

JANKI DEVI MEMORIAL COLLEGE

NEW DELHI

IQAC Meeting

(24 /10 /18)

The IQAC meeting of the internal members of the committee took place in the Principal's office in the presence of:

Dr. Swati Pal (Principal / Chair)

Dr. Ruplekha Khullar

Mrs. Nirmala Muralidhar

Dr. Namita Sethi

(Above-mentioned are all senior faculty members; two faculty members, Dr. Sharda Gautam and Ms. Charu Kala, were absent)

Mr. R.N Vashishtha (Consultant AO)

Mrs. Poonam Abrol (S.O, Admin)

Mrs. Pushpa Rawat (S.O, Accounts)

Mrs. Nivedita Sharma (Librarian)

Ms. Shubhangi Sharma (President, Students' Union)

Ms. Muskaan Sharma (Vice-President, Students' Union)

Dr. Jitender Gill (Coordinator, IQAC)

The Coordinator began with a review of the recommendations of the IQAC in its previous meetings that had been implemented so far:

Work done so far:

- Digitisation: timetables, attendance, internal assessment, option forms for GE and SE Courses; examination related work
- Online Feedback from stakeholders and its analysis
- ICT enabled Administrative / accounts work
- Streamlining of information dissemination among stakeholders (installed LED board, created whatsapp groups, more notice boards)

IQAC organised workshops on the following in the past one year:

‘Research Options for the Faculty’

- ‘Digitisation and Conservation’ for Library Staff
- ‘Financial Literacy’
- ‘R Programming’ for faculty
- ‘Microsoft Certification Course’ for students

Pratibha Centre for Competitive Exams has started functioning. The first module was very successful and the second module with hundred students has already begun.

Once the information about the work done had been provided, Dr. Pal suggested that a Charter of rules and regulations should be drawn up by the Students’ Union after due consultation with the student body in the next few months. Dr. Gill suggested that the charter should encompass issues related to academics, research, administration, accounts, infrastructure, library etc. It should incorporate students’ expectations as well as their responsibilities under all the above-mentioned categories. For instance, in a class, the punctuality of teachers is as important as the punctuality of students. Similarly, while framing rules to curb copying in examinations, there should also be suggestions about students helping the faculty deal with this problem.

After this, Dr. Gill stated that the recently revised format of the NAAC report has already been discussed in the Staff Council meeting held on 9th October 2018 and a copy of the revised NAAC manual has been sent to all department coordinators, the AO and the librarian and they were expected to share it with their departments.

Then, the Coordinator presented the following list of subjects that required inputs from the members of the IQAC.

- Quality benchmarks/parameters for various academic and administrative activities of the institution need to be developed and implemented to streamline all processes. The committee felt that the charter discussed above may help formulate the quality benchmarks.
- We need to find solutions to problems like low student attendance; subpar examination performance of students
Similarly, the Career Opportunity Cell, which works very hard to arrange job fairs, has noted that our students do not participate in job related events. When internships are made available, they sign contracts and do not go to the organisations; the same happens on the job front. We need to make sure that students understand the importance of these efforts and take them seriously
- Developing academic and administrative procedures and methodologies in the areas where there are no guidelines from the government and Universities.
 1. For instance, how to ensure that all stakeholders fill up the online feedback forms fully to provide exhaustive feedback
 2. The FDPs organised by IQAC need more active participation by the faculty
 3. The PPF passbooks of employees have no validity as they are unsigned; they are not even updated regularly.
 4. Ad hoc faculty of the college feel that their tax deductions are at variance with the salaries given to ad hoc faculty in other colleges. It was decided that this situation can be reviewed, if the ad hoc faculty give some evidence of this variance in the form of salary statements of other colleges. They need to initiate this review by writing a formal complaint to the college about it.
 5. Tutorials need to be more effectively evaluated, so that students can benefit from this exercise. Students should be informed about their academic

weaknesses and strengths while writing and discussing their tutorials. The rationale for evaluation should be given to students

6. Question banks to be developed and a key to be provided. It could also be published in book form
7. All members of the college community need to treat each other courteously and professionally
8. Dr. Pal said that the Code of conduct for students, faculty and administration should not just be available on college website but should also be conveyed to everyone through workshops. For this purpose, the Assembly during coffee break must be resumed twice a week so that students can be apprised of important issues regularly.
Twice a month, there should be town hall type of meeting with faculty and non-teaching staff to discuss urgent matters
9. Most members felt that students' grievances, if related to teaching, should be first discussed with the concerned teacher. Their attendance in class too needs to be considered while addressing their grievances.

- The next point on the agenda was to arrange for assessment of all research projects in a time bound fashion

Faculty Research projects that have been given seed money provided by Vidyavati Trust, should send a progress updates on specified time

The periodicity of review of these projects must be clearly mentioned to avoid confusion.

If a project does not attain its professed objective, then the money availed by the investigators should be reimbursed

Student participation must be clearly defined in these projects, for which the parameters need to be decided by the Academic Excellence Committee in conjunction with IQAC

- All co- and extra-curricular societies should have clearly stated objectives, which should be assessed and evaluated at the end of the academic term.
- Conducting Academic and Administrative audits: administrative audit has been done already. But the academic audit is pending due to lack of clarity about who should be asked to audit academics. It was suggested that audit by external entities is likely to be more objective. We could do it department-wise after creating uniform criteria.
- More activities under institution-social responsibility are required. So far, only two or three departments / societies seem to be working on this aspect. We need to have large scale engagement by all departments and students. 'Joy of Giving' Week could be organised and students could take gifts for the residents of the Old People's Home during festivals and spend some time with them
- Initiate welfare schemes for students, non-teaching staff and faculty: decision about this should be taken in the Staff Association and by the non-teaching staff. Parameters to be formulated to avail of these funds
- Plan a more active engagement for the alumni: The JDMC Alumni Association needs to be reminded of this. The Alumni Association is now registered, so there should be a proper election of office bearers and the objectives of the Association need to be clearly stated at the outset and evaluated periodically.

Dr. Gill suggested that the Alumni Association should have a larger proportion of alumni who are not a part of the college faculty, as it will be good to have greater objectivity and fresh perspective on issues related to the Association

- The Mentoring programme needs to be initiated by the next semester. The IQAC Coordinator suggested that each department should allot mentees from that department to the faculty member, while BA Prg students will also be mentored by the faculty of the departments which teach them.

The list of mentees will be prepared by each department and sent to the Principal. The mentors and mentees will be changed after each academic year, if required.

All the mentors will record the details of the mentees' meetings, which will be assessed at the end of the academic term and problems, if any, will be addressed.

- Environmental practices:
 1. What should be done with the plastic bottles that are collected to make the campus plastic free?
 2. Waste segregation and management
 3. Planting indigenous species in the garden – discuss with the Garden Committee
 4. Plants that help conserve water – discuss with the Garden Committee
 5. Revive Ecozone with the help of the hostellers
 6. LED use to be increased
 7. Solar lights to be installed in larger numbers