

SWAMI SHRADDHANAND COLLEGE
University of Delhi
Alipur, Delhi -110036

Internal Quality Assurance Committee

Dated: 08th January, 2021

Minutes of the Extended Meeting with all faculty members

An extended meeting of IQAC was conducted with all faculty members on Monday, 08th January, 2021 at 2:00 p.m. on google meet platform to discuss the agenda of preparation of Self Study Report (SSR) for NAAC.

Principal, Prof. Parveen Garg, briefed the staff regarding the preparation of the self study report. He requested the staff to cooperate in collection of information required to fill the different criterions of SSR. He informed the staff that we all must adhere to the deadlines as it's a time-bound process. He also recommended to work in teams and members can be added as per the requirement and quantum of work in each criterion. He also requested staff members to fill the APAR also.

Dr Pradeep Kumar, Coordinator, IQAC, explained the complete process for NAAC. He informed all the staff members that the college has to apply for NAAC accreditation as per guidelines of the UGC. Thereafter we will have to submit the Self Study Report (SSR) within 45 days of applying. After submission of the SSR report, Data Validation and Verification (DVV) process will be done by NAAC.

He explained that SSR consists of two types of metrics – Qualitative Metrics (QIM) with 30% weightage and Quantitative Metrics (QnM) with 70% weightage. He also explained Qualitative Metrics and Quantitative Metrics using examples. He shared that whole process will take around 3-4 months and the final outcome will be calculated based on the scores obtained from the three sources:

1. The System Generated Scores (SGS) of the quantitative metrics which comprise about 70% of the total,
2. The scores from the qualitative metrics includes critical appraisal by the Peer Team through on-site visit and
3. The scores obtained on the Student Satisfaction Survey.

Components of SSR are Executive Summary, Profile of the Institution, Extended Profile of the Institution and following Criterias with respective weightages.

Criteria 1 - Curricular Aspects	100
Criteria 2 -Teaching Learning and Evaluation	350
Criteria 3 - Research, Innovations and Extension	110
Criteria 4 - Infrastructure and Learning Resources	100
Criteria 5 - Student Support and Progression	140
Criteria 6 - Governance, Leadership and Management	100
Criteria 7 - Institutional Values and Best Practices	100
Total	1000

He shared the different teams handling the respective criterions.

Convener for criteria 1 of SSR

- Dr. Gauri Mishra

Convener for criteria 2 of SSR

- Dr. Vineeta Kumari

Convener for criteria 3 of SSR

- Dr. Daljeet Singh

Convener for criteria 4 of SSR

- Dr. Meera Sharma

Convener for criteria 5 of SSR

- Dr. A. Archana

Convener for criteria 6 of SSR

- Dr. Pradeep Kumar

Convener for criteria 7 of SSR

- Dr. Y. K. Sharma

He asked staff members to share their suggestions regarding the same.

Dr. Neera Mehra and Dr. Ruby Gupta, both appreciated the efforts until now and suggested that documentation should be shown at the time of visit of NAAC committee.

Dr. Bipin Aggarwal suggested that once the department PPTs are prepared, both the former and present head of the department can review to add more inputs and golden tips.

Dr. L. R. Paliwal suggested that a colour laser printer should be installed to ease out the printing process for the documents required for submitting SSR.

Dr. Kuhu Chanana stated that the data for this work is in huge quantum, therefore a data management system will be required for smooth preparation of the Report.

Dr. Pradeep Kumar gave the vote of thanks and concluded the meeting.