

# Jesus and Mary College

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



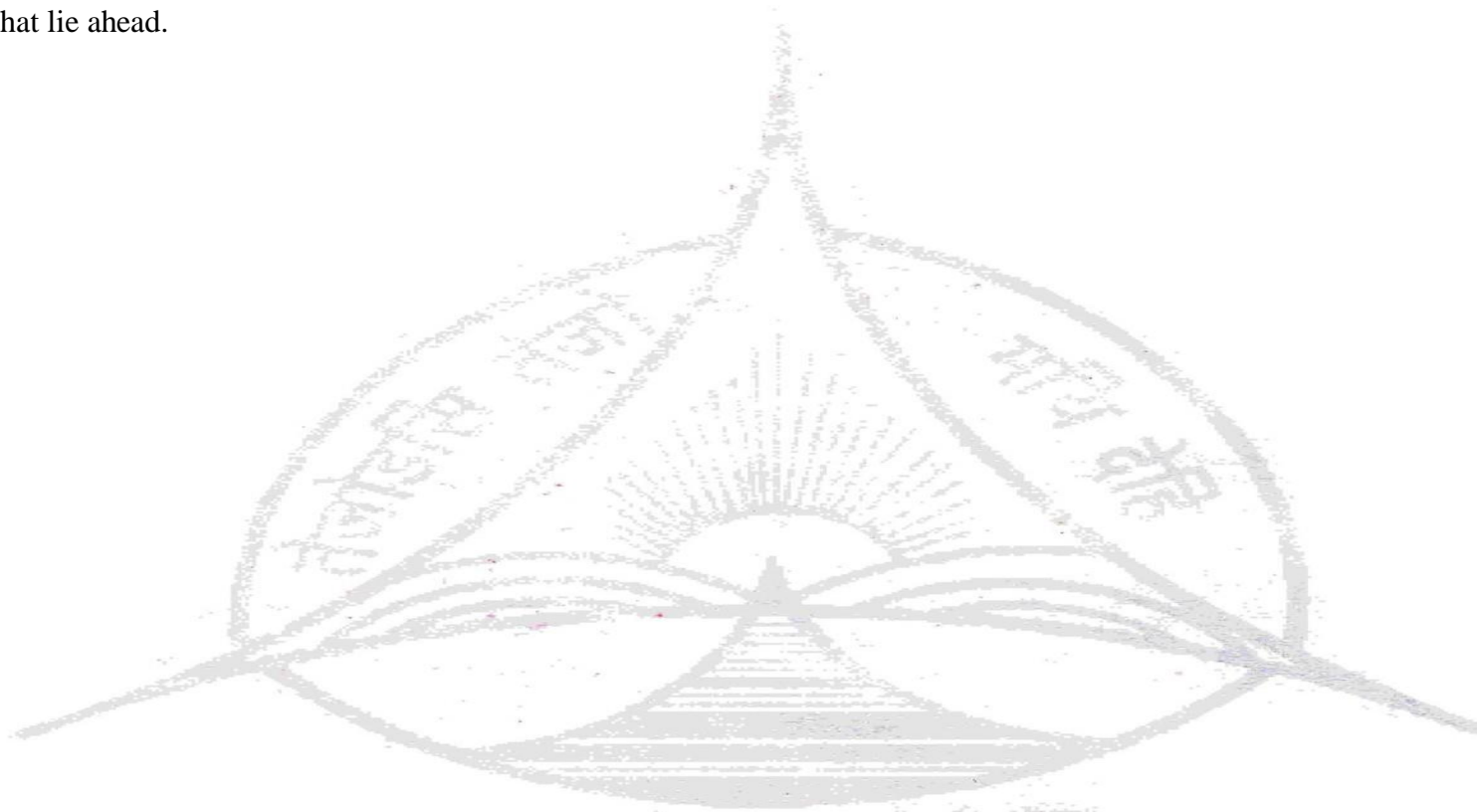
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## ACTION TAKEN REPORT

### DEPARTMENT OF COMMERCE

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. Sunita Kaistha  
(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	<ul style="list-style-type: none"> <li><sup>1</sup>Q4&amp;5 in the department reports of the Department of Commerce which are attached below: 2015-16: Pg5-6 2016-17: Pg8-12 2017-18: Pg13-18 2018-19: Pg17-24 2019-20: Pg11-23</li> <li><sup>2</sup>Documentary &amp; Photographic evidence attached Q1,4,5,8,9,13,18</li> </ul>
2	Takes feedback from students each semester	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li><sup>2</sup>Refer Folder 2 Supporting Document File Q2 &amp; Q7 Attached as PDF file.(Pie Chart)</li> </ul>
3	Caters to student diversity	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"> <li><sup>2</sup>Refer Folder 2 Supporting Document File name Q3</li> </ul>

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	<ul style="list-style-type: none"> <li>• Same as Q1 attached below.</li> <li>• <sup>2</sup>Refer Folder 2 Supporting Document File Q4(a),13</li> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Experiential learning Q4,13</li> </ul>
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	<ul style="list-style-type: none"> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Mentor-Mentee List Q5a</li> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Q5(b)</li> <li>• <sup>2</sup>Documentary &amp; Photographic evidence attached Q1,4,5,8,9,13,18</li> </ul>
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	<ul style="list-style-type: none"> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Q6.</li> </ul>
7	Makes efforts to engage students in review and continuous quality improvement of teaching learning process	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>• Pie Chart attached same as Q2</li> <li>• Details in Self Assessment Report</li> </ul>
8	Encourages student participation in co-curricular activities	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>• <sup>1</sup>Q4&amp;5 in all department reports covers the following area:</li> </ul>

							<p>2015-16: Pg5-6  2016-17: Pg8-12  2017-18: Pg13-18  2018-19: Pg17-24  2019-20: Pg11-23</p> <ul style="list-style-type: none"> <li>• <sup>2</sup>Documentary &amp; Photographic evidence attached Q1,4,5,8,9,13,18</li> </ul>
9	Puts specific efforts to inculcate soft skills, life skills and employability/ financial independence	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>• <sup>2</sup>Refer Folder 2 Supporting Document 9(a)</li> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Q9(b),10</li> <li>• <sup>2</sup>Documentary &amp; Photographic evidence attached Q1,4,5,8,9,13,18</li> </ul>
10	Systematically encourages reflective practices in the pedagogy and assignments	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>• <sup>2</sup>Refer Folder 2 Supporting Document Q9(b),10</li> </ul>
11	Changes the assignments given to students each semester	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>• The assignments are changed every year to keep pace with the socio-economic political environment.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <sup>1</sup>Q3&amp; 6in all department reports covers the following area:  2015-16: Pg4,6  2016-17: Pg5-8,12  2017-18: Pg5-12,19  2018-19: Pg7-17,25</li> </ul>

							<ul style="list-style-type: none"> <li>2019-20: Pg9-11,30</li> <li><sup>2</sup>Refer Folder 2 Supporting Document Q12</li> </ul>
13	Uses student centric methods for enhancing learning experiences	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>Details in SA document</li> <li><sup>2</sup>Documentary &amp; Photographic evidence attached Q1,4,5,8,9,13,18</li> </ul>
14	Analyses student results	Almost always	Often	Sometimes	Seldom	Never	<ul style="list-style-type: none"> <li>Analysis in SA report</li> <li><sup>2</sup>Refer Folder 2 Supporting Document Q14</li> </ul>
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	<ul style="list-style-type: none"> <li>Remarks in SA report</li> </ul>
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	<ul style="list-style-type: none"> <li><sup>2</sup>Refer Folder 2 Supporting Document Q16,17</li> </ul>
17	Tracks alumni	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"> <li><sup>2</sup>Refer Folder 2 Supporting Document Q16,17</li> <li><sup>2</sup>Photographic evidence Q17(a)</li> </ul>
18	Organizes student activities	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"> <li><sup>1</sup>Q4&amp;5 in all department reports covers the following area: 2015-16: Pg5-6 2016-17: Pg8-12 2017-18: Pg13-18 2018-19: Pg17-24 2019-20: Pg11-23</li> <li><sup>2</sup>Refer Folder 2 Supporting Document Q18</li> </ul>

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	<ul style="list-style-type: none"> <li><sup>1</sup>Q9 &amp; 10 in all department reports covers the following area: 2015-16: Pg7-8 2016-17: Pg13-17 2017-18: Pg21-24 2018-19: Pg26-37 2019-20: Pg32-41</li> <li><sup>2</sup>Refer Folder 2 Supporting Document Q19</li> </ul>
20	Follows fair evaluation process	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"> <li>Remarks in SA report</li> </ul>
21	Has timely evaluation process	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"> <li>Details in SA report</li> </ul>
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	<ul style="list-style-type: none"> <li>Details in SA report</li> </ul>
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	<ul style="list-style-type: none"> <li><sup>1</sup>Details of library budget given under Q14 in all department reports: 2015-16: Pg9 2016-17: Pg19 2017-18: Pg27 2018-19: Pg44 2019-20: Pg45</li> </ul>
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	<ul style="list-style-type: none"> <li><sup>1</sup>Publication details given in department report Q8: 2015-16: Pg7 2016-17: Pg13 2017-18: Pg19-20 2018-19: Pg25-27 2019-20: Pg30-31</li> </ul>

							<ul style="list-style-type: none"> <li><sup>1</sup>Q9 &amp; 10 in all department reports covers the following area: 2015-16: Pg7-8 2016-17: Pg13-17 2017-18: Pg21-24 2018-19: Pg26-37 2019-20: Pg32-41</li> </ul>
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	<ul style="list-style-type: none"> <li>Details in SA report</li> </ul>
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	<ul style="list-style-type: none"> <li><sup>1</sup>The details are mentioned in Q4,5 (all) 10,11(2018-19, 2019-20) of department reports: 2015-16: Pg5-6 2016-17: Pg8-12 2017-18: Pg13-17 2018-19: Pg17-22,24, 38 2019-20: Pg11-23 and 41-42</li> </ul>
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"> <li>Same as Q26</li> </ul>
28	Has physical facilities that supports your plan	Excellent	Above average	Average	Below average	Poor	<ul style="list-style-type: none"> <li>Reference to SA report</li> </ul>
29	Has provision for learning resources	Excellent	Above average	Average	Below average	Poor	<ul style="list-style-type: none"> <li>Remarks in SA report</li> </ul>
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	<ul style="list-style-type: none"> <li><sup>2</sup>Refer Folder 2 Supporting Document Q30</li> </ul>

31	Has IT infrastructure	Excellent	Above average	Average	Below average	Poor	<ul style="list-style-type: none"> <li><sup>2</sup>Refer Folder 2 Supporting Document Q31</li> </ul>
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<sup>1</sup>Department Report 2015-16 to 2019-20: Folder 1 (Department reports)

<sup>2</sup>Supporting Documents including Photographic evidence

### ❖ What are your Best practices?

The department started functioning in 1972, presently having over 550 students and nearly 150 students of commerce based B.A. Prog.

- The department encourages a holistic environment of research and development thorough various collaborations, namely
  - The first with The American Business School of Paris, France for a summer programme to be held partly in JMC and partly in ABS, Paris on Luxury Brand Management.
  - The second is an exchange programme with North China University of Technology, Beijing for research and seminars.
  - A collaboration with Jagannath International Management School, Kalkaji, New Delhi for a National level Inter College Management Quiz Competition – Comquest.
- Supporting and motivating students through various societies programs, conferences and academic events. Some of the societies under the department -
  - Management Interaction Cell (MIC) – focuses on giving practical exposure to students by organizing talks, and corporate and industrial visits. This helps in bridging industrial-academics gap.
  - Mercurian Times – The E-Newsletter of the department to encourage students to come out with their creative thoughts, ideas and opinions
  - TEDx JMC – An independent TED conference event for organizing interactive sessions with motivation speakers.
  - NEEV – The Training and Development Cell focuses on organizing internships for the students through internship fairs and conducting sessions to prepare them for Group Discussions and Personal Interviews.
  - COSMOS – A WWF initiative and a Social Entrepreneurship club working with various social, economic and environmental projects.
  - Some other College Societies initiated by the department members include – Mercatus, The Marketing Society; E-Cell, The Entrepreneurship Cell and FIC, The Finance and Investment Cell.
- The department supports the adoption and usage of ICT
  - Commerce Department understands the use of ICT and digital literacy & the way it has changed the teaching process. The department was the first one to purchase and install its own Projector to enable an interactive classroom teaching. Teachers were also provided with handy microphones and speakers to support their teaching.



- During the pandemic time also, the department has conducted three successful webinars with an average of 300-400 participants through Google Meet and live streaming on YouTube.
- The department believes in leveraging the strength of its Alumni network and hence invites its various alumni to its events and has organized a department level Alumni Meet too. As a matter of building healthy relations, department has also started inviting its alumnae to empower skills to the students for their placements.
- Good placement record of the department with 43 students placed through on-campus placement in the year 2019-20 with the highest ever grossing package of Rs. 10 lakhs p.a. by Bain Capability Network.
- Increase in number of seminars, talks, events and conferences organized by the department (*Details in the Department Report*).
  - The department has organized two Conferences over the span of last five years, one being the International Conference in 2019.
  - Three Web Seminars were organized in 2019-20.
  - 39 seminars / events were organized by various commerce department societies in the academic year 2019-20
- Department faculty members are very much involved in Research and other projects, including non-profit, attending Conferences, Faculty Development programmes and Seminars.
- Department of Commerce has always been proponent of Green Initiatives. Going green is a great way to reduce our environmental footprint and help the planet. With the motto of reduce, re-use & re-cycle, frequent paper collection drives are held to inculcate the habit of proper waste management and recycling amongst our students
- Commerce Department also encourages mentoring and guiding students and having one to one interaction in dealing with their general, career related and personal stress related issues.
- Department has created its own Book Bank where teachers contribute the sample copies of text books received. The initiative helps needy students.

#### ❖ **Do you align yourself with best practices of college?**

The department does align itself with various best practices of college, such as:

- **Placement** - The placement ratio of department students is very high, with 44 students placed in the academic year 2017-18 to 95 students placed in 2018-19. For getting internships for students the department has set-up the training and development cell – NEEV in the year 2019 where the students outside the department can also register and reap benefits of internships and various informative sessions. In the very first year itself, the cell was able to assist approximately 800 students of the entire college through its three internship fairs and eight different talks and seminars.
- **Green Initiative** – The department at its level as well as through its societies have encouraged adoption of various green initiatives and motivates the students to create a proper and healthy environment, to reduce our carbon footprints, and adopting the 4R's of Sustainable Environment, i.e, reduce, reuse, recycle and recover. The COSMOS was established with the purpose of creating a better community through social, economic and environmental measures. The society started the Project related to food industry and then later averted to the field of sanitation, making the

prototypes of Bio Enzyme and Air Freshener from fruit peels and waste. The society celebrated the sustainability week through a Book Collection Drive.

❖ **Reflect on the department's strength and weaknesses.**

*Strengths:*

- Excellent **Esprit de Corps** -Cooperation and Teamwork amongst the Faculty members
- **Dynamic and Focused Students**
- Cordial **Faculty-Student Relationship** and interactions
- Good **Campus Placement** record of the Department of Commerce students
- **Maximum internships** are undertaken by the Department of Commerce students
- Bigger and better **Com'Acumen** every year
- The Department of Commerce successfully hosted **International Conference** bringing laurels to the College
- Young faculty participating in **higher number of FDP's** will bring positive effect to subject related classroom interactions
- Impressive number of **meritorious students** receiving felicitations
- Increase in number of **Seminars, Workshops, Conferences, Talks**, etc. held by the department for better learning of students aligned with their academic goals
- Manifold increase in **outstanding visitors** to the department
- An international research collaboration **MoU with NCUT, Beijing, China** to promote and reinforce stronger academia (2020)
- In times of adversity, when the world is facing the havoc by coronavirus and students are under deep stress and feel disoriented about their future, Department of Commerce **pioneered the concept of webinars** in the college by holding 5 different webinars to motivate and aware the students. With the idea that pandemic would push the world into change and our students should be fully equipped to embrace the new redesigned world, esteemed guests from academia and industry were invited over online webinars to engage, guide and mentor our students
- Department of Commerce has always been proponent of **Green Initiatives**. Going green is a great way to reduce our environmental footprint and help the planet. With the motto of reduce, re-use & re-cycle, frequent paper collection drives are held to inculcate the habit of proper waste management and recycling amongst our students
- **Launch of Luxury Brand Management Course** in collaboration with American Business School, Paris where students would be partly taught in India and partly in Paris, France. This course would introduce students to unique elements of the “Luxury French Touch” and illustrate how it is implemented across different luxury disciplines (2020)

*Weaknesses*

- **Basic infrastructure and Internet facilities** not available -Outdated Hardware and Old Generation Software system should be replaced. Laptops need to be updated with latest software (including Anti-virus Software)
- **No permanent absorption** of ad-hocs, leading to financial distress, Lack of job security. Very few facilities available for their personal safety or professional development, thereby hampers the teaching-learning culture of the university
- **Syllabi for BAP Commerce Papers** are ill-conceived with neither depth nor focus on application especially for AECC

❖ **What are your plans for next:**

○ *1 year*

- More **Exchange Programs** with institutions worldwide to stand apart both at the National and Global level
- Focus on strengthening the **Mentor Mentee counselling sessions**
- **Increased Industry Participation** through workshops, seminars and talks for better learning of students
- Having **maximum internship** to improve upon the employability prospects of our students
- Organising **In-house FDP's** for the faculties to keep them abreast with evolving pedagogies and other technological developments
- More **Research Projects** for Faculty and Students -Incorporating research component enabling students to develop independent critical thinking skills along with oral and written communication skills
- NEEV will work in a more concerted manner and focus more on **placements and internships**
- Undertake more extension activities- Participation of commerce students in **community development programmes**
- Introducing **green practices and initiatives** at department level
- To start **mental health** society and **HR** society
- Starting Add on Programmes/Courses- **Undergraduate Programmes (BMS) can be introduced.**

○ *3 years*

- Enter into **MOUs and Academic Partnerships** with institutions
- Placement of students to be fine-tuned to meet the aspirations of the students and expectations of employers especially for **BA Prog Commerce Students**
- Develop a **Teaching Learning Centre**(apply through Ministry of education)
- Starting Add on Programmes/Courses- **Postgraduate (M.Com)**
- **Synergistic Collaborations**
- To host **Annual National/ International Conference** by the Department dedicated to the contemporary themes aimed at result oriented interactions between academia and industry

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## 1. The Department Indulges in Curriculum Enrichment

The curriculum enrichment includes engagement with syllabi, addressing the physical and mental wellbeing of our students, and preparing them for their personal and professional lives outside the college walls. This is done by careful planning, right from infrastructure to daily processes to create an enabling learning environment and ensure effective curriculum transmission.

Every stakeholder of the department including teachers, students and alumni are invited to make learning a collaborative experience through their ideas and opinions. Inter-disciplinarily, diversity, sensitivity forms a significant aspect of our vision of providing transformative education to women.

The department as a whole believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for an egalitarian and sustainable society.

- The Department offers various papers under the CBCS System which provide **experiential learning** like they learn how to file Income Tax returns, how to maintain accounts and generate reports on Tally, how to design a website on HTML, etc.
- The students of the department undertake many **project works, field works, internships** in several areas like Finance, Marketing, Tax, Accounting, etc.
- Department has organised several **Annual Fests, field trips** for students so that they can experience participative management and practical learning.
- The Department organises **Assemblies** regularly to impart Value education to students.
- **Industrial visits** are organised by the department to help students to get an insight of the real-life situations. For example:
  - Visit to SEBI where the students attended a Special lecture on “Financial Education” given by Mr. Sharad Sharma (General Manager, SEBI, Northern Regional Office) followed by an interactive session.
  - Corporate Visit to Ernst & Young.
  - 5 students from JMC were invited on the occasion of Solar Alliance meeting where Ms. Brune Poirson, Minister of State for Ecological and Inclusive Transition of France spoke on alternate sources of energy.
- Introduced **30 hours Course on “Introduction to Stock Markets”** in collaboration with Bombay Stock Exchange (BSE).
- The Ministry of External Affairs in a Public Private Partnership with Tata Consulting Services conducted a session on Passport Application Process.
- “Building Future Business Leaders – Risk Simulation Game” (In Collaboration with Global Risk Management Institute, Gurugram)
- The Department organizes **National and International Conferences, Seminars, Workshop, Talks** which enhances student’s participation in research and development.

## 2. Takes feedback from students each semester

- It is not mandatory for the department to collect feedback from the students. However, the department teachers in their personal capacity collect feedback from their students so as to deliver better lectures each passing semester.
- The college does collect student feedback on central level as can be evidenced from the collective feedback received for the department, being depicted through pie charts in the attached file.

## 5. Facilitates the students' cognitive, social and emotional growth through teacher student mentoring process

### Cognitive Growth:

- Students were advised to take add on courses to increase their job market skills.
- Career counseling was done.
- Reading habits, especially of newspapers, were advised to be increased, even if through apps.
- Online learning was facilitated and their concerns were addressed even by giving extra time.
- Students' concerns were alleviated by sharing communication received from the University from time to time.
- Yoga and other physical activities were advised to be followed for cognitive concentration and enhancing capabilities.
- Upcoming professional challenges were discussed.
- Use of technology as a contributor to networking were discussed.
- Queries and concerns about the completion of the courses due to disruption of classes as a result of the teachers strike and the riots in Delhi were addressed.
- They were guided about how to choose the right course from among various options available to them.
- LORs were given to students who were interested in pursuing further studies from foreign universities.
- The importance of self-study in college was discussed.
- They were advised to organise time so that they can cope with various demands on their time including academic work, extra-curricular and department activities, extension activities in the college and their personal and family needs etc.
- Extra help was provided to students who miss classes due to various reasons like joining late, extra curricular activities, sports, loss of connectivity during lockdown period etc.
- Career opportunities and placements & how to face interviews were discussed.
- Students were guided with regard to the importance of internships and workshops in shaping up and adding value to their professional as well as personal growth.

### Emotional Growth:

- Students were advised the positive side of staying with the family during the lockdown period.
- Students' apprehensions about attendance related issues were solved by explaining the well placed system of ECAs.
- Solved problems of students regarding OBE examinations, online classes (connectivity issues) etc.
- Guided students in stress related issues caused due to additional burden of household chores.
- Desire for independence versus family pressures to comply with family expectations especially on choice of friends, partying out beyond a particular time and their addiction to smart phones or video games or binge watching.
- All efforts were made to help the students understand that they would not be held back due to shortage of attendance.
- Students were counseled on issues related to Internships being lost because of the Pandemic and not able to join courses abroad.
- Yoga was advised to be followed for emotional balance.
- Advice was given as to how to remain positive during anxious times like pandemic by being busy with doing things for which they were not finding time earlier.
- Students' concerns related to their safety in commuting long distances were discussed.
- Students were advised to develop a positive attitude towards life and how meditation can be of help.
- Sharing own experiences and other stories to make students feel comfortable with different life problems.
- Few mentees even raised issues regarding the discomfort they faced with one male faculty. The matter was further reported to the Teacher In-charge and the Internal Complaints Committee (ICC) of the college. **Action Taken:** The Teacher In-charge took it up with the Principal and forwarded it to ICC. The Internal Complaints Committee reacted upon the matter and took necessary action. This matter was resolved in the GB meeting and services of that faculty were terminated.
- Asked mentees to do a **Personal SWOT Analysis and discussed** how they can work upon their weaknesses and overcome them.
- Students showing less self confidence were purposely given responsibilities.
- Com'Acumen 2019 was organized on the theme: Mental health stigma and empowerment.
- A webinar was organized on the theme: Covid 19 Outbreak: Psycho-social support to the youth on 10<sup>th</sup> May, 2020.

## Social Growth

- Students were advised as to how they can reduce plastic waste by carrying their own water bottles and carrying home cooked food. They were advised to participate in anti plastic campaigns for 'reduce, reuse and recycle'.
- Ways of reducing air pollution were discussed like use of public transport, carpooling etc.
- Advice was provided to students as to how they can handle people with depression, anxiety related issues.

## 6. Identifies strengths of students and encourages them with appropriate level of challenges

- The department always encourages and motivates students to actively participate in various activities of the department and college for the overall personality development of students.
- They are encouraged to be a part of various talks, seminars, conferences, fests, cultural and compulsory societies where they can work in different capacities and hone their talent and skills.
- Commerce students hold leadership positions in the student council and are also given award of excellence on an yearly basis.
- Bake sales are organized from time to time by various societies to raise funds. Things sold are made/cooked by members.
- Games stalls are organised where students come out with innovative ideas about games in order to raise funds. Like Lucky 7, color amaze, lighting the candles, holding a brick and many more.
- Competitions - Slam poetry, Photography, Debate, Rangoli and Creative Writing, Talent hunt (Singing/Dancing), Mad-Ad, etc. competitions.
- Yoga demonstrations

Two of our specially-abled students, Kajal Mishra and Lucky Singh, participated in a running event organized on the Sports Day and won prizes.

## 7. Makes efforts to engage students in review and continuous quality improvement of teaching learning process

- Feedback through a survey taken from students, and pie chart analysis is done
- Feedback taken by individual teachers at the end of the semester for their respective papers
- **Formative feedback** techniques like interactive classroom activities, assignments and tests are also used by the teachers

## 9. Puts specific efforts to inculcate soft skills, life skills and employability/ financial independence

- The Commerce Department's underlying idea is to inculcate and engage students with important skills such as -good communication, leadership qualities, relationship building or partnering, ability to learn and grow with changing circumstances, being aware and cautious of one's ethical disposition. Our students attend sessions on how to appear in the interviews, how to develop personality, what are the career paths, etc. which help them to build good communications skills, life values and ethics, language ease, etc.
- Students get an exposure to plethora of interesting career choices by interacting with the **alumni** on various platforms - story telling sessions, sharing of experiences of being a commerce student.
- The students also discuss their interest areas and motivations with the faculty members and seek guidance accordingly.
- Many professionals and eminent personalities from management and business schools visit the campus to discuss the scope, avenues and opportunities in the future, share their experience and interact with the students.
- Many **talks and interactive sessions** are held for the students to provide them extra support and knowledge about different aspects like Finance, GST, etc so that they develop employment skills.
- The tutorial time is used for enhancing teaching learning experience as is done in smaller groups and it gives individualised attention to students.



- Each teacher acts as a **mentor** for a group of students and helps them in career planning, coping with peer and family related issues and also gives them emotional and moral support and guidance.
- The department engages students to organise and participate in the **Assemblies** which are based on themes which impact people, society, environment, world, etc. This helps them to remain attached to their roots and lead a sustainable, healthy and happy life.
- The department also engages in community outreach activities such as: Collaboration with NGO “Raunak- Helping Hands” for Paper Recycling, Kerala Flood Collection Drive.
- The Department has formed in house societies which focuses on training and development, employability, skill development, and create atmosphere of healthy competition and team working.

❖ **NEEV: The Training & Development Centre** was set up under the aegis of Department of Commerce, Jesus & Mary College with the plan of periodically liaising and interacting with the corporate world to explore the possibilities of training and career opportunities for the students. Aiming to bridge the gap between the candidate’s skills and the industry needs by producing competent resources equipped with excellent training and professional etiquettes, NEEV provided a platform to the students of JMC to hone their professional skills and build a bold foundation to nurture their prospective career roadmap.

❖ **Cosmos, Jesus and Mary College** is a part of the college network established by World Wide Fund, India. It was founded in 2019. It is a social entrepreneurship society and works for the betterment of the community through social, economic and environmental measures. It works on an MPO structure.

❖ **E-Cell** - aims to provide expedience to nascent entrepreneurs in their journey to become thriving business barons. With the vision of seeding the entrepreneurial spirit, E-Cell wishes to inculcate core competencies and a network to connect with like-minded individuals.

❖ **Management Interaction Cell** is the Corporate Cell of Jesus and Mary College which aims to bridge the gap between academics and the actual corporate world. Our aim is to nurture the enthusiasm of our members and provide them with opportunities to gain practical exposure.

❖ Established in 2017, **Finance and Investment Cell** not only works for imparting financial knowledge to college students but also the development and growth of its members. The society creates a professional aura for the students. Creating an environment conducive to continuous intellectual development. We strongly believe that finance has and will always be one of the quintessential jobs for any industry and hence we aim to create a better understanding of financial affairs and ignite in the students, the curiosity to learn more and become better stakeholders and global citizens.

## 10. Systematically encourages reflective practices in the pedagogy and assignments

The Department assesses the faculty periodically to reflect on the different practices employed by teachers. We encourage various pedagogical practices such as site visits, sessions by experts in the field and experiential learning through e-resources. Alongside, we also allot assignments through multiple formats to make sure the students understand the practical application of the subject in the real world. Role-plays, case-studies, project-work and presentations are a few examples.

### 13. Uses student centric methods for enhancing learning experiences

The Department of Commerce has made dedicated efforts to help students develop confidence and understand their own potential. The purpose behind such an exercise is to develop leadership quality and ensure that they become successful in every walk of life nationally and internationally. Some of the methods used by the department of commerce in this process are:

- **Management Interaction Cell (MIC)** has been established which helps to combine theoretical knowledge with practical knowledge, through visits to Industrial/ Corporate houses. It gives students a platform to enhance their interpersonal skills and provide an insight regarding internal working of companies.
- **Neev** focuses on organizing internships for students through internship fairs.
- **Cosmos** is a social entrepreneurship society working with various social, economic and environmental projects for girls & women.
- **Field trips** to biodiversity parks etc. are organized to promote grass root understanding of concepts.
- **Extensive use of Case studies** to improve the problem-solving ability of the students.
- Use of **ICT & E-resources** by students is encouraged. College provides library access to every student.
- The department employs an **interactive approach** through discussions, debates, oral group presentations to encourage greater participation and interactive learning. (COMQUEST & COMACUMEN)
- **Project work is assigned** in all practical subjects to encourage teamwork and participative learning.
- An annual newsletter is published by the Mercurian Times to nurture creativity and support skills. The members of the Mercurian times participate actively.
- **A dedicated Activity period** is assigned every Wednesday to organize various events by different commerce based societies.
- **Short-duration Add-on courses** like BSE Stock Market course was conducted to fill the gaps in knowledge and give students a competitive edge.

### 14. Analyses student results

The Commerce department being one of the largest departments in terms of student and faculty strength in the college; having six sections of Bachelor in Commerce (Honours) and three sections of Bachelor in Commerce has always been performing very well in examinations.

- Jesus and Mary College being the constituent college of the University of Delhi follows the university norms for conducting exams and result declaration. The exams are conducted at the university level and the official Gazette is released for the various courses.
- At the end of each session, subject teacher meets the Principal to discuss improvement in results.
- The statistics from 2015-16 onwards has been taken into consideration. The average pass percentage of B.Com (Hons) is 97.5% and that of B.Com is 98% (data taken 2015-16 onwards) and even 100% in the year 2017-18. The department students have been performing well both at college and at the university level. Ms. Shivani Gupta, a student of B.Com (H) has been the Second University Topper in 2017-18.

- The data shows an excellent performance by the students in the semester-end exams indicating a good command over the subject matter and various skills being taught and practiced. As a result of which our students get placed in reputed corporates through on-campus placement, drawing good packages and they have been pursuing post-graduate from best business schools in India and abroad. The highest package in on-campus placement drawn by the commerce students has gone up from Rs. 4.6 lakhs p.a. in 2017-18 to Rs. 10 lakhs p.a. in 2019-20. (*A supporting document has been attached for the same*).
- Apart from semester end examinations, the students are also assessed on the basis of continuous internal evaluation. Every subject teacher conducts class test/ group projects/ assignments/ presentations, etc. for the student's understanding of the subject matter and analyzing their performance constantly throughout the session to help them properly execute their learning during the exam.

### 15. Uses analyses of results for future planning

Yes, the department is very much engaged in analyzing the results and discussing the future planning.

- The department aims at quality learning through practical examples and case studies, and emphasizes on finding learning gaps through continuous assessment of students so that they become more confident of their abilities.
- For the advanced as well as for slow learners, the subject teachers take extra classes as and when required & regular tutorials.
- Teachers also initiate one-to-one conversation with students, encouraging and giving suggestions and directions for their better performance during exams and for their career after under-graduation.
- The department identifies top performers and encourages them to take steps to accelerate their performance. Students who are falling below the performance level or with Essential Repeat (ER) in exams are also been supported.

### 17. Tracks alumni

- The department held its first annual alumni meet in November 2018 as an endeavor to connect with alumni and build a stronger alumni network base. The picture collage of which can be seen as attached.
- The college through its social media handles aims to keep the alumni connected to their alma mater and updated about the events and major happenings in and about the college.
- Student Progression database is maintained for harnessing greater benefits for the individuals, society and nation. The database which can be found in the attached excel file serves as a channel for leveraging mutually beneficial engagement between department and the alumni.

### 19. Creates opportunity for enriching teacher quality

- Teachers take initiative to learn and **keep abreast with the latest developments**, to adopt innovative practices, continuously seek improvement in their work and strive for individual and institutional excellence.

- Excellent Esprit de Corps is observed and practiced in the department. **Cooperation and Teamwork** amongst the Faculty members is maintained. Teachers are allotted specific duties and responsibilities for organising various curricular and extra-curricular activities of the department.
- Young faculty members are encouraged to participate in **Refresher Courses, FDPs** which enrich their knowledge and helps in their professional development.
- There is a separate **Department Room** where teachers can sit and read, study, etc. This room is used for Department meetings, keeping and maintaining books, records of teachers, etc. The setting and arrangement of this room is such that teachers get an atmosphere for doing self-academic work.
- The Department has faculties from **diverse cultural and regional backgrounds** which augments quality of teaching and learning.
- The majority faculty members are **Doctorates** which is a motivating factor for young faculty members to pursue their research aspirations.
- Department has signed **MoU with International Universities** for Student and Faculty Exchange which is aimed at enhancing international teaching and research experience.
- The Department organizes **National and International Conferences, Seminars, Workshops** in which faculty members get an opportunity to present papers, chair technical sessions. Interactions with experts and eminent personalities who are invited for these events, expand and enrich teaching learning experience.

## **20. Follows fair evaluation process**

- The faculty is aware that the evaluation procedure should be transparent and properly communicated to students. Therefore, the evaluation process of each programme is clearly explained to students by the teachers.
- Rules and regulations of the University of Delhi are followed not only in letter but also in spirit.
- The online prospectus also displays the format of the evaluation process. Each course in the Commerce department has 25 marks assigned for internal assessment. The distribution of 25 marks is as follows 1. Attendance =5 marks 2. Assignment/project =10 marks 3. Internal test=10 marks.
- In Internal Assessment, the marks awarded by individual teachers are monitored by the Moderation Committee. Also, if a student feels that she has been under marked in any test or assignment, she can approach the Teacher, who then explains the shortcomings in the assignment or tests to the respective student.
- The answer sheets of internal tests are shown to students for a transparent review, before the marks are uploaded on the Jesus and Mary College web portal. Teachers are also encouraged to give re-tests and permit students improve their scores.
- Students are asked to sign the final internal assessment list in office before these are finally submitted to the university; in case of any discrepancy the students are free to contact the concerned teacher.

## 21. Has timely evaluation process

- The department ensures that the deadlines regarding evaluation process set by the University and the college in the staff council meeting are strictly adhered to.
- Each teacher is encouraged to show the students their answer scripts before marks are uploaded on the portal.
- The students are informed well in advance about the dates of internal assessment & practical exams.

## 22. Evaluation process is meaningful to the students

- The evaluation process is meaningful to the students as the feedback of assignments, test and presentations are provided to students in the class as well as in the tutorials.
- The department gets the desired outcome from the students by providing extra/remedial classes for academically weaker students and encouraging others to make extra efforts for an enriched and enhanced understanding of the subjects.

## 23. Has library support for research

- The College library has 100 Mbps internet centre to access e-journals through **INFLIBNET and N-LIST, Reference Section, Book Bank, a seminar room, a research & audio-visual room and a counselling-cell**. The department utilizes all the e-resources like e-books, e-journals, reference books, etc for effective teaching and research.
- The College Library uses Troodon ILMS software, version 5.6 which was fully automated in 2006. Some of the key features of the software provided by Comtek Services Pvt. Ltd. are easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.
- The Circulation module of the software covers all the operations of circulation right from creating member records to printing of reminders for outstanding books. The key features of the module are single screen Issue, Return and Renewal with total details of members, membership records with photo and statistical reports on membership.
- The **Database Maintenance module** covers all operations of database creation and maintenance. It takes records from the acquisition module for the books recently acquired. The key features of the module are duplicate checks with on-screen record comparison, provision to scan and add News Paper Clipping Article Indexing and Accession register printing. Additionally, the software has an excellent Support and Updates system.
- To encourage original writing among students and teachers, the Library also has access to fully automated software, **URKUND** which checks submitted text for plagiarism.
- The department has a **separate room** in which each teacher is allotted separate cabinet for keeping their books, other academic materials, etc.
- The department room has adequate furniture where teachers can sit and do their academic work.

## **24. Supports faculty for undertaking research**

- The college through IQAC promotes research climate in the institution through conducting various research-oriented seminars and workshops beneficial to the faculty.
- At department level, senior teachers offer collaborative opportunities to younger faculty while also mentoring them for publication of various papers and books. Besides collaborative efforts, a lot of teachers publish in their individual capacity too. All publications can be evidenced in the attached excel file.
- The faculty continuously strives towards their professional development through participation in various orientation programmes, refresher courses & FDP's, which can be attested through the attachment.
- The supporting documents also contain data related to awards and fellowships received by teachers in last 5 years reinstating their proved caliber towards research.

## **25. Provides opportunity to students for research outside curriculum**

- Students of the commerce department develop many important skills outside of the classroom. These include leadership skills, time-management skills, research experience, and job experience through internships.
- Teachers also guide students in conducting research, that allows students to apply classroom knowledge to real-world problems
- A project on “China ASEAN Free Trade Agreement and how it may change after the pandemic 2019-20” was conducted by students under the guidance of Dr. Reena Marwah
- Dr. Vibha Mathur was the Principal Investigator of Innovation project titled “ State of life after sixty in the 21<sup>st</sup> Century, Delhi” funded by DU submitted in March, 2015

## **28. Has physical facilities that supports your plan**

Our plan to provide experiential learning and practical know-how of the subjects is supported by the necessary infrastructure. Quite a few subjects use the projectors installed in classes as an aid to teaching. Students use this setup to give presentations in class too.

## **29. Has provision for learning resources**

The faculty as well as the students has the provision of the library as well as the e-resources made available through the Delhi University portal. The library works extensively to get new titles of books to make the collection as exhaustive as possible. Faculty is also approached to sift through the books and suggest any other reading material or periodicals that could be added to the existing resources.

### **30. Has access to learning resources**

The library has made it possible to access the vast collection available in the form of books and journals. Login IDs have been provided to the faculty in order to streamline access to e-resources. This helps in better coordination with students as the teachers are able to provide handouts or any material needed to aid the teaching-learning process. Teachers individually provide access from time-to-time on request basis, to students who seek help in projects or any type of research paper they take up.

Since March 2020, due to the pandemic Covid-19, teaching has gone online. E-resources are available and list is attached.

### **31. Has IT infrastructure**

- Most of the class rooms have been provided with an LCD projector and white board which are used to make learning a better experience.
- Teachers of the department try to make the best use of the technology in their teaching process. They use and share E-books which are very useful for the students.
- Some teachers also use microphone-connected speakers to enable them to reach all the students in the classroom effectively.
- Teachers make Power Point presentations in the classrooms which enable an interactive engagement with the students.
- Various practical subjects like computer science, income tax filing etc. are taught in the college computer labs.