

## **Agenda: IQAC Meeting (October 12, 2022)**

### **Item – 1**

Minutes of Meeting & Action Taken of the IQAC Meeting on April 18, 2022

Keeping on the Table (Digitally) Self Study Report (SSR) for 3<sup>rd</sup> Cycle submitted to NAAC on August 12, 2022.

### **Item – 2 Preparation for the NAAC Visit**

- i. Up-gradation of Infrastructural facilities, Repair, and Maintenance, AMCs/Renewal of AMCs for the cleanliness and maintenance of Water Harvesting Systems, Solar Cells, Water Purifiers, STP etc.
- ii. Organizing a Mock NAAC Drill before the arrival of Peer Team
  - a. Providing orientation to the students for the NAAC Peer Team visit
  - b. Vision and Mission to be displayed and shared among students

### **Item – 3 Upgradation of Library Resources**

- i. More Open Educational Resources/Online Resources to be made available
- ii. New International/National/Care-listed Journals to be prescribed
- iii. Photostat/Reprographic facility to be provided in the Library
- iv. Purchase of new and latest editions of books, and bookshelves

### **Item –4 Code of Conduct**

Organizing awareness sessions to apprise the Teaching Faculty, Non-Teaching Staff, and Students about the Institutional Code of Conduct

### **Item –5 Installation of Direction Boards**

Installation of new Direction Boards to Blocks/Areas and Room Numbers in the light of new construction.

### **Item –6 Making College Divyang-Friendly**

- i. Braille software for blind students as per NAAC norms
- ii. Tactile flooring while repairing Arts Block Corridor
- iii. Divyang-friendly signage, and one dedicated counter at the reception to be installed

### **Item- 7 Data collection for AQAR and NAAC Visit**

Timeline for completion and submission of AQAR 2021-2022

Preparation of Supplementary Report from July 1, 2022, till the Peer Team Visit

### **Item – 8 Any Other Item with the Permission of the Chair**

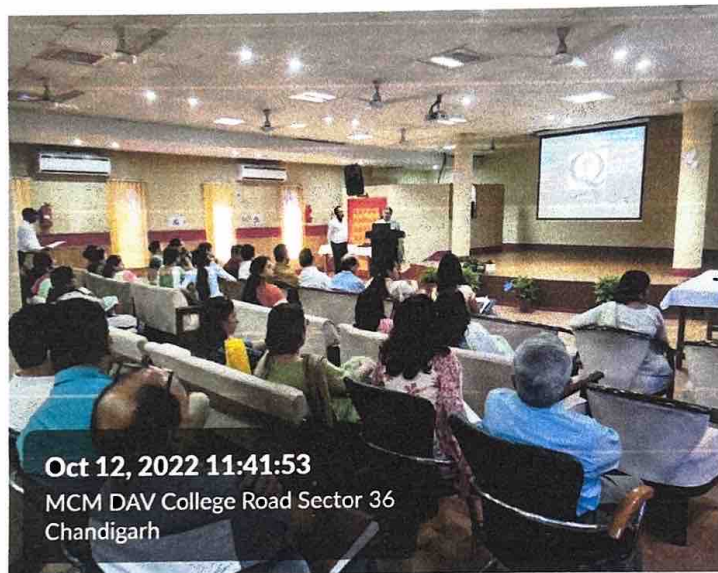
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**Oct 12, 2022 11:27:34**  
MCM DAV College Road Sector 36  
Chandigarh



**Oct 12, 2022 11:41:53**  
MCM DAV College Road Sector 36  
Chandigarh



**Oct 12, 2022 11:41:25**  
MCM DAV College Road Sector 36  
Chandigarh

*Vibha Sharma*

*Ally*

## Agenda: IQAC Meeting (October 12, 2022)

### Item – 1

**Minutes of Meeting & Action Taken of the IQAC Meeting on April 18, 2022**

**Keeping on the Table (Digitally) SSR for 3<sup>rd</sup> Cycle submitted to NAAC on August 12, 2022.**

**Discussion and Action Taken:** Minutes and Action Taken Report of the last meeting held on April 18, 2022 were discussed and accepted by the House.

The hard copy of the SSR submitted to NAAC for Accreditation (Cycle 3 submitted on August 12, 2022) was kept on the table and the soft copy was digitally presented by Dr Vibha Sharma, Chief-Coordinator, IQAC.

### Item – 2 Preparation for the NAAC Visit

- i. Up-gradation of Infrastructural facilities, Repair, and Maintenance, etc.:AMCs/Renewal of AMCs for the cleanliness and maintenance of Water Harvesting Systems, Solar Cells, Water Purifiers, STP etc.
- ii. Organizing a Mock NAAC Drill before the arrival of Peer Team
  - a. Providing orientation to the students for the NAAC Peer Team visit
  - b. Vision and Mission to be displayed and shared among students

**Discussion:** Repair and maintenance of the infrastructural facilities were discussed including AMCs/Renewal of AMCs for the cleanliness and maintenance of Water Harvesting Systems, Solar Cells, Water Purifiers, STP etc.

A Mock Drill will be carried out before the Peer Team Visit.

Suitable places for the display of the Vision and Mission were discussed and identified.

**Action Taken:** A meeting of the Construction and Repair Committee was called in this regard. Areas were divided among the members of the faculty and non-teaching staff to visit and report about the repair/maintenance requirements of the College and Hostel to the Convenor Construction Committee and madam Principal.

Office Bearers of the Student Council were briefed in a subsequent meeting about the forthcoming NAAC Peer Team Visit. The Student Council & concerned committees will also undertake awareness sessions.

The Vision and Mission has been prominently displayed on the College Website (<https://mcmdavcwchd.edu.in/mission-and-vision/>). Subsequently it has also been displayed at the earmarked places on the College campus.

### Item – 3 Up-gradation of Library Resources

- i. More International/National/Care-listed Journals to be prescribed as per requirement
- ii. Photostat/Reprographic facility to be updated in the Library
- iii. Purchase of new and latest editions of books, and bookshelves

*Vibha Sharma*

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**Discussion:** The House discussed subscription of Open Educational Resources/Online Resources and the purchase of new books. Transferring some books to the Hostel Library was also discussed. Decision to replace the old Photostat/Reprographic facility with a new one was taken.

**Action Taken:** Through a subsequent notice the Heads of the Departments were asked to purchase new books and assist the library staff in identifying the book to be transferred to the Hostel Library. New Photostat/Reprographic facility has been installed.

#### **Item –4 Code of Conduct**

Organizing awareness sessions to apprise the Teaching Faculty, Non-Teaching Staff, and Students about the Institutional Code of Conduct

**Discussion:** The House was informed that the Code of Conduct for the faculty, non-teaching staff and students has been available on the College Website since 2018. The House was also informed that the Code was as per the Panjab University Calendar and DAV CMC, New Delhi.

**Action Taken:** Faculty members and non-teaching staff were asked to go through the Code of Conduct and follow it diligently. Students were informed about their Code of Conduct in a programme on the Induction Day, during Anti-Ragging Sessions and by Mentors during Mentorship Sessions.

#### **Item –5 Installation of Direction Boards**

Installation of new Direction/Sign Boards in Blocks/Areas and Room Numbers in the light of new construction.

**Discussion:** Discussion was held in which views of the stakeholders were taken. The members recommended the Installation of new Direction Boards to Blocks/Areas and Room Numbers in the light of new construction at vantage spots. It was also decided to renumber the class rooms, laboratories, seminar halls and other areas of the College.

**Action Taken:** The class rooms, laboratories, seminar halls and other areas of the College were re-named and re-numbered. Installation of Direction Boards has been initiated.

#### **Item –6 Making College Divyang-Friendly**

- i. Braille software for blind students as per NAAC norms
- ii. Tactile flooring while repairing Arts Block Corridor
- iii. Divyang-friendly signage, and one dedicated counter at the reception to be installed

**Discussion:** Discussion was held in which views of the stakeholders were taken regarding making the College Divyang friendly. Dr. Namita Gupta, Associate Professor, Centre for Human Rights and Duties and alumna of the College, suggested display of divyang friendly maps and directions in the College. She also suggested taking the views of an expert in this regard.

Decision was taken to lay Divyang friendly tactile flooring in the Arts Block corridor during repairs.

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**Action Taken:**

- i. Braille Software has been procured and installed in the Library.
- ii. Tactile flooring has been laid in the Arts Block corridor.
- iii. Divyang-friendly signage has been put up. Enquiry assistance to Divyangs has been provided at the reception counter. The relevant signage indicating the same is in the process of being put up. The Staff on duty at the Reception Counter has been sensitized and instructed to deal with the queries of Divyangs with appropriate response. Dedicated counter has been set up at the reception.

**Item- 7 Data collection for AQAR and NAAC Visit**

Timeline for completion and submission of AQAR 2021-2022

Preparation of Supplementary Report from July 1, 2022, till the Peer Team Visit

**Discussion:** Profile and Criterion Heads were informed that the deadline of AQAR 2021-2022 was December 31, 2022. They were also asked to keep collecting data till the visit of NAAC Peer Team.

**Action Taken:** AQAR 2021-2022 was submitted on time.

**Item – 8 Any Other Item with the Permission of the Chair****i. QR Coding of the Trees**

**Discussion:** Mr. H. R. Gandhar, Vice-President DAV College Managing Committee and Senior member of the Governing Body of the College suggested QR Coding/digitalization of trees on the College campus. Mr. Gaurav Raja, Industry Stakeholder, gave an insight into QR Coding procedure and suggested that after the successful completion of Green Audit, the College should proceed to digitalise the trees by QR Coding them.

**Action Taken:** Discussions were held on digitalizing the trees. The QR coding process has been initiated by inviting quotations from the interested parties. It will be supervised and coordinated by the Department of Botany under the aegis of IQAC. Work order for QR Coding the trees has been given.

**ii. Recycling of Waste**

**Discussion:** Mr. Gautam Sharma, Industry Stakeholder, appreciated the initiative taken by the College regarding recycling of used oil generated in the College.

**Action-Taken:** Generator oil has been lifted.

**iii. Help from Municipal Corporation**

Mr. Jasbir Singh, Councillor, Municipal Corporation, Chandigarh assured all help to the College from the Municipal Corporation, Chandigarh.

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*Vibha Sharma*

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