



SRI VENKATESWARA COLLEGE
(University of Delhi)

Internal Quality Assurance Cell

Date: October 20, 2021

Venue: New Seminar Hall

A meeting of the IQAC, along with Criteria co-coordinators, was held on October 20, 2021 at 11:30 am in Committee room, Durgabai Deshmukh block, Sri Venkateswara College and the following members were present:

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|----|-------------------------|---------------------------------------|
| 1 | Prof. C. Sheela Reddy | Chairperson (Head of the institution) |
| 2 | Dr. S. Venkata Kumar | (Member) |
| 3 | Prof. Vartika Mathur | Coordinator of IQAC |
| 4 | Dr. A.K. Chaudhary | (Member) |
| 5 | Dr. J. Lalita | (Member) |
| 6 | Dr. Shruti Mathur | (Member) |
| 7 | Prof. Swarn Singh | (Member) |
| 8 | Dr. Nimisha Sinha | (Member) |
| 9 | Dr. Namita Pandey | (Member) |
| 10 | Prof. N. Latha | (Member, Special invitee) |
| 11 | Dr. Richa Misra | |
| 12 | Dr. Mamta Arora | |
| 13 | Dr. Arpita Kaul | |
| 14 | Dr. Ram Kishore Yadav | |
| 15 | Dr. Shefali Shukla | |
| 16 | Dr. Rajbir Kaur | |
| 17 | Dr. Bebi | |
| 18 | Dr. Pooja Gokhale | |
| 19 | Dr. Mansi Verma | |
| 20 | Dr. Rakhi Narang | |
| 21 | Dr. Pooja Jain | |
| 22 | Dr. Pragya Gahlat | |
| 23 | Dr. Rekha Yadav | |
| 24 | Dr. Robin Suyesh | |
| 25 | Dr. Santosh Kumar Singh | |
| 26 | Mr. Aashish Jain | |
| 27 | Dr. Arvind Kumar Meena | |
| 28 | Dr. Garima V Arora | |
| 29 | Dr. Nisha Bohra | |
| 30 | Dr. Ravindra Verma | |
| 31 | Dr. Om Prakash | |
| 32 | Dr. Anant Pandey | |
| 33 | Dr. P. Jayaraj | |
| 34 | Mr. JP Mishra | |
| 35 | Ms. Nisha Bohra | |
| 36 | Mr. Rajiv Goel | |
| 37 | Mr. Pawan Kumar Pandey | |
| 38 | Mr. Madan Lal Gautam | |
| 39 | Mr. Sandeep | |
| 40 | Mr. Arun Sharma | |
| 41 | Mr. Pankaj Kumar Bhati | |
| 42 | Mr. Kumar Ashish | |

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The Chairperson congratulated the members for successful submission of SSR for NAAC cycle 2. Members deliberated on the possibilities of improvement and initiatives that may be taken within the next 5 years for progress of the College.

Based on the inputs received by all the Criteria Coordinators and Co-coordinators, below are the major summary points regarding streamlining the data collection process for the next NAAC cycle:

Criteria 1:

Coordinator: Dr. Swarn Singh

Members: Dr. Ravindra Polisetty, Dr. Arpita Kaul, Dr. Garima Virmani Arora

1. The time table committee should make sure that the time tables of all the departments, as per the UGC norms including contact periods, have been uploaded on the college website and the convenor should submit all the time tables, individual as well as master, duly signed by the teachers and the TIC as a single pdf after every semester to IQAC coordinator who may forward the same to Criteria 1 coordinator.
2. The uploading of Teaching Plans of the teachers for every semester and the academic calendar of the departments on the website for each year should be the responsibility of each department.
3. The coordinators of Add-on courses should ensure that the comprehensive report including permission letters, syllabus, posters, notices, list of students, budget, details of resource persons is submitted to the IQAC and uploaded on College website, after the course is over.
4. The faculty APAR forms along with the supporting documents may be submitted to Principal and IQAC.
5. A parent feedback form should also be added to the list of feedback forms circulated among students.
6. SRI-VIPRA projects or any such short-term experiential learning projects should be connected to a specific course code and course name. Details of this report should be uploaded on the website.

Criteria 2:

Coordinator: Dr. J. Lalita

Members: Dr. Rakhi Narang, Dr. Pooja Jain, Dr. Mansi Verma

1. For the preparation of AQAR, the office is required to furnish the details of all faculty as well as all current students enrolled in the College during that year
2. The ICT committee can work towards making dynamic portals on college website so that each teacher get access to regularly update their profiles with relevant professional updates. A separate section of ICT enabled pedagogy can be added on website where teachers can provide relevant links. Any other innovative teaching-learning pedagogy tool description should also be provided on the website.
3. Structured Mentor-Mentee list to be made and uploaded on the website.
4. Department student orientation programs should be properly documented.
5. IQAC should take initiatives to help students for choosing GE papers by conducting orientation programs for GE

Inputs from Office regarding Criteria 2

1. Proper format should be provided well in advance.
2. An orientation program regarding NAAC process may be planned for office staff, teaching and non-teaching staff
3. Administrative section head should plan to have a desktop audit so that all office staff get familiar with organising their data in a systematic manner. A meeting should be planned in this regard since NAAC peer team can ask any office staff to provide data and observe the way they access their data.

Criteria 3:

Coordinator: Dr. Vartika Mathur

Members: Dr. Ram Kishore Yadav, Dr. Richa Misra, Dr. Nisha Bohra

1. All teachers who receive grants should prepare a file with details of the project and include documentary proofs such as sanction letter, annual money break-up and release and utilization certificate and submit to IQAC and College Research Committee (CRC).
2. An orientation program should be planned with all teachers to inform about the NAAC requirement to be met for inclusion in publication list, such as indexing in UGC list or SCOPUS, as per the NAAC format which is updated from time to time. Also, all streams should have a clear understanding about the different kinds of publication such as difference between a research publication, book chapter, e-chapter, and conference proceeding. Information about their various publications should be regularly updated on faculty profile page as well as information to be provided in APAR form.
3. HEI should try and participate in various government schemes through different societies such as NSS, WDC, Enactus, FAA etc. and detailed report with geo-tagged photographs should be uploaded on the website. The college should also apply for awards in this regard.
4. More collaborative activities and linkages should be established by the college for faculty exchange, student exchange, Internship, Field trip, On-the- job training, research with evidence of collaboration and nature of activities conducted through that linkage.
4. Information about PhD guidance and Registration and completion of PhD degree of students should be intimated to the Principal, CRC and IQAC.
5. IQAC should ensure that the seminars/conferences conducted by the departments should be aligned to the thematic areas of research methodology, IPR, skill enhancement and entrepreneurship as required by NAAC.
6. IQAC should initiate promotion of advance interdisciplinary research through crosstalks between faculty
7. IQAC should ensure quality assurance of all department and society/scheme activities through structured event reports.

Criteria 4:

Coordinator: Dr. Nimisha Sinha and Prof. K. C. Singh

Members: Dr. Rajendra Phartyal, Dr. Bebi

1. The Library committee should work towards a fully-automated, disabled-friendly library. The IQAC should conduct library audit regularly.
2. The Development fund committee should ensure maintenance of existing infrastructure/classrooms etc.
3. IQAC recommends more number of classrooms should have audio-visual facilities.
4. Proof such as invoices of all purchases made by different committees such ICT, Sports etc. should be kept even as soft copy.
5. Stock registers of Library, Sports, ECA and departments etc. should be regularly maintained.
5. Request to accounts section to allocate some fund towards infrastructural maintenance. The DFC can oversee work towards some urgent requirement such as whitewashing of walls and change of college board signage.

Criteria 5:

Coordinator: Dr. Shruti Mathur

Members: Dr. Pragya Gahlot, Mr. Aashish Jain, Ms. Rajbir Kaur

1. The Freeship cell should collect more information about government scholarships for benefit of students.
2. Office should share information about students when they apply for NOC for government scholarships with the Freeship cell so that the committee can follow it up.
3. The Placement cell can conduct soft skill sessions for benefit of large number of students.
4. More cells such Exordium can be set up dedicated towards Career counselling and help in student progression.
5. There is an urgent need to strengthen the alumni network by registering and promoting it. Registration of Alumni Association
6. Activity report of societies such FAA, Sports dealing with cultural and sports activities should have geo-tagged photographs and detailed list of students and proof of any recognition received by the students.
7. Attendance screening committee should insist on certificates for getting leverage for attendance.
8. A member from Administration and Accounts should be co-opted in IQAC.

Criteria 6:

Coordinator: Dr. N. Latha

Members: Dr. Rekha Yadav, Mr. Ajit Singh, Ms. Debarati Sen

1. All faculty should work towards the vision and mission of college, available on the college website.
2. Office and administration can discuss the possibility of how college can help teaching staff in attending conferences.

Criteria 7:

Coordinator: Dr. Namita Pandey

Members: Dr. Pooja Gokhale Sinha, Dr. P. Jayaraj, Dr. Robin Suyesh, Dr. Santosh Singh

1. Steps should be taken to make physical access to the library for differently-abled. Books and other educational resources should be available for visually challenged students (purchase of Braille readers etc.).
2. File should be given to each society for better understanding of all points for planning of events. The detailed report must include geo-tagged pictures and all the reports should be sent to IQAC after completion of the event.
3. IQAC should ensure conduction of requisite audits such as Energy audit, Green Audit and Environment audit.
4. IQAC should expedite the construction of rain water harvesting structures in the campus.
5. Representation of some of the language departments such Sanskrit, Tamil and Telugu was missing in this cycle which puts the inclusiveness aspect in a negative light so it is desired that all departments should submit their reports in a timely manner.

Department Coordinators: Dr. Mamta Arora, Dr. Vandana Malhotra

1. Proper orientation of all departments is needed to better understand the report making and documentation process.
2. Some practical sessions can be conducted to demonstrate newer ways of sharing data such as on Sharepoint.

Society Coordinators: Dr. Anant Pandey, Dr. Om Prakash

As per observations made by peer team during last NAAC cycle, we do not offer any professional courses so we need to plan in this regard.

General comments:

1. AQAR submission every year should be accompanied with all documentary evidence.

2. APAR form should be made accessible to all criteria coordinators so that they pick the relevant information.
3. Overall, efforts should be made to increase the participation of students in various activities.



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