

### Minutes of IQAC meeting

A meeting of IQAC was held on 23<sup>rd</sup> September, 2020 at 11:30 am in conference room. It was chaired by Principal Dr Sadhna Sharma and co- chaired .by IQAC Convener Dr Veena Kapur.

1. Dr Sadhna Sharma welcomed the newly inducted members of IQAC. She informed that a team has also been constituted to work for NIRF.and Ms Shubha Sinha will be the NAAC coordinator.
2. Dr Veena Kapur, convener IQAC informed that reports of 2018-19 and of 2019-20 will be uploaded by October 2020.
3. Principal emphasized that whenever an event/webinar is organized by a department it is important to have information about number of participants, profile of participants, feedback from participants and outcome of the webinar.
4. Principal pointed out that as many webinars are being conducted by different departments, it is important to keep records and to streamline the process so as to prevent any overlapping of topics or dates.
5. Principal informed that staff council meeting will be called soon and new committees will be formed. . She said that even ad hoc faculty members can become co conveners of committees.
6. It was informed that some teachers have shared audio recordings of their classes with visually challenged students.
7. Principal said that more work needs to be done in area of preparing students for competitive exams.
8. Meeting was attended by members of IQAC and NIRF. It was attended by Dr Veena Kapoor, Dr Renu Aggarwal, Dr Subrata Singh, D Mamta Rajput, Dr Toolika Wadhwa, Ms Ravi Mohan Ahuja, Ms Jaya Gera, Ms Renu Mehta, Dr Meenu Aggarwal, Ms Rajni Bala, Dr Gita Sharma, Dr Virendra Pratap Yadav and Dr Shivani Arora .(attendance sheet is attached with)
9. Meeting ended with vote of thanks to chairperson.

**Shyama Prasad Mukherji College for Women  
University of Delhi**

**IQAC**

**Minutes of Meeting**

A meeting of IQAC was held on 21 October 2020 at 11:30 am in the committee room. The agenda of the meeting was to apprise the members of progress on AQAR.

On the basis of the previous meeting, Dr. Meenu Aggarwal shared the update on teaching plans and dissemination of resource material by the departments during the pandemic.

Dr. Veena Kapur shared the progress of AQAR for two years, 2018-19 and 2019-20. The reports will be shared asap. She also shared ideas and scope of work of IQAC for the year ahead.

Best practices of the college need to be further developed. The Principal suggested organising events and outreach programmes on issues of health, rehabilitation of the pandemic affected unemployed, and conducting awareness drives.

The principal also shared that the fifth book under the college book writing project has been sent for publication. A multidisciplinary, peer reviewed journal has also been initiated by the college.

IQAC room has to be shifted closer to the administrative office from its present location.

The meeting ended with vote of thanks.

Meeting was attended by:

1. Dr. Sadhna Sharma
2. Dr. Veena Kapur
3. Dr. Renu Aggarwal
4. Dr. Shubha Sinha
5. Dr. Meenu Aggarwal
6. Dr. Mamta Rajput
7. Dr. Toolika Wadhwa

# ***Minutes of the IQAC Meeting held on 9<sup>th</sup> November 2020***

An online meeting of IQAC was held on 9<sup>th</sup> November 2020 at 4:30 pm on Google meet. The meeting was chaired by the convenor of IQAC, Dr. Veena Kapur.

Dr. Veena Kapur began the meeting with a stress on the need to conduct a series of webinars. Some of the key areas identified for organizing webinars were employability skills, environmental sensitisation and gender issues.

Views of other members were asked on other areas on which webinars can be organized, time and frequency of webinars, nature of participants etc. Some of the suggestions which came from other members were:

- A) Dr. Subarta suggested that we should organize some activity oriented programmes for the students, for example, cultural and sports activities. In cultural activities, for example, folk dance competition can be organized in which students can make their video and send its recording. These activities can be organized at departmental or college level.
- B) Dr. Meenu Aggarwal suggested to have one webinar each month. As second and third year students will be appearing for exams in the month of December, so webinars for their area of interest can be organized from January onwards while the webinars for teachers and first year students can be organized in the month of December.
- C) Dr. Toolika Wadhwa suggested that we can have public lecture series or popular lecture series with a proper vision plan, action plan and financial plan for these lectures. She also suggested to use public platform to reach out to larger population.
- D) Dr. Virendra suggested that some musical events can be organized by music department.

Discussions were also carried out with respect to the day on which the webinar should be organized and how the departments can collaborate with IQAC for conduction of webinars.

It was decided that it is best to organize webinars on Wednesday during the activity period. Dr. Meenu Aggarwal suggested that IQAC and different Departments should collaborate for organizing webinars, although the departments will not be forced to collaborate with IQAC.

In order to streamline the work of IQAC, Dr. Veena Kapur, gave different responsibilities of IQAC to its members as follows:

- a) Dr. Meenu Aggarwal was given the responsibility of looking after webinars and their collaborations with the departments.
- b) Dr. Renu Aggarwal was given the responsibility of asking the different departments to write a comprehensive report.
- c) Dr. Toolika Wadhwa was given the responsibility of looking after “best practices”.
- d) Dr. Subarta volunteered to make the Performa for the departments, He also shared that teacher’s bio-data on the college website needs to be updated.
- e) Dr. Geeta Sharma volunteered to help all the members.

Finally, the discussions were carried out on organizing a webinar after Diwali and the following things were decided

- a) To organize a webinar in the area of ‘environment sensitization’ in the second week of December on Wednesday in collaboration with Eco-Club.
- b) Dr. Geeta Sharma and Dr. Meenu Aggarwal will be looking after the organization and collaboration of this webinar.
- c) The webinar will be open to both students and teachers and it will be broadcast on public platform as well.

In the end, Dr. Veena Kapur thanked all the members of IQAC for attending the meeting.

- ***The meeting was attended by-***
- ***Dr. Veena Kapur***
- ***Dr. Geeta Sharma***
- ***Dr. Meenu Aggarwal***
- ***Dr. Subarta Singh***
- ***Dr. Virendra Pratap Yadav***

- *Dr. Toolika Wadhwa*
- *Dr. Mamta Rajput*

## **Minutes of IQAC meeting**

A meeting of extended IQAC was held on 24<sup>th</sup> December, 2020 at 11:30 am in the committee room. The following members attended the meeting:

Mr Narendra Kumar (Chairperson)

Dr Anil Dutt Mishra (online)

Mrs Deepak Kaur (online)

Dr Veena Kapoor (coordinator IQAC)

Dr Geeta Sharma

Dr Renu Aggarwal

Dr Meenu Aggarwal

Dr Mamta Rajput

Ms Jaya Gera

Dr Toolika Wadhwa

Dr K Subarta Singh

Dr Virendra Yadav

Ms Meenakshi Mittal (Administrative Officer)

Mr Ritesh Kapahi (section Officer, Administration)

The meeting started with Dr Veena Kapur sharing the report of the activities of IQAC for the year 2020. The following points were covered

- 1 Teaching continued in online mode during the pandemic.
2. Webinar on effective use of ICT tools in online teaching was organized on April 28<sup>th</sup>, 2020. Dr RC Sharma was the invited expert for this webinar.
3. A webinar on Transformative power of mentoring was organized on May 9<sup>th</sup>, 2020. Resource person was Dr Pratibha Jolly.
4. In June 2020, IQAC organized a three days national online workshop on 'e governance in colleges'. It was attended by faculty from various colleges all over India.
5. A one week Faculty Development Programme (FDP) on- Emerging trends in pedagogy in Language, Literature and Social Sciences was organized in August 2020 in collaboration with Teaching Learning Centre of Ramanujan College. This was attended by faculty members from various universities across India.

6. Two days faculty training programme for online teaching on Microsoft Teams was organized in August, 2020.

7. During entire academic session departments organized webinars and inter college competitions.

8. Work on institute's interdisciplinary journal is in progress.

9. The IQAR for academic session 2018-19 and 2019-20 is in final stage and will be uploaded by January 2021.

10. A series of webinars are planned in coming months in areas like gender issues and environment.

11. Administrative Academic audit was postponed due to the pandemic.

After reading this report, Dr Veena Kapur introduced newly inducted members of IQAC to chairperson.

Chairperson inquired about CCTV cameras in college. He was informed that 40 cameras have been installed and more cameras will be installed in uncovered areas. The chairperson suggested that activities in domain of values and morality can be started. He also suggested that a fire alarm should be placed in building. Suggestion was also given for announcement system in Plaza and in new building.

The Principal shared details of Add on Courses being run by college in online mode. It was also informed that three books have been published by the college and two more are in progress. A Faculty Development Programme will start from 26<sup>th</sup> December, 2020

Dr. Mishra suggested that faculty members should be encouraged to work towards building their publications profile as this will enhance the college profile as well. He also suggested that online webinars should be organized by all departments and committees.

The Principal suggested that social awareness programmes on health issues can be organized. This was endorsed by Dr. Mishra also. Principal also suggested that gender sensitization programmes can be organized with school students also.

It was decided that IQAC will meet on 3<sup>rd</sup> Wednesday of every month in college to discuss progress in various areas.

Meeting ended with vote of thanks.

## Minutes of IQAC meeting

IQAC meeting was held on 20<sup>th</sup> January, 2021 at 11.30 am in office of Principal. It was chaired by Principal Dr Sadhna Sharma and attended by IQAC convener Dr Veena Kapur and IQAC members. The main points discussed were

- 1 Dr Subarta presented the 'Personal Proforma' to be filled by faculty members. This was discussed and finalized with some changes.
2. Principal, Dr Sadhna suggested that it will be very useful if hostel can be built in the college campus for benefit of students from outside Delhi. She also suggested some improvements and changes can be brought in area of staff quarters.
3. It was discussed that there was need to check the working of all the laptops available in college. Those that need some up gradation or repair work should be identified. Faculty from computer Science Department and Dr Subarat can work in this direction.
4. It was discussed to further improve the college website.
5. Dr Toolika discussed about work being done in area of environment protection. The best practices on which work is being finalized are- vermicomposting, giving a green message to students every two weeks (aim is to reach all the students), celebrate green Holi, sensitization drive regarding environment protection for both teaching and nonteaching staff.
6. Work on Gender Sensitization has been planned by Education Department and also workshop has been planned in collaboration with National Institute of Disaster Management.
7. It was decided to work on Performa for Interdepartmental audit so that proper records can be maintained by each department.

Meeting ended with a vote of thanks to Principal, Dr Sadhna Sharma.

Meeting was attended by- Dr Sadhna Sharma (Principal), Dr Veena Kapur (Coordinator IQAC), Dr Renu Aggarwal, Dr Meenu Aggarwal, Dr Mamta Rajput, Dr Subarat, Dr Virender Yadav and Dr Toolika Wadhwa.

## MINUTES OF IQAC MEETING

A meeting of IQAC was held on February 17<sup>th</sup> 2021 at 11:30 am in the committee room. Meeting was attended by the Principal Dr Sadhna Sharma, Dr Veena Kapur, Dr Renu Aggarwal, Dr Meenu Aggarwal, Dr Subarta Singh, Dr Mamta Rajput, Dr Toolika Wadhwa and Dr Virendra Yadav.

Following points were discussed

1. It was decided to organize a talk on March 8<sup>th</sup>, 2021 to celebrate international women' Day. An eminent woman speaker can be invited for that. Name of Dia Mirza was suggested for this.
2. A seminar on the theme 'My approach to life' was proposed to be organized on Saturday, 20<sup>th</sup> March, 2021 from 10:30 am to 2 pm in which eminent speakers from various fields can be invited. Names of Mr Akhilesh, Shovana Narayan, Ankita Anand (poetess), Dolly Ahluwalia (Theatre person), Ms Manju (works in expressive art therapy), Sandeep Maheshwari (Motivational speaker), Colonel Sehgal or others like IPS/IAS officers were suggested.
3. It was decided to start mentorship programme for this session (2020-2021).
4. It was decided to work on students' feedback forms also.
5. It was decided to start interdepartmental audits again. Some changes and additions in the existing proforma were suggested. It was decided that interdepartmental audit for 2018-19 and 2019-20 can be done in April 2021.
6. It was decided to invite experts from outside for Academic and administrative audit in May 2021.
7. It was suggested that college can apply for NAAC inspection in year 2022.

Meeting ended with a vote of thanks to Chairperson Dr Sadhna Sharma.