

GARGI COLLEGE

UNIVERSITY OF DELHI

IQAC Meetings 2019-20

I. Detailed face to face Feedback Sessions with the following stakeholders: June-August 2019

Agenda:

Interaction with staff for Qualitative Feedback, Suggestions for students, institution, and self-development.

- Botany Lab Staff-Thursday, 6th June 2019, 10:30-11am
- Chemistry Lab Staff -Thursday, 6th June 2019,11:30-12
- Microbiology Lab Staff-Thursday, 6th June 2019, 12-12:30
- Physics Lab Staff -Thursday, 6th June 2019, 11-11:30am
- Psychology Lab Staff-Friday, 30th August 2019, 4pm
- Zoology Lab Staff-Thursday, 6th June 2019, 3pm
- Bachelor of Elementary Education (B.El.Ed) -Friday, 30th August 2019, 4pm
- Library-Thursday, 20th June 2019
- Medical staff (Nurse)-Thursday, 20th June 2019
- Garden Staff-Thursday, 20th June 2019
- Canteen staff and the service provider-20th June 2019
- Guards-Thursday, 20th June 2019
- Cleaning Staff -Thursday, 20th June 2019

Minutes:

- Suggestions were related to stagnation in service, self-development in terms of training, infrastructure-related issues.
- The IQAC team was welcomed heartily by all the departments and groups. The conversation itself was very empowering for both parties.

II. **Meeting with service provider & website committee: 3 meetings: May-September 2019**

- first meeting:** Presentation by the service provider on various modules
 - second meeting:** Digital attendance related inputs from departments
 - third meeting:** pilot created and tested for both android and iOS; web-based application was tested.
- **Meeting with the service provider:** IQAC team, website committee members, Administrative Officers, relevant staff for student dealing and examination in the accounts and administration attended. Questioned the service provider related to compatibility with the existing system, timelines, and packages.

- The IQAC team with website committee members and some faculty members worked with the service provider and the office and technical staff to create a structure for taking online attendance as a pilot programme. A sub-committee was constituted for this purpose.
- Pilot programme was conducted, and inputs taken from the faculty members and office and technical staff for wider application.

III. Interaction of IQAC team with faculty: 3 meetings

(i) First meeting:

Day: Wednesday
Date: 21st August 2019
Venue: Seminar Hall
Time: ECA

- Commerce
- Psychology
- Physics
- Mathematics
- Philosophy
- Zoology
- Botany
- BBE

(ii) Second meeting:

Day: Friday
Date: 23rd August 2019
Time: ECA
Venue: Council Room

- English
- German
- Sanskrit
- Microbiology

(iii) Third meeting:

Day: Wednesday
Date: 28th August 2019
Time: ECA
Venue: Lecture Theatre-1

- History
- B El Ed
- German
- Chemistry
- Physical education
- B Sc Physical Science
- B Sc life sciences

- B A Program
- Political Science
- Hindi
- Economics

Agenda:

To share the work of IQAC; To take status updates on mentoring and other initiatives; internal documentation and feedback from students; Suggestions.

Minutes:

- The IQAC team welcomed the faculty and introduced the team.
- Team recounted the vision for the institution and shared the dialogue they generated with the heads of departments (TICs). And hoped the discussions in these IQAC-TIC meetings were further delivered in their respective department meetings. It was also reiterated that the ideas aired in the department meetings and the suggestions given were to be an essential part of the culture of consultation in the working of the institution. This is in alignment with the ethos of the organization.
- Team sought suggestions and direction from the faculty. Also encouraged faculty to share their challenges and achievements in the context of mentoring.
- Some of the challenges shared by faculty members and the concerns of students were aired:
- These are some of the student concerns teachers came across during mentoring sessions.
 - Coping up issues for outstation students
 - Issues in /regarding PG accommodations
 - Family problems (which were also a reason for missing classes at times)
 - Being caretaker for ailing family members (also leading to missing classes)
 - Work pressure
 - Mental health issues.

Some concerns from the faculty:

- Since it was left to the teachers to coordinate for a mutually convenient time with students, timetable match was an issue.
- They felt they received more queries from the students they teach. But the mentoring seminar of the previous year helped some teachers to see students in a new light and not specific to academics only.
- Despite sending reminders, in some cases, students did not turn up. Whoever approached them from the mentor group were helped and supported. Wherever they felt out of depth in terms of addressing some issues they sought the support of the department of Psychology (adjustment issues and mental health related), Women's Development Cell (WDC) and colleagues in other departments (career progression in other areas). For some the process was very enriching and deeply satisfying. The mixed response called for some reflection regarding the procedures could be adopted to successful implementation of the system.

- Issues related to the privacy of the student were reiterated by the faculty.
- The IQAC team thanked faculty for taking time out of their busy schedule to be present for the meeting.
- Regarding the feedback procedures some faculty pointed to the limited nature of structured questionnaires and the possibility of mechanically filling or without understanding the questions.
- The IQAC team while agreeing to that possibility highlighted the principle behind it. Essentially, 'listening to students'. Conventional roles of teachers and culturally too this aspect is not taken seriously. In this background the IQAC team also shared that upon the insistence of teachers in the IQAC-TIC meetings the structured questionnaire suggested by NAAC was given to students for feedback. Major criticism which was levelled against that questionnaire was on the 'perceived difficulty/usage of language'. It was claimed that it would not be understood by students even though it is available in Hindi language also. But students didn't face any problem with it.
- Another criticism levelled against the feedback form was the disproportionate attention given to 'teachers' while it is supposed to be on holistic aspects of the Institution. Faculty suggested that IQAC could design the feedback applicable to all departments. This form must take into account all institutional aspects too rather than focus on 'teachers'.
- Faculty members also suggested that those students who do not have a certain percentage of attendance must not be allowed to give feedback. Some of them suggested 60% could be a reasonable limit.
- The IQAC team, in this background, requested teachers to take qualitative feedback /suggestions from students after the end of a session. This would nullify the discomfort of those teachers who are not in favor of a structured feedback by the institution. And it would remain between the teacher and student and is in alignment with the healthy nurturing of the relationship. In principle, it will support the teaching-learning process. It is to gain an alternative point of view too.

IV. Meeting with the teams of NIRF & India Today (separate meetings on the same day):

Day: Monday

Date: 3rd June 2019

Time: 10:30am

Venue: Council Room

Agenda:

- Inputs for streamlining data collection and maintenance
- Internal documentation

Minutes:

- Suggestions given by NIRF team are related to the following areas: increasing the research projects and wider participation from all departments in the Pathfinder programme; centralized data cell, significance of public perception for the institution and consequent

improvement/uplift; annual display of achievements of the organization in all spheres to be put up as an exhibition for students.

- Suggestions given by India Today team: Identified and highlighted some loopholes in the collection and maintenance of data; moving to a higher sophisticated digital mode of documentation to ease the faculty and it will also help in acquiring information about student progression.

V. Thu, Apr 23, 2020 3:30 PM - 4:00 PM (IST), meeting with the Head of the institution

Day: Thursday

Date: 23rd April 2020

Time: 4pm

Venue: Online-GoToMeeting platform.

Agenda:

- Status update on reports.
- Implications of the covid-19 situation

Minutes:

- Head of the institution took update on the work in progress related to AQAR-3
- The Digital Literacy training group formed in the month/s of January and February was supposed to happen during the mid-semester-break. This was a CSR initiative of Reliance through ICT Academy. Employment opportunities were also supposed to be provided after successful completion of the course. This course was essentially for the beginners or for those who have minimal knowledge. All the criteria given were adhered to. It had to be postponed due to the lockdown and will be taken up in physical mode since handholding by the trainer was an essential part of the training.

VI. Meeting with the Placement Team on NIRF.

Day: Thursday

Date: 25th June 2020

Time: 5:45pm

Venue: Google Meet

Agenda:

- To discuss NIRF ranking, analysis with specific reference to contribution of placement
- To discuss the comparative analysis of Gargi, parameter-wise for 2016-17, 2017-18 and 2018-19.
- To discuss the comparative analysis of Gargi college parameter-wise, with top 20 colleges as per NIRF rankings (2016-17, 2017-18 and 2018-19).
- To discuss the comparative analysis of Gargi, parameter-wise, with the DU colleges which figured in the top 20 all-India NIRF rankings.

Minutes:

- Some suggestions were given to the placement team to represent data after their presentation.
- Possibilities of multiple interpretations of the data were highlighted. And the impact on Institutional measures as a consequence is suggested.
- Appreciated the time spent by the student team on this report and for incorporating the earlier suggestions.
- Student team felt the guidance and training on some aspects of the data helped them see opportunities for approaching the work in the placement cell as research-based work in the journey of fulfilling the stated vision. Also, the relevance and significance of their work in the Cell and the implications.
- Faculty team reiterated their work as an internship since knowledge and skills are gained on a daily basis in the process of working and through mentoring from the senior placement team and the faculty team.

VII. Meeting with the Placement Team

Day: Tuesday

Date: 25th July 2020

Time: 4pm

Venue: Google Meet

Agenda:

- report on work during lockdown
- schedule of stream-wise orientation about policies by the team
- hiring calendar for 2020-21
- unique placement Ids for final year students
- faculty-mentors for each drive
- proposal for broad based leadership structure within the team

Minutes:

- Placement team shared a presentation which included their work of 2019-20 the orientation to be given to final year students.
- Shared faculty-mentors' list.
- Proposed a broad-based leadership structure for internal guidance and mentoring.
- Faculty team is agreeable to the principle behind the proposed structure. It would also suggest some changes.
- Faculty team appreciated the plan of action document. Incremental improvement suggested based on the experience.

VIII. Meeting with NAAC Steering Committee (proposed) Team

Day: Friday

Date: 7th August 2020

Time: 12noon

Venue: Google Meet

Agenda:

- Orientation
- Any other matter with the permission of the chair.

Minutes:

- At the outset the principal welcomed all the members in the first meeting of NAAC steering committee along with IQAC.
- She reminded the members about the validity period of the NAAC certification received by the institution on 19th February 2016. The preparation process for acquiring re-accreditation has been a foregone conclusion since the Institution has been following all the necessary conditions to apply for re-accreditation in the past four years.
- This committee is time-bound, and its purpose is to get re-accreditation for the institution. It would steer the process of re-accreditation in collaboration with the IQAC team.
- It was felt by the members that it is the right time to start the process of applying for IIQA. The principal drew the attention of everyone to the two new notifications placed on NAAC website in response to the COVID situation in the country. One is related to the submission of AQAR for the academic session 2019-20 based on the revised academic calendars across the country. Second notification is related to the validity of accreditation in the context of the current pandemic situation across the country. NAAC is expected to come up with a new notification in September/October with more definitive timelines. She also outlined the process to be in place for applying for IIQA and encouraged everyone to visit NAAC website and explore information related to workshops and other notifications.
- IQAC Coordinator Ms Sailaja, explained the necessary conditions for submitting Institutional Information for Quality Assessment (IIQA) for cycle 2. Timely submission of AQARs of the last four sessions, a functional IQAC and mandatory uploading of the institutional information on All India Survey on Higher Education (AISHE) portal and to submit IIQA, during the last 6 months of validity period subject to the fulfillment of other conditions specified by NAAC from time to time for the purpose.
- It was decided that the deliberation process of the structure of the committee, Convener of the committee, formation of sub-committees and distributive leadership would be taken up in the next meeting by the members.
- The proposed date for the next meeting was Thursday, 20th August at 11 AM in the premises of the college. However, a virtual platform shall also be provided as requested by few members.
- Meeting ended with the vote of thanks to the Chair.

IX. Internal IQAC-working group meeting

Day: Friday

Date: 7th August 2020

Time: 4pm

Venue: Online-Zoom Platform

Minutes:

- Discussed the Working procedures in coordination with NAAC Steering Committee
- Extension of validity of accreditation due to Covid-19 and implications for data collection and compilation.



Ms. Sailaja Modem
Coordinator, IQAC



Dr. Promila Kumar
Principal (Offg.)