

Minutes of IQAC Meeting held on 16th April, 2014

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. UshaChugh
 6. Dr. Rekha Dayal
 7. Ms. SheelSabu
 8. Ms. Dolly Kapoor
 9. Ms. Sunita Narain
 10. Sr. (Dr.) Molly K.A.
 11. Sr. (Dr.) Rosily
 12. Prof. Peter d'Souza
 13. Fr. (Prof.)Pius Malekandathil

- The meeting began with a prayer, followed by an introduction of those present.
- Sr. Marina introduced Fr. Pius, giving a detailed background of his illustrious career.
- Prof. Peter D'Souza kindly introduced himself and gave a short personal account.
- All other members introduced themselves.
- Sr. Marina informed everyone that the 'Letter of Intent' and other formalities have all been fulfilled and the College has been given the go ahead for accreditation.
- Sr. Marina informed the external members about the establishment of IQAC in College and then highlighted the seven criteria of the NAAC self-study report.
- Prof. Peter D'Souza shared his invaluable suggestions, emphasizing the approach the college should take in going for its first accreditation.
- He said that this evaluation exercise should be taken as an opportunity to place the college in the global arena.
- Prof. D'Souza implored the college to become visionary in this fast-changing world of digital technology. Already multiple sources of information are available to students (eg. On-line courses) and in times to come, classroom teaching will not be the leading but one of the many ways of gaining education. He emphasized that the college must broaden its horizons to be able to compete with other global colleges and should be able to offer

overseas validated courses so that a student can complete her degree partly here and partly abroad.

- In addition, big universities are emerging as multinational corporates, completely overhauling the face of classrooms and teaching/instructional methods.
- Keeping this demand in view, a woman's college must aspire to compete in a digital world.
- Apart from providing a degree, college education should also focus on skill development programmes. Vocational courses can be offered and better still, the college can aspire to become a leading institute in courses on Fashion designing or Mass Communications, for which there is a huge demand.
- Prof. D'Souza asked us to follow examples of some top womens' colleges in the world, for example, Barnard College and Wellesley College in United States. He suggested that we make a list of top 10-15 colleges around the world and see how they are reinventing themselves. He cited the example of South Korea who have created a knowledge society and are on top, especially in the field of electronics and digital technology.
- He emphasized that keeping in sync with the changing global trends and aspirations of students, we should create a vision for a Women's College of Liberal Arts and Commerce.
- Coming to the NAAC template, Prof. d'Souza encouraged us to think out of the box. He said that education in our College should be imparted in a way that our students are sought-after on graduating from Jesus and Mary College.
- Going for accreditation has presented before us, an excellent opportunity to write the history of the Institution. Prof. d'Souza said that many institutions decline because nobody maintains records and as a result the good practices are forgotten and eventually they die. He advised that we dig up the Annual Reports of the past years and filter out the good practices which may have been discontinued for some reason or the other.
- We should have a strong network of our alumni who can contribute hugely in presenting an impressive face of the institution.
- At the beginning of the academic year, we should set up the Almanac for the year with a repository of interesting events including research projects and study tours/field trips/excursions.
- Prof. Pius urged that the focus should be on 3 main aspects (a) Teaching (b) Research (c) Outreach Programmes
- He agreed that limitations of following the Delhi University curriculum are there but innovative methods can be employed in the execution of the curriculum.

- In the production of knowledge, research components should be well highlighted. There are many agencies that fund research projects (for eg. Indian Council of Historical Research) and their help must be enlisted.
- A proper reference Journal of papers published by the Faculty should be brought out.
- Students should also be encouraged to publish their own journals.
- It was suggested that dissemination of knowledge should be encouraged through seminars. Each department should organize a colloquium/seminar, before NAAC accreditation.
- Students should make relevant field trips/study trips.
- For an effective waste-disposal system in College, 3 garbage bins should be placed together at strategic places – one for paper, one for biodegradable waste and one for non-biodegradable waste.
- Gender studies courses (apart from the curriculum) should be taught in the College.
- Fr. Pius suggested a visit to Mother Teresa University, Kodaikanal.
- He also emphasized that education should be job-oriented and it should also meet the demands of students coming from lower income strata of society.
- Language labs should be set up to help the linguistically backward/challenged students.
- Setting up an Entrepreneurship Cell by Commerce and Economics Departments was suggested.
- Establishing a Skills Development Lab. was another idea that could be considered.
- Government of India offers many schemes through which funding can be availed to start a Community College in JMC. Government of India (HRD Ministry, etc.) also has many schemes for funding.
- The meeting ended with the decision that the entire faculty of JMC should be divided into seven groups who will then work on the seven criteria of the self-study report.

IQAC Meeting on 18th April, 2014

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 1. Sr. Marina, Principal
 2. Dr. AlkaMarwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. UshaChugh
 6. Dr. RekhaDayal
 7. Ms. SheelSabu
 8. Ms. Dolly Kapoor
 9. Ms. SunitaNarain
 10. Sr. (Dr.) Molly K.A.
 11. Sr. (Dr.) Rosily

- A Research Committee was set up to organize/supervise research-related activities in the college involving and benefitting both students and faculty. The members are:
 - Dr. SushilaRamaswamy, Department of Political Science (Convenor)
 - Dr. Ela Trivedi, Department of Economics
 - Dr. Taisha Abraham, Department of English
 - Dr. NeelimaChitgopekar, Department of History

- The entire faculty of the college was divided into seven groups to compile and collate information of the seven criteria. It was decided that each group will be headed by a Convenor and a Secretary.

CRITERION 1 :CURRICULAR ASPECTS

1. Dr. UshaChugh(Convenor) Political Science
2. Ms. Dolly Kapoor(Secretary) English
3. Dr. Ameeta Tiwari Hindi
4. Dr. Preeti Ghosh Philosophy
5. Ms. TanushreeRaha Sociology
6. Dr.SunitaKaistha Commerce
7. Dr. Joan Anthony Psychology
8. Dr. Dinesh Adlakhya Spanish

9. Ms. Shirley Joseph B.El.Ed.
10. Ms. Sharon Pillai English
11. Ms. Jennifer Monteiro English
12. Ms. Sukham Panesar French

CRITERION 2 : TEACHING LEARNING & EVALUATION

1. Dr. Rekha Dayal (Convener) Commerce
2. Dr. Gargi Jain (Secretary) Philosophy
3. Dr. Daisy Sales Economics
4. Dr. Ambika Bhambani Mathematics
5. Ms. Harriet Raghunathan English
6. Dr. Ameeta Parsuram Psychology
7. Dr. Monica Chopra Political Science
8. Mr. Sunil Popli Commerce
9. Dr. Alka Sehgal B.El.Ed.
10. Ms. Shalini Srivastava Economics
11. Ms. Sugandha Sehgal English
12. Ms. Shailza Singh Political Science

CRITERION 3 : RESEARCH, CONSULTANCY & EXTENSION

1. Dr. Ela Trivedi Economics
2. Dr. Taisha Abraham English
3. Dr. Poornima Topden English
4. Dr. Mani A. Nandhi Commerce
5. Dr. Sushila R. Political Science
6. Dr. Anita Ghai Psychology
7. Dr. Neelam Rishi Hindi
8. Dr. Sushmita B.El.Ed.
9. Dr. Ameeta Motwani Commerce
10. Dr. Archana Sharma Hindi
11. Ms. Mahima Varma Sociology
12. Ms. Amita Paliwal History
13. Ms. Saumya Varghese History
14. Ms. Rashi B.El.Ed.
15. Ms. Amrita Sastry Sociology

16. Ms. Shruti Trehan Mathematics

CRITERION 4 :INFRASTRUCTURE & LEARNING RESOURCES

1. Dr. Meenu Mitra (Convener) Commerce
2. Dr. Alka Marwaha (Secretary) Mathematics
3. Ms. Rama Saxena Mathematics
4. Dr. Anu Ahuja Mathematics
5. Ms. Richa Krishna Mathematics
6. Dr. Savita Rastogi Commerce
7. Ms. Sudha Jha History
8. Dr. Vishalakshi Menon History
9. Ms. Lizy Jose Commerce
10. Dr. Indrakshi Dutta Mathematics
11. Ms. Jacinta Lobo Sociology
12. Dr. Manmohan Kaur Sports
13. Dr. Anju Luthra Sports
14. Ms. Mayuri Gaur Commerce
15. Dr. Sapna Gandhi Hindi
16. Ms. Chandra Tiwari B.El.Ed.

CRITERION 5 :STUDENT SUPPORT & PROGRESSION

1. Ms. Sunita Narain (Convener) Mathematics
2. Dr. Pamela Bhatia Political Science
3. Dr. Sunita Garg Psychology
4. Ms. Tanuja Sachdeva Pol. Science
5. Dr. Madhu Malik Hindi
6. Ms. Gurmeet Bakshi Commerce
7. Ms. Rajni Singh Economics
8. Ms. Smita Gupta Economics
9. Dr. Neelima Chitgopekar History
10. Ms. Gazala Amin History
11. Dr. Archana Tripathi Hindi

12. Ms. Shefali Mishra Psychology
13. Ms. Rashmi Sehgal Mathematics
14. Ms. Aatreyee Ghosh English
15. Ms. Charu Sharma B.El.Ed

CRITERION 6 :GOVERNANCE, LEADERSHIP & MANAGEMENT

1. Dr. Rekha Malhora (Convener) Psychology
2. Ms. Pavitra Bhardwaj (Secretary) Computer
3. Dr. Jayanti Seth English
4. Ms. Renuka Subbu English
5. Dr. Jyotsna Sethi Commerce
6. Ms. Kiran Sachdeva Commerce
7. Ms. Nishwan Bhatia Commerce
8. Dr. Kamlesh Mahajan Hindi
9. Sr. Molly K.A. History
10. Dr. Anupama Srivastava Hindi
11. Mr. Abhinav Srivastava Administrative Officer

CRITERION 7 :INNOVATIONS & BEST PRACTICES

1. Ms. Sheel Sabu (Convenor) Commerce
2. Ms. Amrita Bhalla (Secretary) English
3. Sr. (Dr.) Rosily B.El.Ed.
4. Dr. Renu Gupta Commerce
5. Dr. Anu Saxena Mathematics
6. Dr. Meenakshi Mehta Psychology
7. Dr. Vineeta Kshetrapal Psychology
8. Dr. Vibha Mathur Commerce
9. Dr. Sharda Bhatnagar Hindi
10. Mr. Naveen Thomas Economics
11. Mr. Jobin Thomas English
12. Ms. Pooja Keshavan Singh B.El.Ed.

IQAC MEETING on 25th July, 2014.

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. Usha Chugh
 6. Ms. Dolly Kapoor
 7. Ms. Sunita Narain
 8. Dr. Rekha Dayal
 9. Ms. Sheel Sabu
 10. Sr. (Dr.) Molly
 11. Sr. (Dr.) Rosily
 12. Abhinav Srivastava
- It was decided in the meeting that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments during 12th to 14th of August, 2014.
- Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
- It was decided that a workshop/training shall be conducted for the non-teaching staff. Mr. Abhinav was assigned the responsibility for doing so.
- Ms. Sunita Narain shared the information about starting an outreach program 'SWAYAM' in college for training the less privileged in soft skills leading to employability. It is in collaboration with hospitality industry partner 'Devyani International Pvt. Ltd' which imparts technical skills to the participants.'
- Ms. Sunita Narain also informed that she had participated in 'Community College Teacher Training Program' by ICDRE in Chennai from 7th – 14th June, 2014.
- Ms. Sheel Sabu informed that Dr. Minakshi Mitra, Dept of Commerce had founded an Entrepreneurship Cell (E-Cell) in the College, aiming to provide resources to inculcate necessary competencies, entrepreneurial skills and a network for budding entrepreneurs to connect with like-minded students, faculty and alumni.

IQAC Meeting on 26th Aug, 2014

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. Usha Chugh
 6. Dr. Rekha Dayal
 7. Ms. Sheel Sabu
 8. Ms Dolly Kapoor
 9. Ms. Sunita Narain
 10. Sr. (Dr.) Molly K.A.
 11. Sr. (Dr.) Rosily
 12. Prof. Peter d'Souza
 13. Prof. Pius Malekandathil
 14. Ms. Poonam Madan
 15. Mr. Abhinav Shrivastava

- The Self Study Report which had to be uploaded on the College website by 31st Aug, 2014, was shared with the members and was extensively discussed

- Prof. d'Souza praised the efforts of the Faculty in preparing the Report. At the same time, he suggested that for the report to make a crisp reading, the facts should be given in bullet form instead of paragraphs, wherever necessary.

IQAC Meeting on 20th Oct, 2014

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. Usha Chugh
 6. Dr. Rekha Dayal
 7. Ms. Sheel Sabu
 8. Ms Dolly Kapoor
 9. Ms. Sunita Narain
 10. Sr. (Dr.) Molly
 11. Sr. (Dr.) Rosily
 12. Mr. Abhinav Srivastava

- Sr. Marina shared the information that the SSR was sent to NAAC, Bangalore on 30th Sept, 2014 as part of final submission of the report.
- It was proposed that a seminar/workshop be conducted for teachers to help them become skillful in using technology in education.
- The setting up of Language Lab in the college was discussed in details.
- Dr. Taisha Abraham shared that the Research Committee has proposed to hold an In-house Interdisciplinary Faculty Seminar titled Works in Progress on 18th Nov, 2014.

IQAC Meeting on 12th Dec, 2014

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. Usha Chugh
 6. Dr. Rekha Dayal
 7. Ms. Sheel Sabu
 8. Ms. Dolly Kapoor
 9. Ms. Sunita Narain
 10. Sr. (Dr.) Molly K.A.
 11. Mr. Abhinav Srivastava

- Sr. (Dr.) Rosily could not attend the meeting as she had gone to attend a Refresher Course at Academic Staff College, Central University of Himachal Pradesh, Shimla.

- Sr. Marina read out the letter sent by Dr. (Mrs.) K. Rama, Deputy Adviser, NAAC communicating the college about the visit of the Peer Team from 25th – 27th February, 2015.
- Sr. Marina also informed that two experts, viz. Prof. Haleem Abid, Department of Mechanical Engineering, Jamia Millia Islamia and Prof. Harish Narang, Chairperson, Centre for English Studies, JNU, shall be visiting the college on 6th January to conduct the External Audits of the Departments.

- Dr. Taisha Abraham shared the success of ‘Works in Progress’ seminar organized by the Research Committee.
- The ‘Works in Progress Seminar’ was an academic exercise for the Faculty of Jesus & Mary College. The research presentations cut across disciplines and departments. The purpose behind the seminar was twofold: a) to enable researchers to get feedback from their colleagues on their ongoing work b) to make colleagues aware of each other’s research.

- Ms. Sunita Narain informed that faculty training for SAPERP Programme, Level 01 and B1 shall commence from 24th Dec, 2014.

- The approval of new add-on course 'Hindi Patrakarita Aur Jansanchar' by UGC as a Certificate, Diploma and Advanced Diploma course was shared. It is a self-financing course and UGC has provided a one-time grant of Rs. 7 lacs.

IQAC Meeting on 24th Jan, 2015

- The meeting was attended by the following members:
 1. Sr. Marina, Principal
 2. Dr. Alka Marwaha
 3. Dr. Ela Trivedi
 4. Dr. Taisha Abraham
 5. Dr. Usha Chugh
 6. Dr. Rekha Dayal
 7. Ms. Sheel Sabu
 8. Ms. Dolly Kapoor
 9. Ms. Sunita Narain
 10. Sr. (Dr.) Molly K.A.
 11. Sr. (Dr.) Rosily
 12. Mr. Abhinav Srivastava

- Dr. Taisha Abraham informed that she had conducted a Research Methodology Workshop for faculty and students on 14th January, 2015.
- Prof. P.K. Ahluwalia Dean, Planning and Teachers Matters, Himachal Pradesh University, Shimla had visited the college on 12-13 Jan, 2015 and held an interactive session with the IQAC and Teachers-in-Charge of the departments. The teachers shared with him the preparations being done for the upcoming NAAC Peer Team visit and Prof. Ahluwalia gave his feedback and valuable suggestions to bring about further improvements.
- ‘Noting and Drafting Skills Training Programme’ was organized for 37 Non-Teaching Staff members on January 15-16, 2015. Resource persons: Mr. Abhinav Srivastava (A.O.), Mr. Siddharth Singh (S.O.) and Mr. Swaraj (S.O.)
- SAP Level 01 and B1 – ‘Train the Trainers’ training for eight faculty members held from December 24-29, 2015. It was also communicated that the next training session will be held on February 12-13, 2015

IQAC Meeting on 11th February, 2015

- The meeting was attended by the following members:
 12. Sr. Marina, Principal
 13. Dr. Alka Marwaha
 14. Dr. Ela Trivedi
 15. Dr. Taisha Abraham
 16. Dr. Usha Chugh
 17. Dr. Rekha Dayal
 18. Ms. Sheel Sabu
 19. Ms Dolly Kapoor
 20. Ms. Sunita Narain
 21. Sr. (Dr.) Molly K. A.
 22. Sr. (Dr.) Rosily
 23. Mr. Abhinav Srivastava

- In preparation for the NAAC Peer Team visit to the college from 25th-27th Feb, 2015, the following committees were constituted to delegate responsibility to the entire staff and students.
 - Hospitality Committee
 - Reception Committee
 - Cultural Committee
 - Discipline Committee
 - Decoration Committee
 - Cleanliness Committee
 - Publicity and Website Committee