

**Janki Devi Memorial College  
(University of Delhi)**

**Minutes of the IQAC External Meeting – 13 May 2024**

A meeting of the internal members of the Internal Quality Assurance Cell (IQAC) was held on **13 May 2024** at 11 AM in the Committee Room. The meeting was attended by the following members:

**Chairperson** – Prof. Swati Pal

Chairperson, Governing Body—Ms. Anuradha Krishna [joined online]

**External Members:**

Prof. Rumki Basu

Ms. Shilpa Ajwani [joined online]

Prof. Vibhash Kumar [sent his regret]

**Members from Administrative Staff:**

Mrs. Nivedita Sharma, Librarian

Dr. Kaushal Kishore, A.O.

Mr. Surendra Kumar, A.O.

**Faculty Members:**

Prof. Poonam Bewtra [joined online]

Dr. Sudnya N. Kulkarni

Prof. Manisha Agnihotri

Dr. Vandana

Mr. Ankan Dhar

Mr. Dinesh Ahirrao Bharat

**Alumni Nominee:** Ruchi Khurana

**Parent Representative**

Ms. Jayita Bandhopadhyay

**Members from Student Union:**

Ms. Ananya Narang, President

Ms. Arushi Chauhan, Vice-President

**Mentor:** Dr. Shilpa Chaudhary

**Coordinator:** Prof. Payal Nagpal

1. The proceedings commenced with Prof. Pal welcoming all the members. She proceeded towards an assessment of the activities conducted by the college, under the aegis of the IQAC, in 2023-2024. Minutes of last IQAC meeting were passed unanimously by the members.

2. The IQAC Coordinator, Professor Payal Nagpal shared the agenda of the meeting. This was followed by the presentation of the IQAC Coordinator.
3. Prof. Payal Nagpal informed the members about the constitution of the Research Advisory Board (RAB) comprising external members. The RAB will work with the Research Centre of JDMC.
4. She shared with the committee the success of the Centre for International Programmes (CIP) in the form of five International Collaborations. Details of these collaborations were shared. She also informed about the sponsored invitation extended by Oriental University, Tashkent to the college for the offline participation of one faculty member in the International Conference organised by them. Dr. Namita Sethi from the English Department visited Tashkent to present a paper; Prof. Swati Pal and Prof. Payal Nagpal made a joint presentation online. Details of International and National Conferences organised in the college were shared with the committee.
5. Prof. Nagpal informed that the college had signed MoUs with Bal Bharti School, Springdales School and Devnar Foundation. She also presented a report on participative governance where students were involved in mentoring, cleanliness drives and maintenance of discipline.
6. Prof. Payal Nagpal informed everyone of the proactive work being done by the Career Opportunity Cell (COC) for enhancing placement and internship opportunities for the students. More than 30 companies had come to the college for placement and 50 students had been placed in about 12 companies and more than 100 students had interned in different companies. Prof. Swati Pal informed the members about Pratibha, Foundation Classes for Competitive Exams.
7. The college infrastructure was further enhanced as more Smart Boards were added; each department now has a Smart Board for use in the classroom.
8. Prof. Nagpal shared completion of the IQAC mandate as per the NAAC guidelines. She informed the members about the various IQAC initiatives and the methodology followed. A template-based model was introduced by IQAC to streamline work by planning and scheduling events at the beginning of each semester through a Department Planner. Practices such as a rigorous mentoring system, grievance redressal system, remedial classes were reinforced. A Slow and Advanced Learner Template was introduced for the students. ICT training for improving teaching and learning, Faculty Induction Programmes (FIPs) for the newly recruited permanent faculty, ISO training for 25 faculty members, Refresher Course for the trained Auditors, Risk Assessment workshop for both were conducted. A robust feedback system was further strengthened by introducing new questions for all stakeholders and translation of all forms into Hindi, use of print forms for the people with Visual Disability.
9. Prof. Nagpal informed the committee of the renewal of the ISO accreditation for the college through a rigorous internal and external audit.
10. Prof. Nagpal presented the suggestions made by the internal IQAC committee. These included: Purchase of the Braille Printer, coordination of the Career Opportunity Cell (COC) with the departments to avoid student burn out, expansion of placements to include students of all departments, ISTM training for Non-teaching staff, resource generation

through fee for ICT workshops, seminars and conferences and Smart Boards for B.A. Prog classrooms.

11. Best Practices being followed by the college were presented by Professor Payal Nagpal. These include ISO Certification, ICT for all, an e-enabled IQAC, Mentorship Programmes, Participative Governance by students and Brand Building.
12. Prof. Pal suggested that MA tutorials could be held by all the departments. She also informed about that the college has applied to the UGC for the approval for the three undergraduate courses. But the file was pending with the UGC.
13. Prof. Nagpal charted out the road ahead. The plan for the coming year is to:
  - Establish the college as a designated Skill Development Centre
  - Improve our Entrepreneurship Cell and extend its range of activities
  - Set up an incubation Centre in collaboration with JDVC
  - Conduct a Gender Audit in the college
  - Establish a robust wifi system
  - Have more placements and internships
  - Enhancement of Indoor sports facilities.
  - Conduct a Gender Audit
  - Introduce more life skill-based Add-on Courses
  - Have a Water Purifier Plant
  - Purchase Turnitin Software for plagiarism check
  - Increase the number of courses in college by introducing Masters affiliation
  - Register our college with the National Digital Library and Bhashini Portal
  - Request an Auditor from the parent department for the Academic Audit once in three years to encourage a department driven audit process.
  - Establish Counselling facilities for staff teaching and non-teaching
  - Conduct more activities for MoUs that are operational
14. The Principal and Prof. Nagpal underscored that as per NAAC we need to work towards introducing government-based skill development programmes. Prof. Pal informed the members that attempts are being made to make JDMC as a University Skilling Centre.
15. Ms. Shilpa Ajwani suggested that attempts should be made to explore the opportunities under the Start Up India and Atal Incubation Centre to promote entrepreneurial activities in the college.
16. Suggestions for internal resource generation were made by Mr. Ahirrao Dinesh Bharat
17. Mr. Surendra suggested about establishing a sports academy in the college. Prof. Pal suggested that we could establish it for basketball also.
18. Prof. Pal also suggested that the college could establish a shooting range too. She also suggested that the library could have its own Newsletter.

19. The Chairperson, Ms. Krishna suggested that we need expert advice for resource generation. It should be done after due consideration. She also gave suggestions about the possible construction of a gymnasium in the college.
20. The Principal agreed to the suggestion and informed that it will be explored further.
21. Dr. Kulkarni suggested that we should collaborate with nature societies to organise a nature walk to capitalise on our beautiful garden. Ms. Narang suggested that we can organise a biodiversity fair. Prof. Pal agreed with this and opined that Avani can explore this.
22. Prof. Agnihotri suggested that we can start an add-on course on biodiversity.
23. Prof. Basu presented a proposal for a three-month part time capacity-cum-skill building programme on topics such as public policy and governance. She also appreciated the efforts being done by the College at all levels.
24. Ms. Narang also gave suggestions regarding skilling and entrepreneurial activities.
25. The meeting ended with the vote of thanks by the IQAC Coordinator. Prof. Nagpal thanked the entire committee. She placed on record her thanks to Prof. Rajyalakshmi and CIP members, Dr. Zubeer and CSDI members, Dr. Teena Kohli (Convenor of Option Forms Committee) and Mr. Dinesh Kataria (Convenor of the Media Committee) and members of the Accreditation Support Group for the work done by them through the year.