

IQAC ANNUAL DEPARTMENTAL REPORT

Report for the Department of ___B.Voc_Year 2020-21

(Information should be compiled for the period starting from 1st July 2020 to 30th June 2021)

*Submit the report by 15th August 2021 on iqac.coordinator@jmc.ac.in

Name of the Teacher In-Charge of the Department:- Ms.Sunita Narain_
PART A

1. List of courses (subjects) offered across the department during the year

Program code	Program Name	Course code	Course Name	Year of introduction
103	B.Voc-Healthcare Management	103	B.Voc	2016
102	B.Voc-Retail Management & IT	102	B.Voc	2016

2. Courses (Subjects) that include experiential learning through project work/field work/internship (if applicable)

Program name	Program code	Name of the Course that include experiential learning through project work/field work/internship	Course code	Year of offering	List of the students studied course on experiential learning through project work/field work/internship	Number of students	Link to the relevant document (List of all the students, geotagged photographs, reports of the projects, field trips, internships, etc)
B.Voc-Healthcare Management	103	B.Voc	103	2016	LIST OF STUDENTS-2019-2022.xlsx	48	Internship certificates.zip
B.Voc-Retail Management & IT	102	B.Voc	102	2016	List Of Students – 2019-2022	49	Internship Certificates

3. Placement of outgoing students (On and Off-Campus Placements):

Year	Name of student placed	Contact Details of the student	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum)	On Campus or Off Campus	Attach Appointment Letter
2021	Muskan Sharma	Contact no - 9650985576 Email ID: sharma2000.ms@gmail.com	B.Voc-HM	BMTG ADVISORS INDIA PVT LTD Novus Towers, 6th Floor Tower B Sub Major Laxmi Chand Road, Phase 4 Maruti Udyog, Sector 18 Gurgaon Haryana- 122008	6 lac per annum	On Campus	Job Letters.zip
	Tripti Kohli	Email ID: kohlitripti60@gmail.com Contact no - 95828 26987	B.Voc-HM	Fortis Hospital, Vasant Kunj	3 lac per annum	Off Campus	
	Isha Gupta	9810249152	B.Voc-HM	Cloud Nine Hospital, Noida	3 lac per annum	On Campus	
	Jesna Elza John	7217776907	B.Voc-HM	Fortis Hospital, Vasant Kunj	3 lac per annum	Off Campus	
	Manpreet Kapoor	9871205334	B.Voc-HM	C.K.Birla Hospital, Gurgaon	3 lac per annum	On Campus	
	Sakshi Madaan	826004604	B.Voc-HM	C.K.Birla Hospital, Gurgaon	2.64 lac per annum	On Campus	

	Samridhi Viji	7703992523	B.Voc-HM	C.K.Birla Hospital,Gurgaon	2.64 lac per annum	On Campus	
	Sonali Limaye	8851549949	B.Voc-HM	Cloud Nine Hospital,Noida	2.5 lac per annum	Off Campus	
	VIDUSHI AGRAHARI	9667363204	B.Voc-HM	C.K.Birla Hospital,Gurgaon	2.64 lac per annum	On Campus	
2020-21	Osheen John	7042207743, email-osheenjohn2003@gmail.com	B.Voc. RM & IT	Rompy Roy(Hr)- 9971279090	3,80,000	On campus	https://drive.google.com/file/d/1ge1ENkeIROK16BKfsUSn6dplFCB-ksdK/view?usp=drivesdk
	Shrutika Shukla	9958791085	B.Voc. RM & IT	Ramit Tyagi- +91 88600 80895	4,85,000	On Campus	https://drive.google.com/file/d/1fZEYC7ZPchil-Zg3inxsPquKslfnqJ77/view?usp=drivesdk
	Mahak Jain	9871887170	B.Voc. RM & IT	NA	4,20,000	On campus	NA
	Tanisha Jain	8287342303	B.Voc. RM & IT	Mr. Mudit Jain – 9810452551	NA	Off Campus	NA
	Khushi Kamboj	9667624006	B.Voc. RM & IT	Ms. Ritika – 9911704006	NA	Off Campus	NA
	Anjali Bhatia	9667021567	B.Voc. RM & IT	Mr. Dibyendu Sil – 9650444553	3,60,000	On campus	https://drive.google.com/file/d/1PcfW7eskVxrr4PIK1yvggYE4FIX2vF_t/view?usp=drivesdk
	Anushka Khandelwal	7300519125	B.Voc. RM & IT	NA	3,60,000	On Campus	NA

4. Students progressing to higher education (passing in the previous academic batch):

Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to	Proof of Admission (ID Card or Admission receipt)
Priyanshi Gupta	B.Voc-HM	Narsee Monjee Institute of Management Studies	Diploma in Business Management	Higher

																Central Government Agencies (Specify)	
1	2019	9062310	Ngamthing RS					Ngamthing RS									NGAMTHING CAT RESULT.pdf
2																	

6. Co-curricular programmes arranged by the Department:

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills
5. Placement or Career related talks
6. Preparation for competitive exam, etc.

Name of the Event/Talk/Seminar	Date of the Event (DD-MM-YYYY)	Number of students participated	Number of Faculty Members participated	Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.
Webinar on Managing the Emotional Health Of Cancer Patients , Family and Caregivers	03/11/2020	88	2	Webinar.zip
Webinar on Breast cancer, Screening and current management strategies	06/11/2020	85	2	
Webinar on Am I an Imposter?	21/01/2021	84	3	
Webinar on Replacing self-doubt& building self confidence	23/01/2021	87	3	
Webinar on Menstrual hygiene and Hormone imbalance	29/01/2021	83	2	
Webinar on Entrepreneurship and Marketing	06/09/2020	70	2	

***Attendance Register with student's signature to be maintained.**

7. Workshops/Seminars/Conferences (National/International) organized by the Department

Year	Name of the workshop/ seminar/ conference	Number of Participants	Date From – To	Attach detailed report including number of participants, geotagged photos, etc)
NA				

8. Outstanding visitors to the Department in the course of the academic year:

Name	Designation	Purpose of visit	Date	Attach detailed report including number of participants, geotagged photos, etc)
Dr.Jnani Manoharan	Consultant Obstetrician and Gynaecologist,R.V.Hospital Coimbatore	Webinar	3/11/2020	
Dr Peyush Bajpai	HOD & Consultant-Medical Oncology Sciences,Manipal Hospital,Delhi	Webinar	6/11/2020	
Dr Rahul Khemani,	Consultant Psychiatrist, Mumbai.	Webinar	21/1/2021	
Dr Keshav Sharma	Senior Psycho Oncologist, at the Department of Mental Health and behavioural sciences, Fortis Healthcare.	Webinar	23/1/2021	
Dr.Deepa Deewan	Associate Director and Head of Unit, Max Hospital, Gurgaon.	Webinar	29/1/2021	
Mr. Arjun Midha	Ex co-founder & CEO of R&B retail brand	Webinar	6/11/2020	

9. No. of Department meetings held in the course of the academic year: 4

*Documentation of meetings with proper Agenda and Minutes to be maintained and kept with the department.

10. Library:Budget for the year and its utilization

- Total no. of books/journals appertaining to the subject in the College Library: NA
- Amount of Library Budget available to the Department: NA

c) No. of new books/journals added to the library for the Department in the year: ___NA_____

11. Laboratory Equipment available in the department (wherever applicable):

- a) Budget of expenditure on maintenance of the equipment:
- b) Actual expenditure on maintenance of the equipment:
- c) Stock register of equipment purchased and discarded in the academic year NA

12. Alumni Day and other Alumni related activities/events held during the year

Name of the event	Number of Participants	Date	Report including list of alumni attending, geotagged photographs, alumni as resource persons, etc
NA			

***Departments are suggested to maintain a proper alumni database with information related to placements, higher education, competitive exams, etc.**

13. Students in the Department who participated in academic events/competitions in other colleges and universities:

Name of Student	Class	Roll Number	Programme/Event/Competition	Award, if any (Attach the Certificate of Participation/Award)	Venue	Date	Attach photographs, if any
Tanisha Sehgal	2019 Batch	191138	Quiz On World Environment Day		Online	05/06/2020	..\Downloads\Competition certificates.zip
Sakshi Gulyani	2020 Batch	201315	Essay Writing Competition		Online	29/07/2020	
Manaar Fatima Shah	2019 Batch	190962	National Quiz Competition		Online	12/06/2020	
Anju Joe	2019 Batch	190864	Videography Competition		Online	05/06/2021	
Akanksha Jha	2019 Batch	191124	Clash Of Fans Competition		Online	05/09/2020	

14. List of students who were awarded honors/merit certificate/recognition from college and university or any other eminent institution:

Name of Student	Class	Roll Number	Nature of Merit/ Recognition (Attach the Certificate)	Attach photographs, if any
HARSHITA	B.Voc-		Overall topper - all three years marks taken together	

GUPTA	HM			
AKANKSHA JHA	B.Voc-HM		1 ST Year Topper	
Vrinda Bhatia	B.Voc-HM		2 nd Year Topper	
Aksa Merin Chacko	B.Voc-HM		3 rd Year Topper	
Anushka Rawal	B.Voc. RM & IT	201226	CASPR India: Best Intern Award https://drive.google.com/file/d/1VvBDkGE_1kXjjEn5F6kkRmdUaIDFpVIh/view?usp=sharing	
Pranavi	B.Voc. RM & IT	190150	Sports Secretary https://drive.google.com/file/d/1-UJEUCCBfga63xXGoHKgR1zqNTwqSOu3/view?usp=drivesdk	
Vanshika Jain	B.Voc. RM & IT	190194	First year topper https://drive.google.com/file/d/1qMxZyxmHgSZH5sz-47sttdCiQUhWtBl/view?usp=drivesdk	
Amisha Lakhera	B.Voc. RM & IT	190225	First position in Bharti Cup Tournament	
Jasmine Gujaral	B.Voc. RM & IT	170054	Third year topper	
Bhavika	B.Voc. RM & IT	181098	Second year topper	
Jasmine Gujaral	B.Voc. RM & IT	170054	Topper in all three years	

*Details of Sports/Cultural achievements to be provided in the society reports.

15. Number of students of the Department who have participated in Community Development programmes:

Year	NSS	JMCEP	WDC	NCC	Peace	Green	Departmental	Any other
I Year	1			3		4		
II Year		1		2	1	2		
III Year								

16. Number of awards and recognitions received for extension activities from government /government recognised bodies (only if done on department level)

Name of the activity	Name of the Award/ recognition for Institution for the Institution	Name of the Awarding government/ government recognised bodies	Year of award
NA			

17. Details and activities of Incubation Centre/Entrepreneurial Support Systems formed by the department- NA

18. SWOC Analysis

STRENGTHS

- This course is a blend of theory & practical with hands-on trainings through industry tie-ups for internships and recruitment.
- These students will be skilled graduates, thus employable more than any other graduate.
- Faculty/experts straight from the industry and academia.
- Range and scope for various teaching methodology like group discussions, case studies, role plays, seminars, projects etc.
- Remarkable transition is seen in students from low confidence and knowledge to abundant knowledge gain because of the industry exposure.
- There is a lot of scope for students to contribute towards community services and our students are participating in big way to make a difference in society.

We are contributing towards well rounded holistic development of the students.

WEAKNESS

- Being introduced for the first time in Delhi University, a lot of things are not in place
- Many students were not aware of these two courses.
- The remuneration to the industry experts/visiting faculties cannot be matched as we have our own limitations.
- Role played by the industry is not being monitored by the concerned SSC
- UGC has withdrawn funding as promised to colleges for these two course.

OPPORTUNITIES

- Students are getting direct access and exposure to the industry through internships/trainings (at times paid in the form of stipend).
- They are getting opportunity to interact with top most industries and the best, experienced experts through expert talks arranged for them.
- These students are also sent outside college for relevant conferences and seminars
- Trips and visits are organised like to Aravalli Biodiversity Park etc.
- We create job opportunities for our students by inviting relevant companies in campus/out-campus.
- We guide and assist our students to pursue higher studies.
- We also arrange for Career counselling workshops.

CHALLENGES

- We need to have more industry support-have more tie-ups for training/internship and recruitment.
- Convincing industry about job ready, employable candidates.
- To change the mind-set of the industry .
- To fix classes as per the suitability of the industry experts/visiting faculty.

- The concerned sector skill councils do not provide any suitable support in internships and recruitments.
- Though B. Voc. courses have a distinctive professional composition, they are yet to find full acceptance & gain the same kind of popularity as the mainstream courses.

19. Future Plans

- We have partnered with Center of Vocational Excellence (CoVE) - Knowledge Center for welfare and Assistive Technology VEST Denmark (VFVvest) to design and develop a VET MOOC platform which will integrate Virtual - and Augmented Reality (VR/AR), Artificial intelligence (AI) to provide practical and hands on training to our students.
- They visited our campus and interacted and did the prelim round of survey form with B. Voc. students to get a better understanding of creating the same.
- We also got approval from UGC to start two more specialized B. Voc. courses:
 - a. B. Voc. - BFSI,
 - b. B. Voc. - Data Science & Analytics
- To have more tie ups with new industries to have wider hands on exposure for our students.
- To introduce and facilitate vertical mobility for our students and are working towards it.
- To bring in more companies in our campus to offer wider range of job opportunities for our students.
- To organize and facilitate 'Train the trainer' workshops for our faculty

20. Outreach/ Extension activities-

- B. Voc. - Healthcare Management organised a campaign on Cancer Awareness from 1st November, 2020 to 7th November, 2020 where different experts from Oncology were invited to spread awareness on topics like Brest Cancer, Managing the emotional Health of Cancer Patients, Families and Caregivers
- B.Voc Retail Management & IT organised inter college logo competition in collaboration with Mega Tree on 18th October 2020, 12 different colleges participated in it. The contest aims to bring out creativity and knowledge of students in order to facilitate interaction, learning and growth.
- Organised Vaccination Drive for all students, staff and general public at JMC Campus in collaboration with Primus Super Speciality Hospital from 18th -20th June, 2021.

PART B

1. Attendance

Teacher	Class	No. and Topic of Paper	No. of Lectures Delivered	No. of students in different attendance categories					
				85% & above	80% & above but less than 85%	75% & above but less than 80%	70% & above but less than 75%	66.6% & above but less than 70%	Less than 66.6%
Dr. Anupreet Vig	1 st Year	Human Body-Basics- Anatomy and Physiology, Introduction to Hospital Industry, Medical Terminology1	220						
	2 nd Year	Quality in Healthcare Service & Medical Quality, Hospital Policies, Medical Software Application3	120						
	3 rd Year	Management of Non Clinical Departments Support and Utility Services, Health Services Legal & Ethical Issues,Bio Medical Waste Management & Radiation Safety,General Safety Codes, Fire Safety & Disaster Management in Hospitals, Branding and Promotion in Hospital, , Medical Terminology2, Planning of Hospital Functions	200						
Dr.	1 st Year	Store Display and	80						

ShaluSolanki		Visual Merchandising, Organization and Team Dynamics, Customer Experience Management, Customer Service and Customer Relationship Management, Health, Safety and Security, Team and Organizational Dynamics							
	2nd Year	Fundamental of Management, Customer Experience Management, Understanding leadership, Team and Organizational Dynamics	170						
	3rd Year	Marketing Management, Human Resource Management, Retail Store Operations and Sales, Process Compliance, Safety and Security	140						
Mr. Satyam	1st Year	Store Display and Visual Merchandising, Organization and Team Dynamics, Customer Experience Management, Customer Service and Customer Relationship Management, Health, Safety and Security, Team and Organizational Dynamics	80						

	2nd Year	Fundamental of Management, Customer Experience Management, Understanding leadership, Team and Organizational Dynamics	170						
	3rd Year	Marketing Management, Human Resource Management, Retail Store Operations and Sales, Process Compliance, Safety and Security	140						
Dr.Christu Doss	1st Year	EVS	48						
Dr.Pavitra Bhardwaj	1st Year	Computer Fundamentals	48						
Mr.Prabhat Rana	1st Year	Soft Skills	32						
	2nd year	English Communication	61						
	3rd Year	English	66						
Ms.Shraddha Banerjee	1st Year	Communication in Healthcare	17						
	3rd Year	Patient Behavior & Psychology	17						
Mr.Anurag Bora	1st Year	Medical Software Applications-1	17						
	2nd Year	Medical Software Applications-3	17						
	3rd Year	Hospital Engineering & Biomedical Engineering	18						
Dr.Birendra Singh	1st Year	Hindi	42						
Ms. Harshita	1st Year	Making Decision	52						

Bansal	2nd Year	Self & Personal Growth	56						
Ms. Deepa Krishna	1st Year	Front Office Operations-1	14						
	2nd Year	Front Office Operations-3, Insurance Management	72						
	3rd Year	Nursing Administration, Crisis Management	68						
Mr.Amarjeet	2nd Year	Fundamentals of Accounting	73						
Ms.Priya Dahiya	2nd Year	Introduction to Finance & Credit Management in Healthcare,Cash Management,Retail Store Operations & Profitability Management	74						
Dr. Minakshi Mitra	1st Year	Consumer buying behavior and Retail sales, Sales Management	36						
	3rd Year	Entrepreneurship and Small business	65						

2. College Society for which teachers in the Department are responsible:

Name of Teacher	Society	Indicate Convenor/Member	No. of students participated	Venue	Date
NA					

*Details of events organized by the societies to be given in the society reports only.

3. University assignments undertaken by teachers of the Department. (Paper setting for previous two semesters for which results are declared, syllabus committees, Member of Board of Studies, Member of Department Research Committee, etc)

Paper Setting

Name of the Teacher	Paper Name	Semester/Year	Supporting Documents/ Evidence
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Dr. Shikha (member)	Basic Statistics and Probability	Sem 5/ Year 3	
Ms. Sunita Narain (convener)	Basic Statistics and Probability	Sem 5/ Year 3	
Mr. Satyam, Mr. Amarjeet	Human Resource Management	Sem 5/ Year 3	
Dr. Meenakshi Mitra, Mr. Amarjeet	Entrepreneurship and small business	Sem 6/ Year 3	
Dr. Shalu Solanki	Marketing Management	Sem 6/ Year 3	
Mr. Prabhat Rana	English	Sem 3/ Year 2	
Mr. Amarjeet , Ms Priya Dhaiya	Fundamental of Accounting	Sem 3/ Year 2	
Dr. Shalu Solanki	Fundamental of Management	Sem 4/ Year 2	
Ms. Harshita Bansal	Self and Personal growth	Sem 4/ Year 2	
Dr. Pavitra Bhardwaj	Computer fundamental	Sem 1/ Year1	
Mr. Prabhat Rana	Soft Skills	Sem 1/ Year1	
Dr. Christu	Environmental Science	Sem 1/ Year1	
Mr. Prabhat Rana	English Communication	Sem 2/ Year 2	
Dr. Birendra Singh	Hindi	Sem 2/ Year 2	
Ms. Harshita Bansal	Making Decisions	Sem 2/ Year 2	

Syllabus Committees, Member of Board of Studies, Member of Department Research Committee, etc

Name of the Teacher	Name of the Committee/Board which they are a member in	Tenure	Supporting Documents/ Evidence
Ms.Sunita Narain	Moderation Committee(2020-2021)	NA	NA

4. Publications (books, research papers/articles and book reviews) by members of the Department during the course of the academic year.

a) Number of research papers per teacher in the Journals notified on UGC website

Title of paper	Name of the author/s	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal /Digital Object Identifier (DOI) number		
					Link to website of the Journal	Link to article/paper/abstract of the article	Is it listed in UGC Care list/Scopus/Web of Science/other, mention
NA							

b) Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher

Sl. No	Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher	Attach Cover Page, Title Page, Content Page
NA											

5. Participation of faculty in:

a. International Conferences held abroad, with topic, place and dates

b. National/International Conferences held in India, with topic, place and dates

Name of the Teacher	Dept.	Name of Conference/Seminar/Meeting/	Nature of Participation (participant/resource person/panelist)	Venue	Duration (from – to) (DD-MM-YYYY)	Attach Certificate of Participation
NA						

6. Teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)
(Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short Term Courses etc.)

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)	Nature of Participation (Participant or resource person)	Attach Certificate of Participation
Dr.Anupreet	FDP	24 th July,2020-25 th July,2020	Participant	
Mr.Satyam	FDP	24 th July,2020-25 th July,2020	Participant	
Ms. Sunita Narain	FDP	24 th July,2020-25 th July,2020	Participant	

7. Honours received by faculty members at the International/National level

Name of the teacher	Nature of Recognition	Granting Authority	Supporting Document
NA	NA	NA	NA

8. Teachers of the Institution participating in the following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies
- Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 - Assessment /evaluation process of the affiliating University

Year	Name of teacher participated	Name of the body in which full time teacher participated
NA		

9. Teachers who have completed Ph.D/ D.M/M.Ch./D.N.B Superspeciality/D.Sc./D.Litt.during the year

Name of full time teacher completing Ph.D./D.M/M.Ch./ D.N.B Superspeciality/ D.Sc./D.Litt.	Qualification (Ph.D./D.M/M.Ch./ D.N.B Superspeciality/D.Sc./D.Litt.)	Title of the Thesis	University	Attach Proof of Completion/Copy of Degree
NA	NA	NA	NA	NA

10. Number of teachers registered as Research Supervisor and students registered under them:

Name of the Teacher	Year of Recognition as Research Guide	University	Name of the student registered under the teacher	Year of registration of the student	Title of the thesis of the student
NA	NA	NA	NA	NA	NA

11. Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs, etc.

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/non-Government)
NA	NA	NA	NA	NA	NA	NA	NA

12. Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support/membership fee received (in INR)
NA	NA	NA	NA	NA

13. Mentor Ward Report

Name of the Teacher	Issues Raised	Issues resolved
Ms. Sunita Narain	Physical, Mental and emotional issues due to covid	Facilitated hospital beds, admission, medicines, vaccination. Reaching out to students and parents, giving counseling and moral support
Dr. Anupreet Vig	Physical, Mental and emotional issues due to covid	Facilitated hospital beds, admission, medicines, vaccination. Reaching out to students and parents, giving counseling and

		moral support
Dr. Shalu Solanki	Physical, Mental and emotional issues due to covid	Reaching out students and parents, giving counseling and moral support

***Attach the Mentor Ward List of the department teacher-wise with the report.**

Instructions to fill the Departmental Report

- Programme means the degree. For example: B.A. Programme, B.A. Hons, etc.
- Course means the subjects taught within the Programme. For example: Human Resource Management, Calculus, etc.
- The departments are requested to maintain all the supporting documents/reports on a Google Drive Folder (via Department's Mail ID) and attach the link of the respective folder in the tables above.
- All the above information is mandatory to fill.