

Steering Committee for NAAC

Minutes of the Meeting

Meeting Date - 11/5/2018

Meeting Time - 9:12 am – 1:14 pm

Agenda:

- **Approval of Minutes of the meeting held on 9th May (first meeting)**
- **To discuss the source of the data for Criterion 2 – Teaching – learning and evaluation and Criterion 3 – Research, Innovation, and extension**
- **To discuss any new initiative which we need to undertake for the fulfillment of Criterion 2 – Teaching – learning and evaluation and Criterion 3 – Research, Innovation, and extension from the coming session**
- **Any suggestions from the members**

S.No.	Agenda	Discussion and Action
1.	Approval of the last Minutes of Meeting	<ul style="list-style-type: none"> • Minutes of the last meeting approved by the steering committee
Criteria 2: Teaching-learning and evaluation (350)		
2.1	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.1 Average percentage of students from other states and countries (10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> • Total number of students • Total number of students from other states and countries
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.2	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.2 Average enrolment percentage(last 5 yrs)(10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> • Total number of students admitted • Total number of sanctioned seats
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.3	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservations policy (last 5 yrs)(10)</i>

	Conclusion	<p>Need to collect the data from the office</p> <ul style="list-style-type: none"> • Number of students admitted from reserved category • Total number of seats earmarked for reserved category as per GOI or State Gov. rule
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
	K.I.- 2.2 Catering to student Diversity(50)	<i>2.2.1 The institution assesses the learning levels of the students after admission and organizes special programs for advanced learners and slow learners (30)</i>
2.4	Conclusion	<p><i>Slow Learners:</i></p> <ul style="list-style-type: none"> • Remedial classes (slow learners) + Tutorial Classes (slow & advanced) to be fixed in timetable • interactive sessions other than the regular classroom/laboratory contact hours • Maintain Attendance for Remedial classes (slow learners) + Tutorial Classes (advance Learners) • Analysis of student applications and counseling during admission by the faculty • Student Assessment by the HOD during admission Interview • Counselor – carrier, and general with a Psychometric test every year • The college conducts creativity aptitude test by ‘Aspiring Minds’ • Mentor-mentee system • Senior students participate as a guide to junior students • Retest for students who have not cleared or were absent in internal exams • Remedial classes after the Internal exam • Spoken English classes for students (one week) • Orientation for students at the college level and dept level (attendance to be maintained) • Individually mentor each slow student for performance enhancement <p><i>Advanced Learners:</i></p> <ul style="list-style-type: none"> • Special /guest Lecture • GD’s, Movie screening • Magazine, journals • External and internal participation • Extra coaching • Organizational skills • Participation in other extra-curricular activities • Advice to take part in seminars and conferences. • Encourage them towards research • Advice to crystallize their ideas into a project • Counseling students for pursuing their studies in foreign universities (both) • Counseling students regarding selection in Universities and other colleges (both)

	Actions	To mail all the rules for this section to the HOD
2.5	<i>K.I.- 2.2 Catering to student Diversity(50)</i>	2.2.2 Student – full time teacher ratio(10)
	Conclusion	Requirement to hire more teachers
	Actions	Current year data to be sourced from office staff and University Coordinator
2.6	<i>K.I.- 2.2 Catering to student Diversity(50)</i>	2.2.3 Percentage of differently-abled students on rolls (10)
	Conclusion	<ul style="list-style-type: none"> • Provision of wheelchairs, ramps in the building • Remedial classes
	Actions	Current year data to be sourced from office staff and University Coordinator
2.7	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	2.3.1 Student-centric methods, such as experiential learning (EL), participative learning(PL) and problem-solving methodologies(PSM) are used for enhancing learning experiences(20)
	Conclusion	<ul style="list-style-type: none"> • Participation as class representative (EL) • Working in student council (EL) • Participation in department fests (EL) • Participation in student Exchange programs (EL) • Problem-solving classes-remedial (PSM) • Internal examination (PSM) • Social initiatives/ involvement – AICUF, NSS (PL) • Any other initiative which falls under EL, PL, PSM
	Actions	Mail to the HOD about the rules and to develop write-up
2.8	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	2.3.2 Percentage of teachers using ICT for effective teaching with learning management system (LMS), E-Learning(10)
	Conclusion	<ul style="list-style-type: none"> • ERP system with a link on the website • Kindle • Add ICT Tools to Lesson plan to substantiate the claim
	Actions	Data to be sourced from the department
2.9	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	2.3.3 Ratio of students to mentor for academic and stress-related issues(10)
	Conclusion	<ul style="list-style-type: none"> • Create Class mentor-student mentor-mentee system • Maintain attendance
	Actions	Data to be sourced from mentors
2.10	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	2.3.3 Innovation and creativity in teaching-learning(10)
	Conclusion	Write up from the department on how to inculcate the innovative processes in teaching & learning
	Actions	To be mailed to HOD

2.11	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	2.4.1 Average percentage of full-time teachers against the sanctioned post (15)
	Conclusion	Data requirement for last five years <ul style="list-style-type: none"> • Number of full-time teachers • Number of sanctioned posts
	Actions	Data to be sourced from office staff and University Coordinator
2.12	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	2.4.2 Average percentage of full-time teachers with Ph.D. (20)
	Conclusion	Data requirement for last five years <ul style="list-style-type: none"> • A number of full-time teachers in Ph.D. • Total number of full-time teachers
	Actions	Data to be sourced from the department
2.13	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	2.4.3 Teaching experience of full-time teachers in a number of years (10)
	Conclusion	Total experience of full-time teachers
	Actions	Data to be sourced from University Coordinator
2.14	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	2.4.4 Percentage of full-time teachers who received awards, recognition, fellowship at state, national, International level from govt. (15)
	Conclusion	Number of full-time teachers receiving awards
	Actions	Data to be sourced from staff
2.15	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	2.4.5 Average percentage of full-time teachers from other states against sanctioned posts. (20)
	Conclusion	Number of full-time teachers from other states
	Actions	Data to be sourced from teaching staff
2.16	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	2.5.1 Reforms in Continuous Internal Evolution (CIE) system at the institutional level (15)
	Conclusion	<ul style="list-style-type: none"> • Question bank for the paper • Last year papers to be collected • Class test in a month • Remedial and tutorial classes • Two Internal exams • Creating Moodle like platform • Seminars, Guest Lectures...etc • Letter of absenteeism – for less attendance and absent in internal exam to parents • Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board
	Actions	Suggestions/ideas to be mailed to the HOD'S

2.17	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety (15)</i>
	Conclusion	<ul style="list-style-type: none"> Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board Documentation of every student details in each year
	Actions	Rules to be mailed to the HOD'S
2.18	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.3 Mechanism to deal with examination related grievances is transparent time-bound and efficient (10)</i>
	Conclusion	<ul style="list-style-type: none"> Rules to be made by Grievance Redressal Cell (College and department) in order to keep the healthy working atmosphere amongst staff, students and parents
	Actions	Details from the Grievance Redressal Cell(College and department)
2.19	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.4 The institution adheres to the academic calendar for the conduct of CIE (10)</i>
	Conclusion	<ul style="list-style-type: none"> Require to add PTM dates in the handbook/ academic calendar The Academic calendar and timetable should be on notice board for students
	Actions	Mail the rules to HOD and handbook committee
2.20	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.1 Programme outcomes, Programme specific outcomes and courses outcomes for all programme offered by the institution are stated and displayed on the website and communicated to teachers and students(10)</i>
	Conclusion	<ul style="list-style-type: none"> Department need to prepare PO, PSO, CO Check for NAAC report of the university Need to be uploaded on the website
	Actions	Rules to be mailed to HOD'S
2.21	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.2 Attainment of programme outcomes, programme specific outcomes, and courses outcomes are evaluated by the institution (10)</i>
	Conclusion	<ul style="list-style-type: none"> MCQ test per subject evaluation Evaluation through viva, internal exam and university exams
	Actions	Inquiry from the University of Rajasthan
2.22	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.3 Average pass percentage of students(20)</i>
	Conclusion	<p>Current year data:</p> <ul style="list-style-type: none"> Total number of final year students who passed the university exams

		<ul style="list-style-type: none"> Total number of final year students who appeared for the university exams
	Actions	Data to be sourced from office staff and department
2.23	<i>K.I.- 2.7 Student Satisfaction Survey (50)</i>	<i>2.7.1 Online student satisfaction survey regarding teaching-learning process (50)</i>
	Conclusion	Database of all currently enrolled students to be prepared
	Actions	Data to be sourced from the office staff
Criterion 3- Research, Innovation and extension(120)		
3.1	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<i>3.1.1 Grants for research projects sponsored by the govt. and non govt. sources such as industry, corporate, houses, international bodies, endowment, chairs in the institution (3)</i>
	Conclusion	Each staff need to give information related to the same criteria
	Actions	Data to be sourced from Faculty
3.2	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<i>3.1.2 Percentage of the teachers recognized as research guides at present (3)</i>
	Conclusion	Need to work on research center application
	Actions	How to apply for the research center
3.3	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<i>3.1.3 Number of research projects per teacher funded by Govt. and non Govt. agencies (4)</i>
	Conclusion	<ul style="list-style-type: none"> Required data to be taken from the staff Need to initiate from this year internal projects and external projects Department projects to be included
	Actions	Data to be processed from faculty
3.4	<i>K.I.- 3.2 Innovation Ecosystem (10)</i>	<i>3.2.1 Institution has created an ecosystem for innovation including incubation center and other initiatives for the creation and transfer of knowledge(5)</i>
	Conclusion	<ul style="list-style-type: none"> College initiatives E-cell, Headstart The tech-x club, fashion club, finance club Previous experiences like – Hideout, Somya Natani –tea, Tanishka Jain eng, Photography –Megha bhutra, IMERA Department magazine and journals- Literati, techzine etc
	Actions	Data to be processed from college dept, clubs, office
3.5	<i>K.I.- 3.2 Innovation Ecosystem (10)</i>	<i>3.2.2 Number of workshops/seminars conducted on intellectual property rights and industry-academia innovation practices(5)</i>
	Conclusion	<ul style="list-style-type: none"> Total number of workshops/ seminars conducted on IPR Industry-Academia innovative practices during last five years Internship cell, finance club, blogging & creative writing workshops, photoshop, etc can be few examples

	Actions	Data to be sourced from Placement and internship cell and staff
3.6	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	3.3.1 The institution has a stated code of ethics to check malpractices and plagiarism in research(1)
	Conclusion	Software for plagiarism should be in place
	Actions	To be discussed with management
3.7	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	3.3.2 The Institution provides the incentives to the teachers who receive state, national and inter-National recognition awards. (1)
	Conclusion	To be discussed further
	Actions	To be discussed with management
3.8	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	3.3.3 Number of Ph.Ds awarded per teachers (4)
	Conclusion	Not applicable for us
	Actions	
3.9	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	3.3.4 Number of research papers per teachers in the generals notified on UGC website (8)
	Conclusion	Number of papers published in UGC notified journals during last five years
	Actions	Data to be sourced from staff
3.10	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	3.3.5 Number of books chapters in added volume/book publish and papers in National and Inter-National conferences proceeding per teachers(6)
	Conclusion	Last five year data to be processed
	Actions	Data to be sourced from staff
3.11	<i>K.I.- 3.4 Extension Activities (60)</i>	3.4.1 Extension activities in the neighborhood community in terms of impact and sanitizing students to social issues and holistic development. (20)
	Conclusion	<ul style="list-style-type: none"> • Activities of AICUF, Value Education, and any other social activity to be considered (Abhiyuthanam, etc.) • NSS to start from this year • Tie-ups with NGOs (like Plan India, Help age, World vision, etc.) as an extension activity • Formation of a new cell/ club – Social Service League (clubbing AICUF with value education) and linking it with an NGO
	Actions	Write up to be prepared by AICUF and Value education
3.12	<i>K.I.- 3.4 Extension Activities (60)</i>	3.4.2 Number of awards and reorganizations received for extension activities from government/recognized bodies. (5)
	Conclusion	Last five year data to be collected
	Actions	Data to be processed from staff
3.13	<i>K.I.- 3.4 Extension</i>	3.4.3 Number of extensions and outreach programs conducted in

	<i>Activities (60)</i>	<i>collaboration with industries, community and non-government organization through NSS/NCC/Red-cross/YRC.(15)</i>
	Conclusion	Quantify data against point 3.4.1 Collaborations with social groups Last five year data to be collected
	Actions	Data to be processed from staff
3.14	<i>K.I.- 3.4 Extension Activities (60)</i>	<i>3.4.4 Average percentage of the students participating in extension activities with Government organization, Non-Government organization, and programs as Swach Bharat Abhiyan, AIDS awareness/ gender issues. (Last five years)(20)</i>
	Conclusion	Last five year data to be collected
	Actions	Data to be collected from departments and clubs
3.15	<i>K.I.- 3.5 Collaboration (20)</i>	<i>3.5.1 Number of linkage for faculty exchange, student exchange, internship, field trip, on the job training, research. (10)</i>
	Conclusion	Last five year data to be collected
	Actions	Data to be collected from departments and clubs/ committees
3.16	<i>K.I.- 3.5 Collaboration (20)</i>	<i>3.5.2 Number of functions MoUs with the institution of National, Inter National Importance's, other universities, industries, corporate Houses etc.(10)</i>
	Conclusion	MoUs of exchange, ICDL or any other tie-up (like Lit fest, sufi fest, etc)
	Actions	Data to be collected from Sapna mam, Keren mam, and other staff

Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Ms. Sapna Newar	
3.	Dr. Nitasha Khatri	
4.	Dr. Leena Sharma	
5.	Ms. Ranjit Kaur	
6.	Dr. Shikha Arora Bakshi	
7.	Dr. Ritu Sen	
8.	Ms. Vaishali Singh	

**Coordinator
Steering Committee**