

SWAMI SHRADDHANAND COLLEGE
University of Delhi
Alipur, Delhi- 110036

Internal Quality Assurance Committee

Minutes of the meeting dated: 16th November 2020

An extended meeting of IQAC with the external members was held on 16th November 2020 at 1:00 PM on Google Meet Platform.

Dr. Pradeep Kumar, Coordinator, IQAC read the minutes of the last meeting and briefed the members about the agendas of Internal Quality Assurance Committee in the past two years. 20 members attended the meeting. A presentation highlighting the significant achievements by the IQAC was presented by Dr Pradeep Kumar. He also pointed out the broad objectives outlined under the purview of NAAC's four-quadrant approach, namely

- Empowering Students
- Empowering Faculty
- Empowering Support Staff (Non-Teaching Staff)
- Infrastructural Growth

A few highlights of the presentation are as follows: -

- I. Empowering Support Staff:
 - i) Workshop for Non-Teaching Staff – Two Workshops for the non-teaching staff of the college were organised keeping in mind the growing digitalization in every field and the need to stay abreast with the usage of computers.
 - ii) Around 50 members participated and they were appreciative of the efforts of the college for helping them learn the changes in the technology and software's to make work easy and efficient.
 - iii) Online mode for Admissions: The entire admission process is done on online mode now, starting from filing up of admission forms to allocation of a valid roll number to the student after admission.
- II. Empowering Faculty:
 - i) Motivating the staff to use ICT for online lectures, and for making lecture PPT.
 - ii) Renovation of Staff Room: Staffroom is being renovated and space is provided to teachers to encourage research and development.
 - iii) Access to Books and Online resources: College Library has taken the initiative of giving an online platform for searching and recommending books to all the faculty members. Library has "N-

LIST" software to access online all journals subscribed by university from anywhere and anytime.

- iv) Teachers' Feedback Form: staff rates their satisfaction levels for different aspects i.e. Curriculum Aspect, Infrastructural Facilities, Professional Development, Campus/Support Services & Institutional Ideology. The survey seeks progressive suggestions from the faculty to ensure they feel empowered and valuable improvements are welcomed.
 - v) Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.
 - vi) IQAC organised a workshop for faculty members to conduct practicals and examination in online mode.
 - vii) Centre also organized several workshops on research tools and techniques.
 - viii) Faculty profile module of each department was uploaded on College website.
- III. Empowering Students:
- i) The College has collaborated with various reputed institutions to facilitate students like
 - MGICCC, Bakoli
 - Nehru Youa Kendra
 - ii) Improve class participation and reduce absenteeism- Societies were also requested to organize only two events – one major and one minor during one academic year keeping in mind the number of working days available.
 - iii) Parents are informed in case attendance is too short for a student. Text messages are sent to students if the absenteeism is more.
 - iv) Subscription to Google workplace through university was purchased: to organize webinars for student engagement during the pandemic and providing them platform to learn.
 - v) Student's toilets are renovated and water RO system for students is serviced.
 - vi) Personal Counselling and mentoring: College appointed counsellors to help students with the carrier, stress and other related issues.
 - vii) Career Counselling Seminars- College conducted 4 Career Counselling seminars for Boosting Self Belief and providing platform for learning about various options available within India and abroad for further studies.
 - viii) Meetings with all Stake holders are conducted regularly, staff, student coordinators, TICs
 - ix) Online teaching was executed through Google Suite for smooth process. Google Classrooms were created for respective subjects and classes during the two semesters. Google meet was used to deliver the online lectures, along with other support applications like Jam-board, whiteboard, google forms, google slides and other google tools.
 - x) Assignments and internal evaluation online.

- xi) Teachers also shared notes, lectures PPT, e-resources link and practice exercises given to students for OBE.

IV. Infrastructural Growth

- i) Technological and infrastructural improvements for improving efficiency and speedy delivery of tasks - Creation of the Information Centre to collect details of all college events/societies was further improved. The internal assessment and issue of clearance and admit cards have all been made available online. Solar Panels are being installed on the roof tops of the college. The speed of Internet on campus has been improved by installing new routers on the campus.
- ii) Renovation of Staff Room, Seminar Hall, Conference Hall, Faculty Rooms etc.: Conference room, Amphi-Theatre and Seminar room are renovated with state of art facilities.
- iii) Radio Frequency based Library Management System (RFID) is being installed in library.
- iv) The initiation of making Library fully air-conditioned has been started to encourage students to use library and the reading room to its full capacity.
- v) To further strengthen the underground water level, Rainwater Harvesting System, new machines have been installed near the cricket ground.
- vi) 50 KW Solar Power plant on the college rooftop with Solar Lamps installed throughout the campus premises.

Major Tasks Accomplished by New IQAC

- i) Annual Quality Assurance Report 18-19 and 19-20 – Annual Quality Assurance Report (AQAR) is created for year 18-19 and for the year 19-20 as mandatory under NAAC guidelines. The work of creating and submitting AQAR for the year 18-19 is completed and the AQAR for 19-20 is also compiled.
- ii) Case-Study Bank for different subjects – IQAC along with the Head of the Department of each subject have initiated the task of creating question bank for each subject. This question bank will be particularly useful for the students during their exam preparation and will help them a lot.

Principal Prof. Parveen Garg apprised the members with few other initiatives undertaken by the college:

- i) The screening process of the faculty forms for the post of assistant professors in the different departments is being conducted.
- ii) The process for the pending promotions of the permanent staff has been initiated and the suggestive list of experts on the panel have been formed and will be presented shortly.
- iii) Additionally, to fill vacant administrative positions has been initiated and will be filled soon.

- iv) The institute is also strengthening its energy conservation and environmental friendly approach by installing solar panels for about 50 KW and by replacing traditional lights to LED.
- v) A four member committee for roof top solar plant was constituted and Dr. Ruby Gupta was made convener.
- vi) Within periphery area of the college there should be signages directing towards the location of the college. The bus stops outside the college are in dilapidated state and efforts should be taken to improvise the same.

Dr. A. Archana, Associate Professor, Department of Microbiology, emphasized on alumni connect, mentorship program and placement of the students.

Dr. Dharam Veer Bhardwaj, Administrative Officer informed that the online admission process has been running smoothly and flawlessly.

Dr. Pradeep Kumar, Associate Professor, Department of Hindi, shared that the New Education Policy is primarily focusing upon inclusivity and community outreach, hence the college can be the facilitator for the same.

Dr. L. R. Paliwal suggested that as a part of community outreach program, English proficiency classes can be provided to the under-privileged and for Hindi medium background students.

The concluding remarks were given by Dr. Pradeep Kumar.