A meeting of the IQAC Committee with the external member Dr. Jay Chanda was held on 28 Dec, 2024 at 11.00 am in the committee room.

Agenda: Discussion on AQAR 2023-24

The following members were present in the meeting.

1. Prof. Saloni Gupta (Principal)
2. Dr. Jay Chanda (Joint Registrar, University of Delhi)
3. Prof. Rajni (coordinator, IQAC)
4. Dr Sonia Kaushik
5. Ms Nishtha Bhushan
6. Mr. PARMANAND SINGH
7. Dr. Bhawna Shivan
8. Dr. Deepti Singh
9. Ms. Mahima
10. Dr. Princy Jain
11. Dr Shilpi Sahu
12. Monika Arya
13. Ms. Meenu
14. Dr. Sonali Jain
15. Levin. N. R
16. Jatin
17. Sheila Gyh
18. Dr. Savita Kadian
19. Ms. Sheetal Mani
20. Dr. Yojivendra P. Singh
21. Dr. VINESH Kr.
22. Dr. Madhvi
23. Dr Ankit Gupta

Dated 28th December, 2024

# MINUTES OF THE MEETING HELD ON 28TH DECEMBER, 2024

A meeting of the IQAC members with the external member, Mr. Jay Chanda, Joint Registrar, University of Delhi, was held on 28th December, 2024 at 11 am in the Committee Room.

**Agenda: Review of Final AQAR 2023–24 after Incorporating Suggestions by External Member Mr. Jay Chanda**

The Internal Quality Assurance Cell (IQAC) conducted a thorough review of the *Annual Quality Assurance Report (AQAR)* for the academic year 2023–24 following the valuable recommendations received from the external member, **Mr. Jay Chanda**, Joint Registrar, Delhi University.

**1. Reformatting of description given under different AQAR Criteria's**

- All responses in the AQAR have been restructured into **clearly numbered bullet points** for improved readability.
- **Crucial information is highlighted in bold** to draw attention to key actions and outcomes.
- This formatting aligns with modern reporting standards and facilitates easier comprehension for stakeholders including NAAC reviewers.

**2. Use of British English**

- A language audit was conducted and the AQAR has been **fully revised to use British English conventions** in spelling, grammar, and vocabulary.
- The intent is to ensure **uniformity, clarity, and professionalism** in institutional documentation. Suggestion like ignore writing furthermore, also, I, we, our while writing the report was given.

**3. Streamlining IQAC Meeting Minutes**

- A **uniform template** has been introduced for recording IQAC minutes, including:
    - Meeting title and date
    - Attendance (with member designation)
    - Agenda items and discussions
    - Actionable points with deadlines and responsibility
- This has improved the **traceability and accountability** of IQAC initiatives.

**4. Promotion of Inter-College Cultural Events**

- The AQAR now highlights initiatives to **enhance inter-college collaboration** through cultural festivals and academic competitions.
- Bharati College will host at least **two cultural events annually**, inviting active participation from other colleges across Delhi University.
- This fosters **diversity, inclusiveness, and peer learning** among students from varied backgrounds.

**5. Infrastructure Improvement – Newspaper Stands**

- Two **strategically placed newspaper stands** (in the main foyer and near the library) have been approved.
- These will offer **daily newspapers in Hindi and English**, promoting reading habits and keeping students informed about current affairs.

**6. Encouraging Chess and Strategic Thinking**

- Chess is being encouraged as a **cognitive and recreational activity**.
- A dedicated chess area has been proposed as part of the Student Activity Centre, and **intra-college chess tournaments** will be introduced in the co-curricular calendar.

**7. Significance Behind Institutional Actions**

- The revised AQAR provides **rationale statements** for each major initiative, explaining:
    - *Why* the action was taken
    - *What outcomes are expected*
    - *How it aligns with the institutional vision and strategic plan*

**8. Strengthening the Mentor-Mentee System**

- The college has refined its **mentor-mentee programme** to ensure more personalised academic and emotional support for students.
- Each faculty member is assigned a group of mentees and expected to hold **minimum three meetings per semester**.
- Mentoring logs and feedback need to be formally recorded and reviewed.

**9. Individual Teacher-Level Result Analysis**

- Academic results are now analysed at the **subject-teacher level**, providing insights into student learning outcomes.
- This analysis includes:

- Identifies strengths and improvement areas in pedagogy
- Recognises high-performing educators
- Helps align **faculty development workshops** with actual needs

**0. Website Content Enhancement – Vision and Mission**

- The **Vision and Mission statements** on the college website have been reordered:
  - First presented in **Hindi** to acknowledge cultural heritage and inclusivity
  - Followed by the **English version** for wider accessibility
- This reinforces the institution's **commitment to bilingual communication**.

**1. Establishment of a Dedicated PR Team**

- A **Public Relations (PR) Team** comprising faculty, non-teaching staff, and students has been proposed and is being constituted.
- The team will be responsible for:
  - Promoting institutional achievements on digital and print platforms
  - Managing branding and outreach events
  - Liaising with media and other academic institutions

**2. Theme-Based, Visually Engaging Newsletter**

1. The institutional newsletter will now follow a **theme-based approach** (e.g., sustainability, women in leadership, innovation in teaching).
2. To avoid excessive text, each edition will focus on:
   - **Visual storytelling** (photos, infographics, quotes)
   - **Short articles** and reflections
   - A clean and accessible layout using digital publishing tools.

# ACTION TAKEN REPORT OF MEETING HELD ON 13TH DECEMBER, 2024

1. **Organisation of Regular Events and Thematic Conferences**
   - **Debate competitions, cultural programmes, and workshops** have been conducted regularly throughout the academic year. These include inter-departmental debates, classical and contemporary dance performances, and awareness-based student workshops.
   - All **relevant committees** (Cultural Committee, Debate Society, research committee) were **notified and mobilised** to ensure consistent engagement.
   - Academic departments were directed to align events with the institutional ethos. In response, departments have begun planning and executing **seminars and conferences on feminism and women empowerment**, with active student and faculty participation.

2. **Research Capacity Building and Recognition**
   - A **Workshop on Plagiarism Awareness and Improving Citations** was planned by the Research Committee and successfully conducted in collaboration with the Library Committee and an external resource person.
   - The **Psychology Department and the Research Committee jointly proposed and scheduled a Workshop on Research Paper Writing and Publication Ethics**. Faculty members and postgraduate students expected to attend in large numbers.
   - To **motivate scholarly contributions**, the Research Committee proposed and initiated **Research Awards for Faculty.** These awards will be presented annually during the College Annual Day function.

3. **Infrastructure, Alumni Engagement and Sustainability**
   - The IQAC's proposal for the purchase of **LED televisions** for the campus has been approved. These screens are being used to display event highlights, student achievements, and academic updates.
   - A dedicated section on **"Distinguished Alumni"** has been added to the college website. Additionally, alumni posters have been displayed in key corridors and the central notice board area.
   - As part of the college's **green initiative**, the Garden Committee in collaboration with the Enactus unit has been producing **organic manure using composting methods**. This manure is used in the college garden, where **seasonal organic vegetables are grown** and periodically sold.
   - A **Newsletter Committee** has been formally constituted, comprising faculty, editorial staff, and student editors. This committee will be responsible for creating a **theme-based, visually rich quarterly newsletter**.

4. **Capacity Building of Teaching and Non-Teaching Staff**
   - **Training programmes for teaching and non-teaching staff** have been conceptualised and proposed.

5. **College History and Social Impact Documentation**
   - A **dedicated committee has been formed** to document the history of Bharati College **since inception**.

- The final output is proposed to be published as a **commemorative volume and a short documentary**, to be released on the College's Annual Day.

IQAC Coordinator