

**Mehr Chand Mahajan DAV College for Women, Chandigarh**  
**Agenda for IQAC Meeting**  
**on**  
**14 September, 2016**

In the context of forthcoming NAAC Peer Team Visit due in early November, 2016 and Panjab University Zonal Youth festival to be hosted by the College, following issues are listed in the Agenda of the third IQAC meeting.

**Item 1**

Cleanliness of the College campus

**Item 2**

Preparation for the NAAC Peer Team Visit

**Item 3**

Improvement/Renovation of Infrastructural Facilities

**Item 4**

Parent-Teacher Meeting

**Item 5**

Bolstering the Mentorship Programme

**Any other issue with the permission of the Chair**

**Mehr Chand Mahajan DAV College for Women, Chandigarh**  
**Minutes of the Meeting held on 14<sup>th</sup> September, 2016**

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

1. Quality parameters related to Youth Festival:

- Cleaning up of the college campus especially in view of the ongoing construction.
- All the Youth Festival Committees were asked to submit reports on the work already done and also speed up the pending tasks.
- To make arrangements for adding washrooms and greenroom facility for use by the participants and guests
- Students to be put on duty in shifts for smooth conduct of youth festival.
- Setting up of stalls for the sponsors to be completed on the eve of Youth Festival

2. Quality parameters related to NAAC

- More meetings of the HODs/Conveners to be held to speed up the pending work
- Creation of a zero period on certain days in a week to coordinate NAAC work without disturbing the classes
- Orientation of Non-Teaching and Contractual staff for the preparation for the NAAC team visit
- Information given about the new wall boards put up

3. Infrastructure

- It was informed that a Reading Room would be set up in the basement of a common room of the hostel building. It would have two ACs and certain number of computers
- The request from the Computer Department for provision of additional washrooms facility for the computer block was taken up.
- Some departments and committees to be allotted rooms.

4. PTA: It was unanimously decided to hold PTA

5. Mentorship Committee's role was discussed

6. Awareness about disaster management needs to be imparted to the students and faculty.

7. Mr. Angrish suggested that the college should sign more MOUs and a record be kept of the work done and progress made under the respective MOUs