

**JDMC-IQAC**  
**Department Planner (Commerce)**  
**2025-26**

Activity	Frequency	Committee/ Person responsible	Proposed Dates for Odd Semester (to be filled by the departments )	Date on which the session was held. (Odd)	Proposed Dates for Even Semester (to be filled by the departments )	Date on which the session was held. (Even)
Regular Mentoring sessions for students (Pre-Fixed Dates only 3 by IQAC)	5 per Semester per Teacher	Mentor- Mentee Committee	Two mentoring sessions plus sessions given by IQAC committee		Two mentoring sessions plus sessions given by IQAC committee	
Workshops/ Seminars to be conducted  On Research Methodology (RM) and Intellectual Property Rights (IPR)  You can collaborate with Research Centre	1 each in Odd or Even Semester	RM – Dr Sanatan	October 2 <sup>nd</sup> week	IPR- Prof. Amita	January 2 <sup>nd</sup> week	
Talks, Lectures Conferences to be conducted  <ul style="list-style-type: none"> <li>Soft Skills</li> <li>Gender</li> <li>Environment</li> </ul>	8 / year	Soft Skills – Prof. Neeru Vasishth  Gender – Ms Alka  Career counselling –	July 4 <sup>th</sup> week  August 2 <sup>nd</sup> week  October 2 <sup>nd</sup> week		Environment – Commerce Association  Cost Accounting- Prof Madhu  December – January	January 4 <sup>th</sup> week

<ul style="list-style-type: none"> <li>Career Counselling,</li> <li>3 or more can pertain to the course</li> </ul>		Ms Shilpa Management Accounting – Ms Saroj New Paper of 7 <sup>th</sup> sem	September 4th week September 2nd week		Business Statistics - Mr Varun	February 1 <sup>st</sup> week
Conduct international/national: talks/webinars/seminars /conferences	At least 1 per department, per year. Refer to the events template for checklist. (event can be collaborative)	Conference/FDP / Refresher Course/work shop (Department)			March 2 <sup>nd</sup> week	
Sessions on providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities - report to be provided at the end of the year, based on the work by department associations.	As per events template, please specify category of event on posters	Commerce Association	Cultural Program – October 3 <sup>rd</sup> week		Field Trip February 2 <sup>nd</sup> week	
Add on courses	1 per year, the department decides semester in which to be offered	Addon Courses Committee			December - January	

Celebration of national and international commemorative days, events, and festivals	Any 2 days from the list provided by IQAC or as per department	Commerce Association And Addon Courses Committee, and facilitation of patents and entrepreneurship (department)	commerce day 1 <sup>st</sup> week August National Entrepreneurship Day November 2 <sup>nd</sup> week			
Department to organise one seminar/ conference for students where they present papers; student only conference	One per department	E-content (Department), chapter in books and journals			April 2nd week	
Recommend books to Library—books beyond syllabus, books for various competitive exams (Recommend Books for Hindi Medium Students)	By September/ Feb. before mid-semester break.	Library committee	By September		By February	

### IQAC advises departments for the following

Departments/ Faculty to get **Research Projects** sponsored through govt/non-govt agencies.

Faculty is advised for the following:

- 1 FDP to be done by each teacher per year
- 2 Research publications **only** in Scopus Indexed or Web of Science journals



**JANKI DEVI MEMORIAL COLLEGE**

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Conduct FDP ( in collaboration with TLC Ramanujan, Khalsa, Hansraj) (with recognised academic staff college) etc.