JANKI DEVI MEMORIAL COLLEGE
(University of Delhi)

Minutes of the IQAC Meeting
(29th August 2022)

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 29th August 2022 at 3 PM over Zoom. The meeting was attended by the following members:

Chairperson - Prof. Swati Pal
Chairperson, Governing Body: Dr. Kusum Krishna (Expressed regret)

External Nominees
Cdr. Abhijit Sinha- CEO, ShinMaywa, India
Prof. Chintamani Mahapatra- Rector, JNU *(Expressed regret)*

Members from Administrative Staff
Mrs. Nivedita Sharma, Librarian
Dr. Kaushal Kishore, A.O.   *(Expressed regret)*
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
Mr. Zubair Ahmad

Members from Student Union
Ms. Saumya Vig, Students' Union

Nominee from the Alumni- Ms. Ruchi Khurana, Advocate
Parent Representatives-
Mrs. Bindu Singhal (Expressed regret)
Mrs. Rohini Ranjan
Mr. Bhoopendra Kumar (Expressed regret)
Mentor- Dr. Jitender Gill
Coordinator - Dr. Shilpa Chaudhary

1. **Compliance Report/ Action Taken Report by the IQAC**

The Coordinator put forth the actions taken regarding the discussions in the previous IQAC meeting:

Issue	Action Taken
Add-on Courses	Due to conscious efforts, college offered nearly 30 Add-on courses in 2021-22.
Revamping Alumni Association	It has been conveyed to the Alumni Association to expand/ modify the composition of office-bearers to induct Alumni who are not currently working with the college.
Exploring software solutions to facilitate data compilation for AQAR and SSR	The college has entered into a two-year contract for use of Cloud-based Accreditation and Ranking Management System (AMS) for NAAC accreditation processes by Inpods India Pvt Ltd. in January 2022.
Strengthening AQAR and SSR data collection within the institution	Meetings were conducted with faculty as well as non-teaching staff to ensure effective documentation and timely responses for data submission. Students' Documentation Teams have been set up at department level.

2. *Reporting Matters by Principal*
   - Infrastructure augmentation –
     - Recording Room and E-Resource Room have been completed
     - Non-teaching staff quarters have been renovated
     - Mezzanine floor in the Library is under construction
     - Extensive repairs and renovation work is being undertaken across the college
     - Centralized air-conditioning is being installed in the Seminar Room and Staff Room
     - New Seminar Hall is being planned
     - Renovation of washrooms is also being planned

   - The college is preparing for ISO 21001:2018 Certification and is grateful to Cdr Sinha for all his inputs.

   - To commemorate the Centenary Year of the University of Delhi, JDMC is conducting 'Alumni Panel Discussion Series'. Every department is hosting ten Alumni and a total of 100 Alumni will be invited for the series. Three departments have already conducted their Panel discussion. This will help us re-connect and strengthen our relationship with our Alumni and

we hope to make it an annual practice. The college will be compiling the write-ups of the discussions of the Alumni and the same will be published in the form of a book.

- The Book Release of the college publication 'Tribes' was held at India International Centre. The book is edited by Dr. Ruby Bhardwaj and Ms. Charu Kala (Sociology Department).
- Several activities were held during 2021-22 with Mahatma Gandhi Govt College, Andaman under Vidya Vistar Scheme. We are looking for more schools and colleges to have academic collaborations under this scheme.
- The college will make funds available to the departments for the purposes of seminars, conferences, talks, field/ industrial visits etc.
- The college has been registered under CSR under Ministry of Commerce and Industries for receiving funds under CSR. The college is also registered under Income Tax Section 80G for receiving donations, hence tax exemption will be applicable.

3. *Reporting Matters by Coordinator*

o AQAR 2020-21 was successfully submitted on 25th March 2021.

o The task of compilation of AQAR 2021-22 and SSR, 2022 is in full swing.

o IIQA (Institutional Information for Quality Assessment) will be filed in the first week of September.

o The college also participated in the National Institutional Ranking Framework (NIRF) for the first time. We were placed in the rank 101-150 among 2270 colleges.

o The college has a very active Entrepreneurship Cell that initiated Project Anupam in 2020-21. The Project aims to provide a facilitating platform (such as online/offline marketing support) to its young aspiring student entrepreneurs. The college has formalized such initiatives related to entrepreneurship and start-ups as "*Incubation Program*" in December 2021.

o *'Office of International Programmes'* has been set up to enter into collaborations with international universities and give a global exposure to our students.

o Third Round of External Academic Audit has been duly completed.

o To continue its emphasis on mentoring, 'Mentoring Day" was declared on 20th April 2022.

o The IQAC Checklist has been provided to the departments and departments have conducted numerous workshops related to Soft Skills, Career Counselling, IPRs, Research Methodology – (including One Week FDP by Hindi Deptt in collaboration with Mahatma Hansraj Faculty Development Centre (MHRDC), Hansraj College under PMMMNMTT, Gender Equity Promotion, Values and ethics, Celebration of national and international commemorative days,

events and festivals, Add-on Courses under support and guidance from the IQAC. Many departments and societies have entered into MOUs as well.

o The IQAC also conducted several events during 2021-22 including NAAC-Sponsored National Seminar on 21st October 2021, one Week Capacity Building Workshop ion "Enhancing Administrative Efficiency in HEIs" for teaching and non-teaching staff in collaboration with TLC, Ramanujan College 16-22 November 2021 and various faculty enrichment sessions aimed at enhancing quality in various domains such as mentoring, pedagogy, research etc.

4. **Discussion:**
   a. It has been observed that registrations are low and dropout rate is high in few value-added courses. The College offers a large number of value-added courses to cater to the diversity of students' requirements, some courses are offered with zero fee as well. Following suggestions were made by the members in this regard:
      - Efforts need to be made to bring about an attitudinal change and instil ethics and accountability in students
      - Incase of a free course, students could pay some security money that can be returned -as an incentive measure- on successful completion of the course
      - A survey can be conducted asking students of the areas of their interest for Add-on courses and also their subject-specific preferences related to internship/placement
      - Conversations with students should be held regarding the importance of such matters. IQAC members were requested to address students regarding these issues. Students' Union will also be mobilized to talk to students and encourage them to attend orientation of such courses to understand them better.

   b. The scores received in various NIRF parameters were placed before the members and were discussed. Following suggestions were made in order to improve the ranking of the college in the coming years:
      - Faculty should be encouraged to publish in UGC-CARE List / Scopus indexed journals.
      - To improve 'Perception' towards the college, it was suggested that a separate Media and Communications Society, comprising faculty and students, can be set up that can take care of various social media platforms. It needs to be ensured that information on all the good work of the college and the accolades and recognitions received must be made available to students and public at large through efficient use of social media platforms. The website committee is working on hosting a section that portrays feedback from students, parents and employers.

   c. The Feedback Report 2021-22 was tabled and the Action Plan was discussed. The suggestions made were duly incorporated.

5. **Future Plans**

- Timely Submission of AQAR, 2021-22 and SSR, 2022
- In addition to NIRF, efforts will be made to increase our participation in other Ranking frameworks too.
- ICT training sessions for faculty and ICT drive will be held during 1st September – 31st December 2022
- Ensuring adherence to IQAC Checklist provided to departments
- Quality enhancement and sustenance measures
    - Conduct of Add on Courses and Remedial classes, providing diverse internship/ placement opportunities to suit students from various programs
    - FDPs/ Workshops (pedagogies, ICT etc) will be organized for teachers
    - Training programs/ workshops will be conducted for non-teaching staff
    - Continued emphasis to strengthen our bonds with the outgoing students

The Coordinator extended sincere thanks to all members for their presence and for extremely fruitful discussion. The meeting ended with a vote of thanks to the Chair.

Dr. Shilpa Chaudhary   Prof. Swati Pal
IQAC Coordinator   Principal