

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

Dated 21.03.2023

Minutes of Meeting

A meeting of Chief-Coordinator and Coordinator IQAC with two senior most teachers from each Department, deans and heads of various committees was held on 21.03.2023 at 1:00 p.m. in Golden Jubilee Conference Room. The aim of the meeting was to seek information and prepare the College/Departments for the forthcoming NAAC Peer Team Visit.

Following staff members attended the meeting:

Two Senior Most Members:	Names	Committees (incharge of)
ENGLISH	Ms. Neena Sharma	EBSB, RUSA
	Dr. Harpreet Gill	NIRF, Time-Table Committee
HINDI	Dr. Mainsha Priyamwada	Creative Writing Society
	Dr. Sarita Chauhan	
PUNJABI	Dr. Minakshi Rathore	Research Committee
	Dr. Jatinder Kaur	Physical Verification of Books (Library) Purchase Verification
MATHEMATICS	Dr. Neela Pawar	
	Dr. Swati Sidana	
ZOOLOGY	Dr. Neetu	Mentorship Committee
	Dr. Sarabjeet Kaur	Medical Committee
BOTANY	Dr. Gunjan Sud	Green Audit
	Dr. Purnima Bhandari	NSS
CHEMISTRY	Dr. Qudrat Hundal	
	Dr. Madhuri Tanaji Patil	
PHYSICS	Dr. Renu Bala	
	Dr. R. Ridhi	
PHILOSOPHY	Ms. Suman Mahajan	Registrar, Swachhta Committee
MUSIC	Ms. Deepa	Cultural Committee, Convenor Construction Committee

	Dr. Layeka Bhatia	
SOCIOLOGY	Dr. Bindu Dogra	Foreign Students
	Dr. Ramandeep Kaur	
HISTORY	Ms. Poonam Devasher	Feedback Committee
	Dr. Mini Grewal	Students' Council
POL. SCI	Dr. Ritu Khosla	
	Ms. Richa	Electoral Literacy Club
HOME SCI	Ms. Jyotsna	PTM
	Dr. Harjot Kaur Mann	
ECONOMICS	Ms. Madhvi Bajaj	Bursar
	Dr. Archana Bakshi	Time-Table Committee
PHY. EDU.	Dr. Anju Lata	Sports, NCC
	Dr. Akwinder Kaur	
PUB. ADMN	Dr. Vibha Sharma	Chief-Coordinator, IQAC
	Dr. Gurvinder Kaur	Dean Alumni, Skill Development Committee, Sustainability Committee
PSYCHOLOGY	Dr. Nitasha Khehra	Geetanjali Helpline
	Dr. Vidushi Jaswal	Attendance Shortage Management Committee
COMMERCE	Ms. Raman Ghuman	Career Counselling Cell
	Ms. Nidhi Sharma	Remedial Classes
COMPUTER SCIENCE	Dr. Indu Arora	IIC
	Ms. Vandana Syal	MIS
MFT	Dr. Geeta Mehra	Eat Right Campus
	Dr. Vandana Sharma	Bio-Gas & Compost Units Maintenance, Swachhta Committee, Smart Classrooms, Projectors Committee
FINE ARTS	Dr. Pooja Sharma	Horticulture
OMS	Ms. Meenakshi	
SANSKRIT	Dr. Seema Kanwar	Plastic Free Campus, Landscape Committee
ADD-ON COURSES	Ms. Parool Kaushik Ms. Sukarma Verma Ms. Avnoor Makhu Ms. Shikha Ms. Sarvjit Kaur Ms. Priyanka (CMT)	
	Ms. Aarushi Jain	

Minutes of Meeting

Agenda Item 1: Mock Drill to be conducted before Peer Team Visit

Discussion: The members discussed the modalities of the mock drill to be conducted before the peer team visit.

Action Taken: Mock drill was conducted on April 1, 2023 by the madam Principal and, senior members of the faculty. The mock drill team visited departmental rooms and rooms of different committees. They also looked into the reports made by the different committees and gave suggestions for better presentation and organisation.

Agenda item 2: Maintenance of Records

Discussion: The members discussed the maintenance of records and proofs of all the activities undertaken and claims made by the departments and committees. Members were asked to contact the NAAC Core Team for any clarifications. The department and committee heads were asked to keep hard copies of all the relevant documents for the assessment period for scrutiny of the NAAC Peer Team.

Action Taken: The departments and committees maintained their files and records for the scrutiny of the NAAC Peer Team. The records and proofs therein were checked during the mock drill and by the members of the NAAC Core Team.

Agenda Item 3: Departmental Information and Records

Discussion: Discussion on the following issues related to the departments was held:

- i. Necessary information required to be put in Departmental PPTs;
- ii. Programme and Course objectives of each course to be clearly ascertained and record maintained thereof;
- iii. Books in departmental libraries to be displayed properly;
- iv. Wall Magazines of Departments to be maintained and updated regularly;
- v. Information about Add On Courses, Experiential Learning methods, use of ICTs and other innovative teaching methods to be highlighted;
- vi. Departmental distinctiveness to be identified and highlighted in presentations;
- vii. Records of – Attendance, Results, Assessments, List of prominent Alumni, and Advanced Learners to be kept;

- viii. Information regarding activities by the departments/committees to be uploaded on the MIS portal;
- ix. Research projects and publications by faculty and students to be highlighted; and
- x. Two students from each department to be deputed for interaction with the Peer Team in the departmental rooms.

Action Taken: The departments maintained the stated records in their departmental rooms in both soft and hard formats for the scrutiny of the Peer Team during their visit.

Agenda Item 4: Display of SOPs in Laboratories

Discussion: The Heads of the relevant departments were asked to ensure that the SOPs/flow charts of procedures/fire safety/precautions in case of spillage of chemicals etc. are in place.

Action Taken: SOPs displayed in Laboratories

Agenda Item 5: Making students aware of NAAC Accreditation and Peer Team Visit

Discussion: Members discussed the need for making the students aware of the NAAC Accreditation process and Peer Team Visit by addressing/showing College PPTs to the Students' Council and student representatives to IQAC.

Action Taken: A meeting was held with the office bearers of the Students' Council and student representatives in the IQAC. Information about NAAC Accreditation process, Self-Study Report (submitted by the College to NAAC) and Peer Team Visit was shared with them. They were asked to spread the information in the various student groups.

Madam Principal shared information about the College with the members of the Students' Council. The Council also made a PPT of the College and circulated the information sent by madam Principal.

Agenda Item 6: Submission of Self-Appraisal Forms

Discussion: Members discussed the timely submission of self-appraisal forms by the teaching and non-teaching staff.

Action Taken: Members of the teaching and non-teaching staff have submitted their respective self-appraisal forms in the office. The Principal has signed the same.

Agenda Item 7: Record of Remedial Classes, Mentorship Programme and record of Advanced Learners to be maintained by the Departments and respective Committees.

Discussion: Conducting and keeping records of remedial classes, mentorship sessions, and support to advanced learners was discussed by the members.

Action Taken: As discussed records of the remedial classes, mentorship sessions and support to advanced learners were kept in the departmental rooms and the Committees. Later these records were kept in the IQAC room for the scrutiny of the Peer Team during their visit.

Agenda Item 8: Display of achievements of the College and Important Information

Discussion: Regarding this agenda item discussion was held on the following issues:

- i. Photos of student achievers to be displayed at vantage positions;
- ii. Data of Sports Achievers and National/ International players, students placed in Armed Forces to be displayed;
- iii. Display of distinctiveness of the College; and
- iv. Depiction of diversity of the College - foreign students and students from other states.

Action Taken: The stated information was displayed on wall along the corridors.

Keeping in view the upcoming NAAC Peer Team visit, discussions were also held on the timings and venue for interaction of NAAC Peer team with Alumni, Students and Parents. Tentative cultural items for the cultural event during the peer team visit were discussed.

N197
Prepared by:
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Vibha Sharma
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IQAC

Dr. Nisha Bhargava
Principal