

**IQAC: Shivaji College**  
**University of Delhi**  
**Raja Garden, New Delhi**  
**Delhi – 110027**

A meeting of IQAC core committee was held on **22.07.2024** at 2:00 PM in IQAC room to discuss the agenda given below.

Following members attended the meeting:

1. Prof. Virender Bhardwaj, Chairman IQAC

*Bhardwaj*

2. Prof. Tejbir Singh Rana, Coordinator IQAC

*Tejbir Singh Rana* 22/7/24.

3. Dr. Suman Kharbanda, Co-coordinator IQAC

*Suman*  
22/7/24

4. Prof. Surbhi Madan, Member

*Smb*  
22/7/24

5. Dr. Kiran Bamel, Member

*Bamel*

6. Dr. Renu Baweja, Member

*Renu*

7. Dr. Jeetendra Agarwal, Member

*Jeetendra*

8. Ms. Preeti Desodiya, Member

*Preeti*

9. Dr. Shivani Gupta, Member

*Shivani*

10. Dr. Prabudh Kumar Mishra, Member

*Prabudh*  
22/7/24

11. Mr. Hemant Lamba, Member

*Hemant*

12. Mr. Praveen Kumar, Member

*Praveen*

**Agenda:**

- To chalk out the strategy for action plan of thrust areas for the academic year 2024-25.
- To deliberate on the requirement of various criterion for AQAR 2024-25.
- To extend the advisory to all the TIC's regarding conducting the seminars for the students on ICT, soft skills, communication skills and IPR (Intellectual Property Rights).
- Any other matter.

*Hemant*

*Shivani*

*Praveen*

*Prabudh*

*Smb*

*Bamel*

*Renu*

## Minutes of the Meeting:

### Agenda No. 1 –

After detailed deliberations and discussions the committee members resolved the following action plan of IQAC for academic year 2024-25 considering the previous year experiences.

- (1) Streamlining the Multi-Disciplinary Courses according to NEP 2020 (UGCF-2022) of GE (Generic Elective), SEC (Skill Enhancement Course) and VAC (Value Added Course).
- (2) Promoting the Outreach, Collaborative academic activities and Internships in coordination with Universities and Industries.
- (3) Strengthen the College Alumni Activities for the welfare of the students including financial support.
- (4) Organizing the seminars, FDPs, Symposium and workshops for the students, faculty and non-teaching staff.
- (5) Synchronizing the internal academic audit in the tune of NIRF, NAAC and AISHE for academic progression.
- (6) To evolve the mechanism to trace the academic progression of pass out students and their significant achievements.
- (7) Streamlining the teaching learning process with add-on courses to achieve the academic excellence.
- (8) Promoting the Research Projects and Publications by involving the students for their research blending.

### Agenda No. 2 –

The criterion core committee members and heads of all the 7 criterions identified the requirements on the basis of previous year limitations as follows:

#### 1. Criterion 1: CURRICULAR ASPECTS

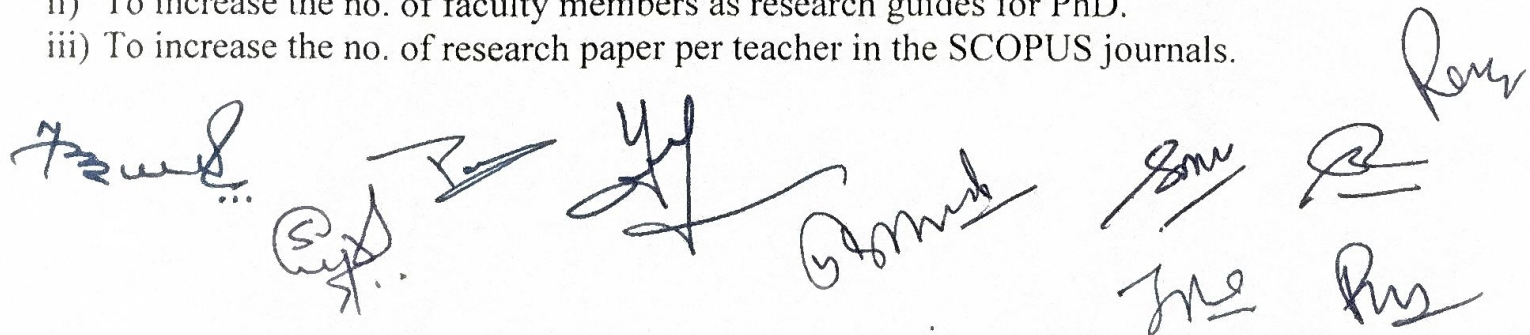
- i) Strengthening the feedback system of students, faculty, alumni and employers of industries with action taken report within stipulated time.
- ii) To integrate cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability in the academic curriculum.
- iii) To enhance the experiential learning project work, field work and internships.

#### 2. Criterion 2: TEACHING LEARNING AND EVALUATION

- i) To intensify the institutional assessment of learning level of students and organization of special programs for advance learners and slow learner students.
- ii) To assess the ICT enabled tools for effective teaching learning process in the college.
- iii) To streamline the student satisfaction survey (SSS) to measure the overall institutional performance based on the college designed questionnaire.

#### 3. Criterion 3: RESEARCH INNOVATIONS AND EXTENSION

- i) To take necessary steps to take the government and non governmental agencies funded research projects.
- ii) To increase the no. of faculty members as research guides for PhD.
- iii) To increase the no. of research paper per teacher in the SCOPUS journals.

A series of handwritten signatures in blue ink, likely representing the members of the committee who approved the minutes. The signatures are arranged in a horizontal line at the bottom of the page.



- iv) To intensify the extension activities carried out in the neighborhood communities and sensitizing students to social issues as Swachh Bharat AIDS awareness and Gender sensitization for their holistic development and its impact by NSS and NCC units if the college.
- v) To take necessary to increase collaborative activities of research, faculty exchange, student exchange and internship through functional MoU's with industries, universities, NGO's and corporate houses.

#### 4. Criterion 4: INFRASTRUCTURE AND LEARNING RESOURCES

- i) There is requirement to develop the gymnasium and yoga centre in the college.
- ii) Classrooms should be ICT and develop the LMS (Learning Management System) if possible.
- iii) A proper record of computers of the college be maintained and with location services enabled.
- iv) The footfall of faculty members in the library needs to be increased.

#### 5. Criterion 5: STUDENT SUPPORT AND PROGRESSION

- i) Student's capacity building and skill enhancement initiative required to be taken by the each department on soft skills, language and communication skills, life skills (health, hygiene, physical fitness and yoga etc.) and ICT/Computing skills.
- ii) Number of career counseling and competitive exams programs should be increased.
- iii) Mechanism to track the progression and placement of outgoing students in higher education and competitive exams of various levels to be recorded.
- iv) Record of the student awards and medals of students in sports and cultural activities.
- v) Number of students that participated in cultural and sports events in the college and outside the college needs to be recorded.
- vi) Alumni engagement for the welfare of students including financial support should be promoted.

#### 6. Criterion 6: GOVERNANCE LEADERSHIP AND MANAGEMENT

- i) Faculty empowerment strategy including financial support for conferences.
- ii) Professional development for teaching and non-teaching staff should be increased.
- iii) There should be proper recording of faculty members attending the professional development programmes (PDP's), orientation, induction, refresher, short term courses be recorded.
- iv) There should be review of teaching- learning process, structure, methodology of operations and learning outcomes by IQAC recording the incremental improvement in various activities
- v) IQAC collects the feedback, analyze and use it for improvement of collaborative quality initiatives with other institutions.
- vi) College may also procure ISO certification.

#### 7. Criterion 7: INSTITUTIONAL VALUES AND BEST PRACTICE

- i) To intensify the majors that promotes gender equity.
- ii) College need to enhance the energy efficient equipment as LED and sensor based bulbs.
- iii) College has to develop the e-waste disposal management system.
- iv) Rain water harvesting pit in old building to be constructed.





- v) Institutional efforts/initiatives in providing an inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversity needs to be promoted.
- vi) Periodic programs of code of conduct for students, teachers, administrators and other staff to be conducted.
- vii) Celebrate the commemorative days, events and festivals.
- viii) Identify the two best practices and one Institutional distinctiveness.

### **Agenda No. 3 –**

It was decided that TIC's of all the departments must ensure at least 1 seminar in a year for students on following themes.

1. Language and Communication skills
2. Soft skills
3. Life skills (Yoga, health and hygiene etc.)
4. ICT/Computing skills
5. IPR( Intellectual Property Rights)

After detailed discussion and consideration of all the parameter/issues and challenges raised by the members of IQAC the Chairman/Principal took serious note of it and advised all the criterion incharges to be vigilant about the activities of their concerned criterions.


The meeting ended with vote of thanks to chair.

73' him Singh Rana  
22/7/24.

**Prof. Tejbir Singh Rana**

**Coordinator IQAC**

**Shivaji College**

  
**Prof. Virender Bhardwaj**

**Chairman IQAC**

**Shivaji College**