

### Minutes of the Meeting

A meeting of the IQAC was held on October, 9, 2020 at 4 pm on Google Meet. The following members were present:

1. Dr. Manoj Kumar Khanna, Principal, (Chairman, IQAC)
2. Dr. Hamant Kumar Rajor, Coordinator
3. Dr. Naresh Kumar Kakkar, member
4. Dr. Jitender Khurana, member
5. Dr. Sukanya Lal, member
6. Dr. Vinita Chandra, member
7. Dr. Hardeep Kaur, member
8. Dr. Monika Saxena, member
9. Dr. Anuradha Rajkonwar, member
10. Dr. Apoorva Gupta (special invitee)

#### Agenda of the Meeting:

1. Confirmation of the minutes of the meetings held on September 28, 2018 and July 29, 2020
2. Matters arising out of the minutes
3. NAAC Progress
4. Students' mentoring in different departments
5. Any other matter

The following were discussed and resolved:

**Agenda 1 and 2:** Confirmation of minutes of meeting held on September 28, 2018; and July 29, 2020 and actions taken thereof:

1. Minutes of the IQAC meeting held on September 28, 2018 and July 29, 2020 were read out and confirmed by the members.
2. The following actions taken in regard to the above mentioned meetings were reported.
  - a. A meeting of teacher-in-charges of all departments regarding NAAC related matters was held on November 2, 2018, in Principal's Board Room.
  - b. A hard copy of the NAAC Performa was distributed to all the TICs. They were informed about the list of NAAC related works required to be completed at the department level which include collecting and collating teachers' data, list of students' activities, feedback from students, etc.
  - c. The TIC or Departmental NAAC Coordinator will coordinate with the college NAAC Coordinator for all the NAAC related works.



- d. The next meeting was scheduled for Nov 19, 2018.
  - i. It was decided in the meeting that Part B of NAAC Performa will be filled by every teacher, and the data will be collated by the NAAC Coordinator from each department.
  - ii. A sample of questions for the preparation of the feedback form in order to collect responses from the students, will be submitted to respective departments as well as to the IQAC.
3. These actions were reported to the committee and were confirmed by the members.
4. Minutes of the IQAC meeting held on July 29, 2020 at 12:30 pm, through Google meet were read out and discussed. After making some corrections, minutes were confirmed by the members. There was no matter arising out of the minutes.

### **Agenda 3: Progress related to NAAC**

Coordinator IQAC presented the report of the activities undertaken so far towards the progress of NAAC work. This includes:

#### **Data collection**

- i. Collection of students' data for the undergraduate, post-graduate, and language courses, for the last four years is completed. The data in the soft/digital form is now available with the college.
- ii. Collection of teachers' data is almost complete and its compilation is under progress.
- iii. Collection of non-teaching staff data is going to start soon and will be uploaded on the website after completion.

#### **College infrastructure**

- i. Under the CSR (Corporate Social Responsibility) activities, the college has received the tiles which are being used to repair the area around the main entrance. The structures to serve as seating arrangements for students are being constructed.
- ii. The college is reusing the waste material like iron rod and steel in making grills, notice boards, among others. Also, iron pipes have been fixed on third and fourth floors of the new building to cover the balcony to ensure greater safety of students.
- iii. The CPWD has been contacted to provide an estimate for constructing roads in college premises.
- iv. The college has laid out a plan for the development of parking space (earlier Tennis Lawn), the work for which will start soon.
- v. To enhance the college information system, a Website Committee has been constituted to improve the college website standards as per the NAAC requirement.



**Library:**

- i. The up-gradation work of the college library is under progress.
- ii. The Library Committee has initiated the search about the availability of the facility of binding books on the GeM and soon after the confirmation the tender will be floated.
- iii. Towards making judicious use of available space, extra space is created in the library for keeping all the new binded books.
- iv. Planning is underway towards creating additional bigger and better sitting space for students.

**Webinars:**

- i. Under the aegis of IQAC, the college and various departments organized webinars for the students and the faculty members.
- ii. It was decided that details of any webinar/seminar/workshop/ or any other activity organized by IQAC, all members should be given information for the same.
- iii. Details of various webinars conducted by the college IQAC and by various departments under the aegis of IQAC were given at the end of the minutes.

**Mentoring role of the college:**

- i. It was informed that college under Outreach Program will be mentoring LSM Govt. PG College, Pithoragarh, Uttarakhand.
- ii. Under the Unnat Bharat Abhiyaan, the college has adopted five villages in Delhi. The registration process for the same is completed. These villages are: Rani Khera, Jharoda, Kamalpur, Mukundpur and Shahjarpur.

**Other Initiatives:**

- i. For the first time in Ramjas College, the women wing of NCC started functioning after the approval from the Directorate and Dr. Arti Dhankar (Department of Physical Education) has been appointed the Coordinator. The registration towards the approval of men's wing of NCC is underway.
- ii. To ensure social justice, the college has set up the SC/ST cell and the SC/ST/OBC grievance committee.
- iii. To speed up work and smooth functioning of IQAC, Conveners and Co-conveners are formed on seven criteria mentioned in NAAC. These are as follows:

Criterion	Convener / Co-convener
1. Curricular Aspects	Dr. Vinita Chandra / Dr. Mausumi Bose
2. Teaching-Learning and Evaluation	Dr. Monika Saxena / Dr. Lokendra Kumawat
3. Research, Innovations and Extension	Dr. Sukanya Lal / Dr. Charu Dogra



4. Infrastructure and Learning Resources	Dr. Mahak Singh / Dr. Sunil Kumar
5. Student Support and Progression	Dr. Hardeep Kaur / Dr. Amit Bhattacharya
6. Governance, Leadership and Management	Dr. H.K. Rajor (IQAC Coordinator)
7. Institutional Values and Best Practices	Dr. Anuradha Chetia / Dr. Shilpa Mehta

- iv. Ramjas College NAAC mentor, Hansraj College under Paramarsh Scheme of UGC-MHRD, organized webinar series on all the seven criteria of NAAC which was of immense help to the entire IQAC team of the college working towards NAAC.
- v. As per the new NAAC notification, the tenure of the IQAC members and Coordinator is two and two to three years respectively. Following this, three members, who have already completed their tenure, Dr. Vinita Chandra, Dr. Sukanya Lal, and Dr. Mahak Singh have been replaced by Dr. Mausmi Bose (Department of Philosophy), Dr. Charu Dogra (Department of Zoology), and Dr. Sunil Kumar (Department of Physics) respectively. The three newly inducted members were also the co-conveners in the outgoing team under different criteria and are now appointed the convener for these different NAAC criteria. At the same time, it was also decided to appoint new co-conveners wherever required. The chair thanked the outgoing members for their vital support.

#### Agenda 4: Students' Mentoring in different departments

1. It was informed that Student-Faculty Committee (SFC) is already being constituted in each department as a student's complaint redressal mechanism related to academic and non-academic matters.
2. In addition, it is decided to have mentorship mechanism in each department to mentor students i.e., Student Mentorship Program. As a part of modality, the department can assign a mentor for a group of 20-25 students (depend upon teacher student ratio) each; and meeting periodically and keeping records of all meeting held from time to time.

#### Agenda 5: Any other matter

1. Library:
  - a. The renovation of the library and RFID will require funding. For this, various corporate (under their CSR activities) and college aluminous are being contacted.
  - b. Up-gradation and renovation work of college Library in the form of book binding, white wash etc. is in progress



- c. As suggested by members, the college Librarian should be a special invitee in the next IQAC meeting to invite her give her valuable suggestions towards strengthening the library work.
2. Outgoing members contribution:
    - a. The outgoing members may be invited in IQAC meetings as special invitee for their valuable suggestion/guidance. .
  3. College Infrastructure:
    - a. Under NAAC, college requires interactive boards. It was decided to make an estimate for the same and present them in upcoming meeting.
    - b. The seminar room of the college is getting transformed to recording room / media room. Besides some existing facilities, arrangement needs to be made for the same. It is decided to prepare the budget estimate, and present the same in the next meeting.
    - c. In order to boost the information technology (IT) infrastructure, more number of projectors are required over and above the existing ones, and so for the CCTV cameras. To save fund, old projector or CCTV camera needs to be repaired, if possible. It is decided to prepare the budget estimate, and present the same in the next meeting.
    - d. Dr. Kakkar appreciated the work done by the IQAC committee and motivated the entire team to get good grades in NAAC at least A<sup>+</sup> Grade.

The meeting ended with thanks to the chair.

*Confirmed.*

*Kedhar*  
Co-ordinator  
IQAC Ramjas College  
University of Delhi