



Minutes of IQAC Meeting held on 20th August 2015

Members Present

Sr. Marina, Principal

Dr. Rekha Dayal

Dr. Sr. Rosily John

Dr. Taisha Abraham

Dr. Usha Chugh

Ms. Dolly Kapoor

Dr. Alka Marwaha

Dr. Sheel Sabu

Dr. Molly Abraham

Dr. Ela Trivedi

Ms. Sunita Narain

Agenda

1. To discuss the Action Plan for the Academic Year 2015-16.
2. To review the Peer Team Report for the first cycle of accreditation by NAAC where the college was awarded Grade A with 3.26 points.

Minutes of the Meeting

IQAC plan for the academic year 2015-16

A. Research Committee

1. The research committee will work towards starting a **peer reviewed e-journal**. A sub-committee has been set up. The preliminary work has already begun.
2. Some members in the research committee will explore establishment of **MOUs** with good universities abroad for academic collaborations – e.g., at seminars and other such educational activities. Talks are in progress with a university in Indonesia.
3. The same members will also look into the possibilities of fruitful interaction with established **women's institutions across India** with the intent to seeking ways for mutually beneficial collaborations.
4. The same members will do a similar exercise vis-à-vis **women's colleges in Delhi**.
5. Research Committee to be more active in motivating the Staff to undertake research by disseminating information about the sources available for funding minor/major research projects e.g. UGC, ICSSR etc.

B. Departmental Academic Day



Accr

The research committee has selected a broad theme: **Gender Issues**. Each department will adopt a suitable perspective of the theme and some of their **Academic Day** activity will be based on it.

C. Career Counselling

1. There will be a major focus on **Career Counselling** this year. The placement cell will plan to invite speakers from different fields to educate the students about different career options.

2. The College **Counsellor** will plan **aptitude tests** for students to facilitate their decision making.

D. Mentor-Ward System Departments must judiciously utilize the Tutor/Mentor ward time for a) value based activities, b) for soft skill development programs and c) career counselling programs.

E. Value Education

1. Departments and Societies will be encouraged to gear activities around **socially relevant issues** and look at avenues by which the **General Knowledge** of the students may be enhanced.

2. Departments and Societies will be encouraged to organise programmes like Street Plays and Talks by eminent personalities to foster values, both social and moral, among the students.

3. Societies like Peace Society, Green Society, NSS, Debating Society can come forward to spreading general awareness of socially relevant issues and current affairs.

F. Remedial Classes

Additional help will be provided to students by expanding the reach of the Remedial Programme by making it more structured.

G. Alumni

1. Build a strong database of Alumni keeping a track of the students after they leave college so as to capitalize on their experience and support to take the college forward. This is to be done at both micro and macro levels.

2. While college has its Old Students Association which meets once annually, the Departments can also start building up their connections with Alumni through social media etc and hold their own departmental reunions.

3. An attempt will be made to encourage the **Alumni** to play a more supportive role in the college. This is a challenging task. It requires identifying areas where they can make contributions and to find ways to make the Alumni Association more vibrant.



H. Staff Welfare

11. **Computer training workshops** may be organized for teaching and non-teaching staff.
2. Organise seminars for non-teaching staff to impart soft skills like office etiquettes, interpersonal skills etc.
3. WSDC/Sports/NCC/NSS can come together to organise Self Defence and Yoga classes for staff and students.

I. Documentation: Departments can create their own Department Archive page/site wherein all the events/activities can be recorded with information and pictures etc.

J.Green Campus: Undertake extensive tree plantation in the college campus.

K.Summer School can be started where short-term courses can be offered on academic and non-academic subjects, for e.g. on basic computer training on Statistics, Gender issues etc.

L.The committee will look into the feasibility and logistics of starting a summer school which can offer short term courses.

Aravwal

Dr. ALKA MARWAHA

IQAC Co-ordinator