

# Jesus and Mary College

University of Delhi  
Chanakypuri, New Delhi - 110021

Accredited by NAAC with "A" Grade



Tel No. : +(91)-(011)-26110041, 26875400

Fax No. : +(91)-(011)-24105466

Website : <http://www.jmc.ac.in>

Email Id : [jmcdmn@yahoo.co.in](mailto:jmcdmn@yahoo.co.in)  
[info@jmc.ac.in](mailto:info@jmc.ac.in)  
[principal@jmc.ac.in](mailto:principal@jmc.ac.in)

## Minutes of IQAC Meeting on 13th Nov, 2017

### Agenda

1. Submission of AQAR ( Annual Quality Assurance Report) for the year 2016-17 to NAAC.
2. Reviewing the Peer Team Report of 1st cycle of accreditation.
3. Formulation of Action Plan for 2017-18.
4. Academic Audit of the Departments.
5. Any other matter.

### Members present

1. Sr. Rosily
2. Sr. Molly
3. Dr. Neelam Rishi
4. Dr. Sushila Ramaswamy
5. Dr. Nilima Chitgopekar
6. Dr. Anu Ahuja
7. Ms. Shalini Srivastava
8. Dr. Purnima Topden
9. Dr. Alka Marwaha

The following issues were discussed in the meeting.

### IQAC Plan for the Year 2017-18

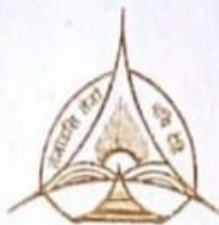
#### Conclusions derived from the analysis of the Peer Team Report

1. Systematic Collection of feedback and its use for governance to be institutionalized.
2. Mentorship programme need further strengthening.
3. Building of the Research Culture: Ensuring research as part of academic culture and mobilization of additional resources through research grants.
4. To formalize Consultancy services as source of revenue generation.
5. College needs to establish inter and intra institutional collaboration for enhancing academic rigor with institutions of repute.
6. Self-appraisal to be introduced in the College for academic faculty.
7. Innovation activities in major urban issues.
8. Utilization of alumni for ensuring better employment opportunities to students.
9. Establishing linkages with international agencies.
10. Soft skill development programmes for students.

# Jesus and Mary College

University of Delhi  
Chanakyapuri, New Delhi - 110021

Accredited by NAAC with "A" Grade



Tel No. : +(91)-(011)-26110041, 26875400

Fax No. : +(91)-(011)-24105466

Website : <http://www.jmc.ac.in>

Email Id : [jmcadm@yahoo.co.in](mailto:jmcadm@yahoo.co.in)  
[info@jmc.ac.in](mailto:info@jmc.ac.in)  
[principal@jmc.ac.in](mailto:principal@jmc.ac.in)

## Departmental Academic Audit

Proforma for the Academic Audit of the Departments for the academic year 2016-17

1. Workshops / Seminars / Conferences conducted by the department.
2. Publications indicating the impact factors
3. Research project undertaken by the members.
4. Alumni Report (keeping track of students who have passed out w.r.t. their placement & line of work and maintaining connectivity with them).  
(Department can hold their own Alumni Day.)
5. Documentation of all meetings / events / activities.
6. SWOC Analysis. (S-strengths; W- Weaknesses; O- opportunities; C- Challenges)
7. Future plans.
8. Online/ Manual (offline) evaluation of teachers by the students.
9. Self- appraisal of the teachers.
10. Lesson Plan of each individual teacher (This may include the Weekly Lesson Plan, Essential readings etc.)
11. Proper documentation of Mentor- Ward System with dates and no. of meetings held with students.
12. Mention of Innovative teaching & learning aids.

## Research Committee

Following are the Key performance Areas on which the Research Committee needs to focus:

- a. E-Journal
- b. Spreading awareness amongst the faculty about the various funding agencies to apply for (a) Major/ Minor Research Projects (b) National / International level conferences/seminars (c) Innovation Projects through organising Faculty Development Programmes.
- c. Developing research attitude among faculty members through organising Quantitative and Qualitative Research Methodology Seminars/Workshops and ensuring research fund mobilisation.
- d. To conduct Inter- disciplinary Seminars and Colloquiums with the aim of encouraging research collaboration among faculty of different departments.

# Jesus and Mary College

University of Delhi  
Chanakyapuri, New Delhi - 110021

Accredited by NAAC with "A" Grade



Tel No. : +(91)-(011)-26110041, 26875400

Fax No. : +(91)-(011)-24105466

Website : <http://www.jmc.ac.in>

Email Id : [jmcdmn@yahoo.co.in](mailto:jmcdmn@yahoo.co.in)

[info@jmc.ac.in](mailto:info@jmc.ac.in)

[principal@jmc.ac.in](mailto:principal@jmc.ac.in)

- e. Signing MOUs and establishing National/ International academic collaborations with reputed institutions of higher education through Faculty Exchange and Student Exchange Programmes.
- f. Encouraging the Departments to subscribe to top academic journals.
- g. Keeping track of the impact factors and h-index of publications.

## Action taken on some of the issues discussed.

1. Research Committee was constituted for the period 2018-20 in a meeting held on 9th February, 2018.

The members are:

- Sr. (Dr.) Rosily
- Dr. Taisha Abraham
- Dr. Ameeta Motwani
- Dr. Renu Gupta
- Dr. Alka Marwaha
- Dr. Anuradha Sharma
- Dr. Renny Thomas
- Dr. Maya John
- Dr. Sandhya D. Nambiar

2. The Academic Audit of the Departments has been scheduled for 19th March, 2018.

*Alka Marwaha*

Dr. Alka Marwaha

IQAC Co-Ordinator

*Sr. Rosily*  
*Renu Gupta*  
*Alka Marwaha*  
*Prapada*  
*Pratima M. Lutyajagan*  
*Prasenjit*  
*K. S. Prasad*