ACTION TAKEN REPORT

DEPARTMENT OF B.A. PROGRAMME

In a meeting, the Department has comprehensively analyzed and discussed the data received from the IQAC regarding the feedback from various stakeholders. The 'self-assessment proforma' has been used to reflect on the various processes of the Department. We are cognizant of our strengths and shall work to address the challenges that lie ahead.

Dr. Preeti Ghosh

(Teacher-in-charge)

Please use the following format to assess your own Department over the last 5 years (from 2015 onwards) along with a brief rationale for the same.

DEPARTMENT SELF ASSESSMENT FORMAT

	The department: B.A(prog)	1	2	3	4	5	Remarks/ Supportive statements (with examples and documents)
1	Indulges in curriculum enrichment	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extent:** The department organizes various curriculum enrichment programs for the students regularly in the form of workshops, talks and seminars. Among others, Computer Science department conduction a workshop for students of Computer Application on "Animation". The students were given hands-on training on the concepts of Animation through software tools. It was conducted on 10thApril,2018. This workshop gave the students insight into field of animation and Computer graphics.

2	Takes feedback from students each semester	Almost always	Often	Sometimes	Seldom	Never	**Almost always:** Students are given the opportunity to provide their invaluable feedback of the teachers teaching them. As per the procedures outlined by the IQAC, the Head of the Departments provide the feedback forms to the students in the form of a questionnaire, who mark their rating on the basis of the parameters like communication skills, subject knowledge, sincerity, discipline, work ethics, to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom etc. these forms are then evaluated by both the HOD and the Principal of the institution. The HOD's are evaluated directly by the Principal. The Principal analyzes all the reports and meets with teachers with a constructive feedback and corrective measures.
3	Caters to student diversity	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent PTSA**

| 4 | Takes interest in promoting opportunities for experiential learning for students | To a very great extent | To a great extent | To a moderate extent | To some extent | Not at all | **To a very great extent**
Department caters to students from diverse combinations and skills. In order to promote experiential learning, department organized various talks, trips, seminars for providing the platform for informative learning. The details are;
TALK ON MORAL PSYCHOLOGY: 21.8.2019
The first event that our department organized in this academic session was a 'Talk on Moral Psychology' which took place on 21.8.19. Dr. Smitha Sirker, Associate Professor (JNU, Delhi) presented views on the topic.
On the same day, there was another event which was, 'Poster Making Competition on E-Waste', conducted by the Computer department. First prize was won by Maurin Singh (3 rd year), second prize by Bhavya Sharma (2 nd year), and Betsy Abraham (1 st year) won the third prize.
FRENCH TALK: 3.9.19
On 3.9.19, the department organized a talk cum workshop on 'Translation of Pragmatic Texts: Techniques and Challenges'. The main speaker was Dr. Mohammad Faizullah Khan.
FRENCH EDUCATIONAL TRIP: |

| | | | | | | | **11.9.19**
Adding to this list of events, the next is 'French Educational Trip' on 11.9.19, to French library at Alliance Francaise de Delhi, followed by a French movie screening.
EVS FIELD VISITS
Field visits are organised to Aravalli Biodiversity parks and Yamuna Biodiversity Parks (01.10.2019, 04.10.2019, 18.10.2019, 21.10.2019) as a part of evs curriculum. (Annexure 4.1)
DEPARTMENT TRIP
Department organized a trip to Dalhousie and Khajjiar, from 17.10.2019 till 21.10.2019. This trip included a total of 56 students, 4 teachers and 1 trip coordinator.
The department also threw a photography challenge in Dalhousie, which was won by Maryam Khan (2 nd year, PSY-SY). |

5	Facilitates the students' cognitive, social and emotional growth through teacher student mentoring process	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent:** Mentoring is an ongoing process carried out by the faculty for the students. All the department teachers engage in both personal and group mentoring. All the issues concerning the well being of the students are duly addresses by the faculty and documented without mentioning the names of mentee. The meetings are held as per a schedule for general group counselling or at a convenient time of mentor and mentee for one-on-one basis.

| 6 | Identifies strengths of students and encourages them with appropriate level of challenges | To a very great extent | To a great extent | To a moderate extent | To some extent | Not at all | **To a great extent**
The mentoring process facilitates cognitive, social and emotional growth of the mentees. Through these sessions a mentor is able to identify/help identify strengths of the students and enables them to harness their skills/talents to the best of their abilities. The students then are able to showcase their strengths on various platforms such as intra, intercollege. Department fest Mélange 2020 with the theme
'Empowering Similarity, Celebrating Diversity' on 28 th January 2020 where JMC witnessed some memorable events. The inaugural ceremony was graced by a classical dance performance by Sapna Attavar, Dr. Nilima Chitgopikar presented
her latest writing, 'The Reluctant Family Man- Shiva in Everyday Life'. Various competitions such as- Creative Writing Competition (Write-A-Thon), Play on
Social Issues, Debate Competition, French Singing Competition, French Quiz and
Street Dancing Battle (Don't Kill The Street) were also organized. |

7	Makes efforts to engage students in review and continuous quality improvement of teaching learning process	Almost always	Often	Sometimes	Seldom	Never	**Almost always** through the use of innovative teaching aids, faculty members adapt to new method of teaching in order to improve the quality and methodology of teaching. With the use of audio-visual aids, teaching can be more effective and students can gain from such aids. Along with these various online resources can make teaching-learning process more efficient.
8	Encourages student participation in co-curricular activities	Almost always	Often	Sometimes	Seldom	Never	**Almost always** Annexure

9	Puts specific efforts to inculcate soft skills, life skills and employability/ financial independence	Almost always	Often	Sometimes	Seldom	Never	**E WASTE COLLECTION DRIVE AND AWARENESS CAMPAIGN: 25.8.19** The department proudly started 'E-Waste collection Awareness Campaign'. On 25.9.19 to motivate more and more people to participate in this. It was done in collaboration with an NGO 'Karo Sambhav'. This was followed by an 'E-Waste Collection Drive' from 26 th September 2019 to 3 rd October 2019. The collection drive was open to all departments. A total of 81 KGs waste and 261 items were collected.
10	Systematically encourages reflective practices in the pedagogy and assignments	Almost always	Often	Sometimes	Seldom	Never	**Almost always** Trying different ways of teaching and pedagogical tools to cater to every student's way of learning.
11	Changes the assignments given to students each semester	Almost always	Often	Sometimes	Seldom	Never	**Almost always** Different assignments are given which include individual effort or team work. Eg. comic strip making, PPT, subjective/objective question-answers, documentary/ short film making etc.

No.	Criteria						Response
12	Has extension activities and outreach	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To some extent**
13	Uses student centric methods for enhancing learning experiences	Almost always	Often	Sometimes	Seldom	Never	**Almost always** Task based learning approach is used where students work in groups, use their knowledge of the subject and strategies to accomplish a task. It helps in improving the competency in the subject and overall development of the student as an individual.
14	Analyses student results	Almost always	Often	Sometimes	Seldom	Never	**Almost always** Semestrial meeting with the principal is held to discuss and analyse the result.
15	Uses analyses of results for future planning	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extend** New methods are experimented to enhance teaching/learning process and to improve the result. Remedial classes are also given.
16	Keeps track of student progression	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent** Regular assignments and tests are given to track students' progress
17	Tracks alumni	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extent** The department has an alumni page of facebook

18	Organizes student activities	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent** Annual B.A.(prog) fest " Mélange" is organised which comprises of various competitions and activities. Many intra department activities are also held every year. Inter class competitions, collection drive etc.
19	Creates opportunity for enriching teacher quality	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extent** The workshops are organised by the college to enrich the quality of teaching. Organised a workshop for teachers on online interactive tools and Apps for teaching. Faculty development programme "Reimagining Academic Leadership-Redefining the Role of Teacher" and "Academic Excellence in the era of Disruption" dated 16. Dec, 2019, was organized by the college. Departmental teachers actively participated in the same.

20	Follows fair evaluation process	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent** Department follows guidelines prescribed by University of Delhi for internal and external evaluation process. Summative and formative method of evaluation is followed. The formative assessment is transparent as students have access to the portal where marks are uploaded and they can reach out to the their teachers for clarifications, if any.
21	Has timely evaluation process	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent** Evaluation is followed as per norms.
22	Evaluation process is meaningful to the students	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a very great extent** Students were provided with a proper feedback to students so that they can keep improving their performance.
23	Has library support for research	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extent** College library is equipped with internet facility, plagiarism check software, various journals and reference books, which are added time to time as per recommendations from department.

24	Supports faculty for undertaking research	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a moderate extent** Research publications are stated in Annexure 24.1.
25	Provides opportunity to students for research outside curriculum	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a moderate extent** Organized National conference on National Resources and Sustainable Development, 21 Jan, 2019. Muskaan Punj (BA Prog. student) with Dr. Divya Agarwal presented a poster paper presentation. (Annexure 25.1) Cop +25 Climate Action Course also helped students to understand and extend their thinking towards research. (Annexure 27.1, 27.2, 27.3) Bird watching expedition was carried out. Forest walk was organized dated 28 Sept, 2019 (Annexure 25.2)
26	Supports in-house collaboration (intra and inter department collaboration)	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To some extent** Talk organized by Department of BA Program collaborating between Philosophy and French subdivisions.

27	Supports collaboration with external bodies	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	**To a great extent** Cop +25 Climate Action Course was organized in the institute by Indian Astrobiology Research Foundation (IARF) (United Nations Centre for Excellence), Supported by Ministry of Culture, GoI, and Raman Science Centre. Course Coordinator: Dr. Divya Agarwal. (Annexure 27.1, 27.2, 27.3)
28	Has physical facilities that supports your plan	Excellent	Above average	Average	Below average	Poor	Above average Department makes use of the common facilities meant for all. There is a Departmental room for storing essential things.
29	Has provision for learning resources	Excellent	Above average	Average	Below average	Poor	Above average The Department facilitates learning by making available access to various resources in the college as well as outside the college.
30	Has access to learning resources	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	To a great extent By making use of e-materials for learning, the department takes extra effort to gather information and has adequate access to learning resources.
31	Has IT infrastructure	Excellent	Above average	Average	Below average	Poor	Average Department does not have its own IT infrastructure but readily makes use of the infrastructure available in the institute.

- What are your Best practices?

    - Creating an environment for learning by close interaction with the students.

    - Facilitating overall learning by providing opportunities for leadership, talent show and fair competitions.

    - Making available the opportunities for outside classroom -learning.

- Do you align yourself with best practices of college?

    Yes

- Reflect on the department's strength and weaknesses.

Strength-

    - Focus on overall learning.

    - A department with many combinations of subjects facilitates varied learning and hence aims for specific as well as common form of education.

    - Organising Parents-teacher meet.

Weakness-

    - The number of students is proportionally huge making it difficult to monitor and be at the service of each student.

- What are your plans for next:

- **1 year**- 1) Provide more opportunities for outside class room learning. 2) Starting of the yearly departmental Alumni meet.

- **3 years**- 1) The Department will make an effort to strengthen various subjects by offering GE papers or Honours courses to the students. 2) Organizing some National seminars.

Link for students feedback form

- https://docs.google.com/forms/d/1FUHI62RQynLtV5PI0xaUWNN9B24Tnr7lTZpXe2D2SwQ/viewform?ts=5d1ee854&edit_requested=true
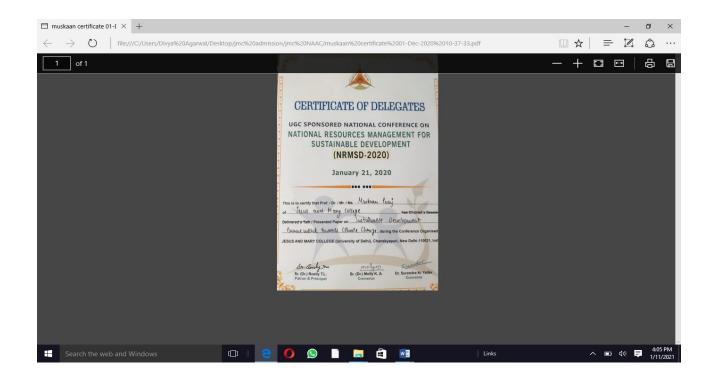
Annexure 4.1

Annexure 24.1

1. Divya Agarwal, Analysing the role of an individual in utilising organic waste towards plantation, implementing food technology and exploring the business needs (Sustainable Agri-Business via Food Technology): Case study of wheat grass (*Triticum aestivum*). Journal of Energy Research and Environmental Technology, 2019. ISSN 0094- 157X. pp

2. http://www.appleacademicpress.com/financial-intelligence-in-human-resources-management-new-directions-and-applications-for-industry-40/9781771889346

Annexure 25.1

Annexure 25.2

Annexure 27.1

Certificates awarded to 61 students for completing Cop+25 Climate Action Course (Cop+25 India Program 2019-20)

- https://drive.google.com/drive/folders/18lgJNTGBb0DMBKcHK7kNU1oEfvHqxIij?usp=sharing_eil&ts=5f42ba26

- https://drive.google.com/drive/folders/1jNJoUgIf1crprIlJc2p8HGO-3AzTH8We?usp=sharing_eil&ts=5f42ba11

Annexure 27.2

CERTIFICATE OF ACHIEVEMENT

This certificate is awarded on successful implementation of

COP+25 INTERNATIONAL CLIMATE ACTION COURSE

COP+25 India Program 2019-20 by

JESUS & MARY COLLEGE

NEW DELHI, DELHI

AIN25COP252274

Certification Code
Issued Mumbai 2019-20

Pushkar Ganesh Vaidya
Scientist & Head, ICUN

RATHIN DHOLAKIA
Director, IARF

Organized by IARF
iarf.res.in

Based on and Supported by
Chile-Madrid, COP25

Supported by
Raman Science Centre (NCSM)

CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to

DR. DIVYA AGARWAL

For successfully implementing

COP+25 INTERNATIONAL CLIMATE ACTION PROGRAM 2019-20

Role: COP+25 Climate Action Coordinator

Gold Medal CAC252274

Certification Code
Issued Mumbai 2019-20

Pushkar Ganesh Vaidya
Scientist & Head, ICUN

RATHIN DHOLAKIA
Director, IARF

Organized by IARF
iarf.res.in

Based on and Supported by
Chile-Madrid, COP25

Supported by
Raman Science Centre (NCSM)