Keshav Mahavidyalaya

Minutes of the meeting of IQAC held on 22-06-2020

A meeting of all the members of the IQAC of Keshav Mahavidalaya was held on 22nd June 2020 at 2:30 pm through video conferencing via Google Meet. Following members attended the meeting:

1. Prof. Madhu Pruthi- Principal, Keshav Mahavidyalaya, University of Delhi (Chairperson-IQAC)
2. Prof. Daman Saluja- Director, Department of BR Ambedkar Centre, University of Delhi (Chairperson Governing Body Keshav Mahavidyalaya)
3. Prof. S.K. Garg- Director General, Maharaja Agrasen Institute of Management Studies, Rohini, Delh.
4. Dr. Akshi Mittal- Consultant Doctor with a US based Non-Profit organization and visiting medical consultant for the Girls' Hostel of Keshav Mahavidyalaya.
5. Mr. Rohan Rai (Dy. Registrar (Academics), University of Delhi)
6. Mr. Sunil Kumar Dogra (Dy. Registrar, University of Delhi)
7. Ms. Aakriti Gupta (CEO: Unbound)
8. Mr. Manoj Kumar (Parent of a student at Keshav Mahavidyalaya)
9. Dr Anju Arora (Co-ordinator –IQAC)
10. Dr Anupama, Associate Prof., Department of Physics, Keshav Mahavidyalaya (Member-IQAC)
11. Dr Arpana Sharma, Associate Prof., Department of Mathematics, Keshav Mahavidyalaya (Member-IQAC)
12. Dr Jagneet Kaur Anand, Associate Prof., Department of Electronic, Keshav Mahavidyalaya (Member-IQAC)
13. Dr Roli Bansal, Associate Prof., Department of Computer Science, Keshav Mahavidyalaya (Member-IQAC)
14. Ms Devanshi Dubey (Student of B.Sc. (Hons) Physics, Semester II, Keshav Mahavidyalaya)
15. Mr Kinshuk Vasisht (Student of B.Sc. (Hons) Computer Science, Semester IV, Keshav Mahavidyalaya)

Meeting started with a welcome note by Dr Arpana Sharma. A formal introduction of all the members was given by the Principal, Prof Madhu Pruthi. Dr Anju Arora, Co-ordinator IQAC, then presented the activities conducted by members of subcommittee of IQAC during the academic year 2019-2020. She presented following information to the members:

a. IQAC activities conducted from April 2019 onwards.
b. Various webinars organized by IQAC during the lockdown period.
c. Continuation of online teaching learning process as per directive of University of Delhi throughout the lockdown period up to 17th May'20 and also conduct of Practical evaluation through online Assignment of all students.
d. Successful uploading of AQAR for 2018 – 2019 on the NAAC portal.
e. Calendar of IQAC for the next academic session, prepared by the college IQAC sub-committee.

Principal
Keshav Mahavidyalaya
(University of Delhi)
H-4-5 Zone, Pitampura
Delhi-110034

Prof. S. K. Garg appreciated the work done by sub-committee of IQAC and made following suggestions:

a. Academic calendar has to be prepared in detailed and day-wise for each department. It may also be made available on the college website.

b. Mentor-mentee system may be initiated wherein a teacher should mentor around 20-25 students of his/ her department. The teacher may act like the guardian to such students and should counsel them, where ever needed. This process of mentoring the students would result in transparency among the students themselves and the teachers, and this would also strengthen the alumni group of the college.

c. As per NAAC guidelines, credits are earned only for webinars/FDPs/workshops etc., which are held for a period of at least one week. More focus on such programs may be given vis-a-vis smaller duration programs

d. Higher focus should be on the student's feedback of the teaching/learning process.

e. All the committees of the college should work in collaboration with IQAC as IQAC should be the coordinating team for all college activities.

f. Focus should be given to placement and database should be maintained regarding placements and students going for higher studies.

g. Considering the present situation, there is a need to strengthen infrastructure of the college to better conduct the online teaching-learning process e.g. faster broadband connectivity.

One of the IQAC sub-committee member clarified that the calendar presented by the coordinator, IQAC, was not the calendar of college activities, but instead it was the action plan of the IQAC sub-committee for the next academic session.

Prof. Daman Saluja endorsed the ideas of Prof. Garg, especially regarding mentorship programme.

Considering anxiety/stress of students, during lockdown period or during their stay in hostel or otherwise, Dr. Akshi Mittal also affirmed the mentor-mentee idea and offered to help as a medical doctor.

The Principal invited other members to give suggestions. One of the student members, Devanshi Mittal, suggested:

a. To encourage/promote girls' participation in sports.

b. In mentor-mentee systems, specific peer groups of students from all three years of a course may also be made.

Principal updated by informing that the college invites applications from all the students who want to participate in various sport activities and the students' participation is well received. This was acknowledged by the student member affirmatively.

Members of IQAC sub-committee also gave following suggestions:

- ICT facilities in the college may be improved; desktops, laptops, and projectors to be installed in all the classrooms making them smart class-rooms.

Principal
Keshav Mahavidyalaya
(University of Delhi)
H-4-5 Zone, Pitampura
Delhi-110034

- The IQAC team may be provided with laptop, almirah, a room and other infrastructure for the smooth functioning of the IQAC team throughout the year and years to come.
- To enhance the quality and transparency in all administrative work of the college, digitisation of the college office work, library, accounts may be done. The training for the non-teaching staff may be organised for better functioning of the college.

Members affirmed that they understand the problems related to procurement/purchasing process but continuous efforts still be made in the direction of further improvement of ICT facilities.
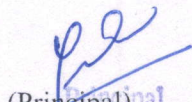
The requirement of a laptop for the IQAC work by sub-committee members was considered genuine and the sub-committee was advised to prepare the detailed list of IQAC requirements and submit the same to the Principal, which may then be sent to the Governing Body of the college for approval. Prof. Garg recommended that a dedicated assistant may also be deployed for IQAC work. Principal informed that a person has been designated to do the typing work of IQAC. A dedicated working space to be provided and an IQAC secretariat to be there to maintain all the records round the year. The laptops received from the university may be issued to the teachers where-ever needed.
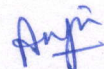
Prof. Garg recommended that the ERP solutions software to be procured which would help in sorting of the admin data automatically. He emphasized that IQAC works towards improving the quality and for this everyone in the college needs to be involved.

Further, the sub-committee members shared concern over the online teaching of the practical component of the syllabus, especially in the science departments, in next semester if lockdown continues. On this, Prof. Garg suggested to conduct more of theory classes initially and later more emphasis may be given to practical classes. He wished the situation improves by then. Prof. Daman Saluja also supported this idea, and added that if possible, you-tube links and other videos of the various experiments being performed may be shared with the students.

The meeting ended with a vote of thanks to the chair.

Submitted for your kind consideration and approval.

Dr. Anju Arora

(Coordinator-IQAC)

(Principal)
Keshav Mahavidyalaya
(University of Delhi)
H-4-5 Zone, Pitampura
Delhi-110034