

**JANKI DEVI MEMORIAL COLLEGE**  
**NEW DELHI**  
**IQAC Meeting**  
(20/11 /19)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 20th November 2019 at 2.45 pm in the Committee Room, JDMC. The meeting was attended by the following members:

**Chairperson** - Dr. Swati Pal

**Members from Administrative Staff**

Mrs. Nivedita Sharma, Librarian

Dr. Kaushal Kishore, A.O.

Mrs. Pushpa Rawat, S.O. (Accounts)

Mrs. Poonam Abbot, S.O. (Administration)

**Faculty Members:**

Dr. Neeru Vashisht

Dr. Namita Sethi

Dr. Saumya Gupta

Mr. Zubair Ahmad

**Member from the Governing Body:** Prof. Brajesh C. Choudhary

**Two External Nominees**

Cdr. Abhijeet Sinha- CEO, ShinMaywa, India

Prof. Chintamani Mahapatra- Rector, JNU (expressed regret)

**Members from Student Union**

Ms. Nitya- President, Students' Union (expressed regret)

Ms. Qudsiya Mehwish, Vice-President, Students' Union

**Nominee from the Alumni- Ms. Ruchi Khurana, Advocate**

**Mentor-** Dr. Jitender Gill

**Coordinator** - Dr. Shilpa Chaudhary

1. The Coordinator welcomed all the members. The Coordinator expressed her sincerest thanks to the outgoing IQAC Coordinator Dr. Gill for her untiring efforts and immense

contribution towards the IQAC for past many years. She also thanked Dr. Gill for accepting to be the Mentor, IQAC.

2. The Minutes of the previous meeting dated 6<sup>th</sup> March, 2019 were approved.

### 3. Reporting Matters by the Principal

The Principal informed the members about following developments and achievements:

- *Student Projects*: All departments are engaged in Student Projects that were initiated this session. Teacher mentors have been allotted. The Projects were vetted by External Examiners, were revised as per suggestions and have now been started. The Principal thanked Dr. V. Rajyalakshmi and Dr. Sangeeta Gupta for their efforts in coordinating the Student Projects.
- She also informed members about various initiatives to mark the 60<sup>th</sup> year of the college such as Coffee Table Book, Flash Mob and 'Distinguished Lecture Series'. She congratulated as well as thanked all teaching and non-teaching staff members for their contribution. The Principal affirmed that we have maintained quality despite sad happenings with several staff members in the college.
- Regarding new courses, the University level inspection has been conducted and the College has been highly recommended by the University team.
- The Environment Audit has been completed by an external agency, IPCA. The Compost plant has also been set up. However, due to paucity of funds, the task of setting up STP costing Rs. 30 lakhs is still pending.
- The college is taking steps to reduce usage of single-use plastic, as per government advisory.
- A Research Room has been set up in the Library.
- Separate space is being provided for counseling services to students.
- Two porta cabins have been constructed.
- The process of Canteen tendering will start soon.
- The 'Mathematica' software has been purchased and installed in the computer lab.
- The process of disposing e-waste (old computers) has already begun. It was suggested by the members that replacement of computers in accounts, admin, library as well as computer labs can be done in a phased manner so as to keep the resources updated.
- New furniture is being added in the library to increase seating capacity therein and also to give it a fresh look.

4. The Coordinator emphasized that the two-point agenda of the IQAC shall be to strengthen the AQAR of the college and to streamline its preparation. The Coordinator apprised the Committee members of various initiatives taken by the IQAC so far during the session 2019-20:
  - a. Faculty Development Programme (FDP) 'Perspective on Modern Teaching Techniques- Use of Case Studies & Experiential Methods' was conducted on 11<sup>th</sup> September, 2019.
  - b. Workshop for non-teaching staff on 'Governance of Colleges and Vigilance Procedures' was conducted on 20<sup>th</sup> November, 2019.
  - c. An Orientation Session for a Course on 'Digital Marketing' was conducted on 15<sup>th</sup> October, 2019 to help students increase their employability as well as expand their opportunities for internship.
  - d. 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 first of the series was conducted on 28<sup>th</sup> September, 2019 and the second on 9<sup>th</sup> November, 2019.
    - 'Baal Swaraj' in association with Gandhi Study Circle was conducted on 6<sup>th</sup> November, 2019.
  - e. The 30-hour Add-on Course on 'Communication Skills and Personality Development' has also been initiated and would begin in January, 2020.
  
5. The Librarian put forth following suggestions – having a separate space for e-resources, need to increase the stack space in the library, upgrade the server and improve air conditioning. She informed that new Id-cards are being prepared that combine the college I-card with the Library membership card.

Prof. Choudhary and Cdr. Sinha suggested construction of Book Wall and use of compacters in the library and that the changes in the library can be done in a phased manner. Prof. Choudhary suggested that the costing can be done and the college can reach out to Alumni or other agencies for financial help.

6. The S.O. (Administration) suggested the need for a separate examination room and a training on rules related to financial aspects of service conditions. The Principal informed that one week training programme is being organized for non-teaching staff that would cover various rules, soft skills training as well as software training.

Dr. Gill enquired if the digitization of PF has begun and she suggested use of Taxmann software for income tax purposes.

7. Detailed deliberations took place on following matters:

**a. Academic Audit**

The Coordinator apprised the members about the methods in which the Audit can be conducted. The Internal Audit involves a formal presentation by each department to either another department or a Committee, regarding its pedagogy, results, intellectual pursuits of faculty as well as their contribution to various committees of the college, students' achievements/ placements etc.

It was agreed upon that the External Audit would be conducted for academic session 2019-20, for which similar departments can be grouped together and can present their PPTs to External Members that may include teachers from other colleges, people from social science institutions and serving academicians from multiple institutions such as DU, JNU, AUD, Ashoka University, Shiv Nadar University and SAU.

Prof. Brajesh Choudhary suggested that the PPTs may be sent to the members well in advance along with a write-up. The members may send their questions beforehand so that departments can plan as to how to incorporate those matters in their presentation.

**b. Inducting Parents as External Members in IQAC**

The Principal suggested that a parent may also be included in the IQAC since parents' perspective would provide valuable inputs and that it would be more inclusive. Prof. Choudhary appreciated the idea and suggested that the college can invite applications from parents/guardians and the IQAC can decide, based on their CVs, which parent/guardian to be inducted. Parents, who are professionals, may be preferred.

**c. Analyzing Student Feedback Forms**

Dr. Gill pointed out that at present, the Student Feedback Forms contain some descriptive questions which are difficult to analyze. Dr. Saumya Gupta suggested that responses to such questions can be anticipated and converted into multiple choice questions that are then easy to analyze.

The Principal informed the members that we are planning to conduct the feedback forms after every semester as against the present practice of conducting it once a year.

Prof. Choudhary also suggested that besides filling up feedback forms, students should be encouraged to send their suggestions, throughout the year, regarding various aspects of the college, including curriculum that can be sent to the respective Department. This may be helpful since CBCS curriculum is likely to be revised every three years.

**d. Problems faced by the Placement Cell**

Dr. Gill pointed out that some students sign the legally-binding contracts after getting selected in the Placement drives conducted by the Placement Cell but do not join. This discourages the employers to come to our college for placements. The Vice-President, Students' Union said that they had discussed the matter in their meetings and it was found that lack of awareness among students was a major factor.

It was emphasized that the Placement Cell should provide opportunities not just for third year students but also focus on internship opportunities for first and second year students. Dr. Gill pointed out that the focus of large number of our students is not to take up job immediately, rather they want to go in for higher studies.

The Principal emphasized the importance of internships for students in terms of widening their horizon and giving them exposure.

It was decided that awareness and sensitization sessions would be conducted by the Placement Cell regarding the signing of contract and also to encourage students to take up more internship opportunities made available by it.

**e. Getting Student Progression Data**

Since data related to student progression is needed for AQAR, it was decided that Alumni Association can arrange orientation/ sensitization sessions for final year students to help them understand the importance of their data for the college and that their success is valuable to their institution. Also these sessions can serve as the starting point for setting up long-term relationship between the students who would soon become Alumni.

Prof. Choudhary suggested that in order to ease the process of reaching out to the Alumni, a database of mailing lists can be created for Alumni year-wise and a mail can then be sent to them regarding the data requirements.

Also it was suggested by the members that the final year students should be actively engaged in running the Alumni Association as they also require Alumni support.

**f. Scholarships for financially weak students**

Dr. Gill informed the members that the fee assistance programme, informally initiated by few faculty members in 2009, has been formalized during this session. Several faculty members contributed to this fund. Special mention was made of *Pratibha* and its Convenor Mr. Zubair Ahmad that contributed fifty thousand rupees to the fund. An amount of 2.6 lakh rupees was collected and disbursed towards partially funding

of the fee of 29 needy students. She invited suggestions from the members as to how the base can be extended further.

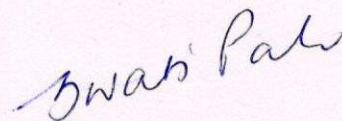
Prof. Choudhary suggested that the college can approach Ganga Ram Foundation for the financial assistance for needy students. In addition, corporate houses may also be willing to contribute under their CSR. Also Alumni can also be another source of funding.

The members suggested that a Foundation/ NGO can be set up so that tax rebate can be claimed by the contributors.

The meeting ended with a vote of thanks to the Chair.



(DR. SHILPA CHAUDHARY)  
COORDINATOR, IQAC



(DR. SWATI PAL)  
PRINCIPAL