



# Miranda House

## UNIVERSITY OF DELHI

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### INTERNAL QUALITY ASSURANCE CELL 2016 - 2017

#### Preamble

The College holds itself accountable to the stakeholders: the students, their parents, serving and former staff, alumnae, the funding agencies and the parent University. It understands that it is answerable also to the society at large. The college endeavours to be fair, transparent and culturally sensitive in all that it undertakes. Through the college website, it makes public relevant policies, decisions and data.

Oversight Mechanism: To accomplish its mission of quality teaching-learning, the college designed an Oversight Mechanism as an independent and objective assurance activity. Specifically, the stated objectives of the oversight mechanism are to ensure:

- well-informed and systematic implementation of all processes;
- effective organization of teaching-learning so that the needs of each and every student are served and grievances, if any addressed appropriately;
- the evaluation process is systematic, objective, impartial and transparent with inbuilt mechanism for timely feedback to the student;
- the evaluation process is evidence-based and reliable measure of students' learning, teaching, continuous evaluation and feedback is uniformly executed across different sections of teaching;
- appropriate mechanisms for moderation of evaluation across sections are setup;
- students are given adequate support and remedial opportunities as they work towards achieving the learning objectives;
- the college remains accountable to students, their parents and the University;
- short-comings in the organization, implementation and monitoring of all processes are recognized and remedial measures adopted for iterative improvement.

The Oversight Mechanisms assume great significance in the context of Choice Based Credit System (CBCS) where flexibility, freedom to choose from a range of courses, and requirement of compulsory courses for large cohorts necessitate large number of multi-ability, multi-disciplinary sections be taught the same course by different teachers. This raises questions on standardization of teaching, student satisfaction and assessment. For instance, the freshman class of 1000 are required to study Ability Enhancing Compulsory Courses (AECC) on Language Communication and on Environmental Science. In the odd semester, Group A consisting of about 500 students study Language Communication in 10 distinct sections and Group B with another 500 students studies Environmental Science, again in 10 sections. In the even semester, the groups interchange. On varying scales, similar challenges are successfully addressed with utmost quality assurance in teaching.

With a view to address quality in teaching and the functioning of the college, the college had proactively decided to establish the Internal Quality Assurance Cell (IQAC).



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In their meeting held on 20 November 2015, the Governing Body granted formal approval to the newly constituted IQAC.

The members of the IQAC for the academic session 2016-17:

Dr Pratibha Jolly, Principal  
Dr Amrita T Sheikh  
Dr Saswati Sengupta  
Ms Nandini Dutta  
Dr Reema Bhatia  
Dr Madhu  
Dr Sadhana Sharma  
Administrative Officer, Sri Kanwar Sain

*Ex-officio* members:

Vice Principal  
Bursar  
Convener, Academic Committee  
Secretary, Staff Council  
Convener, Students Union

External members:

Dr Amit Sharma, Group Leader, ICGEB, New Delhi  
Mr Shashank Vira, Founder, The Hearth Education Advisory



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### MINUTES

#### 1 August 2016

An internal meeting of the IQAC was held in the Committee Room at 3pm.

The agenda of this meeting was

- Admissions 2016-17
- Discussion on the Add-on Certificate Courses offered by the various departments
- Result analysis
- Remedial teaching
- Submission of the College SSR to NAAC in July 2016

The Principal informed the members of the number of students admitted under the various courses.

The Principal informed that Add-on Courses are an important part of enrichment initiatives. Some guidelines were suggested for these courses:

- A detailed proposal for this year's course. This should include last year's report (already submitted for Annual Report but a copy to go into the appropriate file);
- Statement of accounts for the last year;
- Critical review of the course and students feedback
- Challenges faced if any and proposal to overcome these challenges
- Schedule for this year along with a tentative list of resource persons; publicity material; budget proposal.
- A review by an expert advisory committee was also suggested.

The Convener, Academic Committee informed that the Teachers-in-Charge of the various departments would also be analysing the result and presenting the same in the next Academic Committee meeting.

As the students admitted in the undergraduate programmes were from diverse educational boards and backgrounds, departments were advised to hold remedial/bridge courses where ever possible.

Since the College NAAC report had been submitted in July 2016, the IQAC was aware that the NAAC Peer Team visit would be soon.



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### 15 November 2016

An internal meeting of the IQAC was held in the Committee Room at 3pm.

The agenda of the meeting was an overview of the national and international programmes and collaborations. Collaborations with various national and international organizations, institutions and Universities is being undertaken to understand bench marks in higher education. The college is being approached by many Universities for collaborations. The members of the IQAC were of the opinion that lectures by scholars from the Universities would enable students to make an informed decision about the various higher education/career advancement course being offered there.

An illustrative list of some of the national and international collaborations is:

- Utrecht Business School since September 2010
- Kings College, London Summer School since June 2013
- Science Setu with National Institute of Immunology since March 2015
- Rhetoric Course in partnership with George Washington University since July 2015
- Lynchberg College partnership since September 2015
- Weather Station Monitoring with Iris Publications since January 2016
- Tata Power NDPL Ltd since September 2016
- GIREP: Groupe International de Recherche sur l'Enseignement de la Physique, International Research Group since September 2016
- Ontario University International : Ontario – India Exchange

### 13 February 2017

An internal meeting of the IQAC was held in the Committee Room at 3pm.

The agenda of the meeting was

- NAAC Peer team visit on 6, 7 March 2017
- Result analysis of the 2016-17 Odd Semester
- Updated list of the Moderation Committee of each department
- Apps developed exclusively for Miranda
- Library – Web OPAC usage Seminar
- *E – pathshala* : Green Audit
- Honeywell : Smart Building Survey

The IQAC members were informed about the NAAC Peer team visit on 6, 7 March 2017. Teachers-in-charge/representative of the different departments were requested to prepare a short presentation on the activities highlighting teaching, research, best practice and future plans. Departments were also requested to print an eight to twelve page brochure.



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The IQAC members were informed about the special Apps that have been made by M/s Weekendr. The two Apps are for the different events being held in the college – *Event Hub* and *Infrastructure Maintenance*.

A sub-committee was constituted to speak to the Librarian for a Web OPAC usage Seminar.

The IQAC members were informed about the 3D printer that has been installed in the Department of Physics.

*E-pathshala* have developed on-line surveys under a practice of Green Audits for the college.

Honeybee have conducted a Smart Building survey. The college has scored only 47% due to the absence of lifts.

Dr Reema Bhatia informed the members of the 96 QR Codes installed in various locations of the college to assist the visually challenged students.

### 16 February 2017

A combined meeting of the Academic Committee and the IQAC was held in the Seminar Room at 3pm.

The result analysis for the 2016-17 Odd Semester results was discussed. Members present understood the various terms in the students' marksheets: Credit, Grade Letter, Grade Point, Credit Point, SGPA.

There was a suggestion that the Dean Examinations, University of Delhi be invited to deliver a lecture to explain the conversion of grades to marks. The Principal informed the members present that she would try and organize this at the earliest.

The NAAC Peer Team would interact with the various stakeholders: students, alumnae, parents. To this end Teachers-in-Charge were requested to send a list of names to the Vice Principal at the earliest.

### 2 March 2017

An internal meeting of the IQAC was held in the Committee Room at 1pm.

Dr Jolly informed the members that the two External Members (names mentioned below) would be present for the IQAC meeting scheduled for 6 March 2017:

- Dr Shashank Vira, Founder, The Hearth Education Advisory
- Dr Amit Sharma, Group Leader ICGEB, New Delhi.

In an effort to improve the governance of the college at all levels, the formation of a Governance Committee as a sub-committee of IQAC was discussed.



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It was decided that members would start planning seminars/workshops for the next quarter. The areas that could be considered are:

- Public Finance Management
- E-procurement
- Information retrieval system

A workshop could be organized to orient the Students' Union and Cultural Council towards quality assurance processes with mentoring by alumnae.

The members were informed that the NAAC Peer Team visit had been postponed to the end of March 2017.

### **6 March 2017**

A meeting of the IQAC was held in the Committee Room on Monday 6 March 2017 at 10:30am.

The following were present:

Principal, Dr Pratibha Jolly

External Member, Dr Amit Sharma, ICGEB, New Delhi

Vice Principal, Dr Purnima Roy

Bursar, Dr Manjari K Srivastava

Secretary Staff Council, Dr Srimanjari

Convener MH Students' Union, Dr Sudeshna Bhattacharya

Dr Amrita T Sheikh

Dr Saswati Sengupta

Ms Nandini Dutta

Dr Madhu

Dr Reema Bhatia

Dr Sadhna Sharma

External member:

Dr Amit Sharma, Group Leader, ICGEB, New Delhi

Dr Pratibha Jolly introduced the External Member, Dr Amit Sharma. She also informed the members that the other External Member, Dr Shashank Vira has expressed his inability to attend the meeting due to a prior engagement.

Dr Pratibha Jolly informed the External Member, Dr Amit Sharma, about the various activities of the college.



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The members present introduced themselves and broadly outlined the activities of their department: teaching, research and co-curricular. The External Member was informed about the various projects undertaken in the college under the following schemes:

- DBT Star College Scheme
- D S Kothari Centre for Research and Innovation in Science Education
- DU Innovation Projects
- Star Innovation Projects, University of Delhi
- Foreign collaborations

The External Member was also informed about the various extra-curricular activities of the college.

Dr Amit Sharma suggested the following:

- Publishing of project reports
- Extending the research work done in some of the projects to enable the work to be considered for a Ph.D.
- Starting a Ph.D. programme in the College with faculty members as joint investigators
- Including projects related to the Philosophy and History of Science, Natural remedies from India
- Analysing of published data
- Studying the cost effectiveness of products being developed under some of the projects

Dr Amit Sharma informed the members present that NASI is organizing a brain storming session on water on 8 and 9 April 2017 where issues related to the following will be discussed:

- Water conservation
- Recharging of *baolis*
- Energy and environment

Dr Pratibha Jolly suggested that Dr Manjari K Srivastava, Dr Srimanjari and Dr Sadhna Sharma could together frame guidelines for the joint PhD programme in the college.

The meeting ended with a vote of thanks.

### 8 May 2017

An internal meeting of IQAC was held in the Committee Room on 8 May 2017 at 3pm.

The members present were apprised of the NAAC Accreditation score announced in the beginning of May 2017. The suggestions of the NAAC Peer Team were discussed.



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The annual activity reports received from some departments were shared with the members. It was decided that all Teachers-in-Charge will be requested to send their completed reports for the Academic Session 2016-17 by 15 May 2017.

### 20 June 2017

An internal meeting of IQAC was held in the Committee Room on 20 June 2017 at 3pm.

Based on the inputs received the IQAC Report 2016-17 was prepared. This report was shared with the members present.

A handwritten signature in black ink, which appears to read 'A.T. Sheikh'.

**Dr. Amrita Tripathi Sheikh**

Coordinator, IQAC





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### INTERNAL QUALITY ASSURANCE CELL Report 2016 - 2017

During the academic session 2016-17, the IQAC had the following members:

Principal  
Vice principal  
Bursar  
Secretary, Staff Council  
Convener, Academic Committee  
Convener, Miranda House Students' Union  
Dr Amrita T Sheikh  
Dr Madhu  
Ms Nandini Dutta  
Dr Reema Bhatia  
Dr Sadhna Sharma  
Dr Saswati Sengupta  
Sri Kanwar Sain, Section Officer

#### External Members:

Dr Amit Sharma, ICGEB, New Delhi  
Mr Shashank Vira, The Health Education Advisors, Gurgaon

An early user of technology, the College holds itself accountable to the stakeholders: the students, their parents, serving and former staff, alumnae, the funding agencies and the parent University. It understands that it is answerable also to the society at large. The college endeavours to be fair, transparent and culturally sensitive in all that it undertakes. Through the college website, it makes public relevant policies, decisions and data. The college has invested resources in development of custom designed software packages for Enterprise Resource Planning (ERP). These are periodically upgraded to meet new requirements. For example, administrative staff provides faculty timely information on student admissions, demographic profile, course options exercised by students, distribution of students across courses and sections, examinations to take.

**Oversight Mechanism:** To accomplish its mission of quality teaching-learning, the college designed an Oversight Mechanism as an independent and objective assurance activity. Specifically, the stated objectives of the oversight mechanism are to ensure:

- well-informed and systematic implementation of all processes;
- effective organization of teaching-learning so that the needs of each and every student are served and grievances, if any addressed appropriately;
- the evaluation process is systematic, objective, impartial and transparent with inbuilt mechanism for timely feedback to the student;



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- the evaluation process is also evidence-based and a reliable measure of students' learning, teaching, continuous evaluation and feedback is uniformly executed across different sections of teaching;
  - appropriate mechanisms for moderation of evaluation across sections are setup;
  - students are given adequate support and remedial opportunities as they work towards achieving the learning objectives;
  - the college remains accountable to students, their parents and the University;
  - short-comings in the organization, implementation and monitoring of all processes are recognized and remedial measures adopted for iterative improvement.

The Oversight Mechanism assumes great significance in the context of the Choice Based Credit System (CBCS) started in July 2015 in the undergraduate curriculum. The course allows flexibility, freedom to choose from a range of courses, and a requirement of compulsory courses for large cohorts. This necessitates large number of multi-ability, multi-disciplinary sections which need to be taught the same course by different teachers. Since the students admitted in the undergraduate programmes are from diverse educational boards and backgrounds, departments are advised to hold remedial/bridge course where ever possible.

To ensure correct calculation of Department Workload, the Workload Committee has designed a form for all optional papers: Generic Elective, Skill Enhancement Courses and Discipline Specific Elective which are filled by the students well in advance of an upcoming semester. This data also enables the Timetable Committee to plan the room requirements for the next semester/ academic year.

The NAAC Peer Team visited the College in end March 2017. The NAAC Accreditation score was announced in the first week of May 2017. Every effort will be made by Miranda House to incorporate the suggestions of the NAAC Peer Team to ensure effective teaching-learning and efficient functioning of the college.

During the academic session 2016-17, several lectures, panel discussions, workshops, conferences and symposia have been organized to enrich the teaching – learning process; the details of some are:

- Summer Workshop for Undergraduate Science Students, 'Flavour of Research: Investigative Projects in Multidisciplinary Contexts', D. S. Kothari Centre for Research and Innovation in Science Education(DSKC), Miranda House, University of Delhi, June - July 2016
- Bridge Course 'Laboratory Safety and Handling of Equipment', Department of Chemistry and DSKC, 6 – 7 August 2016.
- Bridge Course 'Basic Laboratory Techniques', Department of Botany and DSKC, August 2016.



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- Seminar Course, 'Rethinking the Obvious: Examining the Rhetoric of Development', in collaboration with Elizabeth J Somers Women's Leadership Program, The George Washington University, USA, August – November 2016.
  - UGC National Seminar on 'Language, Ethics and Governance: Decoding Logic, Argumentation and Rhetoric in Indian Politics', Department of Political Science, 24 - 25 January 2017.
  - Capacity building workshop, 'Academic Writing and Logical Thinking' Department of Political Science, 25 January 2017.
  - Indo-Dutch International Collaborative Programme, 'Management and Cultural Contexts', January- February 2017.
  - '30 Hour English Speaking Course', Equal Opportunity Cell, Miranda House, 27 January - 7 March 2017.
  - 'Sanskrit Speaking Camp', Department of Sanskrit, 3 - 13 February 2017.
  - Workshop 'Microalgae Cultivation and Education for Sustainable Biofuels, Biofeeds, Biofoods and Biotechnology', Prof. Ira Levine, Prof. of Natural and Applied Science and a Fulbright Scholar from University of Southern Maine, USA, Department of Botany, 3 February, 2017.
  - Annual Lecture Series 'Reflections', Department of Sociology, 6 February 2017.
  - Workshop 'Green Chemistry and Environment' Department of Chemistry and DSKC, 6 - 7 February 2017.
  - Workshop 'Ethnographia: Ethnographic Film Making', Department of Sociology, 9– 11 February 2017, 20 February 2017 and 1 March 2017.
  - Workshop '3D Printing Techniques' Department of Physics and DSKC, 9 February, 13 June and 22 June 2017.
  - Panel Discussion 'Rethinking Globalisation' - Dr. Jayati Ghosh and Dr. Surjit Bhalla, Department of Economics, 10 February 2107.
  - Workshop 'Epigraphy and Sanskrit in World Literature' Department of Sanskrit, 14 - 15 February 2017.
  - Panel Discussion 'Information Technology and Society', Department of Sociology, 14 – 15 February 2017
  - Seminar, 'The Many Meanings of Heritage' - Prof Romila Thapar and Prof Kumkum Roy, Department of History, 15 February 2017.



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- Panel Discussion, 'Cinema as Inter-media' - Prof Ravi Vasudevan and Dr Ravikant, Department of History, 22 February 2017.
  - Workshop 'Algebra', Department of Mathematics, 2-3 March, 2017.
  - International Muon Week 2017, Department of Physics and DSKC in association with FermiLab and Quarknet, 20 to 24 March 2017.
  - Workshop 'RuBisCo: From sequence to protein expression', Department of Botany and DSKC, 21-22 March, 2017.
  - Workshop 'Using Geometric Reasoning to Teach Vector Calculus in Mathematics and Physics', Prof. Tevian Dray, Department of Mathematics and Prof Corrine A Manoque, Department of Physics, Oregon State University, Department of Physics and DSKC, 28 March 2017.
  - Workshop 'Active Engagements: Lessons from Education Research', Prof. Tevian Dray, Department of Mathematics and Prof Corrine A Manoque, Department of Physics, Oregon State University, Department of Physics and DSKC, 29 March, 2017.
  - Workshop 'Online Labs for School Experiments', Departments of Chemistry and Physics, DSKC and Amrita University, Kerala, 11 April 2017.
  - Workshop 'Active Learning as a Transformational Tool for the University Classroom', Prof S. Raj Chaudhury, Auburn University, USA, DSKC, 15 May 2017.

*AJ Sheikh*

**Dr. Amrita Tripathi Sheikh**

Coordinator, IQAC