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# IQAC MEETING

DATE:- 24<sup>th</sup> June, 2023      VENUE: Conference Hall

A meeting of the Internal Quality Assurance cell of St. Aloysius' College was held on Saturday 24<sup>th</sup> June, 2023 at 12:00 noon. The following agenda were discussed -

## Agenda :-

- 1.) Opening Prayer
  - 2.) Welcoming of Guests
  - 3.) Minutes of previous meeting.
  - 4.) Discussion on various criteria. by respective incharges
- Members Present :-

1. Dr. Fr. J. G. Varshan Anas (Principal/IQAC Chairman)
2. Dr. Anjali D. Souza (Vice Principal)
3. Dr. Kallol Das
4. Dr. Meeta Darbari
5. Dr. Siby Samuel
6. Dr. Nellanjana Pathak
7. Dr. Rupali Ahluwalia
8. Dr. Sonali Nigam
- 9.) Dr. Tuhina Johni
- 10.) Dr. Reeta Chauhan.

→ The meeting started with an opening prayer by Dr. Neelanjana Pathak, followed by a welcome note by Dr. Siby Samuel, IAAC co-ordinator

### Criterion I

Dr. Rupali Ahluwalia updated the members about local / regional / national / global curriculum needs. Dr. Rupali Ahluwalia emphasized the necessity of comparing course syllabi to global demands. It was recommended to make sure the curriculum developed and implemented by the various departments address the global demands of the community by providing need-based, skill-based, and innovative program to encourage the pursuit of higher education with a commitment to society. All programs must have clearly articulated and stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs). They should also be disseminated by making them available through a separate tab on the school's website and including them in the program's curriculum documents.

2. She also stressed the necessity to

record curriculum modification in the Board of studies minutes based on various criteria such as skill enhancement, entrepreneurship, employability and cross-cutting issues.

## Criterion II

1. Dr. Sonali Nigam In-charge Criteria II informed that the faculties need to complete the digital teaching plan and teacher's diary for the new session.
2. Feedback to be taken on teaching and learning from all college students timely. Dr. Sarita Goel was assigned to create a Google form. Class teachers will be asked to ensure that students fill the forms.
3. It was discussed to ask the departments to continue students assessment before and after Bridge classes using Pre-Diagnostic and Post-Entrance Diagnostic Tests. Subject teachers will conduct these tests, and the class teacher will compile the final results.

4. CO, PO and PSO shall be prepared by all the departments according to the New Education Policy (NEP). The members decided to collect the Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO) for all subjects. Mrs. Rashni Chaudhary was assigned Physics, Chemistry and Botany; Mrs. Reshu Nayak for Bio Science, Physical Science; Mrs. Shradha Soni was assigned Arts; and Dr. Sarita Goel for Commerce and Management.

### Criteria III

- Criterion in-charge Dr. Puhina reviewed the data collected of last four years and briefed all about what is required to be collected more, she told that we have to see each and everything minutely, what else is required for the criteria is to be collected and documented.
- Discussed on the format of SSR has been done, In-Charge talked about the pattern of data to be collected and the pattern of the tabs to be made for the website. Also instructed the team to prepare

the documents according to the format of portal.

### Criterion IV

1. Dr. Mita Darbari, in-charge of Criterion IV, informed the members to start preparing for the compilation of the data for SSR. She further added that the members could highlight the areas where teaching and learning resources can be enhanced for a better projection of the institute in the NAAC 4<sup>th</sup> cycle.
2. The recommendations related to IT, in which the members discussed the development of a Media Centre for better e-content development by the faculty members.
3. It was further added that an increase in the number of computers is essential to bring the student-computer ratio to an appropriate level and along with this an increase in the internet bandwidth was also recommended.

### Criterion V →

- 1) The criteria 5 in-charge provided an overview of the AAAR for the past four years, detailing benchmarks for each question in the SSR. The committee concentrated on assessing students' progression and placement, deciding on future actions to improve these areas. They also discussed policies on anti-ragging and anti-sexual harassment, agreeing to implement more awareness prog. to educate students on these issues.
- 2) It was highlighted that the format of SSR for the last four years did not align with the current SSR (2023-24). To address this, list of graduates from 2019-20 to 2022-23, including their phone numbers, were sent to each department. Faculty members were instructed to gather information on remaining students whose proofs were missing from previous AAARs. They are required to complete Excel sheet based on the received proofs, ensuring no duplicate means appear from the past four years.
- 3) The committee also emphasized the need to update the college website's club societies and forum sections. Teachers in-charge of these clubs and forums were directed to review and update details for the past four years.

### Criterion VI

- 1) Dr. Neelanjana Pathak, in-charge of criterion VI thanked Dr. Rashmi Singh for all her efforts in the last two

years in the preparation of ADAR (6.3, 6.4). Owing to her resignation, Dr. Priyanka Sinha, Head Department of Zoology was given the Metrics 6.3 and 6.4.

2. Owing to the quantum of work in the light of the forth coming NAAC inspection, she that the Criteria VI would co-opt some additional members for the additional committee. Ms. Daspreet Kaur and Mr. Viraj S. Yadav were introduced to assist Dr. Ashy Jain and Dr. Smarika Lawrence respectively.
3. The working committee members were asked to clear their doubts and proceed with the work for the SSR.
4. Question 6.1, 6.3.2 and 6.5.1 were discussed for clarity on certain points.
5. It was decided that before the next formal meeting, the members shall start working collecting data that is missing and also matter for the qualitative answers.

## Criterion VII

1. Dr. Siby Samuel, in-charge of criterion VII and members focused on reviewing progress and planning future actions related to gender equity and energy conservation.
2. The committee members discussed the gender audit outcomes and agreed to conduct more programs to enhance gender equity, particularly in curricular and co-curricular activities. To upgrade the facilities for women in campus were also planned to improve accessibility & safety.
3. For energy conservation, the committee informed already 60 kw solar panel has been installed.
4. To optimize and reduce energy consumption, more sensors based lights and equipments, LED bulbs & power efficient equipments will be increased across campus.
5. The committee members also discussed the need to strengthen waste management practices, which included enhancing solid & liquid waste management, expanding e-waste



recycling & drafting stringent for  
handling hazardous and radio-  
active waste.

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## IAAC MEETING

DATE → 15<sup>th</sup> July, 2023

VENUE: Conference Hall

A meeting of the Internal Quality Assurance cell of St. Aloysius' College was held on Saturday 15<sup>th</sup> July 2023 at 1:00 PM. The following agenda were discussed -

## Agenda :-

1. Opening Prayer
2. Welcoming of Guests
3. Minutes of previous meeting
4. Discussion on various criteria by respective incharges

## Members Present

1. Fr. Dr. J. G. Vazhan Anas (Principal/IAAC chairman)
2. Dr. Anjali D Souza (Vice Principal)
3. Dr. Kallol Das
4. Dr. Meeta Darbani
5. Dr. Siby Samuel
6. Dr. Neelanjana Pathak
7. Dr. Rupali Ahluwalia
8. Dr. Sonali Nigam
9. Dr. Tuhina Johni
10. Dr. Reeta Chauhan.

→ The meeting started with an opening prayer by Dr. Reeta Chauhan, followed by a welcome note by Dr. Siby Samuel, IQAC co-ordinator.

### Discussion on criterion I →

1. A discussion was held regarding how program outcomes and program specific outcomes should match the institutional vision, mission and objectives. Dr. Rupali Ahluwalia stressed the inclusion of vision and mission terminology in the learning outcomes of several faculties. She said that various faculties may select alternative terminology for their courses and learning outcomes will be revised.
2. One of the committee members advised that the course content be compared to those of reputable universities. Program Educational Objectives (PEOs) are also expected to outline, support and be in line with the institution's and the department's vision and mission.

## Discussion on criterion II →

1. Dr. Sonali Nigam, in-charge criterion II, informed about the data compilation for the 2022-23 session. She asked the members to start collecting data for the session 2023-24.
2. All the members were asked to review the data of last four years.
3. She informed that the feedback taken from students on teaching and learning through google form reviewed by the committee members.
4. The data collection had been assigned as follows → Mrs. Sarita Goel and Mrs. Reshu Nayak. The compilation of the records done by Mrs. Shradha Soni and Mrs. Rashmi Choubey.

### Discussion on criterion III →

1. Dr. Tubina Johri, in-charge criterion III informed about the dissemination of the questions to all the members for the collection of data and documentation.
2. The incharge informed about the data for year 2023-24 should be collected and compiled. She also instructed everybody to collect the data from the sheet forwarded to all the department and compiled of your respective portion in the proper format.

### Discussion on criterion IV →

1. Dr. Mita Darbani, in charge of criterion IV informed the committee members about the infrastructure like - a fire protection system to be installed on every floor of the college, to increase the generator power output, procurement of LED screens, refurbishment of library and increase the seating capacity, renovation of examination cell and to improve the cafeteria.

20. She also focused on Plagiarism software under which the work of scholars need to be reviewed for plagiarism before publication.

### Discussion on Criterion V →

1. The Criterion V in-charge informed the committee members about the average percentage of students who benefited from career counseling and guidance for competitive examinations offered by the institutions over the last four years. She presented a list of these students and the corresponding benefits they received from career counseling and guidance for competitive examinations.
2. The committee discussed strategies to maximize student participation in the career counseling program for the competitive exams in 2023-24. It was decided that faculty members should prepare a Google Form to be disseminated among the students, allowing them to indicate the examinations they have cleared.
3. In-charge suggested conducting more training sessions focused on skill enhancement to increase the number of students securing placement in companies.

### Discussion on Criterion VI →

- 1.) The in-charge focused on the new guidelines provided by IAAC.
- 2.) She also informed that the working committee members are asked to

collect documents on every single detail that was being mentioned in the answers.

3. The members were also directed to start preparing indexes and also giving sequential numbers to the documents.

4. It was also discussed that the certain certificates of faculties members of previous years workshops, seminars and conferences were not available.

Discussion on Criterion VII →

1. The criterion 7 committee members discussed necessary improvements and new initiatives for water conservation and the enhancement of green campus practices. Key areas of focus included proposals to expand rainwater harvesting capabilities and enhance borewell recharge methods.

2. It was also discussed that the waste water recycling system was identified as requiring upgrades to increase its efficiency.

3. Maintenance strategies for existing water bodies and the distribution system on campus were also earmarked for improvement to ensure better water management.
4. For the green campus initiatives, the committee proposed extending areas where automobiles are restricted, increasing facilities for bicycles and battery powered vehicles and enhancing pedestrian-friendly pathways.

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Date

# IAAC Meeting

DATE :- 22<sup>nd</sup> July, 2023      VENUE - Conference Hall

A meeting of the Internal Quality Assurance cell of St. Aloysius' College was held on 22<sup>nd</sup> July, Saturday at 1:30 PM. The following agenda were discussed -

## Agenda

- 1.) Opening Prayer
- 2.) Welcoming of Guests
- 3.) Minutes of previous meeting.
- 4.) Discussion on various criteria by respective incharges -

## Members Present

- 1.) Fr. Dr. J. G. Vazhan Arasu (Principal / IAAC chairman)
- 2.) Dr. Anjali D'Souza (Vice Principal) *Dsouza*
- 3.) Dr. Kallal Das *KD*
- 4.) Dr. Meeta Darbani *MD*
- 5.) Dr. Siby Samuel *SS*
- 6.) Dr. Nellanjana Pathak *NPathak*
- 7.) Dr. Rupali Ahluwalia *RA*
- 8.) Dr. Sonali Nigam *SN*
- 9.) Dr. Tuhina John *TJohn*
- 10.) Dr. Reeta Chauhan *RC*

The meeting started with an opening prayer by Dr. Tuhina Johni, followed by a welcome note by Dr. Siby Samuel, IAAC co-ordinator.

### Criterion I →

1. There was a discussion about keeping supporting documents for SSR. It was suggested that the records be kept in accordance with the new SSR criteria. A benchmarking of course syllabi, achievement of learning outcomes, incorporation of institutional vision, mission and objectives, value added course information and field projects and internships must all be included in the supporting documentation.
- 2.) Dr. Siby Samuel, IAAC co-ordinator proposed an SSR portal for NAAC supporting documents.
- 3.) It was also suggested to focus on national and global collaboration, so that initiatives might be endorsed through connections. This will lead to additional functional Memorandums of Understanding with national and/or international institutions, other universities and business.

## Criterion II →

1. The criteria in-charge informed that the all team members reported on the data collected and the challenges they encountered.
2. She also informed that the bridge classes and remedial classes data has been collected for records and analysis.
3. The in-charge informed that she discussed the format of SSR portal with the members. Points were finalized as per the requirements of SSR.
4. She also informed that the team members discussed the data compilation process in detail and improvements and corrections suggested by her were also implemented.

## Criterion III →

1. SSR Portal was discussed in the meeting and Dr. Puhina Johri instructed to all committee members to prepare the files and arrange it according to the portal.

- 2) She informed that, she instructed to members to recollect the research papers and chapters from the departments from 2019-2023.
- 3) She informed that Mr. Enosh Philips was instructed to prepare the report of the collaborative activity which is undertaken by all the departments under the MOU and endorsement of MOUs.
- 4) Dr. Puhina Johri informed that she instructed to all the members to complete the collection and compilation of data of all 5 years by 1<sup>st</sup> week of February.

### Criterion IV →

1. Dr. Mita Darbari, in-charge of criteria 4 informed that the members of criteria calculated the quantitative metric for 4.1.2, 4.2.2 and 4.4.1 based on the previous 4 years' audit report and 4.3.2 based on the number of students and computer.
2. She informed that she went through the qualitative metrics prepared by

the members and suggested necessary amendments.

3) She also informed that, she went through the data collected by the members and emphasized that since the infrastructural development are undergoing hence the data will keep on adding and that the exact calculation could be done only after the Audit Report of 2023-24 comes.

Criterion II ->

- 1.) The criterion 5 team discussed comprehensive strategies to collect data on student placement and progression for the session 2023-24. They shared the necessary files with all departments in alignment with the SSR guidelines and deliberated on additional measures needed for thorough SSR preparation. The in-charge emphasized the importance of metrics 5.1.2 and 5.3.3 instructing departments to submit detailed reports of their activities. These reports should include beneficiary lists and relevant brochure or circulars about the activities conducted.
- 2.) To streamline the process, different team members were assigned specific metrics to ensure meticulous data management and reporting. This division of responsibilities

aims to enhance accuracy and efficiency in compiling the SSR.  
Criterion VI →

1. The criterion in-charge informed that the working committee had submitted the qualitative answers. (First drafts by end of January as discussed in the previous meetings). These were screened and checked by the Criteria in-charge.
2. She informed that the changes/editing done was explained at length to the members.
3. She also informed that there was brainstorming collective thinking on questions related to strategic plan Staff Welfare Measures and IRAR best practices.
4. It was agreed upon that the suggestions and the views of all members will be incorporated in the revised answers.
5. She also informed that the documents that had been collected so far were viewed collectively.
6. She informed that the committee members discussed that for certain answers

if there was a possibility of overlapping, then only links of previous criteria could be referred to, to avoid repetition.

### Criterion VII →

- 1) The in-charge of criterion VII, Dr. Siby Samuel informed that the committee members focused on enhancing accessibility for Divyangian including updating ramps, lifts and washrooms. Signage improvements such as tactile paths and illuminated displays were discussed.
- 2) She also informed that the a policy will be drafted to maintain and update assistive technologies like accessible websites and screen-reading software. Plans were made to ensure available human assistance and digital reading materials for Divyangian.
- 3) She also informed that committee members decided to draft a policy to promote cultural, regional and other diversities, ensuring an inclusive campus environment. Activities to sensitize students and

staff to constitutional values and responsibilities were planned for more frequent implementation.

- 4) She also informed that the existing code of conduct displayed on the website is monitored by a dedicated committee. It was agreed to organize annual professional ethics and awareness program to reinforce the code of conduct among students, teachers, administrators and staff.



Date / /

# IQAC Meeting

Date: 28<sup>th</sup> July 2023

A meeting of IQAC was held on 28<sup>th</sup> July, Friday at 12 noon. The agenda of the discussion was Recommendations for 2023-24.

Following Members were present

- 1. Dr. Pr. G. Vashen Arasu
- 2. Dr. A. Dsouza *Dsouza*
- 3. Dr. K. Das *KD*
- 4. Dr. M. Darbari *MD*
- 5. Dr. S. Samuel *Samuel*
- 6. Dr. N. Patil *Neelanjana*
- 7. Dr. R. Ahluwalia *Rah*
- 8. Dr. S. Nigam *SN*
- 9. Dr. T. John *TJohn*
- 10. Dr. R. Chouhan *RCh*

The following Recommendations were drafted

- 1. Align the curriculum with the objectives of NEP 2020 and SDG Goals.
- 2. Establish Virtual labs to complement traditional lab.
- 3. Acquire Antiplagiarism software
- 4. Procure Interactive touch screen panel in classroom
- 5. Develop media centre equipped

- with audio visual tools.
6. Upgrade and expand lab. facility
  7. Microsoft Campus Agreement and Office 360
  8. Library and Cafeteria Upgradations
  9. Installation of Centralized AC in Examination cell.
  10. Auditorium and Classroom Renovation
  11. IT Reformatting in Examination
  12. Improving facilities for students with Special needs.
  13. Construct Tanks for storing rain water.
  14. Renovation washroom for waste water reuse.
  15. Establish systems to treat liquid waste from labs.
  16. Establish a system to make essential information readily available to student
  17. Installing comprehensive fire protection system
  18. Enhance electricity backup to support increased electrical demand of the campus.

Apart from it was also recommended to undertake Environmental Sustainability initiatives beyond the campus. Also embarked upon Skill development initiatives to enhance professional skills. Finally it was decided that every department should undertake activities with collaborating institutions to make the MOU's functional.

Final Remarks by the Principal:

Principal expressed gratitude towards the

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members for their analysis and thoughtful recommendations. He reiterated the institution's commitment to implementing these recommendations efficiently, ensuring they translate into tangible benefits for all members. The principal encouraged to continue their dedication and effort to achieve these goals.

Meeting ended by vote of thanks.

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# IQAC

DATE :- 22/11/2023

VENUE: Con. Hall

A meeting of the Internal Quality Assurance Cell of St. Aloysius' college was held on Monday at 12:00 noon.

The following agenda were discussed-

## Agenda :-

- 1) Opening Prayer
- 2) Welcoming of Guest
- 3) Discussion on the first Review of Criterion Documentation.

## Members -

Dr. P. G. Vazhan Arasu, (Principal, Chair - person)

Dr. Kallol Das, (Vice-Principal)

Dr. Mrs. Anjali Dsouza, (Vice-Principal Academics)

Dr. Mrs. Mita Dasbari

Dr. Mrs. Neelanjana Pathak

Dr. Mrs. Roopali Ahluwalia

Dr. Mrs. Tahina Johri

Dr. Mrs. Sonali Nigam

Dr. Mrs. Siby Samuel, [IQAC]

- Date: \_\_\_\_\_  
Page: \_\_\_\_\_
- 1) The meeting started with an opening prayer by Mr. Kallol Das.
  - 2) Mr. Siby Samuel welcomed the members of the IOAC committee.
  - 3)

The following recommendations of the reviewing committee are as follows:-

- 1) Refining Institutional Organogram for PO/CO & LRNG Alignment: It is suggested to refine the institutional organogram to accurately depict how program outcomes (PO) & course outcomes (CO) correspond with the learning needs at local, regional, national, & global levels. This adjustment aims to enhance clarity & precision in illustrating how institutional roles & responsibilities align with educational objectives concerning LRNG needs.
- 2) Integrating NEP Values Framework into curriculum mapping: It is

advised to include National Education Policy (NEP) value framework into curriculum mapping by aligning course objectives with NEP principles. This entails mapping values such as inclusivity & critical thinking to specific learning outcomes.

### CRITERIA - II

### Suggestions & Recommendations for Criteria II

Dr. Sonali Nigam Incharge presented criterion points along with the documents & templates as per the SSR requirements. The Review committee members thoroughly checked the documents required in SSR & suggested further recommendations.

### Recommendation -

- To recheck the minority category list of students
- To include more innovative methods of CCE.
- To capture properly Student-Centric methods
- Discussion on OBE Policy.

## CRITERIA III

### Suggestions & Recommendations for Criteria III

- Meeting started with the discussion & review of the presentation of criterion 3 before review committee. Dr Anjali D-souza Vice-Principal (Academic) instructed all the members to prepare the documents for the presentation according to SSR portal. It was recommended by the committee Index should be made for all the questions & its sub questions. where it was not prepared. Tables should be made for the required questions.
- Review Committee has given recommendations that to put captions on every photograph, & impact of the extension activities should be shown very specifically with activities & asked to attach proofs below the table do not put links.
- The In-charge told to prepare the case-study for the impact of extension activity in last 5 years. One topic

is given to each member to prepare the case study.

### CRITERIA IV

### Suggestions & Recommendations for CRITERIA IV

The committee members provided valuable recommendations to enhance the presentation of Criteria IV for the NAAC accreditation process. Fr. Ben Anton Rose recommended revising the number of computers mentioned in Criteria IV to reflect the current resources accurately. He also proposed including informed & photographs of the counseling & infirmary rooms, highlighting the institution's commitment to student well-being. Dr. Kallol Das emphasized the importance of providing captions for all photographs included in the criteria, ensuring clarity & context. Additionally, he suggested arranging the physical infrastructure details year-wise for better organization. Dr. Anyali Dsouza recommended highlighting the usage of computers across various facilities, such as the reading room, language lab,



an exam cell, through relevant photographs. She also recommended specifying the capacity & location of water tanks on the campus. Furthermore, Fr. Pradeep Rodriguez suggested including more photographs showcasing the fire protection system in place, such as sand buckets, emphasizing the institution's dedication to safety measures.

The meeting concluded at.

Recommendations made for session.

- Development of a Media Centre.
- Increase in the number of computers & internet bandwidth.

#### CRITERIA V

The 1st review meeting of the Criterion V Committee focused on discussing the scholarship policy, under which government, non-government, & institutional fees were discussed. The committee suggested that the list of journals, magazines, & competitive books included under the effort taken by the institution for the prepar-

ation of competitive exams should align with criterion IV information.

for the outcomes of the efforts for competitive examinations, the committee suggested under the above includes the qualifying certificates of the students who have cleared competitive examination.

In skill enhancement activities, the committee asked the members to include a skill development program conducted by the Department of English & Management for PG students. They emphasized the need to provide captions for all photographs included in the activities. This will ensure clarity of the context.

## CRITERIA VI

### Recommendations & Suggestions for Criteria VI

- Modification of Institutional Organogram: The Institutional organogram should be revised to enhance clarity & precision.
- Alignment with Previous Evaluations: Strategic development initiatives must align with the recommendations from prior.

NAAC evaluations.

- Incorporation of NEP Documentation :  
The institutional NEP Document, along with details of its implementation, should be incorporated.
- Supplementary Documentation for E-Governance : Additional documentation is required to substantiate institutional expenditure on e-governance.

### CRITERIA VII

#### The Suggestions & Recommendations for Criteria VII

The committee focused on discussing the implementations & necessary corrections based on recent audits & feedback. The gender equity initiatives were revised to include more comprehensive programs in curricular & co-curricular activities, addressing feedback from the gender audit. Upgrades to facilities for women on campus were approved to improve accessibility & safety, including better lighting & security enhancements.

for energy conservation, the committee acknowledged the successful installation of the 60 kW solar panels. Based on energy consumption data, it was decided to further reduce energy usage with additional sensor-based lighting & the expansion of LED installations across campus.

In waste management, the committee responded to the need for better handling of hazardous & radioactive waste by planning the drafting of stringent guidelines. Enhancements in solid & liquid waste management systems were also decided upon, along with expanding facilities for e-waste recycling, responding to the increasing volumes of electronic waste being generated on campus.

## IQAC

DATE :- 21/12/2023

VENUE : (on hall)

A meeting of the Internal Quality Assurance Cell of St. Aloysius College was held on Monday.

### Agenda :-

- 1) Opening Prayer.
- 2) Welcoming of Guests.
- 3) Discussion of the Second Review of Criterion Documentation.

### Members -

Dr. Fr. G. Vazhan Dasu, (Principal & Chairman)

Dr. Kallol Das

Dr. Mrs. Anjali Dsouza, (Vice-Principal) <sup>Dsouza</sup>

Dr. Mrs. Nile Darbari <sup>ND</sup>

Dr. Mrs. Neelanjana Pathak. <sup>Neelanjana</sup>

Dr. Mrs. Roopati Ahluwalia. <sup>Rp</sup>

Dr. Mrs. Tukina Johri. <sup>Tukina</sup>

Dr. Mrs. Sonali Nigam. <sup>SN</sup>

Dr. Mrs. Keena Chauhan. <sup>Ch</sup>

Dr. Mrs. Siby Samuel, (IQAC Controller) <sup>Si</sup>

- 1) The meeting started with an opening prayer by Dr. Sonali Nigam.
- 2) Dr. Siby Samuel welcomed members of the IQAC Committee.

### Suggestions & Recommendations for Criteria I

The following recommendations of the reviewing committee are as follows:-

- **Supplementary Documentation for Faculty-wise Cos Reviewed:** The team reviewed faculty-wise course outcomes (Cos). A comprehensive review was conducted to ensure clarity & alignment of major, minor, & elective course outcomes with program objectives. The team meticulously examined supplementary documentation for each course, identifying areas for improvement & ensuring consistency across faculties in defining Cos.
- **Integration of SDGs & NEPs:** The team initiated collaboration with

relevant departments to integrate Sustainable Development Goals (SDGs) & National Educational Policy (NEP) elements into institutional metrics. Working closely with faculty members, the team facilitated the incorporation of SDGs & NEP Principles into curriculum design & institutional practices.

- Compilation of Courses Over the last five Years by faculty: The team compiled a list of courses offered by faculty over the past five years. This initiative aims to provide valuable insight into faculty contributions to the curriculum & facilitate future planning & evaluation processes.

## CRITERIA II

### Suggestions & Recommendations for Criteria II

Dr. Sonali Nigam Criteria Incharge presented the correction made which was suggested by the Review Committee

Committee members again thoroughly reviewed all the documents &

data compilations done by the members.  
Criterion members also discussed about the uploading of data in SSA portal to be started in a week.

### CRITERIA III

#### Suggestions & Recommendations for Criteria III

The following are the suggestions & Recommendations for Criteria III

- The meeting started with showing the charges which is recommended by the review committee in previous meeting.
- The In-charge distribute the work to all members which is to incorporated in the final edition of the criteria. In the 2nd review the committee has given few suggestions. Ma'am told everybody to include those suggestions also.
- The review committee suggested to use the terminologies given by the NEP in the write ups & reports & to find out & include SDG's goals. & NEP key



words where, it is to be included.

- Dr. Satendra Jain & Dr. Ekla Mukherjee was told for the uploading of documents by preparing the tabs for the website.

### CRITERIA IV

### Suggestions & Recommendations for Criteria IV

The following are the recommendations of the renewing committee -

- Procurement of Plagiarism software
- Refurbishment of library & increasing the seating capacity.
- Improvement of cafeteria.
- Renovation of examination cell.
- To increase the generator power output.
- Procurement of fire protection system.
- Procurement of LED Screens.

## CRITERIA V

After going through the presentation, the Committee member suggested that - one of the parameters to evaluate the student-progression is:

For the tracking of students for higher education, a record of students who apply for transfer & migration certificates is maintained in the college office. For the same reason, a record of those students who apply abroad for higher studies can be tracked by means of a record maintained in the exam cell.

The report on career counselling & career guidance was also put-forward, & it was finalized with minor changes. Further, the Committee suggested enhancing the placement cell strategy to better train & engage the final-year UG & PG students about the on-going & new training initiatives, aiming to boost-participation & employability.

Date \_\_\_\_\_  
Page \_\_\_\_\_

## CRITERIA VI

### Suggestions & Recommendations for Criteria VI

Following are the recommendations of the reviewing committee.

- Addition of Policies - The Staff Welfare Policy & Resource Mobilization Policy should be included.
- Infrastructure Enhancements - Infrastructural enhancements should be verified against the details provided in Criterion IV.
- Integration of SDGs & NEPs - Sustainable Development Goals (SDGs) & National Education Policies (NEP) elements should be integrated into each metric.
- Systematic Data Organization - All data should be streamlined in a structured & systematic format, culminating in a comprehensive final index for Section 6.5.2.

- ②      ✓
- Peace Building Course Report - The Peace Building Course Report should be included in section 6.5.1.

## CRITERIA VII

### Suggestions & Recommendations for Criteria VII

The Criterion 7 Committee members presented a detailed review based on the latest updates on activities & report concerning the institution's gender equality, environmental consciousness & sustainability, inclusion & situatedness. The committee confirmed that the measures already in place, such as the expansion of rainwater harvesting systems & enhanced water storage facilities, are operating effectively & meeting our sustainability objectives.

#### Suggestions Offered:

- Initiate a periodic performance review of the upgraded wastewater recycling systems to continuously monitor & ensure they meet the necessary efficiency standards.

- Enhance the communication strategy to better educate & engage the campus community about the ongoing & new sustainability initiatives, aiming to boost participation & awareness.
- The best practices & institutional distinctiveness was also put forward & it was finalised with minor changes.
- The committee was pleased with the thoroughness of the reports & the positive outcomes reflected in the presentation.
-  