

## **Minutes of the Annual Academic Review Meeting of the Staff Council**

**24 April 2015 at 9:30 a.m. in the Staff Room**

### **Preliminary :**

The Chair recapitulated that the Annual Academic Review Meeting was introduced in the Staff Council of 19 March 2014 as a brainstorming and self-reflexive exercise with the intention to

- i. chalk out an academic roadmap
- ii. review the events and programs of the College
- iii. review and evolve pedagogical interventions
- iv. define concrete objectives of Departmental Academic Societies
- v. devise ways to enrich the curriculum through extension activities
- vi. develop community outreach programs
- vii. augment participation of the College community in activities organized by the College.

In this context, the Minutes of the Meeting held on 19 March 2014 were presented as the starting point of the assessment and review of the session 2014-15 in order to identify the gaps to be filled and new trajectories to be outlined in the session 2015-16.

### **Review of Academic Session 2014-15**

Reviewing the progress made in the last one year, against the targets set out in the Academic Roadmap of the College placed in the Staff Council meeting dated 19 March 2014, the following points were noted as achieved goals:

1. The College had successfully organised an International Conference-Festival(Confest) on Orality and Plurilingualism in Translation, from 2-4 March 2015 with wide participation and contribution from teachers and students across departments.
2. In this context the new Translation and Translation Studies Centre (TTSC), inaugurated on 1 March 2015 was a landmark. The first student journal of the College, named CODE was also released on the occasion. The first event of the TTSC was a talk by Mr. Ajmal Kamal , editor of the translation journal AAJ published from Karachi. He had proposed several possible areas of collaborative work and the College would be exploring these with students, to take them forward.
3. Two National Seminars had been organised by the Departments of Commerce and Computer Science respectively.

The Chair announced the move of the collaborators of the Confest, namely, IP College, Translation Centre, (Amherst, Mass. USA) and 'translation-a transdisciplinary journal', to publish the contents of the Confest in print and e-journal mode, on which work has begun. The report of the National Seminars would be published with inputs from the concerned departments in this academic session.

4. The work plans had been provided by teachers but required to be streamlined and coordinated with other departmental colleagues in the case of shared papers and to organize tutorial assignments. Effective implementation would require that students come to class with adequate preparation of the topic to be covered. In order to cater to the requirement especially of high achievers, it was necessary to examine pedagogies to enlarge students' vision of the world and take them beyond the curriculum.
5. The College calendar had been available from the beginning of each semester on the website, to enable everyone to organize activities around it. This worked well except in the case of the academic society paper presentations which needed to be scheduled in coordination with the ASC Convenor, not only to streamline availability of venues and dates, but also to facilitate inter-disciplinary involvement of students at these events.
6. The roster for Antardhwani was successful in ensuring the presence of teachers which energised the students. The Sanskrit Department won an award at the Innovation Projects Stall for presentation.
7. The Chair acknowledged and appreciated the efforts of Ms. Paulavi Das and Mr. Gagan Gera who, at very short notice, put together a pictorial College Year Book 2014-15. This was circulated in the House.
8. Filming and recording for documentation and archiving of all college events is now routinely being done by the BMMMC Dept, in a fine example of optimization of available resources
9. Many of these documentation activities are undertaken as student projects for the BMMMC curriculum and marked for credit.
10. The Round Table Conference on Gandhi (RTC), which was started last year as a part of the Centenary Decade celebrations of the College, and was first held in April 2014, was scaled up this year to include all the students of the College. High quality presentations were made and papers stood out to demonstrate independent research initiatives of students. The Chair thanked Dr. Jyoti Trehan Sharma for her efforts over two years in organising the RTC. Dr. Mita Bose's contribution to help students edit and present, was especially lauded. The Chair thanked MS. Shagufta formerly of the Gandhi Study Circle and all departmental colleagues who helped to filter and screen presentations for the RTC. It is proposed that in the next year the scope of the RTC will be extended to include UG students of the whole University. In the fourth round in the succeeding year, it will be scaled up to the national level, while around the fifth-sixth year, an international event is envisaged.
11. The initiative of Ms. Swaha Das and the Gandhi Study Circle for organizing the commemorative lecture series on the centenary of Gandhi's return to India from South Africa, was appreciated by the College as a milestone in the enhancement of the intellectual climate of the College and the quality of its profile.
12. The academic programme of quality paper presentations by students in the respective Academic Societies has been an unqualified success and welcomed by students who have enthusiastically participated. Departments were in a position to bring out slim journals at the end of the academic session, showcasing the best papers presented during the year, and should begin planning for that.
13. The Hindi Dept. has begun an online journal to commemorate the birth centenary of Bhasham Sahni, which culminated in the production of one of his plays, staged on their Annual Day.

14. The Peer Group teaching programme of the NSS was successfully implemented under the able guidance of the NSS Advisor Ms. Dolly Jain. Departments were requested to suggest ways in which curricula can be successfully dovetailed into community outreach programmes .
15. The Chair shared the experience of
  - a) The Laadli project- a business entrepreneurial proposal formulated by students of the Commerce Dept. which won the first prize in the Women's Empowerment category of the Next Great Entrepreneur contest jointly sponsored by the US Embassy and FICCI.
  - b) Project work done by the Psychology Dept. on the Hijra Community
  - c) Progress in the WDC project with the NCWEB
  - d) Third Gender Awareness and Sensitization workshop by the College GSC
  - e) Intervention for weaker students which has been primarily in terms of financial enabling for creating access to education. Towards enabling the differently-abled, the Enabling Unit organises mobility training and computer skills and IT lessons.
16. The House appreciated the efforts of the IT Committee and the technical team who successfully uploaded the online student feedback form in record time. 850 students had given feedback online
17. The College NKN was successfully tested through the online interactive lectures organised by the University, which could be received in the College at its hub in the auditorium and transmitted at six locales in the College.
18. The College has initiated the process for renovation and upgradation of the Academic Block (Rooms 55 to 61), given the increasing requirements for space in the event of the introduction of UG programmes in Sociology and Geography.
19. The Principal's Report 2014-15 carried the details of achievements of the entire College. It would in future be redesigned to structure the information better.

**SSR for NAAC and findings of the Steering Committee for Internal Quality Assurance as the starting point to plan ahead:**

The Principal shared the experience of preparing the NAAC SSR Report whereby the narrative of nine decades of the College's existence has come together to clarify its vision and mission, its goals and objectives, its strengths, opportunities, challenges and weaknesses, to enable the College to streamline all its units and activities, and as an institution of higher learning, to devise its mechanisms of quality assurance and accountability to all stakeholders. It was emphasized that in this direction, the exercise for NAAC was a rewarding and productive one as it helped to concretize an annual progression envisaged in the formal structure of an Internal Quality Assurance Committee (IQAC) of all stakeholders. Such a Committee is mandated after the first cycle of accreditation and since the SSR Report had been posted on the website on 23 April 2015, the IQA mechanism may be understood to be operationalized with immediate effect. The IQA Committee would be formally proposed as soon as the accreditation is received.

The Chair informed that the Governing Body has already been apprised of the IQAC and its tasks and regarding its own role and after this meeting, she would be meeting the various administrative units to review and define tasks. The first IQAC Report would be filed by April, 2016.

The Chair applauded the excellent work done by the NAAC Steering Committee led by Dr. Vagisha Sharma, that facilitated the successful posting of the SSR within the stipulated time, and also thanked all colleagues for their efforts and inputs.

The document would remain in the public domain to obtain feedback from all stakeholders, especially colleagues, prior to the final submission of the document by 27 May, 2015. Teachers were to send their feedback by 4 May for it to be incorporated in time for the final submission of the Report to NAAC.

The House was informed that AICTE approval had been received and the College was to set up a mandatory Language Lab for B.Tech Computer Science students. Dr. Mita Bose had been approached by the College in view of her training and expertise in English Language teaching and her experience in setting up a preliminary Language Lab Facility in the College two years ago. She had kindly consented to carry out the task of setting up a Language Lab under AICTE requirements. In order to optimize this facility, Dr. Bose would additionally, be entrusted with the responsibility of preparing language modules with specific objectives – such as equipping students with the skill sets required for editing, making presentations, preparing research proposals and readying manuscripts for publication. The scope could be expanded to imparting basic language skills to students weak in English language.

The College Prospectus would be re-designed this year so as to effectively communicate to the students and the public at large about the various programmes and initiatives of the College.

#### **Teaching- Learning Outcomes and Graduate attributes:**

Ideas were invited from the House to enhance the teaching-learning outcomes in various departments. It was necessary for teachers to define the graduate attributes in every paper and course, and efforts should be made to enable students to attain these attributes. Awareness of heritage and environment, one of the mission tasks of the College, could be incorporated as one such graduate attribute. It was suggested that the EVS Dept. could take the initiative of exploring and documenting the rich diversity of flora and fauna in the College premises.

In order to enhance the employability of students, the Chair appealed to colleagues to use their domain expertise to facilitate activities within the College and to create inter-disciplinary teams of research groups involving students. The two important research resources of the College – the Translation and Translation Studies Centre and Museum and Archives Learning Resource Centre offers tremendous potential for cross-disciplinary activity.

#### **Remedial/Special Teaching:**

The primary task in this respect was one of identifying the students and assessing their requirements, and then setting up specific objectives. The House identified three areas for intervention in the academic session 2015-16.

- a) Imparting basic English Language skills to identified students
- b) Enabling students with special training in computers for basic modules

- c) Training high-performance students to undertake research: preparing the research proposal, research methodology, preparing the bibliography, editing, preparing the manuscript for publication as well as the ethics of research and copyright issues.

#### **Curriculum Enrichment, Pedagogical Strategies and leveraging student feedback:**

Curriculum enrichment to be pursued by dovetailing course content with extension activities pursued across disciplines, as well as by partnering with outside agencies.

In order to leverage student feedback, the Chair emphasised the need for pedagogical review during an end of semester internal review meeting at the departmental level (with minutes). Selection of ad-hoc faculty should also assess the manner in which candidates would deal with specific topics/papers to be taught.

#### **V – Student Research and the Research Committee:**

UG student research projects are envisaged under the Centenary Decade UG Research Grant announced by the College on its 92<sup>nd</sup> College Day. The programme for innovative and original research projects would involve an individual student/ teams of 2-3 students within/ across disciplines to work with an external / internal mentor.

The Research Committee would be as follows:

Principal, Bursar, ASC Convenor, Member of the Ethical Committee, departmental mentor / supervisor

Broadly, the research project would progress over the following stages:

- a) Expression of Interest by students
- b) Students would be required to participate in the research orientation workshop
- c) Submission of proposal
- d) Appraisal of proposal
- e) Approval and sanction of research grant
- f) 2 semesters of work
- g) Submission of research in the penultimate semester in College

The specifics of implementation would evolve over time.

#### **Extension Activities: Co-curricular and Extra-curricular-**

Colleagues were urged to encourage students to get associated with outreach programmes of various organisations – for eg:- availing of the opportunity to intern with Aruna Roy's Shiksha Ka Sawaal campaign, aimed at ensuring community monitoring of government schools in Rajasthan as it would be a tremendous learning experience for students. The Psychology Dept. expressed their desire to involve their students in this internship project, as it would extend their existing curriculum. The BMMMC would also take up the project. All students were welcome to participate. The Chair announced that the College would provide financial support for such activities.

It was decided that there should be adequate dissemination of information to freshers as well as the second and third year students at the beginning of every academic session about the specific co-curricular and extra-curricular opportunities available to them during the given year of study.

It was also decided that the suggestions for streamlining of admissions, made by Shatakshi, (the Students' Union President ) in her paper presented on the occasion of Good Governance Day, would be considered by the College.

#### **Student attendance:**

The Chair reiterated that though College had decided to reduce the eligibility attendance requirement this year to 40%, as student detention was unproductive, the 66% attendance requirement would be upheld for students to avail of any benefits / facilitation/ services from the College for career enhancement.

#### **Other support:**

It was felt necessary to devise a system to ensure the return of laptops issued by the College to students for prolonged use. Teachers and students of Computer Science had been issued laptops. Laptops had also been issued on request by students and teachers.

#### **Academic roadmap for IQA :**

During the period 24 April to 7 May, 2015, departments were to work on the following tasks:

- a) Prepare summary of Part A of the Student Feedback form to be submitted to College
- b) Prepare a report on initiatives planned by the Dept. for operationalising IQA measures
- c) Finalise the event calendar for the next semester in consultation with the ASC.
- d) Plan to publish departmental journals

#### **Other Related Matters:**

The following documents were tabled in the house:

- a) Letter No. CB II/ 398/Circular/2015/142 from the Assistant Registrar (Colleges), University of Delhi, dtd. 15/4/2015 enclosing a copy of D.O. letter No. 14-6/2015(CPP-II) dtd. 9/3/2015 from the Secretary, UGC, regarding strict compliance of the provisions of the Biological Diversity Act by all constituents of the University.
- b) Letter from Nalanda University confirming a meeting between the team from Nalanda University and faculty of IP College on 29 April, to explore possibilities for future engagement between the two institutions.
- c) Letter from Mr. Dean Olsen, Social Science Analyst with the US Embassy, Delhi ,requesting a meeting to discuss the impact and future trajectory of the Laadli project- an entrepreneurial idea formulated by a team of students from the Commerce Dept., which went on to win the first prize in the women's empowerment category of the Next Great Entrepreneur contest sponsored by the US Embassy. The meeting has been fixed for 29 April, 2015.

- d) Letter from Association of Chartered Certified Accountants (ACCA), requesting a meeting for a preliminary discussion on possibilities of collaboration with the College for ACCA qualification. The Commerce department to discuss the prospects for such collaboration.

**Constitution of the IQAC :**

The Chair announced that the constitution of the IQA Committee is a mandatory requirement after NAAC accreditation, and will comprise of representatives of all stakeholders.