

Steering Committee for NAAC

Minutes of the Meeting

Meeting Date - 9/5/2018

Meeting Time - 9:30 am – 1:11 pm

Agenda:

- Overview of the NAAC Preparation
- Division of criteria
- To discuss the source of the data for Criterion1- Curricular Aspects
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion1- Curricular Aspects from the coming session
- Any suggestions from the members

| <i>S.No.</i> | <i>Agenda</i> | <i>Discussion and Action</i> |
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| 1. | Overview of NAAC Preparation | <ul style="list-style-type: none"> • Introduction to the process of NAAC preparation • The college will apply (tentatively) for accreditation in the second cycle (Nov-Dec) during 2019-20. • Five-year data to be collected covering the period from 2014 to 2019. • The 2018-19 session should be an important session in order to fill the gap in NAAC preparedness |
| 2. | Division of criteria | <ul style="list-style-type: none"> • Curricular Aspects - Dr. Ritu Sen and Dr. Nitasha Khatri • Teaching – learning and evaluation – Dr. Leena Sharma and Mr. Yashwardhan Singh • Research, Innovation, and extension – Dr. Nitasha Khatri and Dr. Shikha Bakshi • Infrastructure and Learning Resources – Ms. Vaishali Singh and Mr. Yashwardhan Singh • Student Support and Progression – Ms. Ranjit Kaur and Ms. Sapna Newar • Governance, Leadership, and Management – Ms. Sapna Newar and Ms. Vaishali Singh • Institution Values and Best Practices – Dr. Shikha Bakshi and Ms. Ranjit Kaur |
| 3. | Criteria 1 | Curricular Aspects (100) |
| 3.1 | <i>K.I.- 1.1 Curricular Planning & Imp (20)</i> | <i>1.1.1 Effective curriculum delivery through planned and documented process</i> |
| | Conclusion | <ul style="list-style-type: none"> • Source of data - Write up and documentation from all HOD • How to prepare the write-up and new initiatives: |

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| | | <ul style="list-style-type: none"> ○ Monthly Feedback from students on lesson plan/teaching ○ Data template of lesson plan should cover following for better curriculum delivery: ICT tools, Practical components, detailed lesson plan, Innovative practices, books to be referred need to be added to the lesson plan, ○ Library access to be added to the timetable ○ Monthly submission and review of the lesson plan and student feedback by HoD |
| | Actions | Mail to HoD for write-up as per the requirement and to inform all the staff members to create a lesson plan for the year 2017-2018 and 2018-19 as per the pre-decided data template |
| 3.2 | K.I.- 1.1 Curricular Planning & Imp (20) | <i>1.1.2 New add-on courses, certificate or diploma courses</i> |
| | Conclusion | <ul style="list-style-type: none"> • Dept. should look for opportunities to start with new add-on courses, certificate or diploma courses in 2018-19 • Details of the courses already initiated by the departments need to be documented as per the given data template |
| | Actions | Mail the data template to all heads about New add-on courses, certificate or diploma courses |
| 3.3 | K.I.- 1.1 Curricular Planning & Imp (20) | <i>1.1.3 Percentage of participation of full-time teachers in various bodies of universities/autonomous colleges/other colleges</i> |
| | Conclusion | Details of all the staff members about their participation need to be collected from them |
| | Actions | Mail the data template to all the staff members for data collection |
| 3.4 | K.I.- 1.2 Academic Flexibility (30) | <i>1.2.1 Percentage of new courses introduced</i> |
| | Conclusion | New courses introduced in college during last five years needs to be documented as per the given data template |
| | Actions | Mail the data template to all the HoDs for data collection |
| 3.5 | K.I.- 1.2 Academic Flexibility (30) | <i>1.2.2 CBCS/ELECTIVE SYSTEM</i> |
| | Conclusion | Need to inquire about CBCS/ELECTIVE SYSTEM |
| | Actions | Try to contact and enquire |
| 3.6 | K.I.- 1.2 Academic Flexibility (30) | <i>1.2.3 Average percentage of students enrolled in subject related certificate/ diploma program/ add-on program</i> |
| | Conclusion | Data related to these programs need to be collected from respective heads and clubs (if any) as per the given data template |
| | Actions | Mail the data template to all the HoDs for data collection |

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| 3.7 | K.I.- 1.3 Curriculum Enrichment (30) | <i>1.3.1 Integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum</i> |
| | Conclusion | <ul style="list-style-type: none"> • Revive Value education dept. and merge with AICUF • Active Gender study cell • Departments should incorporate the above issues during their teaching through guest lectures, movie screening, special lecture series, etc. |
| | Actions | <ul style="list-style-type: none"> • Revive Value Education dept. and club with AICUF • mail AICUF and Gender study cell about their roles • inform HoDs about incorporating these issues in teaching |
| 3.8 | K.I.- 1.3 Curriculum Enrichment (30) | <i>1.3.2 Value added courses imparting transferable and life skills offered</i> |
| | Conclusion | <ul style="list-style-type: none"> • Value Education dept. and AICUF needs to work on min 30 hrs course on issues like environment and sustainability, human values and professional ethics, life skills, transferable skills, etc. • min 30 hrs value added course by Gender study cell on gender issues • Departments can offer min 30 hrs short value added courses • Introduction of NSS • Departments should prepare documentation for the existing courses |
| | Actions | <ul style="list-style-type: none"> • Inform the departments and relevant clubs to put effort for the introduction of new add-on courses (min 30 hours duration) • Existing courses to be documented (like Mass Comm, Theatre, etc.) in the given data template |
| 3.9 | K.I.- 1.3 Curriculum Enrichment (30) | <i>1.3.3 Percentage of students undertaking field projects/ internships</i> |
| | Conclusion | <ul style="list-style-type: none"> • Collecting current year (2018-19) data from the dept. about the students undertaking field projects/ internships • Dissertation for PG courses, • Dept. Projects from project cells |
| | Actions | <ul style="list-style-type: none"> • All Depts. should work on student-centric projects • Maintain data for student internships • Need to mail the dept head about the data requirement as per the given data template |
| 3.10 | K.I.- 1.4 Feedback System (20) | <i>1.4.1 Structured Feedback received</i> |
| | Conclusion | <ul style="list-style-type: none"> • Feedback form to be prepared for students, teachers, employers, alumni and parents for review of syllabus • Conduct a feedback from all the above stakeholders by July 2018 for the session 2017-18 |

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| | | <ul style="list-style-type: none"> • create a feedback analysis report of 2017- 18 • conduct feedback during the session 2018-19 and prepare report accordingly by the end of session 2018-19 |
| | Actions | <ul style="list-style-type: none"> • Feedback forms to be mailed to all the HoDs and they need to prepare the detailed report as per the given data template • URL for feedback report (website) |
| 3.11 | K.I.- 1.4 Feedback System (20) | <i>1.4.2 Feedback process of the institution</i> |
| | Conclusion | Feedback collected should be analyzed, action to be taken (submitting a report to university) and to be uploaded to the website |
| | Actions | <ul style="list-style-type: none"> • Upload stakeholders feedback, action taken a report of the institution through website committee • Action taken the report to be part of management committee minutes – Sanju Sir • URL for feedback report |

Needs to be prepared:

- Lesson plan format
- Feedback format
- Remedial classes in the timetable
- CV format for 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