



JANKI DEVI MEMORIAL COLLEGE

(University of Delhi)

Sir Ganga Ram Hospital Marg, New Delhi-110060

Website: www.jdm.du.ac.in, Email: jdmcollege@hotmail.com

Ph.: 011-25787754, 011-25710832

Minutes of the IQAC Meeting

25th November 2021

A meeting of the internal members was held on 25th November 2021 at 11 AM over Zoom. The meeting was attended by following members:

Chairperson - Prof. Swati Pal

Members from Administrative Staff

Mrs. Nivedita Sharma, Librarian

Dr. Kaushal Kishore, A.O.

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

Members from Student Union

Ms. Pooja, President, Students' Union

Ms. Prachi, Vice-President, Students' Union

Mentor- Dr. Jitender Gill

Coordinator - Dr. Shilpa Chaudhary

Following issues were discussed:

1. The issue of some events not getting recorded for AQAR purposes was discussed. Teachers should be pro-active and should ensure filling up of data well in time. Some suggestions were put forth by members. It was suggested that an excel file can be maintained where all events being conducted are recorded. Students can be involved in the task of documentation and their certificates can be released only after ensuring that uploading of data with proper documentation has been completed.
2. Students need to be encouraged to attend various events and also to engage more with Career Opportunity Cell for placements/internships.



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3. Mentoring students:

- The Principal has personally conducted mentoring sessions, under IQAC, for all students department-wise and will be soon taking mentoring sessions with first years when they join.
- Departments to be urged to take up mentoring of their students. Two mentoring sessions per month can be conducted by any of the department teachers.
- Mentoring Day can be fixed by departments and all mentees can meet their mentors. It should be part of College/Department Calendar.
- Departments to conduct Orientation sessions for B.A.(Prog.) students too in addition to Hons. Students and to increase connections with B.A.(Prog.) students.

4. Progress regarding ERP: The procurement of software package for Service Register is under process. The scanning of Service Books of faculty has been done. The soft copies need to be updated whenever addition takes place in Service Books. This aspect should also be seen during Annual Administrative Audit.

5. It was agreed upon that the AQAR and SSR work needs to be streamlined further and software solutions for same may be explored.

Dr. Shilpa Chaudhary
Coordinator, IQAC

Prof. Swati Pal
PRINCIPAL