

# कालिन्दी महाविद्यालय

(दिल्ली विश्वविद्यालय)

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## KALINDI COLLEGE

(University of Delhi)

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**NAAC Accredited with Grade A'**

## ACTIVITIES OF IQAC 2016-17

### Actions Proposed and executed by IQAC

**Academics:** Adopted numerous measures to promote academic excellence

Develop and apply quality benchmarks/parameters for academic and administrative activities

### Inter-Departmental Academic Audit:

- Academic Timetable prepared by each department done before start of each session.
- Timetable is prepared and papers are allocated prior to the beginning of the semester.
- Course plan is prepared and made available on the College website.
- Scrutiny of each department in reference to time-table adherence and syllabi covered for monitoring Faculty Excellence
- Timetable, Monthly attendance Record and Internal Assessment uploaded on website
- Organise methodology for documentation and internal communication.
- Monitoring Student enrichment by review of results

**Physical verification of laboratories:** Stock register, Stock verification, Physical Presentation, Cleanliness, Maintenance, Logistics & Infrastructure.

Team for Physical Verification included: Dr. Anula Maurya, Principal; Dr. Divya Verma (Bursar); Dr. Anumarana (Academic Committee); Dr. Ruchi Tyagi (Coordinator IQAC); Dr. Tarkeshwar (Co-Coordinator IQAC); Dr. Rachna Kumar (Science); and Mr. Noorul Haq (Administrative Officer)

Successful implementation of the corrective actions by the departments post internal audit

Timely, efficient, and progressive performance of academic, administrative, and financial tasks

Multi-corner feedback of the academics, laboratories and administration for continuous up-gradation. Initiated-Student Feedback, Faculty Feedback, Feedback of Non-teaching staff, Parents' Feedback, Alumni Feedback IQAC analyzed the feedback received from stakeholders and inform the Principal about its outcome for improvement and Encouraged skill-based development of students through add-on courses

**Research: Motivated** Research Committee to encourage students and faculty for continuous research and learning, monitoring ongoing projects, Promote research environment,

Monitoring report. The Research Committee was encouraged for Information and research highlights available on college website; Documentation center for seminars/workshops/publications and other research activities; ensure the interdisciplinary nature of the projects; and to Address the various needs of the faculty/students associated with projects.

### **Administration:**

- Throughout the year IQAC asserted for Quality Assurance in Administration and Non-teaching staff by adopting soft skill practices, Up gradation of skills, proper upkeep and Automation of Documentation, IQAC suggested for procurement of required software, Computerized documentation of all data of college, Proper mechanism for Institutional Repository
- Complete automation of all Library services, Automation of admission, examination and leave record
- Initiate more workshops for administrative (including the support staff who maintain the campus and surrounding) and more number of soft skill training program.

### **Financial Surveillance**

Documentation of all data of college, Proper maintenance of all records and files, procurement of required software.

### **Health Facilities**

Medical /Counselling Room was prepared with regular visit of Doctor, took initiative for appointment of Doctor, Took for Counselling of students by faculty members, accordingly department wise schedule was prepared and executed and also suggested for WUS form to be filled and collected from students and collectively sent to concerned authorities to facilitate students.

### **Concerning Infrastructure and Campus facilities:**

Proper Signage were suggested, planned and installed in the Campus

IQAC coordinated with all stake holders through informal interaction, official meetings, and feedback system. Regular meetings were organized with all concerned. It Appreciates, encourages, and provides support for quality sustenance and improvement in teaching, research, and administration

**A Joint meeting of Governing Body and IQAC** was convened on 27<sup>th</sup> August 2016, 11.30 a.m. at the Principal office. New structure of IQAC was reported and approved. As a preparation for the forthcoming Peer Team Visit from 8<sup>th</sup> to 10<sup>th</sup> September 2016, members were provided with the Excerpts from Self-Study-Report concerning Governing Body and IQAC. A PowerPoint Presentation was made highlighting activities accomplished in accordance with the IQAC suggestions since its inception in September 2014.

### **IQAC in Action**

- A meeting of IQAC Steering Committee, with Principal in Chair, was convened on 21 November 2016 to open the Peer Team report that was handed over to the Principal by the NAAC Peer Team during Exit Meeting on 10 September 2016.
- Meeting of IQAC was held on 14<sup>th</sup> January 2017 to discuss the NAAC Peer Team report. It was suggested that the Peer Team report should be divided in two parts of (a) Action Taken and (b) Action to be taken
- IQAC held separate meetings with all departments and committees to discuss the Peer Team suggestions, required follow up and the future course of action.
- IQAC has collaborated with Baba Ramdev Sarvodaya Kanya Vidyalaya, Prasad Nagar and taken initiative to provide its students the required academic support. For the purpose, IQAC

has involved the College NSS Unit and the Department of Commerce. For the purpose, Ms. Nidhi Kapoor and team of students Department of Commerce visited the school and assisted the Class XII students in preparing the Accounts syllabi for their forthcoming Board Exams.

- Every department has been requested to conduct Inter-Departmental Academic Audit in every semester.
- Efforts have been made for internal administrative audit as well. Separate committees have been formed for stock verification and physical verification of laboratories. Frequent review visits have been conducted record upkeep and verification etc.
- Initiative has been taken to ensure collection, compilation and analysis of Feedback of all stake holders including students, teaching faculty, non-teaching staff, parents and alumni. Separate committees have been formed for the purpose and have been requested to revert with major comments, grievances and action taken report.
- Learning from earlier experiences of Parents-Teachers-Students-Interface (PTSI), where the presence of parents was not very encouraging, IQAC suggested to organize one common “Open House” of parents, teachers, and students. Apart from interaction, it would also provide a platform to showcase students’ talent through some selected extra-curricular activities.
- IQAC has requested every Department and Co-curricular Units/Cultural Clubs/Societies/Committees to Report to SPA & keep the Website updated within one week one of the said activity.

### **Capacity Building Training in National Pension System**

- Internal Quality Assurance Cell (IQAC), Kalindi College in Association with Infrastructure Leasing & Financial Services (IL&FS) organized a Capacity Building Training in National Pension System on 21<sup>st</sup> March 2017. Experts from IL&FS included Capt. Keshav Prasad, Trainer; Mr. Raj Kumar, Master Trainer; and Mr. Faheen Ur Rehman, Academic Member. For this NPS Training, all the participants were required to fill a “Pre-Registration Questionnaire”, “Post-Session Questionnaire” and a Feedback Form. The session deliberations included definition, benefits, types, and architecture of NPS, role of intermediaries, role of responsibilities of government nodal offices, process of uploading SCF and fund remittance, nomination, exit & withdrawal, annuity types, investment pattern, and other related features.
- Apart from large number of teaching and non-teaching staff of Kalindi College, administrative staff from other colleges of the University of Delhi participated in this training workshop, which trained them in saving, management and investment for Pension and Retirement Benefits.

## **Faculty Development Programme on Legislative Practices and Procedure**

**Department of Political Science:** Dr. Meena Charanda, TIC, Dr. Sunita, MS. Vandana Rani, Dr. Nivedita Giri, Dr. Vinita Meena Dr. Utpal Kumar

**Internal Quality Assurance Cell:** Dr. Ruchi Tyagi, Coordinator, Dr. Tarkeshwar,

Dr. Rakhee Chauhan, Dr. Amit Kumar

Department of Political Science & Internal Quality Assurance Cell, Kalindi College, in Association with Department of Political Science, University of Delhi organized one-day Faculty Development Programme on “**Legislative Practices and Procedures**” on 6<sup>th</sup> April, 2017. 08 Resource Persons, experts of their fields, engaged the participants for the whole day. The programme recorded participation of 62 faculty members from 22 colleges of University of Delhi and 02 research scholars, one each from Delhi University and Jawaharlal Nehru University. Participants were provided with soft and hard copies of Reading Material to facilitate uniform pedagogy for the course.

IQAC has also resolved to organize training workshops for teaching and non-teaching staff in the coming months’ stands by the philosophy of Prof. Anita Sharma, Vice Chancellor, Governing Body and University representative in IQAC: “Happy for Result, Work for Road Ahead & plan for Future”