

JANKI DEVI MEMORIAL COLLEGE NEW DELHI

Minutes of the first meeting of Internal Quality Assurance Cell (IQAC) held on Tuesday the 07 April 2015 at 12 p.m. in the Committee Room. The following members attended the meeting:

Chairperson - Dr. Indu Anand, Principal & Chairperson of the Committee

Members from Administrative Staff

Sh. R.N. Vashisth, Consultant A.O.

Mrs. Sunita Aima, Section Officer (Admin)

Faculty Members

Mrs. Poonam S. Khanna, Bursar

Mrs. Vandana Madan

Dr. G.H. Singh

Dr. Swati Pal

Dr. Ritu Arora

Dr. Payal Nagpal

One Member from the Governing Body

Mrs. Kiran Aggarwal

Students' Union

Ms. Deepika Mehta, President

Ms. Srishti Budhiraja, Vice President

Ms. Neelima Sharma, General Secretary

Two External Nominees

Prof. T.K.V. Subramanian, Professor (Retd.), Department of History, University of Delhi.

Prof. Vinay Srivastava, Professor, Department of Anthropology, University of Delhi.

Coordinator – Dr. J. Gill, English Department, JDMC

The Principal introduced the members and welcomed them.

The Principal gave a chronological account of action taken from the date of applying for Letter of Intent (LOI) to the constitution and meeting of IQAC.

Aims, objectives and functions of IQAC were also stated.

The Principal informed that the quality assurance was looked after by various committees constituted by Staff Council and Governing Body of the College, as there was no formal IQAC. Quality Assurance is in-built in our system.

With this brief, the Principal requested Dr. J. Gill, Coordinator of IQAC to take up the proceedings. Dr. Gill read out the questions and explained the mechanism prevalent in the

College to address these queries. After hearing Dr. Gill the member gave their opinion to be considered for perpetual quality assurance. The following issues emerged for follow up action to satisfy the NAAC queries:

1. IQAC is mandatory in view of accreditation by NAAC
2. All parameters and bench marks are to be articulated.
3. Modalities and procedures for every aspect be worked out. A suggestion and information based questionnaire be developed for collecting data.
4. There is a distinction between routine and quality.
5. There are three components where a continuous and sustainable monitoring of quality assurance is required:
 - Academic
 - Development – ECA etc.
 - Administration
6. Frequent brain storming sessions involving faculty, staff, students and alumni be held to know our strength and weaknesses.
7. The College should interact with outside world:
 - Outreach activities
 - The institute should demonstrate its contribution to the society
 - Alumni should be used as interface between industry, management and students
8. All activities however big or small should be properly documented for posterity. Here, the Principal explained that the activities of the College are documented through – Press clippings; College Annual Report, University’s Annual Report wherein the College Annual Report is included.
9. The Committee appreciated the above and further suggested that the Library Festival can serve as a platform for student interaction and dissemination of knowledge.
10. Academic Audit is required.
11. Articulate excellence through data
12. Library should maintain a separate collection under the heading faculty publications wherein the articles/books authored by the College teachers should be kept. The library should study the impact value of these books and articles.
13. Citing colleague’s reference should get priority.
14. Parent Teacher meeting serves as a grievance redressal mechanism and should be encouraged.
15. Feedback from students to be obtained regularly to know their problems and views.
16. The student representatives on the Committee expressed their satisfaction with the administration.

The Committee ended with a vote of thanks to the chair.

The Highlights of the meeting can be seen at a glance in the following section.

Sd/-
(DR. J. GILL)
Coordinator, IQAC

sd/-
(DR. INDU ANAND)
Principal and Chairperson, IQAC