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# D.A.V COLLEGE

Sector 10, Chandigarh-160011

(A Premier Postgraduate Co-educational College Accredited With 'A' Grade By Naac)

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 Honourable Chairperson, Dr. Pawan Kumar Sharma and to all the members of IQAC for their valuable suggestions.

Dr. Pawan K. Sharma

Dr. Sunita Patnayak

Dr. Manju Dewan

Dr. Anjali Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Principal  
DAV College  
Chandigarh



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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 ManjuDewan 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.

*Manju* *Aw* *contd. -* *AS*

*Aw*  
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#### 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.

Dr. Pawan K. Sharma *Aw*

Dr. Manju Dewan *Manju*

Dr. Anjali Sharma *AS*

Dr. Ashima Thakur *Ashim*

Dr. Karan Vinayak *KV*

Mr. Aman *Aman*

*Aw*  
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## 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.

*Manju*

*Aw*

*contd.*

*Aw*  
Principal  
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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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Anjali Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Aman

Principal  
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## 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. He 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.

*Mayer* *Q* *W* *Contd.---*

*W*  
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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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Anjali Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Sanjay Saini

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## 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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Ranju Gulati

Dr. Meenu Adhera

Dr. Deepti Madan

Dr. Mandeep Kumar

Dr. Anjali Sharma

Dr. Ritu Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Sanjay Saini

Principal  
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## 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.

**Action 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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Ranje Gulati

Dr. Meenu Vadhwa

Dr. Deepti Madaan

Dr. Mandeep Kumar

Dr. Anjali Sharma

Dr. Ritu Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Sanjay Saini

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## 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

**Action 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 programs like yoga sessions were organized 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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Ranjeet Gulati

Dr. Meenu Vadhwa

Dr. Deepti Mahajan

Dr. Mandeep Kumar

Dr. Anjali Sharma

Dr. Ritu Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Sanjay Gai

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## 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.

Dr. Pawan K. Sharma

Dr. Manju Dewan

Dr. Rajju Gulati

Dr. Meenu Vadhera

Dr. Deepti Madaan

Dr. Mandeep Kumar

Dr. Anjali Sharma

Dr. Ritu Sharma

Dr. Ashima Thakur

Dr. Karan Vinayak

Mr. Sanjay Saini

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## Minutes of Meeting

IQAC Meeting was held on March 4, 2022 at 12.30 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 December 13, 2021.**

**Item 2. AQAR 2019-20 submitted**

**Item 3. In charges of Different Criterion**

**Item 4. Extended Committee of IQAC**

**Item 5. Timeline to submit AQAR 2020-21**

**Item 6: To start Value added courses in next session.**

**Item 7. To open Day Care Centre in college**

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 December 13, 2021.**

Confirmation of the minutes of the last meeting

**Item 2. AQAR 2019-20 submitted**

AQAR for the session 2019-20 was submitted on 15/12/2021 and accepted on 03/01/2022.

**Item 3. Extended Committee of IQAC**

IQAC committee was extended and new members were added. Criterion wise committees were made.

**Item 4. Timeline to submit AQAR 2020-21**

Timeline to submit AQAR was extended up to May 15, 2022.

**Item 6: To start Value added courses in next session.**

All the committee members had decided to start value added courses in the session 2022-23.

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

*[Handwritten signatures and initials]*

*[Handwritten signature]*  
Principal  
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## Item 7. To open Day Care Centre in college

All the committee members unanimously decided to open the day care centre in the college campus and committee was constituted to look after this work.

**Action Taken:** Criterion wise convenors and members were suggested to extend the IQAC committee. Dr Meenakshi will be the convener of the committee to make the list of value added courses in consultation with head of the departments.

Principal

Dr. Manju Dewan

Dr. Deepti Madaan

Dr. Meenu Vadhera

Dr. Ranju Gulati

Dr. Anjali Sharma

Dr. Mandeep Kumar

Dr. Ritu Sharma

Dr Karan Vinayak

Dr. Aashima Thakur

Mr. Sanjay Saini

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## Minutes of Meeting

IQAC Meeting was held on August 16, 2022 at 11.00 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 March 4, 2022.**

**Item 2. Timeline to submit AQAR 2020-21 got extended**

**Item 3. To acquaint about participation in NIRF-2022 and India Today Ranking**

**Item 4. To encourage the faculty to publish more research papers.**

**Item 5. More skill development Programs**

**Item 6. Introduction of Value added Courses**

**Item 7. Green Audit, Environment Audit and Energy Audit Reports**

**Item 7. Installation of QR Codes on trees and plants in the Botanical Garden of the college.**

**Item 8. To organize various extension activities, workshops, quizzes Celebration of National and International days etc.**

**Item 9. Organization of Youth Festival**

**Item 10 . Student Council Election**

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 December 13, 2021.**

Confirmation of the minutes of the last meeting

**Item 2. Timeline to submit AQAR 2020-21 got extended**

Timeline to submit AQAR 2020-21 got extended up to December 2022.

**Item 3. To acquaint about participation in NIRF2022 and India Today Ranking**

The college had already submitted the data for NIRF 2022, AISHE and India Today Ranking. In NIRF, the college got ranking amongst 150-200.

**Item 4. To encourage the faculty to publish more research papers.**

**Item 5. More skill development Programs**

*R.M.* *Prin. S. Singh* *An* *Manoj* *Pr.* *R* *Pr* *Pr*

*Pr*  
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**Item 4 & 5** Faculty to be encouraged to publish more research papers. Skill development programme and training programmes should be promoted. Dr Mandeep suggested that efforts should be made to make students ready for jobs in the industry by training well. The placement cell should work out the different modalities.

## Item 6. Introduction of Value added Courses

List of value added courses was prepared and necessary permissions were taken from management to start the value added courses in the session 2022-23.

## Item 7. Green Audit , Environment Audit and Energy Audit Reports

Green Audit, Environment Audit and Energy Audit Reports 2021-22 were discussed.

## Item 7. Installation of QR Codes on trees and plants in the Botanical Garden of the College.

The induction of QR Codes in the botanical garden of the college campus is started to enhance the knowledge of students about flora. It enables them to know about the nomenclature of the plants just by a click.

## Item 8. To organize various extension activities, workshops, quizzes Celebration of National and International days etc

All committee members decided to organize the various extension activities, workshops, quiz

Competitions, Celebration of National and International days etc.in collaboration with various departments, societies, NSS etc.

## Item 9. To host of Youth Festival

The will host the Youth festival this year. Dates will be decided by the University.

Dr. Amanender Maan , dean Cultural will organize the youth festival.

## Item 10 . Student Council Election

Student Council Election will be in October. Dr. Purnima Sehgal , Dean Student Welfare will look after the all arrangements.

**Action Taken: Value added courses introduced in the session 2022-23. MoUs were also signed fir the smooth conduct of courses. Green Audit, Environment Audit and Energy Audit Reports 2021-22 were prepared. Work of Installation of QR Codes on trees and plants in the Botanical Garden of the college was started.**

The meeting ended with vote of thanks by Principal Dr. Pawan Kumar Sharma.

Principal

Dr. Manju Dewan

Dr. Ranju Gulati

Dr. Ritu Sharma

Mr. Sanjay Saini

Dr. Deepti Madaan

Dr. Anjali Sharma

Dr Karan Vinayak

Dr. Meenu Vadhera

Dr. Mandeep Kumar

Dr. Aashima Thakur

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DAV College, Sector 10, Chandigarh

## Minutes of Meeting

IQAC Meeting was held on December 5, 2022 at 11.00 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 16, 2022.**

**Item 2. Inauguration of installation of QR Codes on trees and plants in the Botanical Garden on 15/10, 2022.**

**Item 3. Inauguration of Day Care Centre**

**Item 4. Renovation work of Main Auditorium completed.**

**Item 5. To prepare to fill the data for NIRF and AISHE.**

**Item 6. Activities under RAAH.**

Any other issue with the permission of the Chair

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 16, 2022.**

Confirmation of the minutes of the last meeting

**Item 2. Installation of QR Codes on trees and plants in the Botanical Garden of the**

**Installation of QR Codes on trees and plants in the Botanical Garden were completed and inaugurated on 15/10,2022.** The E book <sup>was</sup> ~~with~~ also ~~be~~ compiled and put on the college website.

**Item 3. Inauguration of Day Care Centre & Item 4. Renovation work of Main Auditorium completed.**

Renovation work of main Auditorium was completed. Inauguration of Day Care Centre and main Auditorium was also done on 15/10/2022.

**Item 5. To prepare to fill the data for NIRF and AISHE.**

Collection of data was started to fill the data for NIRF and AISHE.

*Raj. P. Singh, Manager*  
*Dr. ...*  
*...*  
*...*  
*...*  
*...*

*Aw*  
Principal  
DAV College  
Chandigarh



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# D.A.V COLLEGE

Sector 10, Chandigarh-160011

(A Premier Postgraduate Co-educational College Accredited With 'A' Grade By Naac)

## Item 6. Activities under RAAH

Dr. Deepti told that library had conducted the activity under RAAH on 15/11/2022 and more activities are planned to conduct in February and March.

**Action taken:** Inauguration of QR Codes. Day Care centre started in the college campus. Renovation work of main Auditorium was completed. Data was collected to fill the NIRF and AISHE Data.

Principal

*Mw.*  
Dr. Manju Dewan

*Deepti*  
Dr. Deepti Madaan

*Meeru*  
Dr. Meeru Vadhera

Dr. Ranju Gulati

*Ritu*  
Dr. Ritu Sharma

*S*  
Mr. Sanjay Saini

*AS*  
Dr. Anjali Sharma

*Karan S. Vinayak*  
Dr Karan Vinayak

Dr. Mandeep Kumar

Dr. Aashima Thakur  
*on leave.*

*Mw.*  
Principal  
DAV College  
Chandigarh