

## **Minutes of the Internal Quality Assurance Cell (IQAC) Extended Meeting, held on 10 April, 2019, 2:00 P.M.**

An extended meeting of IQAC members of Mata Sundri College was held on Wednesday, 10 April, 2019, at 2:00 P.M. in the Conference Hall of the College. Two new members Ms. Upasana, from Dakshana Foundation, (an NGO) and Captain L.S. Bahl were inducted into the IQAC. The following business was transacted:

1. Minutes of the meeting held on 12-12-2018 were ratified by the members.
2. The Principal, Dr Harpreet Kaur, informed all members that the College was geared towards taking all necessary steps to ensure constant improvement of teaching-learning and infrastructure facilities for faculty, staff and students. Faculty and student inputs were being sought on a regular basis to ensure continued improvements. She asked all the members for their suggestions on ways to further enhance quality.
3. Ms. Upasna from Dakshana foundation spoke of the need for community work and service and the role of Higher Educational Institutions in creating community-academia interface.
4. Capt. L.S. Bahl emphasised that in order to ensure quality enhancement, it was imperative that staff and students have complete access to all College resources such as the library, laboratories, canteen and other infrastructural facilities. He was extremely appreciative of the committed efforts that the College had been putting in to ensure this.
5. Mr. Rajesh Singh, Deputy Librarian, University of Delhi underscored the importance of information literacy and the role of judicious use of internet in higher education. He informed the members about the critical role of following ethical guidelines in the conduct of plagiarism free research by faculty and students.
6. S. Harinder Pal Singh, member governing body, urged all members that the College must work towards bringing out a peer reviewed online research journal. This should be given top priority as it would help promote a climate of research among faculty and students.
7. Views were sought regarding move towards complete automation of official procedures in accordance with NAAC requirements. In this regard, it was felt that routine processes needed to be updated first for complete automation to take place. It was suggested that necessary ground work be done and steps be taken towards preparation and formalisation of current procedures to ensure smooth up-gradation and automation. The members were also informed that complete automation of library operations were underway, the process of creating inter-linkages needed to be done. As a first step, data conversion needed to be initiated with the help of an outside agency.
8. Mr. Singh suggested that Koha-Open Source ILS-Integrated Library System could be used by the College. This was a freely available automation software used by libraries worldwide. To begin with, this could be used along with the already existing system and staff could be trained to enable eventual transition towards the use of the new automated software. The College librarian Ms. Iqbal Kaur informed members

that students could use plagiarism checking software *Urkund* from this year onwards. Access to the tool was an extremely positive step towards producing plagiarism free research of highest standards.

9. It was felt that a qualitative revamp of the College website was required. The website could be made bilingual as well as accessible and disabled friendly to ensure inclusivity. Members also suggested that for up-gradation of College laboratories, Statistical Package of Social Sciences (SPSS) may be procured and made available to faculty and students among other measures. This would prove to be extremely helpful for conduct of research, especially those students who opt to write a research dissertation, as a part of their course requirements in the final year.
10. With regard to initiation of the process of Academic and Administrative Audit, it was suggested that Academic Audit could be carried out following a peer review process. To initiate this, the IQAC members could first acquaint themselves with the guidelines for the same. They could then follow it up with meetings with colleagues from other departments, to apprise them of the indices and parameters required of quality academic performance.
11. Some other quality enhancement measures suggested in the meeting were:
  - Emphasis on the use of technology in teaching-learning process.
  - Organizing Faculty Development Programmes (FDP) geared towards making the faculty and staff tech savvy. It was proposed, that the possibility of conducting FDP and workshops jointly with other colleges (e.g. Ramanujan) with MHRD established Madan Mohan Malviya teaching-learning centres in place, could be explored.
  - Regular exhibitions could be held in the library in which books/ journals/ study material related to the academic activity/ FDP could be showcased. Making library a centre for all academic activity would foster the spirit of continuous learning and research in the institution.
  - Feedback system could be made completely online.
  - Students could be encouraged for using the library resources. Faculty and students could have access to library resources across the country through DELNET membership.
  - College library could begin a student internship programme. This would provide an incentive to students and also help to tide over problems of paucity of staff. Mr. Singh suggested that the College could opt to seek free student internship for a period of six months. Students from the Dept. Of library Sciences could collaborate for the same.
  - Ms. Upasana suggested that the College could organise a few seminars/ talks on issues of social and societal relevance in the next academic session. In addition, an interactive session could be organised with advocates, for students to create an awareness about role of police and legal rights.

The meeting came to an end with a vote of thanks by the Chair.

Dr. Manisha Mathur

M. Mathur  
Coordinator

Dr. Harpreet Kaur

Harpreet Kaur  
Chairperson

Serial Number	Name	Signature
1	S. Harinderpal Singh	
2	S. Prithipal Singh Sawhney	
3	Prof. Rajesh Tandon	
4	Prof. Ajay Kumar	
5	Mr. Rajesh Singh	Rajesh Singh
6	Ms. Upasana Aggarwal	Upasana Aggarwal
7	Capt. L.S. Bahl	L.S. Bahl
8	Dr. Harinder Sandhu	Harinder Sandhu
9	Dr. Daljit Kaur	Daljit Kaur
10	Dr. Renu Arora	Renu Arora
11	Dr. Hemlata	Hemlata
12	Dr. Rouble Rani	
13	Dr. Lokesh Kumar Gupta	Lokesh Kumar Gupta
14	Ms. Gurpreet Kaur	Gurpreet Kaur
15	Dr. Garima Kumar	Garima Kumar
16	S. Manjit Singh	Manjit Singh

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Jabbar Kaur

Jabbar