



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

(7th December 2021)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7th December 2021 at 3 PM over Zoom. The meeting was attended by the following members:

Chairperson - Prof. Swati Pal

Chairperson, Governing Body: Dr. Kusum Krishna

External Nominees

Cdr. Abhijit Sinha- CEO, ShinMaywa, India

Prof. Chintamani Mahapatra- Rector, JNU (*Expressed regret*)

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 Vasisht (*Expressed regret*)

Dr. Namita Sethi

Dr. Saumya Gupta

Mr. Zubair Ahmad

Members from Student Union

Ms. Pooja, President, Students' Union

Ms. Prachi, Vice-President, Students' Union

Nominee from the Alumni- Ms. Ruchi Khurana, Advocate

Parent Representatives-

Mrs. Bindu Singhal

Mrs. Rohini Ranjan

Mr. Bhoopendra Kumar (*Expressed regret*)



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Members from Student Union

Ms. Pooja, President, Students' Union

Ms. Prachi, Vice-President, Students' Union

Mentor- Dr. Jitender Gill

Coordinator - Dr. Shilpa Chaudhary

The Coordinator welcomed all the members.

A one-minute silence was observed in memory of Mr. Prakash Ranjan, Member (Parent), IQAC who untimely passed away in June 2021. His wife Mrs. Rohini Ranjan kindly agreed to take up his place in IQAC.

1. The Minutes of the previous meeting dated 24th April 2021 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:

Issue	Action Taken
Template for External Academic Auditor	The template, as discussed and finalized, was used for Academic Audit 2020-21
Strengthening industry-academia interactions	Possible mechanisms were conveyed to and discussed with faculty in meetings with Principal
Proposal for 'Guidelines from IQAC regarding preparation of calendar for each department/ society/ centre'	The set of IQAC guidelines have been shared with faculty and departments have been asked to plan their academic calendar in accordance with the guidelines
Customized software for Service books and streamlining leave applications	Under process. All Service books of faculty have been scanned and will be constantly updated.
Conduct of webinars on IPRs/ Plagiarism/ Copyrights; Professional Ethics; Gender Sensitisation workshop and webinar with NAAC before 31 st May 2021	Some activities got stalled due to the second wave of pandemic and COVID-19 Taskforce was set up.



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3. Reporting Matters by Principal

- Despite the pandemic situation, the college has managed to continue all its academic, co-curricular and extra-curricular activities using online platforms.
- The college has successfully conducted three RTPCR camps and three vaccination camps in recent past.
- Several research projects have been taken up by students under the students' wing of Research Centre *Khoj*.
- Six centres have been set up during the last year and are fully functional.
- Large number of webinars are being conducted by departments/societies and college is receiving accolades for their high quality.
- Coffee Table book, prepared to commemorate the Diamond Jubilee of the college, is being highly appreciated.
- Large number of promotions took place and the college presently has five professors among faculty.

4. Reporting Matters by Coordinator

a. Conduct of activities

With the onset of second wave of Covid-19 pandemic, several events were conducted for students, staff and parents, as outreach measures, to provide a sense of calmness and get some relief from the extremely stressful conditions. Following activities were undertaken during 2020-21 (25th April- 31st May 2021):

- Session on “*Coping with Anxiety, Depression and Grief*” on 21st May 2021 (IQAC and Counseling Committee)
- Webinar on “*Covid-19: Symptoms, Vaccination, Prevention and Care*” on 22nd May 2021 (NSS and IQAC)
- One month (national) workshop on “*Yog for Anxiety and Stress management during Covid Pandemic*” from 21st May- 21st June 2021 Time: 5:30-6:30 pm (IQAC and Physical Education Dept.)
- *One month (national) workshop on Yog* from 24th May-24th June 2021 Time 7-8 am. (IQAC and Philosophy Dept.)
- National Webinar on “*Libraries during Pandemic*” on 29th May 2021 (IQAC and Library)

Following activities were conducted from 1st June 2021 onwards till date:

- Webinar on “**Enhancing Quality in OBE Evaluation**” on 16th June 2021
- Webinar on “**Library and Information Science as a Profession**” on 16th July 2021 (in collaboration with JDMC Library)



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- "Mentoring Sessions: An Interaction with Prof. Swati Pal, Principal, JDMC" - 11 sessions during July 2021
 - Seminar (Blended Mode) on "Code of Conduct and professional Ethics" on 23rd July 2021
 - A Talk on "Copyright Issues in Academic Research" on 3rd August 2021 (in collaboration with Research Centre)
 - A Talk on "National Education Policy 2020: Salient Features" on 16th August 2021
 - "Open Data" with World Bank (in collaboration with Economics department)
 - National Webinar on "National Education Policy 2021: Opportunities and Challenges in Implementation" on 28th August 2021 (in collaboration with NEP Committee)
 - National Webinar on "Workplace Safety" on 9th September 2021 (in collaboration with Centre for CC,CO&SE)
 - Webinar on "Gaining Proficiency In Online Admission Procedure And Handling Student Grievances" on 30th September 2021
 - NAAC Sponsored National Seminar on "BUILDING INSTITUTIONS- Role of Accreditation Process and Stakeholders in HEIs in light of National Education Policy 2020" on 21st October 2021.
 - One Week Capacity Building Workshop on "Enhancing Administrative Efficiency in HEIs" for teaching and non-teaching staff in collaboration with TLC, Ramanujan College
 - Mentoring sessions for students and parents of first years on 6th, 7th and 8th Dec 2021
- b. **Increase in number of Add on courses-** This was in response to the NAAC recommendations as mentioned in the AQAR Review Report of last two years, that is, 2018-19 and 2019-20. The Principal played a key role in increasing the number of add on courses being offered to students. Prof. Pal called upon faculty and insisted on more add-on courses to be conducted. Twenty courses were offered in 2020-21 ranging from Acupressure, two yoga courses, Python etc
- c. Continuing emphasis on **Remedial classes** to help students who missed classes due to medical reasons/ participation in ECA/other reasons.
- d. **External Academic Audit** – The second round was duly completed. The department-wise presentations were sent to External Auditors and comments/suggestions/feedback were solicited. The departments then prepared a follow-up action plan to comply with recommendations put forth by the Auditor.
- e. **Vidya Vistar Scheme-** The college signed a Tripartite MOU with Mahatma Gandhi Govt. College (affiliated to Pondicherry University), Andaman and Nicobar Islands in July-Aug 2021. We are looking forward to a very meaningful collaboration.
- **Inaugural Ceremony** was conducted on 6th October 2021
 - 10 MGGC students joined *Pratibha*



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- The two colleges exchange information on webinars, Add-on courses etc
- The two colleges are jointly organizing **National Seminar** on “*Tribes: Learning and Unlearning Tribal Culture*” on 9-10 Dec 2021

- f. **Participation in NIRF**- The college has registered for NIRF- National Institutional Ranking Framework and is gearing up to participate in the ranking for the first time. The ranking for the first year may not be very good but we will work towards improving our ranking in near future.

- g. The college website has been completely revamped and has become NAAC-compliant.

- h. The AQAR, 2020-21 will be submitted soon.

5. Discussion

- a. **Strengthening feedback mechanisms** from Alumni, parents and employers.
 - At present, parents are approached through students and employers are approached through Career opportunity Cell.
 - It was suggested that our passed-out students can be approached and they can get Feedback Form filled by their employers.
 - Respective departments and Students Union can help to contact Alumni.
 - As discussed in previous meetings, it is important that our current students play a more active role in handling the Alumna Association, follow up the pass-outs and contact them regularly. A need for revamping of Alumni Association was reiterated.
 - Sensitization of and relationship-building with students needs to begin right when they join the college. They can be informed about the mandates. That is, train the students to be ready to give us their data once they pass out.

- b. **Under-reporting of events for AQAR** has been noticed. To reduce the incidence, following measures were suggested:
 - Responsibility needs to be fixed and can be done on a rotational basis
 - A checklist to be made for departments/ societies
 - Students can be involved more in documentation
 - Documentation-officers can be given responsibility of preparing the reports and providing details for AQAR.
 - A Google Form/sheet can be prepared.



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- c. It was agreed to induct Student Interns in IQAC and creating a space for Deputy/Asstt. IQAC Coordinator.
- d. The possibility of having software solutions to facilitate SSR and documentation can be explored.

6. Future plans

- Preparation of SSR since our first cycle of accreditation ends in September 2022.
- To conduct workshop on documentation
- Templates to be made for proofs for AQAR questions
- Increasing engagement of stakeholders
- Strengthening of Feedback mechanism and revising the Feedback forms
- Quality enhancement and sustenance
 - a. Relevant Add on Courses for students
 - b. FDPs/ Workshops (pedagogies, ICT etc)
 - c. Training programs for non-teaching staff
- Departments/societies to be urged to have Documentation officers to take care of report-writing and providing information for AQAR.
- First year parents to be inducted in IQAC- A notice will soon be circulated.

The Coordinator extended sincere thanks to all members for their presence and for their very relevant and pertinent suggestions. The meeting ended with a vote of thanks to the Chair.

Dr. Shilpa Chaudhary
Coordinator, IQAC

Prof. Swati Pal
PRINCIPAL