

JANKI DEVI MEMORIAL COLLEGE
NEW DELHI
IQAC Meeting
(24th April 2021)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 24th April 2021 at 3 p.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. *(Expressed regret)*

Mr. Surinder Kumar, A.O.

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

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

Faculty Members:

Dr. Neeru Vasishth

Dr. Namita Sethi

Dr. Saumya Gupta

Mr. Zubair Ahmad *(Expressed regret)*

Chairperson, Governing Body: Dr. Kusum Krishna

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 Nayyar, Vice-President, Students' Union

Nominee from the Alumni- Ms. Ruchi Khurana, Advocate

Parent Representatives-

Mrs. Bindu Singhal

Mr. Prakash R.

Mr. Bhoopendra Kumar

Mentor- Dr. Jitender Gill

Coordinator - Dr. Shilpa Chaudhary

The Coordinator welcomed all the members.

1. The Minutes of the previous meeting dated 16th November 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. Follow up action taken on Academic Audit

After the External Experts sent their Feedback Reports, they were discussed at the department level and the follow-up course of action was chalked out by the departments.

b. Induction of more Parents in IQAC

The IQAC invited applications from the parents of first year students and two parents, Mr. Bhoopendra Kumar and Mr. Prakash R. have been included as IQAC members.

c. Skill Enhancement programmes for teaching and non-teaching staff

Several programmes were conducted throughout the session for teaching as well as non-teaching staff.

d. Addressing 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.

The faculty members have increased focus on Remedial classes to help relatively weaker students to improve their performance and are also taking steps for advanced learners.

e. Expanding our Extension activity

The college will be partnering with and mentoring Mahatma Gandhi Govt. College, Mayabunder, Andaman under the Vidya Vistar Scheme (V2) initiated by University of Delhi.

f. Holding a Seminar in collaboration with NAAC

The proposal for collaboration has already been sent to NAAC and confirmation is awaited.

3. Reporting Matters by the Coordinator

a. *Related to AQAR*

- The AQAR Report for the year 2019-20 was duly submitted in December 2020. The Coordinator expressed her heartfelt gratitude to Dr. Gill for her help in preparing the Report. She also thanked Prof. Pal for all her crucial inputs.
- The members were informed about the change in the time period for AQAR that will be in effect from 2020-21. The new time-line is 1st June to 31st May while earlier it was 1st July to 30th June.
- The Coordinator informed the members that NAAC has made some recommendations in its AQAR Review Report that need to be considered by the college for its improvement. She thanked Prof. Pal for her proactive leadership in immediately addressing most of these concerns.
- The Coordinator apprised the members that the second cycle of NAAC Accreditation will become due in 2022 (with the end of five years from our first cycle in 2017) and that the Self Study Report (SSR), a report of last five-years, will be submitted next year.

b. *Vidya Vistar (V2) scheme*

University of Delhi launched V2 Scheme for partnering with a college in 'Remote Area' (based on the list of areas covered in 'Part A' by Ministry of Finance for payment of Special Compensatory (Remote Locality) Allowance). The objectives of the scheme, as stated in the DU Brochure, include making available to the partner college: the knowledge and experience of the faculty members, library resources and other academic facilities.

The Coordinator informed that we approached and have received Letter of Consent from Mahatma Gandhi Govt. College (MGGC), Mayabunder, Andaman.

Prof. Pal suggested that we could reserve seats in our Add-on/ Certificate courses for the students from the partner college. The partner college can hold sessions with our faculty and students on culture, language etc of Andaman. Prof. Pal added that we would mentor MGGC in the spirit of the government scheme 'Ek Bharat, Shreshta Bharat'.

Dr. Jitender Gill suggested sharing of links of all our webinars with the partner college and taking up a Research project in collaboration with them. Dr. Namita

Sethi suggested Student Exchange programme with MGGC. Ms. Ruchi Khurana suggested that a journal/book can be written by students of both colleges. Dr. Saumya Gupta suggested that we could share our digital library resources and also students from both colleges could jointly write blogs and contribute to E-resources.

c. External Academic Audit

The process for External Academic Audit for the session 2020-21 has been initiated. The departments are preparing their PPTs to be sent to External Expert.

Prof. Pal thanked faculty members for their cooperation in conduct of the Audit. She also gave a re-assurance to parents that in addition to holding Student Faculty Meetings on a monthly basis, every department gets its pedagogies and other works audited, on an annual basis, that ensures quality and also leads to quality enhancement.

d. Events conducted:

For Parents

- **“Open House Session”** with parents and students on 28th August 2020 in collaboration with Career Opportunity Cell.
- **“Parents’ Induction Programme: An Interactive Session with Principal”** for the parents of first year students on 18th and 19th January 2021.

Faculty Development Programmes (FDPs)

- One-Week FDP on **“ICT Enabled Teaching Learning”** during 7th-13th September 2020 in collaboration with Teaching Learning Centre, Ramanujan College under the scheme of PMMMNMTT, Ministry Of Education, Government of India
- One-Week FDP on **“Student-Centric Pedagogic Methods”** from 28th January 2021 to 2nd February 2021 in collaboration with Mahatma Hansraj Faculty Development Centre, Hansraj College, University of Delhi under the scheme of Pandit Madan Mohan Malviya National Mission On Teachers And Teaching (PMMMNMTT), Ministry Of Education, Government of India

Non-Teaching staff

- One-week National Skill Enhancement Programme for Non-Teaching Staff on **“General Administrative Training”** from 14th December 2020 to 19th December 2020.

Others

- National Webinar on “**Impact of Diet on Health and Immunity**” on 8th October, 2020 in collaboration with Mathematics Department
- National Webinar on “**An Overview of Information Technology Law**” on 5th November 2020.
- Webinar on “**Boosting our Immunity in Covid times**” on 19th December 2020 for students and staff.
- Webinar on “**The Ideal Youth which the Nation Needs**” on 15th February 2021 in collaboration with Chetna Society and Centre for Universal Values and Ethics.
- National webinar on ‘**Pandemic Crisis and Response: Union Budget 2021-22 in Context**’ on 24th February 2021 in collaboration with Economics Department.
- Certificate Course on “**Basic Computing Skills**” (Student Welfare measure), being conducted in-house by Mr. Manoj, Sr. Technical Assistant.

e. Filling of Student Feedback Forms, Faculty self assessment form and Non-Teaching Feedback forms

Student feedback forms are being filled. The forms for faculty and non-teaching staff will be floated soon.

The Coordinator assured members that the college is working towards fulfilling its responsibility as a higher education institution to provide a holistic environment to our students. The college is continuing with its endeavour of conducting quality activities in different spheres.

4. Reporting Matters by the Principal

- a.** Prof. Pal appreciated relentless pursuit by Dr. Gill towards streamlining of Fee Assistance Fund and credited her for getting the entire process formalized. She informed the members that now there is a Committee that looks into the disbursement of funds to students in need in a very transparent and rigorous manner. She also thanked members from Accounts department, especially Mr. Manpreet for their help in this matter.
- b.** Prof. Pal congratulated Dr. Jitender Gill and Dr. Namita Sethi for their creditable contribution and mentoring towards the first book written by our students “*Rediscovering Delhi*”. Dr. Gill shared that they are working on another book by students.
- c.** Prof. Pal congratulated Dr. Saumya Gupta for being awarded two-year Fellowship by Teen Murti Museum and Library.

- d.** The first issue of the JDMC's online E-journal *Perspectives* will be released soon, comprising speeches of eminent personalities that were presented in the Distinguished Speakers' Series (DSS), 2019-20 including the lectures by Vice President Mr. Venkaiah Naidu, Mr. Jairam Ramesh among others.
- e.** Prof. Pal informed the members that the E-Resource Centre, of which Website Committee is also a part, is generating E-resources from within the college as well as compiling the database of E-Resources used for teaching, academics, extra-curricular activities, research etc. The lectures/talks by the Experts/ Speakers also form part of the E-resources, after taking due permission from the speakers. The college has planned setting up of an Audio-visual facility, next to the Library, to record the lectures. She informed that University of Delhi has recently reached out to all colleges and is willing to fund such initiatives; and that college has approached University for the same.
- f.** The Standing Committee, University of Delhi has given its approval to all three new courses that the college has applied for, namely Operations Research, Computer Science and Statistics and that we are awaiting the approval process to be completed. The work has been delayed due to the pandemic.
- g.** Apart from the webinars conducted by IQAC, many webinars and activities have been conducted by departments, societies and Centres as well.
- h.** The Principal informed that the process of promotions of non-teaching staff has been completed. The faculty promotions from Assistant Professor Stage I to Stage II and promotions from Assistant Professor Stage II to Associate Professor were completed over a span of two and a half months. The college has already commenced with promotions related to Professorship and the processing of promotion cases under CAS 2010 scheme has also begun. Dr. Krishna congratulated all faculty members and appreciated the move on part of University to introduce Professorship in colleges.
- i.** Prof. Pal shared a welcome measure by History department of utilizing their unused Association money to help needy students from their own department and that such a practice should be emulated by other departments. Dr. Kusum Krishna applauded the department for its initiative.
- j.** Prof. Pal shared that a generous donation has been made by a faculty member Dr. Sudnya Kulkarni, Philosophy department in memory of her late husband. She has

donated a bed and expensive medical equipment, thereby making worthy additions to our Medical room.

- k.** Prof. Pal informed the members that she has initiated the process of tie-up with Hindi department of Tripura College to provide a cultural interface.

- l.** Related to Infrastructure:

Prof. Pal informed the members that the college has not able to do too much construction work due to the pandemic situation. The construction work of Fire Exit is in full swing. The task of creating new Comp Lab, Language Lab, E-Resource Centre has been delayed.

However, the college has worked towards infrastructural developments in terms of addition to equipments such as air purifiers and Digital Board for Library. The college is planning to upgrade some classrooms into Smart Class-rooms. The college is also purchasing AMC's for facilities already purchased.

- m.** The Principal informed members that the Trust commissioned a Safety Audit of the residential quarters due to happening of some untoward incidents. The Structural Audit Report has declared the houses to be unsafe and that they need to be demolished and re-built, the cost of which will be huge.

Prof. Pal thanked Mr Aditya Krishna, Chairman of the Trust for his generous donation for construction of quarters for non-teaching staff. The construction work will begin when pandemic situation eases.

She informed the members that the college was getting the plans approved for a new academic block as the need for more classrooms has increased due to rise in number of students. She also shared that the college has recently paid huge amounts of hiked Property taxes that have been increased with retrospective effect.

- n.** Prof. Pal assured the members that the college was implementing all possible good practices in academics and that as an administrator, she has tried to democratize the processes such as including parents in IQAC.
- o.** Response to the AQAR Review Report by NAAC: The Principal apprised members of the progress made in respect of recommendations made by NAAC in its AQAR Review Report for the year 2019-20.
 - *More Certificate/ Diploma Courses to be introduced during the next academic year:* Prof. Pal informed that meetings were held with faculty members to

encourage them to offer more Add-on courses. Many new courses have hence commenced, adding to the number of students enrolled in these courses. These courses add to the learning of students, many are subject-centred but outside the curriculum. They are self-financed courses, the fee has been kept low and college will assist if any course needed more funds to invite external experts etc. The Principal also apprised the members that the college will plan inter-disciplinary courses in future.

In response to Cdr. Sinha's enquiry about these courses, Prof. Pal informed that these are for a minimum of 30 hours and include mandatory evaluation component.

- *Efforts may be made by teacher for using ICT (LMS, eResources), ICT Tools and resources available, Efforts be made to have at least few Number of ICT enabled Classrooms*

Prof. Pal informed that more classrooms have been equipped with ICT facilities and the college is planning to have one Smart classroom per floor. Training sessions will be conducted for faculty to help them make full use of these facilities.

- *Efforts be made to have Research funds sanctioned and received from various agencies, industry and other organizations*

At present, faculty and student research is largely being financed by research funds provided by Dr. Kusum Krishna and the Student Research Fund component collected in the students' fee. We are making efforts to get funds from government and industry.

- *Workshops/Seminars be Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the next year*

The Research Centre has been conducting sessions on IPRs. Various departments are also planning to conduct these sessions. The Entrepreneurship Cell, along with many departments and societies, organize sessions with industry experts.

- *Incubation centre be created, and start-ups be incubated on campus*

The Entrepreneurship Cell has initiated a Start-up in the college under the name "Anupam". This will provide a platform to students with varying skills to sell their products through online mode. A kiosk will be built for the shop in the college premises, once normalcy is regained.

- *Increase no. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, FDP etc*

The Principal informed that faculty members have been attending FDPs etc.

- *Activities on Gender Equity be increased*

In addition to various webinars related to Gender, an Add-on course is also being run on Gender.

5. Updates about the library-

Dr. Nivedita Sharma expressed gratitude to Prof. Pal for expediting the promotion process. She shared following updates about the Library:

- a. Purchase of digital board for the library. She thanked Prof. Pal for the same.
- b. Research room for faculty was developed in 2018 with a seating capacity of 25 teachers
- c. The library has subscribed to 'Sugamya Pustakalaya', a special online library facility for special students and teachers and that there will be an online training session for the users.
- d. Workshop being planned for library staff.
- e. Will hold sessions for similarity checks/ plagiarism.

6. Discussions:

a. Strengthening Industry-academia linkages:

Prof. Pal invited suggestions on improving industry-academia linkages to create an interface between industry and college such as via obtaining industry funding for research projects and providing opportunities for internships/ career.

- Dr. Gill suggested approaching publishing houses, ICSSR etc to help faculty expand their research projects further that can then be converted into a monograph/ book. Prof. Pal requested Dr. Gill, Director, Research Centre to take up the task of forwarding the research proposals to various agencies such as ICSSR, Delhi Commission for Women etc.
- Dr. Saumya Gupta suggested that consumer surveys can be taken up by Commerce and Economics departments in collaboration with industry.
- Cdr. Sinha suggested identification of areas that are a part of CSR of industries and taking up projects in these areas.
- Mr. Bhoopendra Kumar suggested sponsoring research projects through industry in return for providing promotion avenues to them.
- Ms. Ruchi Khurana suggested initiating Certificate courses in collaboration with industry.

- Dr. Neeru Vasishth suggested collaborating with industry to give practical exposure to students in certain papers that are a part of curriculum eg. Marketing.
- Ms. Qudsiya suggested that a team of students could approach companies to explore such inter-linkages. Ms. Anushka added that apart from students, Alumni could also help in building such connections with industry.
- Prof. Pal added that Career Opportunity Cell could also explore such options since they are in touch with companies.

b. Guidelines for External Expert for Academic Audit

Last year, most External Experts asked for guidelines/ template for giving their feedback towards departmental Academic Audit. The Coordinator shared the Guidelines framed this year to facilitate Expert's feedback. The guidelines include performance of department in following spheres, with an evaluation on a 5-point scale (Excellent, Very good, Good, Satisfactory, Needs improvement):

- Students: results, activeness of students in terms of their involvement in internships/ research work, achievements, student progression/ placement etc
- Faculty- pedagogies, research, FDPs attended, contribution to college etc
- Best Practices of Department/ Department initiatives: Seminars/ Department Association events, Add-on courses, Department magazine/ blog etc
- Vision/ mission/ Future plans of department
- Additional remarks
- Overall comments and grade

Prof. Pal apprised the members that these are only a set of indicative and suggestive guidelines and that the expert is free to include categories on his/ her own.

c. Proposal for 'Guidelines from IQAC regarding preparation of calendar for each department/ society/ centre'

The Coordinator suggested that a checklist of activities may be provided to departments/ societies they need to organize under their aegis - such as holding of sessions on soft skills, lifeskills, career counseling, gender equity promotion, ethics/ universal values, Intellectual Property Rights (IPRs)/ copyrights/ plagiarism, govt. schemes/initiatives, celebration of key personalities etc. These can be kept in mind while they plan their calendar.

- d.** Mr. Surinder Kumar suggested creation of **online leave application form** to streamline the task. The Leave application, after being duly approved, can be sent to Mr. Navraj for recording purposes.

e. Parents' Feedback:

Mr. Bhoopendra Kumar praised many faculty members who tell students how to write/present answers. Class tests are taken regularly and he appreciated timely submission of tutorials and that faculty then tells students how to improve their answers. He requested all faculty members to follow such practice and give useful tips for answering.

He also suggested that E-resources can be used as a help to Sports students as they often have to miss the classes. Prof. Pal informed that every semester, the college offers Remedial classes to such students who missed classes due to their engagement in sports, NCC or could not attend due to medical or other reasons or are not able to pick up in the class. She said that it may be difficult to record classes when being held in offline mode, however it could be possible in case of lectures being taken in Smart classrooms.




7. Future Plans

- Strengthening industry-academia interlinkages
- Strengthening Alumni Association.
- Formalization of IQAC Guidelines/ Checklist for Planner by departments/ societies/ Centres
- Customized software for Service books and streamlining leave applications
- Conduct of webinars on IPRs/ Plagiarism/ Copyrights; Professional Ethics; Gender Sensitisation workshop and webinar with NAAC before 31st May 2021
- Preparing for AQAR, 2020-21 from June onwards
- Holding seminars on preparation of SSR with NAAC. Preparing for SSR and NAAC visit.

The Coordinator extended sincerest thanks to all members for their presence even in these difficult times and providing extremely useful suggestions that would enrich the college's efforts in providing a stimulating and enabling environment for students and staff. The Principal wished good health to all members.

Zoom Meeting

Recording... View






 Swati Pal	 Shilpa Chaudhary	Kusum Krishna's...	Ruchi Khurana	Namita Sethi
Prakash R	Abhijit Sinha	Neeru Vasishth	Bhoopendra ku...	Shilpa Chaudhary
J.Gill	Anushka Nayyar...	Poonam	 Saumya Gupta	Qudsiya Mehwis...
	Pushpa Rawat	Surendra Kumar	Dr. Nivedita Sha...	

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

Type here to search 4:50 PM 4/24/2021

Zoom Meeting

Recording... View

 Swati Pal	 Shilpa Chaudhary	 Dr. Nivedita Sharma	 Ruchi Khurana	Kusum Krishna's...
Namita Sethi	Abhijit Sinha	Neeru Vasishth	Bhoopendra ku...	Shilpa Chaudhary
J.Gill	Anushka Nayyar...	Poonam	 Saumya Gupta	Qudsiya Mehwis...
	Pushpa Rawat	Surendra Kumar		

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

Type here to search 4:57 PM 4/24/2021