

SHIVAJI COLLEGE, NEW DELHI

MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Saturday, 20th July, 2019 at 2:00 PM in the Committee room.

The following members were present:

1. Dr. Shashi Nijhawan (Principal)
2. Dr. Anita Kapur, Associate Professor, Department of Botany (Vice Principal)
3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry (Coordinator)
4. Dr. Anuradha Mal, Associate Professor, Department of Botany
5. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
6. Dr. Kiran Bamel, Assistant Professor, Department of Botany
7. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
8. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
9. Dr. Ankita Dua, Assistant Professor, Department of Zoology
10. Mr. Parveen Kumar Administrative Officer Accounts
11. Mr. Hemant Lamba Administrative Officer Administration

The following points were discussed in the meeting:

1. The Teachers-in charge were asked to submit the detailed academic calendars of the academic year 2019-20 with a list of all activities, extra-curricular events, mid-semester examinations, educational trips and visits to laboratories. All the activities conducted by the College will be under the aegis of IQAC.
2. The college has been endowed with the 'Star College Scheme' for the four Departments, i.e., Biochemistry, Botany, Chemistry & Zoology. This opportunity can be used to:
 - Enhance the quality of the learning and teaching process to stimulate original thinking through 'hands-on' exposure to experimental work and participation in summer schools.

- To promote networking and strengthen ties with neighbouring institutions and other laboratories
 - To conduct specialized training programmes for faculty improvement for optimizing technical capabilities
 - To increase capabilities of core instrumentation resources by procuring new equipment and upgrading existing facilities
 - To provide access and exposure to students to research laboratories and industries in the country
 - To help in devising standard curricula and Standard Operating Procedures (SOP's) / kits for practicals.
 - To provide better library facility to students and teachers.
3. If the college continues to work in an earnest manner, the 'Star College Status' will be granted after three years.
 4. The CRC will encourage the faculty members to submit project proposals and to apply for sponsorship for organizing national/international events in college. The faculty members were recommended to publish their work in UGC-listed and SCOPUS indexed journals.
 5. The internal audit & physical verification of the departments will be scheduled towards the end of the semester and all Teachers-in charge were requested to prepare all the data beforehand.
 6. The IQAC team focussed on strengthening the redressal mechanism. The coordinator informed that feedback will be taken from all stakeholders i.e. students, alumni and parents at the end of semester.
 7. Members stressed on improving the placement data of the college. Extra efforts would be made to involve more and more companies to hire a larger number of our students.
 8. All head of criteria were asked to submit cumulative data for AQAR to the Coordinator.
 9. The meeting ended with a note of thanks to the chair.