

JANKI DEVI MEMORIAL COLLEGE NEW DELHI

Minutes of the IQAC meeting held on 20th March, 2018 at 12 noon

The IQAC committee had a preliminary meeting of the internal members of the committee in the Committee Room.

The meeting was attended by:

Dr. Swati Pal (Chair)

Dr. Sharda Sharma

Mrs. Nirmala Murlidhar

Ms. Charu Kala (faculty members)

Dr. Sandhya Garg (alumni representative)

Dr. Kaushal Kishore (AO)

Mr. G.C. Gulati (Accounts)

Mrs. Poonam Abbot (Administration)

Mrs. Santosh (Library)

President and Vice-President of Students' Union

Dr. Jitender Gill (Coordinator, IQAC)

The meeting started with the Coordinator's summary of the **work that was initiated under the aegis of IQAC and has been completed after the NAAC peer team visit.**

- The software for online forms to be filled by students to select the SEC and GE courses has been developed and the students have already used it in the current semester. The glitches have been taken care of and the process of filling up the forms is expected to go smoothly in the coming semesters.
- Online portal for all feedback forms is also ready and will be made available at the end of March.
- IQAC Placement committee was formed in September 2017 and has created whatsapp groups to disseminate information about competitive exams, fellowships and scholarships to students.
- An LED board to provide the above-mentioned information to students is going to be installed in the college lobby very soon.
- regular student-faculty meetings to seek immediate feedback from students about issues related to teaching and learning, infrastructure, library etc have been institutionalised.

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Future plans that were discussed:

- creation of internal quality benchmarks under the following heads:
 1. Teaching and learning
 2. Evaluation methodologies
 3. Research and development
 4. Library
 5. Human Resource Management
 6. Industry interactions
 7. Academic audit
 8. Streamlining the Alumni Association and its activities
 9. Rethink parents' contribution to the college and its functioning
 10. Development programmes for the support staff
 11. Regular Environment audit

An IQAC workshop for faculty is planned for the end of April 2018. The topic is 'Service Rules for Faculty'

The meeting ended with a vote of thanks to the Chair.

(Jitender Gill)
Coordinator, IQAC

(Dr. Swati Pal)
Chairperson