

# **Mehr Chand Mahajan DAV College for Women**

## **IQAC Meeting on June 23, 2020**

### **Agenda**

#### **Item 1**

Uninterrupted Wi-Fi in all Classrooms for simultaneous offline and virtual teaching

#### **Item 2**

Online Teaching, Online Teaching Platform & Teachers' Training. E-Content Development

#### **Item 3**

Installation of Display Boards at prominent places enumerating safety norms

#### **Item 4**

Incentives for Teachers receiving research awards

#### **Item 5**

More Scholarships and Fee Concessions

#### **Item 6**

Purchase of E-Rickshaw for transportation of luggage to the hostel

#### **Item 7**

Data collection related to Student Progression

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

## Minutes of the Meeting and Action Taken – June 23, 2020

**Item 1                      Uninterrupted Wi-Fi in all Classrooms for simultaneous offline and virtual teaching**

**Discussion**            It was decided to assess the existing facilities and then augment them to enable unhindered classes in both modes.  
It was also decided to increase the number of ICT enabled classrooms. Dr Vandana Sharma, Assistant Professor, Department of MFT was asked to do the needful in this regard.

**Action Taken**        LAN wires were laid in different areas of the College to ensure uninterrupted availability of Wi-Fi in the College.

**Item 2                      Online Teaching Platform & Teachers' Training for E-Content Development**

**Discussion**            Teaching methods to be decided by the individual teachers and College to subscribe Online Teaching Platform after assessing different platforms.

**Action Taken**        The College subscribed to G Suite for Education for facilitating effective Online Teaching Learning process in the month of July 2020.

**Item 3                      Display boards at prominent places enumerating safety norms are required**

**Discussion**            It was decided to install flexes and boards to make the students aware about the SOPs to be followed during the pandemic. It was also decided to place hand sanitizers at vantage points on the College campus.

**Action Taken**        The students are being made aware about the SOPs during their online classes and through notices and posters. Flexes and Boards have been installed.  
Foot operated hand sanitizing dispensers have been placed at vantage positions in different buildings.  
College premises is sanitized as per requirement and norms.

**Item 4                      Promotion of Research by providing incentives to teachers**

**Discussion** Promotion of research by providing incentives to the teachers to motivate them was discussed by the house.

**Action Taken** All members who get their papers published in noted journals – SCOPUS/Web of Science to be given financial incentives. The Research Committee to make a policy and finalise the amount of incentives.

**Item 5 More Scholarships and Fee Concessions to the students**

**Discussion** There was discussion to enhance the amount and number of scholarships – both need-based and merit-based. It was decided to offer 100% tuition fee waiver to at least 200 students on the basis of Merit, to Divyang Jan and those belonging to SC/ST/BC/EWS categories.

**Action Taken** The advice was accepted and the concerned committee was asked to initiate the process.

**Item 6 Purchase of E-Rickshaw for transportation of luggage to the hostel**

**Discussion** To facilitate the need for the transportation of students and their baggage to and from the hostel the procurement of E-Rickshaw was discussed. Mr Pawan Sharma, Accountant, was asked to invite quotations for the same.

**Action Taken** The College has bought an E-Rickshaw.

**Item 7 Process and Data collection related to Student Progression**

**Discussion** Issue of data related to student progression was discussed and the Principal asked all the teachers teaching final year students that they should remain active in their whatsapp groups even after final exams are over, to know about their respective students' progression.

Dr. Gurvinder Kaur suggested taking no dues from students via dashboard of college by filling up data including future plans and permanent contact address/phone number/email id in order to get data for student progression.

Dr Neha Pandeya and Dr Manjit Sidhu stated that they had collected student progression data with the help of Google Forms in the case of PG students and that can be done even in the case of UG Students.

**Action Taken** Dr Neha Pandeya and Dr Manjit Sidhu were asked to look into this matter and make a form for UG students too. Google forms have been .created for UG classes.

**Other Items - Following items were discussed:**

**Item 9 Room for Geetanjali Helpline**

**Discussion** Dr. Nitasha Khehra asked for a room for Geetanjali Helpline Committee.

**Action Taken** The Principal asked her to share the room assigned to Placement Cell till the completion of the new building.

**Item 10 Finance for Student Start Ups**

**Discussion** Mrs.Kamini Tayal suggested giving loan for start-up of the students. The Principal asked Dr. Kiran Jindal, Coordinator Start-up Cell to organize a competition in which students could participate with their start-up ideas and the winners will be awarded with cash prizes. It was unanimously decided that if any student needs finance for her start-up, then a loan can be given from start- up seed money at zero per cent rate of interest.

**Action Taken** The Committee is looking into the modalities of implementing.

**Item 10 Mechanized system for recording the feedback of the library.**

**Discussion** Mechanized system to record student feedback of the Library was discussed.

**Action Taken** Feedback process has been devised and feedback is being taken.

**Item 11 Green Audit, Energy Audit and Disaster Audit**

**Discussion** It was decided to initiate the process for Green Audit, Energy Audit and Disaster Management Audit. The concerned committees were asked to look into these issues/matter.

**Action Taken** Process stalled due to COVID-19. Process is being initiated.

**Dr. Vibha Sharma**  
Chief Coordinator, IQAC

**Dr. Nisha Bhargava**  
Principal