

कालिन्दी महाविद्यालय

(दिल्ली विश्वविद्यालय)
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KALINDI COLLEGE

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NAAC Accredited with Grade
'A'

ACTIVITIES OF IQAC 2017-18

1. **IQAC meeting** was on 30th August 2017 to discuss earlier development and action plan for 2017-18.
2. **The Annual Quality Assurance Report (AQAR) 2016-17:** As an accredited institution, Kalindi College is obliged to submit the AQAR. This report was placed in IQAC meeting held on 30th August 2017. With insertions of all suggestions, The AQAR was submitted in December 2017.
3. Organized **Inter-Departmental Academic Audit;**
4. Organized **Inter-Departmental Administrative Audit;**
5. Initiated process and mechanism for **Institutional Repository;**
6. For maintenance and assurance of quality, IQAC conducted **review visits** of academic, administrative and financial activities and facilities in the college;

The schedule of Review visits was as follows:

01 Sep. 2017 - 02 p.m. Chemistry; & 03. p.m. Physics
04 Sep. 2017 - 02 p.m. Botany; 03 p.m. Zoology; & 4 p.m. Music
05 Sep. 2017 - 02 p.m. Computer Science; 03 p.m. Journalism & 4 p.m. Geography
19 Sep. 2017 – 02 p.m. Students Facilities
Apr. 2018 - 02 p.m. Chemistry; & 03. p.m. Physics
Apr. 2018 - 02 p.m. Botany; 03 p.m. Zoology; & 4 p.m. Music
Apr. 2018 - 02 p.m. Computer Science; 03 p.m. Journalism & 4 p.m. Geography
Apr. 2018 – 02 p.m. Students Facilities

7. Convened **General Assembly of students**, student's response was recorded and submitted to

Principal, who further directed to all concerned for necessary action:

Date	Students participated	Conveners
16.Aug.2017	I Year	IQAC Core Committee
23.Aug.2017	II Year	IQAC Core Committee
06 Sep. 2017	III Year	IQAC Core Committee

21.Mar.2018	I Year	Dr. Utpal Kumar, Dr. Sudesh & All TICs
28.Mar.2018	II Year	Ms. Sonia Kamboj, Dr. M. Arunjit Singh & All TICs
04.Apr.2018	III Year	Dr. K. Vandana Rani, Dr. Deepak Yadav & All TICs

8. Created **mechanism for feedback of all stakeholders**, including students, differently abled students, teachers, parents, alumni, and non-teaching staff
9. Convened meetings with teaching and non-teaching staff.
10. Efforts are being made for **on-line feedback mechanism**;
11. Encouraging teaching and non-teaching staff to conduct frequent training and development programmes
12. Committees were channelized for required follow-up of out-station students; Social Responsibilities & Extension Activities; Skill Development; IBSD Kalindi Centre; Management of Write-off, Waste Management, e-Waste; Students' Services; Wall Magazine & Newsletter; Infrastructure including Furniture: Maintenance, Arrangement & Cleanliness.
13. Attendance committee was requested to encourage online attendance uploading and updating.
14. Website committee was requested to ensure regular website update.
15. Conveners of Cultural Clubs were motivated to make their clubs more vibrant and active and to maintain record of participation of their members at inter-college level

Skill Enhancement Intercollege Workshop for Laboratory staff

Coordinators: Dr Ruchi Tyagi and Dr Divya Verma

Organized by IQAC and Science Departments, Kalindi College

The Internal Quality Assurance Cell and the Science departments organized an Inter college workshop for the Laboratory staff members across all the colleges in the University of Delhi on 13th and 14th March, 2018. The objective of the workshop was to impart the knowledge about various general concerns like **safety and security of laboratory staff, goods procurement and stock maintenance, basic computer literacy and soft skills** as well as to strengthen their core technical area. The workshop was inaugurated by **Professor Ramesh Chandra, Head, Department of Chemistry** (University of Delhi); Former Vice-Chancellor, Bundelkhand University, Jhansi. He highlighted the issues present in the laboratories of various colleges and departments and brought to light the safety standards used in world class laboratories. The discipline specific technical sessions along with the hands-on sessions were conducted in Botany, Chemistry, Computer Science, Physics and Zoology department with the aim of enhancing their skill set. Following was the schedule of the Workshop:

Inauguration and Technical Session "Laboratory Safety, Occupational Hazards and Precautions"				
Chief Guest: Prof. Ramesh Chandra, Head, Department of Chemistry, University of Delhi; Former Vice-Chancellor, Bundelkhand University, Jhansi				
Purchases and Stock Maintenance – by Mr. Noorul Haq, AO, Kalindi College.				
BOTANY	ZOOLOGY	CHEMISTRY	COMPUTER SCIENCE	PHYSICS

“Chemical and Glassware Handling” by Mr. Rajendra K. Jaiswal Executive-Sales Borosil Glass Works Ltd.		“Extra Element Detection & Calculations for Preparation of Standard Solutions” by Dr. Shilpika Bali Mehta	“Hardware Configuration and Software Installation” by Mr. Ramprakash, WIFI Architect, Smart WIFI System	“Basics of Electronics: Components and Circuits” by Dr. Pushpa Bindal, Dr. Sudha Gulati & Dr. Seema Gupta
BOTANY	ZOOLOGY	CHEMISTRY	COMPUTER SCIENCE	PHYSICS
“Preparation and Dilution of Solutions” by Dr. Divya Verma	“Bio-Safety and Waste Management” by Dr. Tarkeshwar & Dr. Varsha Singh	“Cation and Anion Analysis” by Dr. Aparajita Gaur	“Network Configuration and Server Configuration” Mr. Ramprakash, WIFI Architect, Smart Wi-Fi___33 System	“Mechanical and Optical Instruments’ by Dr. Pushpa Bindal, Dr. Sudha Gulati & Dr. Seema Gupta
Basic Computer Skills by Ms. Nidhi Arora & Ms. Shalini Sharma				
Soft skills by Mr. Ashok Arora, Author and Motivational Speaker				
Questionnaire, Feedback, Certificate Distribution and Vote of Thanks				

The sessions were conducted by college faculty as well as external experts. The speakers focused on the basic working of the instruments and devices used in their respective laboratories. Several prevailing standards were introduced along with discussions on various problems faced by the laboratory staff in their workplaces and appropriate solutions were provided

Mr. Noorul Haq, Administrative Officer of college introduced goods procurement and stock maintenance procedures; Ms. Shalini Sharma and Ms, Nidhi Arora made the participants aware about basics of MS-Word, MS-Excel and internet usage.

The workshop concluded with a lecture on soft skills delivered by Mr. Ashok Arora, a lawyer by profession and who is a renowned motivational speaker, He talked about the training of mind and soul and importance of happiness in life. Certificates were distributed by guest of valedictory session Mr. Ashok Arora and Principal Dr. Anula Maurya. The workshop came to an end with vote of thanks by Dr. Divya Verma, co-coordinator of the event.

At the end of our two days skill enhancement workshop, 33 participants from Kalindi College and 31 from 11 other colleges were benefitted from the workshop.