

Jesus and Mary College

University of Delhi
Chanakyapuri, New Delhi - 110021
Accredited by NAAC with "A" Grade



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

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

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IQAC Meeting on 4th March 2020

Members Present:

Sr. (Dr.) Rosily, Principal

Dr. Alka Marwaha, IQAC Co-ordinator

Dr. Renu Gupta

Dr. Amrita Sastry

Dr. Pavitra Bhardwaj

Agenda:

To meet the Teachers-in-charge of all departments to discuss and share the following list of documents:

1. IQAC Internal Audit Report of the Department
2. Self-Assessment Proforma of the Department
3. Student Database Missing Information
4. Admission Letter proof for Students going for higher studies
5. Mentor Ward Attendance Sheets
6. Student Satisfaction Survey Formats
7. Department Feedback Analysis by the students.

Minutes:

- The departments have been asked to carefully study the IQAC feedback analysis of the PPTs made in 2018-19 and the department feedback analysis given by the students. Based on these feedbacks, the department should fill the Self-Assessment Proforma which should also include SWOC Analysis and Future Plans and submit it to IQAC by 27th March 2020.
- Teacher-wise attendance sheets for conducting the Mentorship programme were given along with guidelines as prescribed by NAAC. The departments have been asked to follow the guidelines and submit the attendance sheets to the Principal, along with a brief report by the end of March 2020.

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- The departments have been requested to share Student Satisfaction Survey with the students and brief them about the significance of NAAC Accreditation. The form is also available online on the NAAC Website (www.naac.gov.in).
- The list of students where information is required for completing the Student database was also enclosed and departments were asked to get it filled preferably by 10th March 2020 positively.
- Also enclosed was the list of students going for higher studies. Departments were asked to provide the proof of admission letter to the University/Institute in which they have taken admission. This information to be given latest by 27th March 2020.

Alka Marwaha

Dr. Alka Marwaha

IQAC Co-Ordinator

Sr. Roshni

Savitri

Dr. Parvita Bhardwaj

Reem

Amrita Saxena

