

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

**Dated 18.04.2022**

**Agenda**

**Agenda Item: 1**

Decision on submission of IIQA

**Agenda Item - 2**

Time-Line for completion of data/information compilation for SSR

**Agenda Item - 3**

Formation of a Monitoring Committee for Compliance to Code of Conduct

**Agenda Item – 4**

Renumbering and Renaming of Class Rooms, Laboratories and Conference Halls

**Agenda Item – 5**

Requirement of Additional Members for compilation of SSR

*ASL*  
11/05/2022

## Minutes of Meeting & Action Taken

A Meeting of all members of the NAAC Core Committee, AQAR Committee, Profile and Criterion Heads and Criterion Coordinators was held on 18.04.2022 at 11:00 a.m. in Golden Jubilee Conference Room.

Principal Dr Nisha Bhargava, apprised all present that AQAR 2020-2021 was already submitted. Now, IIQA and SSR was required to be submitted in time, therefore, all present were told to speed up the process of submitting SSR.

Dr Vibha Sharma, Chief Coordinator apprised all present that AQAR 2020-2021 was open for editing as per NAAC procedure for 15 days. All the Criteria Heads were requested to check it for any changes/corrections. AQAR 2020-2021 is to be resubmitted after corrections, if any.

### 1. Agenda Item – 1 Decision on submission of IIQA

**Discussion:** Dr Vibha Sharma said that as per PU letter no. MISC/A-1/31705-31738 dated March 3, 2022 regarding opening of Colleges in the normal mode, the timeline for submission of IIQA was 1<sup>st</sup> week of June.

IIQA was ready but it would be submitted only after the SSR is ready. Therefore, it was requested to complete at least 95% of the work of SSR before the submission of IIQA.

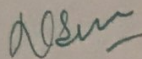
**Action Taken:** The Criterion Heads were asked to speed up the work so that the IIQA could be submitted in the second/third week of May 2022.

### 2. Agenda Item – 2 Time-Line for completion of data/information compilation for SSR

**Discussion:** Time-Line for the completion of data/information for SSR was asked from various criterion heads.

**Action Taken:** The following dates were given by the Criterion Heads for the completion of the work of their respective criterion:

- Profile - 30.04.2022
- Criterion I- 30.04.2022
- Criterion II- 07.05.2022
- Criterion III- 1<sup>st</sup> week of May
- Criterion IV- 1<sup>st</sup> week of May
- Criterion V- 1<sup>st</sup> week of May
- Criterion VI- 1<sup>st</sup> week of May
- Criterion VII- 1<sup>st</sup> week of May



**3. Agenda Item - 3 Formation of a Monitoring Committee for Compliance to Code of Conduct**

**Discussion:** Presently, the Standing Advisory Council comprising the Principal and 10 senior-most staff members monitor adherence to the Code of Conduct. Any instance of non-compliance is discussed by them and forwarded to concerned Committees such as the Hostel Committee, Anti-ragging Cell, Internal Complaints Committee, and Student & Staff Grievance Redressal Cells.

**Action Taken:** A Monitoring Committee was constituted. Any violation to Code of Conduct would be conveyed to the concerned Committee.

**4. Agenda Item – 4 Renumbering and Renaming of Class Rooms, Laboratories and Conference Halls**

**Discussion:** The members of the house felt the need to renumber and name the Classrooms/Laboratories/Conference Halls as new infrastructure has been added to the College.

**Action Taken:** A Committee for renumbering and renaming the Classrooms/Laboratories/Conference Halls was constituted.

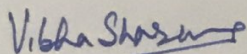
**5. Agenda Item – 5 Requirement of Additional Members for compilation of SSR**

**Discussion:** Criterion Heads were asked to give their requirement for additional members to speed up the work of compiling the SSR.

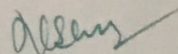
**Action Taken:** Members were added to various criteria as per the request of respective Criteria Heads.

The Principal asked all Profile and Criterion Heads to present and discuss any problems being faced in the collection and compilation of data/information.

Dr. Vibha Sharma said that wherever "Completed Academic Year", was required to be filled, the data should be taken for the last completed academic year, i.e. 2020-2021 + data of additional six months. In SSR, the data should be considered till 31<sup>st</sup> December 2021. For Profile, the latest data should be considered. Latest number of teachers should be considered. Data of 5 years would be considered for filling %age.



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



**Dr Nisha Bhargava**  
Principal