

**JANKI DEVI MEMORIAL COLLEGE**  
**(University of Delhi)**

**Minutes of the IQAC Meeting**  
**17<sup>th</sup> May 2022**

A meeting of the internal members was held on 17<sup>th</sup> May 2022 at 11:30 AM over Zoom. The meeting was attended by following members:

**Chairperson** - Prof. Swati Pal

**Members from Administrative Staff**

Mrs. Nivedita Sharma, Librarian

Dr. Kaushal Kishore, A.O.

Mr. Surinder Kumar, A.O.

Mrs. Pushpa Rawat, S.O. (Accounts)

Mrs. Poonam Abbot, S.O. (Administration)

**Faculty Members:**

Dr. Neeru Vasishth

Dr. Namita Sethi

Dr. Saumya Gupta (*expressed regret*)

Mr. Zubair Ahmad

**Members from Student Union**

Ms. Pooja, President, Students' Union

Ms. Prachi, Vice-President, Students' Union (*expressed regret*)

**Mentor-** Dr. Jitender Gill

**Coordinator** - Dr. Shilpa Chaudhary

Following issues were informed and discussed:

1. The timelines related to AQAR and SSR work were discussed. More training programmes will be conducted to help faculty gain proficiency in the new software that is being used for compilation of AQAR and SSR data.
2. Departments to initiate the process of External Academic Audit for 2021-22. It was agreed upon that the template for the Assessors' Feedback framed in 2020-21 will be provided to the External Expert to facilitate submission of their feedback.
3. Since some teachers have expressed the need for technical assistance to ensure timely completion of AQAR work, the Principal assured that the possibility of technical support/ data-entry person to assist in the AQAR/SSR work will be explored.

4. The members were informed that
  - a. the college is setting up 'International Collaborations Program' to have dedicated efforts and thrust towards increasing international linkages.
  - b. In order to strengthen the extension work, the NSS and the Centre for Extension and Outreach are working towards formalizing the adoption of a village.

The meeting ended with a vote of thanks.



Dr. Shilpa Chaudhary  
IQAC Coordinator



Prof. Swati Pal  
Principal