

**MIRANDA HOUSE
INTERNAL QUALITY ASSURANCE CELL**

Minutes of the meeting held on 26 February 2019

An Internal Meeting of IQAC was held in the Committee Room on Tuesday 26 February 2019 at 12:30 p.m.

The following were present:

Principal, Dr Pratibha Jolly
Vice Principal, Dr Bijayalaxmi Nanda
Bursar, Dr Janaki Subramanyan
Secretary Staff Council, Dr Radhika Chadha
Student Union Adviser, Dr Rashmi Rakshit
Dr Jayashree Pillai (Coordinator)
Dr Bani Roy
Dr Madhu Bajaj
Dr Sharmila Purkayastha
Ms Meeta Kumar

The Principal informed the members that work on the new tutorial block has begun. She said that the IQAC is the strongest unit of the college and all quality assurance must emanate from it and also be monitored by it. She also informed the members that the framework for the assessment of colleges has changed. Earlier, it was qualitative. Now it is largely quantitative. Some points like Patents and Consultancy have been toned down.

Dr. Jolly emphasised that 'Quality' meant accountability. Examples were: Whether classes were being taken on time and students' grievances being addressed. She said data keeping was important and if some issue had been resolved, the required documentation had to be there. Capacity building and follow up on MoUs and not missing deadlines for reports were also important. IQAC had to oversee the work of all other committees.

All the members present agreed that areas where improvements can be made need to be identified by IQAC and then the suggested improvements have to be implemented. Members thanked Dr. Jolly for her guidance.

**INTERNAL QUALITY ASSURANCE CELL
Minutes of the meeting held on 28 March 2019**

An Internal Meeting of IQAC was held in the Principal's Committee Room on Thursday, 28 March 2019 at 12:45 pm.

The following were present:

Acting Principal, Dr Bijayalaxmi Nanda
Secretary Staff Council, Dr Radhika Chadha
Student Union Adviser, Dr Rashmi Rakshit
Dr Jayashree Pillai (Coordinator)
Dr Bani Roy
Dr Amrita T. Sheikh (Coordinator of the previous IQAC)
Dr Madhu Bajaj
Dr Sharmila Purkayastha

Administrative Officer (AO), Mr Jyoti Prakash
Section Officer (SO) Accounts, Mr Sudhir Aggarwal
Dr Mallika Pathak, Teacher-in-Charge Chemistry (invited)

The Bursar, Dr Janaki Subramanyan and Ms Meeta Kumar sent their regrets. Dr Nisha Bala Tyagi joined briefly but excused herself as she had to take a class.

The following points came up for discussion:

- The Coordinator informed the members present that Dr Mallika Pathak, Teacher-in-Charge, Department of Chemistry had been specially invited to present her proposal for a Faculty Development Programme (FDP) on Research Based Pedagogical Tools (RBPT) that she planned to organise in keeping with the stated national policy of introducing problem-based learning in the curriculum.
- In response to a query from Dr Sharmila Purkayastha about criteria for nomination of IQAC members. Dr Jayashree Pillai informed the members present that according to the guidelines for constitution of IQAC, members other than the ex-officio members were supposed to be nominated by the Principal. Dr Bijayalaxmi Nanda explained that it was largely by seniority in the Sciences, Humanities and Social Sciences so that some objectivity could be maintained. In the event of a faculty member declining to join, the person next in seniority was approached.
- Invited by the Coordinator to speak about her proposal, Dr Mallika Pathak informed the members that while several MH faculty members had attended Level 1 RBPT Workshops conducted to support development of a more research-based pedagogy in Indian universities and colleges, she was the only one who had also cleared Level 2 and Level 3. The Workshops she had attended were primarily for Science faculty and were supported by the Newton Bhabha Fund, using faculty from the UK and India. The UK partner was a team from the Centre for Science Education (CSE), part of the Centre for Development and Research in Education (CDARE) located in the Sheffield Institute of Education at Sheffield Hallam University. Supporting CSE in India were colleagues from IISER, Pune and the British Council. She proposed organising a RBPT workshop as a Faculty Development Programme (FDP) across disciplines. The Coordinator IQAC asked Dr Pathak to submit a detailed proposal and she was then excused.
- Dr Amrita T Sheikh suggested holding a Workshop for Society Presidents on how to apply for funds and submit accounts. The Accounts Section could help with it. Members thought it was a good idea. It was also suggested that a workshop for financial matters and matters of seniority etc. could be held for teachers also.
- Dr Bijayalaxmi Nanda informed the members that Mr Vibhor Gupta of Mobiquel, who was looking after the college website and various apps including the Attendance App, had agreed to interact with the faculty about using the Attendance App. It could also be done in the form of a Workshop.
- Dr Radhika Singha mentioned that the college Wi-Fi had not been working well lately. Others present agreed. Mr. Jyoti Prakash, AO said he would look into the matter. In this context it was also mentioned that IT infrastructure such as projectors and screens in every room were not always found to be functional when needed. After a discussion, it was decided that duties could be assigned to non-teaching staff for checking cleanliness and functioning of IT infrastructure in each classroom on a weekly basis. Mr Sudhir Aggarwal, SO Accounts suggested that a checklist could be prepared of all things to be taken care of and routinely checked so that the person on duty finds it easier to keep track. Members agreed that the College Maintenance

Committee, which used to be in place earlier but had been dissolved some years ago, could be revived through the Staff Council.

- Members took note that out of the pending tasks for the college administration at the time of the National Assessment and Accreditation Council (NAAC) peer team visit, two tasks pertaining to the building, viz. completion of the New Teaching Block and more accommodation for non-teaching staff, had been taken care of. However, certification of the MH Cafeteria by the Food Safety and Standards Authority of India (FSSAI) had yet to be done. It was agreed that this will be applied for as soon as possible. Another area identified for improvement, strengthening peer teaching for students, would also require work. Members discussed the issue and it was tentatively agreed that a system for identifying Peer Mentors, possibly with the help of students, as in some other colleges, would be put in place. Some kind of incentive or recognition for Peer Mentors, such as certificates of appreciation, could also be thought of.
- Members expressed their appreciation that leave status of faculty had been circulated. In this context, it was discussed that teachers would be regularly informed about their updated leave status and any discrepancies pointed out would be rectified. Teachers would also be informed about the different kinds of leave available to them. It was agreed that the Academic Committee could look into the norms about how many teachers from a single Department can be given leave at the same time to attend a refresher course or a conference. Members also noted that compensatory leave for Admission Committee members needed to be recorded on a regular basis.
- On the issue of students' feedback, the members present agreed that while it was important to put a mechanism in place, there was no question of imposing a specific format at present. The present system of getting feedback through the mentor-mentee system would continue. Dr Bijayalaxmi Nanda added that the matter would be raised in the Academic Committee and teachers-in-charge could go back to their departments and request individual teachers to continue to get feedback in their own way. Dr Amrita T Sheikh reported that students of other departments who study Chemistry as a Generic Elective (GE) had been asked for feedback about the usefulness of a particular GE paper so that the paper offered by the Chemistry Department would be of interest to the students studying it.
- Members discussed the issue of updating information on the College website. There was consensus on reviving the currently defunct Website Committee through the Staff Council. It was suggested that while the teachers-in-charge or their nominees would be members of the Extended Website Committee, the Core Committee would have the following as members:
 - i) Teacher-in-Charge, Computer Science Department
 - ii) Convener, Fine Arts Society
 - iii) Conveners, Hindi and English Sections, college magazine
 - iv) Dr Mallika Verma
 - v) Ms Meeta Kumar
 - vi) Dr Monika Tomar.

The meeting concluded with Dr Bijayalaxmi Nanda explaining to the members present that the college was passing through a transition phase with the exit of a long-serving Principal. However, all systems would soon be back in place and functioning normally.

Action taken report 2018-19 on issues raised in meetings

- The date for the interactive IQAC Workshop for financial rules, seniority and faculty promotions was fixed as 28 August 2019.
- The Website Committee has been revived as discussed and is working on organising and updating the website.
- The Wi-Fi problem was sorted and the connection in various parts of the college campus restored to normal.
- Projectors and screens which had not been functioning properly in different classrooms have been made functional after inspection.