

**JANKI DEVI MEMORIAL COLLEGE**  
**NEW DELHI**  
**IQAC Meeting**  
(16<sup>th</sup> November 2020)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 16<sup>th</sup> November 2020 at 11 a.m. over Zoom. The meeting was attended by the following members:

**Chairperson** - Prof. 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

**External Nominees**

Cdr. Abhijit Sinha- CEO, ShinMaywa, India

Prof. Chintamani Mahapatra- Rector, JNU

**Members from Student Union**

Ms. Qudsiya Mehwish, President, Students' Union

Ms. Anushka Nayar, Vice-President, Students' Union

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

**Parent Representative-** Mrs. Bindu Singhal

**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 enormous work done in her tenure as IQAC Coordinator that now serves as a ready base for further improvements.

1. The Minutes of the previous meeting dated 13<sup>th</sup> June 2020 were approved.

2. **Compliance Report/ Action Taken Report by the IQAC**

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

a. **Academic Audit**

The Coordinator apprised the members that the first External Academic Audit has been successfully completed for all the departments. The IQAC shared, with all the departments, template of the Audit PPT to be sent to External Experts. The PPTs were sent to the Experts and the Experts' Feedback has been received as well.

b. **Induction of Parents in IQAC**

The IQAC invited applications from the parents and one parent, Mrs. Bindu Singhal, is now a part of IQAC. When the first year students join, applications will be invited from their parents as we plan to induct one parent of first year students as well.

c. **Feedback Forms:**

All Feedback Forms- Students Feedback Forms, Faculty self-assessment forms etc. have been duly filled.

d. **Alumni Association**

A change in composition of the Association was proposed in the last meeting, namely inducting members of Alumna who are not working with the college presently into the Alumni Association. This has been conveyed to the Alumni Association and they are working on induction of new members.

e. **Official email-ids of students**

The official email-ids of students have been created and hence the problem of using personal email-id on Google Classroom/ G-Suite is now sorted out.

f. **Digital Library**

The Coordinator said that we are proud to inform that the E-Resource Centre has been set up in the college. The Centre will create and compile all e-resources. She thanked Prof. Pal for initiating the idea of setting up the E-Resource Centre. Prof.

Pal apprised the members about the progress made in this regard that the Centre has been designated a space, Kindles have been purchased and that the Centre's Policy Document is on the college website.

### **3. Reporting Matters by the Coordinator**

The Coordinator emphasized that we are working in the direction of strengthening the AQAR and also streamlining the preparation of AQAR. The online forms have been created and the data for the AQAR 2019-20 has been entered through the Forms for all the quantitative questions.

The process of compiling the AQAR for the session 2019-20 is in full swing. The Coordinator extended her heartfelt gratitude and thanks to Dr. Jitendra Gill for her support in facilitating the process of compiling of the Report.

#### **a. Events conducted so far:**

The Coordinator informed the members about the events conducted so far in the session 2020-21:

- Open House Session with Parents and Students on 28<sup>th</sup> August 2020 in collaboration with Career Opportunity Cell
- One-Week FDP on “*ICT Enabled Teaching Learning*” during 7<sup>th</sup>-13<sup>th</sup> September 2020 in collaboration with Teaching Learning Centre, Ramanujan College under the scheme of PMMMMNMTT
- National Webinar on “*Impact of Diet on Health and Immunity*” on 8<sup>th</sup> October, 2020 in collaboration with Mathematics Department
- National Webinar on “*An Overview of Information Technology Law*” on 5<sup>th</sup> November 2020.
- Certificate Course on “Basic Computing Skills”. The course, that was taking place under the guidance of Dr. Jitendra Gill in the previous years, was revived to help the students who were facing problems with adapting to ICT and online classes. 90+ students have enrolled in it and no charges are being taken from the students.

#### **b. Formalization of the Centres:**

The setting up of the Centres was proposed in the last meeting. The Coordinator informed that after detailed deliberations held in the Staff Council Meeting, the following Centres have been set up:

- Research Centre
- Centre for Career Counseling, Career Opportunities and Skill Enhancement
- Centre for Universal Values and Ethics
- Centre for Extension and Outreach

- Centre for Gender Equity Studies
- E-Resource Centre

The Coordinator apprised the members that the IQAC is trying to work for students, faculty, non-teaching staff as well parents. And that we are working in the direction of IPRS, Pedagogies, ICT, Soft skills, Life skills, and also new terms added in the Revised Format of the AQAR, namely Entrepreneurship and Research Methodology, are being taken care of.

#### **4. Reporting Matters by the Principal**

- a. The Principal apprised the members that the college is extremely pro-active in taking all measures possible to meet the pandemic situation. Teachers switched immediately to online teaching and assessment continued as always. The college took lot of sanitization measures such as installing sanitization mechanism and practice of temperature reading at the gate. Roster system is being followed by the college for non-teaching staff. The college has been extremely alert in responding to the pandemic situation and has adhered to all government advisories.
- b. Apart from the webinars by IQAC, host of webinars were conducted by departments and societies. Several of these pertained to mental health and Yoga and that many of these webinars/ sessions were open to parents also.
- c. The Principal informed that interviews were held for adhoc positions for few departments.
- d. JDMC is planning to apply to University to take up a new course, namely EVS (Hons.). The college had earlier applied to the University for three new courses and that the inspection round has already been cleared.
- e. The Fee assistance has been formalized as suggested by Prof. Brajesh Choudhary and under the guidance of Dr. Gill. Prof. Pal apprised the members that a sum of three lakh rupees was transferred to Fee Assistance Fund as the amount kept aside for the purposes of Annual Day lunch, General Farewell Lunch etc remained unutilized due to the pandemic. It was done after conversation with Dr. Kusum Krishna, Trust Member, to help students who have applied for fee assistance.
- f. The college is continuing with the work of improvements in infrastructure such as providing another Fire Exit that will be completed in next three months and constructing a new computer lab next to Seminar room that will be used as E-Resource Centre.
- g. The task of processing the promotions of our faculty is being carried out. The screening work is completed and the Summaries will be sent soon to University.
- h. The screening for the purpose of appointment of teachers on permanent basis is also completed.
- i. The college has commenced with promotions of non-teaching staff.

## 5. Discussions

### a. *Fee Assistance Fund*

Dr. Gill apprised the members that the sum contributed towards Fee Assistance Fund falls short of money required to assist all the students who have applied. The fund consists of voluntary contributions by faculty members, contributions by the college and contribution by *Pratibha*. She invited suggestions regarding guidelines that can be incorporated in the Policy document and pointed out that amount of assistance may vary depending on economic situation of students.

The Principal insisted that we should not give 100% fee waiver. Prof Brajesh Choudhary suggested that a nominal amount may be charged from every student in the college fee itself and the Governing Body can approve the fee hike. He also remarked that the economic effect of the pandemic is likely to linger and also more students from lower income families are joining higher education institutions now and may require support. He added that teachers are best equipped to make rules in this matter and suggestions can be taken from parents also.

Prof. Mahapatra suggested use of merit-cum-means system to decide on the fee assistance. Cdr. Sinha suggested that the performance of students in first year should be considered in order to qualify for getting fee assistance in second/ third year and that the students can be informed of this aspect during induction itself. He added that the Committee has discretionary powers in this regard. Dr. Gill informed that that they do ask for students' attendance record and result in the previous year.

Prof. Pal invited suggestions for raising funds for helping students have access to gadgets as well as internet connection required for online classes. She said that students living in Delhi can get laptops issued from the college but how to support students not in Delhi and are facing problems in accessing facilities needed for online classes. She suggested that students could be asked to donate their spare mobile phones. Dr. Saumya Gupta emphasized that such assistance is required by not just outstation but also students in Delhi.

Prof. Pal suggested reaching out to Alumni to contribute to Fee Assistance Fund. Dr. Neeru Vashishth suggested Fee Assistance Committee to approach NGOs and companies under their CSR. Dr. Kaushal Kishore suggested that we can approach Canara Bank also. Prof. Choudhary added that the fund can be christened in the name of the bank/company so that they get due recognition.

Dr. Saumya Gupta shared the experience Gandhi Study Circle that also disbursed amount, collected from donors outside the college, to needy students. She apprised the members regarding efforts made by GSC such as having Mentor-mentee system and tracking students' mental well-being and also whether they are attending classes. Students are asked in Student Faculty Meetings if any help is needed as college is sympathetic towards such students.

**b. *E-resources***

Prof Mahapatra suggested that due to current situation of online teaching, e-resources should be made available to students. Prof Pal informed that e-resources are available for all papers and that we are also using PPTs, flipped classroom etc to ensure quality in online teaching and to keep students engaged.

**c. *Parent Feedback***

Mrs. Singhal praised teachers for working hard to make online teaching successful. She appreciated teachers' efforts to ensure students' involvement and also ensure that they are doing assignments etc in time. She also appreciated holding of several webinars by the college. She also pointed out that some faculty members are very young and new to teaching but do put in their efforts; and added that they would gain experience over time.

Prof. Pal thanked the parent for appreciating the personalized approach of teaching followed by faculty.

**d. *Extension activity***

The Principal apprised the members that the college is doing numerous extension activities such as NSS working in a slum area, HDFE department's several initiatives such as contributions to Robinhood Army, contributions to PM CARE Fund and contributions by the Alumni Association.

The college is now looking to a more organized effort and on a bigger scale such as partial adoption of an orphanage or old-age home or leprosy centre.

Mr. Zubair said that we have invaluable human resource that can be used for such task such as making monthly visits, teaching, mentoring in orphanages/ schools for visually impaired. He added that it would help the under-privileged to reach out beyond their confined world and that it does have a profound impact on their lives. Qudsiya suggested that we can create "Reading" by reading and recording Text for visually impaired friends.

Ms. Ruchi Khurana suggested that every student should get a chance to contribute and that a large group of volunteers can be created that can contribute on a rotating basis.

The Principal added that we would use a judicious mix of human resource and monetary resources in extension activity. Dr. Nivedita Sharma suggested to conduct some 'Fund Raiser' events to raise monetary funds for a noble cause. The Principal added that this would certainly help building the sense of responsibility among students.

***e. Update about Library***

Dr. Nivedita Sharma updated the members that the Library:

- i. Purchased Kindles and dictionaries.
- ii. Compiled a list of E-resources and shared with Website Committee/ E-Resource Centre
- iii. Shared details of online access to teachers available via DULS
- iv. Has been kept open to issue books
- v. Has taken all sanitization measures in the current pandemic situation

**6. Future Plans**

**a. To conduct Skill Enhancement programmes for teaching and non-teaching staff**

We are planning a FDP on Pedagogies that will help ensure that student-centric pedagogies are adopted by all faculty members in the institution. Also, it would help to address a newly added question in the Revised Framework of the AQAR:

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

- b.** Expanding our Extension activity
- c.** Holding a Seminar in collaboration with NAAC
- d.** The online forms for the purposes of AQAR to be filled on a regular basis so that the session-end stress of compiling the Report is eased out.

The Coordinator gave the vote of thanks. She thanked each and every member for sparing their precious time and contributing fruitfully to the discussions.

Zoom Meeting

Zoom Meeting

Prof Swati Pal, Principal, J... Shilpa Chaudhary Ruchi Khurana Chintamani Mahapatra Qudsiya Mehwish

Zubeer Ahmed brajeshchoudhary Anushka Nayyar Dr. Kaushal Kishore Namita Sethi

Abhijit Sinha Surendra Kumar J. Gill Dr. Nivedita Sha... Neeru Vasishth

Saumya's iPhone Bindu Singhal Pushpa Rawat Poonam Abbot

Connecting to audio ...

Mute Stop Video Security Participants 19 Chat Share Screen Record Reactions Leave

Type here to search 5:38 PM 11/16/2020

Zoom Meeting

Zoom Meeting

Recording...

Chintamani Mahapatra Shilpa Chaudhary Prof Swati Pal, Principal, J... Zubeer Ahmed Abhijit Sinha

Ruchi Khurana brajeshchoudhary Dr. Kaushal Kish... Dr. Nivedita Sha... Anushka Nayyar

Qudsiya Mehwish Namita Sethi Surendra Kumar J. Gill Neeru Vasishth

Saumya's iPhone Pushpa Rawat Poonam Abbot Bindu Singhal

Mute Stop Video Security Participants 19 Chat Share Screen Pause/Stop Recording Reactions Leave

Type here to search 6:30 PM 11/16/2020