

Mehr Chand Mahajan DAV College for Women

IQAC Meeting on February 26, 2020

Agenda

Item 1

Policies to be made – Purchase Policy and Equal Opportunity Cell Policy

Item 2

Renaming Hostel Blocks

Item 3

Audit –Energy Audit and Green Audit

Item 4

Provision of more Seating Area and Reading Room

Item 5

Thali System in Mess & Canteen

Item 6

Xerox Facility in Library

Item 7

More Black (Chalk) Boards and Projectors in classrooms

Any other Item with the permission of the Chair

Mehr Chand Mahajan DAV College for Women, Sector 36, Chandigarh

Dated 26.02.2020

Minutes of Meeting

Meeting of Internal IQAC was held on 26.02.2020 at 11:00 a.m. in the Office of the Principal.

Item 1: Policies to be made – Purchase Policy and Equal Opportunity Cell Policy

Discussion Purchase Policy: Mr. Pawan Sharma, Superintendent Accounts, was instructed to prepare a draft for finalizing a document considering GFR and other rules. Policy of Equal Opportunities Cell: Ms. Suman Mahajan, Convener of the Equal Opportunity Cell was asked to frame a policy for equal opportunities to all students.

Action Taken Policy of the Equal Opportunity Cell has been made by Ms. Suman Mahajan, Convener Equal Opportunity Cell and uploaded on the College Website - <https://mcmdavcwchd.edu.in/wp-content/uploads/2020/12/The-Equal-Opportunity-Cell-POLICY.pdf>
Purchase Policy made by Mr. Pawan Sharma, Supdt. Accounts. Policy is available in the College Office in the booklet form.

Item 2 Renaming Hostel Blocks

Discussion It was decided to send the proposal of the following names for Hostel Blocks to DAV College Managing Committee, New Delhi:

1. Gargi
2. Janki Ammal
3. Maitri
4. Harita Deol
5. Vandana Malik
6. Sangmitra

Action Taken Names have been sent to the DAV CMC for approval

Item 3 Audit –Energy Audit and Green Audit

Discussion Ms. Poonam Jain, Assoc. Prof., Dept. of Physics, was told to get the Energy Audit and Disaster Management Audit done.
Dr. Gunjan and Dr. Purnima Bhandari, Asstt. Profs., Dept. of Botany, Dr. Neetu and Dr. Sarabjeet Kaur, Asstt. Profs, Dept. of Zoology, were told to get the Green Audit done before the beginning of the new session.

Action Taken In Process – Process delayed due to Lockdown due to COVID-19.

Item 4 Provision of more Seating Area and Reading Room

Discussion It was unanimously decided that canopies could be installed in front of new building block and to keep more tables and chairs in the Gymnasium Hall for the benefit of students.

Action Taken Gymnasium was opened to the girls to sit during their free periods. More tables and chairs were placed.

A room in the Arts block was converted in Reading Room for students.

Item 5 Thali System in Mess & Canteen

Discussion While discussing the demand of the students for Thali system in the canteen the Principal decided to convene a meeting of the Canteen Committee to discuss the issue.

Action Taken Thali system started in the Canteen to provide nutritious food to students

Item 6 Xerox Facility in Library

Discussion The Principal told Mr. Ashish Mudgal, Computer Instructor, to apply for the sanction of procurement of the same at the earliest.

Action Taken Xerox Machine has been procured and installed in the Library

Item 7 More Black (Chalk) Boards and Projectors in classrooms

Discussion On the suggestion of Ms. Poonam Devasher, Head, Dept. of History, for installing blinds in Smart Classroom, the convenor of the Purchase Committee was instructed to do the needful. Dr Vandana Sharma was asked to ensure procurement and installation of projectors in five more rooms and Mr. Pawan Sharma, Superintendent Accounts, was told to get the Chalk-Duster Boards and stands in the classrooms wherever required.

Action Taken Blinds were installed in classrooms
Chalk and Duster stands were made available wherever required.
5 Projectors were installed in the classrooms.

Other Issues /Discussions Students' complaint about shortage of water and unclean washrooms was discussed. The Principal said the same should be informed in the office or complaint be written in the register kept for the same at College Reception. On the demand of the students it was decided that a Dermatologist should be called on weekly basis.

On demand of the students to enhance Sports facilities in Hostel and Hostel Superintendent/ Wardens should give the requisition. Dr. Anju Lata, Head, Dept. of Physical Education was asked to open two sports courts for the hostellers in the evening.

A uniform policy for attending FDPs needs to be made so that classes do not suffer and they are adjusted when the teacher is attending an FDP All present suggested that priority should be given to the teacher whose promotion is due.

To make the students aware of the activities in the College it was decided to classify and number the College Notice Boards and to put up one Notice Board in the area near Computer Department. Mr. Kuldeep Singh, Superintendent Administration, was told to get it done.

It was also discussed that Neon Screen/ Digital Screen should be installed for displaying the name of the College. – It has been installed.

Dr. Vibha Sharma
Chief Coordinator, IQAC

Dr. Nisha Bhargava
Principal