Agenda of online meeting to be held on 3-09-2021

- 1. To discuss AQAR form that is being filled by the members on the google drive
- 2. Presentation of green audit format
- 3. Reminder to be sent to all teachers for filling up AQAR form (faculty form)
- 4. Informing the members about which committee have not submitted

Minutes of meeting held on 3-09-2021

- 1. A summary of important work undertaken department and committees will be mailed to college by tomorrow.
- 2. Presentation of Green audit format was made by Subhash which was appreciated by all
- 3. A reminder will be sent to everyone for filling up the teacher's AQAR form (including 12 adhoc teachers who were not given this form earlier).
- 4. Majority of members have filled up the details of AQAR in google drive. Salma and Jaspratap will also be filling up the form ASAP. All problems regarding the AQAR were discussed.
- 5. No information from the following clubs/committees ----Indian classical dance club sheetal, Western dance -priya, WDC -old Rupalee- no work done, journal committee (Sunil)
- 6. A request will be made to the Principal that a written acknowledgement needs to be taken at the time of filling up any form (promotion, extension etc.) that all relevant information for AQAR form (faculty, convenor, member, TIC) has been submitted to IQAC committee
- 7. Shafaq informed the committee about the webinar on Entrepreneurship to be held on 7th September Tuesday 2.30pm.

Members present

1. Dr. Hina Nandrajog – (Officiating Principal)

2. Dr. Vanita Sondhi (Convenor) – Applied Psychology Department,

3. Dr. Salma Seth (Co-convenor) – Applied Psychology Department — Mell

4. Dr. Shafaq Zareen - Commerce Department,

5. Ms Vandana Rathore – Economics Department

6. Mr. Jaspratap Singh – Political Science Department

7. Dr. Preeti Srivastava (Sanskrit)-

8. Dr. Renu Garg (Deptt of Computer sciences)9. Dr. Subhash Chandra (EVS)10. Mr Amit Kumar (Economics)

Vanita Sondhi Dr. Vanita Sondhi (Convenor)

Agenda of meeting to be held on 10-09-2021

- 1. To discuss AQAR form that is being filled by the members on the google drive
- 2. Informing the members about which committee have not submitted

Minutes of meeting held on 10-09-2021

- 1. A reminder will be sent by all IQAC members to faculty for filling up the teacher's AQAR form.
- 2. Salma has filled up the details of AQAR in google drive.
- 3. A request will be made to the Principal that a written acknowledgement needs to be taken at the time of filling up any form (promotion, extension etc.) that all relevant information for AQAR form (faculty, convenor, member, TIC) has been submitted to IQAC committee

Aembers present

- 1. Dr. Vanita Sondhi (Convenor) Applied Psychology Department,
- 2. Dr. Salma Seth (Co-convenor) Applied Psychology Department
- 3. Dr. Shafaq Zareen Commerce Department, 4. Ms Vandana Rathore Economics Department
- 4. Ms Vandana Rathore Economics Department
- 5. Dr. Preeti Srivastava (Sanskrit) Jewil6. Dr. Renu Garg (Deptt of Computer sciences) Gay
- 7. Dr. Subhash Chandra (EVS)-

Vinte Loudhi

Agenda of online meeting to be held on 17-09-2021

1. Whether certificates should be provided to students for attending college webinars etc.

2. The MoU between VNC and University of Buraimi to be placed in front of the committee members

3. Regarding filling up of NAAC form Minutes of Meeting held on 17-09-2021

The following issues were taken up in today's meeting

- 1. Regarding, the issue of whether certificates should be provided to students for attending college webinars etc. the committee recommended the following:
- For activities that involve competition: Appreciation certificates to some participants can be given depending upon quality and winners should also be given certificates.

For webinars (audience): we can provide certificates for webinar for a longer duration (e.g. the duration can be 3 or more hours)

For Volunteers: This should also not be based for individual webinars/seminars/workshops etc, but should be based on their long term commitment to that particular committee/club with proper records

The above matter should next be placed in front of the staff council for their approval.

2. The MoU between VNC and University of Buraimi was placed in front of the committee members and was approved by all members.

3. Some changes have been made regarding codes i.e. Department form code 3.1.3 is now PG form Code 1.3.1, 3.2.2, 6.3.4, 7.1.8, 7.1.11.

4. It was decided that we will now start filling up the NAAC form according to criteria. All members will make the corrections in the google drive by today.

	Part – B	Teachers
1.	Criterion – I: Curricular Aspects	Ms. Sheena Lama, Ms Vandana Rathore
2.	Criterion - II: Teaching, Learning and Evaluation	Mr. Jaspratap Singh, Dr. Subhash Chandra
3.	Cuitania III D	Dr Salma Seth, Dr. Preeti Srivastava, Dr. Renu Garg, Dr. Shafaq Zareer
4.	C-i: TV T C	Dr Salma Seth, Dr. Preeti Srivastava
5.	C.4	Mr. Jaspratap Singh, Dr. Subhash Chandra
6.	Criterion - VI: Governance, Leadership and Management	Ms. Sheena Lama, Ms Vandana Rathore
7.	Criterion – VII: Institutional Values and Best Practices	Dr Vanita Sondhi, Dr. Shafaq Zareen

5. We will meet for half an hour between 11 to 11, 30 on Monday i.e. 20th September 2021.

Members present in the meeting

1. Dr Vanita Sondhi (Convenor)

2. Dr Salma Seth - M

3. Mr. Jaspratap Singh

4. Dr. Preeti Srivastava

5. Dr. Renu Garg Gara

6. Dr. Shafaq Zareen 7. Ms. Sheena Lama

8. Mr Amit Kumar Gumer

9. Ms Vandana Rathore

10.Ms. Timsi Bhatia

Agenda of online meeting to be held on 13/10/2021

- 1. To discuss webinar on sports skills
- 2. Discuss the entrepreneurship cell
- 3. Presentation of different AQAR criteria by committee members

Minutes of meeting held on 13/10/2021

Following are the minutes of the meeting held on 13/10/2021

- A webinar will be organized by Jaspratap independently of sports committee. For e.g. one suggestion given was fitness skills where students can make small video how they achieve their fitness.
- 2. Work associated with Entrepreneurship cell will be allocated to Shilpa and Jaspratap
- 3. TEDx event will be organized in the beginning of next year. Yugmita and Priyanshi (B com 2nd year) presented the teaser
- 4. Dr Shafaq Zareen (Criterion 3.1 and 3.3) and Dr Renu Garg (Criterion3.4.1. to 3.4.3) presented their criteria and feedback was given to them.

Members present in the meeting

- 1. Dr Hina Nandrajog (Officiating Principal)
- 2. Dr Vanita Sondhi (Convenor)—Applied psychology
- 3. Mr. Jaspratap Singh (Political science)
- 4. Dr. Preeti Srivastava (Sanskrit)
- 5. Dr. Renu Garg (Computer sciences)
- 6. Dr. Shafaq Zareen (Commerce)
- 7. Ms. Sheena Lama (English department)
- 8. Mr Amit Kumar (Economics) Runner
- 9. Ms Vandana Rathore (Economics)
- 10. Yugmita (Student, B com 2nd year)
- 11. Priyanshi (Student, B com 2nd year)

Agenda of online meeting to be held on 12/11/2021

To discuss progress of all criteria

Following are the meetings held on 12/11/2021

- 1. The members were informed that all information from Sports department for the time period between August 2020 to December 2021 need to be collected before the superannuation of Ms Sood. Dr Preeti Srivastava and Mr. Jaspratap Brar will take this responsibility.
- 2. Members were given feedback about all criteria.
- 3. It was decided to now take hard copies of all proofs from college.
- 4. Subhash will be doing green audit and some parts of criteria 7.

Members present in the meeting

1. Dr Vanita Sondhi

Dr. Shafaq Zareen
 Dr Salma Seth — III

4. Dr. Preeti Srivastava

5. Dr. Renu Garg

6. Ms. Sheena Lama

7. Dr. Subhash Chandra

8. Ms Vandana Rathore \\\

9. Mr. Jaspratap Singh (\v)

10. Mr Amit (economics)

Dr. Vanita Sondhi (Convenor)

Vanita Sondhi

Online Meeting held on 1/2/2022

Agenda is as follows:

- 1. To discuss changes in Faculty, committee and student form for AQAR 2022.please go thru the earlier forms
- 2. To discuss changes in student feedback and SSS and decide when to collect data
- 3. To discuss contributions of entrepreneurship committee
- 4. More webinars

Minutes of meeting

- 1. AQAR college Forms (faculty, departmental, committee and student) will be mailed and uploaded which will then be scrutinized by members. For the student form for Applied psycho, commerce and English all CRs will be contacted personally. For these three departments either the word form or a form with a separate link will be made.
- 2. Jaspratap will fill the AQAR sports form from August 2021 to 2022.
- 3. Sheena will try to find a resource person who can speak for around 45 minutes in a Webinar to be organized by University of Buraimi on March 10th on mentioned topic or related topic: 'Writing effective research proposals' and 'Digital Transformation and Innovation'.
- 4. Student feedback form and SSS data will be collected in March 2022 (during the march break).
- 5. More webinars will be conducted. Vandana has suggested the name of Ms Valentina Trivedi.
- 6. We will have meetings next week with discipline, sports, alumni, placement committees, EOC and entrepreneurship cell as we are not able to get much information from them. Principal will convene the meeting.
- 7. The following members will take up the different criteria:
- Criteria 1 Sheena Lama
- Criteria 2: Jaspratap
- Criteria 3: 3.1 to 3.3 Shafaq,
- Criteria 3.4.1 to 3.4.3 Renu,
- Criteria 3.4.4 to 3.5.2 Amit will help with student information of criteria 3 and others if needed
- Criteria 4: PREETI SRIVASTAVA
- Criteria 5: Subhash
- Criteria 6 VANDANA RATHORE
- Criteria 7 Shafaq
- 8. We will have meetings on Friday 4.30pm every week

Members present in meeting

- 1. Dr. Vanita Sondhi (Convenor)
- 2. Dr. Salma Seth Mc
- 3. Dr. Shafaq Zareen
- 4. Ms. Sheena Lama
- Ms Vandana Rathore
- Mr. Jaspratap Singh –
- 7. Dr. Preeti Srivastava
- 8. Dr. Renu Garg
- Dr. Subhash Chandra
- 10.Mr Amit Kumar

Vanita Sondhi Dr. Vanita Sondhi (Convenor)

Agenda of meeting to be held on 04/03/22

- 1. Informing members regarding the status of information received from various committees and cultural clubs
- 2. Filling of SSRs
- 3. Conducting of various seminars and conferences

Minutes of meeting held on 04/03/22 at 11:00 AM (offline) in the conference hall, are as follows:

- The meeting was presided over by the convener Dr. Vanita Sondhi and it was held in the presence of the Officiating Principal, Dr. Hina Nandrajog.
- Dr. Sondhi intimated Dr. Nandrajog regarding the status of information received from various committees and cultural clubs. In addition, some members highlighted the issue of difficulty in procuring information from some coordinators and conveners.
- 3. It was decided that an official reminder will be sent (via e-mail) to the conveners who have not responded, or have not sent any information. Those who had committed to send the information and proofs, will be contacted again by the respective IQAC members.
- 4. A proposal was made to hold a staff council meeting to resolve/discuss impending issues such as internship and placements.
- 5. It was also decided that the following information will be collected only once in one academic year:
- a) Result Analysis
- b) Feedback Survey (in April 2022)
- c) Student Satisfaction Survey (in April 2022)
- 6. Further, it was decided that the next set of information/proofs (currently collected till Jan 2022) will be collected for the period of Feb 2022-June 2022, the required forms will be sent accordingly.
- 7. The following duties were distributed to the extended members:
- a) Responsibility to ensure collection of information and proofs for the Department form.
- b) Responsibility to ensure collection of information and proofs for the Teachers' form (from the teachers of their respective departments).
- c) Responsibility to analyse and fill IIQA (registration for the second cycle of NAAC accreditation) at the earliest, as previous accreditation is valid only till March 2022. The extended members will have to build an SSR for the last five years. For the said purpose, they will study the data from 2017 onwards. Dr. Ritika Nagpal will see the latest format for the same and share it with the other extended members for further progress.
- d) A meeting will be organised for distributing criteria wise work to the extended members for building up the SSR.

- 8. Dr. Sondhi highlighted the need to instill a proactive approach in certain committees/clubs etc. In response, Dr. Nandrajog suggested the following extended team and other faculty members can organise an event/activity (March-May 2022):
- a) Discipline/Code of Conduct committee: Mr. Tulsi Chouhan and Ms. Timsi Bhatia
- b) EOC- Dr. Meena Pandey and Ms. Vandana Rathore
- c) Ambedkar and Social Justice committee: Mrs. Charu Singh
- d) Health and Wellness committee: Mr. Tulsi Chouhan
- e) Placement and Career Guidance and Internship committee: Mrs. Vishakha Goyal
- f) "Ban the Plastic" campaign- Dr. Seema Sharma
- 9. The remaining clubs were distributed thus:
- a) Jaspratap: Quiz, open mic, entreprenureship
- b) Salma:yoga
- c) Preeti: Sports
- d) Vandana: western dance,

The following members from the core and extended team were present:

Internal Members:

1. Dr. Hina Nandrajog

2. Dr. Vanita Sondhi (Convenor)

3. Dr. Salma Seth — Mell

4. Dr. Shafaq Zareen

5. Ms. Sheena Lama

6. Ms Vandana Rathore

7. Mr. Jaspratap Singh (\o)

8. Dr. Preeti Srivastava

9. Dr. Renu Garg

10. Dr. Subhash Chandra

Mr Amit Kumar

Nodal/Extended Members

- 1. Dr Neeta Mathur
- 2. Dr. Ritika Nagpal Pini
- 3. Mr. Tulsi Chauhan
- 4. Ms. Timsi Bhatia
- Ms Kanika Kumar
- 6. Dr. Arushi Jain
- 7. Mrs Charu Singh
- 8. Meena Pandey

Vanita Sondhi

Agenda of online meeting on 8/3/2022

To discuss the process of filling up the SSR

Following are the minutes of the meeting held on 8/3/2022

- 1. The process of filling up the SSR was discussed
- 2. It was decided that more members will be inducted
- 3. All members will be meeting in small groups to start filling the SSR immediately
- 4. The principal has been requested to provide us with the hard copies and soft copies of all criteria
- 5. The work was distributed as follows:
 - Curricular Aspects: Dr Neeta Mathur (coordinator), Ms. Sheena Lama,
 - Teaching-Learning and Evaluation Dr. Ritika Nagpal (coordinator) Mr. Jaspratap Singh,
 - III. Research, Innovations and Extension Dr. Arushi Jain (coordinator), Dr. Renu Garg, Dr. Shafaq Zareen,
 - IV. Infrastructure and Learning Resources Mrs Charu Singh (coordinator) Dr. Preeti Srivastava, Dr Salma Seth, Raini
 - V. Student Support and Progression Ms Kanika Kumar (coordinator), Ms. Meena pandey, Dr. Subhash Chandra, Amit
 - Governance, Leadership and Management Ms. Timsi Bhatia (coordinator) Ms VI. Vandana Rathore
 - Institutional Values and Best Practices Mr. Tulsi Chauhan (coordinator) Dr. VII. Shafaq Zareen

Following members were present in meeting:

1. Dr. Vanita Sondhi (Convenor)

2. Dr. Shafaq Zareen

3. Ms. Sheena Lama

4. Ms Vandana Rathore

5. Mr. Jaspertap Singh Nov

6. Dr. Preeti Srivastava

7. Dr. Renu Garg Gyay

8. Mr Amit Kumar (Surray

9. Dr Neeta Mathur

10. Dr. Ritika Nagpal (Ritika

11. Ms. Timsi Bhatia

12. Ms Kanika Kumar

13. Dr. Arushi Jain

14. Dr. Meena Pandey with an 2

Vanita Sondhi Dr. Vanita Sondhi (Convenor)

Agenda of online meeting to be held on 10/5/2022:

To check progress of SSR

Following are the minutes of the meeting online meeting held on 10/5/2022:

- 1. Reminders for faculty form, Departmental form, Feedback form will be sent. The Principal noted the names of the faculty members who have not filled up the respective forms.
- 2. All committee members reported about the progress of their work. Almost all criteria work is over and next week we will meet again to check progress
- 3. Subhash and team, Shafaq, Arushi, Saif and CP and Seema will fix up a meeting with convenor ASAP to resolve any problems in filling up the criteria.
- 4. The SSS will be mailed ASAP to the students
- 5. Information about Attendance for all events will be taken by respective convenors on signed

Following members were present in the online meeting held on 10/5/2022

	e were present in the online meeting held o
1.	Dr. Hina Nandrajog -
2.	Dr. Vanita Sondhi
3.	Dr. Salma Seth
4.	Dr. Shafaq Zareen
5.	Ms. Sheena Lama
6.	Ms Vandana Rathore \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
7.	Mr. Jaspratap Singh
8.	Dr. Preeti Srivastava
9.	Dr. Renu Garg
10.	Dr. Subhash Chandra
11.	Mr Amit Kumar Rumar
12.	Dr Rajni Jindal
13.	Dr Neeta Mathur
14.	Dr. Ritika Nagpal (Qi) Jilly
15.	Mr. Tulsi Chauhan
16.	Dr. Meena pandey - m wr
17.	Dr. Chandra Prakash
18.	Dr Saif Farooqi
19.	Dr Seema Sharma

Vanita Sondhi

Ms Shilpa Mrs Charu Singh

20. 21.

Agenda of online meeting on 20/5/2022

Feedback regarding the various criteria

Meeting was held on 20/5/2022. It was adjourned and then continued on 21/5/2022 and 24/5/2022

Following are the minutes of meeting:

- Feedback was given regarding following criteria:
- Criteria 1 (Curricular Aspects) was presented by Ms. Sheena Lama. The Action Taken Report (based on the Feedback Report) by each department will now be requested. More information regarding key indicators such as 1.3.2 (courses that include experiential learning/internship) and 1.3.3 (members of academic committee) needs to be updated
- Criteria 2 (Teaching-Learning and Evaluation) was presented by Mr. Jaspratap Singh. Mentoring committee information will be updated and information about remedial courses will be included.
- 3. Criteria 3 (Research, Innovations and Extension) was presented by Dr. Arushi Jain Dr. Renu Garg, Dr. Shafaq Zareen. Journal publications, and reports of activities needs to be compiled. Internship data will also be looked into once again.
- 4. Criteria 4. (Infrastructure and Learning Resources) was presented by Mrs Charu Singh Dr. and Preeti Srivastava. Photographs will be collected from old college magazines and other sources. Financial records will be again analyzed to see if data is accurate.
- 5. Criteria 5. (Student Support and Progression) presented by Dr. Subhash Chandra. Student progression data will be collected by the concerned members by either contacting Teacher representatives of Alumni or by again seeing the data already given.
- 6. Criteria 6: (Governance, Leadership and Management) presented by Ms. Shilpa (coordinator) and Ms Vandana Rathore. Collaborative activities will be elaborated upon.
- Criteria 7. (Institutional Values and Best Practices) presented by Dr. Chandra Prakash. All
 information will be summarized and two best practices will be selected after discussion with
 principal
- 8. Core members will take the lead in updating information of 2021-2022
- 7. All members will ensure that a copy of the SSR criteria is submitted to college by next Wednesday i.e. by 25/5/2022
- 7. New information i.e. for the years 2021-2022 will be added and submitted by Monday i.e. by 30/5/2022

Members present

1. Dr. Hina Nandrajog – (Officiating Principal),
2. Dr. Vanita Sondhi (Convenor)
3. Dr. Salma Seth (Co-convenor) — Hell
4. Dr. Shafaq Zareen
5. Ms. Sheena Lama
6. Ms Vandana Rathore
7. Mr. Jaspratap Singh Om
8. Dr. Preeti Srivastava (not present on 25 th)
9. Dr. Renu Garg (not present on 25th)
10. Dr. Subhash Chandra
11. Mr Amit Kumar Rumar
12. Dr Rajni Jindal (not present on 21st or 25th)
13. Dr Neeta Mathur
14. Dr. Arushi Jain
15. Mrs Charu Singh
16. Dr. Meena pandey (not present on 25 th)
17. Dr. Chandra Prakash
18. Dr Saif Farooqi
19. Dr Seema Sharma_(not present on 21st or 25th)
20. Ms Shilpa
21. Dr. Ritika Nagpal (Pi)
22. Mr. Tulsi Chauhan

Online Meeting held on 22/6/2022 at 5pm

Agenda of meeting

· Feedback for all criteria

Minutes of meeting

- 1. Feedback was given for all criteria by the convenor. It was stressed that the information needs to be reorganized for several criteria, and content tables need to be made. Formatting, uploading of files also needs to be completed ASAP.
- 2. It was stressed by some members that Phd information needs to be made mandatory and that all adhoc teachers need to submit their PhD degree proofs in the office. Principal's Office needs to be requested to send an email to everyone regarding this.
- 3. Some members emphasized the need for Office support for organizing Mentor-mentee list
- 4. Clarification is required about number of departments in college especially regarding home science, food technology and physical education
- 5. More information is required about student's progression to higher studies
- 6. Information for the year 2021-2022 needs to be taken from Placement committee
- 7. Feedback forms are not available for the following stakeholders:
- 2017-18- Alumni
- 2018-19- Students
- 2019-20- No forms
- 8. Librarian informed that a detailed updated file about the library has been prepared by her and shared with convenor
- 9. Names of all members needs to be added on website

Members present for the meeting

1.	Dr. Vanita Sondhi (Copvenor)
2.	Dr. Salma Seth - Heller
3.	Dr. Shafaq Zareen
4.	Ms. Sheena Lama
5.	Ms Vandana Rathore
6.	Mr. Jaspratap Singh
7.	Dr. Preeti Srivastava
8.	Dr. Renu Garg
9.	Dr. Subhash Chandra
10.	Mr Amit Kumar (Kumar
11.	Dr Rajni Jindal
12.	Dr Neeta Mathur (\
13.	Dr. Arushi Jain
14.	Mrs Charu Singh \\ \\ \ \ \
15.	Dr. Meena pandey Man-
16.	Dr Seema Sharma_(not present on 21st or 25th)
17.	Ms Shilpa
18.	Dr. Ritika Nagpal (DiV)
	Vanita Sondhi

ACTION TAKEN REPORT FOR THE YEAR 2020-21



विवेकानन्द महाविद्यालय
VIVEKANANDA COLLEGE
(वित्ली विश्वविद्यालय)
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NAAC ACCREDITED - GRADE "A"

2020-2021

ACTION TAKEN REPORT

- In the year 2020-2021, the total number of students (UG+PG) enrolled in the College in 2285. In
 total 927 responses were received from students of all three years, alumni and teachers of the
 College.
- The collected sample pool was studied by the IQAC committee in a meeting held under the aegis of the Convenor, Dr. Vanita Sondhi and the Officiating Principal Dr. Hina Nandrajog on 05.06.2021.
- In the meantime, the IQAC arranged for one week Interdisciplinary Faculty Development Programme on "Microsoft Tools for creating Effective Teaching and Learning Environment" (7th 13th June, 20221) so as upscale the teaching-learning process. The IQAC also initiated to explore the possibility of signing MoUs to provide the students with extensive exposure.
- In the same month, another meeting was arranged on 30.06.2021 with the Officiating Principal, Dr. Hina Nandrajog to reflect join the same for further improvements.
- In the meeting, IQAC members, Mr. Jaspertap Singh and Dr. Subhash Chandra were instructed to work on creating a report for the survey in order to have a detailed record of the analysis.
- The Librarian of the College was requested to be a part of the meeting in order to discuss the feedback regarding the library and its resources. It was noted that despite the best efforts by the library staff, students were not aware of the excellent resource pool offered by the library.
- In order to solve the aforementioned issue, the Librarian proposed to make the College's "Facebook" page even more interactive and live for better engagement.
- In the view of feedback provided by different stakeholders for the improvement of curriculum and
 other facilities, the IQAC is tirelessly working to arrange virtual talks and webinars to hone skills
 of the students. All in all, the inputs collected as feedback were taken into consideration to improve
 the overall teaching-learning experience for different stakeholders.

कार्यकारी/स्थानापन्न प्राचायां/Actg/Offg. Pincipal वेयेकानंद महाविधालय/Vivekananda College ्विल्ली विश्वविद्यालय/V(University of Delhi) वियेक विहार, दिल्ली-95/Vivek Vihar. Delhi-25