

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	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.