all talks, seminars, etc
- Department calendars for the entire academic year to be prepared in the first month along with budgets of activities and purchases.
- All department activities to be organised in the second half of the semester/ month/ day to ensure minimal disturbance of the teaching schedule.
- Departments to work towards augmenting institute-industry interface.
- Departments to keep duly signed minutes of all department meetings
- Minutes should incorporate recorded policies of internal assessment monitoring, course coverage, student activities, etc
- Parent Teacher Meeting to be held once in a semester
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It was decided to mail the above recommendations to all department In charges and request them

- ✓ To follow the above action points to improve relevance and quality of academic programmes and submit an action taken report in the IQAC meeting.
- ✓ To submit the names of Department wise Student - faculty Committee. Faculty representatives should include the names of present, previous and next TIC and one student representative should be chosen from each year

Realizing the importance of emotional well-being in our lives, IQAC members proposed to organize a one day workshop to address the issue by spreading awareness on the issues which generate stress, anxiety and sadness which in turn impacts the academic performance and productivity of students. Members proposed to organize a One-Day Emotional counseling workshop August 31, 2018 in the conference room.



IQAC Coordinator



IQAC Chairman



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A Meeting of Internal Quality Assurance Cell (IQAC) was held with on 24.05.2018 at 12 noon in the committee room.

Agenda:

- Revision of Vision and mission statement
- Result Analysis Parameters.

Minutes:

- Members felt the need to reframe the vision and mission statements of the college. After in depth discussion and deliberations, Members finalized the same as follows.
Vision: Pursuit of knowledge, innovation and research through holistic and transformative education by integrating global standards to nurture future leaders capable of adding value to society and contributing to nation building.

Mission

- To impart Higher Education with global standards to promote academic growth through state of art academic programmes
- To provide a conducive environment for collaborative opportunities with industry and academia
- To empower and develop students to evolve as creative and intellectual professionals to excel in varied walks of life
- To evolve socially responsible citizens and sensitive and sensitized crusaders of green practices to chart the path of sustainable development and to nurture it as integral to growth.
- To foster and inculcate inclusivity in both letter and spirit
- 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.
- Result Analysis Parameters: Result analysis parameters were discussed in detail and following parameters were finalized.

Aim

- To track student progression
- To track the students with decline in result, and thereby provide assistance to them to improve his / her result

- To track advanced learners and provide them extra opportunities to prepare them for higher education and career (coaching for IAS, MCA, SSC, MBA, etc)
- To analyse the result on the basis of social groups and gender

Methodology

Preparation of progression report

The progression report (soft copy) of each student to be prepared and maintained. The progression report shall contain:

- Grade point for each subject semester wise
- SGPA for each semester
- Subject-wise status of student (Pass/ Fail/ ER)
- Subject-wise and overall attendance for each semester
- Awards and prizes won in co-curricular and extra-curricular activities

Analysis

I. Analysis on the basis of current semester result

A. Analysis for complete class

Course:	Semester:	Academic Year:	
No of students with SGPA in the range			
8-10	6-8	4-6	Fail

B. Analysis for students with attendance 50% and more

Course:	Semester:	Academic Year:	
No of students with SGPA in the range			
8-10	6-8	4-6	Fail

II. Paper wise analysis on the basis of current semester result

A. Analysis for complete class

Course:	Semester:	Academic Year:	Paper:
No of students with Grade Point in the range			
8-10	6-8	4-6	Fail

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B. Analysis for students with attendance 50% and more

Course:	Semester:	Academic Year:	Paper:
No of students with Grade Point in the range			
8-10	6-8	4-6	Fail

III. Analysis on the basis of Progression of student

1. Plot Semester Vs SGPA for each student
2. Draw the best fit curve (linear trend line in MS Excel)
3. Find the slope of the best fit curve

Inference:

1. To analyse the average value of the slopes for a class to know about the performance of class as a whole
2. To find the number/ percentage of slow learners and advanced learners on the basis of polarity (positive/ negative) of slope and suggest appropriate actions
3. To analyze student academic progression for students involved in co-curricular and extra-curricular activities

IV. Analysis on the basis of previous 3 years result of a paper

1. Plot Semester Vs average grade points for each paper for last 3 years
2. Draw the best fit curve (linear trend line in MS Excel)
3. Find the slope of the best fit curve

Inference:

To analyse the average value of the slopes for a subject to give an idea about the performance of students in the paper

V. To repeat the analysis I, II and IV for

1. General category students, OBC students, SC students, ST students
2. Girl Students and Boy students

And compare the results and suggest appropriate actions for the group showing poor result.



IQAC Coordinator



IQAC Chairman



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A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 26.09.2018 at 12:30 pm in the committee room.

Agenda:

1. Regarding timely submission of attendance of students
2. Silver Jubilee celebration activities
3. Counselling and Mentoring of students in college
4. Parent - Teachers' meet
5. Department wise Student- faculty meetings

Minutes:

1. Members once again reiterated the importance of timely submission of attendance to college office so that the all students falling short of attendance can be warned beforehand.
2. Convener, Silver Jubilee Committee apprised the members about various activities to be organized in the silver Jubilee year of the college.
3. Realizing the importance of emotional well-being in students' lives, IQAC members 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. It was recommended to set up the Mentoring and Counselling committee in college.

The Governing Body in its meeting held on August 11, 2018 discussed about providing counseling services to college students as one of the initiatives of IQAC. Realizing the importance of emotional well-being in students' lives, IQAC proposes to engage psychological counseling professionals to impart awareness and training regarding the same.

IQAC proposes to conduct such counseling sessions not as a onetime exercise but as 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. On enquiring in other colleges of University of Delhi, it was found that a Delhi based psychological counseling and emotional wellness company 'zyego' is providing emotional counseling services at Deen Dayal Upadhyaya College, Janki Devi College, Acharya Narendra Dev College, etc. in University of Delhi.

Coordinator, IQAC reported that an introductory interactive session of 2.5 hours on emotional wellbeing was conducted by 'Zyego' for the students on 31st August 2018 in our college. The entire session was very well received by the students, as per the feedback of students taken after the session. Hence it is recommended to hire the services of 'Zyego' to conduct these counseling workshops in our college. As per the proposal received from Zyego, the tentative budget to conduct one workshop is Rs 10,000/-. The optimum batch size to hold such an interactive workshop is 60-80 students in a batch. Hence it is proposed to hold eight such workshops for the students, faculty and non-teaching staff during the course of entire year.

4. In order to provide a platform through which the parents can interact and share their concerns with the faculty members directly, it was decided to organize Parent - Teacher meeting in college. Department of English volunteered to organize the pilot Parent-Teacher Interaction on 6 October 2018 from 10 a.m. and 12 noon in Room No. 125 and submit the report in next IQAC meeting.

5. All Teachers In charge were requested to submit the reports of student faculty meetings of their respective departments.



IQAC Coordinator



IQAC Chairman



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DELHI-110096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Governing Body Chairman on 30.06.2018 at 11pm in the committee room.

Agenda:

- To discuss and approve the AQAR 2017-18
- To discuss and adopt the mechanisms and procedures to improve quality of the teaching learning process
- To discuss and adopt environmental sustainability policy.
- To discuss and adopt the policy for Extra-Curricular Activities
- To discuss and adopt Sports Policy

Minutes:

- AQAR 2017-18 was discussed and approved in the meeting.
- Following mechanisms and procedures were discussed and adopted to improve quality of the teaching learning process:
 - Formation of year wise student faculty committees. The committees should meet twice in a semester, records of minutes to be maintained, discussion to focus on syllabus coverage, internal assessment and any other matter.
 - Paper wise result analysis to be prepared by a core team and follow up remedial measures to be taken up by departments. ATR to be discussed in the IQAC and submitted at the end of the semester.
 - Department calendars for the entire academic year to be prepared in the first month in consonance with the college academic calendar as prepared by the APC along with budgets of activities and purchases.
 - Departments to work towards augmenting Institute-Industry Interface. Departments to submit measures and ATR as mentioned above.
 - Departments to keep duly signed minutes of all department meetings
 - Promote skill development short term courses, students and faculty research projects.
- 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 (Annexure I). 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.

- The Extra-Curricular Activities Policy (Annexure II) and Sports Policy (Annexure III) for Maharaja Agrasen College were discussed and adopted.

Key points of Extra- Curricular Activities Policy:

- Cultivation of social and moral values
- Eliminate obscurantism, religious fanaticism, violence, superstition and fatalism
- Positive content based on heritage and national goals
- Bridging gap between classroom education and cultural traditions
- Develop sensitivity to beauty, harmony and refinement
- Exposure to culture in myriad manifest forms including fine arts, performing arts, history, archaeology, folklore, Indology and everyday cultural practices

Key points of Sports Policy:

- Activities relating to Sports and Physical Education are essential components of human resource development, helping to promote good health, teamwork and a spirit of friendly competition, overall development of personality of the youth.
- Excellence in sports enhances the sense of achievement, national pride and patriotism.
- Sports also provide beneficial recreation, improve productivity and foster social harmony and discipline
- Key role of sports in national life and for inculcating national pride in the younger generation
- Mass participation in Sports assumes special significance.
- To promote and encourage women's participation in sports.
- To identify talent through an appropriate competition structure in the disadvantaged sections merits special consideration.
- Introduction of College Fitness Programme
- To augment the availability of infrastructure, including play fields/ sports equipment.
-

- Focus attention on achieving Excellence in Sports at the National and International levels.
- To prioritize various sports disciplines on the basis of proven potential, popularity and international performance.
- To provide suitable incentives and assistance to sports persons for developing skills and enriching their experience.
- To suitably mobilize the Electronic Media, including the college website, social media, and the print publications for strengthening a Sports Culture in the college.



IQAC Coordinator



IQAC Chairman



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 10.01.2019 at 1:30pm in the committee room.

The following matters were discussed in the meeting:-

1. **Student Faculty Meetings:** It was decided to hold student- faculty meetings after the mid semester break for the current semester to discuss the syllabus coverage, internal assessment as per University guidelines and regulations, Student related activities in the department, and any other matter
2. **Report of Samvaad:** Coordinator reported that most departments had submitted the report of Interaction between Parents and faculty. It was decided to hold this type of interaction once a year.
3. **Result Analysis report:** Result analysis parameters were discussed. It was reported that some members were facing problem with the result zip file. They were requested to take help of Mr Vinay in ICT.
4. **E- Learning Portal:** Principal informed the members that college has a e- learning portal and members were requested to prepare the e content and upload it on the portal. A 10 days workshop will be organized by the Abdul Kalam Centre to train the faculty for this.
5. **IQAC Conference:** As decided in previous meeting held with Chairman Sir, a National Conference on the topic 'Higher Education Institutes: Knowledge Organisations ' has been planned in April 2019 to mark the Silver Jubilee of the college. Following themes were finalized for the conference in the meeting:
 - Innovation & Pedagogy
 - HEI & Skill Enhancement: Employability of Graduates
 - Evolving Areas of Research in Higher Education
 - Changing Pedagogical Strategies
 - Inclusive Teaching - Learning Process
 - Relevance of External Assessment & Accreditation

- Relevance of Internal Academic Audit
- Bridging the Gap Between Institution & Industries
- Gap Between Syllabi and The Changing Environment
- Examinations & Learning Outcomes
- Integration of Green Practices in Curricula
- Gender sensitization in HEI
- Significance of Community Building and Social Outreach
- Quality Assurance in HEI

The concept note and tentative budget for the conference was placed and approved in the meeting.



IQAC Coordinator



IQAC Chairman



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">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.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.
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



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

A Meeting of Internal Quality Assurance Cell (IQAC) was held with on 22.04.2019 at 1:30 pm in the committee room.

Agenda:

1. To approve AQAR 2018-19
2. Any other matter

Minutes:

1. The new members were welcomed in the IQAC and they were apprised about the functioning of IQAC.
2. Objectives and mandate of IQAC was once again elaborated by the Chair for information and knowledge of all concerned.
3. IQAC Coordinator gave a detailed presentation of the AQAR 2018-19. After discussion, the AQAR 2017-18 was approved with minor changes/ corrections.

IQAC Coordinator

IQAC Chairman