

**Miranda House  
University of Delhi**

**IQAC 2019-2020**

The Internal Quality Assurance Cell (IQAC) was constituted for the Academic Sessions 2018-20. The Committee consisted of the following members:

S.No.	Name	Designation/ Position
1.	Dr. Bijayalaxmi Nanda	Acting Principal, Chairperson IQAC
2.	Dr. Jayashree Pillai	Coordinator, IQAC
3.	Dr. Bani Roy	Member
4.	Dr. Sharmila Purkayastha	Member
5.	Dr. Madhu Bajaj	Member
6.	Ms. Meeta Kumar	Member
7.	Dr. Rajni Disodia	Member
8.	Dr. Hena Singh	Member
Ex-Officio Members:		
1.	Dr. Janaki Subramanyan	Bursar
2.	Dr. Amrita T. Sheikh	Former IQAC Coordinator
3.	Dr. Nisha Bala Tyagi	Convener, Academic Committee (July – October 2019)
4.	Dr. Mallika Verma	Convener, Academic Committee (October 2019 onwards)
5.	Dr. Radhika Chadha	Secretary, Staff Council
6.	Dr. Sonali Chitalkar	Convener, Students Union
7.	Mr. Jyoti Prakash	Section Officer, Administration
8.	Mr. Sudhir Aggarwal	Section Officer, Accounts
External Members:		
1.	Ms. Neha Mehta	Co-founder and Chief Executive, Trans Globe Education
2.	Dr. Vageshwari Deswal	Assistant Professor, Faculty of Law, University of Delhi
3.	Ms. Nidhi Batra	Director Sehreeit, Head Corporate Strategy and New Initiatives, NSDC

During the Academic Session 2019-2020 the IQAC held meetings and workshops. Members were informed about the same in advance and they attended the various meetings as per their prior schedules. The details of the meetings and related workshops are presented below.

MIRANDA HOUSE  
INTERNAL QUALITY ASSURANCE CELL

An Internal Meeting of IQAC was held in the Principal's Committee Room on Monday, **5 August 2019** at 3:00 pm.

The following were present:

Acting Principal, Dr Bijayalaxmi Nanda  
Bursar, Dr Janaki Subramanyan  
Secretary Staff Council, Dr Radhika Chadha  
Dr Jayashree Pillai (Coordinator IQAC)  
Dr Bani Roy  
Dr Amrita T. Sheikh  
Dr Sharmila Purkayastha  
Ms Meeta Kumar  
Dr Sonali Chitalkar (Union Adviser)  
Section Officer (SO), Mr Jyoti Prakash  
Section Officer (SO) Accounts, Mr Sudhir Aggarwal

The following points came up for discussion:

- Dr. Bani Roy briefed the members present regarding the proceedings at the Workshop Role of International Rankings and Ratings in Institutional Capacity Building held on 29 July 2019 in the Council Hall, Viceregal Lodge DU, which she had attended on behalf of the College. Dr. Bani Roy reported that Mr. Ashwin Fernandes, Regional Director, QS World University Rankings had made a presentation at the workshop and explained their ranking criteria which are as follows: Academic reputation (40%); Employer reputation (10%); Faculty/Student Ratio (20%); Citations per faculty (20%). To calculate research output, the total number of citations received by all papers produced by an institution across a five-year period is divided by the number of faculty members at that institution. Citations are normalized depending on the field and self-citations are excluded. All citations data is sourced using Elsevier's Scopus database; International faculty ratio/International student ratio (5% each). The DU Vice Chancellor, Professor Y.K. Tyagi's message to DU colleges, whose Principals or their representatives were present at the workshop, was that they should help the University to improve its international ranking. Several members present pointed out that the ranking criteria used by QS World University Rankings were more applicable to postgraduate departments and faculties in DU rather than to undergraduate colleges since the scope for research as well as international students/faculty was limited in undergraduate institutions. Also, Scopus was more biased towards the Sciences and did not cover many Humanities and Social Sciences publications. Members agreed that since the perception of the international academic community about an institution was the most important criterion, Miranda House should make an effort to maintain contact with alumnae who were faculty members and researchers in foreign universities. It was also agreed that the College would try to organize a workshop on International Rankings as applicable to constituent colleges of the University of Delhi around the third week of September 2019.

- The Coordinator, Dr. Jayashree Pillai, informed the members about some letters which the Principal had forwarded to the IQAC to sort out the issues mentioned in them. The first letter was from an alumna, Mary Sukanya, who sought permission for the shooting of a documentary film on the college premises. The film was for her diploma in the Creative Documentary Course that she is pursuing at the Sri Aurobindo Centre for Arts & Communication. The subject of the film is her mother, Nirmala Kichi Sundaram, also a Miranda House alumna. The members felt she could be permitted to shoot in MH after she submits her shooting schedule – areas of the College where she would be shooting, days required and duration. It was also felt that a policy in this regard had to be put in place since requests to use the college premises for film shooting were received quite often. The members agreed that the Film Club and the Students' Union Advisory Committee could consider the requests and decide whether to grant permission. A form would have to be drafted in which the prospective producers of the film to be shot would give details including the subject matter of the film, the requirement of spaces and the time that the shooting would take.
- Dr. Jayashree Pillai brought another letter to the notice of the members. This was a letter written by Dr. Chanda Sagar of the Department of Hindi, Miranda House in the context of the changeover of Teacher-in-Charge (T-i-C). The outgoing T-i-C, Dr. Uma Meena, is about to relinquish charge and had informed the Principal that she would be handing over to Dr. Renu Arora. However, Dr. Chanda Sagar has objection to this, as she has pointed out in her letter, since she feels she is senior to Dr. Renu Arora. The IQAC members unanimously decided that the Staff Council minutes of 19 May 2018 may be checked for clarification regarding the then Principal Dr. Pratibha Jolly's remarks about the error made in fixing seniority in the Department of Hindi.
- Dr. Jayashree Pillai apprised the members about a letter from Pranati Paheli, MH alumna, regarding permission to interview MH students for her PhD research. It was decided that a Research Committee would be put in place to look into this and similar requests. The members of the Research Committee would be: senior most Science teacher; senior most Humanities teacher; Students' Union Adviser; one member from the Administrative Section; one subject-specific co-opted member. The question of a Science Lab Safety Committee to oversee safety in science undergraduate and research labs also came up in this context. It was suggested that this committee would have all teachers-in-charge of Science Departments and the Administrative Officer. The question of revival of the College Maintenance Committee was also discussed at this point and members agreed that its revival would be useful for upkeep of common spaces such as classrooms, corridors and washrooms.
- Dr. Jayashree Pillai informed the members that various departments are supposed to write to the Principal regarding their requirement for Guest Faculty along with information about newly created sections. The College would then contact the University to get names for the interview board as per the DU notification. Candidates from the ad hoc panel will be called for interview.

- The next item for discussion was a letter from Dr. Rakhi Parijat in which she had complained that despite repeated requests, no repairs had been conducted in her flat in the college residential complex though it was in very bad shape. Dr. Bijayalaxmi Nanda also informed the members that Dr. Rakhi Parijat had felt harassed because the allotment of a flat to her was questioned. In this context, Dr. Nanda mentioned a request from Dr. Indira Prasad to revisit the allotment norms for the college flats. The members decided that the Allotment Committee was the right forum for such matters though the IQAC could give suggestions. In the interest of transparency, the Allotment Committee may be requested for documentation of the criteria used for allotment of flats. The Committee can also maintain minutes of meetings held.
- The Bursar, Dr. Janaki Subramanyan brought up the matter, discussed in an earlier meeting, of holding a workshop on Financial Management for office bearers of Societies. This would help them to manage their funds better. The Acting Principal said that a workshop on Roster for appointment of faculty could also be thought of in which inputs could be given by experienced faculty members like Dr. Abha Dev Habib and Dr. Madhu. Dr. Jayashree Pillai informed the members that the UGC presentation on the second tranche of OBC expansion had gone well and the IQAC can request the Academic Committee to decide how the 31 (25 plus 6 which had already been given) posts would be distributed across departments. Dr. Bijayalaxmi Nanda wanted to put on record her appreciation regarding the help received for the UGC presentation from Dr. Mallika Verma and Dr. Monika Tomar and for the background work on it from Dr. Jayashree Pillai and Dr. Amrita T. Sheikh. She mentioned that the re-cast roster needed to be reexamined. In response to a query, Dr. Amrita T. Sheikh said that it was the 200-point roster in alphabetical order of departments.
- Dr. Bijayalaxmi Nanda brought to the notice of the members the grievance that the laboratory staff had about increase in their workload. The lab staff felt that while faculty posts were being enhanced on the basis of increasing student numbers, their numbers remained the same. Mr. Jyoti Prakash also concurred in this matter. The members agreed that the issue was genuine and needed to be looked into.

## Minutes of 16 August 2019

An emergent meeting of the members of IQAC was held on 16 August 2019. This emergent meeting was held to discuss the representation received from Dr. Chanda Sagar. The members discussed the same at length and interacted with Dr. Chanda Sagar.

It was decided that the appointment rules valid in 2006 would be looked into to clarify the issue of seniority based on separate panels for various categories. In this context it was also decided to withdraw the seniority list currently displayed on the college website pending verification.

## Minutes of 28 August 2019

A meeting of IQAC was held to apprise the members present of the workshop organized by IQAC. Ms. Nidhi Batra, External member, also attended this meeting. The meeting was followed by a workshop. Over one hundred participants enthusiastically interacted with the University of Delhi officials who had been invited by IQAC to explain and clarify Roster, Seniority List, Financial Rules and Promotions.

  
**INTERNAL QUALITY ASSURANCE CELL ,  
MIRANDA HOUSE**  
PRESENTS  
**AN INTERACTIVE WORKSHOP ON**

- **COLLEGE FACULTY ROSTER**
- **COLLEGE FACULTY SENIORITY LIST**
- **FINANCIAL RULES**
- **PROMOTIONS**

FOR TEACHERS - IN - CHARGE AND MEMBERS , IQAC

**DATE : 28 AUGUST,2019**  
**VENUE: SEMINAR HALL**  
**TIME: 2:05 P.M.**

**DR. JAYASHREE PILLAI**   **DR. BIJAYALAXMI NANDA**  
**COORDINATOR, IQAC**   **ACTING PRINCIPAL**



### Meeting of 16 September 2019

The IQAC members were of the opinion that a workshop should be held regarding financial management for the student office bearers of Students Union (MHSU) and the various societies.

A workshop titled *Managing the Society's Funds* was organized for student office bearers on 16 September 2019 at 2.00 pm in Room No. 136 by IQAC. Dr. Janaki Subramanyan, Bursar gave a presentation which included the budgeting of events, filing of documents, taking advance money from the society's funds, paying vendors by e-transfer, and filling forms for transfer of prize money and conveyance. Fifty-one student office bearers from cultural societies and department societies participated in the Workshop.

### Meeting of 11 March 2020

A meeting of IQAC was held to apprise the members present of the workshop organized by IQAC. The meeting was followed by a workshop. Over one hundred participants enthusiastically interacted with the panelists who had been invited by IQAC to explain and clarify queries regarding promotions under CAS 2010 and CAS 2018.



**Internal Quality Assurance Cell  
Miranda House  
University of Delhi**

**CAS 2010/ CAS 2018 and pending promotion cases**  
A Workshop cum Interactive Session for teachers  
On  
**Wednesday, 11 March 2020; 10:30 am to 1 pm**  
**Seminar Room, Miranda House**

**Presentation by Dr Vikas Gupta, JR Promotions, DU**  
*followed by*  
**Panel Discussion and Interactive Session**

Dr Vikas Gupta	Dr Abha Dev Habib
Mr Rudrashish Chakraborty	Dr Vijaya Venkataraman

Dr. Bijayalaxmi Nanda  
Acting Principal

Dr. Jayashree Pillai  
Convenor, IQAC

## Meeting of 6 May 2020

A meeting of IQAC was held on a virtual platform. The members present were apprised of the Webinar organized by IQAC. The meeting was followed by the webinar. Over five hundred participants across faculty members, non-teaching staff and students listened attentively to the panelists who had been invited by IQAC to discuss *Challenges and Opportunities of Online Education during the Global Pandemic COVID-19*. e-Certificates were provided to the participants.

**MIRANDA HOUSE  
UNIVERSITY OF DELHI**



**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
ORGANISES  
WEBINAR  
ON  
CHALLENGES AND OPPORTUNITIES OF ONLINE  
EDUCATION DURING THE GLOBAL PANDEMIC  
COVID-19  
SPEAKERS**

<p style="text-align: center;">DR. VINAY SAHASRABUDDHE MEMBER, RAJYA SABHA CHAIRMAN ICSSR</p>	<p style="text-align: center;">DR. PANKAJ MITTAL SECRETARY GENERAL ASSOCIATION OF INDIAN UNIVERSITIES FORMER ADDL SECRETARY UNIVERSITY GRANTS COMMISSION</p>	<p style="text-align: center;">DR. NARASIMHAN SUBRAMANIAN GENERAL SURGEON, UROLOGY DIRECTOR, APOLLO HOSPITAL, NEW DELHI</p>
<p style="text-align: center;">DR. RAJESH MEHTA REGIONAL ADVISOR SOUTH EAST ASIA OFFICE, WHO</p>	<p style="text-align: center;">DR. GOPINATH PILLAI ASSOCIATE PROFESSOR SGND KHALSA COLLEGE UNIVERSITY OF DELHI</p>	<p style="text-align: center;">MS. SUHASINI STUDENT, BA (HONS) POLITICAL SCIENCE SEMESTER-1V, MIRANDA HOUSE</p>

**WEDNESDAY 6 MAY 2020 AT 3PM**  
ZOOM MEETING ID: 951 1280 0187  
Password: 2JCaX8

**e-Certificates shall be provided to all participants**

<p style="text-align: center;">DR. JAYASHREE PILLAI ASSOCIATE PROFESSOR DEPT OF POLITICAL SCIENCE COORDINATOR, IQAC</p>	<p style="text-align: center;">DR. BIJAYALAXMI NANDA ACTING PRINCIPAL</p>
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### **Meeting of 14 May 2020**

IQAC held a meeting with Mr. Gautam Raval, regarding plagiarism detection software, URKUND. This has been chosen by the Ministry of Human Resource Development, UGC and Information and Library Network Centre (INFLIBNET) to provide Indian Universities with plagiarism detection software in research and academic publications. Utilizing the virtual Zoom platform, Mr. Raval made a detailed presentation. The members of IQAC present were of the opinion that the undergraduate course is the best time to address plagiarism and therefore felt this could be taken forward.

### **Meeting of 29 May 2020**

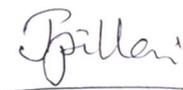
In collaboration with Moolya Foundation, IQAC explored the options of encouraging students towards a career in public policy and leadership. Utilizing the virtual Zoom platform, the representative of Moolya Foundation, Shri Ankit Bhatia hosted the session and made a presentation.

### **Meeting of 5 June 2020**

The IQAC members met on a virtual platform to discuss Internal Assessment and the process of moderation of these marks. The meeting started with the discussion concerning the main item on the agenda, Moderation of Internal Assessment. The University Ordinance regarding moderation which laid out guidelines for the composition of a Department-level Moderation Committee comprising the current and previous Teachers-in-Charge and the senior-most teacher of the Department, was read out.

The salient outcomes of the discussion were

- The College-level Monitoring Committee for Internal Assessment (IA) is chaired by the Principal of the College with the other members being the Vice- Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council and two senior faculty members to be nominated by the Principal. It was noted that no norms for moderation had been specified by the University but the College Monitoring Committee was supposed to be responsible for the entire process of Internal Assessment in the College, including redressal of students' grievances, if any.
- The members present agreed that it was necessary to have internal discussion through the Moderation Committee about the IA marks especially to brief the ad hoc faculty or those who were teaching for the first time. This would ensure some standardization. The corroboration of IA marks by the Departmental Moderation Committee and then by the College Monitoring Committee was mandatory due to University regulations and not optional. Departments could evolve their own systems to handhold the newly appointed faculty and ensure some uniformity. It was also observed that there was no 'one size fits all' system for Department-level monitoring of IA and each Department had their own monitoring procedure to ensure some degree of uniformity.



Dr. Jayashree Pillai  
Coordinator, IQAC



Dr. Bijayalaxmi Nanda  
Acting Principal