

Minutes of IQAC Meeting

Date: July 09, 2025; Time: 03:00 PM; Venue: Online

Members Attended:

- Prof. John Varghese (Principal)
- Dr. Aditya Pratap Deo (IQAC Coordinator)
- Dr. Annu Malhotra (Convenor C1, Coordinator Surveys)
- Dr. Shamim Ahmed (Convener C2)
- Dr. Geetanjali Sethi (Convener C3)
- Dr. Pankaj Mishra (Convenor C4)
- Dr. N. P. Ashley (Convenor C7)
- Brigadier Rajiv S. Williams (Member)
- Mr. Sunil Issar (Member)
- Dr. Akshay Rana (Associate Coordinator)
- Mr. Adithya Rahul (SUS President)

Apologies for Absence:

- Dr. Chinkhanlun Guite (Bursar)
- Ms. Poonam Kalra (Convenor, C5)
- Dr. Abhinav Gupta (Convenor, C 6)

Points of Discussion:

1. With the kind permission of the Chair, the IQAC Coordinator, Dr. Aditya Pratap Deo, extended a warm welcome to all the members present at the meeting. He presented the minutes of the previous IQAC meeting held on 15th April 2025 for the members' approval. The minutes were proposed by Brigadier Rajiv S. Williams and seconded by Dr. Geetanjali Sethi.
2. The meeting began with a discussion on the policy framework and implementation strategies for the research, internship, and entrepreneurship verticals of the curriculum, which constitute essential components of the fourth year of undergraduate programmes under UGCF-NEP 2022. It was generally felt that the IQAC should be ready to help with the implementation of the same once the University conveyed its mind on this matter.
3. On the question of details, Dr. Deo informed the committee that the IQAC is keeping

track of all instructions and documents sent by the University about the fourth year. He mentioned that there is still some confusion about how it will be implemented. He requested Dr. Geetanjali Sethi, Dean of Research, to prepare a short note on how the college should get ready for the Research and Entrepreneurship components and share it with the Principal for review.

4. Another concern was raised by Dr. Sethi about the drop in students' participation in extracurricular activities. She pointed out that due to the tight academic schedule and lack of flexibility in the timetable, students were finding it difficult to balance academics and extracurricular involvement. Mr. Sunil Issar added that the social and cultural life created through college societies is what makes the college unique, and this issue should be taken seriously. Dr. Annu Malhotra observed that the college has a large number of societies, with many students being members of multiple groups. As a result, too many events are organized, often overlapping, and involving the same set of students, which adds to their workload. Dr. Pankaj Mishra further mentioned that a recent event organized by the Informal Discussion Group witnessed a very low student turnout during the evening session, which placed both the staff advisor and the organizers in an uncomfortable situation.
5. Dr. Sethi pointed out that the overlapping schedules of various departmental and society activities often result in low student participation and reduced overall attendance. She shared that, in the last academic year, the Mathematics, Chemistry, and Physics Department annual festivals were clubbed together and organized collectively, a model that witnessed very enthusiastic participation from students. She noted that such coordinated efforts not only help in managing time and resources efficiently but also create a more vibrant and collaborative atmosphere on campus.
6. Mr. Sunil Issar further suggested that when major departmental festivals are being organized, not more than two should be scheduled at the same time to ensure better student engagement and participation. Supporting this idea, Dr. Sethi proposed that a dedicated week be designated exclusively for departmental and society activities, which would help streamline scheduling, avoid overlaps, and encourage greater involvement from both students and faculty.
7. In response, Dr. Aditya Pratap Deo suggested that the Registrar of Societies could be requested to coordinate and manage the scheduling of such activities more effectively. Following up on the IQAC's concerns, the Principal mentioned that he would take up this matter with the Registrar of Societies to explore possible solutions.
8. Dr. Aditya Pratap Deo presented the updated IQAC Activity Report for the Academic Year 2024–25 as part of the regular IQAC mandate.
9. He also shared a few initiatives that are being planned for the next Academic Year 2025–26. The **Plan of Action for the Academic Year 2025–26** is as follows:
 - a) A Digital Literacy workshop for non-teaching staff will be organized soon as

part of the IQAC initiatives to help them improve their digital skills and confidence.

- b) Dr. Deo mentioned that National and International Seminars and Conferences will be organized in collaboration with the Dean (Research) to encourage academic exchange and interdisciplinary learning among departments. He reiterated that the IQAC will continue to support departmental and society activities to strengthen their academic and co-curricular work. He added that the IQAC will be providing support in terms of funding and logistics, and that several departments and societies have already requested such assistance.
- c) Dr. Deo also pointed out that the IQAC will continue with its initiatives such as the Mental Health Cell (with the Social Service League), the Pandemic Archives Project, the Faculty Seminar Series, collaborations with the Environmental Society and the ICC, Hindi Promotion events, etc.
- d) While discussing the Soft Skills Development initiative by the IQAC, Dr. Deo requested Brigadier Rajiv S. Williams and Mr. Sunil Issar to plan and lead Soft Skills sessions for the students.
- e) It was also noted that a Gender Sensitization Plan, similar to those in other colleges, has been prepared and is being improved further. Dr. Pia David, who leads the Gender Study Cell, and Dr. N. P. Ashley, who looks after Criterion VII, are coordinating this work.
- f) Dr. Aditya Pratap Deo asked if any member wanted to add more points, they could be included in the plan. Brigadier Rajiv S. Williams suggested adding aspects related to Diversity and Inclusion, especially those focusing on disability and inclusivity, to make the plan stronger.

10. Further, on the question of improvement of the college website, following points were discussed:

- a) Dr. Aditya Pratap Deo suggested creating a dedicated Hindi language section on the college website, primarily for the benefit of the non-teaching staff. He mentioned that this initiative will also fulfill the requirement of promotion of the Hindi language within the institution. In response, the Principal agreed with the proposal and stated that this could indeed be implemented.
- b) Dr. Aditya Pratap Deo informed the committee that he has requested Ms. Apoorva Dimri, the website in-charge, to assist in creating a presentation on the college website in line with UGC–NAAC requirements, ensuring that all relevant information from the past five years (e.g., syllabus, reports, etc.) is accessible at one time.
- c) Dr. Geetanjali Sethi pointed out that the faculty details on the website are not yet updated, which often causes difficulties for individuals trying to contact

faculty members for research or collaboration purposes. Dr. Deo took note of that.

- d) Dr. Aditya Pratap Deo further suggested creating a separate section on the website dedicated to Dissertations, where related materials such as dissertation reports, research outputs, and entrepreneurship projects could be uploaded.
11. With the permission of the Chair, Dr. Aditya Pratap Deo informed the committee that the Student Satisfaction Survey (SSS) had been conducted by the IQAC for the outgoing batch as well as the third-year students. Dr. Deo highlighted a few specific areas that require further attention and improvement. He then requested Dr. Akshay Rana to present the statistical outcomes of the survey. Dr. Rana explained that the survey consists of 21 questions based on the NAAC-prescribed format and is designed to assess various aspects of teaching and learning from the students' perspective. He presented each of these questions and their corresponding responses through a PowerPoint presentation.
12. A few of the survey questions sought students' views on points such as the communication effectiveness of teachers, fairness in internal evaluation, and teachers' ability to identify students' weaknesses. Dr. Deo informed the house that SSS report remain available on college website and further requested the Principal to circulate these observations among all faculty members for necessary action and improvement. In continuation, Brigadier Rajiv S. Williams noted that only about 50% of students currently participate in the survey and emphasized the need to increase participation. In response, Dr. Rana informed the committee that the IQAC will work towards addressing this issue in the Academic Year 2025–26 and will take steps to ensure better student participation.
13. To conclude, the Principal expressed his heartfelt gratitude to the IQAC team and its Coordinator for their valuable work and contribution toward enhancing the quality standards of the college. Dr. Aditya Pratap Deo also conveyed his sincere thanks to the IQAC Criterion Coordinators and their respective subcommittees for their continued support, coordination, and timely data collection. He extended his appreciation to all colleagues across departments for their assistance in various activities and documentation processes that contribute to the smooth functioning of the IQAC. He further acknowledged the contributions of Brigadier Rajiv S. Williams and Dr. Sunil Issar, expressing his gratitude for their valuable inputs and constant support on behalf of the college.

Dr. Akshay Rana
Associate Coordinator, IQAC
October 2025