



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	JANKI DEVI MEMORIAL COLLEGE
• Name of the Head of the institution	PROF. SWATI PAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01149876630
• Mobile no	9811276744
• Registered e-mail	principal@jdm.du.ac.in
• Alternate e-mail	info@jdm.du.ac.in
• Address	Sir Ganga Ram Hospital Marg
• City/Town	New Delhi
• State/UT	New Delhi
• Pin Code	110060
<b>2.Institutional status</b>	
• Affiliated /Constituent	Constituent
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of Delhi				
• Name of the IQAC Coordinator	Dr. Shilpa Chaudhary				
• Phone No.	01149876630				
• Alternate phone No.	01149876630				
• Mobile	9311130974				
• IQAC e-mail address	iqac@jdm.du.ac.in				
• Alternate Email address	schaudhary@jdm.du.ac.in				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://jdm.du.ac.in/pdf-2021/AQAR-Report-2019-20.pdf">http://jdm.du.ac.in/pdf-2021/AQAR-Report-2019-20.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.jdm.du.ac.in/academic-calendar.html">http://www.jdm.du.ac.in/academic-calendar.html</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.76	2017	12/09/2017	11/09/2022
<b>6. Date of Establishment of IQAC</b>			12/01/2015		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Salary	UGC	2020-21	40.137 Cr	
Institutional 1	Pension	UGC	2020-21	15.88 Cr	
Institutional 1	No Salary	UGC	2020-21	1.685 Cr	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Conduct of first External Academic Audit for all the departments in June 2020 for the session 2019-20 and the second External Academic Audit in May 2021 for the session 2020-21</li> <li>• Conduct of regular IQAC meetings</li> <li>• Increasing engagement with parents as our stakeholders. Parents' Induction Program conducted and parents' representatives have been included in IQAC</li> <li>• Formalization of six JDMC-IQAC Centres               <ul style="list-style-type: none"> <li>o Research Centre</li> <li>o E-Resource Centre</li> <li>o Centre for Career counselling, Career Opportunities and Skill Enhancement</li> <li>o Centre for Universal Values and Ethics</li> <li>o Centre for Extension and Outreach</li> <li>o Centre for Gender Equity Studies</li> </ul> </li> <li>All six centres have become fully functional.</li> <li>• Skill enhancement initiatives for students, faculty, non-teaching staff:               <ul style="list-style-type: none"> <li>o One-Week FDP on "ICT-Enabled Teaching-Learning"</li> <li>o One-week FDP on "Student-centric pedagogies"</li> <li>o One-Week Training program for non-teaching staff</li> <li>o Free training on "Basic Computing Skills" to help our students who were facing problems with adapting to ICT and online classes</li> <li>o 20 Add-on courses</li> <li>o Career counselling and in-house guidance for competitive examinations</li> </ul> </li> </ul>		
<b>12.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	Achievements/Outcomes
<p>1. Formalise setting up of the Centres - JDMC-IQAC Centre for Research - JDMC-IQAC Centre for Social Outreach - JDMC -IQAC Centre for Career Counselling, Career Opportunities and Skill Enhancement - JDMC-IQAC Centre for Gender Equity Studies - JDMC-IQAC Centre for Universal Values and Ethics - JDMC-IQAC Centre for Employability and Entrepreneurship</p>	<p>Six Centres, including E-Resource Centre- have been formalized and have become fully functional - JDMC-IQAC Centre for Research - JDMC-IQAC Centre for Extension and Outreach Activities - JDMC-IQAC Centre for Career Counselling, Career Opportunities and Skill Enhancement - JDMC-IQAC Centre for Gender Equity Studies - JDMC-IQAC Centre for Universal Values and Ethics - E-Resource Centre</p>
<p>2. Creation of the E-Resource Centre</p>	<p>The Centre has been set up and is fully functional</p>
<p>3. Launch of the E-journal (Blind-peer reviewed journal).</p>	<p>Completed. First Issue has been released.</p>
<p>4. Conducting Skill Enhancement Programmes for Faculty, Non-Teaching Staff and students</p>	<p>Several capacity building programmes conducted</p>
<p>5. Strengthening the process of teaching-learning by promoting use of ICT and adoption of student-centric pedagogies.</p>	<p>Several initiatives taken in this direction such as skill enhancement programmes in ICT as well as pedagogies; and improving our practices for conduct of online teaching-learning in full rigour, to encourage use of differentiated pedagogies for slow and advanced learners.</p>
<p>6. Initiating the process of inducting parents in IQAC thereby increasing the role of parents as stakeholders</p>	<p>Process initiated and parent has been included as a member of IQAC</p>
<p>7. Ensuring Follow-up action on feedback given by External Experts during Academic Audit.</p>	<p>Follow-up action taken</p>
<p>8. Proposing a new course for undergraduate programme,</p>	<p>Three undergraduate courses- • B.Sc.(H) Computer Science, •</p>

Environmental Science (EVS)	B.Sc.(H) Operational Research and • B.Sc.(H) Statistics approved by the University. Financial Approval from UGC is awaited.				
9. Initiation of Students Support Groups.	Formalization is ongoing				
10. Processing of Appointments and Promotions (faculty and non-teaching staff)	Completed				
11. Formalise the Policy documents of the Students' Fee Assistance Fund	Completed				
12. Safety Audit of Teaching and Non-teaching residential complexes and a follow-up.	Completed				
13. Purchase of Vehicles for the college and Purchase of Kindles for the Library.	Completed				
14. Continued repair and renovation of existing structure	Ongoing. The pace of work slowed down due to the pandemic.				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>20/03/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	20/03/2022
Name	Date of meeting(s)				
Governing Body	20/03/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>09/03/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2021	09/03/2022
Year	Date of Submission				
2021	09/03/2022				
<b>Extended Profile</b>					
<b>1. Programme</b>					
1.1	428				

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		<b>3447</b>
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>810</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		<b>1042</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>142</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of sanctioned posts during the year		<b>169</b>

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	51
4.2 Total expenditure excluding salary during the year (INR in lakhs)	315.7
4.3 Total number of computers on campus for academic purposes	939

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Planning for forthcoming semester is done well in advance that involves:

- Workload calculation, identifying staff requirement and appointment in time to ensure availability of sufficient faculty.
- Workload distribution among faculty at department level.
- Centralized/departmental Time-tables prepared and distributed timely.
- Students choose their optional papers/ GEC/SEC courses ahead of the start of semester.
- Classes begin from the first day of the session, due to prior planning and preparation.

The college follows the curriculum framed by the University.

- Faculty plans the coverage of syllabus during semester
- Smooth Conduct of classes/tutorials/practicals
- Student-centric pedagogies used to deliver the curriculum and

ensure attainment of program and course outcomes

- Remedial classes organized for slow learners or who missed classes due to some reasons
- Syllabus completion is monitored and ensured.

Due to pandemic,

- teaching-learning conducted in online mode through G-Suite platform - Google Classroom and Meet.

- Academic calendar was revised by University for different semesters.

- Teaching plans were adjusted accordingly.

The college goes beyond curriculum and actively organizes co-curricular/extra-curricular activities. Several Add-on courses are offered for skill enhancement. .

Library is well stocked. Remote access is given to e-resources to teachers/students to avoid disruptions in academic work during pandemic.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

JDMC follows the academic calendar issued by University of Delhi.

- It is uploaded on the college website and shared with teachers and students.

- Important dates- beginning and end of the term, dispersal of classes, beginning of semester-end exams along with mid-semester break are duly noted.

- The college calendar is prepared in accordance with the University's calendar.

- Due to Covid-19 pandemic, Academic Calendar of 2020-21 was



revised/amended. The new session for first year students began late (November 2020). Due to sudden surge in Covid 19 cases, classes were suspended for a few days in May 2021.

Teaching and evaluation is planned in sync with the Academic and College Calendar.

- Each faculty plans its lessons to ensure timely completion of the syllabus.
- Students are assessed on a continuous basis.
- Internal assessments are planned and conducted via test/assignments/projects/viva/ etc.
- They are checked and returned in time and discussed with students.
- Once Internal Assessment Marks are compiled, they are shared with students. Discrepancies, if any, are sorted out.
- The finalized marks are sent to the university well in time.

Schedule of Add-on courses also takes into consideration university exam-dates.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.jdm.du.ac.in/du-notification.html">http://www.jdm.du.ac.in/du-notification.html</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**A. All of the above**

Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

643

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Several programs have courses in their curriculum dealing with issues related to gender, environment, sustainability, human values, and professional ethics. Students are sensitized to these issues through these courses [List attached] as also through various societies/clubs/ Centres.

The college has a Rain Water Harvesting system and captures Solar energy. In addition to the curriculum, AVANI-The Environment Club is devoted to creating environmental awareness and engaging students in activities aiming at environmental sustainability such as "Create from Waste", "Ao Bag Banao" project (recycle and reuse material). The annual seminar called LENS=Living Ethically with Nature Series invites scholars and activists to interact with students. It facilitates paper recycling mission and E-waste collaboration with the NGO's ,Green-o Tech and CHINTAN ,respectively

Several outreach-oriented activities are undertaken by the Centre for Extension and Outreach that inculcate human values in students.

JDMC's Gender Equity Studies Center plays a crucial role in bringing awareness about gender-based inequalities amongst students and helps them to understand how to deal with them. The center aims to enable women students to make a place for themselves on an equal footing as everyone else enjoying equal rights and opportunities and being able to live without fear of violence or discrimination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1477

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

**Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.jdm.du.ac.in/feedback-mechanisms.html">http://www.jdm.du.ac.in/feedback-mechanisms.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.jdm.du.ac.in/feedback-mechanisms.html">http://www.jdm.du.ac.in/feedback-mechanisms.html</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

1151

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

445

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty adopts varied pedagogies to cater to the needs of advanced as well as slow learners. The pace of learning is identified through a continuous assessment system.

The advanced learners are

- provided with additional practice-questions of greater complexity requiring higher analytical skills to help them get University-ranks.
- motivated to do research-projects- Student-research-projects or be a part of faculty-research-projects
- special coaching through Pratibha: Foundation Classes for Competitive Exams to students who wish to take up competitive exams.
- Add-on Courses are offered by the college for advanced learning on subjects outside the curriculum but of interest and aiding skills in students

For slow learners,

- College conducts Remedial classes to help these students get extra attention from teachers.
- Separate assignments and extra practice questions given to such students for helping them understand the subject better.
- Extra classes and revision of critical topics are organized to clarify doubts for improving performance.
- Through mentor-mentee system of the college a small group of

students are assigned to every faculty as their mentor, personal and academic care is provided by the mentor

- College also arranges appropriate counseling sessions to help students to cope with exam-related/ pandemic-related stress.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3447	142

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods are incorporated in the teaching-learning process by all departments creating a proactive learning environment where students are motivated to connect to the disciplinary knowledge with their day-to-day experiences.

- To enhance participative learning, focus is given on flipped classroom techniques to encourage discussions and problem-solving in the classroom.

- Topics are assigned for presentations prepared by the students and brainstorming sessions are organized to improve clarity of the concepts.

- Besides traditional mechanisms, Real time assessment tools such as Quizizz, Kahoot, Nearpod etc. are used to evaluate students' progress.

- Students are encouraged to watch documentaries and subject related films.

- Videos. Talks, webinars, workshops are also arranged to enhance the knowledge of students.
- Use of collaborative learning methods involving Group projects/Assignments/Case Studies.
- Students are facilitated to join internships.
- Laboratory/Practical Training sessions are organized to give hands-on practice of softwares.
- Sessions on data analytics are organized to develop quantitative problem-solving skills amongst students.
- Add-on courses are conducted to facilitate advanced learning of the subjects.
- Remedial classes are held for students facing difficulties in understanding a topic or who miss scheduled lectures due to stressful situations unleashed by the pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The campus is WiFi enabled. Audio-Visual Facilities are available in 25% of the classrooms. 3 computer labs cater to the needs of departments having ICT/ software component in their curriculum. Efforts are being made to upgrade ICT infrastructure- one Smart Classroom was added in May 2021.

Teaching-learning shifted to online mode since March 2020 due to the Covid-19 pandemic. To help faculty acquire necessary ICT skills to deliver online classes proficiently, training programs/FDPs were organized by the college.

Google Meet and Google Classroom are the official platforms for conduct of online classes, sharing study material, submitting assignments/ projects etc.



- The faculty use ICT tools such as digital online whiteboards, powerpoint presentations, videos, web sources, virtual visits to organizations, online quizzes, film screening etc to enrich the students' learning experience.
- ICT tools are used to facilitate interactive learning.
- Formative and summative assessment takes place over online modes.
- Remedial classes are also conducted in online mode.
- The college runs several online Add-on courses as a valued addition to skills, knowledge and expertise of students.
- E-Resource Centre set up

ICT enabled tools are also used to hold co-curricular and extra-curricular activities like webinars, workshops etc provide a holistic learning experience to students.

<http://www.jdm.du.ac.in/>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

142

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

142

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

79

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

1959

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

University of Delhi's provision of continuous internal assessment system is followed by JDMC, a constituent college of the University. Students are assessed on a continuous basis. Teachers adhere to the directions issued by University from time to time with regards to internal assessment of students. The system is robust as students are assessed through varied modes such as tests, assignments, project submissions, presentations, quiz, role plays, workshops, reports etc. The entire process is transparent, mode of assessment is shared with students and sufficient time is given to submit them.

Due to the pandemic situation, sufficient consideration has been given for submission of formative/ summative assessments. Re-tests have been taken for students who missed tests due to reasons like medical issues, difficult conditions at home or were participating in co-curricular/extracurricular/ sports activities.

Efforts are made by faculty to timely return assignments, tests etc. after evaluation. Such continuous assessment helps the students to keep track of their progress and improve their performance. It also equips them to prepare for their final semester-end University examination.

The internal assessment marks are uploaded on the college portal- students can thus see for themselves where they have scored and where they have failed to do so.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.jdm.du.ac.in/internal-assessment.html">http://www.jdm.du.ac.in/internal-assessment.html</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal examination marks are turned in by faculty after evaluation well in time. Assignments etc are duly discussed in the class and students are informed about the marking scheme/rubrics and also how to write better. This helps to minimize grievances related to internal assessment marks.

The college has a mechanism in place to deal with internal examination related grievances in a transparent, time-bound and efficient manner. The mechanism involves different levels. At the first level, the student can approach the concerned faculty and

discuss the matter and seek its resolution. If the matter is not solved at this level, then the student may raise the same in the student faculty meeting where the matter is resolved at the departmental level. Thereafter, if need be, the matter may be taken up at the college level. The monthly student faculty meetings held by every department also provide an opportunity to raise any evaluation related grievance along with all other grievances.

At all levels, attempts are made to keep the system transparent and ensure that grievances of students are addressed promptly and resolved in a time-bound manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All the programmes and courses in the institution are being offered as per the guidelines of Delhi University. The University of Delhi designs syllabus and lays down program and course outcomes. In case of any changes in guidelines or instructions recommended by the University, our institution has always ensured that we comply with each of them.

The program and course outcomes are displayed on the website and teachers communicate the same to students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.jdm.du.ac.in/program-outcomes.html">http://www.jdm.du.ac.in/program-outcomes.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In order to evaluate the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), the institution follows a system where we continuously assess and track students' performance. This exercise includes various activities:

- Undertaking result analysis of semester-end exam.
- Continuous and Comprehensive Evaluation enables us in gauging students' comprehension and skills. This is done by interactions in large and small group discussions during lectures and tutorials
- Assessment is done regularly and continuously after completion of every unit or major topic. The most appropriate method is chosen for assessment as per the requirement of the unit. The main objective is to judge the grasping power and level of students.
- Regular monitoring by Tests/ assignments/quizzes/ case studies/ class discussion etc
- Discussion of assignments submitted by students
- Multiple tutorials help to ensure the attainment of learning outcome

If any gaps are observed, extra classes are taken to fill the gaps. Remedial Classes are also undertaken.

- Students' feedback is taken in monthly Student-faculty meetings
- Analyzing Student progression data - how many students are getting admission in higher degrees/ clearing competitive examinations etc.
- Facilitating student's internship programmes to provide exposure to real work life.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

980

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://jdm.du.ac.in/annual-reports.html">http://jdm.du.ac.in/annual-reports.html</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://jdm.du.ac.in/feedback-mechanisms.html>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

43.02

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

12

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.icssr.org">www.icssr.org</a> , <a href="https://www.newindiafoundation.org/">https://www.newindiafoundation.org/</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

All 14 Departments, over 30 societies/ clubs and 6 Centres work towards creation of an ecosystem to foster innovations and knowledge creation/ transfer and ignite the young minds.

- Inviting Experts from academia to share their knowledge on seminal topics
- Encouraging student participation in classroom and in academic/ co-curricular and extra-curricular activities
- Conducting Add-on courses to supplement the curriculum to equip the students with skills that provide them an added advantage to compete in today's globalized the job market.
- JDMC-IQAC-Research-Centre promotes research by providing grants for research projects. Students can initiate their own research projects independently or under mentorship of faculty. They can also provide research assistance to faculty. Khoj, The-Students'-Wing, Research-Centre conducts workshops to equip students with skills to undertake research.
- The Entrepreneurship Cell has initiated "Project Anupam" that empowers students to start their online business and earn while they learn. It assists budding student entrepreneurs and help them learn, grow and succeed
- Innovation and initiatives are promoted through various societies like MUN, Finance & Investment Cell etc
- Webinars/ talks by industry experts to foster industry-academia interaction
- Conferences, FDPs, Skill Enhancement/training programmes are organized to promote creation and transfer of knowledge among students, faculty as well as non-teaching staff

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.jdm.du.ac.in/conferences-and-seminars.html">http://www.jdm.du.ac.in/conferences-and-seminars.html</a>



### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

15

File Description	Documents
URL to the research page on HEI website	<a href="http://www.jdm.du.ac.in/research-and-publications.html">http://www.jdm.du.ac.in/research-and-publications.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

40

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College makes its noteworthy contribution in promoting College-Neighbourhood-Community network by spreading awareness about cleanliness, hygiene, tree plantation etc and sensitizing neighbourhood/ community with many vital issues of the society.

In COVID-19 times, NCC/NSS/Enactus sensitized students towards problems faced due to pandemic and helped people suffering from COVID/their families in getting updated information about availability of hospital beds/oxygen-cylinders, arranging ambulance, distributing food, medicines to the needy etc., and promotion/awareness of basic COVID safety protocols etc. Initiatives were taken to promote physical/ mental health among families and friends who were confined at home due to the lockdown.

All initiatives have gone long way in holistic development of students wholelearned empathy, sympathy, caring and work dedication. They understood value of humanity in times of need. Students got opportunity to share joy-and-happiness and spread smiles by giving to the society- time, material, money and love. This contributed to

balanced development of their personalities and made them responsible citizens of the country. Students gained hands-on experience in field of social work and helped bring smile on faces of many people.

Janki-Devi-Vocational-Centre, set up with objective "Commitment-to-improve-the-future-of-Women", offers courses to young girls at highly subsidized fee eg. Computer-Software-Applications/Secretarial-Practice-and-Office-Management/Nursery-&-Primary-Teacher-Training/Fashion-Designing/Travel&Tourism/Personality-Development/Food-Craft-&-Home-Decoration etc, promoting their employability/entrepreneurship.

File Description	Documents
Paste link for additional information	<a href="http://jdmccentres.in/outreach.html">http://jdmccentres.in/outreach.html</a> , <a href="https://www.jdvc.org">https://www.jdvc.org</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

14

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

38

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1042

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

26

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure to facilitate teaching-learning. The college has 91 classrooms which includes

- Lecture rooms
- Tutorial block
- 4 Laboratories - 3 computer labs and 1 HDFE Lab.
- Well-stocked Library
- 1 Seminar Room
- 1 Committee Room

Over the years, the college has upgraded ICT facilities on the campus-

- Smart Classroom (1room)
- projector facility (29 rooms)
- Video conferencing facilities (1 room)
- Internet/WiFi connectivity available in all classrooms.

There are 182 Computers and Laptops (in Computer-labs/Research Rooms/Library) and a stock of 898 laptops that can be issued to teachers/ needy students.

The college made a substantial addition to its teaching-learning infrastructure by installing Smart class solution in hybrid mode in one room.

The teaching-learning shifted to online mode due to pandemic.

- Online real-time classes are conducted using Google Meet/ Google Classroom platform.
- G-Suite available to all faculty and students through official email ids.
- College has subscribed to 3 Zoom handles for smooth conduct of online-academic/co-curricular/extracurricular events.
- E-access to library given to teachers/students during pandemic to avoid any disruption in academics/research.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

JDMC has strong tradition of engaging students in cultural/sports activities for which college has adequate infrastructure.

Facilities for cultural activities(classical-dance/western-dance/classical-music/western-music/English-drama/Hindi-dramatics/Art&craft/Debating etc)

- Open auditorium with seating capacity of 1000 persons and green rooms (Used for holding college-events (Founder's Day/Annual Day/College Festival etc). There are sound /light systems-installed, extra provisions made as per needs of event.
- Library Hall
- Music Room
- 2 Activity rooms
- Ground- for Street-play practice/NCC drill-practice/hosting

events/exhibitions etc.

- Corridors are used for Rangoli-competition during Annual-Inter-College-Cultural-Festival
- Seminar room (seating capacity of 150)
- Committee Room

Sports facilities include:

4.805 acres of sports ground

Competitive Sports Teams Facilities and Equipments -

Archery/Athletics((Shot put/Discus / Hammer throw ring/ Long / High jump pit with bar and poles / Javelin area) /Basketball/Football/Kho-Kho/Handball/ Hockey/Netball/ Table Tennis/ Yoga

Football-and-Hockey 200 m track-field /Baseball field (football field) /One grill enclosed Basketball Court/ One Netball cum Tennis (clay) Court /One Handball Court /Two Volleyball fields with installations /One Kho-Kho cum Taekwondo Court /Kho-Kho court /Softball field (football field) /Powerlifting & weightlifting (PE Dept. room) /Taekwondo practice (PE Room/auditorium/football field).

Powerlifting & weightlifting/ Multi-Gym

Playing kits, Safety equipment

Facilities-for-Staff-and-students -

Archery (football field in evening)/ Athletics /kho-kho / Open-Gym (eight-exercises-of-gym-installations)/Yoga /Aerobics/Zumba (competition/general)/Badminton/carrom/cricket/chess/Table-tennis

March-Past is also held on Annual-Sports-Day.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20.84

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is using Libsys Software for its library housekeeping jobs. LibEase is an Integrated Library Management System especially designed for College libraries. An ILMS is a computer based system used to manage various types of resources of the library and integrate the resources with the library users. It's a powerful solution for automation of libraries and all the library needs can be effectively managed by this software.

The major components of ILMS are

- **Acquisition Module** -Acquisition module is one of the main modules of any ILMS and deals with ordering of library



materials, monitoring their receipt, invoice processing and accessioning. It also maintains expenditures and budgets under a variety of accounts/headings.

- Cataloguing Module -The cataloguing module provides various orders maintained in traditional libraries and makes available instant listings under a variety of searchable fields to suit the requirements of a modern library. In addition to the data entry facility, the system has additional functionality to accept data in standard machine readable formats, such as common communication format and MARC, making it possible for the ILMS to import/export bibliographic data in standard exchange formats, thus meeting the specific requirements of the library.
- Serials Module - The serial control module provides control of periodical subscriptions and subsequent monitoring of the scheduled arrival of individual issues and
- Circulation Module - The circulation system maintains up-to-date membership records, as well as the latest status of the collection meant for circulation. It performs all the functions related to circulation, providing suitable checks at every stage and takes care of infrequent but routine functions, such as bindery record management, books on display in the library, latest additions to the library and so forth.

Online Public Access Catalogue (OPAC) is considered to be the heart of any library function. It has revolutionized library services as it offers up-to-date information and multi-access points to the information held in the library.

Internal functions include reporting functions, transaction logs and helps to generate various statistics and reports.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

19.8

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has

- three Computer-labs all connected with LAN as well as with Wi-Fi facility. All labs are equipped with LCD Projectors in order to facilitate the teaching learning process.

- One Research Room
- 29 rooms with projector-facility,
- Seminar-Room and Committee-Room for seminar/ conference etc
- one server room.
- Through Wi-Fi support, video-conferencing-facility can be availed in Room no-14 which has a digital screen.

Internet connectivity is available in all classrooms.

Despite challenges posed by the pandemic, the college continues conduct of various seminar/events/activities/competitions etc in online mode. The importance of ICT has grown exponentially in the current times. The college recognizes it and is engaged in upgradation of ICT infrastructure.

Online real-time classes are conducted using Google Classroom and Google Meet. G-Suite available to all faculty and students through official email ids.

The college has subscribed to Zoom for smooth conduct of online academic/co-curricular/extracurricular events. There are a total three zoom handles, out of which, first was purchased in April-2020 and two purchased in January-2021. College has received huge appreciation for its high-quality online events.

Smart-Class-Solution in hybrid-mode has been installed in one room to increase use of ICT in teaching learning and two more are going to be ready soon.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

939

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

294.9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has well-defined procedures and policies for maintaining and utilizing the physical, academic and support facilities.

The Governing Body, the Principal, along with various Committees (comprising teachers and non-teaching staff), look after the infrastructural aspects of the college. Environment Club also makes its recommendations regarding infrastructure requirements for promoting green practices of the college. Different departments also submit their additional infrastructural requirements as and when they arise. The rules, procedures and guidelines of University of Delhi and Government of India are followed with regard to procurement of new facilities.

To ensure timely and proper maintenance of resources,

- Regular Rounds taken by Building Maintenance Committee
- Complaint Register is maintained in the office.
- Many equipments are under AMC

The guidelines for utilization of facilities are as follows:

- Classrooms/Computer Labs- As per time Table
- Seminar Room/Committee Room/Auditorium- Booking Register kept in the office.
- Sports Ground/Gym/Other Sports equipment- Faculty-in-charge and Caretakers allocate their use.
- Parking facility available for teachers/staff/visitors.
- Hostel- Access to hostel restricted for safety/security reasons.
- Library cards are issued to the students on admission and teachers on appointment. Separate section for faculty.

Facilities may be used for various purposes - academic/co-curricular/extra-curricular/extension etc with prior permission of Principal and following communication protocols.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.jdm.du.ac.in/pdf/policy-documents/POLICY-DOCUMENT-Infrastrcuture.pdf">http://www.jdm.du.ac.in/pdf/policy-documents/POLICY-DOCUMENT-Infrastrcuture.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

87

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

198

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.jdm.du.ac.in/Capacity-Building-&amp;-Skills-Enhancement.html">http://www.jdm.du.ac.in/Capacity-Building-&amp;-Skills-Enhancement.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1507

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1507

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

69

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

180

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

#### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)



### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

#### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

96

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**The institution facilitates students' representation and engagement in various administrative/co-curricular/extracurricular activities.**

**Objective:** To nurture leadership qualities, promote teamwork spirit, instil sense of responsibility and help them prepare for big roles in future.

- **Students' Union at college level**
  - Office-bearers elected through democratic process of voting.
  - At times, nominations are also done.
  - Work throughout the session under the guidance of Staff Advisers, organise academic/cultural-activities/Inter-college-Annual-College-Festival.
- **Students' representation in various committees**
  - President and Vice-President, Students' Union are members of IQAC
  - Part of Canteen-Committee, Discipline-Committee etc
  - Part of department-level Student-Faculty Committees
- **Students' engagement in department Associations/societies/cells/Centres**
  - Most departments have their own Associations, college has over 30 societies/cells/clubs and 6 Centres.
  - All have Student Office-bearers, selected through a proper process that is also largely handled by students.
  - Students are members of Sponsorship-team/Marketing-Team/Content-Team etc
- **Students' Engagement in Research Centre**
  - In 2020-21, the college initiated Students' Wing- KHOJ- that conducts research-based workshops, engages in research projects with some mentoring by faculty.
- **Many departments/societies come out with their magazines/blogs/newsletters. Students play a pivotal role in these publications, and work actively under faculty mentorship.**

Hence, students get ample opportunities to engage as office-bearers/members in various committees/teams.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/students-union.html">http://www.jdm.du.ac.in/students-union.html</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

247

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The JDMC Alumnae Association is registered under Societies Registration Act XXI of 1860 vide Registration No. S/1881/2018 dated 27th March 2018.

The Association contributes significantly to the development of the institution through financial and/or other support services.

Alumnae Association believes in the development of the society as a whole and contributes significantly by organizing various social awareness activities and various webinars and talks are held online on regular basis. Alumnae association made a contribution of Rs 50000 to students' fee assistance fund and made an appeal to alumnae to contribute in the same and collected a sum of Rupees 16497.

Events held during July 2020 to May 2021

1. National Webinar on Polycystic Ovarian Disease in Adolescents in collaboration forum for democracy held on 18th March 2021.
2. Online Workshop on E-Filing of ITR for salaries individuals held on 10th March 2021.
3. Webinar on Acupressure in collaboration with ASPEUS held on

3rd April 2021.

4. Online Add on course on Acupressure of duration 30 hours held during 12th April- 25th May, 2021.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/alumnae.html">http://www.jdm.du.ac.in/alumnae.html</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is democratic, participatory, transparent and inclusive in nature. It is in line with the Vision and Mission Statement and the Perspective Plan. The rules and regulations of University of Delhi, UGC and other statutory bodies are also duly followed.

In descending order of hierarchy, the University, the Governing Body and Principal are the highest decision-making authorities. Teachers are involved in decision-making bodies such as Governing Body, IQAC, Building and Maintenance Committee, ICT Committee, Internal Administrative & Accounts Audit Committees etc. The Staff Council Meeting is the space where teachers and the Principal collectively deliberate over all academic matters and ensure smooth functioning of the college. The organizational structure ensures delegation of authority to Teachers-In-Charge, Conveners/Members of various committees/societies/cells/clubs and Directors of Centres. The Principal holds regular meetings with the Governing Body, Teacher-In-Charges, departments, societies, faculty as also the administrative staff.

The institution uses feedback mechanisms and an open-door policy to engage its stakeholders in decision-making. It reviews its achievements in the context of previous perspective plan, which serves as a foundation for formulation of next perspective plan. IQAC plays a major role in formulating dynamic and far-sighted strategic plan and ensures its implementation in entirety.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/vision-and-mission.html">http://jdm.du.ac.in/vision-and-mission.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College believes collective responsibility of all stakeholders is imperative in managing any situation, including the current pandemic crisis that has changed the nature of the classroom. In such a scenario, judging the effectiveness of the teaching-learning process can only happen if both, teacher and student complete the communication process with feedback on the classes and redressal of emergent issues.

The monthly student faculty meeting held by every department is an effort to bring about participative management. It has proved very effective in this situation, where it is not possible for the authorities to constantly monitor the virtual classrooms. The students were able to communicate their problems related to virtual teaching, be it physical problems such as strained eyesight or even being unable to access a device for their classes (due to financial conditions in the house). This led to teachers taking such corrective measures, as organising special counselling sessions for physical and mental wellbeing as well as providing fee and other financial assistance.

The faculty members too, were able to enhance their ICT skills by making use of the open-door policy of the college by asking the authorities to organize requisite workshops and FDPs for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan of the Institution frames infrastructural, academic and non-academic objectives that it tries to accomplish in a year. The plan of the Institution for 2020-2021 was to effectively meet the challenges posed by Covid-19 pandemic on teaching-learning process.

- FDPs were organised to train teachers in use of ICT in teaching-learning.
- Creation of college-domain email-IDs for faculty/students.
- Use of G-Suite/(Google Classroom/Meet) to take classes and conduct internal tests/assignments.
- Remedial classes took place in online mode.
- E-resources shared by teachers were uploaded on specially created 'e-learning' tab on college website for students' easy access.
- Online access provided by Library/DULS to teachers/students facilitated online learning and research.
- Zoom handle renewed and we subscribed to two more Zoom handles to facilitate online meetings/holding webinars/events with larger participation.
- The JDMC-IQAC E-Resource Centre and Research Centre became functional and contributed to College's academic activities.
- Several online Add-on courses were offered for skill-enhancement of students during lockdown. It may be noted that college is alert about and has acted on the constructive suggestions and feedback of the NAAC (AQAR-Review-Report)

- Opportunities provided for online internships by students
- Preparation of students for competitive-exams shifted to online-mode

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://jdm.du.ac.in/strategic-plan.html">http://jdm.du.ac.in/strategic-plan.html</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The University of Delhi, the Governing-Body, the Principal and Vice-Principal are the highest decision-making entities of the Institution. The Principal is the Chief Executive and Academic Officer, who plays an advisory and supportive role in relation to all the constituencies. The Staff Council, Staff Association, Departments, Departmental Associations and the Student-Faculty Committees help in smooth conduct of the academic and curricular activities of the College. The Administrative Officer with Section Officers and the non-teaching staff are engaged with administrative matters. The Library is headed by the Librarian and her assistant staff. Similarly the Hostel is efficiently managed by the Hostel Committee and the Warden. The IQAC is primarily focused on developing quality initiatives in the academic and administrative activities of the Institution. The various statutory committees play a vital role in fulfilling many important responsibilities. The five functional IQAC-JDMC Centres are committed to developing excellence in all activities. The various Clubs and Societies provide a platform for the students to engage in co-curricular and extra-curricular pursuits. The Staff Advisors and the Students' Union organise several student-related activities. The well-defined organogram describes the well-designed administrative set-up. Well-defined roles and responsibilities of each designation ensures efficient and effective functioning of the organization.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://jdm.du.ac.in/organisational-structure.html">http://jdm.du.ac.in/organisational-structure.html</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution facilitates many welfare schemes for its teaching and non-teaching staff that are applicable to them as employees of the University of Delhi and Government of India.

Some of them are LTC/HTC, Tuition Fee concession, NPS, EPF, GIS, WUHC, PF Loan and various kinds of leave such as CCL, Sabbatical leave, Extra-Ordinary Leave etc. The College also provides facilities of staff quarters and crèche facilities to its staff.

During the second wave of pandemic, the COVID-19 Taskforce was set up and the college facilitated the conduct of various workshops for staff, students and parents to ensure their physical and mental health. Two One-month Yoga workshops were organized and sessions were conducted to spread awareness about prevention of COVID-19 and strengthening immunity. RTPCR – COVID19 Testing camp was organized



for staff and general public, charges were borne by the college. In order to ensure safety of the staff coming to the college, all COVID-19 protocols, such as sanitization, social distancing, etc, were strictly followed.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/covid-19-measures.html">http://www.jdm.du.ac.in/covid-19-measures.html</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

17

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

70

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows the performance appraisal system of University of Delhi.

For Teaching staff, as per CAS-2018 guidelines, their performance is classified into three categories (i) Teaching, Learning and Evaluation(ii) Co-Curricular, Extension and Professional Development

(iii) Research Publications and Academic Contributions. The permanent faculty fills the Annual Performance Appraisal Report (APAR). At the time of promotion, the concerned teacher fills the Performance Based Appraisal System (PBAS) proforma.

For non-teaching staff, APAR is submitted annually and forms the basis for confirmation and promotion. It is filled by all categories of employees and contract officers. The main components of the APAR for non-teaching staff are --(i) Basic Information, (ii) Self-Appraisal, in which a brief resume is prepared by the employee, (iii) Appraisal by the Reporting Officer immediately superior to the employee concerned, and (iv) Review, by the Review Officer.

The external academic audit and self-appraisal form for teachers ensures a review of the academic quality and performance of teachers. The internal administrative audit also appraises the functioning of the non-teaching staff.

In addition, feedback related to staff and college functioning is collected from students through monthly Student-Faculty Meetings and annual Student Feedback Forms and Student Satisfaction Survey.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/feedback-mechanisms.html">http://jdm.du.ac.in/feedback-mechanisms.html</a> , <a href="http://jdm.du.ac.in/audit-report.html">http://jdm.du.ac.in/audit-report.html</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Internal Audit Committee consisting of faculty members conducts an internal audit of the Accounts section and part of the Administrative office. The committee scrutinises all records and data, and makes suggestions based on their findings. The Internal Audit team comprises faculty from the Commerce Department of the college, one of whom is a C.A.

Apart from this, Section Officer (Accounts) and the Administrative Officer check all vouchers, bills and registers on a daily/ regular basis.

The annual auditing is done by the professional CA registered in I.C.A.I. who is appointed from the University panel.

After receiving the audit objections, the Principal with the Accounts department discusses the objections in detail and their solutions. Subsequently, a compliance report is drafted enumerating the objections and their resolutions.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/audit-report.html">http://jdm.du.ac.in/audit-report.html</a>
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

58.45

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has a well-defined policy to ensure optimal distribution and utilization of funds for smooth functioning and development of the college. Resources are mobilized through sources - UGC Grant, Fee Collection, Interest on Corpus, Funds from University, Grants from the Trust, Rent from the Mobile Tower, Sponsorships, Donations etc. The college has the provision for raising resources through conduct of self-financing Add-on/Certificate courses and revenue sharing under MoUs.

The college ensures timely disbursement of funds for recurring expenses such as Salary, Maintenance expenditure, Purchase and procurement, Infrastructural Development, Academic activities such as conduct of

seminars etc., conduct of skill enhancement programmes for staff, organizing student competitions, celebration of college days, renewing membership/ subscription in the library activities, to carry out CSR activities like Blood donation camp etc and to provide welfare measures to teaching, non-teaching staff and students. College actively promotes research by funding faculty as well as student research projects.

Financial planning is done at the beginning of the academic year. Centres, Societies, Clubs and Cells are asked to submit their financial needs and Budget Allocation is then done for each Centre/Society/Club/Cell.

The management reviews the financial aspects periodically and revises policy as and when need arises.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/pdf/policy-documents/Resource-Mobilization-Policy-Document.pdf">http://www.jdm.du.ac.in/pdf/policy-documents/Resource-Mobilization-Policy-Document.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC tirelessly works in its NAAC-mandated direction of institutionalizing quality consciousness and focusing on assuring, enhancing and sustaining quality.**

Six new Centres, proposed in previous session, have become fully functional.

- Research Centre
- E-Resource Centre
- Centre for Career Counselling, Career Opportunities and Skill Enhancement
- Centre for Universal Values and Ethics
- Centre for Extension and Outreach

- Centre for Gender Equity Studies

Pratibha- Foundation Classes for Competitive Examinations- initiated in 2018 continues to provide career guidance to students.

The two practices institutionalized are:

1. Regular conduct of Audits- Accounts and administrative audits, initiated in earlier years, continue with rigour. External Academic Audit was initiated in 2019-20 and the second round was completed in 2020-21. The subject-specific External Auditor evaluates the performance of a department and submits his/her valuable feedback. The departments then discuss and deliberate on feedback so received and plan for the next session incorporating the Auditor's suggestions.
2. Greater emphasis on Add-on courses:

To expand students' knowledge horizons and enhance their skills, departments/societies/ Centres were urged to initiate more Add-on courses. The institution was successful in providing 20+ courses in field of ICT, finance, research, gender, disabilities, tourism, world politics, python etc.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/IQAC_2020-21.html">http://www.jdm.du.ac.in/IQAC_2020-21.html</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A road map has been drawn to improve teaching-learning processes and achieve academic rigour, which includes a multidimensional approach and builds on several of the already established quality initiatives such as students' feedback system, review of students' performance and holding of Remedial classes.

#### 1. Capacity-building and feedback

a. Conducting FDPs/ workshops for faculty on pedagogy and use of

ICT. Two one-week FDPs were organized by IQAC- "ICT Enabled Teaching Learning" and "Student-centric Pedagogies".

**b. Feedback:**

- Taken from students via monthly student-faculty meetings and students' feedback forms.
- Expert comments are solicited from External experts through process of departmental Academic Audit.
- Parents, recognized as stakeholders, are a part of the IQAC and feedback-mechanism involves them too.

**2. Review and Remedy**

a. Periodic review of students' performance is done by faculty through formative and summative assessment conducted on a continuous basis and extent of class participation. The students with under-achievement of learning outcomes are identified.

b. Increasing the scale of Remedial Classes to improve learning outcomes and fill the gaps in their knowledge, understanding and application of concepts. These classes benefitted not just the slow learners but also students who missed due to difficult personal/family circumstances due to the Covid19-pandemic.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/composition.html">http://jdm.du.ac.in/composition.html</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.jdm.du.ac.in/annual-reports.html">http://www.jdm.du.ac.in/annual-reports.html</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has always worked in the direction of creating/strengthening an enabling environment to promote gender equity and sensitization both through curricular/co-curricular/extra-curricular activities.

- Several gender-based courses (Core/DSE/GEs) are offered by English/Hindi/Philosophy/HDFE/Sociology departments (Please refer to 1.3.1).
- Two Add-on Courses on Gender of 30 hours each were also offered by English and HDFE/Sociology departments (Pl refer to 1.2.2).
- Activities are conducted by Centre for Gender Equity Studies, WDC/IQAC/departments/societies for gender equity promotion among students, faculty and non-teaching staff all through the year. The objective of various webinars and workshops is to spread awareness about gender equity, various legal remedies and giving confidence to women to raise their voice.
- With firm belief in education being an indispensable tool for empowerment, the college provides Fee Assistance to the needy(women) students to ensure they continue their education despite severe personal financial constraints. (Pl refer to 5.1.2)

#### Facilities:

- Common Room for girls
- Sanitary-napkin-dispenser in Medical Room.
- Creche facilities available for women employees.



- **Counselling facilities**
- **Safety and security on campus/hostel is ensured**
- **Self-defence training (stalled during pandemic)**
- **Functional ICC to provide early redressal to student/ employee grievances**

File Description	Documents
Annual gender sensitization action plan	<a href="#">Gender-Sensitisation-Action-Plan-2020-21.pdf (du.ac.in)</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://jdmccentres.in/pdf/Gender-Equity-Promotion-Measures.pdf">http://jdmccentres.in/pdf/Gender-Equity-Promotion-Measures.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**The college has following different types of facilities for degradable and non-degradable waste management:**

#### **1. Solid waste management**

**Composting: Garbage from the campus is collected on a daily basis. In 2019, the college installed a composting machine model 24-25 and capacity 25-30 kg to decompose the organic waste of the campus.**

Since June 2020, a total of 1330 kg of solid waste has been successfully converted into 280.5 kg compost till May 2021.

JDMC has also incorporated 'segregation of waste at the source' by installing the blue and green dustbins at multiple places in the college for easy handling of the waste.

2. E-waste management: Due to the pandemic, the E- waste collection has been stalled but we are dedicated to minimizing the E-waste. Recycling of E-waste used to be done with the help of Pickmytrash (PMT) which were later reused and recycled

3. Waste recycling system:

- Paper Recycling (February, 2020) Avani, the Environment Club of the college dispatched 250 kilograms of paper waste for recycling to the Paper Recycling Company, Green-O-Tech India. An excellent example of a green initiative of converting waste to wealth.
- Recyclable waste is sold to recyclers but due to online mode, not much waste generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**      B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and**

**A. Any 4 or all of the above**

**facilities for persons with disabilities  
(Divyangjan) accessible website, screen-  
reading software, mechanized equipment 5.  
Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of  
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College has many societies/clubs that promote inclusiveness. Several platforms provided for promotion of tolerance and harmony through various curricular/co-curricular/extra-curricular activities throughout the year.

- NCC-Cadets participated in Online Ek-Bharat-Shreshtha-Bharat-camp. NCC (5DGBN) conducted its three-day, Inter-Directorate 7th Annual (National) NCC Festival, Veerangna 2021
- NUPUR-Classical-dance-society:
  - Lecture-demonstration on Odissi Dance with the aim to sensitise the students about rich Indian cultural heritage.
  - workshop on 'Kathak' for advanced training on the choreography and aesthetics of Kathak.
- Heritage Club, JDMC organised
  - workshop on Warli Art to train and sensitise students about Indian art and culture.
  - a lecture-demonstration on Hindustani Classical Music titled 'The Sun never Sets for the Ragas'.
- IQAC organised Parents' Induction Programme on 18th and 19th January 2021 for parents of first year students.
- HDFE department conducted certificate course 'Decoding Disability in Children' of 30 hours duration during February

and March 2021 in collaboration Aditi Mahavidyalaya, University of Delhi. Designed to understand different kinds of disabilities and their impact on children, to understand their needs and devise methods for helping children with disabilities to participate in normal life.

- Gandhi Study Circle facilitates scholarship/mentorship in collaboration with two organizations/NGOs
- North-East-Students-Group and Girl-Up-Devi also conduct activities to foster inclusiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution has firm faith in constitutional values and works actively towards upholding the same. inculcating values in students/staff for being responsible citizens as reflected in the Constitution-of-India such as justice, equality, fraternity, liberty, secularism etc. Various departments/societies/clubs/Centres organize co-curricular and extra-curricular activities that aim at sensitizing students/employees towards constitutional-obligations.

- 'Mission 30', to provide food relief during COVID-19 (Jul-Aug-2020)
- 'National Integration Webinar' (NCC, 15-Aug-2020)
- 'Contribution of NCC in Nation Building' webinar (NCC, 31-Aug-2020)
- 'Joy of Giving Week' (2nd to 8th October). Medicines/masks/sanitizers/biscuits etc. collected from students/staff and distributed to oldage-homes/orphanage etc.
- Webinar, "Protection of Woman and Child through Constitutional provisions", 12-Oct-2020
- National webinar: 'Security of Online Communication', 12-Oct-2020
- Celebration-of-"Constitution Day"(26-Nov-2020)
- Inter-college-competition "Create from Waste", 13-Feb-2020
- 14th February 2021, the students of the HDFE dept. celebrated Valentine's Day in a unique way by spreading warmth, love & being a reason for many smiles- by distributing things to

needy people.

- Quiz-contest on "Rights and Duties: Fundamentals of Good Citizenship", 27-May-2021
- 10-March-2021, inter-college-debate on topic "The-only-way-to-prevent-environmental-disasters-and-reverse-climate-change-is-to-return-to-traditional-knowledge-systems-and-be-individually-responsible".
- Vigilance Awareness Week- 27th Oct to 2nd Nov 2020, Integrity-Pledge-for-Citizens taken on 27th-October-2020.
- Webinar. "Human Values", 18th Nov 2020
  
- Webinar, "The Ideal youth that the Nation wants", 15th-Feb 2021
  
- Webinars by Gandhi Study Circle

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.jdm.du.ac.in/pdf/agar/719.pdf">http://www.jdm.du.ac.in/pdf/agar/719.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**      **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

It is a practice of the institution to celebrate national and international commemorative days, events and festivals. The objective of the celebration is to reinforce the message conveyed by the events and encourage students/faculty to adopt a more meaningful and constructive way of life.

List of national/international days' celebration during 2002-21.

- 6th International Yoga Day June 21, 2020.
- 74th-Independence-day on 15th-August-2020.
- Teachers' -Day, 5th-September-2020
- Gandhi-Jayanti:Slogan competition/Play
- October 5,2020:World-Habitat-Day: Inter-college-poster-making-competition
- Indian-Air-Force-Day, 8th October, 2020-online-poster-making-competition
- As part of the Vigilance Awareness Week, 27 October to 2nd November 2020 webinar/debate. In compliance with the directives of the UGC, for the Central-Vigilance-Commission, "Vigilant-India-Prosperous-India", "Satark-Bharat,-Samarth-Bharat".
- NCC-day (72nd Raising Day) 22nd-November-2020.
- Constitution-Day, 26th-November-2020

- Indian-Naval-Force-Day, digital posters to salute Indian Heroes.
- 14th-January-2021, Lohri-and-Makar-Sankranti, Pongal, Bihu-Utsav
- National-Youth-Day on 12th-January- 2021 (birth anniversary of Swami Vivekananda)
- Republic-Day, 26th-January-2021- Music Video
- Martyr's-Day, 30th-January-2021.
- World-Cancer-Day, awareness on retinoblastoma-life-threatening-eye-cancer-in-children.
- 14-February-2021, NCC paid tribute to the "Fallen but Not the Forgotten Heroes" of the Pulwama attack.
- Basant-Panchmi, 16th-February-2021.
- International-Women's-Day, 8th-March-2021,
- March-22-2021,World-Water-day - <https://www.instagram.com/p/CMtXJHZDuEm/>
- Shaheed-Diwas from 18th-to-22nd-March-2021
  - poster making competition/debate/Folk-dance-competition
- April-22,2021, Earth-Day- webinar/intra-college-Paper-Presentation-Competition
- 22nd-May-2021, International-Biodiversity-Day.
- Essay writing competition on130th-birth-anniversary ofDr. B.R. Ambedkar.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-1

#### 1. Title of the Practice

Measures and Initiatives undertaken in wake of COVID-19 pandemic

#### 2. Objectives of the Practice

To ensure resilience of our processes and to enable not just smooth functioning of the institution but also academic growth despite the new and emerging challenges due to pandemic situation.

#### 3.The Context

The Covid-19 pandemic situation shook the entire world and the methods of functioning needed to be changed from offline to online modes. The efforts of the institution in previous years in promoting the use of ICT and increasing digitisation in academics and administration came very handy and contributed a great deal in almost a smooth transition from physical to virtual mode of functioning. Several processes were already online, some more were necessitated and were accomplished due to timely initiatives of the institution and cooperation by various stakeholders. The college also carried forward its tradition of extension and outreach works.

#### 4. The Practice

The practice comprises:

- Covid-19 protocols were followed
  - Community-Outreach-work
  - Fee-Assistance to needy students

- Community-Outreach-work
- RTPCR camp
- Promotion of ICT-Enabled-Institutional-Processes
  - Use of ICT in admissions/examination, as facilitated by University-of-Delhi
  - Increased use of ICT in academics
  - Following activities shifted to online mode:
    - teaching
    - Remedial classes
    - E-resources/study-material uploaded on college-website
    - Library e-access given to faculty/students.
    - Regular meetings for smooth functioning of departments/societies/college.
- Emphasis on research
  - Several new projects initiated
  - Student Wing of the Research Centre - KHOJ - functions with some mentoring by faculty.
- Training-programmes-for-staff
  - Online FDPs in ICT-enabled-teaching-learning and pedagogies.
  - Online-training-programme conducted for non-teaching-staff
- Increased use of ICT in co-curricular and extra-curricular activities
  - Webinars, workshops, students' competitions, cultural events, students' union elections - continued with same zeal and enthusiasm.
  - 20 Add-on courses
  - Even some of extension work such as teaching of under-privileged students shifted to online mode.
  - The online mode made possible to have a greater participation from various parts of India.
- Augmenting ICT-infrastructure
  - The college renewed its Zoom subscription, bought two more Zoom handles
  - Smart class solution installed in one classroom
  - Video-conferencing facility in one classroom
  - Kindles purchased for library

## 5. Evidence of Success

The following stand testimony to the success of our endeavours during 2020-21:

- Covid-19 appropriate behaviour has become the norm on the

campus.

- Covid-19 Testing Camp on campus
- Large number of extra and cocurricular activities were conducted in online mode.
- A large number of students, teachers and non-teaching staff - from our college as well as from other colleges across India- participated in our online events. Our events have received much acclaim from all corners.
- 20 Add on courses were offered by college during the session. The increase in number of Add-on courses and students' enrolment in such courses has been the result of conscious and consistent efforts of the institution in response to the recommendations made in the AQAR Review Report.
- Many Research projects- Faculty-Student projects, Faculty projects and Faculty-mentored Student projects- were initiated.
- Fee assistance has been provided to a number of students whose families have been particularly affected by the pandemic by a specially constituted fee assistance committee that follows well-defined rules for the same.

The college has proved to be resilient in the face of many challenges, At a time when the world is dealing with the pandemic, the college has once again proved that it is quite capable of handling the most difficult of circumstances. There can be no doubt that the college has lived up to its theme of the year Candle-in-the-wind.

## 6. Problems Encountered and Resources Required

While most of the students have internet facilities and laptops, some students do not have laptop and/or WiFi that have become essential pre-requisites in present times. The college has a provision of lending laptops to needy students, however some of these students were based out of Delhi and could not utilize the facility provided by the college.

Another problem faced was that of changing the mindsets, initially people were not ready to get themselves tested for Covid-19 or vaccinated. Sensitisation programmes were conducted to encourage people to come forward and dispel their fears.

## BEST PRACTICE 2

### 1. Title of the Practice

Promotion of physical and mental well-being through such practices as Yoga and stress counselling

## 2. Objectives of the Practice

To nurture physical and mental health of students and staff especially in wake of the prevailing pandemic.

## 3. The Context

The college is concerned about not just the intellectual and academic growth of its students but also the mental health of all who are a part of the JDMC family. This has become even more pertinent in wake of the ongoing pandemic. The pandemic has brought "health" and "immunity" to the centre-stage of our lives. The increased emphasis on physical and mental health was necessitated to reduce the anxiety and stress among students/staff.

## 4. The Practice

The college ensured continuous interaction with students throughout the session:

- Students were encouraged to share their concerns
- Regular Student-Faculty meetings were held to discuss the issues/ problems and seek solutions
- The Principal had an interactive session with students and parents of first year students to help reduce their anxiety related to online mode
- Orientation sessions were held to prepare students to handle the new OBE examination scheme eg. how to upload answer scripts etc

To promote Mental Health of students:

The members of the Counselling Committee and Counselling Psychologist Ms. Saniya Bedi played an active role during this period taking care of the emotional and psychological needs of students, which threw up its own challenges during the pandemic.

a. Several Counselling webinars were conducted online

b. Information regarding availability of counselling services were shared regularly with the students

c. Group sessions and peer group training were organised for

students and

d. Counselling was done on a one-to-one basis for the students in need.

Yoga as a way of life

To promote physical health and immunity-boosting, the college has been running regular Yoga classes throughout the academic session for a nominal fee. Due to the sudden surge in Covid cases, the need for Yoga workshop for all was felt to provide a sense of calmness and also boost immunity.

Hence two one-month Yoga workshops were conceived and immediately implemented in May 2021.

- The workshop coordinated by Philosophy department was conducted in the morning (7a.m.-8a.m.) and
- the second workshop coordinated by IQAC and Physical Education Dept. was timed in the evening (5:30-6:30 p.m.).

These workshops were offered free of cost and were open to all-students, faculty, non-teaching staff, parents of students from our college as well as other colleges.

Other measures to promote health and wellbeing

Webinars were conducted to spread awareness about

i. Covid-19 symptoms, prevention etc.

ii. Diet patterns to boost immunity

iii. Acupressure- An Add-on course was also conducted on Acupressure.

5. Evidence of Success

o Counselling session were well-received by students. They came forward and shared their anxieties and concerns and got expert advice.

o The two Yoga workshops had an aggregate participation of over 800 participants comprising staff, students, parents from all over India. The sessions were highly appreciated by the participants.

o Health-related webinars/ add-on course were well-attended and appreciated by all.

## 6. Problems Encountered and Resources Required

The problems encountered were largely of combatting the mindsets. Initially, students are not too ready to share their concerns and anxieties. The Counselling Committee kept conducting Counselling sessions for all students and that has surely helped in breaking the ice. Also, the information about availability of Counsellor was flashed time and again in student groups and that also encouraged students to speak up.

Similarly, Yoga Workshops and various webinars on health helped students and staff to think about how they need to and can change their life-style, dietary patterns and hence boost their immunity to remain safe and healthy.

The college, through its best practices, has tried its best to not only continue but strengthen its functioning even during the pandemic with a humane touch.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.jdm.du.ac.in/pdf/best-practices/Best-practices-2020-21.pdf">http://www.jdm.du.ac.in/pdf/best-practices/Best-practices-2020-21.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is committed to not just the intellectual/academic growth of its students but also moves beyond the curriculum and offers platforms for holistic development of students' personality.

a. Inculcating Gandhian-values through various-events-and-engagement-in extension/outreach-activities

b. There are 30+ societies/clubs/cells, NCC, NSS, 6 Centres, several department-associations providing a wide/diverse range of co-curricular/extra-curricular activities.

- These provide two kinds of opportunities to students: participating in events/competitions etc and organizing & being the Office-bearers of societies.
- Promoting important qualities/ skills such as leadership, teamwork, time management, ability to work-under-pressure, deliver results and healthy competitive spirit.

c. Short-term add-on courses- 20 add-on courses were offered ranging from topics like Human Values: Problems and Prospects; SSB Preparations; Banking in Atma Nirbhar Bharat; NGO Management; Yoga; Understanding Gender etc., the canvas has been vast and diverse. These were open to not just our students but students from other colleges have also joined them and appreciated these courses.

d. Training students for research and providing research opportunities to them- The Research Centre has a Students' Wing that caters to research needs of students.

e. Taking care of physical and mental health - The college has regular group/individual Counselling facilities and runs Yoga classes on a continuing basis.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Planning for forthcoming semester is done well in advance that involves:

- Workload calculation, identifying staff requirement and appointment in time to ensure availability of sufficient faculty.
- Workload distribution among faculty at department level.
- Centralized/departmental Time-tables prepared and distributed timely.
- Students choose their optional papers/ GEC/SEC courses ahead of the start of semester.
- Classes begin from the first day of the session, due to prior planning and preparation.

The college follows the curriculum framed by the University.

- Faculty plans the coverage of syllabus during semester
- Smooth Conduct of classes/tutorials/practicals
- Student-centric pedagogies used to deliver the curriculum and ensure attainment of program and course outcomes
- Remedial classes organized for slow learners or who missed classes due to some reasons
- Syllabus completion is monitored and ensured.

Due to pandemic,

- teaching-learning conducted in online mode through G-Suite platform - Google Classroom and Meet.
- Academic calendar was revised by University for different semesters.
- Teaching plans were adjusted accordingly.

The college goes beyond curriculum and actively organizes co-



curricular/extra-curricular activities. Several Add-on courses are offered for skill enhancement. •

Library is well stocked. Remote access is given to e-resources to teachers/students to avoid disruptions in academic work during pandemic.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

JDMC follows the academic calendar issued by University of Delhi.

- It is uploaded on the college website and shared with teachers and students.

- Important dates- beginning and end of the term, dispersal of classes, beginning of semester-end exams along with mid-semester break are duly noted.

- The college calendar is prepared in accordance with the University's calendar.

- Due to Covid-19 pandemic, Academic Calendar of 2020-21 was revised/amended. The new session for first year students began late (November 2020). Due to sudden surge in Covid 19 cases, classes were suspended for a few days in May 2021.

Teaching and evaluation is planned in sync with the Academic and College Calendar.

- Each faculty plans its lessons to ensure timely completion of the syllabus.

- Students are assessed on a continuous basis.

- Internal assessments are planned and conducted via test/assignments/projects/viva/ etc.

- They are checked and returned in time and discussed with

students.

- Once Internal Assessment Marks are compiled, they are shared with students. Discrepancies, if any, are sorted out.
- The finalized marks are sent to the university well in time.

Schedule of Add-on courses also takes into consideration university exam-dates.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.jdm.du.ac.in/du-notification.html">http://www.jdm.du.ac.in/du-notification.html</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

643

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Several programs have courses in their curriculum dealing with issues related to gender, environment, sustainability, human values, and professional ethics. Students are sensitized to these issues through these courses [List attached] as also through various societies/clubs/ Centres.

The college has a Rain Water Harvesting system and captures Solar energy. In addition to the curriculum, AVANI-The Environment Club is devoted to creating environmental awareness and engaging students in activities aiming at environmental sustainability such as "Create from Waste", "Ao Bag Banao" project (recycle and reuse material). The annual seminar called LENS=Living Ethically with Nature Series invites scholars and activists to interact with students. It facilitates paper recycling mission and E-waste collaboration with the NGO's ,Green-o Tech and CHINTAN ,respectively

Several outreach-oriented activities are undertaken by the Centre for Extension and Outreach that inculcate human values in students.

JDMC's Gender Equity Studies Center plays a crucial role in bringing awareness about gender-based inequalities amongst students and helps them to understand how to deal with them. The center aims to enable women students to make a place for themselves on an equal footing as everyone else enjoying equal rights and opportunities and being able to live without fear of violence or discrimination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1477

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.jdm.du.ac.in/feedback-mechanisms.html">http://www.jdm.du.ac.in/feedback-mechanisms.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.jdm.du.ac.in/feedback-mechanisms.html">http://www.jdm.du.ac.in/feedback-mechanisms.html</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1151

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

445

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty adopts varied pedagogies to cater to the needs of advanced as well as slow learners The pace of learning is

identified through a continuous assessment system.

The advanced learners are

- provided with additional practice-questions of greater complexity requiring higher analytical skills to help them get University-ranks.
- motivated to do research-projects- Student-research-projects or be a part of faculty-research-projects
- special coaching through Pratibha: Foundation Classes for Competitive Exams to students who wish to take up competitive exams.
- Add-on Courses are offered by the college for advanced learning on subjects outside the curriculum but of interest and aiding skills in students

For slow learners,

- College conducts Remedial classes to help these students get extra attention from teachers.
- Separate assignments and extra practice questions given to such students for helping them understand the subject better.
- Extra classes and revision of critical topics are organized to clarify doubts for improving performance.
- Through mentor-mentee system of the college a small group of students are assigned to every faculty as their mentor, personal and academic care is provided by the mentor
- College also arranges appropriate counseling sessions to help students to cope with exam-related/ pandemic-related stress.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3447	142

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods are incorporated in the teaching-learning process by all departments creating a proactive learning environment where students are motivated to connect to the disciplinary knowledge with their day-to-day experiences.

- To enhance participative learning, focus is given on flipped classroom techniques to encourage discussions and problem-solving in the classroom.

- Topics are assigned for presentations prepared by the students and brainstorming sessions are organized to improve clarity of the concepts.

- Besides traditional mechanisms, Real time assessment tools such as Quizizz, Kahoot, Nearpod etc. are used to evaluate students' progress.

- Students are encouraged to watch documentaries and subject related films.

- Videos, Talks, webinars, workshops are also arranged to enhance the knowledge of students.

- Use of collaborative learning methods involving Group projects/Assignments/Case Studies.

- Students are facilitated to join internships.

- Laboratory/Practical Training sessions are organized to give hands-on practice of softwares.

- Sessions on data analytics are organized to develop quantitative problem-solving skills amongst students.



- Add-on courses are conducted to facilitate advanced learning of the subjects.

- Remedial classes are held for students facing difficulties in understanding a topic or who miss scheduled lectures due to stressful situations unleashed by the pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The campus is WiFi enabled. Audio-Visual Facilities are available in 25% of the classrooms. 3 computer labs cater to the needs of departments having ICT/ software component in their curriculum. Efforts are being made to upgrade ICT infrastructure- one Smart Classroom was added in May 2021.

Teaching-learning shifted to online mode since March 2020 due to the Covid-19 pandemic. To help faculty acquire necessary ICT skills to deliver online classes proficiently, training programs/FDPs were organized by the college.

Google Meet and Google Classroom are the official platforms for conduct of online classes, sharing study material, submitting assignments/ projects etc.

- The faculty use ICT tools such as digital online whiteboards, powerpoint presentations, videos, web sources, virtual visits to organizations, online quizzes, film screening etc to enrich the students' learning experience.
- ICT tools are used to facilitate interactive learning.
- Formative and summative assessment takes place over online modes.
- Remedial classes are also conducted in online mode.
- The college runs several online Add-on courses as a valued addition to skills, knowledge and expertise of students.
- E-Resource Centre set up

ICT enabled tools are also used to hold co-curricular and extra-curricular activities like webinars, workshops etc provide a

holistic learning experience to students.

<http://www.jdm.du.ac.in/>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

142

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

142

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

79

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

1959

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

University of Delhi's provision of continuous internal assessment system is followed by JDMC, a constituent college of the University. Students are assessed on a continuous basis. Teachers adhere to the directions issued by University from time to time with regards to internal assessment of students. The system is robust as students are assessed through varied modes such as tests, assignments, project submissions, presentations, quiz, role plays, workshops, reports etc. The entire process is transparent, mode of assessment is shared with students and sufficient time is given to submit them.

Due to the pandemic situation, sufficient consideration has been given for submission of formative/ summative assessments. Re-

tests have been taken for students who missed tests due to reasons like medical issues, difficult conditions at home or were participating in co-curricular/extracurricular/ sports activities.

Efforts are made by faculty to timely return assignments, tests etc. after evaluation. Such continuous assessment helps the students to keep track of their progress and improve their performance. It also equips them to prepare for their final semester-end University examination.

The internal assessment marks are uploaded on the college portal- students can thus see for themselves where they have scored and where they have failed to do so.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.jdm.du.ac.in/internal-assessment.html">http://www.jdm.du.ac.in/internal-assessment.html</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal examination marks are turned in by faculty after evaluation well in time. Assignments etc are duly discussed in the class and students are informed about the marking scheme/rubrics and also how to write better. This helps to minimize grievances related to internal assessment marks.

The college has a mechanism in place to deal with internal examination related grievances in a transparent, time-bound and efficient manner. The mechanism involves different levels. At the first level, the student can approach the concerned faculty and discuss the matter and seek its resolution. If the matter is not solved at this level, then the student may raise the same in the student faculty meeting where the matter is resolved at the departmental level. Thereafter, if need be, the matter may be taken up at the college level. The monthly student faculty meetings held by every department also provide an opportunity to raise any evaluation related grievance along with all other grievances.

At all levels, attempts are made to keep the system transparent and ensure that grievances of students are addressed promptly and

resolved in a time-bound manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

All the programmes and courses in the institution are being offered as per the guidelines of Delhi University. The University of Delhi designs syllabus and lays down program and course outcomes. In case of any changes in guidelines or instructions recommended by the University, our institution has always ensured that we comply with each of them.

The program and course outcomes are displayed on the website and teachers communicate the same to students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.jdm.du.ac.in/program-outcomes.html">http://www.jdm.du.ac.in/program-outcomes.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In order to evaluate the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), the institution follows a system where we continuously assess and track students' performance. This exercise includes various activities:

- Undertaking result analysis of semester-end exam.
- Continuous and Comprehensive Evaluation enables us in

gauging students' comprehension and skills. This is done by interactions in large and small group discussions during lectures and tutorials

- Assessment is done regularly and continuously after completion of every unit or major topic. The most appropriate method is chosen for assessment as per the requirement of the unit. The main objective is to judge the grasping power and level of students.
- Regular monitoring by Tests/ assignments/quizzes/ case studies/ class discussion etc
- Discussion of assignments submitted by students
- Multiple tutorials help to ensure the attainment of learning outcome

If any gaps are observed, extra classes are taken to fill the gaps. Remedial Classes are also undertaken.

- Students' feedback is taken in monthly Student-faculty meetings
- Analyzing Student progression data - how many students are getting admission in higher degrees/ clearing competitive examinations etc.
- Facilitating student's internship programmes to provide exposure to real work life.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

980

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://jdm.du.ac.in/annual-reports.html">http://jdm.du.ac.in/annual-reports.html</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://jdm.du.ac.in/feedback-mechanisms.html>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

43.02

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

12

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.icssr.org">www.icssr.org</a> , <a href="https://www.newindiafoundation.org/">https://www.newindiafoundation.org/</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

All 14 Departments, over 30 societies/ clubs and 6 Centres work towards creation of an ecosystem to foster innovations and knowledge creation/ transfer and ignite the young minds.

- Inviting Experts from academia to share their knowledge on seminal topics
- Encouraging student participation in classroom and in academic/ co-curricular and extra-curricular activities
- Conducting Add-on courses to supplement the curriculum to equip the students with skills that provide them an added advantage to compete in today's globalized the job market.
- JDMC-IQAC-Research-Centre promotes research by providing grants for research projects. Students can initiate their



own research projects independently or under mentorship of faculty. They can also provide research assistance to faculty. Khoj, The-Students'-Wing, Research-Centre conducts workshops to equip students with skills to undertake research.

- The Entrepreneurship Cell has initiated "Project Anupam" that empowers students to start their online business and earn while they learn. It assists budding student entrepreneurs and help them learn, grow and succeed
- Innovation and initiatives are promoted through various societies like MUN, Finance & Investment Cell etc
- Webinars/ talks by industry experts to foster industry-academia interaction
- Conferences, FDPs, Skill Enhancement/training programmes are organized to promote creation and transfer of knowledge among students, faculty as well as non-teaching staff

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.jdm.du.ac.in/conferences-and-seminars.html">http://www.jdm.du.ac.in/conferences-and-seminars.html</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
15	
File Description	Documents
URL to the research page on HEI website	<a href="http://www.jdm.du.ac.in/research-and-publications.html">http://www.jdm.du.ac.in/research-and-publications.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
40	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
15	

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College makes its noteworthy contribution in promoting College-Neighbourhood-Community network by spreading awareness about cleanliness, hygiene, tree plantation etc and sensitizing neighbourhood/ community with many vital issues of the society.

In COVID-19 times, NCC/NSS/Enactus sensitized students towards problems faced due to pandemic and helped people suffering from COVID/their families in getting updated information about availability of hospital beds/oxygen-cylinders, arranging ambulance, distributing food, medicines to the needy etc., and promotion/awareness of basic COVID safety protocols etc. Initiatives were taken to promote physical/ mental health among families and friends who were confined at home due to the lockdown.

All initiatives have gone long way in holistic development of students wholehearted empathy, sympathy, caring and work dedication. They understood value of humanity in times of need. Students got opportunity to share joy-and-happiness and spread smiles by giving to the society- time, material, money and love. This contributed to balanced development of their personalities and made them responsible citizens of the country. Students gained hands-on experience in field of social work and helped bring smile on faces of many people.

Janki-Devi-Vocational-Centre, set up with objective "Commitment-to-improve-the-future-of-Women", offers courses to young girls at highly subsidized fee eg. Computer-Software-Applications/Secretarial-Practice-and-Office-Management/Nursery-&-Primary-Teacher-Training/Fashion-Designing/Travel&Tourism/Personality-Development/Food-Craft-&-Home-Decoration etc, promoting their employability/entrepreneurship.

File Description	Documents
Paste link for additional information	<a href="http://jdmccentres.in/outreach.html">http://jdmccentres.in/outreach.html</a> , <a href="https://www.jdvc.org">https://www.jdvc.org</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

14

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

38

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

#### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1042

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

26

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure to facilitate teaching-learning. The college has 91 classrooms which includes

- Lecture rooms
- Tutorial block
- 4 Laboratories - 3 computer labs and 1 HDFE Lab.
- Well-stocked Library
- 1 Seminar Room
- 1 Committee Room

Over the years, the college has upgraded ICT facilities on the campus-

- Smart Classroom (1room)
- projector facility (29 rooms)
- Video conferencing facilities (1 room)
- Internet/WiFi connectivity available in all classrooms.

There are 182 Computers and Laptops (in Computer-labs/Research Rooms/Library) and a stock of 898 laptops that can be issued to teachers/ needy students.

The college made a substantial addition to its teaching-learning infrastructure by installing Smart class solution in hybrid mode in one room.

The teaching-learning shifted to online mode due to pandemic.

- Online real-time classes are conducted using Google Meet/

Google Classroom platform.

- G-Suite available to all faculty and students through official email ids.
- College has subscribed to 3 Zoom handles for smooth conduct of online-academic/co-curricular/extracurricular events.
- E-access to library given to teachers/students during pandemic to avoid any disruption in academics/research.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

JDMC has strong tradition of engaging students in cultural/sports activities for which college has adequate infrastructure.

Facilities for cultural activities(classical-dance/western-dance/classical-music/western-music/English-drama/Hindi-dramatics/Art&craft/Debating etc)

- Open auditorium with seating capacity of 1000 persons and green rooms (Used for holding college-events (Founder's Day/Annual Day/College Festival etc). There are sound /light systems-installed, extra provisions made as per needs of event.
- Library Hall
- Music Room
- 2 Activity rooms
- Ground- for Street-play practice/NCC drill-practice/hosting events/exhibitions etc.
- Corridors are used for Rangoli-competition during Annual-Inter-College-Cultural-Festival
- Seminar room (seating capacity of 150)
- Committee Room

Sports facilities include:

4.805 acres of sports ground

Competitive Sports Teams Facilities and Equipments -  
Archery/Athletics((Shot put/Discus / Hammer throw ring/ Long / High jump pit with bar and poles / Javelin area)  
/Basketball/Football/Kho-Kho/Handball/ Hockey/Netball/ Table Tennis/ Yoga

Football-and-Hockey 200 m track-field /Baseball field (football field) /One grill enclosed Basketball Court/ One Netball cum Tennis (clay) Court /One Handball Court /Two Volleyball fields with installations /One Kho-Kho cum Taekwondo Court /Kho-Kho court /Softball field (football field) /Powerlifting & weightlifting (PE Dept. room) /Taekwondo practice (PE Room/auditorium/football field).

Powerlifting & weightlifting/ Multi-Gym

Playing kits, Safety equipment

Facilities-for-Staff-and-students -

Archery (football field in evening)/ Athletics /kho-kho / Open-Gym (eight-exercises-of-gym-installations)/Yoga /Aerobics/Zumba (competition/general)/Badminton/carrom/cricket/chess/Table-tennis

March-Past is also held on Annual-Sports-Day.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

29



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20.84

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is using Libsys Software for its library housekeeping jobs. LsEase is an Integrated Library Management System especially designed for College libraries. An ILMS is a computer based system used to manage various types of resources of the library and integrate the resources with the library users. It's a powerfull solution for automation of libraries and all the library needs can be effectively managed by this software.

The major components of ILMS are

- Acquisition Module -Acquisition module is one of the main modules of any ILMS and deals with ordering of library materials, monitoring their receipt, invoice processing and

accessioning. It also maintains expenditures and budgets under a variety of accounts/headings.

- Cataloguing Module -The cataloguing module provides various orders maintained in traditional libraries and makes available instant listings under a variety of searchable fields to suit the requirements of a modern library. In addition to the data entry facility, the system has additional functionality to accept data in standard machine readable formats, such as common communication format and MARC, making it possible for the ILMS to import/export bibliographic data in standard exchange formats, thus meeting the specific requirements of the library.
- Serials Module - The serial control module provides control of periodical subscriptions and subsequent monitoring of the scheduled arrival of individual issues and
- Circulation Module - The circulation system maintains up-to-date membership records, as well as the latest status of the collection meant for circulation. It performs all the functions related to circulation, providing suitable checks at every stage and takes care of infrequent but routine functions, such as bindery record management, books on display in the library, latest additions to the library and so forth.

Online Public Access Catalogue (OPAC) is considered to be the heart of any library function. It has revolutionized library services as it offers up-to-date information and multi-access points to the information held in the library.

Internal functions include reporting functions, transaction logs and helps to generate various statistics and reports.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

19.8

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has

- three Computer-labs all connected with LAN as well as with Wi-Fi facility. All labs are equipped with LCD Projectors in order to facilitate the teaching learning process.

- One Research Room
- 29 rooms with projector-facility,
- Seminar-Room and Committee-Room for seminar/ conference etc
- one server room.
- Through Wi-Fi support, video-conferencing-facility can be availed in Room no-14 which has a digital screen.

Internet connectivity is available in all classrooms.

Despite challenges posed by the pandemic, the college continues conduct of various seminar/events/activities/competitions etc in online mode. The importance of ICT has grown exponentially in the current times. The college recognizes it and is engaged in upgradation of ICT infrastructure.

Online real-time classes are conducted using Google Classroom and Google Meet. G-Suite available to all faculty and students through official email ids.

The college has subscribed to Zoom for smooth conduct of online academic/co-curricular/extracurricular events. There are a total three zoom handles, out of which, first was purchased in April-2020 and two purchased in January-2021. College has received huge appreciation for its high-quality online events.

Smart-Class-Solution in hybrid-mode has been installed in one room to increase use of ICT in teaching learning and two more are going to be ready soon.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

939

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
<b>294.9</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p><b>The College has well-defined procedures and policies for maintaining and utilizing the physical, academic and support facilities.</b></p> <p><b>The Governing Body, the Principal, along with various Committees (comprising teachers and non-teaching staff), look after the infrastructural aspects of the college. Environment Club also makes its recommendations regarding infrastructure requirements for promoting green practices of the college. Different departments also submit their additional infrastructural requirements as and when they arise. The rules, procedures and guidelines of University of Delhi and Government of India are followed with regard to procurement of new facilities.</b></p>	

To ensure timely and proper maintenance of resources,

- Regular Rounds taken by Building Maintenance Committee
- Complaint Register is maintained in the office.
- Many equipments are under AMC

The guidelines for utilization of facilities are as follows:

- Classrooms/Computer Labs- As per time Table
- Seminar Room/Committee Room/Auditorium- Booking Register kept in the office.
- Sports Ground/Gym/Other Sports equipment- Faculty-in-charge and Caretakers allocate their use.
- Parking facility available for teachers/staff/visitors.
- Hostel- Access to hostel restricted for safety/security reasons.
- Library cards are issued to the students on admission and teachers on appointment. Separate section for faculty.

Facilities may be used for various purposes - academic/co-curricular/extra-curricular/extension etc with prior permission of Principal and following communication protocols.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.jdm.du.ac.in/pdf/policy-documents/POLICY-DOCUMENT-Infrastrcuture.pdf">http://www.jdm.du.ac.in/pdf/policy-documents/POLICY-DOCUMENT-Infrastrcuture.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**
**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

87

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**
**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

198

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.jdm.du.ac.in/Capacity-Building-&amp;-Skills-Enhancement.html">http://www.jdm.du.ac.in/Capacity-Building-&amp;-Skills-Enhancement.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1507

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1507

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

69

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

180

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

96

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution facilitates students' representation and engagement in various administrative/co-curricular/extracurricular activities.

**Objective:** To nurture leadership qualities, promote teamwork spirit, instil sense of responsibility and help them prepare for big roles in future.

- **Students' Union at college level**
  - Office-bearers elected through democratic process of voting.
  - At times, nominations are also done.
  - Work throughout the session under the guidance of Staff Advisers, organise academic/cultural-activities/Inter-college-Annual-College-Festival.
- **Students' representation in various committees**
  - President and Vice-President, Students' Union are members of IQAC
  - Part of Canteen-Committee, Discipline-Committee etc
  - Part of department-level Student-Faculty Committees
- **Students' engagement in department Associations/societies/cells/Centres**
  - Most departments have their own Associations, college has over 30 societies/cells/clubs and 6 Centres.
  - All have Student Office-bearers, selected through a proper process that is also largely handled by students.
  - Students are members of Sponsorship-team/Marketing-Team/Content-Team etc
- **Students' Engagement in Research Centre**
  - In 2020-21, the college initiated Students' Wing-KHOJ- that conducts research-based workshops, engages in research projects with some mentoring by faculty.
- **Many departments/societies come out with their magazines/blogs/newsletters. Students play a pivotal role in these publications, and work actively under faculty mentorship.**

Hence, students get ample opportunities to engage as office-bearers/members in various committees/teams.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/students-union.html">http://www.jdm.du.ac.in/students-union.html</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

247

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The JDMC Alumnae Association is registered under Societies Registration Act XXI of 1860 vide Registration No. S/1881/2018 dated 27th March 2018.

The Association contributes significantly to the development of the institution through financial and/or other support services.

Alumnae Association believes in the development of the society as a whole and contributes significantly by organizing various social awareness activities and various webinars and talks are held online on regular basis. Alumnae association made a contribution of Rs 50000 to students' fee assistance fund and made an appeal to alumnae to contribute in the same and collected

a sum of Rupees 16497.

Events held during July 2020 to May 2021

1. National Webinar on Polycystic Ovarian Disease in Adolescents in collaboration forum for democracy held on 18th March 2021.
2. Online Workshop on E-Filing of ITR for salaries individuals held on 10th March 2021.
3. Webinar on Acupressure in collaboration with ASPEUS held on 3rd April 2021.
4. Online Add on course on Acupressure of duration 30 hours held during 12th April- 25th May, 2021.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/alumnae.html">http://www.jdm.du.ac.in/alumnae.html</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is democratic, participatory, transparent and inclusive in nature. It is in line with the Vision and Mission Statement and the Perspective Plan. The rules and regulations of University of Delhi, UGC and other statutory bodies are also duly followed.

In descending order of hierarchy, the University, the Governing Body and Principal are the highest decision-making authorities. Teachers are involved in decision-making bodies such as Governing Body, IQAC, Building and Maintenance Committee, ICT Committee,

Internal Administrative & Accounts Audit Committees etc. The Staff Council Meeting is the space where teachers and the Principal collectively deliberate over all academic matters and ensure smooth functioning of the college. The organizational structure ensures delegation of authority to Teachers-In-Charge, Conveners/Members of various committees/societies/cells/clubs and Directors of Centres. The Principal holds regular meetings with the Governing Body, Teacher-In-Charges, departments, societies, faculty as also the administrative staff.

The institution uses feedback mechanisms and an open-door policy to engage its stakeholders in decision-making. It reviews its achievements in the context of previous perspective plan, which serves as a foundation for formulation of next perspective plan. IQAC plays a major role in formulating dynamic and far-sighted strategic plan and ensures its implementation in entirety.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/vision-and-mission.html">http://jdm.du.ac.in/vision-and-mission.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College believes collective responsibility of all stakeholders is imperative in managing any situation, including the current pandemic crisis that has changed the nature of the classroom. In such a scenario, judging the effectiveness of the teaching-learning process can only happen if both, teacher and student complete the communication process with feedback on the classes and redressal of emergent issues.

The monthly student faculty meeting held by every department is an effort to bring about participative management. It has proved very effective in this situation, where it is not possible for the authorities to constantly monitor the virtual classrooms. The students were able to communicate their problems related to virtual teaching, be it physical problems such as strained eyesight or even being unable to access a device for their classes (due to financial conditions in the house). This led to teachers taking such corrective measures, as organising special counselling sessions for physical and mental wellbeing as well as

providing fee and other financial assistance.

The faculty members too, were able to enhance their ICT skills by making use of the open-door policy of the college by asking the authorities to organize requisite workshops and FDPs for the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan of the Institution frames infrastructural, academic and non-academic objectives that it tries to accomplish in a year. The plan of the Institution for 2020-2021 was to effectively meet the challenges posed by Covid-19 pandemic on teaching-learning process.

- FDPs were organised to train teachers in use of ICT in teaching-learning.
- Creation of college-domain email-IDs for faculty/students.
- Use of G-Suite/(Google Classroom/Meet) to take classes and conduct internal tests/assignments.
- Remedial classes took place in online mode.
- E-resources shared by teachers were uploaded on specially created 'e-learning' tab on college website for students' easy access.
- Online access provided by Library/DULS to teachers/students facilitated online learning and research.
- Zoom handle renewed and we subscribed to two more Zoom handles to facilitate online meetings/holding webinars/events with larger participation.
- The JDMC-IQAC E-Resource Centre and Research Centre became functional and contributed to College's academic

activities.

- Several online Add-on courses were offered for skill-enhancement of students during lockdown. It may be noted that college is alert about and has acted on the constructive suggestions and feedback of the NAAC (AQAR-Review-Report)
- Opportunities provided for online internships by students
- Preparation of students for competitive-exams shifted to online-mode

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://jdm.du.ac.in/strategic-plan.html">http://jdm.du.ac.in/strategic-plan.html</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The University of Delhi, the Governing-Body, the Principal and Vice-Principal are the highest decision-making entities of the Institution. The Principal is the Chief Executive and Academic Officer, who plays an advisory and supportive role in relation to all the constituencies. The Staff Council, Staff Association, Departments, Departmental Associations and the Student-Faculty Committees help in smooth conduct of the academic and curricular activities of the College. The Administrative Officer with Section Officers and the non-teaching staff are engaged with administrative matters. The Library is headed by the Librarian and her assistant staff. Similarly the Hostel is efficiently managed by the Hostel Committee and the Warden. The IQAC is primarily focused on developing quality initiatives in the academic and administrative activities of the Institution. The various statutory committees play a vital role in fulfilling many important responsibilities. The five functional IQAC-JDMC Centres are committed to developing excellence in all activities. The various Clubs and Societies provide a platform for the students to engage in co-curricular and extra-curricular pursuits. The



Staff Advisors and the Students' Union organise several student-related activities. The well-defined organogram describes the well-designed administrative set-up. Well-defined roles and responsibilities of each designation ensures efficient and effective functioning of the organization.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://jdm.du.ac.in/organisational-structure.html">http://jdm.du.ac.in/organisational-structure.html</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution facilitates many welfare schemes for its teaching and non-teaching staff that are applicable to them as employees of the University of Delhi and Government of India.

Some of them are LTC/HTC, Tuition Fee concession, NPS, EPF, GIS, WUHC, PF Loan and various kinds of leave such as CCL, Sabbatical leave, Extra-Ordinary Leave etc. The College also provides facilities of staff quarters and crèche facilities to its staff.

During the second wave of pandemic, the COVID-19 Taskforce was set up and the college facilitated the conduct of various workshops for staff, students and parents to ensure their physical and mental health. Two One-month Yoga workshops were organized and sessions were conducted to spread awareness about prevention of COVID-19 and strengthening immunity. RTPCR - COVID19 Testing camp was organized for staff and general public, charges were borne by the college. In order to ensure safety of the staff coming to the college, all COVID-19 protocols, such as sanitization, social distancing, etc, were strictly followed.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/covid-19-measures.html">http://www.jdm.du.ac.in/covid-19-measures.html</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

17

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

70

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows the performance appraisal system of University of Delhi.

For Teaching staff, as per CAS-2018 guidelines, their performance

is classified into three categories (i) Teaching, Learning and Evaluation(ii) Co-Curricular, Extension and Professional Development (iii) Research Publications and Academic Contributions. The permanent faculty fills the Annual Performance Appraisal Report (APAR). At the time of promotion, the concerned teacher fills the Performance Based Appraisal System (PBAS) proforma.

For non-teaching staff, APAR is submitted annually and forms the basis for confirmation and promotion. It is filled by all categories of employees and contract officers. The main components of the APAR for non-teaching staff are --(i) Basic Information, (ii) Self-Appraisal, in which a brief resume is prepared by the employee, (iii) Appraisal by the Reporting Officer immediately superior to the employee concerned, and (iv) Review, by the Review Officer.

The external academic audit and self-appraisal form for teachers ensures a review of the academic quality and performance of teachers. The internal administrative audit also appraises the functioning of the non-teaching staff.

In addition, feedback related to staff and college functioning is collected from students through monthly Student-Faculty Meetings and annual Student Feedback Forms and Student Satisfaction Survey.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/feedback-mechanisms.html">http://jdm.du.ac.in/feedback-mechanisms.html</a> , <a href="http://jdm.du.ac.in/audit-report.html">http://jdm.du.ac.in/audit-report.html</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Internal Audit Committee consisting of faculty members conducts an internal audit of the Accounts section and part of the Administrative office. The committee scrutinises all records and data, and makes suggestions based on their findings. The Internal Audit team comprises faculty from the Commerce

Department of the college, one of whom is a C.A.

Apart from this, Section Officer (Accounts) and the Administrative Officer check all vouchers, bills and registers on a daily/ regular basis.

The annual auditing is done by the professional CA registered in I.C.A.I. who is appointed from the University panel.

After receiving the audit objections, the Principal with the Accounts department discusses the objections in detail and their solutions. Subsequently, a compliance report is drafted enumerating the objections and their resolutions.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/audit-report.html">http://jdm.du.ac.in/audit-report.html</a>
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

58.45

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has a well-defined policy to ensure optimal distribution and utilization of funds for smooth functioning and development of the college. Resources are mobilized through sources - UGC Grant, Fee Collection, Interest on Corpus, Funds from University, Grants from the Trust, Rent from the Mobile Tower, Sponsorships, Donations etc. The college has the provision

for raising resources through conduct of self-financing Add-on/Certificate courses and revenue sharing under MoUs.

The college ensures timely disbursement of funds for recurring expenses such as Salary, Maintenance expenditure, Purchase and procurement, Infrastructural Development, Academic activities such as conduct of seminars etc., conduct of skill enhancement programmes for staff, organizing student competitions, celebration of college days, renewing membership/ subscription in the library activities, to carry out CSR activities like Blood donation camp etc and to provide welfare measures to teaching, non-teaching staff and students. College actively promotes research by funding faculty as well as student research projects.

Financial planning is done at the beginning of the academic year. Centres, Societies, Clubs and Cells are asked to submit their financial needs and Budget Allocation is then done for each Centre/Society/Club/Cell.

The management reviews the financial aspects periodically and revises policy as and when need arises.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/pdf/policy-documents/Resource-Mobilization-Policy-Document.pdf">http://www.jdm.du.ac.in/pdf/policy-documents/Resource-Mobilization-Policy-Document.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC tirelessly works in its NAAC-mandated direction of institutionalizing quality consciousness and focusing on assuring, enhancing and sustaining quality.**

Six new Centres, proposed in previous session, have become fully functional.

- Research Centre
- E-Resource Centre

- Centre for Career Counselling, Career Opportunities and Skill Enhancement
- Centre for Universal Values and Ethics
- Centre for Extension and Outreach
- Centre for Gender Equity Studies

Pratibha- Foundation Classes for Competitive Examinations- initiated in 2018 continues to provide career guidance to students.

The two practices institutionalized are:

1. Regular conduct of Audits- Accounts and administrative audits, initiated in earlier years, continue with rigour. External Academic Audit was initiated in 2019-20 and the second round was completed in 2020-21. The subject-specific External Auditor evaluates the performance of a department and submits his/her valuable feedback. The departments then discuss and deliberate on feedback so received and plan for the next session incorporating the Auditor's suggestions.
2. Greater emphasis on Add-on courses:

To expand students' knowledge horizons and enhance their skills, departments/societies/ Centres were urged to initiate more Add-on courses. The institution was successful in providing 20+ courses in field of ICT, finance, research, gender, disabilities, tourism, world politics, python etc.

File Description	Documents
Paste link for additional information	<a href="http://www.jdm.du.ac.in/IQAC_2020-21.html">http://www.jdm.du.ac.in/IQAC_2020-21.html</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A road map has been drawn to improve teaching-learning processes

and achieve academic rigour, which includes a multidimensional approach and builds on several of the already established quality initiatives such as students' feedback system, review of students' performance and holding of Remedial classes.

#### 1. Capacity-building and feedback

a. Conducting FDPs/ workshops for faculty on pedagogy and use of ICT. Two one-week FDPs were organized by IQAC- "ICT Enabled Teaching Learning" and "Student-centric Pedagogies".

#### b. Feedback:

- Taken from students via monthly student-faculty meetings and students' feedback forms.

- Expert comments are solicited from External experts through process of departmental Academic Audit.

- Parents, recognized as stakeholders, are a part of the IQAC and feedback-mechanism involves them too.

#### 2. Review and Remedy

a. Periodic review of students' performance is done by faculty through formative and summative assessment conducted on a continuous basis and extent of class participation. The students with under-achievement of learning outcomes are identified.

b. Increasing the scale of Remedial Classes to improve learning outcomes and fill the gaps in their knowledge, understanding and application of concepts. These classes benefitted not just the slow learners but also students who missed due to difficult personal/family circumstances due to the Covid19-pandemic.

File Description	Documents
Paste link for additional information	<a href="http://jdm.du.ac.in/composition.html">http://jdm.du.ac.in/composition.html</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**C. Any 2 of the above**



**improvements Collaborative quality initiatives with other institution(s)  
Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.jdm.du.ac.in/annual-reports.html">http://www.jdm.du.ac.in/annual-reports.html</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has always worked in the direction of creating/strengthening an enabling environment to promote gender equity and sensitization both through curricular/co-curricular/extra-curricular activities.

- Several gender-based courses (Core/DSE/GEs) are offered by English/Hindi/Philosophy/HDFE/Sociology departments (Please refer to 1.3.1).
- Two Add-on Courses on Gender of 30 hours each were also offered by English and HDFE/Sociology departments (Pl refer to 1.2.2).
- Activities are conducted by Centre for Gender Equity Studies, WDC/IQAC/departments/societies for gender equity promotion among students, faculty and non-teaching staff all through the year. The objective of various webinars and workshops is to spread awareness about gender equity, various legal remedies and giving confidence to women to raise their voice.
- With firm belief in education being an indispensable tool for empowerment, the college provides Fee Assistance to the

needy(women) students to ensure they continue their education despite severe personal financial constraints. (Pl refer to 5.1.2)

#### Facilities:

- Common Room for girls
- Sanitary-napkin-dispenser in Medical Room.
- Creche facilities available for women employees.
- Counselling facilities
- Safety and security on campus/hostel is ensured
- Self-defence training (stalled during pandemic)
- Functional ICC to provide early redressal to student/employee grievances

File Description	Documents
Annual gender sensitization action plan	<a href="#">Gender-Sensitisation-Action-Plan-2020-21.pdf (du.ac.in)</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://jdmccentres.in/pdf/Gender-Equity-Promotion-Measures.pdf">http://jdmccentres.in/pdf/Gender-Equity-Promotion-Measures.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college has following different types of facilities for degradable and non-degradable waste management:

### 1. Solid waste management

Composting: Garbage from the campus is collected on a daily basis. In 2019, the college installed a composting machine model 24-25 and capacity 25-30 kg to decompose the organic waste of the campus. Since June 2020, a total of 1330 kg of solid waste has been successfully converted into 280.5 kg compost till May 2021.

JDMC has also incorporated 'segregation of waste at the source' by installing the blue and green dustbins at multiple places in the college for easy handling of the waste.

2. E-waste management: Due to the pandemic, the E- waste collection has been stalled but we are dedicated to minimizing the E-waste. Recycling of E-waste used to be done with the help of Pickmytrash (PMT) which were later reused and recycled

### 3. Waste recycling system:

- Paper Recycling (February, 2020) Avani, the Environment Club of the college dispatched 250 kilograms of paper waste for recycling to the Paper Recycling Company, Green-O-Tech India. An excellent example of a green initiative of converting waste to wealth.
- Recyclable waste is sold to recyclers but due to online mode, not much waste generated.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College has many societies/clubs that promote inclusiveness. Several platforms provided for promotion of tolerance and harmony through various curricular/co-curricular/extra-curricular activities throughout the year.

- NCC-Cadets participated in Online Ek-Bharat-Shreshtha-Bharat-camp. NCC (5DGBN) conducted its three-day, Inter-Directorate 7th Annual (National) NCC Festival, Veerangna 2021
- NUPUR-Classical-dance-society:
  - Lecture-demonstration on Odissi Dance with the aim to sensitise the students about rich Indian cultural heritage.
  - workshop on 'Kathak' for advanced training on the choreography and aesthetics of Kathak.
- Heritage Club, JDMC organised
  - workshop on Warli Art to train and sensitise students about Indian art and culture.
  - a lecture-demonstration on Hindustani Classical Music titled 'The Sun never Sets for the Ragas'.
- IQAC organised Parents' Induction Programme on 18th and 19th January 2021 for parents of first year students.
- HDFE department conducted certificate course 'Decoding Disability in Children' of 30 hours duration during February and March 2021 in collaboration Aditi Mahavidyalaya, University of Delhi. Designed to understand different kinds of disabilities and their impact on children, to understand their needs and devise methods for helping children with disabilities to participate in normal life.
- Gandhi Study Circle facilitates scholarship/mentorship in collaboration with two organizations/NGOs
- North-East-Students-Group and Girl-Up-Devi also conduct activities to foster inclusiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution has firm faith in constitutional values and works actively towards upholding the same. inculcating values in students/staff for being responsible citizens as reflected in the Constitution-of-India such as justice, equality, fraternity, liberty, secularism etc. Various

departments/societies/clubs/Centres organize co-curricular and extra-curricular activities that aim at sensitizing students/employees towards constitutional-obligations.

- 'Mission 30', to provide food relief during COVID-19 (Jul-Aug-2020)
- 'National Integration Webinar' (NCC, 15-Aug-2020)
- 'Contribution of NCC in Nation Building' webinar (NCC, 31-Aug-2020)
- 'Joy of Giving Week' (2nd to 8th October). Medicines/masks/sanitizers/biscuits etc. collected from students/staff and distributed to oldage-homes/orphanage etc.
- Webinar, "Protection of Woman and Child through Constitutional provisions", 12-Oct-2020
- National webinar: 'Security of Online Communication', 12-Oct-2020
- Celebration-of-"Constitution Day"(26-Nov-2020)
- Inter-college-competition "Create from Waste", 13-Feb-2020
- 14th February 2021, the students of the HDFE dept. celebrated Valentine's Day in a unique way by spreading warmth, love & being a reason for many smiles- by distributing things to needy people.
- Quiz-contest on "Rights and Duties: Fundamentals of Good Citizenship", 27-May-2021
- 10-March-2021, inter-college-debate on topic "The-only-way-to-prevent-environmental-disasters-and-reverse-climate-change-is-to-return-to-traditional-knowledge-systems-and-be-individually-responsible".
- Vigilance Awareness Week- 27th Oct to 2nd Nov 2020, Integrity-Pledge-for-Citizens taken on 27th-October-2020.
- Webinar. "Human Values", 18th Nov 2020
  
- Webinar, "The Ideal youth that the Nation wants", 15th-Feb 2021
  
- Webinars by Gandhi Study Circle

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.jdm.du.ac.in/pdf/aqar/719.pdf">http://www.jdm.du.ac.in/pdf/aqar/719.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

It is a practice of the institution to celebrate national and international commemorative days, events and festivals. The objective of the celebration is to reinforce the message conveyed by the events and encourage students/faculty to adopt a more meaningful and constructive way of life.

List of national/international days' celebration during 2002-21.

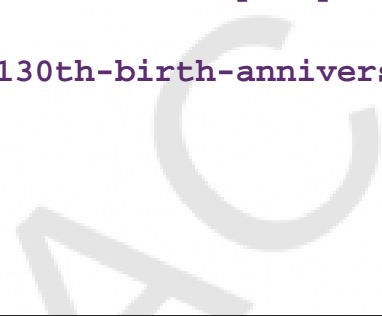
- 6th International Yoga Day June 21, 2020.



- 74th-Independence-day on 15th-August-2020.
- Teachers'-Day, 5th-September-2020
- Gandhi-Jayanti:Slogan competition/Play
- October 5,2020:World-Habitat-Day: Inter-college-poster-making-competition
- Indian-Air-Force-Day, 8th October, 2020-online-poster-making-competition
- As part of the Vigilance Awareness Week, 27 October to 2nd November 2020 webinar/debate. In compliance with the directives of the UGC, for the Central-Vigilance-Commission, "Vigilant-India-Prosperous-India", "Satark-Bharat,-Samarth-Bharat".
- NCC-day (72nd Raising Day) 22nd-November-2020.
- Constitution-Day, 26th-November-2020
- Indian-Naval-Force-Day, digital posters to salute Indian Heroes.
- 14th-January-2021, Lohri-and-Makar-Sankranti, Pongal, Bihu-Utsav
- National-Youth-Day on 12th-January- 2021 (birth anniversary of Swami Vivekananda)
- Republic-Day, 26th-January-2021- Music Video
- Martyr's-Day, 30th-January-2021.
- World-Cancer-Day, awareness on retinoblastoma-life-threatening-eye-cancer-in-children.
- 14-February-2021, NCC paid tribute to the "Fallen but Not the Forgotten Heroes" of the Pulwama attack.
- Basant-Panchmi, 16th-February-2021.
- International-Women's-Day, 8th-March-2021,
- March-22-2021,World-Water-day -

<https://www.instagram.com/p/CMtXJHZDuEm/>

- Shaheed-Diwas from 18th-to-22nd-March-2021
  - poster making competition/debate/Folk-dance-competition
- April-22,2021, Earth-Day- webinar/intra-college-Paper-Presentation-Competition
- 22nd-May-2021, International-Biodiversity-Day.
- Essay writing competition on130th-birth-anniversary ofDr. B.R. Ambedkar.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-1

#### 1. Title of the Practice

Measures and Initiatives undertaken in wake of COVID-19 pandemic

#### 2. Objectives of the Practice

To ensure resilience of our processes and to enable not just smooth functioning of the institution but also academic growth despite the new and emerging challenges due to pandemic situation.

### 3.The Context

The Covid-19 pandemic situation shook the entire world and the methods of functioning needed to be changed from offline to online modes. The efforts of the institution in previous years in promoting the use of ICT and increasing digitisation in academics and administration came very handy and contributed a great deal in almost a smooth transition from physical to virtual mode of functioning. Several processes were already online, some more were necessitated and were accomplished due to timely initiatives of the institution and cooperation by various stakeholders. The college also carried forward its tradition of extension and outreach works.

### 4. The Practice

The practice comprises:

- Covid-19 protocols were followed
  - Community-Outreach-work
  - Fee-Assistance to needy students
  - Community-Outreach-work
  - RTPCR camp
- Promotion of ICT-Enabled-Institutional-Processes
  - Use of ICT in admissions/examination, as facilitated by University-of-Delhi
  - Increased use of ICT in academics
  - Following activities shifted to online mode:
    - teaching
    - Remedial classes
    - E-resources/study-material uploaded on college-website
    - Library e-access given to faculty/students.
    - Regular meetings for smooth functioning of departments/societies/college.
- Emphasis on research
  - Several new projects initiated
  - Student Wing of the Research Centre - KHOJ - functions with some mentoring by faculty.
- Training-programmes-for-staff
  - Online FDPs in ICT-enabled-teaching-learning and pedagogies.
  - Online-training-programme conducted for non-teaching-staff
- Increased use of ICT in co-curricular and extra-curricular activities

- Webinars, workshops, students' competitions, cultural events, students' union elections - continued with same zeal and enthusiasm.
- 20 Add-on courses
- Even some of extension work such as teaching of under-privileged students shifted to online mode.
- The online mode made possible to have a greater participation from various parts of India.
- Augmenting ICT-infrastructure
  - The college renewed its Zoom subscription, bought two more Zoom handles
  - Smart class solution installed in one classroom
  - Video-conferencing facility in one classroom
  - Kindles purchased for library

## 5. Evidence of Success

The following stand testimony to the success of our endeavours during 2020-21:

- Covid-19 appropriate behaviour has become the norm on the campus.
- Covid-19 Testing Camp on campus
- Large number of extra and cocurricular activities were conducted in online mode.
- A large number of students, teachers and non-teaching staff - from our college as well as from other colleges across India- participated in our online events. Our events have received much acclaim from all corners.
- 20 Add on courses were offered by college during the session. The increase in number of Add-on courses and students' enrolment in such courses has been the result of conscious and consistent efforts of the institution in response to the recommendations made in the AQAR Review Report.
- Many Research projects- Faculty-Student projects, Faculty projects and Faculty-mentored Student projects- were initiated.
- Fee assistance has been provided to a number of students whose families have been particularly affected by the pandemic by a specially constituted fee assistance committee that follows well-defined rules for the same.

The college has proved to be resilient in the face of many challenges, At a time when the world is dealing with the pandemic, the college has once again proved that it is quite

capable of handling the most difficult of circumstances. There can be no doubt that the college has lived up to its theme of the year Candle-in-the-wind.

#### 6. Problems Encountered and Resources Required

While most of the students have internet facilities and laptops, some students do not have laptop and/or WiFi that have become essential pre-requisites in present times. The college has a provision of lending laptops to needy students, however some of these students were based out of Delhi and could not utilize the facility provided by the college.

Another problem faced was that of changing the mindsets, initially people were not ready to get themselves tested for Covid-19 or vaccinated. Sensitisation programmes were conducted to encourage people to come forward and dispel their fears.

#### BEST PRACTICE 2

##### 1. Title of the Practice

Promotion of physical and mental well-being through such practices as Yoga and stress counselling

##### 2. Objectives of the Practice

To nurture physical and mental health of students and staff especially in wake of the prevailing pandemic.

##### 3. The Context

The college is concerned about not just the intellectual and academic growth of its students but also the mental health of all who are a part of the JDMC family. This has become even more pertinent in wake of the ongoing pandemic. The pandemic has brought "health" and "immunity" to the centre-stage of our lives. The increased emphasis on physical and mental health was necessitated to reduce the anxiety and stress among students/staff.

##### 4. The Practice

The college ensured continuous interaction with students throughout the session:

- Students were encouraged to share their concerns
- Regular Student-Faculty meetings were held to discuss the issues/ problems and seek solutions
- The Principal had an interactive session with students and parents of first year students to help reduce their anxiety related to online mode
- Orientation sessions were held to prepare students to handle the new OBE examination scheme eg. how to upload answer scripts etc

To promote Mental Health of students:

The members of the Counselling Committee and Counselling Psychologist Ms. Saniya Bedi played an active role during this period taking care of the emotional and psychological needs of students, which threw up its own challenges during the pandemic.

a. Several Counselling webinars were conducted online

b. Information regarding availability of counselling services were shared regularly with the students

c. Group sessions and peer group training were organised for students and

d. Counselling was done on a one-to-one basis for the students in need.

Yoga as a way of life

To promote physical health and immunity-boosting, the college has been running regular Yoga classes throughout the academic session for a nominal fee. Due to the sudden surge in Covid cases, the need for Yoga workshop for all was felt to provide a sense of calmness and also boost immunity.

Hence two one-month Yoga workshops were conceived and immediately implemented in May 2021.

- The workshop coordinated by Philosophy department was conducted in the morning (7a.m.-8a.m.) and
- the second workshop coordinated by IQAC and Physical Education Dept. was timed in the evening (5:30-6:30 p.m.).

These workshops were offered free of cost and were open to all-

students, faculty, non-teaching staff, parents of students from our college as well as other colleges.

Other measures to promote health and wellbeing

Webinars were conducted to spread awareness about

i. Covid-19 symptoms, prevention etc.

ii. Diet patterns to boost immunity

iii. Acupressure- An Add-on course was also conducted on Acupressure.

#### 5. Evidence of Success

o Counselling sessions were well-received by students. They came forward and shared their anxieties and concerns and got expert advice.

o The two Yoga workshops had an aggregate participation of over 800 participants comprising staff, students, parents from all over India. The sessions were highly appreciated by the participants.

o Health-related webinars/ add-on course were well-attended and appreciated by all.

#### 6. Problems Encountered and Resources Required

The problems encountered were largely of combatting the mindsets. Initially, students are not too ready to share their concerns and anxieties. The Counselling Committee kept conducting Counselling sessions for all students and that has surely helped in breaking the ice. Also, the information about availability of Counsellor was flashed time and again in student groups and that also encouraged students to speak up.

Similarly, Yoga Workshops and various webinars on health helped students and staff to think about how they need to and can change their life-style, dietary patterns and hence boost their immunity to remain safe and healthy.

The college, through its best practices, has tried its best to not only continue but strengthen its functioning even during the pandemic with a humane touch.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.jdm.du.ac.in/pdf/best-practices/Best-practices-2020-21.pdf">http://www.jdm.du.ac.in/pdf/best-practices/Best-practices-2020-21.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is committed to not just the intellectual/academic growth of its students but also moves beyond the curriculum and offers platforms for holistic development of students' personality.

a. Inculcating Gandhian-values through various-events-and-engagement-in extension/outreach-activities

b. There are 30+ societies/clubs/cells, NCC, NSS, 6 Centres, several department-associations providing a wide/diverse range of co-curricular/extra-curricular activities.

- These provide two kinds of opportunities to students: participating in events/competitions etc and organizing & being the Office-bearers of societies.
- Promoting important qualities/ skills such as leadership, teamwork, time management, ability to work-under-pressure, deliver results and healthy competitive spirit.

c. Short-term add-on courses- 20 add-on courses were offered ranging from topics like Human Values: Problems and Prospects; SSB Preparations; Banking in Atma Nirbhar Bharat; NGO Management; Yoga; Understanding Gender etc., the canvas has been vast and diverse. These were open to not just our students but students from other colleges have also joined them and appreciated these courses.

d. Training students for research and providing research opportunities to them- The Research Centre has a Students' Wing that caters to research needs of students.

e. Taking care of physical and mental health - The college has regular group/individual Counselling facilities and runs Yoga



classes on a continuing basis.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan of action for next academic year

1. Augmenting our physical infrastructure

2. Augmenting ICT infrastructure- More Smart Classrooms to be added to promote innovations and creativity in pedagogies and hybrid mode of teaching-learning.

3. Adding Language Lab

4. Holding National Seminar in Collaboration with NAAC

5. Strengthening and better functioning of six new Centres that have been set up during 2020-21:

- Research Centre
- E-Resource Centre
- Centre for Career counselling, Career Opportunities and Skill Enhancement
- Centre for Universal Values and Ethics
- Centre for Extension and Outreach
- Centre for Gender Equity Studies
- Conducting FDPs and training programmes for non-teaching staff.

7. Promoting student-centric pedagogies.

8. More involvement with stakeholders through personalised mentoring.

9. Strengthening Feedback mechanisms from various stakeholders

10. Strengthening our collaborations with other institutions.

11. Formalizing collaboration with Mahatma Gandhi Govt, College and provide mentoring to the college in remote area (under Vidya

Vistar Scheme of Delhi University).

12. Generating the E-Resources

13. Continued emphasis on Add-on courses for students by the college to give them a wholesome experience and add to their skill-set and improve their employability. The institution has made considerable and sincere efforts to respond to the valuable recommendations made by NAAC in the AQAR Review Report.

14. Continuing with and strengthening our best practices- promoting physical and mental well-being with particular emphasis on Yoga

15. More opportunities to students for economic empowerment

16. We are waiting for the financial approval for the three new courses from the UGC (Approved by the University of Delhi)

- B.Sc.(H) Computer Science,
- B.Sc.(H) Operational Research and
- B.Sc.(H) Statistics

Once the approval is received, we shall prepare to implement the same.

The college is making all efforts to ensure compliance with all the valuable feedback and suggestions made by the esteemed NAAC Peer Team during its visit to our college in 2017 and recommendations made in AQAR Review Reports.