

**Internal Quality Assurance Cell (IQAC)
Institute of Home Economics
(University Of Delhi)**

**Summary of Minutes of the Meetings
(November 2020- June 2021)**

November 19, 2020, 1:00 pm to 3:30 pm

The committee considered various criteria for the NAAC report and allotted the task of collating and documentation work to its members. The ideation and detailed planning were done to ensure a timely process. The house was apprised about important requirements of NAAC and revised guidelines for creation of AQAR report. The attendees shared their perspectives on documenting the best practices and reviewed the past reports. Format to collect information from various departments was drafted and circulated among members for suggestions.

November 24, 2020, 1:00 pm to 3:30 pm

The meeting reviewed the process for collection of information required from various departments of the college. The criteria of the report were discussed one by one and members gave valuable insights time to time. An elaborate discussion regarding the initiatives taken by the college to facilitate teaching learning activities during the current times and future action to further strengthen the area of student progression and staff development. Concerned staff members were contacted to provide the required information in the designated format and a time plan was created to collate the work.

December 1, 2020, 1:00 pm to 3:30 pm

The members brought forth concerns regarding disturbed schedule due to covid 19 situation and its impact on obtaining data from college. The content received so far from various members were discussed and gaps were identified. A thorough discussion was held to efficiently obtain the remaining information and members' doubts about various section of the

report were resolved. To gain more insights on some sections, the members decided to meet the representatives from previous years' IQAC committee. Points to be discussed were finalised and a presentation was prepared for the next meeting.

December 4, 2020, 1:00 pm to 3:30 pm

The meeting was held with the previous years' IQAC member representatives. The execution of tasks such as obtaining student feedback, documentation of its results etc. were deliberated upon. The planning work for getting feedback from stakeholders like alumni, parents and employers was initiated. The members exchanged views about the sections- awards and recognition of faculty members, capability enhancement schemes etc. The committee talked about ways for verification of research publications and encouraging teachers towards following the best research practices.

December 11, 2020, 1:00 pm to 3:30 pm

The meeting was held to consider the data provided by the various departments. Queries regarding overlapping content in a few sections of the NAAC report were resolved. Suggestions to streamline the report work were shared and implemented by the team. The members were informed that the work for National Institute Ranking Framework (NIRF) to be initiated soon will be documented in the report. Members were asked to upload the information provided by various departments on IQAC google classroom as a ready reference.

December 14, 2020, 1:00 pm to 3:30 pm

Dr. Parveen Pannu informed that IQAC Committee's work for facilitating promotions of teachers needs to be initiated. The members requested a meeting with the Director regarding standard operating procedures to be followed. With everyone's input, a presentation was prepared highlighting the points to be considered in the next meeting for promotion related work. The meeting took a view of ongoing documentation work and queries were resolved. A format to be followed while sharing the information for all the Departments was created and implemented.

December 15, 2020, 1:00 pm to 3:30 pm

The members reviewed some criteria of the report in detail. These included Teaching, Learning & Evaluation, Research Innovations & Extension, Infrastructure and Learning Resources, Student Support & Progression. The spectrum of activities conducted during online teaching were discussed and listed. There were observations made by members of the committee which was communicated to the teachers responsible for the respective criterion in the report. Also, various valuable suggestions were provided by members from time to time during the presentations.

December 16, 2020, 2:00 pm to 5:45 pm

The meeting viewed the following criteria of the report in detail: Governance, Leadership and Management and Institutional Values and Best Practices. There were observations made by members of the committee which was communicated to the faculty responsible for the respective criterion in the report. Suggestions from the team were implemented. The committee was informed that the Standard Operating Procedures (SOPs) shared on the University website are to be followed for promotions related work.

December 18, 2020, 1:00 pm to 3:30 pm

The criterion 'Data of the Institution' was discussed in detail. The documents were conferred upon and feedback was given by the members. Valuable points were included in the report and editing was done wherever required. The convenor asked the team to compile the various parts of the report into one draft and mail it to the office for timely process.

January 8, 2021, 1:00 pm to 3:30 pm

The IQAC meeting was held to emphasise on innovative practices for teaching learning, strengthening the community interaction and extension activities, media coverage of outreach programmes, student support activities and enabling unit to consolidate the inclusivity in the college. Feedback for these sections was elicited and employed wherever required.

January 12, 2021, 12:30 pm to 2:00 pm

The meeting was held to enlist the host of activities and various initiatives taken by the college to strengthen experiential learning, participatory workshops, innovative ways to learn, strategies for mobilisation of funds, networking of the college and to enhance the quality collaborative initiatives, thereby enhancing the capability of the college. Suggestions given by the members were considered and included in the sections.

January 13, 2021, 12:30 pm to 2:00 pm

The meeting discussed about the current status of report writing work. Suggestions were given by the members for various sections of the report. Focus was laid on activities and highlighting the key programs conducted by various departments for improving the quality of teaching learning and staff development. The committee analysed the work completed and planned for workshops for enhancing teaching and learning activities.

January 14, 2021, 12:30 pm to 2:00 pm

The meeting reviewed the suggestions of the members and progressed in identifying the key activities to be undertaken for students and staff development. Documentation work of some criteria was also reviewed. The members discussed the ways for compilation of data covering all aspects of the report criteria.

January 20, 2021, 2:30 pm to 4:30 pm

Strategies to make the content innovative, capability enhancement schemes, student placement, effective institutional strategies, ICT enables classrooms were discussed. Plan of action to build upon digital empowerment of women as a central area were discussed. Suggestions for curriculum enrichment and institutional distinctiveness were elicited and elaborated upon.

January 25, 2021, 2:30 pm to 4:30 pm

Dr. Parveen Pannu addressed Teacher in charges of various departments about the perspective of IQAC to strengthen the quality of teaching and learning activities. The key activities planned by each department were asked to be compiled for the report. The faculty was asked to adhere to the timeline. Further, the staff was apprised about the requirement of documentation for promotion related work.

January 27, 2021, 2:30 pm to 4:30 pm

The meeting discussed current status and planned for development of quality initiatives for the students and staff. The inputs of representatives from all the departments were appreciated and future course of action was planned. A document was created and circulated amongst the members for suggestions.

February 1, 2021, 12:40 pm to 3:45 pm

The meeting discussed ideas to organize workshops on handling research grants, collaboration with governmental programmes, scientific ways to create community corridors, prevention of sexual harassment, and specially abled friendliness. The discussion on governance, institutional strategic plan, quality research publications were discussed.

February 4, 2021, 11:00 am to 4:00 pm

To review the forms for promotion From Stage II to III. The IQAC members reviewed the forms. Corrections, where ever needed, were suggested by the IQAC, and minutes were submitted to the administration and the faculty members were informed too.

February 11, 2021, 11: am to 4:00pm

To review the forms for promotion From Stage II to III. The IQAC members reviewed forms. Corrections, where ever needed, were suggested by the IQAC, and minutes were submitted to the administration and the faculty members were informed too.

March 4, 2021, 11: am to 4:00pm

To review the forms for promotion from Stage I to II and Stage II to III. The IQAC members reviewed the forms of faculty members who have applied under CAS 2010:

CAS 2018 Scheme: The IQAC members reviewed the forms of faculty members who had applied under CAS 2018. Corrections, where ever needed, were suggested by the IQAC, and minutes were submitted to the administration and the faculty members were informed too.

March 11, 2021, 11:00 am to 4:00pm

To review the forms for promotion From Stage I to II and Stage II to III. The IQAC members reviewed the forms of faculty members. Corrections, where ever needed, were suggested by the IQAC, and minutes were submitted to the administration and the faculty members were informed too.

March 17, 2021, 12 noon to 3 pm

The committee deliberated and discussed the notification dated 27.8.2020 and SOPs dated, 5.11.2020 issued by University of Delhi regarding Promotions under MPS 1998/

CAS 2010/ CAS 2018 discussed in depth on plagiarism check, review of publications by experts under CAS 2010 for promotion to associate professor and pro-rata adjustment of publications. Listed the requirements for Promotion to Associate Professor under CAS 2010 and CAS 2018.

June 10, 2021, 11: am to 3:00pm

The meeting was held to review the forms for promotion to associate professorship under CAS 2010 and CAS 2018.

CAS 2010 Scheme: The IQAC members reviewed the forms of the faculty members who have applied under CAS 2010.

CAS 2018 Scheme: The IQAC members reviewed the forms of the faculty members who have applied under CAS 2018. Corrections, where ever needed, were suggested by the IQAC, and minutes were submitted to the administration and the faculty members were informed too.

June 15, 2021, 3:00 pm to 4:30 pm

As an important requirement of AQAR, the feedback forms for teaching staff was reviewed and suggestions were given by members. The questions for feedback forms for other stakeholders such as alumni, parents and employers were discussed and the tasks assigned to members to frame the questionnaires. Content for various categories for website's IQAC icon was discussed.

June 18, 2021, 3:00 pm to 4:30 pm

The feedback forms for various stakeholders were reviewed and suggestions were given by the members to improvise forms wherever required. Discussion regarding organisation of training sessions for students was held. The presentation of the activities undertaken by NAAC for the college website was finalised.

Meeting with External Members

Meeting of External and Internal Members of the IQAC Cell was held on **5th April 2021** in the online mode (Link of the meeting: meet.google.com/chh-iwtz-tuz) from 11:00 AM to 1:00 PM. The meeting was attended by the following members:

1. **Dr G.S. Toteja** (External Member)
Former Additional Director General, ICMR and Director DMRC
2. **Dr B. Sesikaran** (External Member)
Former Director, National Institute of Nutrition, Hyderabad
3. Prof. Namita Ranganathan (External Member)
Former Dean & Professor, Department of Education, University of Delhi
4. **Prof. Rupam Kapoor** (External Member)
Professor, Department of Botany, University of Delhi
5. **Dr Rajiv Mani** (External Member)
Department of Legal Affairs, Ministry of Law & Justice, Government of India
6. **Mr Tony Uppal** (Could not attend due to Covid related conditions)
7. **Prof Geeta Trilok- Kumar**, Director
8. **Dr Parveen Pannu (IQAC Coordinator)**
9. **Dr Arti Nigam**
10. **Dr Nidhi Gulati**
11. **Dr Poonam Magu**
12. **Dr Amita Walia**
13. **Dr Bani Aeri**
14. **Dr Mamta Singhal**
15. **Dr Yuki Azaad Tomar**
16. **Ms Bhavna Negi**
17. **Ms Neeti Vaid**
18. **Ms Bableen Kaur (Alumna Member)**
19. **Ms Divyansha (Alumna Member)**

The meeting discussed the following:

Prof. Geeta Trilok-Kumar extended a warm welcome to all the IQAC external members and requested their guidance and support in this endeavour. This was followed by a brief presentation by the IQAC coordinator. The presentation included its vision, mission, and the milestones achieved. An overview of student support, college activities, research projects, major funding agencies and best practices was shared. The meeting was informed about the FIST grant of over Rs 1 crore from DST and further plans for a Micronutrient analysis specialist lab with quality control.

The meeting discussed the best practices towards making an environmentally friendly campus and initiatives towards sustainability. Various initiatives towards greening the college included installation of solar panels; use of aero-bins for composting in place of vermicompost bins; raising environmental awareness; and discontinuing use of plastic on campus. Steps are taken to encourage students to use water coolers which are cleaned and serviced regularly instead of plastic bottles, vertical gardening and butterfly corridors etc. was shared.

The meeting deliberated on the criteria for the IQAC Report, which are mentioned here:

Criteria I- Curriculum aspects

Criteria II- Teaching learning & evaluation

Criteria III- Research, innovation and extension

Criteria IV- Infrastructure & learning resources

Criteria V- Student support and progression

Criteria VI- Governance, leadership & management

Criteria VII- Institutional values & best practices

The suggestions from the external members were solicited on the above-mentioned criteria. The IQAC members who are leaders in their area of work provided extremely good and helpful suggestions.

Prof. Namita Ranganathan suggested the following:

- Deployment of sensitive and inclusive terminology in the report.
- Release of a monograph to showcase students' project work in the field. This documentation would help align with the New Education Policy.
- Sensitivity training on issues of prevention of sexual harassment under the aegis of IQAC should be strengthened further.

- Facilitate convergence between the Human Development and Childhood Studies Department and Elementary Education Department in tune with NEP.

Dr G.S. Toteja suggested the following:

- Enhancement of efforts towards research innovations
- Setting up Centres of Excellence in areas of specialization of the college
- Value-addition of teaching learning by organizing webinars with eminent experts in the field.
- Organization of seminars on research methodology for capacity building of faculty and students
- Continuous sharing of progress of the college with external members and organization of regular meetings
- College to start preparing a road map for aligning with the NEP framework, particularly towards autonomy

Prof. Rupam Kapoor enquired about the follow up on the student's feedback survey. Major findings such as challenges and advantages in digital access, preference for offline classes, teacher's endeavour towards making classes interesting, were shared.

Prof. Rupam Kapoor made the following suggestions:

- Regular documentation of all initiatives being undertaken by the college
- Follow-up on the student feedback survey
- Community outreach programmes to be strengthened. Outreach programmes in nutrition digital literacy, Fit India initiative for government school children, allaying vaccination fears were reported.
- Setting up mushroom laboratory

Dr B. Sesikaran made the following suggestions:

- Motivation and facilitation of faculty towards research and publication of research. The external members could help guide faculty, peer review their work and proposals.
- Bringing in alumni for motivating students
- Strengthening nation-building among students
- Investing in a vibrant website and social media to showcase work done in college

The Director shared details of the robust Ethics Committee at College that includes expert and well-known members.

Faculty members at IHE shared the following:

- IQAC involvement in pending promotions of faculty
- Consistent efforts towards holding and uploading of webinars, special lectures on YouTube, Facebook, Instagram.
- Aligning with NEP through Blended learning programmes towards fund generation
- Internships in online mode
- Webinars on research methodology and other aspects of research
- Registering the Alumni Association



A screenshot of IQAC members taken during the virtual meeting, held on April 5 , 2021

The meeting ended with a thanks to the chair.
