KALINDI COLLEGE

NAAC Accredited with Grade 'A'

(University of Delhi)

Criteria 6: Governance, Leadership and Management

6.3.4.1. Total number of teachers attending professional development programmes viz.,Orientation/Induction Programme, Refresher Course, Short Term Course year wise during the last five years

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
Organize 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. Anjula Bansal (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 posts 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. 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, upgradation 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 counsellor, suggested 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, planed 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 27th 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 8th to 10th 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 14th 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 21stMarch 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 6thApril, 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. IQAC 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".

Naina

PRINCIPAL
KALINDI COLLEGE
(UNIVERSITY OF DELHI)
EAST PATEL NAGAR
NEW DELHI-110008

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 stake-holders**, 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.

16. **Two-day Skill Enhancement Inter-College Workshop for Laboratory Staff**
IQAC organized Two-day Skill Enhancement Inter-College Workshop for Laboratory Staff, in association with all science departments of the college, on 13-14 March, 2018.
Professor Ramesh Chandra, Head of Department, Department of Chemistry, University of Delhi; Former Vice-Chancellor, Bundelkhand University, Jhansi inaugurated the Workshop. Principal Dr. Anula Maurya gave the Welcome Address. Mr. Ashok Arora, well-known lawyer and motivational speaker was the resource person for Soft Skill Session and distributed Certificates to all participants.
Dr. Ruchi Tyagi, Coordinator, IQAC and Dr. Divya Verma were the Coordinators of the Workshop. 32 participants from Kalindi College and 31 from 11 other colleges benefitted from the workshop.
The Workshop was widely appreciated by the Laboratory Staff, who requested to organize such workshops in future as well.

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. Aprajita Gaur	"Network Configuration and Server Configuration" Mr. Ramprakash, Wifi Architect, Smart wifi 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 work places 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.

ACTIVITIES OF IQAC 2018-19

IQAC (EXTENDED) meeting was on Friday, 7th September, 2018 to discuss earlier development and action plan for 2017-18.

1. **THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18:** As an accredited institution, Kalindi College is obliged to submit the AQAR. This report was placed in IQAC meeting held on 7th September, 2018. With insertions of all suggestions, the AQAR was submitted in December 2017.

2. Coordinated for various college rankings National Institutional Ranking Framework (NIRF); All India Survey on Higher Education (AISHE); Atal Ranking for Innovative Achievements (ARIA) and Drishti-Outlook Ranking.

3. **FOR STRUCTURED ORGANIZATION OF CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES;** IQAC Core Committee suggested that all academic activities should be conducted during one specific week in Odd Semester and all extra-curricular club activities to be organized in one specific week in even semester to avoid recurrent interruption in regular teaching schedule.

4. **INTERNAL ACADEMIC and ADMINISTRATIVE AUDIT** was organised. To make it more meaningful and effective, a follow-up committee was also formed in the beginning of session. However, in accordance with the requirements of the new format, following new committees of auditors were formed.

INTERNAL ACADEMIC AUDIT	INTERNAL ADMINISTRATIVE AUDIT
Dr. Ruchi Tyagi (Convener)	Dr. Ruchi Tyagi (Convener)
Dr. Tarkeshwar (Coordinator, IQAC)	Dr. Tarkeshwar (Coordinator, IQAC)
Dr. Rakhee Chauhan (Co-coordinator, IQAC)	Dr. Rakhee Chauhan (Co-coordinator, IQAC)
Dr. Rachna Kumar	Dr. Nidhi Kapoor (Bursar)
Dr. Chaity Das	Dr. Punita Verma
Dr. Rini Pundhir	Dr. Divya Verma

Formation of Committees for External Academic and Administrative Audit is in process.

5. **LABORATORY VISITS:** To ensure regular maintenance and upkeep, IQAC conducted Review Visits of all Laboratories as per following schedule:

Date of Visit	Departments covered
06 August 2018	Zoology, Botany, Computer Science
07 August 2018	Chemistry, Physics
13 August 2018	Revisits of Chemistry, Physics
14 August 2018	Zoology, Botany, Computer Science

6. **GENERAL ASSEMBLY OF STUDENTS** were organized during Activity Period in Sangam Parisar. All of these Assemblies were addressed by Madam Principal; students' response was recorded and submitted to Principal, who further directed to all concerned for necessary action

Dates	Students participated	Conveners
05 September 2018	III Year	Dr. K. Vandana Rani, Dr. Deepak Yadav
12 September 2018	II Year	Ms. Sonia Kamboj, Dr. M. Arunjit Singh
03 October 2018	I Year	Dr. Utpal Kumar, Dr. Sudesh Khardaj
06 March 2019	III Year	Dr. K. Vandana Rani, Dr. Deepak Yadav
13 March 2019	II Year	Ms. Sonia Kamboj, Dr. M. Arunjit Singh
13 March 2019	I Year	Dr. Utpal Kumar, Dr. Sudesh Khardaj

7. **NEW FORMAT OF ANNUAL QUALITY ASSURANCE REPORT (AQAR):** To inform and prepare for the new format of AQAR, preparatory meetings were conducted.

Dates	Participants
27 – 28 September 2018	Principal and IQAC Core Committee

TWO IN-HOUSE WORKSHOPS were organized to introduce new format and requirements of next AQAR

01 October 2018	Principal, IQAC Core Committee & all Criteria Conveners
06 October 2018	Principal, IQAC Core Committee and all the members of teaching staff of all departments

8. **FEEDBACK SOFTWARE:** Process was initiated for the in-house development of Feedback Software to facilitate online submission of feedback from all stakeholders, including students

teaching staff, non-teaching staff, alumni, and parents. The process was initiated in 2017-18, when a research Project funded by Kalindi College, from its own Research Corpus, was allocated to Mr. Pankaj Sambyal, Department of Computer Science, who successfully prepared "Result Analysis Suite and Feedback System" Students involved in the project included: Anamika Rustagi (B.Sc (H) Computer Science III yr), Sonia Rani (BSc (H) Computer Science III yr), Chinab Budhiraja (BSc (H) Computer Science II yr) and Bhawna (BSc (H) Computer Science II yr).

During 2018-19 the Feedback system was put to test; various Feedback Committee Conveners were involved for their review, remarks, suggestions and modifications of Feedback Format. For the purpose meeting was conducted on 03rd October 2018.

9. **FACULTY DEVELOPMENT PROGRAMME** was organised in association with the Department of English on 6th April 2019.

10. **FACULTY DEVELOPMENT PROGRAMME ATTENDED** by IQAC Core Committee Members for "Shifted Goalposts in New NAAC: A Challenge for Today's IQAC" on 10th September 2018 organised by Sri Guru Nanka Dev Khalsa College, Dev Nagar, Delhi.

11. **MEMORANDUM OF UNDERSTANDING** was signed on 10th September 2018 by IQAC, Kalindi College with IQACs of eight other colleges of the University of Delhi for mutual cooperation and collaboration for quality enhancement joint organization of activities.

12. **NAAC & UGC sponsored One Week Training Workshop:** IQAC organized Seven-Day National Workshop on *"Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow"* from 07th January to 13th January 2019. To make it all inclusive, the workshop was divided into four categories as under:

S.No.	Category	Dates
1	Faculty Development Programme	07-13 Jan. 2019
2	Training Workshop for Library Professionals: Koha - The Open-Source Software	07-13 Jan. 2019
3	Two-Day Training Workshop for Administrative Staff	07-08 Jan. 2019
4	One-Day Training Workshop for Laboratory Staff	11 Jan. 2019

For the first time in any college of the University of Delhi, IQAC of Kalindi College organized Week long National Workshop with four parallel sessions for faculty development and training of administrative, laboratory and library staff. While Prof. A.K. Bakshi, Founder Vice-Chancellor, PDM University, Bahadurgarh, Haryana gave the Inaugural Address; Prof Devendra Pathak, Vice-Chancellor, Indore, Madhya Pradesh presented Valedictory Address. Workshop recorded total 96 participants with 47 external and 49 college participants. 23 resource persons conducted various training sessions.

13. **MANAGEMENT INFORMATION SYSTEM** is being developed in-house by the IQAC Core Committee members and the Digitalization, Automation Computational Support Committee of IQAC.

Once completed, the software would be following modules: Individual Achievements of Staff; Departmental Profile; Conference/Seminar etc.; Students' Data; On-line Students' Test; and e-Content uploading. The software would also facilitate Central Information System through mail and SMS and would ensure visibility in public domain.

14. **ROBUST ONLINE ADMISSION POLICY** was suggested and facilitated by the IQAC Core Committee to the Admission Committee, which resulted in refined procedure, display and information mechanism.

15. **ENTREPRENEURIAL INITIATIVES**
    i.   **Atal Ranking for Innovative Achievements (ARIA)** was submitted.
    ii. **New Committees** were formed for entrepreneurial initiatives for skill enhancement and establishment of incubation centre in the college.
         (Details FROM BHAWANA)
    iii. **Three Day Workshop-cum-Training "Entrepreneurship Awareness Camp for Science Students"** was organized National Institute for Entrepreneurship and Small Business Development (NIESBUD), Ministry of Skill Development, Govt. of India. In this programme various students of B.Sc. Hons. Zoology, Chemistry, Physics, Botany, Computer Science and Mathematics and B.Sc. Life Sciences and Physical Sciences were benefitted with training and a certificate. The programme included a two-day interactive session on 15-16 January 2019 and a one-day Industrial visit to a NIESBUD incubation center KRAFTIVITY at Narayana, Delhi on 23rd January 2019.
    iv. **Workshop for Soap Making** was conducted for students of the college by Ms.T. Anupama, Assistant Professor, Department of English, Kalindi College on 15 November 2018.

Skill Enhancement Intercollege Workshop for Laboratory staff: Organized by IQAC and Science Departments, Kalindi College
Coordinators: Dr Ruchi Tyagi and Dr Divya Verma
NAAC & UGC sponsored Seven-Day National Workshop on
"*Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow*"
From 07th January to 13th January 2019.
Internal Quality Assurance Cell of Kalindi College has organized Seven-Day National Workshop on **"*Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow*"** from 07th January to 13th January 2019. To make it all inclusive, the workshop was divided into four categories as under:

S.No.	Category	Dates
1	Faculty Development Programme	07-13 Jan. 2019
2	Training Workshop for Library Professionals: Koha - The Open-Source Software	07-13 Jan. 2019
3	Two-Day Training Workshop for Administrative Staff	07-08 Jan. 2019
4	One-Day Training Workshop for Laboratory Staff	11 Jan. 2019

For the first time in any college of the University of Delhi, IQAC of Kalindi College organized Week long National Workshop with four parallel sessions for faculty development and training of administrative, laboratory and library staff.

Workshop recorded total 96 participants with 47 external and 49 college participants. The external participants represented (i) 10 colleges of University of Delhi; (ii) 07 Universities/Institutions including: Indira Gandhi National Open University; IIIT Delhi, Jamia Millia Islamia, KBM School; Maghdh University Bodhgaya District-Gaya State-Bihar; Narmada College of Science and Commerce, Zadeshwar, Bharuch; Raj Kumar Goel Institute of Technology, Ghaziabad; (iii) 02 departments of the Government of India comprising Defence Research and Development Organisation (DRDO) and Ministry of Earth Sciences.

While Prof. A.K. Bakshi, Founder Vice-Chancellor, PDM University, Bahadurgarh, Haryana gave the Inaugural Address; Prof Devendra Pathak, Vice-Chancellor, Indore, Madhya Pradesh presented Valedictory Address. Prof Pathak offered to organize exchange programme with Kalindi College and assured to help Kalindi College to attain MoUs with other universities.

23 resource persons conducted various training sessions. The resource persons represented various departments of three universities namely, University of Delhi, Jawaharlal Nehru University and National Institute of Education Planning and Administration (NIEPA); Maniben Nanavati Women's College, Mumbai, Maharashtra; Institute of Secretariat Training & Management (ISIT); Founder, Nectar Factor Foundation; Science and Engineering Research Board (SERB), Department of Science and Technology, New Delhi; Dev Jure and InProRi Intellectual Property Consultants; Krishna and Saurastri Associates, Delhi (Gurgaon) office; Patent Office, Delhi; Guru Nanak College of Education, New Delhi; Guru Nanak Institute of

Higher Education, Sonipat and INMANTEC, Ghaziabad. Director, Indian Council of Social Science Research; Director, National Testing Agency (NTA); Senior Advocate, Supreme Court of India; and Deputy Adviser, North Region, National Assessment & Accreditation Council (NAAC) were also among the resource persons.

ACTIVITIES OF IQAC 2019-2020

IQAC (EXTENDED) meeting was on 21ˢᵗ September, 2019 to discuss development and action plan for 2018-19.

- **The Annual Quality Assurance Report (AQAR) 2018-19:** As an accredited institution, Kalindi College is obliged to submit the AQAR. This report was placed in IQAC meeting held on 21ˢᵗ September, 2019. With insertions of all suggestions, the AQAR was submitted in December 2019.

- IQAC also coordinated for various college rankings National Institutional Ranking Framework (NIRF); All India Survey on Higher Education (AISHE); Atal Ranking for Innovative Achievements (ARIA) and Drishti-Outlook Ranking.

- **General Assembly of Students** were organized in September 2019 for the Odd Semester and in February- March 2020 for Even Semester in Sangam Parisar. All of these Assemblies were addressed by Madam Principal; students' response was recorded and submitted to Principal, who further directed to all concerned for necessary action

- **Three Day Workshop-cum-Training "Entrepreneurship Awareness Camp for Science Students"** was organized National Institute for Entrepreneurship and Small Business Development (NIESBUD), Ministry of Skill Development, Govt. of India. In this programme various students of B.Sc. Hons. Zoology, Chemistry, Physics, Botany, Computer Science and Mathematics and B.Sc. Life Sciences and Physical Sciences were benefitted with training and a certificate. The programme included a two-day interactive session on 28-29 January 2020 and a one-day Industrial visit to a NIESBUD incubation Centre KRAFTIVITY at Narayana, Delhi on 14ᵗʰ February 2020.

- **IQAC, Kalindi College & Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi organized One Week Faculty Development Programme :** IQAC in collaboration with MHRFDC under the scheme Pandit Madan Mohan Malviya National Mission on Teacher and Teaching (PMMMNMTT), MHRD, Govt. of India, organized **One Week Faculty Development Programme** on *"Recent Trends in Research Methodology, e-content, Mathematical and Statistical Methods in Open Education World"* from 17ᵗʰ December to 23ʳᵈ December 2019.

- IQAC and Department of Computer Science organized **GEM training workshop** on 31 January, 2020 for teaching and non-teaching staff of the college. 35 participants included Teacher-in-Charges, members of IQAC, members of purchase committee and faculty members along with non-academic staff participated in the training workshop.

- IQAC organized 100 hours and 25 days **Skill Training in Digital Literacy Programme** for students of the college from 3.2.2020 to 5.3.2020. More than 60 students were registered for the skill training and literate with the introduction to computers, parts and accessories, MS Office, email & internet and other computer applications. An online assessment was conducted and a joint certification from ICT Academy and Reliance was issued to the students.

- IQAC in association with Innovation Club organized NOVUS 2020 for the students of the college on 21 February 2020. 17 teams participated in the event and presented through PPT their innovative ideas for the pollution problems, green innovations in the college and ideas for the under-construction hostel building etc.

- IQAC and Entrepreneurship Cell jointly organized painting competition for students of the college on 5 March 2020. 30 students participated in the competition. Prizes were given to the

best paintings and it was decided that, the award-winning paintings could be given to eminent guests coming to the college.

National Workshop organised by IQAC, Kalindi College & Mahatma Hansraj Faculty Development Centre, Hansraj College on "*Recent Trends in Research Methodology, e-content, Mathematical and Statistical Methods in Open Education World*"
Coordinator: Dr. Tarkeshwar
Co-Coordinator: Dr. Rakhee Chauhan Senior
Advisor: Dr. Ruchi Tyagi

IQAC in collaboration with MHRFDC under the scheme Pandit Madan Mohan Malviya National Mission on Teacher and Teaching (PMMMNMTT), MHRD, Govt. of India, organized **One Week Faculty Development Programme** on *"Recent Trends in Research Methodology, e-content, Mathematical and Statistical Methods in Open Education World"* from 17th December to 23rd December 2019. FDP recorded total 41 participants with 37 external and 04 college participants. The external participants represented 11 colleges of University of Delhi and other Universities \ Institutions like Indira Gandhi National Open University; University Department Of Economics, Regional Centre Rajghat, Siddharth College Of Arts, Science And Commerce, Faculty Of Education, PDM University, Bahadurgarh, Aliah University, H. R. College Of Commerce And Economics, Rao Pahlad Singh Degree College, Government First Grade College, Kumta, RPS Degree College ,Balana(Mgarh), Swami Vivekanand Govt PG College Khetri, Besant Women's College, Mangalore, D. A. V. P. G. College, Siwan, Periyar University, Gautam Buddha University, Government Girls PG College, Bindki, Fatehpur, Uttar Pradesh, North Cap University Gurugram, Maharani Lakshmi Ammanni College For Women, Autonomous. While Prof. Dinesh Singh, Chancellor KMB University and former Vice-Chancellor, Delhi University, gave the Inaugural Address and chief guest of the valedictory session was Prof. Anula Maurya, VC Jagadguru Ramanandacharya Rajasthan Sanskrit University, Jaipur; 14 resource persons conducted various training sessions. The resource persons represented various departments of universities, Director ICSSR, Director CIET, NCERT, Vice Chancellors and Pro Vice Chancellors, Scientist from DRDO etc.

ACTIVITIES OF IQAC 2020-2021

Internal Quality Assurance Cell (IQAC)
Senior Advisor: Dr. Ruchi Tyagi
Coordinator: Dr. Rakhee Chauhan
Co-Coordinators: Dr. Tarkeshwar, Dr. Divya Verma, Dr. Varsha Singh
Members: Dr. Seema Sahdev, Dr. Rini Pundir, Dr. Nidhi Kapoor, Dr. K. Vandana Rani

1. On 3rd July 2020 IQAC and Department of Journalism, Kalindi College in collaboration with Kailash Satyarthi Children Foundation organized a national webinar on the topic: '**Lockdown, Children and the Role of media'.** More than 1700 people registered for the event including teaching, non-teaching, parents, and students. All resource persons were from Internationally acclaimed Foundation, Kailash Satyarthi Children's Foundation (KSCF) **Mr. Rakesh Senger**, Executive Director for Bal Mitra Mandal Program, **Ms. Jyoti Mathur**, Director, Training and Capacity Building, **Mr. Anil Pandey**, Editor (Content). The session proved to be insightful and captivating for the attendees with a bunch of diversity offered by each speaker on child welfare and media during COVID 19. Number of participants were 1425.

2. The IQAC, Kalindi College, University of Delhi in association with World University Service (WUS), Delhi University Committee (DUC) organised **WUS QuiZZZ 2020** on "General Awareness on Health" from 9th to 13th July 2020 and 2969 responses from Nation wide was received. Both teaching and non teaching staff along with students (School, College and Research Scholars) of various College and Universities nationwide attempted this Quiz. The others category also included Medico - doctors.

3. 14 days interdisciplinary **Faculty Development Program** was organized by IQAC, Kalindi College in collaboration with Teaching Learning Centre (TLC), Ramanujan College, University of Delhi on "नैतिकता मूल्यों के सन्दर्भ में भारतीय संस्कृति के अनुरूप" from 27th July-10th August 2020.

4. 14 August,2020 **Hands on training** for using Google classroom and Google Meet by Dr Nidhi Kapoor, Department of Commerce, Kalindi College, of all faculty members

5. Under the aegis of IQAC, Department of Commerce, Kalindi College, University of Delhi organized a webinar on the topic, "**Business Ethics – A Dire need of the Hour**" on 4th September 2020. The Guest Speaker for the session was Dr. Surjeet Gandhi from B.S.M (P.G.) College, Roorkee. 209 Students from B. Com and B. Com (Hons), participated in the webinar.

6. **Result Analysis Meeting** (2018-19) IQAC organized meeting of all the Departments with Principal. Other matters discussed with each department were Student Satisfaction Survey, feedback analysis, Slow and Fast Learners, Value Added Courses, environment friendly behavior, issue of online certificates etc. September 10, 2020- Botany, Chemistry, Commerce, Zoology, September 11, 2020-Computer Science, Economics, English, Geography, September 12, 2020- History, Hindi, Journalism, Mathematics, Music, September 14, 2020- Physics, Political Science, Sanskrit, Physical Education, B.A (P), B. Voc.

7. Under the aegis of IQAC, the History department society, Dharohar, organized a webinar on **'Bengal at the crux of the eighteenth century: The evolution of Nizamat and the administrative reorganization.'** It was attended by the entire department and 96 students. The speaker invited was Dr. Gitanjali Dey. Dr. Gitanjali Dey is a renowned scholar of Medieval Indian History.

8. Internal quality assessment cell (IQAC), Kalindi College organized **Workshop for Non-teaching staff** only specifically for Admin and Account Staff on 19th September 2020. The workshop had two sessions: Morning session at 9.30AM-12.30 PM and session II from 1.30PM-3.30 PM at Google meet platform. There were 79 registrations from non-teaching staff out of which 45-50 attended the same. IQAC members, Repository committee, Software committee and library staff were also participated in this workshop. Speaker of the first session was Ms. Keyaa Mukherjee, Office Superintendent, Maniben Nanavati Women's College, Mumbai she talked on digitization of admin records and documentation with NAAC Perspective and elaborately discussed the admin issues related to document segregation, arrangement, and digitization of records. Second speaker was Ms. Aarti G. Mahadik, from admin department of Maniben Nanavati Women's College, Mumbai. The speaker delivered detailed session on Indexing, Filing and Digitization of Account and Budget Documents with NAAC Perspective.

9. **World Mental Health Day** was observed on 10th October 2020. To celebrate this day, an online Inter-College Slogan Writing and Poster Making Competition was organised by the Department of Zoology and IQAC, Kalindi College. Nationwide responses for both slogan writing and poster making competition were received. A total of 154 responses were received for both competitions.

10. A two-day **Skill Enhancement Workshop** on the topic "Skill enhancement by ICT Learning in the period of online knowledge exchange" was organized on 9-10 December 2020 for the university lab staff. The workshop was organized by Physics Department in association with IQAC. In total, 50 lab staff of around 20 different Colleges of University of Delhi attended the workshop. The aim of this workshop was to train the University laboratory staff for working on computers. for two days different features of Microsoft word. Making tables, drawing, plotting graph, adding video, mathematical symbols, equations etc. was explained. Basics of Google was explained and hands on sessions were organized. Different aspects of PowerPoint presentations, working on Excel sheets and effective management of laboratories using ICT were discussed. Hands on session, an online quiz competition was organized for the participants. Quiz was based on two days learning in the program. Resource persons for the workshop were from Department of Physics Dr. Rachna Kumar, Dr. Pushpa Bindal, Dr. Seema Gupta, Dr. Sudha Gulati, Dr. Punita Verma and Dr. Monika Bassi.

11. Under the aegis of IQAC a webinar was organized on **New Changes in Higher Education Through NEP 2020** by B.A (P) on 9 December 2020 on Zoom platform and live streamed on Facebook. Total of 240 people participated, and guests were Professor Mazhar Asif, Member of Drafting Committee NEP_2020 and Professor Amarjeet Parihar, Principal/ Director, Sankalp Group of Institution, Ghaziabad.

12. Under the aegis of IQAC a webinar on "**New Education Policy 2020: Transformational Features and Challenges**" was held on 11-Dec-2020 at 3pm. Speaker on the occasion was Professor V.K. Kaul. In total 55 attended the webinar. 45 participants were from Delhi whereas 10 from outside Delhi. Different Universities represented in the session like, Central University of Punjab, Chinmaya degree college-Haridwar, Govt Dungar College-Bikaner, Guru Gobind Singh IP University-Delhi, FMS Jain University, Govt. Science College-Bangalore, Pettigrew College-Ukhrul, and apart from host college various other colleges of Delhi University represented Shyam Lal College, Gargi College, Maitreyi College etc.

13. Under the aegis of IQAC, Department of Political Science organized **International Webinar Series** which comprised a series of 8 webinars, between 16 February 2020 to 20 April 2021, themed around contemporary global and political issues related to South Asia, international relations, India's Foreign policy, China's Belt and Road Initiative, Iran's Nuclear Policy, religion, and politics in the Middle East, etc. A total of 10 expert speakers were invited from the most eminent universities across the globe, including Columbia University, New York, USA, Tel Aviv University, Israel, Norwegian University of Life Sciences, Norway, John Hopkins University, Washington D.C., Griffith University, Australia, RAND Corporation, California, USA, University of Delhi, and Jawahar Lal Nehru University, Delhi. The overall response was overwhelming. For the entire webinar series, there were 2,213 registered participants, including 722 participants from institutes other than Kalindi College.

14. Under the aegis of IQAC, Department of Music organized "Bhajans & Compositions" **Webinar Series** for the mental peace during the pandemic for all the stakeholders Governing Body members, faculty members, non-academic staff of the College, alumni, retired faculty members and parents during May-June 2021. Alumni Ms. Sonal Margret, Ms. Sophia Khan, Ms. Aradhna and Ms. Kajal, presented soulful bhajans. Other performers were Shri Rakesh Kalotra and faculty members from Department of Music Dr. Renu Gupta and Ms. Anuradha Kotiyal. All the webinars were attended by governing body members of Kalindi College, Principal, Teachers, Students retired faculty members, teachers from other colleges, non-teaching staff, parents as well as alumni.

Faculty Development Programmes

Faculty Development Programme organised by IQAC, Kalindi College & Mahatma Hansraj Faculty Development Centre, Ramanujan College on "▢▢▢▢▢▢▢ ▢▢▢▢▢▢▢ ▢▢ ▢▢▢▢▢▢▢ ▢▢▢▢▢▢▢ ▢▢▢▢▢▢ ▢▢ ▢▢▢▢▢▢"
Convener: Dr. Rakhee Chauhan and Dr. Meena Charanda

14 days interdisciplinary **Faculty Development Program** was organized by IQAC, Kalindi College in collaboration with Teaching Learning Centre (TLC), Ramanujan College, University of Delhi on "▢▢▢▢▢▢▢ ▢▢▢▢▢▢▢ ▢▢ ▢▢▢▢▢▢▢ ▢▢▢▢▢▢▢ ▢▢▢▢▢▢ ▢▢ ▢▢▢▢▢" from 27th July-10th August 2020. The FDP was inaugurated by Professor P.C. Tandon, Former Chairman Kalindi College, Sh. Nishant Jain, Commissioner, Ajmer Development Authority, Rajasthan and Sh. Saeed Ansari, Executive Editor and Senior Anchor, Aaj Tak.

Valedictory address was given by Professor Sanjeev Kumar Sharma, Vice Chancellor, Mahatma Gandhi Central University, Motihari, Bihar and present on the occasion were Professor Sanjay Dwivedi, Director General, Indian Institute of Mass Communication along with Principals of Kalindi College, Dr. Anjula Bansal and Dr. S.P. Aggarwal of Ramanujan College, University of Delhi.

900 faculty members and researchers from 52 Universities, 400 colleges and different disciplines like education, defence and strategic studies, Sanskrit, Economics, Home Science, Music, Women Studies, English, History, Sociology and Zoology from Delhi, NCR, Universities of Punjab, Himachal Pradesh, Uttarakhand, Maharashtra, Bihar, Andaman, Kerala, Telangana almost all the parts of India participated on Zoom platform. It was for the first time that no registration fee was charged from differently abled 56 participants. 30 resource persons were of diverse designations like Principals, HoD of various departments, researchers and faculty members from Warsaw University, Poland, I.P University, and University of Delhi, Kerala, Punjab, and Mumbai. Not only academicians but media persons, actors, journalists, and news anchors delivered lectures on different aspects of the topic. 14 days of intense deliberations came to an end on 10 August 2020 with daily assignments and a final intense assessment.

National Workshop organised by IQAC, Kalindi College & Mahatma Hansraj Faculty Development Centre, Hansraj College on "Moving Towards New Normal with Effective Online Teaching"

Convener: Dr. Rakhee Chauhan and Dr. Nidhi Arora

The **Faculty Development Programme** on "Moving Towards New Normal with Effective Online Teaching" was organized from December 1- December 7, 2020, by IQAC and Department of Computer Science, Kalindi College in collaboration with Mahatma Hansraj Faculty Development Centre of Hansraj College. This FDP was aimed at helping our teaching fraternity for adapting to various technologies required for effective online teaching learning in a smooth manner.
On the first day attendees were briefed about the guidelines to be followed during the seven-day FDP. Resource persons of the FDP were Prof K Srinivas, NIEPA, New Delhi, Dr Avneesh Mittal, Department of Electronics, Bhaskaracharya College of Applied Sciences, University of Delhi, Dr. K.Thiyagu, Department of Education, Central University of Kerala, Kasaragod, Dr. Parveen Sharma, Educator and Trainer, Communication Skills and MOOC , Dr. Deepak Bishla, System Administrator, ICT, Dr. B. R. Ambedkar University Delhi along with two resource persons from host institution Dr. Nidhi Arora from Department of Computer Science and Dr. Ankur Anand from Department of Physics.
Total of 130 faculty members and researchers joined FDP, 32 from outside Delhi and rest from 41 Delhi University and NCR colleges. Universities represented Jamia Milia, DTU, Law Centre, Kashmir University, Berhampur University, Odisha, Tamil Nadu Teachers Education University, Sant Gadgebaba Amravati University, RTM Nagpur University, Nagpur, Dr Bam University Aurangabad, Maharashtra, Chinmay Vishva Vidyapeeth, Savitribai Phule University, Pune, University of Ladakh, MJP Rohilkhand University, Bareilly, Matsya University, Alwar , Rajasthan, Swami Ramanand Teerth Marathwada University Nanded, , PVNRTVU Rajendranagar Hyderabad Telangana, Jaypee University of Information Technology, University of Allahabad,

GGSIP University, Shivaji University, Kolhapur, Pandit Deendayal Upadhyay Shekhawati University, Sikar, J N V University, Jodhpur, MLSU, Udaipur, Kannur University, Purnia University, Purnia, Bihar. Sessions of all the seven days were highly informative, engaging, and interesting. Some hands-on sessions were interactive. Seven-day FDP was an intense training for all the participants with activities and assessments.

Two Week Interdisciplinary Online Faculty Development Programme on "MOOC's, E-Content Development, Research Methodology and Statistical Tools in Open Education World"

Convener: Dr. Pankaj Kumar and Dr. Prem Pal Singh

The "MOOCs, E-Content Development, Research Methodology and Statistical Tools in Open Education World" a two-week Faculty Development Programme (FDP) with the aim to attract and bring together experts, researchers and teachers to focus on connecting classroom teaching with applied research was organized by Kalindi College University of Delhi in collaboration with Mahatma Hansraj Faculty development Centre (MHFRDC). Project 'Study Webs of Active Learning for Young Aspiring Minds' (SWAYAM) provides an integrated platform and portal for online courses, using information and communication technology (ICT) and covering all higher education subjects and skill sector courses to ensure that every student benefits from learning material through ICT. SWAYAM involves development of Massive Open Online Courses (MOOC's) compliant e- content (video and text) and building a robust IT platform.

The 21st Century is the era of the information technology, entire system especially teaching and learning process is gradually moving towards blending mode. We have seen lot of changes in teaching during past few decades; nowadays we are observing all the stakeholders of academic system are using ICT tools. We neither ignore nor resist the usages of technology in open education world. The fact is that we must accept the usages of ICT, which is in dire need of changing academic environment. MOOCs and e- content are very useful for our new generation academicians. The Research Methodology and Statistical Tools are fulcrum of all types of research and innovation. The two-Week faculty development programme was helpful for all stream teachers from sciences to Humanities. There were a total 14 speakers from esteemed organizations and 138 participants from 10 different states of India have joined in this FDP.

The main purpose of this FDP was to focus on blending of classroom & online teaching with modern research approach. FDP, programme was funded by Ministry of Education, Government of India under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching scheme. With the aim to develop skills for effective delivery and development of e-contents through various tools to manage online classes through MOOCs two live sessions per day from 9:30 am to 1.00 pm was part of first objective. Afternoon time was fixed as per the second objective with library hours from 2.00 pm to 3.00 pm every day and assessment and evaluation from 3.30 pm to 5.30 pm every day.

For the inauguration Guest of Honour Prof. Ruchi Das, Head, Dean, Faculty of Mathematical Science University of Delhi, and Chief Guest Prof. Balaram Pani, the Dean of Colleges, University of Delhi graced the occasion with their blessings and motivational words. Prof. V. Ravichandran

currently working as a Professor of Mathematics at National Institute of Technology, Tiruchirappalli gave the inaugural talk on "Research Methodology" on day 1 and he also give a talk on day 2 "How to write a research paper"? Dr. Ranjana Jain currently working as Assistant Professor in the Department of Mathematics of the University of Delhi shared her knowledge with two sessions on "How to prepare E- content using various online video-making tools". Prof. Hamendra Kumar Dangi, Department of Commerce, University of Delhi taken two sessions on Sentimental Analysis and Bibliometric Analysis. Prof. C. P. Gupta department of Finance, South Campus University of Delhi presented a beautiful analysis using statistical tools for sampling with two sessions.

Professor Shobha Bagai is currently working as Professor in Cluster Innovation Centre University of Delhi talked about statistics in open education world. Prof K. Srinivas is a valuable resource person and delivers skill based technical sessions & lectures across the country for Faculty Development Programmes, Faculty Induction Programmes, Refresher Courses and Orientation Programmes at UGC HRDCs in many Universities in India on e-Learning, MOOCs, e-governance, and Computer Applications in Project Management. Prof. K. Srinivas, the Head of ICT & Project Management Unit of National Institute of Educational Planning and Administration (NIEPA), Ministry of Education (ME) Institution shared his knowledge by taking four sessions on MOOCs.

Prof. R. K. Singh, the Head of the Department of Commerce, University of Delhi shared amazing facts on online teaching. Prof. Lalitha formerly worked as head in the Department of Mathematics at University of Delhi. She has also worked as visiting professor in Italian University in Varese. Prof. Lalitha delivered a talk on Mathematics and its application in real world. Dr. Anil Kumar Goyal, currently working as Professor in Rukmini Devi Institute of Advanced Studies, Guru Gobind Singh Indra Prastha University, Delhi delivered his talk on statistical tools and factor analysis. Professor Tarun Das presently working as Professor in the Department of Mathematics, University of Delhi. He served as Registrar, University of Delhi and Joint Director, Cluster Innovation Centre, University of Delhi. His research interest includes Compactifications and Absolutes, Topological and Differentiable Dynamical Systems shared his knowledge with a very interactive session on E- content and MOOCS before valedictory session. Our Chief Guest of the valedictory day, Prof. P. C. Joshi, Vice-Chancellor of University of Delhi graced the occasion with very inspiring speech. Guest of Honour of the valedictory Prof. Suman Kundu also praised the efforts of both College and respective organising teams of FDP for Kalindi College and Hansraj College.

This event brings a platform to all distinguished speakers and faculties from different institutes. The recent and cutting-edge concepts presented within this FDP between all the participants. In a nut- shell, FDP provided a perfect atmosphere to discover new directions as well as potential applications in various fields of open education research.

Workshops for Non-Teaching Staff

- Internal quality assessment cell (IQAC), Kalindi College organized **Workshop for Non-teaching staff** only specifically for Admin and Account Staff on 19th September 2020. The workshop had two sessions: Morning session at 9.30AM-12.30 PM and session II from 1.30PM-3.30 PM at Google meet platform. There were 79 registrations from non-teaching staff

out of which 45-50 attended the same. IQAC members, Repository committee, Software committee and library staff were also participated in this workshop. Speaker of the first session was Ms. Keyaa Mukherjee, Office Superintendent, Maniben Nanavati Women's College, Mumbai she talked on digitization of admin records and documentation with NAAC Perspective and elaborately discussed the admin issues related to document segregation, arrangement, and digitization of records. Second speaker was Ms. Aarti G. Mahadik, from admin department of Maniben Nanavati Women's College, Mumbai. The speaker delivered detailed session on Indexing, Filing and Digitization of Account and Budget Documents with NAAC Perspective.

- A two-day **Skill Enhancement Workshop** on the topic "Skill enhancement by ICT Learning in the period of online knowledge exchange" was organized on 9-10 December 2020 for the university lab staff. The workshop was organized by Physics Department in association with IQAC. In total, 50 lab staff of around 20 different Colleges of University of Delhi attended the workshop. The aim of this workshop was to train the University laboratory staff for working on computers. for two days different features of Microsoft word. Making tables, drawing, plotting graph, adding video, mathematical symbols, equations etc. was explained. Basics of Google was explained and hands on sessions were organized. Different aspects of PowerPoint presentations, working on Excel sheets and effective management of laboratories using ICT were discussed. Hands on session, an online quiz competition was organized for the participants. Quiz was based on two days learning in the program. Resource persons for the workshop were from Department of Physics Dr. Rachna Kumar, Dr. Pushpa Bindal, Dr. Seema Gupta, Dr. Sudha Gulati, Dr. Punita Verma and Dr. Monika Bassi