

MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN, SECTOR 36-A, CHANDIGARH

IQAC Meeting - Dated 09.11.2019

Agenda of the Meeting

Item 1

Coordination of AISHE and IQAC Data

Item 2

Uploading of AQAR/ SSR

Item 3

Perception of the College through Social Media

Item 4

Uploading of Monthly Teaching Plans for the benefit of the Students

Item 5

Starting Add-On Courses of 30 hours duration for skill enhancement

Item 6

Green Audit and Energy Audit

Item 7

Re-naming of Hostel Blocks on the names of prominent Women Achievers

Any other Item with the permission of the Chair

Minutes and Action-Taken Report of the IQAC Meeting
(Discussion & Action Taken)

Item 1 Coordination of AISHE and IQAC Data

Discussion

1. The Principal said that data coordination needs to be ensured. Data of AISHE could be taken from the office from Mr. Surjit Singh, Junior Assistant, Accounts, for sending data to various Ranking Agencies.
2. The Principal apprised all present about the Sambandh Portal of Chandigarh Administration (U.T.) where reports of activities conducted by various institutions are uploaded and displayed. She instructed heads of various committees to submit a brief report on each activity conducted to Mr Surjit Singh to be forwarded to the Sambandh Portal.

Action Taken

1. Reports of all Committees have been submitted to the office and also uploaded on the College website
2. As per the instructions of the Principal, the Convenors of the Committees have started posting a brief report and photographs of their respective activities on the Sambandh Portal.

Item 2 Uploading of the AQAR / SSR

Discussion

Since SSR has to be uploaded on the NAAC Website, the Principal asked the Heads of the Criterion to compile their respective criterions for the AQAR and later SSR as per the format provided in the New NAAC Manual.

Action Taken

The AQAR for the 2018-2019 session has been uploaded and submitted.

Item 3 Perception of the College through Social Media

Discussion

1. The Principal asked Ms. Poonam Devasher, Head, Convenor of the Feedback Committee to create a Face Book page named 'MCM Feedback Page' for uploading any letters, emails etc received from the students related to feedback.

Action Taken

The following steps have been taken to improve public perception of the College.

1. Face book pages created <https://www.facebook.com/MCMDAVCW/>
2. Instagram Account https://www.instagram.com/mcm_dav_chandigarh/?hl=en
3. Twitter Accounts made
 - i. College <https://twitter.com/MCMDAVCW>
 - ii. Institution Innovation Council https://twitter.com/IIC_MCMDAV
 - iii. EBSB RUSA Mehr Chand Mahajan DAV College Chd - https://twitter.com/mehr_ek

Item 4 Uploading of Monthly Teaching Plans for the benefit of the Students

Discussion

1. Dr. Vibha Sharma told all present that teaching plans for all streams and classes need to be uploaded, and that the teaching plans of the previous years are to be maintained in their respective departmental files.
2. The Departments are required to hold monthly departmental meetings to ensure parity in curriculum delivery.

Action Taken

1. Monthly Teaching Plans of the Departments have been uploaded.

2. Departments coordinate and ensure the completion of syllabus in their departmental meetings

Item 5 Starting Add On Courses of 30 hours duration for skill enhancement.

- Discussion**
1. The Principal motivated the departments to start new Add-On Courses of at least 30 hours duration.
 2. Dr. Vibha Sharma suggested starting courses under the aegis of DAV CMC, New Delhi, to which the Principal said that the same will be put forth in Governing Body meeting.

Action Taken The College has started a Short-Term Course on GST, initiated and managed by the Skill Development Committee under the aegis of National Skill Development Mission (NSDM).

Item 6 Green Audit and Energy Audit

- Discussion**
1. It was decided to generate awareness about Green Audit so as to get it done in the near future.
 2. It was also decided to get the Energy Audit done through CREST

Action Taken The College has started preparing for the stated audits. It has also been decided to organise awareness sessions for the same.

Item 7 Re-naming of Hostel Blocks on the names of prominent Women Achievers. Consent of the Families may be taken.

Discussion The House agreed that the Hostel Blocks should be named after prominent women. Suggestions were invited for the same. Six names have been selected and sent to DAV CMC, New Delhi for approval.

- Action Taken**
1. The issue was discussed in the Advisory Committee also and it was unanimously decided to rename the hostel blocks.
 2. The renaming process has been started by the Convenor of the Committee.

Other Deliberations Dr. Anju Lata, Head, Dept. of Physical Education, suggested that health activity should be conducted free of cost for staff. It was unanimously decided to conduct a yoga class for staff.

Action Taken Yoga classes were started for the staff
It was decided to look into the procurement of the Braille System for the Library to facilitate students with special needs.
It was unanimously decided to take up issues regarding core human values, gender sensitization etc. through the Mentorship programme.
It was decided that meritorious sports women and needy students be given scholarships under Student Welfare Scheme.

Dr. Vibha Sharma
IQAC Chief Coordinator

Dr. Nisha Bhargava
Principal