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**INSTITUTE OF HOME ECONOMICS**  
**(UNIVERSITY OF DELHI)**

**Minutes of meeting of Internal Members of IQAC held on 3<sup>rd</sup> May, 2017**

Members Present: Dr. Ranjana Mahna – Chairperson  
Dr. Sunita Aggarwal  
Dr. Nidhi Gulati  
Ms. Anita George  
Dr. Mila Tuli  
Dr. Vandana Sabharwal  
Ms. Shubra Gupta  
Ms. Rekha Nair  
Ms. Lakshmi Budhiraja  
Dr. Seema Puri – Coordinator

Dr. Mahna welcomed the IQAC members.

**1. Role of IQAC:**

- (a) It was decided to have the IQAC function as a nodal centre for all information regarding college related activities covered under AQAR. Administrative support will be provided for this purpose. A separate email id will be created and all staff members will be requested to send information about the activities on the email.

A subcommittee with the following members was formed to coordinate this – Ms. Rekha Nair, Dr. Jyoti Aggarwal, Dr. Vandana Sabharwal.

Monthly meetings may be held to collect information. This information would include finance (including scholarships), administrative functions like recruitments and appointments, faculty related activities like attending seminars, conference, presentation/publication of papers etc, student activities and alumni.

**(b) Modern methods of teaching and learning**

Dr. Mahna informed that an “E Learning Room” has been sanctioned under the DST-FIST grant. Suggestions were invited for further inclusions.

Portable mikes for large classrooms was one such suggestion.

**(c) Student Feedback**

Student feedback was undertaken by online survey monkey before NAAC inspection. Dr. Jyoti Aggarwal was requested to explore how to increase the scope of this further.

## **2. Define Quality Parameters of Higher Education:**

- (a) Attendance:** Poor attendance has been a major issue in the last year. Various methods of increasing attendance were discussed and needs to be finalized. It was felt that permission for participation in extra curricular activities should be done through issuing special slips which can be accounted for to calculate attendance.
- (b)** Regular announcements on Website, TV should be broadcast to highlight achievements of staff and students. Also opportunities for research grants etc. need to be put up.  
Website needs to be continuously upgraded . It is in the process of being done.
- (c) Workshops held:** Two mental health workshops were held for final year students in March 2017. For faculty, a workshop on 'Plagiarism in Research and its Control' was held in March 2017. It is proposed to hold two intercollege workshops - one for administrative and finance staff and one for laboratory staff during August – September 2017.
- (d)** As suggested by IQAC in the last meeting, Quality Circle on the Canteen has been initiated with Dr.Poonam Magu as its Coordinator.

Meeting ended with a vote of thanks to the chair.



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**INSTITUTE OF HOME ECONOMICS**  
**(UNIVERSITY OF DELHI)**

**Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 30<sup>th</sup> May, 2017 at the premises of the Institute**

**Members Present:**

1. Dr. Ranjana Mahna – Chairperson
2. Ms. Sarita Gandhi
3. Ms. Sunisha Ahuja
4. Dr. Venita Kaul
5. Dr. Sunita Aggarwal
6. Dr. Nidhi Gulati
7. Ms. Anita George
8. Dr. Jyoti Aggarwal
9. Dr. Vandana Sabharwal
10. Ms. Shubra Gupta
11. Ms. Rekha Nair N
12. Ms. Lakshmi Budhiraja
13. Dr. Seema Puri – Coordinator

The Director welcomed the IQAC members.

**Minutes of previous meeting**

Dr. Seema Puri presented the minutes of the IQAC meeting held on 16.2.2016. The members confirmed and approved the minutes of the meeting held on 16.2.2016.

**Achievements**

The Director informed the IQAC that the college has bagged the following achievements during the last one year:

- (i) Accredited 'A' Grade by NAAC.
- (ii) Awarded DST-FIST grant
- (iii) Identified by DBT for 'Star College' status for science teaching

The IQAC team congratulated and appreciated the efforts put in by the College for the achievements.

**NAAC Exit Report**

The Director highlighted the results of the NAAC Exit Report based on the SWOC analysis submitted by the NAAC team that visited the College in September 2016.

IQAC noted that the college has scored well in the following criteria:-



1. Student support and progression
2. Curricular aspects
3. Teaching learning and extension
4. Innovation and best practice

IQAC also observed that the scores on Infrastructure and Governance are slightly lower.

#### Governance

Dr. Venita Kaul enquired regarding the reason on why the Institute has scored less in 'Governance' in the NAAC rating. The Director explained that the Governing Body is not complete due to non-inclusion of Trust (Home Economics Education Society) members. As the management share is not being paid, the University has not appointed the Trust members in the Governing Body and the College is functioning with a truncated Governing Body.

Dr.Kaul asked whether the Institute has approached the Trust regarding the difficulties being faced by the college in this regard and ask them to come up with a solution for the same, and to bring to their notice the less score by NAAC was due to this. Ms.Gandhi has suggested that some action needs to be taken in this regard as Trusts are also bound by rules and they cannot avoid/ignore their responsibility and also suggested to take legal opinion on the same.

#### IQAC activities

Dr.Puri presented the activities supported/recommended by IQAC in the last year

- Some Departments started Short term courses
- Introduction of skill based courses is under discussion
- Efforts to strengthen placement of students at undergraduate level
- Efforts are being made for greater involvement of Alumni
- Workshops for students and faculty held

#### Curriculum

Dr. Kaul commented that the focus of B.Sc (Home Science) should be more skill based. She suggested exploring the possibility of starting B. Vocational Program as being done in Ambedkar University.

Ms.Gandhi suggested to look into the possibility of changing the nomenclature of Home Science and suggested that aggressive rebranding and remolding by linking it with the industry. Mrs. Sunisha commented that the courses are market oriented but the name is misleading.

Dr.Puri suggested that the course needs to be more practical oriented than theoretical. But the curriculum/syllabus is designed by the University and college cannot change it on its own.

Dr. Mahna informed the members about the new UG Courses being started in self-financing mode – B.A (H) Journalism and B.Sc Food Technology at the Institute in the coming academic year.

Mrs.Sunisha suggested that the college can get tie ups with media for the Journalism course and explore the possibilities of tying up with NDTV etc. where there are chances of internship and absorption of the students.

### Consultancy

Dr.Kaul enquired whether the college has any consultancy policy and whether the college can come up with its own policy. Dr. Puri suggested that we should enquire from the University regarding the norms for consultancy, and formulate our own rules accordingly. The IQAC recommended that the college should explore the possibilities for the same.

### Exposure

Ms.Gandhi suggested that the horizon of communication needs to be expanded.

Ms.Sunisha suggested that all the achievements of the College needs to be put prominently on College website as well as in College Notice Boards for information of Parents, students and stakeholders.

### Quality Parameters

#### (i) Students' progression

Dr.Puri also pointed out that the database on students' progression to further studies, job etc. has to be strengthened.

#### (ii) Attendance

Dr.Mahna brought to the notice of the IQAC that poor students attendance is a major issue being faced by the Institute, as the students are not serious in regularly attending the classes and come up with requests to waive off the short of attendance so that they can appear for the University examination. This has become a serious issue as the students started giving threatening messages of mishappening if they are not permitted to appear for the examination.

Dr.Kaul pointed out that the UGC has come up with some criteria that the leader positions handled by students can be linked with attendance and also suggested that the IQAC should put in some effort to enter into the perspectives for next 3 years to improve the student's attendance, assignments etc. She asked the team to address the issues and come up with suggestions for solutions.

#### (iii) Motivation

Ms.Gandhi said that present students cannot be motivated in traditional methods. There is a growing issue of mental tension and depression which needs to be approached seriously.

Dr.Puri informed that the college has a counselor and two <sup>wellness</sup> mental-well-being workshops were held in the college for the students. Dr.Kaul suggested that such workshops needs to be conducted for staff as well on how to face the threats arising from the students.

Mrs.Sunisha suggested that helpline numbers may be made available of the organization like "Manas". etc. where the students can approach for counselling.

Dr.Kaul suggested that there needs to be regular communication with the students and the parents. The students should feel that attendance and timeline for Internal Assessment etc are important needs to be followed. There should be value adding in classes. Lectures should be more interactive.



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The teachers of the IQAC pointed out that even the parents are not showing value for education and class room teaching.

### Alumni

Dr.Puri has indicated that our Alumni who are well placed are being contacted as they can be ambassadors of our courses/Institute.

Mrs. Gandhi suggested the need to inspire the students with the examples of people who gained out of education and success stories of the Alumni.

### Workshop

Dr.Puri also informed that besides the two workshops on mental <sup>wellness</sup> well-being for students, IQAC also organized a workshop on "Plagiarism and its Control" for faculty and it is proposed to hold two inter college workshops for administrative, finance and laboratory employees.

### Quality Circle

Dr.Puri also informed that as suggested by the IQAC in the previous meeting, a Quality Circle on Canteen Management has also been initiated by the college.

Dr.Kaul noticed that most of the problems identified by NAAC are not in the purview of the college.

The meeting ended with a Vote of Thanks to the Chair.



## Minutes of IQAC meeting held on March 1, 2018

### Members who attended the meeting:

1. Dr. Geeta Trilok Kumar.(Director)

2. Dr. Geeta Punhani.(Coordinator)

3. Dr. Archna Bhagat

9. Dr. Archna Burman  
his

10. Dr. Veenu Wadhwa

11. Dr. Jyoti Dalal

12. Dr. Neeti Vaid

13. Dr. Sonal Gupta

14. Dr. Mamta

### External Experts:

1. Dr. Arun Sahay

2. Mr. Deepak Gulati

3. Dr. Poonam Batra

4. Mr Anil Khanna expressed

inability to attend the meeting  
due to prior commitments.

### MINUTES:

#### INTRODUCTORY REMARKS

The meeting started with a welcome address by the Director and a round of introduction of the members of the committee since a new team had been formulated from November 2018, for a period of two years. The Director gave a brief introduction and highlighted the historical milestones of the college, wherein the Institute grew from a Home Science college to diversify with seven more courses. She highlighted some key achievements, including being awarded 'A' grade in NAAC and also receiving the FIST and Star College stature from DST and DBT respectively.

Dr. Punhani oriented the team about the constitution of the Internal Quality Assurance Committee (IQAC) and the Annual Quality Assurance Report (AQAR). She focussed on the seven subheadings of the AQAR and informed that it is mandatory to submit an annual self-reviewed progress report to NAAC. The Institute had submitted its last report in December 2018.

#### TEACHING-LEARNING

Dr. Arun Sahay emphasized on the theoretical aspects of the teaching-learning process and its need to make it realistic and contemporary. Mr. Deepak Gulati suggested that theoretical concepts must be complemented with practical orientation to solidify the theory. Dr. Poonam Batra believed that Delhi University colleges are federal and we accept the curriculum as it is given to us. A disciplinary engagement by way of theorisation is needed. We are not teaching the students to think scientifically and develop a critical, scientific temperament. We must



have regular activities which allow curriculum revision. Dr. Archana Burman talked about how its regularly done in Biochemistry. Dr. Geeta Punhani also commented on projects and practical being reviewed regularly for Home Science and Journalism.

## **PLACEMENTS**

Ms. Neeti Vaid oriented about the placement cell and for the first time a placement meet was organized for undergraduate students of the college to give a kick start to placements at IHE. The effort was greatly appreciated by the house.

## **WORKSHOPS**

Dr. Jyoti Dalal talked about the workshop on sexual harassment which was organised for Teaching and Non-Teaching staff and students by the IQAC team. Two more workshops will be organized, one on Basics of Microsoft Word and Excel and second on Sustainable Development. Dr. Poonam Batra commented that readings and empirical work should be given in such workshops. Mr. Gulati asked on the process of selection of topics for these workshops. He emphasized that topics should be selected after due feedback from the target audience. Dr. Burman replied that in Biochemistry, the feedback is taken for workshops and accordingly the content is modified. Suggested topics for the workshop were plastic free college, vermicomposting and water harvesting, etc.

## **REDRESSAL MECHANISM**

Another important area in which the IQAC team is presently focussing is redressal mechanism. Dr. Archana Burman informed that feedback will be taken from all stakeholders i.e. students, teachers, non-teaching staff, alumni and parents. A feedback form has been developed for each one of them and has been uploaded on ILS, the Management system of IHE to be filled by different stakeholders. The link of this form has been shared on the college website. Dr. Poonam enquired about student support feedback. She suggested that time should be allotted for reading and timetable should be made student friendly. Library infrastructure needs to be enhanced to improve the reading habits.

## **ALUMNI REGISTRATION**

Dr. Punhani informed that the Alumni association is being revived and is in the process of being registered shortly.

## **INTERACTION WITH THE UNIVERSITY**

Dr. Poonam Batra emphasized on effectively communicating about academic issues with the University. Giving feedback is important to enhance the quality regarding challenges faced by the institution, teachers, students and non-teaching. She said IQAC should highlight the issue of lack of teachers at IHE and the excessive workload in the report.

The meeting ended with a vote of thanks by the Director.



### **Minutes of IQAC meeting held on 5<sup>th</sup> November, 2018.**

A meeting of the IQAC members with the Teacher-in-charges was held.

A list of members who attended the meeting is attached.

#### **MINUTES:**

- The TICs of various departments were welcomed by the IQAC Coordinator along with the IQAC members.
- The TICs were informed regarding AQAR which had to be uploaded on the NAAC portal by 30<sup>th</sup> December 2018.
- The sub components of the report were discussed and any queries related to it were duly addressed.
- They were requested to adhere to the deadline of 15<sup>th</sup> December 2018 so that compilation could be done ontime.
- The meeting ended with thanks to all.



Minutes of IQAC Meeting held on Monday, 12 November, 2018. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Jyoti Dalal (Member)
5. Dr. Meghna (Member)
6. Ms. Neeti Vaid (Member)
7. Ms. Sonal Gupta (Alumni (Member))

*Geeta Punhani*  
*Archana Bhagat*

*Jyoti Dalal*

*Sonal Gupta*

#### Minutes of the Meeting:

- The issues related to AQAR were discussed at length.
- Names of external committee members were suggested and queries related to feedback was discussed.
- It was resolved that feedback from students will be duly collected by next month then structured questionnaires. Other stakeholders' feedback will also be collected as per AQAR norms.
- It was also decided to inform teacher in charges to give the data for final report by December 23, 2018.



## Minutes of IQAC meeting held on 3<sup>rd</sup> December, 2018.

The following members were present:

1. Dr. Geeta Punhani.(Coordinator)
2. Dr. Archana Bhagat
3. Dr. Veenu Wadhwa
4. Dr Ashima Vohra
5. Ms Neeti Vaid
6. Dr. Sonal Gupta
7. Dr. Mamta
8. Dr Meghna

*Ashima Vohra*  
*S. Gupta*

### MINUTES:

- The Coordinator welcomed the members.
- The members reported on the progress of the information collected on their respective sub units from various departments
- They sought clarification on certain points which were critically discussed.
- The meeting ended with a decision to meet again this week.



## Minutes of IQAC meeting held on 6<sup>th</sup> December, 2018.

The following members were present:

1. Dr. Geeta Punhani.(Coordinator) ✓
2. Dr. Archana Bhagat
3. Dr Archna Burnan
4. Dr Jyoti Dalal *Jyoti Dalal*
5. Dr. Veenu Wadhwa
6. Dr Ashima Vohra *Ashima Vohra*
7. Ms. Neeti Vaid
8. Dr. Sonal Gupta *Sonal Gupta*

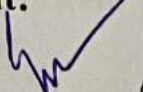
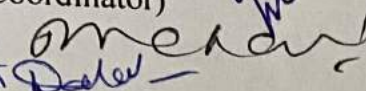
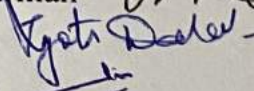
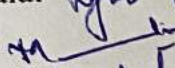
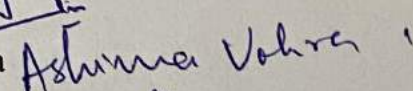
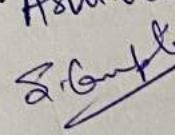
### MINUTES:

- The meeting started with a presentation of the information collected by various incharges of their respective sub units.
- Doubts pertaining to certain points were discussed and consensus was arrived on the reporting procedure.
- The meeting ended with a decision to meet on 11<sup>th</sup> December 2018 to finally present the sub units.



## Minutes of IQAC meeting held on 11<sup>th</sup> December, 2018.

The following members were present:

1. Dr. Geeta Punhani.(Coordinator) 
2. Dr. Archana Burman 
3. Dr Jyoti Dalal 
4. Dr. Mamta 
5. Dr Ashima Vohra 
6. Dr. Meghna
7. Dr. Sonal Gupta 

### MINUTES:

- The Convenor welcomed the members and appreciated their sincere work.
- Each member orally presented their sub units which was critically discussed by others.
- Changes were recommended and it was decided to mail the respective units to Dr Mamta for compilation.
- The meeting ended.



## Minutes of IQAC meeting held on January, 2019.

A meeting of the IQAC committee was held with the Director in her office.  
The following members were present:

1. Dr. Geeta Punhani.(Coordinator) ✓
2. Dr. Archana Burman *Archana Burman*
3. Dr Archana Bhagat
4. Ms Neeti Vaid ✓
5. Dr. Mamta ✓
6. Dr Ashima Vohra *Ashima Vohra*
7. Dr. Meghna
8. Dr. Sonal Gupta *Sonal Gupta*

### MINUTES:

- The Director welcomed the members and appreciated their sincere efforts in compiling the AQAR report on time.
- The tentative schedule for the next year was planned and it was decided to register the alumni at the earliest with the assistance of the Alumni committee.
- To ensure feedback of all stakeholders, it was decided to formulate appropriate feedback forms for students, teachers, parents, alumni and supporting staff.
- For redressal purposes, a suggestion box was to be placed in the college foyer.
- Workshops to be conducted by IQAC were finalised. The issues shortlisted were sexual harassment, computer literacy and sustainable development.
- It was also decided to tentatively fix the IQAC meeting with external members on 12<sup>th</sup> February 2019.
- The meeting ended with thanks to all.



Institute of Home Economics  
(University of Delhi)

Attendance Sheet for IQAC Meeting scheduled for 01/03/2019 at 2:30 P.M.

1. Dr. Poonam Batra, Member *Poonam Batra, Member 19*
2. Dr. Arun Sahay, Member *Arun Sahay*
3. Dr. Umesh Kapil, Member
4. Mr. Anil Khanna, Member
5. Dr. Deepak Gulati, Member
6. Dr. Geeta Punhani, Coordinator
7. Dr. Archana Burman, Biochemistry Dept. *Archana*
8. Dr. Meghna, Resource Management
9. Ms. <sup>Neeli</sup> Nita Vaid, C & E Department *Nita Vaid*
10. ~~Ms.~~ Jyoti Dalal, B.El.Ed *Jyoti Dalal*
11. Ms. Mamta, Botany Department *Mamta*
12. Dr. Ashima Vohra, Microbiology Department *Ashima Vohra*
13. Dr. Veenu Wadhwa, Staff Secretary *Veenu Wadhwa*
14. Ms. Shumaila Naaz (Student Alumnae)
15. Dr. Sonal Gupta <sup>Jain</sup> (Student Alumnae) *Sonali*
16. Ms. Archana Bhagat *Archana Bhagat*
17. Ms. Yashika Garg (Student Representative)



## **Minutes of IQAC Meetings**

**July 2019-June 2020**

Minutes of IQAC Meeting held on August 9, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti Vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The committee planned the activities for next academic year.
- The various focus areas for IAQC were suggested by different members and a list was made for conducting various activities under IQAC. These areas were suggested keeping in mind the seven components of AAQR report. The seven components include curricular, teaching and learning process, Research and innovation, Infrastructure and learning resources, Student support, institutional values.
- The workshops, trainings, seminars to be conducted by IQAC was finalised.

Minutes of IQAC Meeting held on October 22, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti Vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The issues related to IQAC was discussed ta length
- The format of the report was discussed and various components were understood.
- The sub-sections were assigned to different members. Each member was assigned one sub-section. The member was directed to collect all the information pertaining to the section assigned to them and collate it.
- It was also decided to inform the Teacher-in-charges of various departments to give the data for AQAR report 2019-2020.



Minutes of IQAC Meeting held on November 5, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Neeti Vaid (Member)
8. Ms. Sonal Jain Gupta (Member)

- Dr. Geeta Punhani commenced the meeting by welcoming and thanking all the members to be a part of the IQAC committee
- The members reported on the progress of the information collected on their respective sub-units from various departments.
- The members sought clarifications on important points in the report.
- Important points related to the report were critically discussed.
- The meeting ended with the decision to meet again in the coming week.

Minutes of IQAC Meeting held on November 18, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Neeti Vaid (Member)
8. Ms. Sonal Jain Gupta (Member)

- The meeting started with a presentation of work done by various IQAC members in their respective sub-units.
- Doubts related to certain points were discussed and consensus was arrived on the reporting procedure.
- The meeting ended with the decision to meet on December 4, 2019 to finally present the various sub-units and to collate the final report.



Minutes of IQAC Meeting held on December 4, 2019. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Veenu Wadhwa (Member)
4. Dr. Ashima Vohra (Member)
5. Dr. Jyoti Dalal (Member)
6. Dr. Meghna (Member)
7. Ms. Sonal Jain Gupta (Member)

- The convenor welcomed all the members of the IQAC committee and appreciated their sincere work and efforts.
- Each member orally presented their sub-unit and important points were discussed critically.
- Changes was recommended and it was decided to mail the final units after formatting to Ms. Mamta for compilation.

Minutes of IQAC Meeting held on January 8, 2020. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
2. Dr. Archana Bhagat (Member)
3. Dr. Archana Burman (Member)
4. Dr. Veenu Wadhwa (Member)
5. Dr. Ashima Vohra (Member)
6. Dr. Jyoti Dalal (Member)
7. Dr. Meghna (Member)
8. Ms. Neeti vaid (Member)
9. Ms. Sonal Jain Gupta (Member)

- The convenor welcomed all the members of the IQAC committee and appreciated their sincere efforts in compiling the AQAR report on time.
- It was decided to focus on feedback form various stakeholders namely students, teaching, non-teaching, parents and alumni. The decision was taken to formulate feedback forms or questionnaires for the same.
- Teams were assigned to conduct various activities such as feedback surveys, seminars, trainings, etc.



Minutes of IQAC Meeting held on June 5, 2020. The minutes of meeting of IQAC Committee of the college. The following members were present

1. Dr. Geeta Punhani (Co-ordinator)
  2. Dr. Archana Bhagat (Member)
  3. Dr. Archana Burman (Member)
  4. Dr. Veenu Wadhwa (Member)
  5. Dr. Ashima Vohra (Member)
  6. Dr. Jyoti Dalal (Member)
  7. Dr. Meghna (Member)
  8. Ms. Neeti vaid (Member)
  9. Ms. Sonal Jain Gupta (Member)
- 
- The convenor of IQAC commenced the meeting by informing the members that due to Covid-19 the committee could not conduct the feedback of various stakeholders.
  - It was decided to conduct Student Satisfaction Survey pertaining to online teaching as it was a new approach to teaching and it was important to understand the effectiveness of online teaching.
  - Dr. Archana Burman, Ms. Neeti Vaid and Ms. Sonal Gupta were assigned the responsibility of creating a questionnaire to assess the effectiveness of online teaching.
  - It was decided to administer the questionnaire to the students of various departments in the college.

**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](https://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.

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