

Minutes of IQAC Meeting

Date: July 12, 2024

Time: 11:00 AM

Venue: Online Meeting

Members Attended:

- Dr. Annu Malhotra (IQAC Coordinator)
- Dr. Aditya Pratap Deo (IQAC Coordinator 2022-23)
- Mr. Sunil Issar
- Ms. Poonam Kalra, Convenor, C 5
- Dr. Pankaj Mishra, Convenor, C 4
- Dr. Geetanjali Sethi
- Dr. Abhinav Gupta, Convenor, C 6
- Dr. Akshay Rana (Associate Coordinator to IQAC)

Apologies for Absence:

- Prof. John Varghese (Principal)
- Dr. Chinkhanlun Guite (Bursar)
- Dr. N. P. Ashley, Convenor, C 7
- Brigadier Rajiv S. Williams, (Member)

Points of Discussion:

- The IQAC Coordinator Dr. Annu Malhotra welcomed all the attending members. The Minutes of the previous IQAC meeting, held on 30 April, 2024, were approved, proposed by Mrs. Poonam Kalra and seconded by Dr. Pankaj Mishra.
- As per the agenda, Associate Coordinator of the IQAC, Dr. Akshay Rana, provided an update on the on-going data collection campaign for the academic year 2023-2024. This data collection initiative is meant to gather information from various constituents like societies, students, faculty members, departments and offices like the Bursar's office, Library, Estate Office, IRC, Accounts Office, etc. He informed that the IQAC had already distributed dedicated forms to gather information from faculty members (IQAC Faculty Form), student bodies/societies (IQAC Society Form), and students (Student Satisfaction Survey Form). This existing data collection process aims to ensure the gathering of accurate data from various college constituents/stakeholders for the AQAR.
- To address the challenge of collecting information from the Master's students, Dr. Geetanjali Sethi enquired about the possibility of distributing the Master's student data collection form on

a department-by-department basis. The Cell agreed to the idea and also suggested contacting the students directly via email or message to encourage participation.

- The importance of creating subject-wise merit lists for students was discussed. Dr. Malhotra informed that the necessary data for these lists is currently stored on the confidential SAMARTH Portal of Delhi University, requiring the Principal's permission for access and use. Members noted that the university previously released such information, a practice they felt was beneficial. They recommended forwarding a proposal to the University of Delhi's Examination Branch to revive this practice.
- Further, there was a discussion on the budgetary estimates for proposed IQAC activities during the upcoming academic year 2024-2025, submitted by Dr. Aditya Pratap Deo (2022-2023 IQAC Coordinator). Dr. Deo informed that he had submitted a budget estimate for application for additional grants from the UGC. It is as follows:
 - One College-Level National Seminar/Conference/Workshop: This activity is expected to incur expenses for travel, boarding, lodging, on-ground event management, honorariums, and certificates. The estimated total budget for a college-level national event is ₹2.5 lakhs.
 - One College-Level International Seminar/Conference/Workshop: Similar to the national event, an international event is estimated to cost ₹2.5 lakhs to cover boarding, lodging, on-ground event management, honorariums, and certificates.
 - Department-Level Seminars/Conferences/Workshops (3 events): For department-level events, the budget will primarily cover on-ground event expenses, honorariums, and certificates, with an estimated total of ₹90,000 allocated for three such events.
 - Societies/Clubs Events (20 events): Activities organized by student societies and clubs are expected to incur expenses for on-ground events and honorariums. A total budget of ₹80,000 has been allocated for 20 such society/club events.
 - Non-Academic Department Training Programs (4 programs): Training programs for the Library, Administration, Finance, and Estate departments are anticipated to cost a combined budget of ₹80,000 for on-ground event expenses and honorariums.
 - Teacher Training Programs (2 programs): The budget for teacher training programs will cover on-ground event expenses and honorariums, with an estimated total of ₹40,000 allocated for two such programs.

The total amount sought for IQAC Annual Budget for 2024-25 is **₹7,90,000/-**.

- Dr. Deo mentioned that this is the first time that IQAC is requesting this kind of outlay from an external agency like UGC for its operations, otherwise till date, it was managing its expenses with limited internal support provided by the College.

- Mr Sunil Issar suggested the inclusion of a specific allocated amount for technology in the budget required for national and international conferences.
- The meeting shifted focus to preparations for the Annual Quality Assurance Report (AQAR) and associated survey forms for the upcoming academic year (2024-2025). Dr. Annu Malhotra informed the gathering that master templates for various sections of the AQAR have been prepared and distributed to all relevant departments, including the library, sports department, Internal Resource Center (IRC), and Estate Office. Dr. Aditya Pratap Deo then emphasized the urgency of completing these forms. He urged all criteria convenors to prioritize this task and to take on a hands-on approach, pointing out that there likely not to be an extension from NAAC (National Assessment and Accreditation Council) this year as it was previously extended due to the COVID-19 relaxations. The deadline for submitting the required data was likely to return to December 31st 2024.
- Following the discussion on AQAR preparation, Ms. Poonam Kalra raised a concern about potential data duplication across multiple forms. To address this concern, she emphasized the need for a robust approach that minimizes data redundancy and ensures efficient data collection.
- Dr. Aditya Pratap Deo informed that there are vacant positions of convenors and members in the IQAC team due to retirement and job transfers which need to be filled with due permission from the Principal.
- Updates on the matter of CSR: Brigadier Rajiv S Williams informed the committee through the email that he had already initiated talks with NIIT to collaborate with St Stephen's College for setting up an Incubation Centre on AI. The suggestion is under consideration and he will give more information as and when received. He informed that he has also spread the word around with other corporations. It was proposed that Dr. Abhinav Gupta have a meeting with Brigadier Rajiv S Williams to make a concrete plan to move forward in this direction.
- Other concerns – Ms Poonam Kalra pointed out the importance of the society and extracurricular activities and mentioned that now with the implementation of NEP, the society events are mostly clashing with the students' classes. She suggested that these activities should be scheduled in an orderly manner to ensure maximum student participation. Ms. Poonam Kalra further suggested that the time table committee could be asked to provide a dedicated slot for society events and activities. Dr. Aditya Pratap Deo said that this suggestion can be explored further with the permission of the Principal.
- Dr. Pankaj Mishra expressed his concern regarding the slow progress of permanent appointments for young ad hoc faculty members and the promotion of other colleagues. He noted that our College was among the few that have been unable to conduct interviews and promotions for professorship, significantly affecting faculty morale. Dr. Mishra inquired about the role of the IQAC in this matter. He emphasized the need to urge the Principal to prioritize resolving these issues with the university and to take appropriate steps towards permanent appointments and

promotions. On the behalf of all the Cell, Dr. Aditya Pratap Deo, the IQAC Coordinator for 2022-2023, assured that this message would be conveyed to the Principal to request him to take the necessary steps in this direction.

The meeting concluded with a vote of thanks by Dr Annu Malhotra.

Dr. Akshay Rana
Associate Coordinator to IQAC
St. Stephen's College

Date