

Jesus and Mary College

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Accredited by NAAC with "A" Grade



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ACTION TAKEN REPORT

DEPARTMENT OF VOCATIONAL STUDIES

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.

Ms. Sunita Narain
(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:	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	Course is the excellent mix of classroom teaching and practical experience and it has enriched curriculum prepared by Industry specific experts
2	Takes feedback from students each semester	Almost always	often	Sometimes	Seldom	Never	Feedback
3	Caters to student diversity	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	We have students from different States,different educational backgrounds.Please refer to the document B.Voc-HM Students Data B.Voc-RM&IT Students Data

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	<p>Students are sent for internships regularly to get hands on training and practical aspects of the subjects.</p> <p>https://drive.google.com/file/d/1hyMEgyE2w-dn2WXhDwOS-EFzKSIytAqQ0/view?usp=sharing</p> <p>https://drive.google.com/file/d/1b2G5Xp8Im-wc0v4Ij9B9tvVdcS2s9amqS/view?usp=sharing</p> <p>https://drive.google.com/file/d/1JCSXmyyEWQDw5T-8v32gnphsdCIL4Exw/view?usp=sharing</p>
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	<p>Students are being mentored regularly and few students who were facing emotional and medical issues were counselled frequently to manage their anxieties and to streamline them with the course curriculum</p> <p>https://drive.google.com/file/d/1p78nlGe_LcGVeqRJDDpwZw5i1VC</p>

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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	Understanding Students strengths and giving them challenges and tasks based on them. Also, we have a student who is a slow learner and one who has ADHD, work assigned to them is in accordance to their best of abilities and extra support is provided where needed.
7	Makes efforts to engage students in review and continuous quality improvement of	Almost always	Often	Sometimes	Seldom	Never	The ICT tools like PowerPoint Presentation, etc are used as Teaching Pedagogy in classrooms and the other innovative

	teaching learning process						methods like Role Plays, Group Discussions, Projects, Assignments, etc are employed regularly to impart the curriculum.
8	Encourages student participation in co-curricular activities	Almost always	Often	Sometimes	Seldom	Never	Students of B.Voc Department had participated in different Co-curricular activities and had bring laurels to department and college
9	Puts specific efforts to inculcate soft skills, life skills and employability/ financial independence	Almost always	Often	Sometimes	Seldom	Never	Students are sent for various internships and regular seminars/workshops are being conducted by Industry Experts to inculcate soft skills and life skills.Also,they are given opportunities to be part of both Campus placements and Department Recruitment Drives to make them financially independent.
10	Systematically encourages reflective practices in the pedagogy and assignments	Almost always	Often	Sometimes	Seldom	Never	Students are given Business Case Studies and concepts are also made clear with the help of Role Plays and Simulation exercise.

							<p>Assignment on Environmental Sustainability in Retail was given to B.Voc - RM&IT students.</p> <p>https://drive.google.com/file/d/1V-IRX9aA-W7r4C2bEAbooHicKnkmfoU1/view?usp=sharing</p>
11	Changes the assignments given to students each semester	Almost always	Often	Sometimes	Seldom	Never	<p>Assignments are updated and given in accordance with the latest developments in the Industry.</p> <p>Business Sustainability assignment was given to B.Voc students.</p>
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	<p>Outreach Programmes were being undertaken by the department in Geriatrics and Adolescents where the students visit hospitals, old age homes and schools to address the needs of the patients and old people and team the role of counsellors for Parents and Adolescents.</p> <p>Reach Out Program</p>

13	Uses student centric methods for enhancing learning experiences	Almost always	Often	Sometimes	Seldom	Never	<p>Students are given various role plays, quizzes to enhance learning experiences. For some subjects which are new to the students, pictorial learning is being imparted with the means of Flash Cards and Powerpoints.</p> <p>https://drive.google.com/file/d/1dObcwSFaVyZv3TSJHpWMvdBO24EbkMqO/view?usp=sharing</p>
14	Analyses student results	Almost always	Often	Sometimes	Seldom	Never	<p>Results of students are analysed every Semester to understand their performance and to understand the pain areas for the students.</p> <p>https://docs.google.com/document/d/1woj9KdCSaHSeQ76HwImvVEBcb703w6slzL08iEdUJQk/edit?usp=sharing</p> <p>https://drive.google.com/file/d/11Hvm8PyRUMqc8COF3n64oTJF3P-Vsbor/view?usp=sharing</p>

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	In accordance with the result analyses, students are being given assignments and extra support is also provided to the students who are lagging behind
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	Student progression is tracked and maintained with the help of Google Form https://drive.google.com/file/d/1-iJovzPfVMUwcB4biE9CQgPOvtcbsZy6/view?usp=sharing
17	Tracks alumni	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	Alumni meet organized on 11 th January 2020. https://drive.google.com/file/d/1tUWzSGtnu7N-SVru18mNalfJ90zptJsy/view?usp=sharing https://drive.google.com/file/d/14RUF_JxkO18OIA1TjeboKaHYhYEaOJ9J/view?usp=sharing Appointment letters of Alumni
18	Organizes student activities	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	Session on 'Career Options in Retail Management & IT' conducted by Mr. Anupam Kumar - Head of Planning (North

India), Reliance Retail on 13th Sep, 2019.
<https://drive.google.com/file/d/1JwATRvp7FTehh-9gfzfnfnPN0N89IhAib/view?usp=sharing>

A talk was conducted by **Mr. Apurve Sharma**, Senior Manager, Risk Advisory, Consumer and Retail Products Vertical, **Deloitte** on ‘Brand Building Strategies to cope up with everchanging Consumers’ and ‘E-commerce’ on 22nd April 2019.

https://drive.google.com/file/d/11D9t5oQtXVzV_W_bOfpagWyoED572fVT/view?usp=sharing

Session was conducted by PRIMUS Hospital on ‘Basic Life Support’ where students learned how to handle emergency situations on 11th March 2019.

B.Voc-HM students attended a seminar on **Gender sensitisation** held at Sir Ganga Ram Hospital and also presented papers for the same.

In the Golden Jubilee year 2018 and in its spirit of 'Empowering Women Through Transformative Education' a **Motivational Talk** was conducted by Ms. Deepti Pathak on the theme 'BREAK THE GLASS CEILING' on September 6, 2018.

Health Check- Up Camp was organised by B.Voc-HM at JMC in collaboration with Primus Super Speciality Hospital in August 2019. The camp was a huge success which saw huge participation by Students, Non-Teaching and Teaching Faculty

https://docs.google.com/document/d/1Pg6xb519jeQlr1ZraaTF4HxebqxmGedBv_sIwVH7kkY/edit?usp=sharing

B.Voc-HM organized it's very first Annual Event, "Healthcare Day on 6th November,2019. A plethora of events were held, including an inaugural talk on Digital Detox and Mental Health, a healthcare Puzzle competition and a power packed Zumba Session.

<https://docs.google.com/document/d/13TzNMWvHgha9YS0RX6uPR1Sf7P5TQ8n4xR6q4X7Z6KI/edit?usp=sharing>

On 3rd June 2020, the Department organised a Facebook Live in collaboration with Primus Super Speciality Hospital on the topic, "**Health Repercussions and Lifestyle Changes Post COVID- 19.**" Dr. SK

							<p>Chhabra HOD Pulmonary, Sleep and Critical Care, Primus Super Speciality Hospital, was the speaker.</p> <p>Seminars/Workshops</p>
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	<p>Mr. Satyam and Dr. Anupreet Vig participated in FDP on Online Teaching Tools organized on 24-25 July 2020 in Jesus and Mary college.</p> <p>Mr.Satyam FDP Certificate Dr.Anupreet Vig-FDP Certificate</p> <p>Mr. Satyam participated in UGC sponsored International Conference held at Jesus and Mary college on 28-29th March 2019 on the theme ‘Social Media Marketing – Opportunities and Challenges’</p> <p>https://drive.google.co m/file/d/1iYHf2mT2TT</p>

							DD4db0foJYhLhzS5ruzclz/view?usp=sharing Dr.Anupreet Vig had done a Digital Marketing Course from Google Digital on 31st July,2020. Dr.Anupreet Vig-Digital Marketing Dr.Anupreet Vig is also a certified Green Belt for Lean Six Sigma Program conducted by KPMG from 31st July-2nd August 2018 Dr.Anupreet Vig-Green Belt Lean Six Sigma
20	Follows fair evaluation process	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	B.Voc department has fair evaluation process
21	Has timely evaluation process	To a very great extent	To a great extent	To a moderate extent	To some extent	Not at all	B.Voc department has timely evaluation process

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	B. Voc department's evaluation process is meaningful to the students
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	Library has books on Research Methodology
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	B. Voc department supports faculty for undertaking research. Mr. Satyam , Faculty B. Voc wrote a research paper - " <i>Comparative Analysis of Social Media Marketing Competencies of Airtel, Vodafone Idea and Reliance Jio : A Study of Perceptions of Undergraduate Students of University of Delhi</i> " Presented and published in UGC sponsored International Conference held at Jesus and Mary College on 28 th & 29 th March 2019 ; Conference Proceedings ISBN number – 9789383848539 https://drive.google.com/file/d/15BKWO1bk3RxeBPdUzAMSWdvXvcs0n38b/view?usp=sharing

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	<p>B. Voc department provides opportunity to students for research outside curriculum. Students are every kind of opportunity during internships.</p> <p>https://drive.google.com/file/d/1wkVHe4ti1Fm7CxqnfptSfJcYtimndgS9/view?usp=sharing</p> <p>https://drive.google.com/file/d/11W1RuNaOweg7OCtiDTgg9Zfjfg0CjIxf/view?usp=sharing</p> <p>https://drive.google.com/file/d/1QApu2Bb7IRfWD9oDiEKtfagW-WD1plN8/view?usp=sharing</p>
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	<p>B. Voc department supports in-house collaboration. B. Voc Retail Management and IT and B. Voc Healthcare Management jointly organized Healthcare Day and Health Camp</p>

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	<ul style="list-style-type: none"> • MOU with Marks & Spencer • MOU with Hypercity • MOU with FAB India • MOU with Fortis Hospital • MOU with CLEARMEDI • Letter of Consent between Reach Out,SGRH and JMC <p>MOU's-B.Voc-HM</p> <p>https://drive.google.com/file/d/1aMHWiObCEH1BZCBex3dx9S8Pm3EGHzfo/view?usp=sharing</p> <p>https://drive.google.com/file/d/1HKSndU0tg5cW7MIL_EB--MYaPaH16kSb/view?usp=sharing</p> <p>https://drive.google.com/file/d/1ZHKK75eb-QdhYVpDahx0MSJS0GHKo34L/view?usp=sharing</p>
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28	Has physical facilities that supports your plan	Excellent	Above average	Average	Below average	Poor	Healthcare Lab, Classrooms with projectors
29	Has provision for learning resources	Excellent	Above average	Average	Below average	Poor	Our library has a lot of books on Management. PPTs on all topics of the syllabus are given by teachers to students.
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	Students use Google classroom to access the online teaching resources like PPTs/ notes.
31	Has IT infrastructure	Excellent	Above average	Average	Below average	Poor	Students have facility of computer labs.

- What are your Best practices?

1. Audio -Visual aided teaching for students
2. Role plays and Business simulation exercises/games.
3. Group discussions.
4. Out-of-box thinking
5. Internships in leading corporates in Retail and Healthcare
6. Placement support
7. Periodic review of attendance of students and informing both parents/students of short attendance through e-mails/messages/posts giving them opportunity to take corrective measures well in time
8. Parent-Teacher meet each semester: particularly those facing problems

[Short Attendance Screen shots](#)

- Do you align yourself with best practices of college?
 - For B. Voc. Programmes, classroom teaching through power-point presentations (PPTs) is done.
 - Students are made to do role plays where they have to recreate a real-life job situation whereby they learn-by-doing.
 - Group discussions are held every week to prepare the students for their final placement.
 - Students are encouraged to do *out-of-box/lateral* thinking which is done by assigning them various projects/3-D working models/assignments/seminars/ workshops etc.
 - B.Voc students are sent for internships every semester.
 - B.Voc students are placed in reputed companies and corporate hospitals.
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- Reflect on the department's strengths and weaknesses.

Strengths:-

- Course Curriculum equips the students with market oriented jobs and employability.
- Flexibility associated with multiple exit points caters to diverse student groups.
- The department gets a lot of Industry experts to conduct classes for Skill Subjects to give professional exposure to the students.
- Regular seminars and workshops are being conducted to inculcate practical skills by Industry experts.
- Healthcare Lab gives exposure to students for hands on training.
- The ICT tools like PowerPoint Presentation, etc are used as Teaching Pedagogy in classrooms and the other innovative methods like Role Plays, Group Discussions, Projects, Assignments, etc are employed regularly to impart the curriculum.

- Outreach Programmes are undertaken by the department in Geriatrics and Adolescents where the students visit hospitals, old age homes and schools to address the needs of the patients and old people and team the role of counsellors for parents and adolescents.
- Mentor-Ward sessions are conducted regularly where the teacher facilitates the students' cognitive, social and emotional growth

Weaknesses:-

- The department still have to conduct Sponsored Seminars

- What are your plans for next:
 - 1 year-To introduce more popular,sort after,futuristic Courses
 - 3 years-To plan for Vertical mobility of B.Voc students by bringing in Post graduation Courses

To conduct a Sponsored Seminar.