

DAV College, Sector 10, Chandigarh

Minutes of Meeting

IQAC Meeting was held on February 24, 2021 at 10 a.m. in the office of Principal:

Agenda for the IQAC Meeting: Item 1. Joining of New IQAC Team

Proceedings:

As per the agenda set for the meeting, appointment letters were received by New IQAC committee members. New IQAC committee members took over the charge of IQAC.

Dr.Sunita Patnayak handed over the keys of IQAC room and almirah and shared the password of IQAC email ID. Dr.Pawan Kumar Sharma, Principal congratulated the New IQAC Team.

The meeting ended with a formal vote of thanks by Coordinator IQAC to the Honorable Chairperson, Dr. Pawan Kumar Sharma and to all the members of IQAC for their valuable suggestions.

DAV College, Sector 10, Chandigarh

Minutes of Meeting

Agenda for the IQAC Meeting held online on March 2, 2021 at 11 a.m.

Item 1. Discussion on the pervious AQAR Reports

Item 2. Providing Career Counselling to students

Item 3. Discussion on enhancing Research at all levels

Item4. Preparation for AQAR 2019-20.

Item 4 Plan of Action

Any other issue with the permission of the chair

Proceedings:

Item 1. Discussion on the pervious AQAR Reports

Due to Covid , AQAR reports of 2018-19 and 2019-20 were pending. It was unanimously decided that previous IQAC Committee will submit the pending reports as early as possible.

Item 2. Providing Career Counselling to students

Principal, Dr. Pawan Sharma suggested for upgrading the website and the website should have the appropriate links.

Dr Manju Dewan suggested that to bridge this gap, an active career counselling seminars should be organized. More impetus should be given to • Communication Skills • Computer Literacy • Skill-based courses.

Dr. Anjali Sharma suggestion was to create a Career Option Site on the website of the college which should provide job options in various fields such as computers, science, banking or

insurance sector, teaching etc. Dr. Ashima and Dr. Karan Singh Vinayak suggested to add addresses and phone numbers of organizations seeking trainees/employees on the website.

Dr. Karan suggested to organize webinar to guide the students for the preparation of civil services and other career opportunities.

Item 3. Discussion on enhancing Research at all levels

Generation of Research-oriented atmosphere: All committee members stressed upon the importance of enhancing research atmosphere in the college. Our college teachers are the members of PG Board of studies in Zoology. They have informed the IQAC team that New Research Methodology paper was introduced in M.Sc. Zoology from this session. All committee members also decided to organize webinar on research methodology in collaboration with various departments.

Item4. Preparation for AQAR 2019-20.

All committee members decided to form the new Google forms to collect the data from all departments for AQAR 2019-20.

Item 4 Plan of Action

New IQAC team had decided to organize various webinars on Post Covid opportunities and to cope with the stressful conditions of covid in collaboration with various departments. All committee members also stressed upon the celebration of National and International days.

The meeting ended with a formal vote of thanks by Coordinator IQAC to the Honorable Chairperson, Dr. Pawan Kumar Sharma and to all the members of IQAC for their valuable suggestions.

Action Taken: Pervious committee were informed to submit the pending AQAR reports. And Previous IQAC team had started the preparation of AQAR 2018-19. Data collection work was started to submit AQAR 2019-20. Mr. Aman was given instructions to upgrade the website of the college. Webinars will be organized in collaboration with various departments.

DAV College, Sector 10, Chandigarh

Minutes of Meeting

Agenda for the IQAC Meeting held online on May 8, 2021 at 12.00 p.m.

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on March 2, 2021.

Item 2. Parent-Teacher Meeting Item

Item 3. Extension for the last date of submission of AQAR 2019-20.

Item 4. Preparation for AQAR 2019-20.

Item No. 5. Plan of action

Item No. 6. Designing of New Feedbacks

Item No. 7. Constitution of committee to conduct for Green audit, Energy audit and environment audit. Quotations for Green audit, Energy audit and environment audit.

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on March 2, 2021.

Up-gradation of website had already started. Previous IQAC team had submitted the AQAR 2018-19 on 5.5.2021. Various webinars were organized.

Item 2. Parent-Teacher Meeting Item

It was unanimously decided to hold the online Parent Teacher meetings.

Item 3. Extension for the last date of submission of AQAR 2019-20.

Dr. Manju Dewan, IQAC Coordinator informed the committee members that keeping in view the COVID circumstances, NAAC has extended the date for submission of AQAR for the year 2019-20 till 31st May, 2021. Adding to this Principal, Dr.Pawan Kumar Sharma stated that the previous IQAC team keep themselves updated with regard to guidelines issued by NAAC from time to time.

Item 4. Preparation for AQAR 2019-20.

Data compilation work for AQAR 2019-20 was started .

Item No. 5. Plan of Action

New IQAC team chalked out the action plan.

Item No. 6. Designing of New Feedbacks

Item No. 7. Constitution of committee to conduct for Green audit, Energy audit and environment audit. Quotations for Green audit, Energy audit and environment audit.

New committee constituted to invite the quotations and conduct the Green audit, Energy audit and environment audit.

All members decided unanimously to design the new Feedback forms for AQAR 2020-21

Action Taken: The members of the IQAC shortlisted the fields which need to be given more importance in the near future. Previous IQAC team members were asked to submit the pending AQAR reports. New IQAC team started to form the new feedback forms. New committee constituted to invite the quotations and conduct the Green audit, Energy audit and environment audit.

Minutes of Meeting

Agenda for the IQAC Meeting held online on June 25, 2021 at 12.00 p.m.

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on May 8, 2021.

Item 2. New IQAC Committee as per the NAAC guidelines.

Item 3. Quality parameters related to NAAC

Item 4. Bolstering the Mentorship Programme

Item 5 Appreciation of Faculty members for online teaching

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on May 8, 2021.

Item 2. New IQAC Committee as per the NAAC guidelines.

New IQAC committee were constituted as per the NAAC guidelines.

Item 3. Quality parameters related to NAAC

More meetings of the HODs/Conveners to be held to speed up the pending work.

Weaknesses mentioned in NAAC report of AQAR of 2018-19 were discussed.

Strengthening of the MIS System to enable proper collection of data for the next AQAR .

Item 4. Bolstering the Mentorship Programme

Principal Pawan Sharma advised to continue with the on-going mentorship system as teacher-student bond could prove to be more successful as compared to the one of student-professional.

Item 5 Appreciation of Faculty members for online teaching

Principal Pawan Sharma appreciated the efforts of the faculty during lockdown period for taking online classes of the students. She further stated that this has been acknowledged by the media also. It was discussed and decided by the committee members that the college will organize a Faculty Development Programme to give detailed training to the faculty for using different online teaching modes such as Zoom, Google Meet, Webex, Google Classroom as well as creating and using interactive quizzes through platforms such as Kahoot, Google Forms, and Microsoft Form.

The meeting ended with a formal vote of thanks by Coordinator IQAC to the Honorable Chairperson, Dr. Pawan Kumar Sharma and to all the members of IQAC for their valuable suggestions.

Action Taken: New members were added in IQAC committee. Renovation of networking in College for better internal connectivity. Various activities and competitions were organized increase knowledge, expression and communication skill.

DAV College, Sector 10, Chandigarh

Minutes of Meeting

IQAC Meeting was held on July 13, 2021 at 12 a.m. in the office of Principal:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on June 25, 2021.

Item 2. Welcome to new members in IQAC

Item 3. Bridging the Academia-Industry gap plans

Item 4. To consider suggestion for the landscaping and beautification of the Campus and Hostel

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on June 25, 2021.

Item 2. Welcome to new members in IQAC.

Principal Dr Pawan Sharma welcomes the new members in IQAC team.

Item 3. Bridging the Academia-Industry gap plans

Discussion was held to bridge the Academia-Industry gap- plans

All the committee members suggested for starting new UGC NSQF PG Diplomas in 2021-22.

Item 4. To consider suggestion for the landscaping and beautification of the Campus and Hostel

Dr. Ranju Gulati suggested to take steps for the beautification and landscaping of College; increase in the number of gardeners, involvement of students and alumni in the same.

Action taken: New UGC NSQF PG Diplomas will be started in 2021-22. Gardeners were given instructions for the landscaping and beautification of campus.

Minutes of Meeting

IQAC Meeting was held on August 10, 2021 at 11.30 a.m. in the office of Principal:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on July 13, 2021.

Item 2. Introduction of new skill courses

Item 3. AQAR 2019-20

Item 4 Feedbacks 2020-21

Item 5 To promote extension Activities.

Item 6 Celebration of National and International days.

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on July 13, 25, 2021.

Item 2. Introduction of new skill courses

Advertisement of New skill courses was prepared and circulated.

Item 3. AQAR 2019-20

Discussion was held regarding the submission of AQAR 2019-20. Principal Dr. Pawan Kumar Sharma told new IQAC team to submit the AQAR 2019-20

It was unanimously decided that new IQAC team will submit the AQAR 2019-20.

Item 4: Feedbacks and Student Satisfaction Form 2020-21

A very Good response was received for feedback as well as student satisfaction forms.

Item 5 To promote extension Activities.

Various societies/N.S.S/N.C.C./ Various departments were suggested to participate in various extension activities.

Acton Taken: Data compilation work was started to submit AQAR 2019-20. Various webinars were organized in collaboration with various departments. Feedbacks and Student Satisfaction Form were collected and analysed.

Minutes of Meeting

IQAC Meeting was held on October 29, 2021 at 11.30 a.m. in the office of Principal:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on August 10, 2021.

Item 2. Curriculum enrichment

Item 3. Introduction of new skill courses

Item 4. Installation of Solar Panels

Item 5 Organisation of Capability enhancement programs

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on August 10 , 25, 2021.

Item 2. Curriculum enrichment

Discussion was held to review the grade given by NAAC Peer Team while discussing the grade 'A' allotted by the NAAC Peer team. The following points were discussed:

There is a greater involvement of the faculty in designing of courses in Panjab University.

Supporting documents should be collected. Faculty members were encouraged to attend the Faculty development programs.

Item 3. Introduction of new skill courses

Three new skill based P.G. Diplomas were introduced in the college.

Item 4. Installation of Solar Panels

Work for the installation of solar panels were started.

Item 5 Organisation of Capability enhancement programs

Acton Taken: New skill courses introduced. Conduction of online activities for students to celebrate important National and International days to inculcate the awareness and spirit of Patriotism. Various capability enhancement progras like yoga sessions were organies by NSS and NCC. IQAC team members started to collect the supporting Documents. Faculty members attended the various Faculty development programs. National and International days were celebrated by various departments.

Minutes of Meeting

IQAC Meeting was held on December 13, 2021 at 11.30 a.m. in the office of Principal:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on October 29, 2021.

Item 2. Cleanliness and sanitization of the College campus

Item 3. Speedy construction of main auditorium.

Item 4. Submission of AQAR 2019-20

Item 5 Offline Classes

Any other issue with the permission of the Chair

Proceedings:

As per the Agenda set for the meeting, the following issues were discussed:

Item 1. Presentation of Report on action taken with regard to the issues discussed in the meeting held on October 29, 2021.

Item 2. Cleanliness and sanitization of the College campus

College premises is cleaned and sanitized as per requirement and norms.

Item 3. Renovation of main auditorium.

It was decided to speed up the process of renovation of main auditorium .

Item 4. Submission of AQAR 2019-20

Preparation of AQAR for the session 2019-20 is in progress which will be completed before the deadline fixed up by NAAC.

Item 5 Offline Classes

It was discussed and decided that the classes will be held as per the SOP and all the necessary precautions will be taken for the safety of students. The students must follow SOP and social distancing norms and must be informed about the same through mentoring groups.

The meeting ended with a formal vote of thanks by Coordinator IQAC to the Honorable Chairperson, Dr. Pawan Kumar Sharma and to all the members of IQAC for their valuable suggestions.

Action Taken: College premises is cleaned and sanitized as per requirement and norms. AQAR for the session 2019-20 was prepared and submitted. Offline classes were started as per the SOP decided by Chandigarh Administration.