

**JANKI DEVI MEMORIAL COLLEGE**  
**NEW DELHI**  
**IQAC Meeting**  
19<sup>th</sup> August 2020

The meeting of internal members of the IQAC took place on 19<sup>th</sup> August 2020 via Zoom platform. The following members were present:

Dr. Swati Pal (Principal and Chair)  
Dr. Namita Sethi (Faculty member)  
Dr. Neeru Vashisht (Faculty member)  
Dr. Saumya Gupta (Faculty member)  
Mr. Zubeer Ahmed (Faculty member)  
Dr. Jitender Gill (Mentor, IQAC)  
Dr. Kaushal Kishore (A.O.)  
Ms. Qudsiya Mehwish (Vice-President, Students' Union)  
Dr. Shilpa Chaudhary (Coordinator, IQAC)

Mrs. Poonam Abbot (S.O, Administration), Mrs. Pushpa Rawat (S.O., Accounts) and Mrs. Nivedita Sharma (Librarian) expressed their inability to attend the Meeting.

The Principal and the Coordinator welcomed all the members.

1. The Coordinator apprised the members that IQAC plans to work further in its mandated direction of internalizing and institutionalizing the quality enhancement initiatives. The plans for the academic session 2020-21 were shared with the members and suggestions were invited.
  - a. As IQAC initiative, the following Centres have been set up after detailed discussion in the Staff Council Meeting dated 17<sup>th</sup> July 2020:
    - i. Research Centre
    - ii. Centre for Career Counseling, Career Opportunities and Skill Enhancement
    - iii. Centre for Extension and Outreach Programmes
    - iv. Centre for Universal Values and Ethics
    - v. Centre for Gender Equity Studies

It was informed that the meetings are being conducted with each Centre by the Principal and that the Centres are chalking out their plans for the session.

- b. Faculty Development/ Empowerment Programmes will be conducted to strengthen the pedagogic processes and equipping teachers with skills to make their teaching resilient. The Coordinator informed the members that the college is organizing, under

the aegis of IQAC), a One Week Online FDP on ‘ICT Enabled Teaching Learning’ in collaboration with Ramanujan College (University of Delhi) during 7<sup>th</sup> -13<sup>th</sup> September, 2020.

- c. Staff Empowerment Programmes will be conducted for the Non-Teaching staff to enhance their capabilities by upgrading their skills and knowledge to match the requirements of the changing times.
  - d. In order to provide assistance to students in upgrading their ICT skills, a workshop will be conducted by Mr. Manoj. The information regarding the same will soon be circulated among students.
  - e. As decided in the previous IQAC meetings, the process of induction of parents in IQAC, as an important stakeholder, will commence soon.
  - f. As pointed out by Dr. Gill time and again, it is important to strengthen our documentation of various events and accomplishments. Eg. For every event, a Report needs to be prepared that must include short description, duration, objective, poster, photographs and attendance proofs.
2. The Coordinator apprised the members regarding the following qualitative metric that will be a part of Revised Accreditation Framework (RAF) to be implemented with effect from the academic session 2020-21:

*2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learner. (Criteria 2)*

Since this metric carries a weightage of 30 points in the SSR (consolidated five-year report to be submitted towards the end of the 5-year accreditation period), it is important to formalize mechanisms in this regard.

The Coordinator pointed out that JDMC has always had the tradition of mentoring students. Many teachers may already be following certain practices to cater to the needs of slow as well as advanced learners and that we have always addressed students’ queries at individual level also. But we are documenting the same.

The Principal reiterated that departments as well as teachers have been asked time and again to take remedial classes more seriously. She has also advised departments, in the past two years, to incorporate Special Mentoring Classes (SMCs) in their time tables itself. She further added that we do most of the things that NAAC/AQAR asks about but we need to train ourselves sufficiently to document them so that we get our due benefit in our NAAC report/AQAR.

Dr. Gill also emphasized that remedial classes and mentoring must be taken more seriously.

The Coordinator suggested that students may be given assignments/ questions of different levels. Eg HOTS questions to advanced learners. Dr. Saumya Gupta shared that very often the prescribed reading list itself follows a broad spectrum ranging from easy to hard and that specialized readings are also suggested therein for certain papers. She further suggested that a template can be prepared for documentation purposes. Dr. Neeru Vashisht pointed out that for several papers, standard textbooks are followed but tougher questions can be provided for advanced learners. Mr. Zubeer suggested that templates for Mentoring, Remedial Classes and Steps taken for advanced learners can be prepared and added to the Attendance Registers to facilitate documentation.

The Principal insisted that we must pursue an honest attempt to improve quality and hence it is important to build consciousness regarding formalizing such mechanisms in place that can include the following:

- To cater to the needs of advanced learners, teachers can provide HOTS questions, provide them extra reference material for further/ more intensive reading etc.
- For slow learners, teachers can suggest simpler readings. They can take Remedial classes either during Contact Periods or take extra classes during the semester or towards the end of the semester.

Dr. Saumya Gupta pointed out that the strategies could differ from department to department and even within department, from teacher to teacher. Dr. Gill mentioned that advanced learners also have access to Research Centre. However it was clarified by the Principal that all students should get opportunity to develop their research skills under the Research Centre.

3. The Principal congratulated IQAC for successful conduct of our first Academic Audit. The feedback reports submitted by the External Experts must be analyzed and we need to have the Compliance Report or Follow-up action. The reports will be discussed with the IQAC Coordinator and the NAAC coordinator.
4. The Principal suggested that during the academic session, each department must
  - a. invite curriculum-related as well as non-curriculum-related Speakers
  - b. conduct workshops for subject-specific pedagogic methods/ suggest names to the IQAC that can conduct 'Pedagogy Workshop Series'. Departments must adopt student-centric pedagogic methods and be innovative in their approach.
  - c. conduct one career counseling session specific to their domain

- d. undertake Extension activity/ Social Outreach programme- A clarification regarding distinction between the two will be circulated by the IQAC Coordinator soon.
- e. make a distinction between Academic and Extension related MOUs
- f. conduct online competitions and open them to students from universities across India
- g. send all relevant information to the Website

Dr. Saumya Gupta and Dr. Neeru Vashishth suggested that these may be sent to departments as stakeholders and departments can hold their meetings and give their feedback/ suggestions.

5. The Principal reiterated that the AQAR forms have been prepared to address the difficulties and problems pointed out by the Criterion writers in compiling the report. Dr. Gill has already put in place the system of liaison officers/ point persons for various departments/ societies. The point persons may fill their information in the AQAR forms and if they encounter any problem, they can communicate the same and it will be addressed at the earliest. The objective of the AQAR forms is to simplify the entire process of compilation of information.
6. The Principal apprised all members about the Advisory in the form of an 'Open Letter to Parents' that has been uploaded on the website as well as circulated among students. The Letter seeks greater participation from parents in the current scenario so that necessary facilities are made available by parents to their wards so that they can attend and benefit from online classes.
7. Regarding infrastructure improvement plans:
  - a. The Principal informed that the Language Lab will be set up in the coming session.
  - b. The college has already purchased Zoom account for conducting webinars, meetings etc. The Principal sought views on whether the college should purchase the annual Zoom plan that offers a discounted price on purchase of twenty handles. The Coordinator said that Zoom has better controls than Google Meet and is more suitable for formal events.

All members were of the view that Google Meet was good for the purposes of taking classes. The members were not certain whether all twenty handles will be utilized. The Principal said that the college will try to negotiate with Zoom to provide a plan with lesser number of handles as the need for more Handles is likely to be felt for conducting webinars, competitions etc and when societies etc actively begin with their activities.

8. The Principal thanked Dr. Gill for agreeing to facilitate the preparation of AQAR.

The meeting ended with a vote of thanks by the Coordinator.