

The background of the cover page features a photograph of the Janki Devi Memorial College building, a multi-story structure with a prominent red brick tower and white facade. In the foreground, there is a well-maintained circular garden with a central tree and manicured hedges. The text is overlaid on this image.

# **JANKI DEVI MEMORIAL COLLEGE**

**(UNIVERSITY OF DELHI)**

## **Annual Quality Assurance Report (AQAR)**

**1<sup>st</sup> July, 2017 to 30<sup>th</sup> June, 2018**

## **Part – A**

### **Data of the Institution**

*(data may be captured from IIQA)*

#### **1. Name of the Institution**

**JANKI DEVI MEMORIAL COLLEGE**

- Name of the Head of the institution : **Dr. Swati Pal**
- Designation: **Principal**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **011-25787754, 011-25710832**
- Mobile no.: **9811276744**
- Registered e-mail: **principal@jdm.du.ac.in**
- Alternate e-mail : **jdmcollege@hotmail.com**
- Address : **Sir Ganga Ram Hospital Marg,**
- City/Town : **Old Rajinder Nagar**
- State/UT : **New Delhi**
- Pin Code : **110060**

#### **2. Institutional status:**

- Affiliated / Constituent: **Constituent**
- Type of Institution: Co-education/Men/Women: **Women**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(please specify): **Grant in Aid - UGC 2(f) and 12 (B)**
- Name of the Affiliating University: **University of Delhi**
- Name of the IQAC Co-ordinator : **Dr. Jitender Gill**

- Phone no. : **011-25787754**
- Alternate phone no.: **011-25710832**
- Mobile: **9810025781**
- IQAC e-mail address: **iqac@jdm.du.ac.in**
- Alternate Email address: **jdmcadmissions@yahoo.co.in**

3. Website address: **www.jdm.du.ac.in**

Web-link of the AQAR: (Previous Academic Year): **N.A.**

4. Whether Academic Calendar prepared during the year?

Yes/No : **Yes**; if yes, whether it is uploaded in the Institutional website: **Yes uploaded**

Weblink: <http://jdm.du.ac.in/pdf-2018/College-Calendar-2018-19.pdf>

5. Accreditation Details:

<b>Cycle</b>	<b>Grade</b>	<b>CGPA</b>	<b>Year of Accreditation</b>	<b>Validity Period</b>
1 <sup>st</sup>	B++	2.76	2017	from:12/09/2017 to: 11/09/2022
2 <sup>nd</sup>	--	--	--	--
3 <sup>rd</sup>	--	--	--	--

6. Date of Establishment of IQAC: **12/01/2015**

7. Internal Quality Assurance System

<b>7.1 Quality initiatives by IQAC during the year for promoting quality culture</b>		
<b>Item /Title of the quality initiative by IQAC</b>	<b>Date &amp; duration</b>	<b>Number of participants/beneficiaries</b>
1. Introduced Online Option Forms for Generic Elective Courses and Skill Enhancement Courses	From August 2017 for every semester	All undergraduate students enrolled in college
2. Improving Information Dissemination systems of college by starting whatsapp groups and getting an LED board in the college lobby	September 2017	All stakeholders, especially students

3. Organised a workshop on 'Research Options for Faculty'	12 <sup>th</sup> May 2018 One day	All faculty members
4. Organised a workshop on 'Digitisation and Conservation for Library Staff'	15 <sup>th</sup> June 2018 & 22 <sup>nd</sup> June 2018 Two days	Library Staff of Delhi University colleges
5. Introduced online feedback forms for students, alumni, parents, faculty, non-teaching staff, employers and their analysis	Over the year	All stakeholders of the college

***Some Quality Assurance initiatives of the institution are:***

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Internal Administrative Audit (AA) conducted and its follow up action*
- *Internal Audit conducted.*

8. Provide the list of funds by Central/ State Government-  
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

List of funds by Central / State Government					
Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Date
Janki Devi Memorial College	Salary Grant	UGC	2017-18	74,574,000.00	25-07-17
	Salary Grant	UGC	2017-18	3,441,000.00	04-08-17
	Non Salary	UGC	2017-18	250,000.00	12-09-17
	Salary Grant	UGC	2017-18	13,764,000.00	12-10-17
	Salary Grant	UGC	2017-18	74,574,000.00	05-12-17
	Salary Grant	UGC	2017-18	24,858,000.00	26-12-17
	Salary Grant	UGC	2017-18	1,000,000.00	26-12-17
	Financial Assistance	UGC	2017-18	288,000.00	26-12-17
	Salary Grant	UGC	2017-18	10,323,000.00	11-01-18
	Non Salary	UGC	2017-18	750,000.00	18-01-18
	Salary Grant	UGC	2017-18	34,143,000.00	17-03-18
	Salary Grant	UGC	2017-18	8,660,000.00	22-03-18
	Non Salary	UGC	2017-18	750,000.00	22-03-18
	Salary Grant	UGC	2017-18	4,791,000.00	31-03-18
	Salary Grant	UGC	2017-18	9,583,000.00	31-03-18
	Salary Grant	UGC	2017-18	45,522,000.00	31-03-18
	Sports Development	UGC	2017-18	472,874.00	31-03-18
	Salary Grant	ICSSR	2018-19	209,625.00	07-05-18
	Salary Grant	UGC	2018-19	74,575,000.00	28-06-18
	Salary Grant	UGC	2018-19	5,000,000.00	16-07-18

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

\*upload latest notification of formation of IQAC: **Uploaded**

Link: <http://jdm.du.ac.in/agar.html>

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes/No: **Yes** link: <http://jdm.du.ac.in/iqac.html>

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its

activities during the year? Yes:                      **No** ✓

If yes, mention the amount: **NA**      Year: **NA**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Regular Student-faculty meetings of each department, which enable students to discuss and resolve problems related to teaching-learning, and other issues. If the problem is not resolved at the department level, it is sent to the Principal's office and, if required, to the Apex Grievance Redressal Committee of the college.
- Under the IQAC, online feedback forms for stakeholders of the college facilitate inputs on various aspects of the institution. Multiple feedback forms are available for students, their parents, alumni, non-teaching staff, etc. The information provided by these forms is analysed and necessary measures are implemented. The online self-assessment form, also initiated by the IQAC for the faculty, enables it to critically analyse and improve aspects like classroom lectures, availability of teachers outside classrooms for guidance and assistance, maintaining records of students' performance and encouragement of analytical thinking, etc. The IQAC has facilitated the availability of option forms of GECs and SECs on the website to streamline the process of course selection for the students and ensure smooth functioning of classes.
- IQAC organises workshops on subjects that enhance the skills and professional expertise of the faculty, the non-teaching staff and the students. In the last academic year, the IQAC organised a workshop 'Research Options for Faculty' on 12<sup>th</sup> May 2018, where representatives from ICSSR, IGNC, ICHR and UGC were invited as resource persons. Another workshop on 'Digitisation and Conservation' was organised for librarians on June 15<sup>th</sup> and 22<sup>nd</sup> 2018.
- IQAC ensures that Contact periods are assigned to each teacher to increase student-teacher interaction on a one-to-one basis. IQAC also ensures that Remedial classes are organised at the end of the semester to assist students with academic problems.
- Another IQAC initiative in December 2017 was **Pratibha: Centre for Foundation Classes (Competitive Exams)**, which became operational on 1<sup>st</sup> July 2018.
- IQAC also initiated an administrative audit of the college during summer of 2018 and is in the process of implementing the suggestions given in the report.

- 13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Renovation of classrooms, tutorial rooms, computer labs and toilets	Completed
Setting up of Ecozone	Setup
Setting up of Solar Power System	Solar Power Plant of 50.22 kwp installed
Herb Garden	Done
Braille Signage	Done
Reserved Parking for the disabled ( <i>Divyangjan</i> )	Done
Tactiles in entire college	Done
Enabling Unit	Setup
Research Room	Done
Reading Room for faculty in the Library	Done
Medical Room	Done
Setting up of Mother Dairy Booth	Mother Dairy Booth is now functional
Renovation of College Canteen	Done
Auditorium renovation	Done
Alumnae Association Registration	Done
Hostel construction	Completed and now operational
Basketball court	Basketball Court Re-laid
Library Renovation	Done
Fire Safety measures	Completed
Girls' Common Room	Done
PIO Room	Done
Administrative Block Renovation	Renovated

- 14. Whether the AQAR was placed before statutory body? Yes /No: No**

Name of the Statutory body:                      Date of meeting(s):

- 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

Yes/No: **No**

Date:

- 16. Whether institutional data submitted to AISHE: Yes/No: Yes**

Year: 2017-18

Date of Submission: **09/03/2018**

17. Does the Institution have Management Information System? **Yes**

**If yes, give a brief description and a list of modules currently operational.(Maximum 500 words)**

- The college has automation software that manages all data related to Admissions, Timetable, Monthly attendance, Internal Assessment, Stock Management, maintenance of Leave Records, Payroll and Financial Accounting.
- Information is disseminated among the various stakeholders through notices, PA System, Intercom, Email, SMS, WhatsApp and LED/ Electronic Information Board.
- Students also select Generic Elective and Skill Enhancement Papers through an option form portal.
- Examination duties are assigned to teachers through the use of software.
- Feedback and self-assessment of stakeholders are conducted through online forms.
- All library functions like updating database of books and journals, search access for users are facilitated through the use of Libsys Software.
- The website also helps to provide access to data involving activities of departments / societies, student attendance and notices from the College, University and UGC.



## Criterion – I: Curricular Aspects

### 1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	
PG	<b>08</b>	NIL	NIL	
UG	<b>12</b>	NIL	NIL	
PG Diploma	NIL	NIL	NIL	
Advanced Diploma	NIL	NIL	NIL	
Diploma	NIL	NIL	NIL	
Certificate		NIL	<b>06</b>	<b>01</b>
Others		NIL	NIL	
<b>Total</b>	<b>20</b> <i>Please refer to 1.A for details.</i>	<b>0</b>	<b>06</b> <i>Please refer to 1.B for details.</i>	<b>01</b> <i>Please refer to 1.C for details.</i>

Interdisciplinary			<i>For details regarding 'Peace and Conflict Studies' please refer to 1. B. 6.</i>	
Innovative	NIL			

**1.A (Number of existing Programmes):**

**PG - 08**

M. A. (English, Hindi, History, Political Science, Philosophy, Sanskrit)

M. Com.

M. Sc. (Mathematics)

**U.G. - 12**

B. A. Honours in English, Economics, Hindi, History, Philosophy, Political Science, Sanskrit, Sociology

B. A. Programme

B. Com. Honours

B. Com.

B. Sc. Honours Mathematics

**(1.B) Names of the Self-financing certificate courses offered:** The College offers 5 Add-on courses and 1 Interdisciplinary course:

1. **Safe Cities and Inclusiveness:** This course was offered by the Department of Sociology. It was a 100 hour course (Fee – Rs. 3,000/-), which started in August 2017 and got over in April 2018. The basic objective of the course was to generate gender sensitivity and understand the various mechanisms available to create a sense of security and safety among young people. The course touched upon various factors which make a city liveable. It also focussed on the role of different stakeholders in developing safe cities. The course was conducted with the help of experts and NGOs, like DCW, *Jagori*, *Chintan*, UN Women, NIUA, TARU, ITDP and others. Students also underwent internships with DCW, ITDP, 181 Helpline, Rape Crisis Cell and *Chintan*. The participants received certificates at the end of the course that carried the logos of all the collaborating organisations.
2. **Travel and Tourism** course was organised by the Department of History in collaboration with the Department of Adult Continuing Education & Extension. The course covered the theoretical and practical aspects of travel and tourism industry. It provided sound knowledge of travel and tour operations, travel agencies, financing, marketing, and managerial skills, air-ticketing, and air-tariffs to students. It was a 4 month course (Fees- Rs. 3,200/-), which began in September 2017 and the valedictory function took place in the month of March 2018.

3. **NSE Academy's Certified Capital Market Professional (NCCMP):** This course was structured and coordinated by the Department of Economics in collaboration with **NSE Academy Ltd.** (a subsidiary of National Stock Exchange (NSE) of India Ltd.) Its first batch successfully completed the course, which lasted from September 17<sup>th</sup> to March 18<sup>th</sup>, 2018. The objective of the course was to impart knowledge and develop skills to operate, invest and provide services in the capital markets that are increasingly becoming an important part of the financial aspect of our lives. The duration of the course was 100 hours (80 hours - Theory and 20 hours - Practical and Fee – Rs. 16,000/-). The students received the joint *NSE Academy-JDMC certification* on successful completion of the course.
4. **Advertising, Sales Promotion and Sales Management (ASPSM):** This course is offered to B.A. Programme students as a self financing course. The main objective of this course is to equip students with the basic knowledge of different concepts and techniques of marketing, while providing insights into the process of marketing; tools of sales promotion; how to prepare an effective advertising message that results in increasing sales; functions of sales managers; successful management and organization of sales force etc. It was introduced to make B.A. Programme more employment oriented depending upon the skills of the students.
5. **Translation:** This course was started by the Hindi Department in collaboration with *Bhartiya Anuvad Parishad*. The aim of the course was to improve the translation skills of the students. It was a 3 month (100 hour) course, (Fee – Rs. 1500/-). The course duration was December 2017 to March 2018.
6. **Peace and Conflict Studies (Interdisciplinary):** A short term interdisciplinary course organised by Gandhi Study Circle of the college. The course, which started in August 2017 (Fee - Rs. 1,500/-), was completed in November 2017. It gave the students an opportunity to learn about various aspects of peace and conflict in India as well as globally. They learnt about the intersections of contemporary social, political, and economic issues. The idea behind the course was to familiarise the students with the Gandhian perspective and its relevance.

### **1.C Interdisciplinary Course:**

**PRATIBHA: Centre for Foundation Classes**, the Internal Quality Assurance Cell (IQAC) of the college has initiated this programme to promote career orientation among the students. The centre began in December 2017. These foundation classes (totalling 100 hours of lectures) provide a platform to the students who want to appear for competitive exams like UPSC, State Public Service Commission, SSC, and entrance exams of LLB & B.Ed. Undergraduate and postgraduate students from all academic streams of the college are eligible to join these classes.

### **1.2 (i) Flexibility of the Curriculum: CBCS**

#### **(ii) Pattern of programmes:**

<b>Pattern</b>	<b>Number of programmes</b>
Semester	All UG and PG courses (12+8)
Trimester	NIL
Annual	NCWEB and SOL

### **1.3 Feedback from stakeholders - Students, parents, alumni, employers, faculty and non-teaching staff:**

Feedback analysis has been attached in the following order-

1. Students
2. Faculty
3. Employers
4. Parents
5. Alumni
6. Non-Teaching Staff

**Mode of feedback** : Online

*Please refer to Annexure IA\**

**\*All Annexures can be accessed in the following link:**

<http://jdm.du.ac.in/aqar.html>

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

Curriculum development is undertaken by the University of Delhi on regular basis and many faculty members of the college have been a part of it.

Nine faculty members belonging to different departments of the college participated in curriculum revision in 2017-18. Documentary evidence has been attached (*Please refer to Annexure I B*). Names of faculty who were members of the course/syllabus revision committee are provided in the table below.

**Table 1.4**

<b>DEPARTMENT</b>	<b>Number Of Faculties</b>	<b>Names</b>
<b>Commerce</b>	2	Dr. Amita Charan Dr. Sarojini Singhal
<b>History</b>	1	Dr. Saumya Gupta
<b>HDFE</b>	1	Dr. Nirmala Muralidhar
<b>Music</b>	2	Dr. Gurinder H. Singh Dr. Perna Arora
<b>Sociology</b>	2	Dr. V. Rajyalakshmi
<b>English</b>	2	Dr. Namita Sethi Dr. Payal Nagpal

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

None

## **Criterion – II: Teaching, Learning and Evaluation**

### **2.1 Total No. of permanent faculty:**

<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
70	37	33	0	-

### **2.2 No. of permanent faculty with Ph.D.:**

41
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### **2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:**

<b>Asst. Professors</b>		<b>Associate Professors</b>		<b>Professors</b>		<b>Others</b>		<b>Total</b>	
R	V	R	V	R	V	R	V	R	V
-	73	-	-	-	-	-	-	-	73

### **2.4 No. of Guest and Visiting faculty and Temporary faculty:**

<b>4 (Guest)</b>	<b>76 (Ad hoc)</b>	<b>0 (Temp)</b>
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### **2.5 Faculty participation in conferences and symposia:**

<b>No. of Faculty</b>	<b>International level</b>	<b>National level</b>	<b>State level</b>
Attended Seminars/ Workshops	7	36	6
Presented papers	17	13	3
Resource Persons	3	5	2

*Please refer to Annexure 2.5 for details*

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovative process adopted in Teaching and learning:

- Project Based Learning is an effective and student friendly tool. Students are assigned projects on a topic of their choice. This method helps in developing focus, research and analytical skills.
- Brainstorming sessions and group discussions; films; videos, business games; educational excursions; talks by academicians; quizzes.
- Using Multimedia like Microsoft Office, Mathematica, Maxima, C++, etc. to help students assimilate concepts in a more effective manner.
- Softwares like Latex and R are used to enhance the presentation, documentation and data analytical skills of students.
- Real world learning is also imparted to the students through field visit, industrial trips, internships, and workshops.

*Please refer to 6.3.2 for additional detail.*

## 2.7 Total No. of actual teaching days during this academic year:

180

## 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):

JDMC is a constituent college of the University of Delhi and is bound to follow its rules about admissions, curriculum and evaluations.

As of now, the college follows the university guidelines, according to which students' semester exam scripts are checked by faculty of other colleges to ensure anonymity, impartiality and uniformity of evaluation.

## 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/ Faculty/ Curriculum Development workshop:

10

*Please refer to 1.4 and Annexure I (B) for details*

**2.10 Average percentage of attendance of students:**

65.09%

**2.11 Course/Programme wise distribution of pass percentage:**

**IIIrd Year**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (H) ECONOMICS	48	16.67	58.33	20.83	20.83	79.17
B.A. (H) ENGLISH	63	0	30	31.74	9.52	87.3
B.A. (H) HINDI	48	0	66.6	33.3	0	100
B.A. (H) HISTORY	78	0	41	39.7	6.4	87.18
B.Sc. (H) MATHS	76	56.58	88.16	10.10	.37	94.74
B.A. (H) PHILOSOPHY	21	4.76	61.9	23.8	9.5	100
B.A. (H) POL.SCIENCE	78	0	65	33.3	0	98.71
B.A. (H) SANSKRIT	14	0	50	14	14	78.57
B.A. (H) SOCIOLOGY	40	0	27.5	55	15	97.5
B.Com. (H)	128	29.6	94.5	4	0	98.44
B.Com.	157	10.8	77.7	17.8	0	95.54
B.A. (Prog.)	182	0	41.2	41.2	4.3	100



## IInd Year

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (H) ECONOMICS	45	17.78	62.22	4.44	33.33	95.56
B.A. (H) ENGLISH	44	0	45.45	36.3	6.81	84
B.A. (H) HINDI	78	0	65.4	29.5	2.6	97.5
B.A. (H) HISTORY	70	0	33.71	51.43	10	97.14
B.Sc. (H) MATHS	89	42.69	74.16	12.36	1.12	96.3
B.A. (H) PHILOSOPHY	36	0	38.88	44.4	8.33	91.65
B.A. (H) POL.SCIENCE	91	1.09	63.73	17.58	9.8	91.11
B.A. (H) SANSKRIT	18	5.5	55.5	11	26	83.33
B.A. (H) SOCIOLOGY	41	0	19.5	41	2.4	63.41
B.Com. (H)	140	35	88.57	6.4	4.2	99.29
B.Com.	92	8.69	79.3	8.6	11.9	100
B.A. (Prog.)	199	5.5	38.6	32.66	2	99.5

## Ist Year

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (H) ECONOMICS	37	8.11	54.05	21.62	24.32	100
B.A. (H) ENGLISH	47	0	42.6	31.9	25.5	100
B.A. (H) HINDI	58	0	34.5	51.7	13.8	100
B.A. (H) HISTORY	71	0	49.3	35.21	15.49	100
B.Sc. (H) MATHS	81	35.8	77.77	11.11	0	98.88
B.A. (H) PHILOSOPHY	29	0	48.27	27.58	13.79	89.64
B.A. (H) POL.SCIENCE	105	.95	51.4	42.85	2.94	97.21
B.A. (H) SANSKRIT	22	4.5	9	27	27	59.09
B.A. (H) SOCIOLOGY	35	0	25	54	14	94.28
B.Com. (H)	130	9.23	76.9	17.6	4.6	99.22
B.Com.	114	2.6	40.3	40.3	16.6	98.24
B.A. (Prog.)	203	2.5	41	37.4	6.4	99.01

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

JDMC-IQAC has been instrumental in initiating the process of evaluating the teaching-learning process in the college by establishing the following practices:

- a) Regular Students-faculty meetings in which students of each department have a direct interface with faculty of the same department to discuss their problems related to teaching, learning, infrastructure, administration, and related issues. Immediate action is taken on these issues. If a problem is not resolved at the level of the department, it is sent to the Principal's office and, if required, to the Apex Grievance Redressal Committee of the college.
- b) The second action initiated by the IQAC is to arrange for online feedback forms for all stakeholders of the college, which is another avenue to provide inputs on various aspects of college life, related to both teaching and administration. We have different kinds of feedback forms: for students, their parents, alumni, non-teaching staff, etc. (*Please see Criteria I and VI and the relevant annexures for details*). The information provided by these forms is analysed and the issues are addressed in a timely manner.
- c) Faculty self-assessment form: Faculty members assess various aspects of their work such as teaching, evaluations, and extra- and co-curricular activities in this form. In the course of filling up this form, the faculty gets a chance to introspect on pedagogical practices and work on making the teaching-learning process more students friendly.
- d) IQAC also ensured that the online option forms for GECs and SECs are uploaded on the college website to streamline the process of selection of these courses for the students and ensure smooth functioning of classes.
- e) The IQAC also organised workshops to educate the faculty about research options and the library staff about digitisation available and conservation.  
*Please refer to 1.3 and 6.3.2 for further details.*

### 2.13 Initiatives undertaken towards faculty development:

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	10
UGC – Faculty Improvement Programmes	0
HRD Programmes	7
Orientation Programmes	0
Faculty Exchange Programmes	0
Staff training conducted by the university	9
Staff training conducted by other institutions	39
Summer / Winter schools, Workshops, etc.	47
Others	117

*For details, Please refer to Annexure 2.13*

### 2.14 Details of Administrative and Technical staff:

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	33	20	9	7
Technical Staff	3	-	2	-
Library Staff	10	6	5	2

### **Criterion – III: Research, Consultancy and Extension**

#### **3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

IQAC's initiatives in promoting research are:

1. Creation of the Academic Excellence Committee in the college last year to encourage research.
2. The College Trust was approached to provide seed money for research in college, which resulted in a grant of Rs. 5,00,000/- (Rupees Five Lakh) in June 2018 (This money was subsequently disbursed in October 2018 and Research Projects were initiated.).
3. Organised lectures on 'Research funding Options for Faculty' to apprise them of the funding options and organisations which provide financial wherewithal for research to the faculty.
4. Dr. Swati Pal, Dr. Namita Sethi and Ms. Ruchika Bhatia of the JDMC English department, worked on a research project worth Rs. 1, 00,000/- (of which Rs. 40,000/- has been diverted to the college to encourage further research) in collaboration with Oxford University Press (OUP) to evaluate the feasibility of adopting simulation as a preferred mode for teacher training for schools in India.
5. Initiative by members of the English department to bring out a book of critical essays on 'Memoirs.' The department is in talks with publishers to get this book published.

#### **3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	NA	2	NA	NA
Outlay (in Rs. Lakh)	NA	Rs. 40 Lakh and Rs. 6.99 Lakh (for each project separately; total Rs. 46.99 Lakh		NA

*Please refer to Annexure III A for details.*

#### **3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	1	NA	NA	NA
Outlay (in Rs.)	1,00,000 (Sanctioned, Rs. 40,000 received)	NA	NA	NA

*\* Please refer to Annexure III B for details*

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	11	6
Non-Peer Review Journals	NA	NA	NA
e-Journals	6	NA	NA
Conference proceedings	1	6	NA

\* Please refer to Annexure III C for details

### 3.5 Details on Impact factor of publications:

Range	Average	h-index	Nos. in SCOPUS
NA	NA	NA	2

\* Please refer to Annexure III C for details

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration (year)	Name of the funding Agency	Total grant	
			Sanctioned (in Rs.)	Received (in Rs.)
Major projects	2	ICSSR	40,00,000	30,00,000 Approximately
	2016-2018	ICSSR	6,98,750	4,19,250 (in 2016)
				2,09,625 (in 2018)
Minor Projects		OUP	1,00,000	40,000
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA

Students research projects ( <i>other than compulsory by the University</i> )	NA	NA	NA	NA
Any other (Specify)	1 (Memoirs, 2018)	NA	NA	NA
Total	4		47,98,750	36,68,902

*Please refer to Annexure III A and III B for details.*

### 3.7 Number of books published

i) Number of books with ISBN No.	No. of chapters in edited books	ii) Number of books without ISBN No.
12	24	1

*Please refer to Annexure III D for details.*

### 3.8 Number of University Departments receiving funds from –

Not applicable (NA)

UGC-SAP	CAS	DST-FIST	DPE	DBT scheme/funds
NA	NA	NA	NA	NA

### 3.9 For colleges

Not applicable (NA)

Autonomy	CPE	DBT Star Scheme	INSPIRE	CE	Any Other (specify)
NA	NA	NA	NA	NA	NA

**3.10 Revenue generated through consultancy:** Dr. Swati Pal, Dr. Namita Sethi and Ms. Ruchika Bhatia of the JDMC English department, worked on a research project worth Rs. 1,00,000/- (of which Rs. 40,000/- has been diverted to the college to encourage further research) in collaboration with Oxford University Press (OUP) to evaluate the feasibility of adopting simulation as a preferred mode for teacher training for schools in India.

*Please refer to Annexure III B for details.*

**3.11 Number of conferences organised by the Institution**

Level	International	National	State	University	College
Number	3	4	---	---	6
Sponsoring agencies					Self - sponsored

*Please refer to Annexure III E for details.*

**3.12 Number of faculty served as experts, chairpersons or resource persons**

No. of faculty served as experts, chairpersons or resource persons	22
--	----

*Please refer to Annexure III F for details.*

**3.13 Number of collaborations**

International (in number)	National (in number)	Any other (in number)
2	0	5

*Please refer to Annexure III G for details.*

**3.14 Number of linkages created during this year: mention**

1. Münster's Bystander Intervention programme offered with the help of Sociology Department.
2. BLISS Foundation
3. ICT Academy
4. National Stock Exchange Academy Ltd
5. Triedge Solutions Pvt. Ltd
6. Breakthrough Trust
7. ATS Learning Solutions
8. ALS Wellness Network Pvt. Ltd.

*Please refer to Annexure III H for details.*

**3.15 Total budget for research for current year, in lakhs :**

From Funding agency (in Rs.)	From Management of University/College	Total (in Rs.)
9,23,798	NA	9,23,798

*Please refer to Annexure III I for details.*

**3.16 Number of patents received this year:**

None

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

**3.17 Number of research awards/ recognitions received by faculty and research fellows of the institute in the year**

Total	International	National	State	University	District	College
15	4	5	--	1	--	5

*Please refer to Annexure III J for details.***3.18 Number of faculty from the Institution**

Who are Ph.D. Guides	2
And students registered under them	2

*Please refer to Annexure III K for details.***3.19 Number of Ph.D. awarded by faculty from the Institution**

No. of Ph.D. awarded by faculty from the Institution	NA
--	----

**3.20 Number of research scholars receiving the fellowships (newly enrolled including existing ones)**

JRF	SRF	Project fellows	Any other
-----	-----	-----------------	-----------

*Please refer to Annexure III A for details.***3.21 Number of students Participated in NSS events**

University level	State level	National level	International level
25	NA	NA	NA



Please refer to Annexure III L for details.

### 3.22 Number of students participated in NCC events

University level	State level	National level	International level
30	NA	02	NA

Please refer to Annexure III M for details.

### 3.23 Number of Awards won in NSS

None

University level	State level	National level	International level
NA	NA	NA	NA

### 3.24 Number of Awards won in NCC

University level	State level	National level	International level
40	NA	2	NA

Please refer to Annexure III M for details.

### 3.25 Number of Extension activities organised

University forum	College forum	NCC	NSS	Any Other
NA	38	4	7	---

\*See Annexure III L for details

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

#### Commerce Department:

1. A national level competition titled STOCKMIND 2017 was organised by Commerce department in collaboration with ICICI securities on 19th September, 2017.
2. An informative visit to Mother Dairy plant, New Delhi on 25th September, 2017.
3. Second industrial visit of the academic year 2017-18 for the 2nd year and 3rd year students of B.Com (Hons.) and B.Com. (P) on 23rd October 2017 to the Yakult Danone India Pvt. Ltd.'s plant located at Food Park, HSIIDC, Rai, Sonapat, Haryana .
4. Third industrial visit of the academic year 2017-18 for second and third year students to Maruti, Gurgaon on 8th February, 2018.
5. Two students of B. Com. (P) third year participated in the “Go Green Walk” organised by “Umeed-A Drop of Hope” held on 26th March, 2017.

6. Two students of B. Com (P) third year Participated in the “Walk For Water” on the occasion of World Water Day on 22nd March, 2017.

**Economics Department:**

1. Workshop on Menstrual Hygiene in association with CIPLA, 22nd September, 2017.
2. Ms. Puja Pal is Member of the Board of NIRMANA NGO, New Delhi which provides logistic support to the National Campaign Committee-Construction Labour (NCC-CL) since 2015.

**Students:**

1. Priyanka Sarda, B.A.(Hons.) Economics II Year volunteered for the NGO, Umeed- a drop of hope from Nov. 2016 to Nov. 2017.
2. Nancy Singla, B.A.(Hons.) Economics II Year worked as intern at *Umeed*- completion certificate in 2017. Also worked as Intern at *Inkpot* in January-March 2018
3. Muskan Bhola, B.A.(Hons.) Economics I Year, Member of Organising Committee of DHANAK (a flagship project of Rotaract Club of New Delhi, to empower slum children and women). Member of Organising Committee of DHANAK (a flagship project of Rotaract Club of New Delhi, to empower slum children and women)
4. Amisha Garg, B.A.(Hons.) Economics I Year currently working under the project ‘Knowledge for All’, as a volunteer at an NGO ‘Umeed- A drop of hope’ and bagged a Gold Medal and Certificate in its events since September 2017.
5. Vidhata Gupta, B.A.(Hons.) Economics III Year has been a part of ‘Each One Teach One’ initiative by Paytm from January 2017 to April 2017.
6. Shubhangi Bansal, B.A.(Hons.) Economics II Year volunteers at Teach for India from 28th of January to 4th of March 2017.
7. Anushka Agarwal, B.A. (Hons.) Economics II Year has interned with *UMEED (NGO)* from 12th March, 2017 to 16th April, 2017.
8. Anoushka Chawla, B.A. (Hons.) Economics II Year interned/volunteered at *Teach For India* as a Teaching Associate from 24th of January 2017 to 30th of March 2017. (Received certificate in April 2017)
9. Nabodita Rao, B.A. (Hons.) Economics III year completed Internship at Umeed - A Drop of Hope In January 2017.

**English department:**

1. English Department in collaboration with Bliss Foundation organized the first in a series of planned Breast Self Examination (BSE) Cancer Awareness Workshops on 21<sup>st</sup> February 2018. The workshop was conducted by Dr. Geeta Kadyaprath (Associate Director and Head, Breast

Surgical Oncology, Max Patparganj) and was attended by the faculty members of English and Economics departments of college.

2. As a part of department outreach activities, English Hons. Students participated in Poster making competition organized by Max Hospital as a part of Cancer Awareness Workshop organized on 29<sup>th</sup> September 2017 at LTG Auditorium, Copernicus Marg, New Delhi.

3. Five Students of the English department attended the Max Oncocon conference organized by Max Hospital, Shalimar Bagh on 17<sup>th</sup> December 2017.

#### **HDFE Department:**

1. Organized one-day institutional visits to Bal Sahyog and Bal Bhawan, on 27th September 2017.

2. In collaboration with 'Womenite' NGO celebrated the 'Joy of Giving' Week or Daan Utsav from 2nd October 2017- 8th October 2017.

3. Launched an awareness campaign on Retinoblastoma on 7th November, 2017 with the help and guidance of Dr. Vikas Menon (Consultant, CFS, New Delhi).

4. In collaboration with Centre For Sight and Womenite on World Cancer Day, 4th Feb 2018 organized "Strides for Retinoblastoma Awareness".

5. Legal Awareness Programme, on the topics "Domestic Violence", "Sexual Harassment" & "Property Rights" on 26th February 2018.

6. Project Work –'Children with Special Needs'- collaborated with Centre for Sight, New Delhi.

7. Fund raising campaign at the college and community level, in order to provide financial assistance to an underprivileged eye cancer survivor.

8. Participated in the union Government's awareness campaign: 'Mission Indradhanush' attached to various community Maternal and Child Health (MCH) Centres.

9. Participated in the 'Pulse Polio' campaign conducted through the MCH Centers.

#### **NCC:**

1. Blood donation camp carried out in the month of November 2017

2. Communal Harmony and Flag day celebrated in college on 24th November 2017

3. Students participated in POLIO AWARENESS camp in September 2017

4. Swachhata Pakhwada has been conducted in the college and its surroundings at regular quarterly intervals.

#### **NSS:**

1. Organized a voter id drive on 27th and 28th July, 2017.

2. Participation by NSS volunteers in rally For Rivers on 1st September 2017.

3. Talk on Disaster Management on 13th September 2017.
4. Blood donation camp in collaboration with Blood Connect and Deen Dayal Upadhyaya Hospital on 27th September 2017.
5. Free health check up camp in collaboration with BLK hospital on 11th October 2017.
6. A workshop in collaboration with SLAP supported by Ministry of Youth Affairs and Sports on women safety on 25th October 2017.
7. Old age home visit on 11th September 2017 and 31st October 2017.

#### **AVANI - THE ENVIRONMENT CLUB:**

1. The entire AVANI team under the guidance of the NGO Give Me Trees worked tirelessly towards realizing this dream and our new project, the ECOZONE was inaugurated on the Founder's Day on 1st August, 2017.
2. AVANI has been engaged in collecting relief material which we deliver to the NGO GOONJ On 29th September, 2017.
3. A project with the NGO GREEN-O-TECH INDIA where the College can exchange paper waste. Exchanged a total of 644 kilos of paper waste on 19th May, 2017 and 23rd January, 2018
4. AVANI organized its second relief camp Project Warmth in the month of January, 2018 and on 6th February, 2018, with GOONJ.

#### **COUNSELING COMMITTEE – The Psychological Counselling Cell:**

1. JDMC has signed a Memorandum of Understanding (MoU) with ALS Wellness Network Pvt Ltd., with the brand name “Zyego”, for online counselling, and for organizing workshops for students, faculty members and administrative staff.

#### **GANDHI STUDY CIRCLE:**

1. Collaboration with Ekta Organics: a cooperation of Self Employed Women Association which works in areas of agricultural livelihood, micro-finance, building community leadership and linkages with social security schemes. Ekta Organics exhibited their organic Himalayan grown spices in exhibitions at the college on 11<sup>th</sup> and 12<sup>th</sup> January 2018 under Gandhi Study Circle programme.
2. GSC-JDMC Continued Its Collaboration With The MCKS-Food For The Hungry Foundation, To Provide Scholarships (Comprising 100 Per Cent Tuition Support) To 22 Girls For The Academic Year 2017-18.

### **JDMC Alliances**

JDMC has initiated tie-ups with many institutions to promote academic and non-academic linkages and collaborations with following organizations:

1. Münster's Bystander Intervention programme offered with the help of Sociology Department.
2. BLISS Foundation
3. ICT Academy
4. National Stock Exchange Academy Ltd
5. Triedge Solutions Pvt. Ltd
6. Breakthrough Trust
7. ATS Learning Solutions
8. ALS Wellness Network Pvt. Ltd.

*Please refer to Annexure III H for details.*

### **TEDxJDMC**

1. TEDx JDMC is an independently organized TED event which promises to propagate ideas and welcome innovation. It was organized on 10th February, 2018 which involved 11 speakers from different fields. With the notion of "Ideas Worth Spreading", this platform provides students to call speakers from diverse backgrounds and illuminate the minds of audience with their wide spectrum of knowledge and experience.

*Please refer to Annexure III L for further details.*

## Criterion – IV: Infrastructure and Learning Resources

### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4,64,021.4 Sqft	Krishna Girls' Hostel	UGC Fund	4,64,021.4 Sqft
Class rooms	76 Rooms	N/A	NA	NA
Laboratories	Computer Lab I,II,III & HDPE LAB	N/A	NA	NA
Seminar Halls	5,240.0 Sqft	N/A	NA	NA
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year 2017-18.	Fan- 278	1. Hostel Equipments (Mess) Rs. 8,53,882/-  2. Furniture and fittings Rs. 4,89,143/-  3. IT Infrastructure Rs. 5,35,350/-  4. Sports Equipments Rs. 1,70,877/-  5. Electricals Rs. 34,850/-  6. Others (Braille Signages, Crockery etc.) Rs. 53,145/-  Total: Rs. 21,37,247/-	SS Fund	NA
	Tube-light- 423			
	Projector- 29			
	Audio System 04			
	LCD TV & Screen 05			

	Drinking water Cooler -06			
	Chairs-500 (approx.)			
	Air Conditioner-55 (Window AC-37 and Split AC-18)			
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	21.37 Lakh	NA	NA
Others	NA	N/A	NA	NA

*(Please refer to Annexure IV A)*

#### **4.2 Computerization of administration and library**

- Admission
- Time Table
- Attendance
- Internal Assessment,
- Stock management and
- Account Section (Payroll).
- Biometric system
- Cataloguing, Circulation and Serials Management
- OPAC using Libsys software

### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	73,313	NA	1,065	6,81,565	74,378	NA
Reference Books	3,082	NA	141	3,94,768	3,223	NA
e-Books	N-LIST JSTOR	NA	N-LIST JSTOR	5,900	NA	NA
Journals	72	NA	68 (Replaced)	2,39,892	68 (Jan-Dec, 2018)	NA
e-Journals	NA	NA	2	-	2	NA
Digital Database	N-LIST JSTOR	NA	N-LIST JSTOR	5,900	NA	NA
CD & Video	145	NA	20	-	165	NA
Others (specify)	NA	NA	Up gradational LibSys software	4,60,000	NA	NA

### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150 (873 laptops)	3	all	NA	NA	15	NA	NA
Added	15	1 (Research Room lab)	all	NA	NA	-	NA	NA
Total	165 (873 Laptops)	4	all	NA	NA	15	NA	NA

### 4.5 Computer, Internet access, training to teachers and students and any other programme for Technology Upgradation (Networking, e-Governance etc.)

- Internet access through Wi-Fi and LAN in all systems,
- Training is provided to teachers and students on college software
- An introductory Computer Class is also offered to students.
- Upgradation in server & networking is required



**4.6. Amount spent on maintenance in lakhs:**

i) ICT

8.14 Lakh

ii) Campus Infrastructure and facilities

6.59 Lakh

iii) Equipments

1.41 Lakh

iv) Others

0.10 Lakh

**Total:**

16.24 Lakh

## **Criterion – V: Student Support and Progression**

### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services:**

IQAC-JDMC has been actively engaged in enhancing students' awareness about various issues, including student support services through the following measures:

- College website, Prospectus, Annual Report
- Creating WhatsApp groups for easy information dissemination; installing an LED board in the lobby, notice-boards and email groups
- Some departments hold Parent-Teacher meetings to apprise the parents of important information
- Inclusion of Students' Union office bearers in the IQAC
- Numerous seminars, programmes and conferences organised by the IQAC and departments
- Grievance redressal mechanism at departmental and college level, in addition to feedback forms for all stakeholders

*(For details, please refer to Annexure 1.4)*

### **5.2 Efforts made by the institution for tracking the progression:**

The College has initiated efforts to track the progression of students after their graduation with the help of Alumni Association, which is a registered body. The Alumni Association remains in touch with its alumni and requests them to regularly update their details.

The Career Opportunities Cell also keeps record of the students who have been placed through its efforts.

### **5.3 (a) Total Number of students:**

UG	PG	Ph. D.	Others
2971	186	--	--

**(b) No. of students outside the state:**

266

**(c) No. of international students:**

03

Men	No	%	Women	No	%
	NA	NA		3157	100

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
1896	470	109	698	23	<b>3196</b>	2098	376	83	581	19	<b>3154</b> <b>+ 3*</b>
*3 International Students											

Demand ratio - NA

Dropout - 0.32%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**Pratibha: Centre for Foundation Classes (Competitive Exams)** was formed in December 2017 and started its classes on 1<sup>st</sup> July, 2018 for the undergraduate students.  
(For details, please refer to IC and Annexure 5.4)

#### 5.5 No. of students qualified in these examinations

NET	06	SET/SLET	0	GATE	0	CAT	02
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	40*

#### Others:

**CA** – 14

**CS**- 09

**M.Phil.** – 02

**B.Ed.** – 03

**Masters** – 07

**PO** – 01

**Account Officer** – 01

**SSC CHSL** – 01

**Students Enrolled in Foreign University** – 02

## 5.6 Details of student counselling and career guidance:

### **STUDENT COUNSELLING**

The College signed a **Memorandum of Understanding (MOU)** with ALS Wellness Network Pvt. Ltd., with the brand name '**Zyego**' for online counselling and workshops for students.

The services provided by Zyego are as follows:

1. Counselling for students through a mobile app
2. Face to Face counselling
3. Group therapy sessions
4. Personality Assessment using psychometric methods
5. Organizing workshops for students
6. Events which promote wellness, cohesion and healthy work environment

Workshops were organized each month, for students of each department (B.A. Programme, English Hons., Political Science Hons., History Hons., Economics Hons., Maths Hons., Hindi Hons., Sanskrit Hons., Sociology Hons., Commerce, Philosophy Hons.), covering issues like: 'Relationships,' 'Violence,' 'Communications,' 'Exam Stress and Career.'

#### **Details of Workshops for students:**

<b>Workshop Detail</b>	<b>No. of students benefitted</b>
Workshop on 'Relationships and other related issues' on 31 <sup>st</sup> January, 2018	191
Workshop on 'Emotional Abuse' on 9 <sup>th</sup> March, 2018	65
Workshop on 'Impact of Social Media and Technology on Relationship' on 28 <sup>th</sup> March, 2018	69
Workshop on 'Exam Stress' on 11 <sup>th</sup> April, 2018	62

Number of students benefitted from student counselling and career guidance – **387**

*Please refer to Annexure 5.6.*

### **Counselling at Personal Level:**

In order to provide **counselling at personal level**, the College has also appointed **Ms. Sania Bedi (Counselling Psychologist)**. She comes twice a week to the College. So far, fifty five students have come to her with range of problems related to career, family, bullying, peer pressure, body image and self-confidence. She has also received two cases associated with suicidal tendencies.

Number of students benefitted from counselling at personal level - **55**

### **CAREER GUIDANCE**

#### **I. Seminars:**

Number of students benefitted from career guidance - **1165**

Details of Seminars organised with number of students attended during 2017-18 are as follows:

The Indus Foundation in association with The Ministry of Skill Development and Entrepreneurship, New Delhi organised "The Indo Global Skills Summit & Expo 2017 on Skills, Startup & Entrepreneurship" on 28 <sup>th</sup> July, 2017 (participated)	<b>34</b>
Seminar on "Public Speaking" with T.I.M.E on 20 <sup>th</sup> September, 2017	<b>48</b>
Seminar on "Colloquium" (Related to technological advancement) on 23 <sup>rd</sup> September, 2017	<b>126</b>
Interactive Workshop on Entrepreneurship with Joshtalk and Facebook on 26 <sup>th</sup> September, 2017	<b>171</b>
Seminar on "Time Management" with ITM on 9 <sup>th</sup> October, 2017	<b>139</b>
Soft Skill Session by EY on 11 <sup>th</sup> October, 2017	<b>96</b>
Seminar on "Interview Ready" with ENIGMA on 25 <sup>th</sup> October, 2017	<b>71</b>

Seminar on “Career in banking and finance” with TKWS on 17 <sup>th</sup> January, 2018	<b>46</b>
Seminar with Times Professional Learning (informed students about their program) on 3 <sup>rd</sup> April, 2018	<b>81</b>
ELYSIAN (Interaction with bloggers) on 4 <sup>th</sup> April, 2018	<b>146</b>

## **II. Internships:**

1. Online Internship Fair in association with Triage, hosted on triage.in. There were offers from more than 250 companies.

2. Internship Drive by Exide Life (on-campus)

3. Besides, students have been informed of more than 40 offers for internships during 2017-18.

- Number of students interned
  - Through Triage - **01**
  - Through Internshala – **206**

## **III. Ex –Students:**

Besides providing placement to our current students, we also act as a link between employers and our alumnae. Therefore, we have been providing information about job offers to the students who have graduated. This year we informed our alumnae about 14 job offers.

IV. Career Opportunity Cell in association with the NGO Rangroot organised a workshop on 16<sup>th</sup> October 2017. Rangroot is an innovative learning organisation created to improve the quality of education in India and spread social awareness on issues like women empowerment, child abuse, and health. Ms. Tina Verma, the President of Rangroot, introduced the project “HOPE” to the students who are interested in pursuing internship with the NGO.

**V. Memorandum of Understanding** is signed with Triedge Solutions Private Limited for organising Online Internship fair on its website [www.triedge.in](http://www.triedge.in)

**Total Number of Students benefitted:** 1607 (Please refer to Annexure 5.6)

#### 5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organisations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	134	25	07

(Please refer to Annexure 5.7)

#### 5.8 Details of gender sensitization programmes:

##### Department Of Economics

- Organized poster-making competition, on topics of 'Beti Padoo Beti Bachao', and 'LGBTQ+ Community' on 30th August, 2017.

##### Department of Human Development and Family Empowerment (HDFE)

- Workshop on 'Gender Issues' in collaboration with *Womenite*: A youth led social initiative held on 19<sup>th</sup> September, 2017.
- A workshop on Collaborative Art-Making Workshop on 'Gender Imaging' on 22<sup>nd</sup> September, 2017.
- Special lecture on Violence against Women on 24<sup>th</sup> October, 2017.
- Legal Awareness Programme on the topics "Domestic Violence", "Sexual Harassment" & "Property Rights" on 26<sup>th</sup> February, 2018.

##### Department of Sociology

- A talk on *Triple Talaq* was organised on 9<sup>th</sup> September, 2017.
- Noted feminist Kamla Bhasin was invited for a session with the students on 11<sup>th</sup> October, 2017.
- An interactive session with Mrs. Asha Singh (mother of Nirbhaya) was organised for students on 8<sup>th</sup> November, 2017.
- A four-day Bystander Intervention Programme 'Rise' was conducted in collaboration

with the University of Münster, Germany, from 7<sup>th</sup> to 11<sup>th</sup> February, 2018.

- The students participated in the 'One Billion Rising' on 11<sup>th</sup> February, 2018 at the Central Park, Connaught Place.
- As part of its Add-on course on *Safe Cities and Inclusiveness*, the department collaborated with organisations like Delhi Commission for Women (DCW) and Jagori, where specialists were invited for lectures and workshops.

### **Career Opportunity Cell**

- COC in association with the NGO Rangroot organised a workshop on issues like women empowerment, child abuse, health etc. on 16<sup>th</sup> October, 2017.

### **NSS Unit**

- The NSS unit, JDMC, supported by the Ministry of Youth Affairs and Sports, organized a power packed **Women Safety Session** through a *Street Level Awareness Programme (SLAP)* on 25<sup>th</sup> October, 2017.

### **Women's Development Cell**

- Ms. Khadijah delivered a talk on “Right to Privacy” on 15<sup>th</sup> September, 2017.
- An interactive session with experts from FAT, a Delhi based NGO on “Role of Media in Creating Gender Images” was organized on 22<sup>nd</sup> October, 2017.
- On 8<sup>th</sup> March, 2018 International Women's Day was celebrated showcasing women in culture of various states of India.
- On 10<sup>th</sup> April, 2018 series of lectures and recitals was organized on Educating the youth about issues of gender through Art: "Depiction of Women in Art".  
(Please refer to Annexure 5.8 for details)



## 5.9 Students Activities:

### 5.9.1 No. of students participated in Sports, Games and other events:

State/ University level  National level  International level

*(Please refer to Annexure 5.9.1.1)*

#### No. of students participated in cultural events:

State/ University level  National level  International level

*(Please refer to Annexure 5.9.1.2)*

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events:

**Sports:** State/ University level  National level  International level

**Cultural:** State/ University level  National level  International level

*(Please refer to Annexure 5.9.2)*

## 5.10 Scholarships and Financial Support:

Scholarships/Financial Support	Number of Students	Amount
Financial support from institution	75	Rs.65,450
Financial support from government	45	Rs.3,37,500 (approx.)
Financial support from other sources	28	Rs.5,40,000
Number of students who received International/ National recognitions	--	--

*(Please refer to Annexure 5.10)*

### 5.11 Student organised / initiatives

<b>Fairs</b>	: State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
<b>Exhibition:</b>	State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

### 5.12 No. of social initiatives undertaken by the students

46

*(Please refer to Annexure 5.12)*

### 5.13 Major grievances of students (if any) redressed:

For redressal of grievances, we follow a three tier mechanism.

The first step is for students to approach the faculty.

The second step is the monthly Student-Faculty meeting, where student representatives discuss the problems of their peers with the faculty and a solution to the problem is found.

In case the issue is not resolved at the department level, it is brought to the Principal's notice, who can call the Apex Grievance Redressal Committee for a meeting to resolve the given problem.

Besides this, we also have online feedback forms for all stakeholders, which can be used to bring the problems to the college's notice.

The college also has a Suggestion Box.

Students, their parents, alumni, employers, faculty and the non-teaching staff fill up feedback forms at the end of each academic year.

*(For details, please refer to 1.3 and the relevant Annexure)*

## **Criterion – VI: Governance, Leadership and Management**

### **6.1 State the Vision and Mission of the institution:**

- **Vision:** The College is inspired by the Gandhian philosophy of its Founder, Shri Brij Krishan Chandiwalla. Promoting social inclusion and holistic development through education that harmonises traditional values with global challenges, JDMC offers a motivational environment for students to achieve excellence in Humanities, Commerce, Liberal and Performing Arts, and Sports.
- **Mission:** To fulfil the educational needs of students from diverse sections of society, and make them socially and economically empowered.

To promote holistic education and develop the personality of students to transform them into enlightened and responsible citizens of the country.

To sensitise students to local demands and global shifts while stressing the importance of participation in and contribution to the community, both in the immediate and the larger society.

To encourage the evolution of young women leaders who are educated, articulate and self-aware.

### **6.2 Does the Institution have a Management Information System?**

- The College has automation software that manages all data related to admissions, timetables, monthly attendance, internal assessment, stock management, maintenance of leave records, payroll and financial accounting.
- Information is disseminated among the various stakeholders through notices, PA system, Intercom, Email, SMS, WhatsApp and LED/Electronic Information Board.
- Students select their options for Generic Elective and Skill Enhancement Papers through an online form portal.
- Examination duties are assigned to teachers through the use of software.
- Feedback and self-assessment of stakeholders are conducted through online forms.
- All library functions like updating database of books and journals, search access for users are facilitated through the use of Libsys Software.
- The website also helps to provide access to data involving various other aspects such as activities of all departments/societies, student attendance and notices from the college, university and UGC.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- The CBCS model allows 20% flexibility in curriculum development. Many faculty members contribute to curriculum development by being members of Board of Studies/Committee of Courses/Department Committees for Syllabus Revision and Planning at the university level.
- Workshops and Faculty Development Programmes focussing on the curriculum, specially of Generic Elective and Skill Enhancement papers, are organised at the inter- and intra- college level.

*Please refer to 1.4 and 2.9 for further details.*

#### 6.3.2 Teaching and Learning

The entire teaching-learning process in the college is monitored through the IQAC.

- Regular Student-faculty meetings of each department enable them to discuss and resolve problems related to teaching-learning and other issues. If the problem is not resolved at the level of the department, it is sent to the Principal's office and, if required, to the Apex Grievance Redressal Committee of the college.
- Under the IQAC initiative, online feedback forms are filled by various stakeholders of the college which facilitate inputs on various aspects of the institution, including teaching and learning. The feedback forms are available for students, their parents, alumni, non-teaching staff, etc. The information provided by these forms is analysed and necessary measures are implemented.
- The online faculty self-assessment form, initiated by the IQAC, enables the faculty to critically analyse and improve pedagogical aspects like well-planned and organised classroom lectures, availability of teachers outside classrooms for guidance and assistance, maintaining records of students' performance and encouragement of analytical thinking.
- The IQAC has facilitated the availability of course option forms of all Generic Elective courses and Skill Enhancement courses on the website to streamline the process of selection for the students and ensure smooth functioning of classes.
- Quality is also ensured in the teaching-learning process through the inclusion of modern developments in pedagogy, like the use of audio-visual aids and internet in the classroom.

- Outdoor learning is encouraged amongst students by organising field-visits and excursion tours for them.
- Faculty members regularly attend workshops and FDPs to familiarise themselves with latest knowledge and techniques.
- Contact periods are assigned to each teacher to increase student-teacher interaction on a one-to-one basis.
- Remedial classes are organised at the end of the semester to assist students with academic problems.
- Short term Add-on courses are regularly offered to supplement curriculum teaching. 'Safe Cities and Inclusiveness' organised by the Department of Sociology, 'Travel and Tourism' offered by the Department of History in association with the Department of Adult Continuing Education and Extension, DU and 'NSE Academy's Certified Capital Market Professional' organised by the Department of Economics, 'Advertising, Sales Promotion and Sales Management' (ASPSM) offered to the B.A. Programme students, and 'Translation' offered by the Department of Hindi in collaboration with Bhartiya Anuvad Parishad were all a success. Besides these courses, the Gandhi Study Circle of the college offers a short-term certificate course 'Peace and Conflict Studies'.
- The college signed a 5 year MoU with the Department of Psychology, University of Münster, Germany in January 2018 to educate students about Gender and Bystander Intervention. Students of every department received this training, along with a certificate from the University of Muenster. From February 8<sup>th</sup> -11<sup>th</sup>, 2018, one hundred students of the Department of Sociology completed the training and were awarded certificates.
- Through its association with the Non-Collegiate Women's Education Board (NCWEB) of the University, the college provides education to students who are unable to attend regular classes.
- In 2017-18, the college also became a Centre of School of Open Learning (SOL) of the University under Personal Contract Programme.
- Another IQAC initiative for teaching-learning is *Pratibha*: Centre for Foundation Classes (Competitive Exams), which started classes on 1<sup>st</sup> July 2018. These classes are being organised for the undergraduate students of the college, students of NCWEB who are registered with the college, as well as the ex-students.

*Please refer to 1.3, 2.6, 2.12 for further details*

### 6.3.3 Examination and Evaluation

- Examinations and evaluation are conducted as per the rules and guidelines of the University.
- The Monitoring Committee scrutinises the internal assessment calculated by the teachers.

*Please refer to 2.8 for additional details.*

### 6.3.4 Research and Development

- The IQAC organised a workshop ‘Research Options for Faculty’ on 12<sup>th</sup> May 2018 where representatives from ICSSR, IGNCA, ICHR and UGC were invited as resource persons.
- Dr. Swati Pal, Dr. Namita Sethi and Ms. Ruchika Bhatia of the English department, worked on a research project worth Rs. 1,00,000/- (of which Rs. 40,000/- has been diverted to the college to encourage further research) in collaboration with Oxford University Press (OUP) to evaluate the feasibility of adopting simulation as a preferred mode for teacher training for schools in India.
- The Vidyavati Trust (managed by the family of the Founder of the college) has provided seed money for research in the institution, which resulted in a grant of Rs. 5, 00,000/- in July 2018.
- Academic Excellence Committee was created to facilitate research related activities.
- Seminars and workshops organised by the departments are an integral part of research activities of the college. Department of Hindi organised an International Conference ‘Hindi Cinema aur Lok Natya: Bhava and Abhinaya’ on 8<sup>th</sup> - 9<sup>th</sup> March 2018.

*Please refer to 3.1, 3.4, 3.11, 3.12, 3.13 and 3.15 for further details.*

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library:**

- The library houses more than 1 lakh books on two floors, with a Braille Section and a PA/Audio System. It is air-conditioned, with a separate computer section having 25 laptops allowing access to online journals. The library being fully computerised using Libsys software, has also installed a screen reading software NVDA for visually-challenged students and teachers.
- The library functions as a training centre for students enrolled in the Certificate in

Library Science course of the Janki Devi Vocational Centre.

- Under the aegis of the college IQAC, a workshop and demonstration session was organised with the help of Director, Digital Archive, IGNCA, on 'Digitisation and Conservation of Documents' for the library staff, which was attended by the library staff of 24 University of Delhi affiliated colleges on 15<sup>th</sup> and 22<sup>nd</sup> June, 2018.

*Please refer to 4.2 and 4.3 for additional details*

#### **ICT:**

- The college is collaborating with the ICT Academy to train teachers and students through a seven pillar program focusing on faculty development, student skill development, entrepreneurship development, youth empowerment, research and publications, digital empowerment and industry-institute interaction.
- The institution has also allied with ATS InfoTech Pvt. Ltd. (a Microsoft-AEP), which would be providing international certifications and training to the students, along with an annual FDP for the faculty.

*Please refer to 4.4, 4.5 and 4.6 for further details.*

#### **Infrastructure:**

- The construction of 'Krishna Hostel,' with the capacity to house a hundred students, is complete.
- An emergency entry-exit gate has been constructed at the main entrance of the institution.
- The signage system of the college has been revamped.
- The reconstruction of the basketball court has been completed.

*Please refer to 4.1 and 4.6 for additional details.*

### **6.3.6 Human Resource Management**

- The college regularly organises training programmes for the professional development of its teaching and non-teaching staff. They are also encouraged to participate in similar programmes conducted by other institutions.
- Trainees are engaged by the library, accounts and administrative sections.
- Various government welfare schemes like child-care leave, medical leave, study leave etc are made available to both the teaching and non-teaching staff.
- A Counselling Committee has been set up to take cognisance of the emotional and psychological needs of the various stakeholders of the college.

- The college also signed a MoU with ALS Wellness Network Pvt. Ltd., with the brand name Zyego, for online counselling and organising workshops for students, faculty and the administrative staff. The first workshop for the faculty members (FDP) was held on 24<sup>th</sup> January 2018. It covered issues like interpersonal relationships, protocol, and hierarchy within the workspace. Thereafter, monthly workshops were organized for students of every department, covering issues like relationships, violence, communication, examination stress and career.
- A workshop was organized for the administrative staff on 15<sup>th</sup> May 2018. The workshop focussed on issues like - Hierarchy, Interpersonal relationships at workplace, Relationship with Authorities, and Issues concerning Discipline and Punctuality.
- To provide one-to-one counselling services to the students, the college has appointed Ms. Sania Bedi, Counselling Psychologist, University of Delhi.
- Awareness about issues of health and wellness is imparted to the stakeholders of the college through talks, workshops, and rallies. The college has allied with Bliss Foundation to sensitise faculty and students about breast cancer and to train them in breast self-examination (BSE). Department of Human Development and Family Empowerment (HDFE) in collaboration with Centre for Sight completed a project on screening of white-eye reflex which is a symptom of Retinoblastoma, a life-threatening eye cancer.
- *Chetna* is the college society which regularly organises programmes on social and emotional wellness for the staff and students.

*Please refer to 2.13, 5.6, 5.8, 6.4 and Annexure VI A for further details.*

### **6.3.7 Faculty and Staff recruitment**

The institution follows the rules and procedures laid down by the University for Staff Recruitment.

*Please refer to 2.3, 2.4 and 2.14 for additional details.*

### **6.3.8 Industry Interaction / Collaboration**

- The Career Opportunity Cell (COC) provides an interface between the Industry and students to empower students by generating opportunities to make them financially independent.



- An online job and internship fair, in collaboration with Triage, was held to create a wider network of options and jobs for students.
- COC organised seminars in collaboration with organisations like TIME in June 2017, IILM in September 2017 and Oxy Healthcare.
- Students participated in the Indo Global Skills Summit and Expo 2017 organised by the Indus Foundation in association with the Ministry of Skill Development and Entrepreneurship on 28<sup>th</sup> July 2017.
- EY conducted the Anchor Programme for the members of placement cells of various colleges.
- The COC worked with Callyxpod to provide a web portal for online registration, intimation of placement events, record keeping and result analysis.
- Students have been recruited by companies like EY, Arcus Multi Services Pvt. Ltd., Alight Solutions and FIS.
- Many students have interned with Internshala in organisations like Exide Life which offered internships to second year students in November 2017.
- Through the COC, students were given the opportunity to intern at organisations like NGO Rangroot which focus on quality of education in India and spread social awareness through issues like women empowerment, child abuse, etc.
- The COC has also provided regular updates about job and internship opportunities in organisations like American Express, HCL Technologies, and Google through emails and WhatsApps to the alumni.
- The Career Opportunity Cell has taken the initiative to seek feedback from recruiters regarding their interaction with the college. *For details of this, please refer to 1.3.*

*Please refer to 5.6 and 5.7 for additional details.*

### **6.3.9 Admission of Students:**

Admission of students takes place through an online process regulated by the university.

*Please refer to 5.3 for further details.*

## 6.4 Welfare schemes for:

### Teaching:

**Table 6.4.1**

<b>Facilities</b>	<b>Teaching (74)</b>
LTC	6.66
HTC	4.44
MEDICAL	6.66
TUITION FEE	7.4
EPF	31.08
CPF	5.92
NPS	17.76
GIS	6.66
WUHC	1.48
PF LOAN	3.7
CCL	8.14
EOL	0.74
SL	2.96
STAFF QUARTERS	8.88

### Non-Teaching:

**Table 6.4.2**

<b>Facilities</b>	<b>Non-Teaching (37)</b>
LTC	0.74
HTC	1.48
MEDICAL	5.92
TUITION FEE	4.44
EPF	5.18
CPF	0
NPS	8.51
GIS	0
WUHC	2.22
PF LOAN	0.74
CCL	0.37
EOL	0

SL	0.37
STAFF QUARTER	4.07

**Students:**

**Table 6.4.3**

<b>SHRI AUTAR KRISHNA SCHOLARSHIP</b>		
<b>S.No.</b>	<b>Name</b>	<b>Amount in Rs.</b>
1.	Ms. Preeti	50,000
2.	Ms. Akshita Jain	50,000
3.	Ms. Shreya Kapoor	50,000
4.	Ms. Megha Phulara	50,000
5.	Ms. Indira Dasan	50,000
6.	Ms. Nikita Dugar	50,000
7.	Ms. Deepshikha	50,000
8.	Ms. Hemlata	50,000
9.	Ms. Preeti Prasad (PWD)	20,000
10.	Ms. Kavita Gupta (PWD)	20,000
11.	Ms. Geeta Kumar (PWD)	20,000
12.	Ms. Khushboo Kumar (PWD)	20,000
13.	Ms. Rimjhim Goel (PWD)	20,000
	<b>TOTAL</b>	<b>5,00,000</b>

51 students were given fee-concession in 2017-18.

**Gandhi Study Circle also facilitated financial assistance to 24 students.**

The details are provided below:

**Table 6.4.4**

<b>S. No.</b>	<b>Organisation providing Tuition support</b>	<b>No. of students</b>	<b>Amount</b>
1.	MCKS Food for the Hungry Foundation	22	2,41,620/-
2.	My Daughter is Precious (MDIP) Foundation	02	22,220/-
	Total	24	2,63,840/-

**Department of Physical Education also has welfare schemes for sports students.**

The details are provided below:

**Table 6.4.5**

S. No.	Category	No. of students	Amount
1.	Scholarship (participation in International shooting tournaments)	1	22,000/-
2.	Cash prizes (in addition to awards)	3	4,300/-
3.	Full reimbursement of tuition fee	19	
4.	Half reimbursement of tuition fee	20	
5.	Financial aid to economically weak and outstanding students	6	6,400/- per month

- The Equal Opportunity Cell (EOC) of the college offered free meals to 17 SwD students. A fund of Rupees 8,000/- per month is generated to provide a meal worth Rs. 20/- to each student during the academic session. Students are given 8 GB Pen Drives along with installation of antivirus software in the laptops provided to them. They are also given computer training in typing and basic Hindi.
- Besides these, some faculty members have been subsidising the tuition of students who are in need of assistance. In 2017, 5 students were given assistance in paying their tuition fee.

*For additional details please refer to Annexure VI B and C.*

**6.5 Total corpus fund generated:**

Nil

**6.6 Whether annual financial audit has been done?**

No

*For copy of Balance-sheet and Audit Report, please refer to the Annexure VI D.*

**6.7 Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		Initiated	Internal Audit Committee

**6.8. Does the University/ Autonomous College declare results within 30 days?****Not Applicable**

For UG Programmes

Yes ☐ No ☐

For PG Programmes

Yes ☐ No ☐**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?****Not Applicable****6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

The University interacts with the Principals of the affiliated colleges and shares the advantages of autonomy, clarifies their doubts and is supportive of any college that seeks autonomy.

### 6.11 Activities and support from the Alumni Association:

- The Alumnae Association has donated Braille-boards to assist visually challenged students to locate their classrooms.
- The Association also gifted books to the college library
- A logo making competition was held to design a logo of the Alumnae Association.
- A very successful and well-attended annual Alumnae Meet was held on 17<sup>th</sup> March 2018.

*Please refer to 1.3 for additional details.*

### 6.12 Activities and support from the Parent-Teacher Association:

- The institution does not have a formal Parent-Teacher association. However, informal interactions between parents and teachers are encouraged.
- Many departments conduct parent-teacher meetings to discuss the performance related problems of the students.
- A separate online form for the parents of the graduating students is used to assess their experience and seek their feedback.

*Please refer to 1.3 for additional details.*

### 6.13 Development programmes for support staff:

**Table 6.13**

S. No.	Particulars of training/workshops conducted by the Organisation	No. of staff who attended	Date of training
1.	Workshop for faculty on 'Interpersonal Relationships at Workplace,' organised by Zyego.	105	24-01-2018
2.	Workshop for administrative staff on 'How to Handle Issues concerning Protocol, Hierarchy,' organised by Zyego.	39	15-05-2018
3.	Workshop on forensic examination of documents, organised by Shaheed Rajguru College	2	11-06-2018

4.	IQAC Workshop on 'Research Options for Faculty,' organised by JDMC	110	12-05-2018
5.	Workshop on 'Digitization and Conservation of Documents,' for library staff, by JDMC	18+32 (32 librarians from other DU colleges also attended this workshop)	15-06-2018 & 22-06-2018

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly:

- The institution has developed an Ecozone within the campus. Members of *Avani*, the Environment Club, in collaboration with NGO 'Give Me Trees,' started this project on 1<sup>st</sup> August 2017.
- To recycle waste paper of the institution, *Avani* started a project with NGO GREEN-O-TECH INDIA in 2017. Through this initiative, 644 kilos of paper-waste has been recycled.
- The institution has been using solar lights to illuminate the faculty residential area.
- The college has also installed a roof-top solar power plant of 58.90 KWP capacity to generate power that is economical and safer for the environment.
- The college regularly organizes tree-plantation, recycling and e-waste collection drives to make the campus green and the people more sensitive.
- The college was among the first in the University of Delhi to start rain-water harvesting.

*Please refer to 7.4 for further details.*

## **Criterion – VII: Innovations and Best Practices**

### **7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

Numerous innovations were introduced at the behest of the college IQAC in the academic year 2017-2018 to streamline various aspects of college functioning and to make these processes more student-friendly. Consequently, timetables; admissions; compilation and display of the monthly attendance; internal assessment; selection of course options for Skill Enhancement and Generic Elective courses; feedback mechanism for students, faculty, non-teaching staff, parents and alumni; college elections; hostel applications; administrative and accounts work were all computerised by using online softwares. Digitisation has made information more easily accessible to students, faculty, non-teaching staff and visitors, and a LED notice board was also installed in the lobby for this purpose.

- This not only saves paper and stops wastage of natural resources, it also makes information easily accessible and information collection more efficient.
- We have also started regular annual internal audit of the administration, accounts and the environment. *(details attached in annexures)*
- To apprise students about information related to their courses, internships, job opportunities, the college has also installed LED board in the lobby along with introducing WhatsApp groups, notice boards and emails.
- We are planning to get our alumni involved in the college more actively. The alumni association has been registered and the alumni database is being expanded and we plan to have a live link available for the alumni to provide constant updates to the alumni association.



**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:**

On 16<sup>th</sup> August 2017, in the annual IQAC meeting of internal and external members, the following decisions were taken about the plans for the coming year (*report attached, please see annexure 7.2*). Master Plan work already completed/nearing completion follows:

1. Renovation of classrooms, tutorial rooms, computer labs and toilets - Done
2. Setting up of Ecozone - Done
3. Setting up of Solar Power System - Done
4. Herb Garden - Done
5. Braille Signage - Done
6. Reserved Parking for the disabled (*Divyangjan*) - Done
7. Tactiles in entire college - Done
8. Enabling Unit - Done
9. Research Room - Done
10. Reading Room for faculty in the Library - Done
11. Medical Room - Done
12. Setting up of Mother Dairy Booth - Done
13. Renovation of College Canteen - Done
14. Auditorium renovation - Done
15. Alumnae Association Registration - Done
16. Hostel construction – Completed
17. Basketball court - Done
18. Library Renovation - Done
19. Fire Safety measures - Initiated
20. Girls' Common Room - Done
21. PIO Room - Done
22. Administrative Block renovation - Done
23. Solar Lights - Initiated
24. Green Audit - Done
25. Tree Census - Done
26. Procurement of ERP modules - Done

### 7.3 Give two Best Practices of the institution

#### **Best Practice I: Student Friendly Practices**

**Goal:** Streamlining the pedagogical and administrative practices to make them easily accessible for the students. This has been done by using:

- Online admission process (University of Delhi initiative)
- Online Fee payment (University of Delhi initiative)
- Online access of time tables
- Online feedback form and a grievance redressal mechanism
- Online options forms for Generic Elective courses and Skill Enhancement courses
- Digitised students' union elections
- Online hostel admission
- Online attendance and assessment records
- Digitising the administrative processes of the college
- Infrastructure and facilities for the differently-abled students
- Large number of Extra and Co-Curricular societies and committees to nurture a wide range of student talents and skills

**Context:** Before digitisation, the admission process and payment of fee was a time consuming process for students and the administration. Similarly, time table making was labour intensive and inaccessible to students outside of the college premises. The parents too could not access the attendance records or know about the performance of their wards. To make the entire procedure transparent, efficient and stake-holder-friendly the above mentioned practices have been of great help.

#### **The Practice:**

- The admission process has been computerized by the affiliating university. The online admission portal is made available to the students more than two months before the term begins. The portal can be accessed by students from anywhere thereby, making the process of admission registration much smoother. For those students who may not be very tech-savvy, technical support is provided by all university colleges.
- Similarly, the online fee payment promotes transparency and ease of access both for students and their parents. In case a student wants to change the college, she does not have to make repeated payments and block money because it is now a centrally digitised system and is not college specific.
- Infrastructure and facilities for the differently-abled students include ramps, lift,

wheelchairs, a dedicated attendant, disabled-friendly bathrooms, Braille signage, tac-tiles for the visually challenged, provision of computers with relevant softwares, recorders, Braille books, recorded curricular material, morning breakfast, and regular visits to the central library of the university for additional resource materials. Autar Krishna Scholarship for the visually challenged of Rs 20,000 each is given to 4-5 students to empower these young girls. Digitally automated library enables all students to use the library and its resources more efficiently with photocopy facility.

- Time tables are made accessible for all on the college website. Time tables are made and uploaded before each academic session which ensures beginning of classes on time, less confusion and absolute transparency.
- An online feedback mechanism is available for students, alumni, parents and other stakeholders of the institution. There is a three-tier feedback mechanism namely, in class, the student-faculty meetings, and the Apex Grievance Redressal Committee, where any issue pertaining to academics, infrastructure or administration can be addressed.
- Online forms are also made available to students every semester which enables them to choose their Generic Elective (GE) and Skill Enhancement Courses (SEC), which help them to easily select their optional papers by using their mobile phones. The link from the website is as follows:

<http://vyomcafe.com/jdmc-forms/stu-login.php>

- Digitised students' union elections ensure that the college elections are conducted with absolute transparency in an environment friendly manner as they save a lot of paper. The results are also announced instantly.
- With the online access of attendance and assessment records, both students and their parents can gain information whenever and wherever they want.
- Digitisation of the administrative process of the college means that allotment of classes, division of sections, and introduction of courses, smooth conduct of semester examinations, allocation of roll numbers, date sheets, dissemination of any other official information can be done speedily. Digitised messaging systems include LED Information board, PAS and WhatsApp groups, in addition to notice boards. Collection of degrees after graduating, verifications of forms, salary statements of all employees, leave records and reimbursements of all kinds are now done digitally.
- To encourage skill enhancement and refine students multifarious talents, there are nearly 28 societies and committees for Extra and Co-Curricular activities that range from entrepreneurship, finance management, creative writing, quizzing, debate, classical dance and music to light contemporary music and dance and many others.

**Evidence of Success:** *For details, please refer to 1.3, 1.4, 2.6, 2.8, 2.9, 3.1, 4.1, 6.3*

**Problems Encountered and Resources Required:**

The problems related to digitisation are primarily about the university servers crashing during the admissions leading to an obstruction of admission process and fee payment due to heavy online traffic.

Sometimes, people who do not have credit or debit cards find it difficult to pay the fee on time.

Records are sometimes inaccessible and not error-free due to technical glitches.

At times, stakeholders are not well versed in using online modes and need to be trained to use technology efficiently.

**Notes (Optional):**

- Student participation in Career Opportunity Cell's efforts needs to be improved.
- The Alumnae Association needs to be a more active participant in various activities of the college. Their contribution will be valuable not only in generating funds for the college; they may be invited as judges, guests of honour or speakers to the department events.

**Best Practice II: Contribution to environmental awareness / protection:**

**Goal:** Teaching social and environmental responsibility to our students by practicing what we preach and preserving the environment by striking an ecological balance within the campus. This has been done by:

- A Rain Harvesting system to conserve water
- Installation of Solar panels as a renewable source of power
- E-waste management system
- Making the college a plastic-free zone and reducing the use of single-use plastic to a great extent
- Setting up of Ecozone, which is being maintained by *Avani* – College Environmental Club
- Switching to LED lights in the whole campus
- More solar lights to be installed in the campus

**Context:** The College is located in an ecologically fragile Delhi Ridge area with its unique flora and fauna, which must be preserved. The institution acknowledges its responsibility in educating its students in conserving the environment. Environmental education makes the students conscious of how their actions affect the environment on a daily basis and how to address complex global environmental problems.

**The Practice:**

- A Rain Harvesting system was installed in the college premises in 2003, which enables the institution to conserve rain water and has helped to raise the water table in the area when water level has been steadily receding in Delhi. Rainwater harvesting allows us to conserve this precious natural resource.
- Solar light is a source of inexhaustible energy, especially in Delhi, where weather ensures a surplus supply of solar power. These have low maintenance cost and help in reducing electricity bills of the institution.

Bill		BSES BILL		Solar Export		SOLAR BILL
SN	Month	BSES Units	AMOUNT	Solar Gen. Units	Units	AMOUNT
1.	Jan-18	15312	171240	2977	96	17267
2.	Feb-18	20080	218160	5649	144	32764
3.	Mar-18	18656	208820	5851.4	96	33938
4.	Apr-18	17072	172850	5277	16	29995
5.	May-18	32128	338270	5476.6	0	31764
6.	Jun-18	36935	378940	6009	16	34852
7.	Jul-18	34192	355790	4611.2	0	26745

- E-waste management is a necessity for any institution. Unregulated disposal of electronic wastes can be hazardous for the environment due to their toxicity. The college encourages students to collect electronic wastes in several bins, which is then sent to designated NGOs to facilitate their proper recycling.
- The college is a plastic-free zone and has considerably reduced its consumption of single-use plastic. The college canteen uses paper straws, cups and plates instead of plastic ones and has glass bottles for soft drinks and colas for students.
- An Ecozone has been set up in the college with the help of EVS students and *Avani*, the Environment Club. *Avani* students were also responsible for creating awareness on dangers of using plastic by making bags from discarded cloth and distributing them among people. 644 Kgs of waste paper has been recycled with an NGO called Green-O-Tech. The college also had wide spread participation in *Swachhta Abhiyan*.

**Problems Encountered and Resources Required:**

Rainwater harvesting, e-waste management, paper recycling by a few institutions is not sufficient, when the ground water is being consumed in enormous quantities and the problems of waste management have assumed hazardous proportions. These practices need

to be done on larger scale by the society as a whole.

During summer vacations students are not in college for two months, which affects the watering and maintenance of plants in Ecozone.

**Evidence of Success:** *Please refer to annexure 7.3*, which has pictures of college gardens, Ecozone and E-waste management bins; the Environmental Audit report by the department of Environment Studies.

**Notes (Optional):**

We plan to plant indigenous plant species within the college premises to preserve the ecosystem of the Delhi Ridge.

In response to the issue of increasing water shortage in this semi-arid region, we plan to grow plants which consume less water. This will ensure conservation of water and restoration of natural habitat.

#### **7.4 Contribution to environmental awareness / protection:**

- Already have rain water harvesting system, solar panels, e-waste management.
- Created Ecozone with the help of EVS and *Avani*
- *Avani* created awareness about dangers of using plastic by making bags from discarded cloth and distributing them among people
- Active participation in *Swacchata Abhiyan*
- Helping to maintain an urban forest just outside the college boundary wall
- Plan to plant vegetation that requires less water to conserve water

#### **7.5 Whether environmental audit was conducted?**

Yes, *Avani*, the Environment Club of the college and the department of Environment Studies conducted an environment audit of the college campus. (*report attached in Annexure 7.3*)

#### **7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis):**

Strengths: The Gandhian ideology of the college that educates students about their responsibilities toward society while providing education that is global in reach; excellent faculty, infrastructure, and library.

Weaknesses: Too many changes (introduction of semester mode, FYUP, withdrawal of FYUP and the introduction of CBCS) without adequate preparation in the past few years that have led to confusion, thereby affecting all aspects of college; shortage of permanent faculty; limited resources which inhibit introduction of new courses in accordance to students' requirements.

Opportunities: To explore more innovative pedagogical, curricular and academic options with the introduction of new systems of education; CBCS allows students to study a wider range of subjects and exposes them to greater range of ideas; to provide quality education that can create more responsible citizens.

Threats: Higher education may be out of reach for a large section of society if urgent action is not taken to manage the cost of education without compromising on the quality of education provided; need for appointment of permanent faculty to make the process of education more meaningful.

#### **8. Plans of institution for next year:**

1. Student friendly practice – help students who are financially weak with payment of fee by providing work opportunity in college, so that they can fund their education with dignity.
2. Initiate the process of introducing new courses – EVS Honours, Anthropology Honours and B. Sc. (Honours) Statistics.
3. To institutionalise quality in a holistic fashion that includes not just academics, pedagogy and administration but also the surroundings of the campus. The college IQAC has suggested that the institution should now start focusing on planting indigenous plant species in the college campus to save the environment.
4. IQAC also suggested conservation of water by planting flora that doesn't require a lot of water as water shortage is a problem in this area.
5. Reduction in use of disposable items in campus which are non-biodegradable or non-recyclable.
6. Establishment of small waste water treatment plant in campus with the help of *Sulabh* (as suggested by Dr. Bindeshwari Pathak). The water thus treated can be used for gardening.
7. Establishment of Air Quality Monitoring station in the campus (This will require permissions and talk with Central Pollution Control Board or SAFAR). We may require a small space in our campus for monitoring equipments.
8. Engage the college alumni more actively in college activities

9. Open Gymnasium
10. Staff Quarter approach road to be re-constructed
11. Composting for College
12. Census of fauna
13. Buy more equipments
14. Enhanced automation of the library
15. New Students' Union Room
16. Creating more storage space for office records and disposable items
17. Medical Welfare initiatives for students, faculty and non-teaching staff
18. New Activity Room for students



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# ABBREVIATIONS

ASPSM	Advertising, Sales Promotion and Sales Management
AMC	Annual Maintenance Contract
CBCS	Choice-Based Credit System
CBSE	Central Board of Secondary Education
CIE	Central Institute of Education
CIT	Cleveland Institute of Technology
COC	Career Opportunities Cell/Placement Cell
CSIR	Council of Scientific & Industrial Research
DELNET	Developing Library Network
DER	Departmental Evaluative Reports
DU	Delhi University/University of Delhi
ECA	Extra-Curricular Activities
FCW	Family and Child Welfare
FYUP	Four Year Undergraduate Programme
GOI	Government of India
HDFE	Human Development and Family Empowerment
ICHR	Indian Council of Historical Research
ICSE	Indian Certificate of Secondary Education
ICSSR	Indian Council of Social Science Research
ICT	Information and Communications Technology
IEQA	Institutional Eligibility for Quality Assessment
IGNOU	Indira Gandhi National Open University
ILLL	Institute of Life Long Learning
ILP	Information Literacy Programmes
INFLIBNET	Information and Library Network
IQAC	Internal Quality Assurance Cell
IT	Information Technology
JDMC	Janki Devi Memorial College
JDVC	Janki Devi Vocational Centre
JNU	Jawaharlal Nehru University
JRF	Junior Research Fellowship
LOI	Letter of Intent
MHRD	Ministry of Human Resource and Development
MIL	Modern Indian Language
MOU	Memorandum of Understanding
NAAC	National Assessment and Accreditation Council
NCC	National Cadet Corps
NCERT	National Council of Educational Research and Training
NET	National Eligibility Test
NGO	Non-Government Organisation
NKN	Nation Knowledge Network

NSO	National Sports Organisation
NSS	National Service Scheme
OBC	Other Backward Classes
OMR	Optical Mark Recognition
OMSP	Office Management and Secretarial Practice
OPAC	Online Public Access Catalogue
PwD	Persons with Disability
RTI	Right to Information
SC	Scheduled Caste
SER	Self-Evaluation Reports
SRF	Senior Research Fellowship
SSR	Self-Study Report
ST	Scheduled Tribes
SWOC	Strengths, Weaknesses, Opportunities, Challenges
TERI	The Energy and Resources Institute
T-i-C	Teacher-in-Charge
UGC	University Grants Commission
VIS	Visually Impaired Students
WDC	Women's Development Cell