

JANKI DEVI MEMORIAL COLLEGE
NEW DELHI
IQAC Meeting
(06/11 /19)

The IQAC meeting of the internal members of the committee took place in the Principal's office in the presence of:

Dr. Swati Pal (Principal / Chair)
Dr. Namita Sethi (Faculty member)
Dr. Neeru Vashisht (Faculty member)
Dr. Saumya Gupta (Faculty member)
Dr. Jitender Gill (Mentor, IQAC)
Dr. Kaushal Kishore (A.O.)
Mrs. Poonam Abbot (S.O, Administration)
Mrs. Pushpa Rawat (S.O., Accounts)
Mrs. Nivedita Sharma (Librarian)
Ms. Qudsiya Mehwish (Vice-President, Students' Union)
Dr. Shilpa Chaudhary (Coordinator, IQAC)

The Principal expressed her sincerest thanks to Dr. Gill for being the Co-ordinator, IQAC for past many years and for her immense contribution in this capacity. She also thanked Dr. Gill for accepting to be the Mentor, IQAC so that IQAC can benefit from her experience and guidance.

Dr. Gill apprised the Committee that many tasks that were discussed in the previous meeting have been implemented. However, there needs to be discussion about the following:

- a. Academic Audit
- b. Placements
- c. Alumni
- d. Streamlining of Feedback forms.

She also pointed out that it is important to constantly work towards improvement of quality, transparency and accountability; for which the stakeholders – faculty, administration and students – need to work collectively.

The Principal suggested that a parent may also be inducted in the Committee since parents' perspective would also provide valuable inputs.

The Coordinator apprised the Committee of various initiatives taken by the IQAC during the session 2019-20:

- a. Faculty Development Programme (FDP) 'Perspective on Modern Teaching Techniques- Use of Case Studies & Experiential Methods' was conducted on 11th September, 2019.

- b. An Orientation Session for a Course on 'Digital Marketing' was conducted on 15th October, 2019 to help students increase their employability as well as expand their opportunities for internship.
- c. In order to promote value education among students, workshops are being conducted:
 - 'Leaders: Principles, Values And Challenges' for all second year students of the college. The Coordinator thanked the Principal for her support in this regard. The first of the series was conducted on 28th September, 2019 and the second is scheduled for 9th November, 2019.
 - 'Baal Swaraj' in association with Gandhi Study Circle was conducted on 6th November, 2019.
- d. The 30-hour Add-on Course on 'Communication Skills and Personality Development' has also been initiated and would begin in January, 2020.
- e. The process of creating official e-mail ids for the faculty has also begun.

The Coordinator requested Dr. Gill to provide her valuable suggestions on the areas that need to be focused. Dr. Gill pointed out the following areas:

- a. Students do not show interest in activities organized by Placement Cell and also some of them sign the legally-binding contracts after getting selected but do not join. This discourages the employers to come to our college for placements. The Principal suggested that the Students Union can play an important role in sorting out such issues.
- b. The analysis of 'Student Feedback Forms' as well as action taken on them need to be improved. Presently the feedback forms are being filled by students once a year. It was suggested by the Committee that the feedback forms may be filled by students at the end of each semester as this will help them in getting used to such forms and they will be better equipped to fill up the 'Student Satisfaction Survey' that will be sent by NAAC (in the year of next visit) to ten percent of the students randomly chosen.

Also Dr. Gill informed that the percentage of students filling the Feedback forms was too low. So it was important to encourage students to fill up these forms.

- c. Regarding a question related to Grievance redressal mechanism in the AQAR, Dr. Gill informed that the documentary proofs related to redressal of grievances, if any, need to be uploaded on the college website along with password protection. So far, the college did not have any major issue of such kind and minor grievances were resolved at appropriate levels.

Dr. Pal clarified that the purpose of NAAC is not dissemination of such information but verification and to ensure that the procedures are present in the institution and are functioning effectively.

- d. Dr. Gill stated that we should move towards digitization of Provident Fund (PF) accounts and that updation of the passbooks should be made any time of the year and not during a specific period of time. Dr. Pal clarified that the passbooks are updated only after the completion of audit for the financial year.

In response to her query as to where were the PF funds being invested, Mr. Kaushal informed that the PF funds were kept as bank deposits while those under NPS were deposited with NSDL.

- e. She also suggested that the Mentors can create whatsapp groups with their Mentees to facilitate contact with them. Teachers can meet mentees in their contact periods.

The Principal made following suggestions:

- Conducting workshop related to financial aspects of service conditions and leave rules
- SOs and Librarian to hold meetings with their respective staff to seek suggestions
- Students' Union to be more proactive and not restrict themselves to organizing events. The Vice-President of the Students Union was asked to hold meetings of Extended Union to discuss various issues pertaining to students, seek suggestions regarding the same and inform the students about various important matters. The minutes of such meetings should be recorded.

The Librarian informed that the orientation session for first years is conducted twice in an academic session- once per semester in order to familiarize the new students with the library system. The Principal suggested that there should be a 'Digital display board' that displays number of books, journals etc that are available in the library.

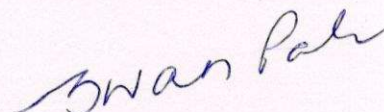
Mr. Kaushal informed that the workshop for non-teaching staff shall be conducted after exams are over that can cover aspects like communication, soft skills, stress management etc. The workshop for the library staff will be conducted in Summer break in the months of May-June, 2020.

The Coordinator emphasized the need to strengthen the AQAR and also streamlining the process of documentation. She suggested conducting activities for students on a larger scale. IQAC, in association with Placement Cell as well as Alumni Association, can arrange orientation/ sensitization session for final year students to help them understand the gravity of the issues faced by the Placement Cell. Also these sessions can serve as the starting point for setting up long-term relationship between the students who would soon become Alumni and the college. Even after they pass out, the college needs information as well as valid proofs from them so that they can be included in the AQAR.

Regarding collection of data and proofs from Alumni, it was suggested that TICs can maintain contact with the students even after they pass out. Also, an Alumni Register can be kept in the office so that when students come to collect their degree from the college, they can enter details about their current status.



(DR. SHILPA CHAUDHARY)
COORDINATOR, IQAC



(DR. SWATI PAL)
PRINCIPAL