

## VIVEKANANDA COLLEGE (NAAC REPORT ADDENDUM)

### Evaluative Report of the Committee/Society

From Jan 2016 to December 2016

**Name of the Committee:** Internal Quality Assurance Committee (IQAC)

**Name of the Convener:** Dr. Sukhneet Suri

**Name of Student Members:** Ms. Kirthana Nair

The committee was formed in July 2016. As recommended by the National Assessment and Accreditation Council, the Internal Quality Assurance Committee (IQAC) was formed as a post-accreditation quality sustenance measure to internalize and institutionalize quality assurance measures. The objectives of the committee would be:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The functions of the IQAC committee would be:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

The present committee comprises of the following members:

Internal Core Committee Members	Invited Experts
<ul style="list-style-type: none"> <li>▪ Dr. Hina Nandrajog (Chairperson)</li> <li>▪ Dr. Sukhneet Suri (Co-ordinator/Director)</li> <li>▪ Mrs. Anju Nagpal</li> <li>▪ Dr. Vanita Sondhi</li> <li>▪ Dr. Shivantika Sharad</li> <li>▪ Dr. Swati Ranjan Choudhary</li> <li>▪ Mrs. Devika</li> <li>▪ Ms. Meenaxi Lohia</li> <li>▪ Mrs. Rajni Jindal (Sr. Admin Officer)</li> <li>▪ Mr. Kapil Tomar (Sr. Admin Officer)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dr. S.S. Ghonkrokta (IAS, Retd.)</li> <li>▪ Dr. Kumud Khanna (Former Director, Institute of Home Economics)</li> <li>▪ Dr. Sukrita Paul Kumar (Former Aruna Asaf Ali Chair)</li> <li>▪ Prof. Seema Bawa (Treasurer, GB, Vivekananda College)</li> <li>▪ Mr. Vivek Sagar (Parent; Chief Technology Officer, Amazon Payment)</li> <li>▪ Ms. Shruti (Alumunus)</li> </ul>

The salient work carried out/decisions taken by the IQA Committee in the previous six months were:

- I. In order to facilitate the creation of a **learner-centric environment** conducive to quality education and **faculty maturation** the following decisions were taken:
  - In order to sensitize all students about the north-eastern regions of our country and make the learning environment more comfortable for the students hailing from the north-east regions, a proposal was made regarding the implementation of a North East Project. Under this project, one exhibition and one cultural festival would be held once every academic year. Further, language classes would be held for the students migrating from the north-eastern regions.
  - The Enabling Committee was involved in the decision making process of creating a user-friendly campus for differently abled persons. The Enabling Committee was therefore requested to submit a brief report giving suggestions on making the building more user-friendly for persons with disabilities keeping in mind the "Guidelines for Persons with Disability Schemes in Colleges UGC XII Plan (2012-2017)"
  - To facilitate computer literacy among students and administrative members of the college, the Department of Computer Science organized:
    - one five day workshop had been on the concept of 'by the student for the student'
    - One five-day workshop for non-teaching/administrative staff members

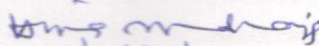
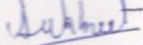
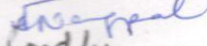
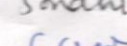

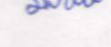



In future the department would organize a series of 3-5 day workshop for local community members (computer illiterate). The students would be involved in the teaching-process so as to fulfil in-part the mandate of 'Community Outreach'.

- II. Regarding the arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes the following decisions were taken:
  - A Feedback Form would be developed, pretested and utilized for obtaining feedback from the students. The form would be in Hindi as well as English and would be made available in hard and soft form.
  - One 'General Body Meeting' of the students shall be held once a semester

- Monthly 'Class Representatives Meetings' would now onwards be held with the Principal
  - A 'Feedback Box' would be kept in the college premises.
- III. In connection to the development and application of quality benchmarks/parameters for various academic and administrative activities the following decisions were taken:
- A two day workshop on Quality Assurance would be organized for the administrative staff members of the college. Proposal for a two day workshop on 'Quality Assurance in Administration' with a tentative schedule has been prepared. The workshop would be scheduled in accordance with the forthcoming NAAC inspection.
  - An extended committee meeting with all teacher-in-charges and conveners of all committees to be held to discuss the quality benchmarks and protocols
  - An extended IQAC meeting with experts to be held at recommended intervals to discuss the development of quality assurance protocols and other matters related to quality assurance in college.
  - Lectures would be scheduled at regular intervals for the students/faculty in ECA periods. These lectures would be given preferably by faculty who would have recently attended/participated in a Conference/Seminar or an academic event of relevance.

The committee is shall work in future for the fulfillment of the salient functions as outlined in the "Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions (Revised in October 2013).

Signature of members (2<sup>nd</sup> Feb 2017)

- Dr. Hina Nandrajog (Chairperson) 
- Dr. Sukhneet Suri (Co-ordinator/Director) 
- Mrs. Anju Nagpal (Sr. Faculty member) 
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