

**Janki Devi Memorial College
(University of Delhi)**

Minutes of the IQAC Meeting- 9th January 2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 9th January 2023 at 10:30 AM in Principal Room. 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.

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. Saumya Vig, President

Ms Prachi, Vice-President

Nominee from the Alumni- Ms. Ruchi Khurana, Advocate

Parent Representatives-

Mrs. Bindu Singhal (*Expressed regret*)

Mrs. Rohini Ranjan (*Expressed regret*)

Mr. Bhoopendra Kumar (*Expressed regret*)

Mentor- Dr. Jitender Gill

Coordinator - Dr. Shilpa Chaudhary

1. The minutes of the previous meeting dated 29th August 2022 were passed.

2. Compliance Report/ Action Taken Report by the IQAC

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

Issue	Action Taken
Low registrations and high dropout rate in few value-added courses	<p>Student survey was conducted and the list of add-on courses preferred by students was shared with faculty members. Faculty has been advised to offer courses that are listed as desired by students. In addition, students' mentoring is also being done by departments as well as by the Principal that includes guiding students to use the opportunity and enroll for the courses and to complete the courses they opt for.</p> <p>The mentoring sessions by IQAC members will soon be initiated.</p>
Increasing the number of publications in UGC-CARE List / Scopus indexed journals	<p>Faculty is being advised and encouraged to</p> <ol style="list-style-type: none"> a. publish in UGC-CARE/ Scopus Indexed journals and b. to register on various research portals especially INFLIBNET/Vidwan to increase the academic and research visibility of the college. <p>The IQAC held workshops to facilitate faculty members to do so.</p>
To improve 'Perception' towards the college/ engage in Brand building	<p>Initiatives taken in this regard include:</p> <ol style="list-style-type: none"> a. Collecting testimonials from by Students, Parents, Alumni and Employers and displaying them up on the college website. The Coordinator thanked the Website committee for this initiative. b. Media and Publicity Committee has been asked to be more pro-active and use social media as well as print media platforms to improve public perception towards the college.

3. Reporting Matters by the Principal

- Monday morning meetings have been initiated for the non-teaching staff as a best practice.
- The college will soon be applying for MCD permission for a new Academic Block.
- The process of reconstruction, repairs and renovation in the college is ongoing.
- In the coming years, the focus will be on consolidation such as phasing out of laptops and computers, adding Smart Classrooms, improving the furniture etc.
- The college is receiving recognition by the University and has been designated as the Cluster College for the implementation of NEP. JDMC is the Coordinating/Hub college for VAC, SEC and AEC courses.
- The Principal appreciated Dr. J. Gill, Convenor, Fee Assistance Committee for providing financial assistance to needy students.
- As a part of DU Centenary celebrations, the college is organizing Alumni Panel Discussion Series by all departments. The papers by hundred Alumni will be published in the form of a book.
- The College is planning Alumni Meet in the month of Jan/Feb 2023.
- The Principal will propose, in the Staff Council Meeting, to reduce the teaching load of the IQAC Coordinator to half and the remaining time to be spent in the college in IQAC-related work.

4. Reporting Matters by the Coordinator

- The SSR (Self Study Report) was successfully submitted to NAAC on 4th November 2022. The Annual Quality Assurance Report, AQAR 2021-22 was successfully submitted on 9th November 2021. The Coordinator thanked the SSR Team for all the effort put in each member and the entire teaching and non-teaching staff for their cooperation.
- We are preparing data for submission for National Institutional Ranking Framework (NIRF)-2023.
- The college is preparing for ISO 21001:2018 certification. A Two-Day Internal Auditor Course ISO 21001:2018 –EOMS (Management Systems for Educational Organizations) was conducted on 14-15 December 2022. Twenty staff members (15 teachers and 5 non-teaching staff) are now certified ISO 21001:2018 Internal Auditors.
- Collaborations under Vidya Vistar Scheme- In addition to the collaboration with Mahatma Gandhi Govt College, University of Pondicherry, Andaman initiated in 2021-22, the college will soon sign the formal MOU with *Devnar Foundation For The Blind, Secunderabad, Telangana*. The proposal has been approved by the University. The Coordinator thanked Dr Zubeer Ahmad for initiating this collaboration.
- In the village adopted in Poshangipur Gaon, Janak Puri in May 2022, Centre for Extension and Outreach has conducted Baseline survey and few activities such as visit to their Anganwadis, celebration of Children's Day, Diwali celebration in Anganwadis and need assessment survey.
- A call has been given to parents of all students to be a part of IQAC.
- The Mentor-Mentee list will soon be finalized for first years

- As per the IQAC Checklist provided, departments conduct workshops related to Soft Skills, Career Counselling, IPRs, Research Methodology, Gender Equity Promotion, Values and ethics, Celebration of national and international commemorative days, events and festivals, Add-on Courses, FDPs, ICT etc.
- Mid-session IQAC Review is in process, taking stock of work done so far by various departments and take timely action/intervention.

Events organized by IQAC:

1. "*Enhancing Institutional and Faculty Academic and Research Visibility - A Workshop on INFLIBNET Portal*" on 17th September 2022 organized by IQAC, Library and ICT Committee
2. IQAC conducted an *ICT drive* in the month of September 2022. Faculty Enrichment Programme "*Enhancing Learning Experiences using ICT: A Hands-on Training Session*" were organized by IQAC and ICT Committee to provide Smart board Training sessions:
 - 14th September 2022- Commerce, Economics
 - 21st September 2022- Mathematics, Phy. Edu.
 - 28th September 2022 – History, Sociology, HDFE,
 - 29th September 2022- Hindi, Music, Sanskrit
 - 12th October 2022- Philosophy, Pol. Science
 - 17th October 2022- English, EVS, Library staff
3. Faculty members are being encouraged to create E-resources using Smart board/ Recording Room.
4. "*Mentoring Sessions: An Interaction with Prof. Swati Pal, Principal, JDMC*"- four sessions were conducted for first year students and parents on 6th, 7th, 12th and 13th Dec 2022.
5. A two-day Internal Auditor Course ISO 21001:2018 –EOMS (Management Systems for Educational Organizations) was conducted on 14-15 December 2022 by Centre of Assessments for Excellence (COAE) - An ISO 17021 Accredited Educational Certification Body.

Discussion

1. The Coordinator shared the *Status Report* for the *Strategic Plan 2017-22*. The college has achieved several milestones in terms of improving infrastructure, strengthening of research ecosystem, enhancing students' skills, setting up incubation programme, initiating E-journal and college publications, strengthening feedback mechanisms, expanding our collaborations, adopting of a village, increasing use of ERP modules and getting recognition for our green practices.

The Coordinator thanked the Principal, Prof Swati Pal for her exemplary and visionary leadership that has enabled the college to achieve a large set of accomplishments. The college will continue its endeavours to attain the highest standards of academic excellence.

2. The draft Goals and the Strategic Plan 2022-27 were tabled and discussed. It was decided that members would send their suggestions and observations by 16th January 2023.

3. The preparations for the upcoming NAAC Peer Team Visit were discussed briefly.

Future Plans

The college plans to focus on the following areas in the coming months:

- Preparing for the NAAC visit
- Preparing for the AQAR 2022-23 and ensuring adherence to IQAC Checklist provided to departments
- Obtaining ISO certification
- Strengthening the brand-building exercise
- Continuing with the Quality enhancement and sustenance measures
 - Add on Courses, Remedial classes, internship/ placement opportunities to be ensured for students
 - FDPs/ Workshops to be organized for teachers
 - Training programs to be conducted for non-teaching staff
 - Efforts to strengthening our bonds with students and Alumni
- Increasing the visibility of the college by publishing podcasts by students and faculty on social media, recording testimonials during Symphony, increasing presence of JDMC on Instagram & cross-linking of Instagram accounts of various societies, departments and Students Union.

The Coordinator extended sincere thanks to all members for their presence and for the fruitful discussions. The meeting ended with a vote of thanks to the Chair.

Dr. Shilpa Chaudhary
IQAC Coordinator

Prof. Swati Pal
Principal