

IQAC, GARGI COLLEGE UNIVERSITY OF DELHI

MINUTES OF MEETINGS

1. IQAC Meeting with Principal and NAAC Steering Committee

Date: December 02, 2021

Time: 11.00 AM

Venue: Council Room

Minutes

- Review of previous meetings
- Discussed the progress of the report of each criterion and their difficulties.

Members Present:

1. Principal, Gargi College
2. All IQAC Members
3. All NAAC Steering Committee Members

2. Internal Minutes of IQAC virtual meeting with TICS and CICs

Date: 8th Dec 2021

Day: Wednesday

Time: 11.00 AM

Venue: Council Room

Convenor, IQAC thanked the TICs and CICs for their consistent support during the last few academic years. Expressed that 2018-19 was best in terms of interactions with departments through monthly IQAC- TIC meetings.

Recounted the significance of department email ID for

- smooth transition of headship
- general communication within the department through meetings (& sharing of minutes)
- conversation between IQAC and the department
- Re-emphasized the importance of documentation for
- recognition of individual teacher work
- Result analysis
- Support given to students by all teachers during OBE process
- Admission analysis & feedback from first years on complete online admission process

- Emphasized the measures to be taken for smooth running of funded projects with support from accounts section.
- It was suggested by a few TICs that IQAC-TIC meetings could be conducted bi-monthly or monthly basis for closer coordination.

Issues and queries regarding filling up AQAR 4 were discussed.

The following queries/ points were discussed:

- Role of IQAC and NAAC steering committee was explained to all.
- Report to be submitted will be pertaining to the academic year July 2019- 9th August 2020
- Result analysis to be done for pass out batch of 2019 May in continuation of the earlier results provided in AQAR3.
- Only pass % of students required for result analysis as per the 2019-20 format.
- Date of declaration of result required for each course (under criterion 2.5)
- No.of applications received by the college for admissions in July 2019 can be obtained from office. Departments too were advised to note it and do analysis at their level. It was also agreed that in the case of DU colleges only University may have the comprehensive data to arrive at the demand-ratio for each college. But with online admission process for the past few years colleges will have data though it may not be adequate for arriving at a clear understanding of the demand ratio.
- The assessment/survey of issues in admission at college level/ department level/students (applicants) level can help in future improvement of the process.
- Dr Pant requested departments to submit elaborate data for Criterion 7 in the background of the work done by departments. This includes specific information on the dates of events/number of participants/names of experts / organisations, etc.
- Dr Renu Agarwal suggested that data for criterion 7, should include the steps taken by college during COVID-19 pandemic.
- Also, mentoring of students for OBE can be mentioned. The documentation of such activities can be reported in departmental meetings and the minutes of these meetings serve as documentary proof.
- Information on websites must be regularly updated, which includes important achievements of students and teachers. This is significant for transparency. Potential students, parents and the common public find it easier to know the college better. Especially in the background of third-party monitoring by accreditation and ranking agencies website information is crucial. They keep track of college websites. Website committee has appealed repeatedly for updating and developed a mechanism in the form of department representatives for providing information. It is suggested by IQAC team that departments pro-actively provide information for best portrayal of their work.

- Feedback process is essential for continuous improvement in various quarters from all stakeholders, including students, teachers, non-teaching staff, support staff and employers of the college. It is not mere collecting of feedback. It has to be analysed and improvements suggested/implemented wherever applicable. This must be a constructive process.
 - Feedback (structured) on curriculum will be different for each programme (refer Criterion I).
 - Student Satisfaction Survey (SSS) in Criterion II (structured)
 - Qualitative (unstructured) feedback suggested by IQAC as an initiative in 2018-19.
- Dr Sabeen, TIC, Department of Psychology has shared the feedback process they completed and put up on the website. She offered to share the forms if others were to follow the same formats. IQAC team expressed appreciation for this work of Psychology department. Dr Sabeen also shared that the department has done 'needs assessment of students' in the current situation and enquired if others too felt the need for it based on their interaction with students. She sought suggestion to enlist the students of each department who may need laptops during pandemic times so that they do not lose out on their online classes. The coordinator also referred to a similar exercise done by the Department of Elementary Education and requested TIC to share it with the group.
- Team IQAC has informed us that AQAR 5 (the annual report for 2020-21) will have a new format. It is available on NAAC website. The link will be provided to departments. Based on that format, current year data may be compiled by the departments.
- Team IQAC requested all departments to send data by 15th December so that the requirement of sending the AQAR 4 to NAAC is done within the timeline.
- Meeting ended with thanks to all the TICs and their deputies for attending and providing cooperation.

Members Present:

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr Renu Agarwal, Convenor, NAAC Steering Committee
3. Dr Vaijyanthi, Member, IQAC
4. Dr Preeti Pant, Member, IQAC
5. Dr Aparajita Mohanty, Member, IQAC
6. Dr Anita Bhat, Member, IQAC
7. Dr Madhu Yashpal, Member, IQAC
8. All TICs and CICs

3. Gargi College-Zanskar Model Government College Meeting

Date: December 08, 2021

Day: Wednesday

Time: 2.30 PM

Venue: Principal's room (Online)

- Principal, Gargi college greeted the team and congratulated the Principal, Zanskar college for the initiation of the projects and assured that she is continuously updated about the progress and events of Zanskar college.
- Principal, Zanskar college elaborated on the projects and the RUSA grants the institution received through which they acquired more than 8,000 books among other things. Institution is closed for winter holidays on 3rd December and will reopen in mid-February. The temperature of the day was -18degrees centigrade.
- Principal, Gargi college suggested an online meeting of Gargi Core team with Zanskar team. Principal, Zanskar college might visit Delhi in January and they looked forward to meeting Gargi team for a physical meeting and follow up on the online conversation. Principal, Gargi college extended all possible support to the Principal, Zanskar college.
- Mam also suggested the Zanskar College to apply for DBT Star status since they have basic science programmes in Botany, Zoology and Chemistry and she volunteered to guide them in the process. Sir also expressed keen interest saying that the college will do so after acquiring UGC recognition. Meanwhile the curriculum of both institutions may be looked into and possible areas of collaboration. Principal mam also suggested they might start a department of Mathematics with the basic sciences already in place.
- Principal, GDMC-Zanskar shared the hesitation of students in taking up mathematics at the senior secondary level only and added they do take it up as 5th subject. IQAC Coordinator, Gargi college suggested doing Vedic mathematics as an initiation to address the fear of mathematics amongst students. And it is a possibility with Principal mam having conducted workshops in this area.
- Principal, Zanskar college suggested the significance of a split semester system with Gargi college which will benefit students from both colleges. Expressed interest in 1 or 2 months of exchange program and certified courses. In the background of their experience with challenges in seamless internet connectivity they looked forward to physical exchange. Mobile connectivity was better. But it limits interaction on many fronts. Sir was also keen on opening a program in geology with immense possibilities of research in the area they inhabit.
- IQAC Coordinator, Zanskar enquired about the Humanities departments at Gargi College and expressed keen interest in collaboration. Zanskar is untapped in terms of the studies in cultural, social and ecological aspects. His inputs were welcomed by the Gargi team and were assured by research-conscious Humanities departments at Gargi.
- IQAC Coordinator, Gargi college enquired about the traditional games of the region and if any physical education programs are run to further indigenous sports of the region.
- Principal, GDMC-Zanskar talked about the sport of archery as a traditional sport and now is generally pursued with new tools. However, there is immense possibility of mountain-climbing and related activities.
- Principal mam invited the Zanskar team to the following day's Library orientation for all students.
- Complimentary partnership: With Zanskar closed for the major part of the year from the months of November to March/April and Delhi with its heat in the summer months, it is going to be a complimentary partnership, Principal, Gargi college asserted and looked forward to deciding on concrete activities in the first physical meeting scheduled to happen in January. Both the parties

agreed on the complementarity of partnership and the meeting ended with a positive note on both sides.

Members Present:

1. Prof Promila Kumar, Principal, Gargi College
2. Prof Nasir Shabani, Principal, Government Model Degree College, Padum Zanskar
3. Dr. Tashi Lundup, IQAC Coordinator, Government Model Degree College, Padum Zanskar
4. Ms. Sailaja Modem, IQAC Coordinator, Gargi College

4. Meeting with NAAC to discuss MoU with KR Mangalam University

Date: May 13, 2022

Time: 2.00 PM

Venue: Online

Agenda: On MoU with K.R. Mangalam University (Internal IQAC meeting)

Members Present:

1. Dr. Ruby Jindal (KRM Univ)
2. Dr. Meena Bhandari (KRM Univ)
3. Dr. Pawan Kumar (IQAC Director, KRM Univ)
4. Dr. Archana Tripathi (Gargi College)
5. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
6. Dr Vaijyanthi, Member, IQAC
7. Dr Aparajita Mohanty, Member, IQAC
8. Dr Madhu Yashpal, Member, IQAC

The two institutions shared the information about their individual fields of specialization. After discussing with the KRM University, several proposals were made under which MOU could be signed. The following were some points:

- a) Collaborative conference
- b) Collaborative workshops
- c) Student exchange
- d) Quality initiatives
- e) Research collaboration

5. IQAC, TICs, Principal and NAAC Steering Committee Meeting

Date: May 18, 2022

Day: Wednesday

Time: 11.30 AM

Venue: Council Room

Members Present:

1. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
2. Dr Vaijyanthi, Member, IQAC

3. Dr Preeti Pant, Member, IQAC
4. Dr Aparajita Mohanty, Member, IQAC
5. Dr Anita Bhat, Member, IQAC
6. Dr Madhu Yashpal, Member, IQAC
7. Dr. Deepika Chatterjee
8. Dr. Divya Gnaneswari
9. Dr. Supreeti Das
10. Dr. sumit Raj
11. Dr. Renu Soni
12. Dr. Anita Kapila
13. Dr. Rakesh Kumar
14. Dr. Anita Kapila
15. Dr. Sweta Mishra
16. Dr. Jyotika Bahl
17. Dr. Deoraj Singh
18. Dr. Pooja Gupta
19. Dr. Anita
20. Dr. Shatarupa Sinha
21. Dr. Hira Joshi
22. Dr. Babita Gaur
23. Dr. Renu Aggarwal
24. Dr. Reema Chauhan
25. Dr. Krishna Meena
26. Dr. Sangeeta Bhatia
27. Dr. Chandana Mukherjee
28. Dr. Jyoti Raina
29. Dr. Alka Michael
30. Dr. Anita Yadav
31. Dr. Sapna Malhotra
32. Ms. Akriti chaudhry

- IQAC coordinator greeted everyone and communicated that Principal mam sends her regrets since she had to leave for an official meeting with one of the regulatory bodies which was a later development. Mam sends her wishes and support for the agenda shared earlier.
- IQAC team thanked all the TICs for their continued support in providing department information to apply for accreditation and ranking agencies. Without support of the department, it would not have been possible. Team has extended all support and guidance to the departments for the continued preparation for NAAC Peer Team Visit. Requested departments to be ready with their documentation on incremental improvements and consequently new challenges, if any, year-wise. The team recounted the suggestions given

and procedures put in place for yearly reports without hampering departmental autonomy. For internal department presentations, the following have been highlighted: preparation and submission of departmental reports, which have helped in the submission of departmental AQARs; improvements/changes considered or implemented after taking the departmental feedback on curriculum (criteria-1), feedback from students (criteria-2); planning made through the creation of annual calendars at the end of the year (a democratic division of duties in the department/distribution of work. Eg: roster), result analysis discussed in the department and any related decisions made; internal documentation procedures. Eg: Google drives criterion-wise/ teacher-wise/topic-wise (as per the classification developed by the department); communication with students on scholarships, career /higher education related information; support given to ECA students; support given to out-of-station students; transition protocols of TICs, etc. These are some of examples. It is hoped that irrespective of the next IQAC team, these procedures will be followed and made better for smooth conduct of institutional work and benefit students and staff. Continuous revision is also possible first at the department level and provides concrete ground data for seeking subsequent support from the head of the institution and office.

- NAAC Steering Committee Convener thanked TICs for department inputs in submission of SSR and their continued support to the entire NAAC Steering team at all times. She also identified a few gaps and ways of addressing them. Reminded departments to include and highlight student achievements on the website (in department space too) and in department PPTs/presentations.
- IQAC Team requested TICs to communicate with their department colleagues to go through the websites of the respective institutions with which college has drawn MOUs for collaboration and encourage them to collaborate in the fields of research and faculty exchange to start with. Departments' collective inputs and support requested for in continuation of the implementation of the MOUs signed/proposed by the college: (i) MOU with Kamala Nehru College (continuation) (ii) MOU with Government Model Degree College, Zanskar(continuation) (iii) MOU with ICT Academy (continuation) (iv) ***Proposed MOU with K R Mangalam University, Shona Rural, Haryana.***
- An inaugural session of Gargi-Zanskar college will be conducted in the month of June, in which Principal mam would address the students of Zanskar college on addressing their fear of mathematics and to encourage them to take up mathematics for current and future career goals. Especially since students have already taken up sciences, mathematics would help them realise research opportunities. One of the goals of undergraduate education is to prepare students for potential erase arch and career opportunities. After the inaugural Dr Babita Gaur, Librarian would take up 3 sessions related to Reading habits, search engine functionalities, on infliibnet and digital initiatives in education by the GoI. Programme schedule will be shared. Staff and students may be encouraged to attend.

6. Principal, IQAC and NAAC Steering Committee Meeting

Date: August 08, 2022

Day: Monday

Time: 11.30 AM

Venue: Council Room

Minutes

- IQAC Coordinator, Ms Sailaja Modem, congratulated Prof. Sangeeta Bhatia on her appointment as Principal, Gargi College and welcomed her.
- Further, she formally introduced all the IQAC and NAAC Steering Committee members.
- Ms Sailaja Modem briefed about the progress of all the preparation for NAAC 2nd Cycle accreditation.
- Dr. Renu Aggrawal, Convenor, NAAC Steering Committee elaborated on the SSR submitted and answered all the queries put up by the newly appointed Principal.
- Prof. Bhatia put forward many suggestions for the upcoming NAAC Peer Team visit and all the suggestions were welcomed and well taken by members present in the meeting.

Members Present:

1. Prof Sangeeta Bhatia, Principal (Offg)
2. Ms. Sailaja Modem, Coordinator, IQAC, Gargi College
3. Dr. Renu Aggarwal, Coordinator, NAAC Steering Committee
4. Dr Vaijyanthi, Member, IQAC
5. Dr Preeti Pant, Member, IQAC
6. Dr Aparajita Mohanty, Member, IQAC
7. Dr Anita Bhat, Member, IQAC
8. Dr Madhu Yashpal, Member, IQAC
9. All Members of NAAC Steering Committee