



IQAC Meeting on 22nd August 2019

Members Present

Sr. Rosily	Dr. Amrita Bhalla
Sr. Molly	Dr. Pavitra Bhardwaj
Dr. Shalini Srivastava	Dr. Alka Marwaha
Dr. Renu Gupta	Dr. Ameeta Motwani

Agenda

1. Each Criterion Update
2. Executive Summary
3. Quick review of Peer Team Report (Criterion wise)
4. External Academic and Administrative Audits
5. Vision statement of IQAC for the next 5 years
6. Self evaluation form for Non Teaching staff
7. IQAC Annual Conventional Debate for inculcating Value System among students.
8. Code of Conduct for Teaching and Non Teaching Staff.
9. Sr. Molly's brief report on NIEPA's (National Institute of Educational Planning and Administration) workshop.
10. Website redesign

Minutes

Criterion 1. All done except Qs.1.1.3, 1.3.3 and 1.2.1 for which a Google form has been created to be circulated to the departments.

Feedback analysis is also a part of Criteria 1. We will start meeting on this from next week.

Criterion 2. 2015 ,2016 batch data of Students from other states and countries and categories –trying to trace.

All descriptive questions done.

2.7 Student satisfaction survey- Data to be collected of currently enrolled students. Pavitra will give the data of the 1st year students and the rest we will collect from the departments.

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Criterion 3,4,5,6 Ameeta, Shalini, Amrita and Pavitra

Criterion 7 Presentation before entire IQAC including the external members.

Summary

- Reminder to teachers to fill up the self evaluation.
- Student feedback- Reminder to Shefali and TIC's -31st August 2019.
- Analysis report of the feedback has to be shared.
(1st May 2020 – Current Accreditation getting over. By Nov-Dec 2019 we can register. 3-4 months time to the team)
- Montage, Golden Jubilee report (Refer Ms Smita Gupta and Dr. Rekha Dayal for Decentralization of work)
 - List of Committees
 - Events
 - Attendance
 - Duty List of teachers
 - Money
 - Non Teaching staff
- Website should be live. Put all the data of the events so that it can go to archives and we can refer to it later.
- 1st September 2019- Report should be complete.
- Shalini- Account Section Criteria 4.
Qs 4.1.4, 4.2.4 and 4.4.1 (Expenditure from account Section)
Photocopies of Bills for Gym, library and ICT
- Criterion 3- research Publication (How many UGC listed Journal?)
- Scopus Journal- Publication should be there.
Only 11-12 Articles on UGC approved Journals.
- Please give your reference of JMC in the articles.
- MOU's Report to be given to Dr. Ameeta Motwani.
- Only Points are given if its on Stamp paper.
- Criterion 5- Questions to be addressed:
 - Q. Alumni Chapter- registered Alumni Association (Financial and non financial means during the last 5 years.)
 - Q. Student Progression –Current Year (Please send a gentle Reminder to the TIC's to remind the students)
 - Q. For 5.1.1 and 5.1.2-Scholarships data not available for 2015-16.
 - Q. 5.2.3 NET, SLET

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- All Departments to create a group email for the Alumni.(Also informal Whatsapp group to be created)
- Alumni came to share experience as speakers in Economics Department.
- Criteria 6- Dr. Alka Sehgal

1. Minutes of Society Meeting for the last 5 years need to be collected.
2. Bodies/Committees/Grievance Cell / Staff Council/ Library Committee
3. 6.2.4 to be completed on urgent basis.
4. Abhinav has to do the administrative audit and give IQAC a report.
5. 6.5.3 – Quality Initiatives taken by the IQAC to be written.
6. Post Accreditation Incremental Improvement reference to be taken from last SSR report.
7. French Certificate Course going on in our college by UGC.
8. Departments can begin certificate course.
9. IQAC vision of 2020.
10. Sr. Molly to collate innovation provided to students.
11. ECA form to be same like Sports Form
12. Permanent teachers contributing Rs. 100 to Welfare Fund at college level.
13. Link to be maintained to Archives.
14. Mentor Ward List and Time Tables to go Website.

Amarwaha

Dr. ALKA MARWAHA

IQAC Co-ordinator