

JANKI DEVI MEMORIAL COLLEGE
NEW DELHI
IQAC Meeting
(13th June 2020)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 13th June 2020 at 11 a.m. over Zoom. 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

External Nominees

Cdr. Abhijit Sinha- CEO, ShinMaywa, India

Prof. Chintamani Mahapatra- Rector, JNU

Members from Student Union

Ms. Nitya- President, Students' Union

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

Nominee from the Alumni- Ms. Ruchi Khurana, Advocate

Mentor- Dr. Jitender Gill

Coordinator - Dr. Shilpa Chaudhary

The Coordinator welcomed all the members. She thanked the Principal for her full-hearted support, deep involvement and excellent leadership. She also thanked Dr. Gill for her hard work and excellent work done in her tenure as IQAC Coordinator.

1. The Minutes of the previous meeting dated 20th November 2019 were approved.

2. Compliance Report by the IQAC

The Coordinator put forth the actions taken regarding the discussions in the previous IQAC meeting:

a. Academic Audit

Due to the pandemic, the session got delayed and hence the conduct of Academic Audit for the AQAR period 1st July 2019 to 30th July 2020 shall be conducted in the coming month. The templates will soon be shared with the departments. The Principal pointed out that several things got delayed due to the COVID situation and will be put up in the 'Additional Notes' in the AQAR.

b. Placement Cell

As suggested in the previous meeting, the IQAC Coordinator discussed with the Placement Cell as well as Students' Union to encourage them to sensitise students to avoid non-compliance when they get placed through the Placement Cell.

c. Student Progression Data

In order to ease the process of getting data from our ex-students related to various examinations cleared and post-graduate courses joined by them, the email-ids of third years are being created. The Coordinator had a meeting with the Alumni Association to discuss the measures that can be taken to sensitise the outgoing batch that their data is precious to us and they must give the details along with proofs so that they can be added in the AQAR.

d. Financial Support for students in need

A separate committee will be set up that will look into it in a comprehensive manner and also will reach out to more agencies in order to assist the needy students.

e. Mentor-Mentee System

The measures to strengthen the system were duly discussed in the Staff Council Meeting and it was decided that the students of the Honours courses will be mentored by teachers from their own department with whom they are familiar and it would be easier to interact. So, the departments will be preparing Mentor-Mentee List for their Hons. students. The students of the B.A. (Prog.) will be allocated Mentors by the IQAC. The new scheme will be applicable from the coming academic session. Dr. Saumya Gupta suggested that in the current situation, the online platforms can be used to strengthen the mentor-mentee interactions.

f. Parents as Stakeholders

The applications from parents will soon be invited and will be scrutinized by the IQAC members. The Principal added that those parents would be chosen who are willing to spend time towards the cause of the IQAC and that their induction would add to constructive suggestions. Cdr. Sinha suggested that a mechanism of QRs could be devised as a lot of parents may apply to be a part of IQAC.

The Principal also informed the members that the Open house sessions would be conducted with the parents and that the Sociology department recently had an interaction session with the parents that went off very well.

g. Student Feedback Form

Since the session just got over, the Feedback Forms will be revisited and necessary improvisation will be done before getting them filled from the students. In response to a query from Prof. Mahapatra, Dr. Pal informed the members that the Feedback forms were being filled by since 2017.

h. Use of Taxman software

The Principal informed the members that the digitisation of PF passbooks would take time and the Taxman software, as suggested in the previous meeting, is not viable at present at the institutional level. Dr. Kaushal said that he had conversations with the Tally people who shared the concerns that there is no uniform formula that applies to all employees in the college.

The Principal said that we would try to use it in due course of time if some improvised version is available. She also informed that the Accounts department is understaffed. However, the younger staff is making steady progress in learning the ERP.

3. Reporting Matters by the Coordinator

The IQAC has made earnest attempts to continue with its endeavour to promote quality and contribute to improve the performance of the institution. We are working on the two-point agenda, namely to strengthen the AQAR and streamline its compilation. For the latter, the online forms are being created and the point persons of departments/societies would be entering data in the portal and the criteria writers will get compiled answers of all departments and societies in a single excel file. No exchange of mails will be needed for quantitative questions.

The Coordinator also informed the members that several seminars, workshops and webinars were organized prior to Lockdown as well as post- Lockdown in the field of

pedagogies, research, ethics, gender sensitization, environment sensitization, soft skills, physical and mental well being. The IQAC conducted a webinar on “Google Classroom” immediately after the lockdown to equip the faculty with the skills to conduct online teaching and that many of our teachers are using LMS now. We have been able to reach out to students, faculty and non-teaching staff from colleges across the country through the webinars.

4. Reporting Matters by the Principal

- a. The Principal apprised the members that the college has endorsed and complied with all government directives and followed all government SOPs issued in light of the Pandemic. The college is completely sanitized by the MCD, regular spraying is done of the academic section, hostel as well as residential quarters for teaching and non-teaching staff. A hands-free sanitizing device has been installed at the college gate for sanitization of hands, temperature checking is done and disinfectant given. We are complying with not more than 33% of staff coming on any single day. Disposable gloves and masks are provided to employees who are coming to college on a staggered basis to maintain the social distancing. The residential staff quarters were quarantined for almost seventy days. The Hostel students were sent back to their homes.

Dr. Pal complemented Dr. Kaushal Kishore for taking lot of efforts towards sanitizing of the college. Dr. Kaushal added that glass masks are also being used and that a bell rings on an hourly basis as a reminder to sanitise hands and also to take a break from the glare of the screen.

- b. The Principal informed that the college has purchased a Zoom Plan and we were able to host numerous webinars during the Lockdown period. She added that apart from IQAC, departments and societies have also conducted webinars and JDMC has received accolades for the quality of its webinars. She appreciated teachers’ involvement and commitment even during the lockdown period. Prof. Mahapatra advised to ensure quality of the webinars. Dr. Pal assured that JDMC had invited the best speakers who are experts in the domain and hence the task was done very judiciously.

Prof. Chintamani congratulated the Principal for an excellent functioning of the college even without the Governing Body.

- c. The Principal informed that JDMC is socially conscious and has tried its best to reach out to help in this pandemic situation. The Alumni Association contributed a sum of Rs. 30,000/- that were used to distribute dry ration to 250 people. The college also

contributed a sum of Rs. 7.5 lakh from one-day salary deduction to the relief fund. Besides this, lot of teachers, at personal level, gave contributions to various NGOs for cause of pandemic as well as cyclone in Bengal.

- d. The Principal thanked Dr. Gill for her support at all times. She also appreciated Dr. Shilpa Chaudhary for doing a fantastic job and being a visionary IQAC coordinator.

5. Discussions

a. Proposal to set up Centres

The Coordinator proposed setting up of following Centres- Teaching-Learning Centre, Centre for Industry-Academia Interaction, Centre for Extension and Outreach Programmes, Centre for Capability Enhancement for Students (Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring), Centre for Career Counseling, Employability Enhancement & Skill Development, Centre for Capability Enhancement for Teaching and Non-Teaching Staff, Centre for Gender Equity Promotion, Centre for Promotion of Universal Values and Ethics and Certificate/Add-on Courses. Centre for Vocational Education and Training, Centre for Student Support and Centre for Honours and Recognitions.

Dr. Saumya Gupta suggested that the IQAC should prepare templates for societies and departments to clarify the reportage to be sent to various Centres.

- b. The Coordinator informed that **the online AQAR forms will be filled up on a monthly basis** that would include events conducted as well as faculty publications etc. Prof. Mahapatra appreciated the initiative and said that this would reduce stress at the end of the session and will help to compile the report without any delays.

c. Preparing for the next session

It seems likely that the coming session involves conducting classes online. Prof. Mahapatra said that technology is a big savior and even after the pandemic, we can continue to use it. He also pointed out the extent of digital divide present in India. Prof. Mahapatra suggested conduct of training sessions for teachers for online teaching. Cdr. Sinha also reiterated that social distancing norms are likely to be maintained in the coming months. Ms. Ruchi expressed concern over problems that students from low-income groups are likely to face if classes are conducted online. The Principal informed that UGC has not issued any directives so far and that the University will commence its session from 1st August 2020.

Dr. Neeru Vashishth shared that although many teachers have attended FDPs on ICT but they would still need training sessions on how to deal with papers involving practicals, diagrams, graphs etc.

Cdr. Sinha suggested that those students who do not have access to internet at all can be allowed to come to college in the coming semester that would help to have reduced strength of students in the college.

As suggested by Prof. Mahapatra, the college would consider purchasing more Zoom licenses.

- d. Dr. Neeru Vashishth shared a problem that many teachers have started using Google Classroom created using official email id. However students could not access it using their personal id's. Dr. Saumya Gupta also faced similar problems. Hence it was decided that official email-ids of the students will be created to facilitate students to join Google Classroom on the GSuite account.

e. Creation of Digital library

Cdr. Sinha emphasized building of digital library. Dr. Saumya Gupta suggested that the website can have a password-protected Library section with textbooks in digital format that can be downloaded by the students. Dr. Gill shared that the SOL has most of the textbooks in digital format.

Dr. Nivedita Sharma said that the library will try to get textbooks on our web page and purchase e-access of the books. She also informed the members that the link for the National digital Library has been shared with all faculty members and that students and faculty both have access to NList as well. The DULS has given access to all databases subscribed by the University to faculty from home also. She suggested that teachers can download the required textbooks etc that can be added on the college website. She also apprised the members that the Library conducts a session in January every year where students are informed about various library services.

Mr. Zubair pointed out that several textbooks are not available in the databases and it is better to buy the e-copies at the time of purchase of books from the publishers.

Dr. Namita Sethi expressed her concern that uploading lectures on YouTube may create copyright issues. Ms. Ruchi Khurana stated that the IP rights can be protected by filing an application before the material is released and that the application can be filed online as well.

Mr. Zubair suggested an alternative to uploading material on YouTube, that is storing the recordings on Google drive and sharing the links with students thereby not making it public. This has been done by Pratibha, the Centre for Competitive Examinations (set up as IQAC initiative in 2017 and has modules being taken by JDMC teachers and experts from outside).

The Principal sought suggestions on whether hard copies of full proofs of publications were required or whether the first page, last page etc suffice as the NAAC Peer Team may want to see the complete publications. Prof. Chintamani suggested that the publications could be stored in a digital format rather than hard copy and that a sample of good publications can be kept in hard copy.

f. Use of digital platforms for office

Mr. Surender Kumar suggested use of E-office. Prof. Mahapatra apprised the members that JNU has been using it and that it is fast and safe and also helps to track applications/ files. Regarding financial matters, he informed that hard copies of bills etc are still needed for audit purposes. Cdr. Sinha suggested use of customized SAP that allows restricted access to files and that they are now allowing use of scanned PDFs of bills etc. and a hard copy is needed only in case of a query.

g. Reaching out more to Alumni

Ms. Ruchi urged the need for the Alumni Association to use social media more actively. Dr. Pal suggested including some Alumni in the Alumni Association who are not working at JDMC and also third year students to be more actively involved. Ms. Nitya said that students can post events on Instagram, Twitter etc. Dr. Saumya Gupta suggested that Students Union should have a dedicated social media in-charge to post and events/ activities on various platforms.

The Principal assured all that the college would move towards adopting digital platforms for teaching, administration and social outreach.

- h.** Dr. Gill suggested starting a Centre for Entrepreneurship that could involve economically viable projects.

6. Future Plans

The following future plans were agreed upon after detailed discussions and deliberations:

- a.** Preparing for online modes of teaching
- b.** Setting up of the Centres

- c. Building digital library
- d. Creating official students' email-ids
- e. Adding more members to Alumni Association

The Coordinator gave the vote of thanks. She thanked each member for this extremely useful and productive meeting that gave numerous useful suggestions and assured that the IQAC would be taking the good work forward.

(DR. SHILPA CHOUDHARY)
COORDINATOR, IQAC

(PROF SWATI PAL)
PRINCIPAL AND
CHAIRPERSON, IQAC