

JANKI DEVI MEMORIAL COLLEGE

NEW DELHI

Minutes of the IQAC meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 03.05.2018 at 11 a.m. in the Committee Room. The meeting was attended by the following members:

Dr. Swati Pal - Chairperson

Prof. P.P. Chakraborty, Member, Governing Body

Prof. G.J.V. Prasad, Professor of English, JNU – External Member

Mr. Shakti Sinha, Director, Nehru Memorial Museum and Library – External Member

Dr. Sharda Sharma, Faculty member

Ms. Nirmala Muralidhar, Faculty member

Ms. Charu Kala, Faculty member

Dr. Sandhya Garg, Faculty member

Mrs. Nivedita Sharma, Librarian

Dr. Kaushal Kishore, A.O.

Ms. Shubhangi Sethi, General Secretary, Students' Union

Ms. Seema Bhagat, Sr. Assistant Editor, *The Hindu*, Nominee Alumni

Dr. Jitender Gill, IQAC Coordinator

The meeting started with the introduction of all members by Dr. Swati Pal.

The Principal informed the committee about the grade (B++) given to the college by NAAC. Although the college was evaluated very positively, some lacunae that the college needs to take care of are: research projects, computer and library facilities, and lack of new courses. The Principal also felt that one of the reasons behind the NAAC grade may be the college's reluctance to seek autonomy in the near future.

Dr. Gill welcomed all the new members and mentioned that the IQAC members' inputs were specifically sought on certain points that are required for the AQAR. Since the

committee had already been apprised of the progress made in different areas along with the agenda of the meeting in the email sent to them, the committee needs to focus primarily on these issues, which are:

1. While the **feedback forms** for alumni; parents' of the students; internships; placements and the faculty were satisfactory and their data has been collected, the students' feedback form needed revision. To substantiate this claim, the coordinator displayed the feedback form and sought the committee's inputs. The committee felt that a) the students may not feel comfortable in giving critical feedback if it is not anonymous. B) The timing of the feedback is also very important. C) The college must make sure that the students don't get victimized for the negative feedback that they may give. D) The committee members felt that questions about teaching were too general and did not give students a chance to assess the faculty. So, the committee unanimously suggested that the feedback for teaching should be taken paper-wise. E) There should also be questions about regularity of classes; f) timely completion of syllabus in the feedback form. It was observed that student feedback is not very effective anywhere, keeping in mind the fact that students may manipulate or be manipulated. It was felt that the accountability of teachers to students should be achieved first and that the most useful feedback is given when the students are about to finish graduation.
2. Online feedback and self assessment forms for the non-teaching staff have also been made and will be uploaded shortly. Dr. Gill reiterated that the Alumni feedback form, Non-teaching self assessment form, the online option form for SEC and GEC have been made available last semester. The availability of online forms for GEC and SEC has helped in streamlining the time table, workload and commencement of classes on time.
3. It was suggested that a broad teaching plan for the semester should be given by each faculty member at the beginning of each semester.
4. The committee was informed that the **IQAC Placement Committee** was constituted in September 2017. It enables sharing information about competitive exams, placement drives, internship drives with students. But the college is facing a problem about students signing contracts for employment and internships but not

turning up at the employers' office. So, suggestions to solve this problem were sought from the committee. One suggestion was that congratulatory messages for internship / employment should be sent to the selected candidates, thereby reinforcing their sense of achievement. Similarly, students who complete internships successfully should be felicitated publicly. The other suggestion was that Parental intervention should be sought to make students realize the seriousness of their contractual obligation to the employers.

5. Another suggestion was for **Mentoring of students by faculty**. Each faculty members should be assigned approximately 20 students, whose concerns should be addressed by her. Tutorials could also be used for mentoring. Evaluation of students should be done in detail. Contact periods have to be implemented. The Orientation for parents of first year and second year students may be conducted in mid semester.
6. **Internal Quality Benchmark: Teaching and Learning:** How does IQAC evaluate teaching – learning process? Analyse feedback process? It was felt that the findings of the feedback can be used to encourage teachers, who have positive feedback and counselling for teachers who have not got positive feedback.
7. Zyego – Teaching, non-teaching staff and students workshops have been conducted. Counselling has had a positive impact.
8. We lack of funds for e-resource centre, but a proposal for funds has been sent to the UGC.
9. It was suggested that the Retired Teachers and Alumni should also be allowed to access the library to create a more vibrant relationship between them and the college.
10. **Administrative and Academic Audit:** It was stated that there is no rule for academic audit in Delhi University. But we could have an advisory group to give us feedback. Similarly, a nominee from the University and retired faculty could be a part of the External Audit team. The setting up of Academic Audit Committee needs to be mentioned on the website. The analysis of the committee's report can be undertaken as part of the audit, which will then be discussed with the faculty and staff. Administrative Audit Committee should consist of a Finance Expert, one person from the University and one person from the management.

11. Another area of concern was that although a Committee for Academic Excellence was constituted last year, there is a lack of viable projects and resource generation.
12. The committee was informed that the IQAC plans to organize a workshop for faculty on research projects and project proposals with speakers from ICSSR, ICPR, ICHR and NGOs and publishing house.
13. There are tentative plans to create a Resource Centre on Gender Studies, with collection of books from different department. Another resource centre may be for competitive exams, as we have already started a cell (*Pratibha*) to prepare students for competitive exams; another resource centre could be on spirituality and Yoga with the help of *Chetna*, EOC. There should be a Calendar of events for the resource centre and national seminars with student's presentations could also be organised.

The Coordinator was very keen on discussing Alumni contribution to the college. It was suggested that the Sports alumni can be invited to encourage the students. An Alumni link will also be created in a short while to enable regular updates by alumni. Experts in different fields, who are also our alumni, can be invited as speakers to regularly address the students.

The meeting ended with a vote of thanks.