

## IQAC 2021-2022

The Internal Quality Assurance Cell (IQAC) was constituted for the Academic Sessions 2021-

22. The Committee consisted of the following members:

S.	Name	Designation/ Position
No		
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1.	Dr. Bijayalaxmi Nanda	Principal, Chairperson IQAC
2.	Dr. Nisha Vashishta	Coordinator, IQAC
3.	Dr. Seema Aggarwal	Member
4	Dr. Krishna Kusuma Subha	Member
5.	Dr. Neetu Chopra	Member
6	Dr. Saloni Bahri	Member
7	Dr. Namrata Singh	Member
8	Dr. Monika Tomar	Member
Co-opted members		
1.	Dr. Upali Chakravarti	Member
2.	Dr. Simranjit	Member
Ex-Officio Members:		
1.	Ms.Nandini Dutta	Bursar
2.	Dr. Rashmi Rakshit	Convenor, Academic Committee
3.	Dr. Amrita T. Sheikh	Former IQAC Coordinator
4.	Dr. Rajni Disodia	Liaison Officer, Convenor, Roster Committee
5.	Dr. Monika Vij	Convener, Student Union Advisor
6.	Dr. Bilasini	Secretary, Staff Council
7.	Mr. Jyoti Prakash	Section Officer, Administration
8.	Mr. Sudhir Aggarwal	Section Officer, Accounts
External Members:		
1.	Mr. Pramath Raj Sinha	Founder & Chairman, Harappa Education
2.	Dr.Pradeep Srivastava	Executive Director, TIFAC, Govt. of India
3.	Ms. Gayatri Raghwa	Environment Education Consultant, Senior Specialists Outreach, UNEP

During the Academic Session 2021-2022 the IQAC held meetings and workshops. With college going in for NAAC second cycle, IQAC worked in close collaboration with the NAAC Steering committee.



# Minutes of NAAC Steering Committee Meeting Held on 3 August 2021 at 10.30 am

A meeting was held in committee room on 3August.2021 at 10.30 am. Following members were present

- 1. Dr. Nisha Vashishta
- 2. Dr. Seema Aggarwal
- 3. Dr. Krishna Kusuma Subha
- 4. Dr. Namrata Singh
- 5. Dr. Monika Tomar
- 6. Dr. Upali Chakarvarti
- 7. Dr. Simranjit

### Following decisions were taken in the meeting:

- For the Professorship promotions, committee for checking plagiarism of research articles will include Dr. Seema Aggarwal and Dr. Saloni Bahri for Sciences and Dr. Namrata Singh and Dr. Krishna Kusuma Subha for humanities.
- Service records will be checked by Dr. Nisha Vashishta.
- Committee for verifying summary sheets will comprise of Dr. Nisha Vashishta, Dr. Namrata Singh and Dr. Saloni Bahri.
- The college will request the Computer Science Department, DU for a new login id in name of the principal for plagiarism checking software.
- The IQAC will facilitate plagiarism checking software to all applicants.
- Dr. Monika Tomar will provide a technical know-how to the committee members.
- Dr. Monika Tomar will provide UGC CARE list (2019) and also the old UGC list to the committee.
- Dr. Upali, Dr. Neetu Chopra and Dr. Simranjit will coordinate for finalizing the AQAR 2020-2021.



IQAC 2021-2022

## Minutes of NAAC Steering Committee Meeting Held on 27 October 2021 at 10.30 am

A meeting was held in committee room on  $27^{\text{th}}$  October 2021 at 10.30 am. Following members were present

Following members were present

- 1. Dr. Nisha Vashishta
- 2. Dr. Seema Aggarwal
- 3. Dr. Saloni Bahri
- 4. Dr. Neetu Chopra
- 5. Dr. Namrata Singh
- 6. Dr. Monika Tomar
- 7. Dr. Simranjit

#### Following decisions were taken

- 1. The screening of applications for promotion will be done bi annually (May and December)
- 2. Committee for screening of promotion for professorship
  - Dr.Nisha Vashishta
  - Dr.Seema Aggarwal
  - Dr.Saloni Bahri
  - Dr.Namrata Singh
  - Dr Monika Tomar
- 3. Committee for screening of promotion of different levels of Assistant professorship
  - Dr.Neetu Chopra
  - Dr.Upali Chakarvarti
  - Dr.Simranjit

Dr. Krishna Kusuma Subha would be observer for both the screening committees

Dr.Neetu Chopra and Dr.Simranjit informed the house about the progress of the data required for AQAR.

Timeline for finishing data for AQAR was also decided

- \* 1 November 2 November (11 am onwards) collating the data
- \* 8 November onwards final collation with NAAC coordinators from each department.



## Minutes of NAAC Steering Committee Meeting Held on 11 November 2021 at 12.00 noon

A meeting of the Steering Committee of NAAC was held on **11 November 2021** at 12.00 noon in the Principal's Committee room in a blended mode with the following in attendance:

Professor Bijayalaxmi Nanda Officiating Principal (in chair)

Dr. Jayashree Pillai (online) Former IQAC Coordinator (Co-Chair)
Dr. Amrita Tripathi Sheikh Former IQAC Coordinator (Co-Chair)

Ms. Nandini Dutta Bursar

Dr. Mallika Verma Adviser for NAAC

Dr. Bani Roy Adviser for NAAC (online)

Dr. Janaki Subramanyan Former Bursar

Dr. Purnima Roy Former Vice Principal (online)

Dr. Nisha Vashishta IQAC Coordinator

Dr. Rashmi Rakshit Academic Committee Convener

- 1. NAAC Self Study Report (SSR) Data received from various departments and societies wasreviewed.
- 2. Teachers-in-Charge of the Departments and Conveners of the Societies whose data had not been received were contacted. They were requested to kindly send their data at the earliest.
- 3. Teachers-in-Charge have been requested to kindly send details regarding:
  - SWOC (Strength, Weakness, Opportunities and Challenges)
  - Future Vision and Mission of the Department

They have been requested to share this data by 21 November 2021.

- 4. The Committee members went through the guidelines for the NAAC SSR to be submitted by the college.
- 5. As a model the data submitted by the Department of Chemistry for the period 2016 to 2021 waspresented to understand the inputs required to fill in the NAAC SSR.
- 6. For documentation, the college needs additional information, e.g *Geo-tagged* photographs, reports and related documents which will need to be uploaded along with the SSR.



- 7. The SSR also requires the feedback from various stakeholders. The Committee has decided that a feedback form for Miranda House Alumnae should be shared with the Teachers-in-Charge during the scheduled Academic Committee meeting on 18 November 2021. This form will be further circulated via email amongst department alumnae for their feedback. The same exercise needs to be done for collecting feedback from Miranda House faculty. Dr. Bani Roy has been requested to kindly give her inputs regarding this form.
- 8. The Steering Committee requests the Academic Committee Convener, Dr. Rashmi Rakshit, to apprise the Teachers-in-Charge of the above points at the Academic Committee meeting to be held on 18 November 2021.
- 9. The Steering Committee also requests the Convener, Advisors Students' Union, Dr. Monika Vij, to conduct a meeting with the Conveners of Societies to apprise them that *Geo-tagged* photographs, reports, and related documents will need to be uploaded for various events.
- 10. It may be noted that the draft SSR needs to be finalized by 8 December 2021.
- 11. The Steering Committee will meet again on Thursday, 25 November 2021. Members are requested to attend the meeting.



### Minutes of NAAC Steering Committee meeting Held on 03 December 2021 at 11.30 AM

A meeting of the Steering Committee of NAAC was held on 3 December 2021, at

11.30 am in the Principal's Committee room in a blended mode with the following in attendance.

Dr. Amrita Tripathi Sheikh Former IQAC Coordinator (Co-Chair)

Ms. Nandini Dutta Bursar

Dr. Bani Roy Adviser for NAAC (online)

Dr. Janaki Subramanyan Former Bursar

Dr. Purnima Roy Former Vice Principal (online)

Dr. Nisha Bala Tyagi Former Academic Committee Convener

(online)

Dr. Nisha Vashishta IQAC Coordinator

Dr. Mallika Verma, Dr. Jayashree Pillai, Dr. Manjari K. Srivastava, Dr. Rashmi Rakshit sent their regrets.

- 1. The Institutional Information for Quality Assessment (IIQA) form duly filled should be uploaded on the NAAC website by 7 January 2022.
- 2. It was suggested that compilation of the year wise data (2016-2021) should begin as soon as possible.
- 3. Faculty members who have been identified to compile data for five academic sessions may initiate the process as soon as possible and co-opt faculty members to facilitate and expedite the same.
- 4. The previous SSR submitted to NAAC in June 2016, printouts of AQARs (2017-18 onwards), Departmental data, Society data received for NAAC 2022 SSR will be made available in the IQAC room (opposite Accounts Section) to enable the compilation.
- 5. Necessary facilities such as stationery, desktop/ laptop, printer etc will also be available in IQAC room.
- 6. The writing team consisting of Dr. Malabika Pal and Dr. Anindita Sarkar may kindly contact Dr. Bani Roy who will be providing guidance, suggestions, and inputs for the SSR writing work.



- 7. The committee suggested that Dr. Srimanjari, Dr. Bharati Jagannathan, Dr. Abha Dev Habib, Dr. Shweta Sachdeva Jha, Dr. Shweta, Dr. Reema Bhatia and Dr. Pushpa Singh may please be contacted for the writing work and their consent taken.
- 8. Dr. Amrita Tripathi Sheikh and Dr. Janaki Subramanyan have decided to begin the compilation work for 20 I 7-18 from Tuesday, 7 December 2021. Dr. Rashmi Rakshit is requested to join.
- 9. Dr. Nisha Vashishta informed that the Alumnae Feedback form prepared by Dr. Bani Roy and finalized at the meeting will be uploaded on the college website next week.

The members reviewed and finalized the feedback form to be filled by the non-Teaching staff prepared by Ms. Neetu Chopra and Upali Chakarvorti.



# Minutes of NAAC Steering Committee Meeting Held on 18 February 2022 at 10.30 am

Minutes of the IQAC and NAAC Steering Committee meeting was held on 18 February 2022 at 10.30 am in the Committee room. The meeting of the IQAC and NAAC Steering Committee meeting with one of the external members of IQAC Ms. Gayatri Raghwa, Environment Education Consultant, Senior Specialists Outreach, UNEP. The meeting was chaired by Prof. Bijayalaxmi Nanda (officiating Principal, MirandaHouse).

Other members who attended the meeting were

- 1. Dr Jayashree Pillai (Coordinator NAAC Steering Committee)
- 2. Dr. Amrita Tripathi Sheikh (Coordinator NAAC Steering Committee)
- 3. Ms. Nandini Dutta (Bursar)
- 4. Dr.Rashmi.Rakshit(Academic Committee Convener)
- 5. Dr. NishaVashishta (Convener, IQAC)
- 6. Dr. Janaki Subramanyan
- 7. Dr. AbhaDev Habib
- 8. Dr. Saloni Bahri
- 9. Dr. Neetu Chopra
- 10.Dr.Namrata Singh
- 11. Dr. Monika Tomar
- 12. Dr. Seema Aggarwal
- 13. Dr.Mallika Verma(Advisor)

Ms. Gayatri Raghwa was apprised about the work done by college for sustainable environment initiatives by the various societies of the college like MH Vatavaran, Enactus, UBA, Enabling Society and NSS.

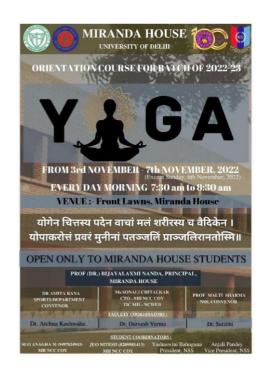
Ms. Gayatri Raghwa, applauded for all green and sustainable initiatives and further advised and guided on scalability of these sustainable initiatives. She recommended to look up the roadmap set up by UNEP. To become a part of India Green University Network. She suggested assessment tool kit for evaluating the sustainable index of the college. Sustainability is a journey not a destination and the institution need to track their progress in terms of carbon emission, energy conservation, green campus, protection and conservation of our biodiversity.

Dr, Nanda thanked Ms Gayatri Raghwa for her valuable time and suggestions.

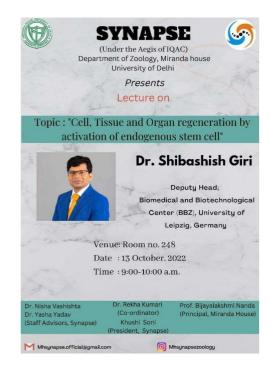


Few activities conducted under the aegis of IQAC













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Dr. Nisha Vashishta IQAC Coordinator