IQAC MEETING(Online) on 17th July, 2021

MEMBERS PRESENT:
1. Prof. (Dr.) Sandra Joseph - Principal, Jesus and Mary College & Chairperson IQAC
2. Dr. Alka Marwaha- Co-ordinator IQAC
3. Sr. (Dr.) Rosily- Former Principal, Jesus and Mary College
4. Dr. Renu Gupta- Member IQAC
5. Dr. Anu Ahuja- Member IQAC
6. Ms. Purnima Topden- Member IQAC (ON LEAVE)
7. Ms. Shalini Srivastava- Member IQAC
8. Dr. Alka Sehgal- Member IQAC
9. Dr. Pavitra Bharadwaj- Member IQAC
10. Dr. Amrita Sastry- Member IQAC

Agenda of the meeting: Upcoming Peer Team Visit

Minutes

1. It was decided that an Online Meeting of the TICs be called to give them a heads up on the Peer Team Visit. The Department Rooms have to be readied and the publications, project reports etc. to be kept on display in the DR at the time of the PTV. The departments should also prepare a PPT showcasing the achievements and activities of the department in the last 5 years. To this effect, an online meeting of the TICs will be called on Tuesday at 11:00 am.

2. A discussion was held on the constitution of some important committees, namely, Canteen Committee and Medical Room Committee which will be finalised in the Staff Council Meeting on Tuesday. It will be the responsibility of these committees to ensure smooth functioning of the Canteen and Medical Room.

3. Other subcommittees were also formed that shall take care of the overall presentation and look of the College. Dr. Anu Ahuja and Ms. Shalini Srivastava will be incharge of checking the infrastructural upkeep and cleanliness. They have already prepared a checklist of items that need to be installed like whiteboards in tutorial rooms. etc.
Dr. Renu Gupta and Dr. Alka Sehgal shall be incharge of the positioning of signage and direction-maps and proper allocation of notice boards to all departments and societies.
Complaints Box and Suggestions Box have to be installed outside IQAC Room. One Grievance Box to be put up in the Common Room. The signboard in the Visitor's lounge with the History of JMC has to be updated and reprinted.

4. It was clarified on Dr. Ameeta Motwani's query regarding the content of the NAAC PPT that both qualitative and quantitative metrics will be projected in the slides.
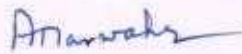
5. Dr. Amrita Sastry suggested that for regular website updates, data collection needs to be more organized and mandatory for each dept to send information to the website committee. In this regard, it was clarified that the IQAC representative will also execute this responsibility along with collating data for IQAC. This will be mentioned in the TIC Meeting.

6. Dr. Pavitra Bhardwaj will be heading the IT Infrastructure Team along with Mr. Gaurav Verma. They shall submit a report by next week about the IT augmentation data in the last five years.

7. Dr. Sandra suggested to have a 5 minute video encapsulating all the milestones in the 53 years' history of the college, to be prepared to show to the Peer Team. In view of this, it was suggested that Ms. Dolly Kapoor and Dr. Sona Andrews be roped in to do the needful considering the fact that they had brought out a coffee table book on 50 years of JMC. They should also be requested to put up an exhibition of photographs depicting 50 years journey of JMC at the time of PTV.

8. Dr. Ameeta Motwani suggested that the Societies prepare video clips of their events which can be amalgamated to show to the Peer Team in case an offline cultural programme is not feasible. A committee comprising of faculty and students to be constituted to prepare such a video.

9. It was suggested by Dr. Amrita Sastry that the core team has a meeting with each individual criterion to discuss their checklists and ppts.

Dr. Alka Marwaha
IQAC Co-ordinator