

Policies and procedures for the academic year 2022-23

The IQAC has formulated the following action plan to outline the procedures for the assessment and accreditation for the College for the session 2022-23. The IQAC was formed on 25th November, 2015 and the committee is highly committed towards achieving the intended goals of the quality enhancement as elixirs of policy and procedure to provide quality education to the students.

Faculty promotion process focuses on the provision of promotion, as per the rules of the University of Delhi Regulations for promotion, of the faculty members in all departments. It involves completing extensive application forms that include their curriculum vitae, the list of their publications, the previous teaching experience, and the documentation about the participation of the applicant in academic and other related activities.

The organization of webinars, national seminars, and short-term certificate courses is meant to categorize educational activities and courses that facilitate quality improvement of education and competency. Execution entails the establishment of organizing committees for each event with well defined responsibilities; Setting up structures within the college and involving academics and professionals in the events.

The counselling initiatives aim at assisting any student having a low self-esteem and informing them of new careers available in the given situation. The Counselling committee will host periodic sessions sometimes with invited professionals on self-esteem building; mental health and career development. Supervision and assistance require monthly check-ups alongside students, and privacy for all counseling interactions.

The IQAC policy on college societies initiatives assists college societies such as the Enactus and Satark to initiate programs that promote social change and sustainability. The college offers funding as well as help to obtain grants and sponsorship for the intended programme. Regarding implementation and

evaluation, the submission of regular progress reports to the IQAC includes an impact assessment and the documentation of success stories.

The policy on documentation and reporting is meant to keep records of all the activities and produce for Annual Quality Assurance Reports (AQAR) as per the guidelines of the NAAC. The procedures involve gathering data on all activities, events, and initiatives and then capturing them digitally. The process of preparing the report involves writing the AQAR with contribution from various departments, then circulation, scrutiny and approval by the IQAC and the College Principal respectively.