

## **Minutes of IQAC Meeting**

Date: April 30, 2024

Time: 2:00 PM

Venue: Committee Room, New Admin Block, St. Stephen's College

### **Members Attended:**

- Prof. John Varghese (Principal)
- Dr. Chinkhanlun Guite (Bursar)
- Dr. Annu Malhotra (IQAC Coordinator)
- Dr. Aditya Pratap Deo (IQAC Coordinator 2022-23)
- Mrs. Poonam Kalra, Convenor, C 5
- Dr. N. P. Ashley, Convenor C 7
- Dr. Pankaj Mishra, Convenor C 4
- Dr. Abhinav Gupta, Convenor C 6
- Brigadier Rajiv S. Williams, Member
- Dr. Akshay Rana (Associate Coordinator to IQAC)
- Mr. Hiteshwar Sharma, Student Member

### **Apologies for Absence:**

- Dr. Geetanjali Sethi
- Mr. Sunil Issar

### **Points of Discussion:**

- The Principal welcomed the members and thanked them for their time. He requested Dr. Aditya Pratap Deo, IQAC Coordinator, 2022-2023, to initiate the meeting. Dr Deo extended his greetings to all participants. The approval of the Minutes for the previous IQAC meeting, held on September 29th 2023, was proposed by Mrs. Poonam Kalra and seconded by Dr. Chinkhanlun Guite.
- The IQAC expressed heartfelt appreciation to Dr. Ashutosh Dayal Mathur, Convenor for Criteria 2, on behalf of the IQAC on his retirement from service. Dr. Deo extended sincere gratitude towards Dr. Mathur's dedication, vision, and steadfast support to IQAC as member of IQAC for many years, and most recently during the NAAC Peer Team visit, in his role as the Registrar of Societies. The Principal also showed his gratitude and stated that Dr. Mathur had made a profound impact on colleagues and students during his tenure in College and the overall functioning and culture of the College.
- The IQAC Coordinator welcomed the Student Member Mr. Hiteshwar Sharma, and acknowledged the importance of student representation in the IQAC meetings.
- Dr. Aditya Pratap Deo pointed out that national and international conferences were very crucial for improving the academic and research environment of the College. He also mentioned that these activities are very important from the point of view of AQAR, NAAC and ranking surveys

as well. He thanked the Chemistry, Physics, and Mathematics Departments for successfully conducting three major national/international conferences. The Principal particularly commended the Chemistry Department for taking the lead in organizing these events this year. Further, the IQAC Coordinator requested the Bursar to increase financial support for the Departments for conducting these academic events for the upcoming year. It was also felt that the Dean of Academics should follow up with each Department to ensure that workshops and conferences are planned and organized.

- Dr. Annu Malhotra, the Nodal Officer for NIRF, along with Dr. Akshay Rana, followed up on the declining performance of the College in NIRF ranking with the NIRF office. They subsequently briefed the IQAC on these developments. Dr. Annu Malhotra informed the Committee that they had voiced concerns to the NIRF office regarding the lack of transparency in the ranking process. They also brought attention to discrepancies in higher education and placement data reported by certain institutions, noting the significant impact of this single parameter on College's rankings. They reported that raised queries and urged NIRF to improve their data verification mechanisms accordingly.
- As per discussions in prior IQAC meetings, Dr. Malhotra informed the Committee that the IQAC had conducted a thorough and focused exercise to gather student progression data, covering nearly 100% students over the past three years. Following approval from the NIRF office, the College submitted updated data on higher education and placements, anticipating an improvement in its ranking. Dr. Malhotra also outlined the plans for upcoming year's data collection to the Committee.
- Dr. Annu Malhotra informed the IQAC that we were developing a master template to streamline the information gathering process for surveys for faculty, students, societies, the Bursar's office, the Estate office, etc. The goal was to finalize and implement this template to facilitate easier, timely and more efficient data collection.
- Mrs. Poonam Kalra expressed concerns about the sensitivity of data collected from students, societies and faculty members, recommending the assignment of a dedicated person for data protection. To address these issues, the Bursar, Chinkhanlun Guite, suggested appointing a data manager to ensure the safe handling and protection of sensitive data. Student representative Hiteshwar Sharma suggested appointing a student council member from each society to improve coordination between societies and IQAC in the matter of information gathering and data collection.
- Dr. Aditya Pratap Deo also highlighted the significant potential for improvement in the research and publication sector of the College. He informed the IQAC that the College was eagerly anticipating the release of its first publication soon. Mrs. Poonam Kalra positively reminded the IQAC about the importance of maintaining a list of UGC Care approved journals to facilitate faculty in finding suitable journals, which the Criterion 3 team was request to follow up with. The IQAC unanimously agreed to the fact that active steps should be taken to enhance internal research capabilities and develop strategies aimed at strengthening research activities and increasing research outputs.

- Dr. Akshay Rana presented the Student Satisfaction Survey for 2022-23, focusing on program and course outcomes, and these matters were discussed in detail. A major point discussed was that regarding the upskilling of the students. In the same, Dr. Abhinav Gupta underscored the importance of promoting interdisciplinary research within the College and cautioned about the impending impact of the upcoming wave of AI on education. He proposed establishing a dedicated Centre for Artificial Intelligence at the College level for undergraduate students, a suggestion unanimously supported by all Committee members. The Committee also deliberated on potential funding sources for such a facility and Brigadier Williams volunteered to help with this.
- Brigadier Rajiv S. Williams recommended exploring Corporate Social Responsibility (CSR) funds as a viable option for establishing the Centre. He suggested strengthening the College's Incubation Centre and advised creating a think-tank at the College level to make it work. The Principal proposed that the Bursar, Dr. Chinkhanlun Guite, and Brigadier Rajiv S. Williams, hold a one-on-one meeting to further explore this initiative.
- In conclusion, the Principal informed the Committee that the College has now transitioned to a 100% paperless leave application system for both teaching and non-teaching staff.
- He also informed the members that the College now has the capacity to go fully solar for its electricity requirements. The College has not subscribed to a 30-year scheme of the Delhi Govt. whereby, through an off-site metering process, we can now not get solar electricity, create a credit for the same and also wheel to the grid.
- He also expressed gratitude to the entire IQAC team for their contributions to the College's academic growth; and especially to Dr. Aditya Pratap Deo for his successful Coordinator-ship of the IQAC in the period 2020-23.
- Similarly, the previous IQAC coordinator, Dr. Aditya Pratap Deo, thanked everyone for their suggestions and feedback, expressing hope that these gradual improvements will lead to significant changes in the long term.

The meeting concluded with the Principal expressing his gratitude to all Committee members and the IQAC team for their contributions. He then informed the Committee that the B.A. History (Hons.) batch of 1992 had donated funds through the Alumni Cell to establish an off-site, on-grid solar system for the College. This initiative aims to enhance the College's power efficiency and support its green building and environmental goals. He invited everyone to attend a small inauguration event organized for this purpose.

**Prepared by**  
**Dr. Akshay Rana**  
**Associate Coordinator to IQAC**

**Date: 08 July, 2024**