Minutes of the IQAC Meeting with the Department of English, JMC

Date: Friday, 18th May 2018
Venue: IQAC Room, JMC
Time: 11:15 AM

IQAC Members Present: Sr. T Rosily, A Marwah, N Rishi, A Ahuja, S Srivastava, P Topden
English Department Members: T Abraham, J Seth, A Bhalla, P Topden, S George, S Pillai, J Thomas, S Devesan, I Singh, K Dua, A Puri
Apologies: D Kapoor, J Monteiro, S Sehgal

Sr. Rosily chaired the meeting and began the proceedings by asking the English Department to make their PPT presentation.

General Observations/Questions:
- IQAC members commented on the high frequency of department meetings held. It was mentioned that the norm is around 1 meeting per month. The English Department clarified that they held department meeting as and when required and sometimes several meetings were held to decide matters such as workload distribution, etc.
- A clarification was sought on the UGC funded Remedial English classes that the English Department used to conduct.
- A clarification was also sought on what exactly was taught in an Academic Writing Workshop. The Department informed that such workshops taught students how to write critical/analytical essays. It also introduced students to basic rules about proper citation and referencing according to different stylesheets, such as MLA, CMoS, etc.
- Sundry typos in the PPT slides must be corrected
- The data collected on student diversity was appreciated by the IQAC members
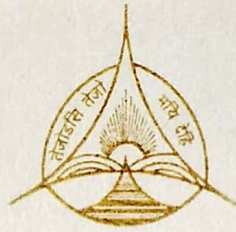
Specific Suggestions:
- Data on alumni should not be restricted only to the years 2015-17. It should be part of a comprehensive report. The specific slide related to alumni information in the PPT should go under "Student Progression." It was stressed that each department should maintain an alumni database, have an Alumni Day and remain in touch with their alumni through social media platforms, among others
- It was suggested that the slide on Student Progression be retitled "Result Analysis." The graph presented in the PPT slide needs to be clearer. A percentage-wise graph would be preferable. Also, a key needed to be provided.

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- The SWOC analysis slide needs to be relocated to the end of the Presentation.
- A more formalised mentor-ward system needs to be instituted.
- The section on innovative teaching methods should give specific examples. The use of ICT tools should be underlined. Names of films screened should be mentioned. A database of notable student projects/presentations should be maintained.
- The details about the department library should go under "Best Practices" section
- The department should think about a proposal for DU Innovative Projects
- Point 2 under "Strengths": Re-word "a commodious department room that gives teachers a space to retire to, to do their work in peace" to read: "a commodious department room that gives teachers a quiet space to do their work"
- Point 3 under "Weaknesses" should go under "Challenges"
- The point about finding time under Challenges needs to be reworded or deleted.
- At the end of 2018-19 perform a review to see which of the Future Plans mentioned have been acted upon and realised.

Anarwahr

Dr. ALKA MARWAHA

IQAC   Co-ordinator