

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

IQAC Meeting : October 27, 2021

Agenda

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Decision to opt out or not in case of 'Optional Metrics'

Agenda Item - 2

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Compiling Information for Criterion IV-VII

VSharma

NSM

Minutes of Meeting & Action Taken

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 27.10.2021 at 11:00 a.m. in the Conference Hall of New Office Block.

Before the formal agenda was taken up, a discussion on the timeline for the submission of AQAR, IIQA, and SSR was held.

AQAR - The date for submission of AQAR was originally 31.12.2021. First it was extended to January 31, 2022 and then it was further extended to May 15, 2022 by NAAC.

SSR - As per the original accreditation details, the IIQA was to be submitted by the second week of November 2021, and the SSR was to be submitted within 45 days of the acceptance of IIQA.

As per the directions of Panjab University and DHE, Chandigarh Administration the College was functioning in blended mode due to the second and third wave of Covid-19. So as per letter no. <http://naac.gov.in/images/docs/notification/9th--July2020.pdf> at NAAC website, the College applied for and got extension to submit IIQA & SSR vide letter no. NAAC/SR/BSP/2021 dated 21 October 2021.

1. Agenda Item: 1 Decision to opt out or not in case of 'Optional Metrics'

Discussion: The document containing information about the areas which could be opted out was distributed among Criteria Heads. Discussion was held and it was found out that all the criteria had collected data related to 'Optional Metrics'.

Action Taken: The Criterion Heads had already collected data for the Optional Metrics. So it was decided not to opt out of any 'Optional Metrics'.

2. Agenda Item 2: Correction in the Name of the College

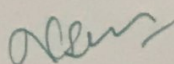
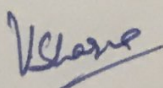
Discussion: While going through the 'Consolidated list of Colleges under section 2(f)/12(B), at the UGC Website, it was found out that the name of the college was erroneously spelled as 'Mehar Chand Mahajan DAV College for Women', Chandigarh rather than 'Mehr Chand Mahajan DAV College for Women, Chandigarh'. Hence it was decided that letter for correction in the name of College should be sent to UGC, New Delhi.

Action Taken: A letter was sent to UGC regarding the above stated subject. The name was subsequently corrected to Mehr Chand Mahajan DAV College for Women, Chandigarh.

3. Agenda Item 3: Compiling Information for College Profile

Discussion: Questions in the Profile were discussed for compiling information for the Profile. College Office was asked to provide data for the last five years for the Extended Profile.

Action Taken: Ms. Poonam Devasher, Profile head, said that 75% -80% of the work was completed in the case of College Profile.



4. **Agenda Item 4: Compiling Information for Criterion-I**

Discussion: Questions related to Criterion-I were discussed.

Action Taken: Compiling Criterion – I, has begun and Ms. Raman Ghuman, Head, Criterion I, NAAC, said that 60% of the work was completed.

5. **Agenda Item 5: Compiling Information for Criterion-II**

Discussion: Questions related to Criterion-II were discussed including feedback, different programmes, Add-Ons etc.

Action Taken: Ms. Anuradha Sehgal, Head, Criterion II, NAAC, said that 70%-75% of the work was completed in their respective area. The Criterion Head informed that data regarding staff (Teaching and Non-Teaching) was being compiled by the office. Data related to other questions was being collected.

6. **Agenda Item 6: Compiling Information for Criterion-III**

Discussion: Questions related to Criterion-III were discussed.

Action Taken: Dr Nitasha Khehra, Head, Criterion III, NAAC, informed the house that the data collection of their questions was almost complete. Google Sheets were created for the staff to provide links to their respective papers.

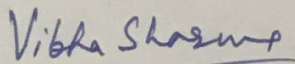
7. **Agenda Item 7: Compiling Information for Criterion IV-VII**

Discussion: Criterion Heads were asked about the progress of compiling of data/information regarding their respective criteria in case of AQAR 2020-2021 and SSR.

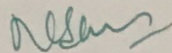
Action Taken: The Criterion Heads were asked to direct their questions related to the compilation of data/information for the AQAR – 2020-2021 & SSR to the AQAR Committee and NAAC Core Committee.

The Principal said that documents uploaded on the website should be clear and legible. It was decided that all important documents related to NAAC would be kept in the IQAC room.

Dr Vibha Sharma said that team should keep collecting data even after the submission of data for inclusion in the NAAC SSR.



Dr. Vibha Sharma
Chief- Coordinator, IQAC



Dr Nisha Bhargava
Principal