



*Mehr Chand Mahajan*

*D.A.V. College for Women*

*Sector 36-A, Chandigarh - 160 036*

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Ref. No.:.....772/MCM.....

Dated :.....14/05/2024.....

An IQAC Meeting was held on 21.3.2023 with two senior most members of each Department, Deans and the Heads of various Committees to discuss the preparation for the NAAC Peer Team visit. The meeting was held in the Golden Jubilee Conference Room at 1:00 p.m.

The Minutes of the Meeting and Action taken along with the signatures of members who attended the meeting are attached herewith.

  
Principal



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

**Dated 21.03.2023**

**IQAC Meeting: March 21, 2023**

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:**

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

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

# Mehr Chand Mahajan DAV College for Women, Chandigarh

## IQAC Meeting - March 21, 2023 - Agenda, Minutes of the Meeting & Action Taken

### 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.

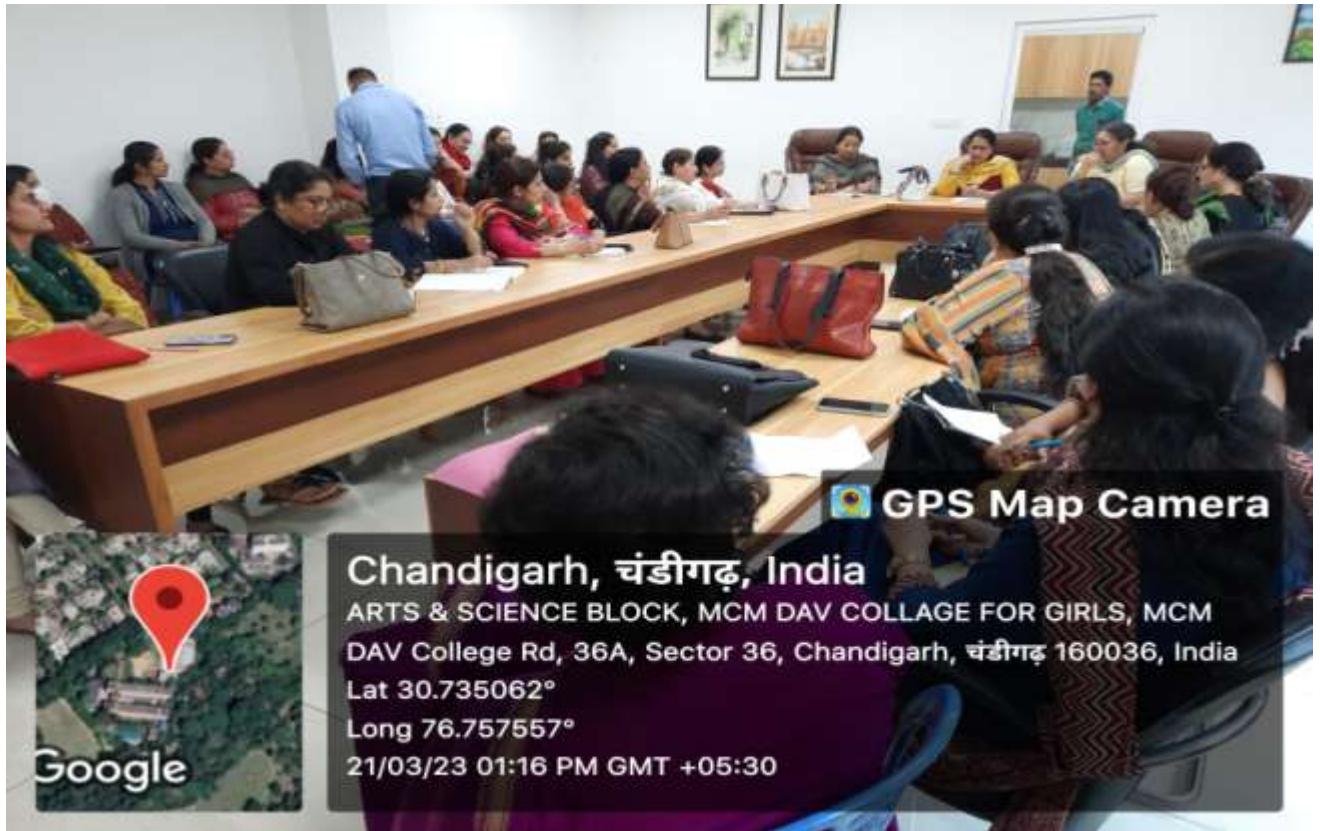
**Action Taken:** The stated information was displayed on wall along the corridors.

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.

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Prepared by:  
Nancy Garg

Vibha Sharma  
Chief Co-ordinator  
IQAC

Dr. Nisha Bhargava  
Principal



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

Dated: 21.03.2023

Attendance Sheet

Meeting of two senior most teachers from each Department on 21.03.2023 at  
1:00 p.m. in Golden Jubilee Conference Room.

Two senior most members:

ENGLISH

Ms. Neena Sharma *N.Sharma*

HINDI

Dr. Bindu Sharma *L Dr Harpreet Gill*

Dr. Mainsha Priyamwada *mbwada*

PUNJABI

Dr. Sarita Chauhan *Chauhan*

Dr. Minakshi Rathore *M*

MATHEMATICS

Dr. Jatinder Kaur *J*

Dr. Neela Pawar *N*

Dr. Swati Sidana *Swati*

ZOOLOGY

Dr. Neetu Neel *Neel*

Dr. Sarabjeet Kaur *S*

BOTANY

Dr. Gunjan Sud *G*

Dr. Purnima Bhandari *P*

CHEMISTRY

Dr. Shefali Dhiman *for Anshu*

Dr. Sagarika Dev *for Pooja*

PHYSICS

Dr. Renu Bala *Present*

Dr. R. Ridhi *R. Ridhi*

PHILOSOPHY

Ms. Suman Mahajan *SM*

MUSIC

Ms. Deepa *Deepa*

Dr. Layeka Bhatia *L Bhatia*

SOCIOLOGY

Dr. Bhavna Sood *-leave*

HISTORY

Dr. Bindu Dogra *B Dogra*

Ms. Poonam Devasher *P Devasher*

Dr. Mini Grewal *mini Grewal*

*MS*



POL. SCI  
HOME SCI  
ECONOMICS  
PHY. EDU.  
PUB. ADMIN  
PSYCHOLOGY  
COMMERCE  
COMP. SCI  
MFT  
FINE ARTS  
OMS  
SANSKRIT  
ADD-ON COURSES

Dr. Ritu Khosla

Ms. Richa

Ms. Jyotsna

Dr. Harjot Kaur Mann

Ms. Madhvi Bajaj

Dr. Archana Bakshi

Dr. Anju Lata

Dr. Veena Rani

Dr. Vibha Sharma

Dr. Gurvinder Kaur

Dr. Geeta Bhagat (on leave)

Dr. Akanksha Tripathi Dubey (on leave)

Dr. Nitasha Khehra

Dr. Neha Pandeya

Dr. Vidushi Jaswal

Ms. Raman Ghuman

Ms. Nidhi Sharma

Dr. Indu Arora

Ms. Vandana Syal

Dr. Geeta Mehra

Dr. Vandana Sharma

Dr. Pooja Sharma

Ms. Meenakshi

Dr. Seema Kanwar

Dr. Bindu Sharma

Dr. Preeti Gambhir

Ms. Parool Kaushik

Ms. Sukarma Verma

Ms. Avnoor Makhu

Ms. Shikha

Ms. Sarvjit Kaur

Ms. Priyanka (CMT)

Ms. AARUSHI

21-3-23

for Attendance  
Meeting of  
2 senior  
most  
teachers

Dr. Anvinda Kaur

Gurvinder Kaur

Nitasha Khehra

Dr. Vidushi Jaswal 21/03/2023

Ms. Raman Ghuman 21/3/23

Ms. Nidhi Sharma (Meeting)

Dr. Indu Arora 21/3/2023

Dr. Geeta Mehra 21-3-23

Dr. Vandana Sharma

Dr. Pooja Sharma

Ms. Meenakshi

Dr. Seema Kanwar

Ms. Parool Kaushik

Ms. Sukarma Verma

Ms. Avnoor Makhu

Ms. Shikha

Ms. Sarvjit Kaur

Ms. Priyanka (CMT)

Ms. AARUSHI

Principal