



Internal Quality Assurance Cell (IQAC)
MCM DAV College for Women
Sector 36-A, 160036

Agenda of the Meeting: October 29, 2018

Item 1

Madam Principal Dr. Nisha Bhargava to present achievements of the College in Academic, Sports and Cultural spheres.

IQAC Chief Coordinator Dr. Vibha Sharma to present Glimpses of Skill based activities undertaken by the Departments/Committees/IQAC.

Item 2: Confirmation of the minutes of the IQAC meeting held on May 4, 2018.

Item 3: Strengthening of the MIS System to enable proper collection of data for the next AQAR as well as NAAC SSR.

Item 4: As per the directions of MHRD the College is required to set up an Innovation Cell. Suggestion and help from our esteemed guests.

Item 5: Specific monetary allocation for research related activities and promotion be made as a part of the annual budget. Monetary allocations made previously but not mentioned.

Item 6: Consultancy and revenue generation through it.

Item 7: Construction of the New Block – Golden Jubilee – to be expedited.

Any other item with the permission of the Chair



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Minutes of IQAC Meeting: October 29, 2018

- Item 1** **Madam Principal Dr. Nisha Bhargava presented achievements of the College in Academic, Sports and Cultural spheres.**
- IQAC Chief Coordinator Dr. Vibha Sharma presented glimpses of the activities undertaken by the Departments/Committees/IQAC (from May 2018)**
- Item 2** **Members confirmed the minutes of the IQAC meeting held on May 4, 2018.**
- Item 3** **Strengthening of the MIS System to enable proper collection of data for the next AQAR as well as NAAC SSR.**
- Discussion** Members discussed the need of having a strong MIS System so that there are no discrepancies in the data sent in various governmental reports.
Mr. Ashish informed the House that proper establishment of MIS would take time. They are working on it on priority basis. Modules for Alumni and examination are in the process.
- Action Taken** Progress in MIS -
Working Modules are:
- Accounts
 - Admission
 - Feedback
 - Examination (partial)
- Modules Developed and Testing:
- Stores and Inventory
 - Alumni
- Modules in process:
- Staff Details
- Item 4** **As per the directions of MHRD the College is required to set up an Innovation Cell.**
- Discussion**
- Dr. Indu Arora informed the House that an Innovation Cell has been established in the College with the aim to provide guidance to students to initiate their own start up, getting funds, etc.
 - Madam Principal also informed the House that ATAL ranking of colleges will be done on the basis of innovation.
The College has already undertaken the innovative initiative bio gas plant in the College and mushroom cultivation in plastic bottles.
- To enhance the innovative ideas among students and to promote Innovation Cell, following ideas were discussed in the house:
- i) Creating an email id wherein the students can send their innovative ideas. (E Mail ID has been made)
 - ii) Madam Principal, Dr. Nisha Bhargava advised that like IITs, Science departments can post virtual experiments on apps through links or Student Council page can be formed where links can be uploaded.
 - iii) It was also decided that the theme for the upcoming mentorship meet will be



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‘Innovative Ideas’.

Action Taken	The following activities were conducted in this regard: <ul style="list-style-type: none">• Student presentations on grass root level innovators• Organised seminars, workshops and activities on Start ups, IPR and incubation procedure.
Item 5	Specific monetary allocation for research related activities and promotion be made as a part of the annual budget
Discussion	<p>In this regard madam Principal conveyed that Rs 20 lakhs per annum as research seed money has been allocated by DAV College Managing Committee.</p> <p>The members suggested the following heads to utilize research amount allocated:</p> <ol style="list-style-type: none">i) Publication of New Horizonsii) IQAC Newsletter; Reports of other Committees like Skill Development Committee (Urja).iii) Honorarium to the resource personsiv) Travel grant and conveyance to two or more teachers/students going for paper presentationv) Registration fee for students and teachers for presenting research papersvi) Publication fee of Research Papersvii) Starting E-journal for New Horizonsviii) Funding of student research projectsix) Awards to the faculty members who publish research papers in UGC approved/ Scopus journals.x) Membership fee for becoming members of Professional Bodies
Action Taken	<p>In this regard the following action has been taken:</p> <ul style="list-style-type: none">• Research Grant approved for student research projects• Registration fee for attending conferences / seminars etc. reimbursed• Workshops on Research related issues have been organized
Item 6	Consultancy and revenue generation through it.
Discussion	<p>The house discussed the need to strengthen consultancy and revenue generation through it. Members advised to increase the panel of industrialists</p>
Item 7	Construction of the New Block – Golden Jubilee – to be expedited
Action Taken	New Office building and Auditorium is under construction.



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Items taken up with the permission of the Chair

Action Taken

- 1. Difficulty maintaining Alumni data and tracking them:** Dr. Gurvinder Kaur discussed the problem of keeping a track of College alumni due to their changing contact details. She also informed the house that there was loss of Alumni data with the change in the MIS vendor and only partial data could be retrieved from the old vendor. The Principal informed the house that the working and installation of the MIS system was unduly delayed by the MIS vendor therefore the vendor was changed.

Dr. Indu Arora suggested that the College can include a clause wherein the vendor is asked to provide data even if the services of the vendor are discontinued.

Students' representative, Kovinda said that the student council could hold meetings with the students and sensitize them about their role in NAAC. Dr. Gurvinder Kaur also suggested the mentoring of the students with regard to this.

- 2. Misleading Information in Press:** Students' representative, Kovinda also took up an issue of students providing unnecessary and wrong information to the press. Madam Principal suggested that the students should be advised to give information to press after consulting Student Council or Mr Ashish.

- 3. Student Grievance Cell:** Ms. Poonam Devasar took up the following students' grievances before the House-

- i) **Need of reading room in college;** and
- ii) **Requirement of generator to check power cut problem in the hostel.**

Discussion & Action Taken

With regard to the need of reading room, Principal madam stated that it is due to lack of infrastructure and the problem will be solved with the construction of new block. In the meantime the gymnasium hall/auditorium was being used as reading hall as it was generally free during most of the days.

Regarding generator, it was informed that a generator already existed in hostels.

As far as power cut problem in hostel was concerned, Kovida – the student representative informed the house that the problem has already been solved.

- 4. College Website:** The Chief Coordinator put forth the need of a structured college website to enable uploading required information.

Action Taken

- Website Committee is in the process of upgrading the Website.
- Documents related to AQAR, NAAC, Staff have already been uploaded for easy access.

- 5. Staff Welfare:** Madam Principal advised that a bank could be approached to start group health insurance.

- 6. Mr. Kuldeep suggested that short courses for non-teaching staff should also be started in college.**

Action Taken

RUSA conducted two Workshops cum Awareness programmes for Non-Teaching and Support Staff.

Bank officials were invited to make them aware of Health insurance and related issues.