



Mehr Chand Mahajan
D.A.V. College for Women
Sector 36-A, Chandigarh – 160036
Phone: 0172-2603355, Fax: 0172-2613047

Supporting Document for Criterion 7

7.1 - Institutional Values and Social Responsibilities

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

(Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims)

IQAC, Coordinator

Offg. Principal

7.1.10: Details of the monitoring Committee

The College has a prescribed Code of Conduct for students, teaching faculty, administrative and support staff. The same is displayed on the college website and is highlighted prominently in the College and Hostel Prospectus.

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, Grievance Redressal Cell, Anti-ragging Cell, Internal Complaints Committee and Student Grievance Redressal Cell.

Staff Grievances Redressal Cell	Teaching:-	Non-Teaching:-
	Dr. Mini Grewal	Nil
	Ms. Madhvi Bajaj	
	Dr. Nitasha Khehra	
	Dr. Neetu	
	Dr. Seema Kanwar	

Students' Grievances Redressal Cell	Teaching Staff	Non-Teaching Staff
	Mrs. Vandana Syal	Nil
	Mrs. Nidhi Sharma	
	Mrs. Shelly Nanda	
	Dr. Shefali Dhiman	
	Dr. Arshdeep	
	Ms. Sidaq	
	Students:	
	President-Students Council	
	Vice President-Students Council	
	Secretary-Students Council	

Advisory Council	Teaching Staff	Non-Teaching Staff
Mrs. Suman Mahajan	Mrs. Suman Mahajan	Nil
	Dr. Vibha Sharma	
	Ms. Neena	
	Dr. Gurvinder Kaur	
	Dr. Bindu Sharma	
	Dr. Indu Arora	
	Dr. Harpreet Gill	
	Dr. Mini Grewal	
	Dr. Vandana Syal	
	Dr. Anju Lata	
	Ms. Madhvi Bajaj	

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Sensitization regarding Code of Conduct is done through various programmes such as Annual Induction Programme, Mentorship Programme, and periodic meetings conducted by the Principal with the Teaching and Non-teaching staff.

7.1.10: Details of the monitoring Committee

Committees Constitution:

Anti Ragging Cell:-	Teaching Staff	Non-Teaching Staff
	Dr. Bindu Sharma (In-charge)	Nil
	Dr. Mridula Sharma	
	Dr. Nitasha Khehra	
	Mrs. Baljeet Kaur Tiwana	
	Dr. Ritu Khosla	
	Dr. Amardeep Kaur	
	Dr. Swati Sidana	
	Dr. Pallvi Rani	
	Dr. Purnima Bhandari	

Adh

MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN, SECTOR 36-A, CHANDIGARH
Committees (2023-24)

S.No.	Date of Re-Constitution	Name of the Committee	Teaching Staff:	Non Teaching Staff:
85	19.08.2023	Committee for monitoring Code of Conduct	Mrs. Suman Mahajan	Nil
		Mrs. Suman Mahajan	Dr. Vibha Sharma	
			Dr. Harpreet Gill	
			Dr. Mini Grewal	
			Dr. Anju Lata	
			Ms. Madhvi Bajaj	
			Ms. Raman Ghuman	
			Dr. Neha Soi	
			Ms. Baljeet Kaur Tiwana	

B. Tiwana

Adh

MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN
SECTOR 36-A, CHANDIGARH
Date: 02.11.2023

STAFF NOTICE

The Campus Mentorship Programme for 1st Year UG & PG students will be held on 06-11-2023. It is compulsory for the faculty members to meet their Mentees as per schedule given below and maintain their record in the mentorship booklets. Further, they are required to submit class wise roll numbers of the absentees to Mr. Sushil Bhandari in the accounts office on the day of the mentorship meeting.

TOPIC: Students' Conduct Rules

The following time table will be observed on 06-11-2023

Period	Timings
Zero	7.45 a.m. to 8.45 a.m.
I	8.45 a.m. to 9.45 a.m.
II	9.45 a.m. to 10.45 a.m.
III (Mentorship Programme)	10.45 a.m. to 11.45 a.m.
IV	11.45 a.m. to 12.45 p.m.
V	12.45 p.m. to 1.45 p.m.
VI	1.45 p.m. to 2.45 p.m.
VII	2.45 p.m. to 3.45 p.m.
VIII	3.45 p.m. to 4.45 p.m.

Principal

Notice of Mentorship meet on Code of conduct for students

7.1.10: Details of the monitoring Committee

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

Date: 13.09.2023

STUDENT - NOTICE

The Campus Mentorship Programme for 2nd Year UG & PG students will be held on **15.09.2023**. It is **compulsory** for all second year students to meet their Mentors as per schedule given below. In case any student remains absent for two consecutive mentorship meets, her name will be struck off the college rolls. This must be strictly complied with.

TOPIC: Students' Conduct Rules

The following time table will be observed on **15.09.2023**

Period	Timings
Zero	7.30 a.m. to 8.30 a.m.
I	8.30 a.m. to 9.30 a.m.
II	9.30 a.m. to 10.30 a.m.
Mentorship Programme (2nd Year UG & PG)	10.30 a.m. to 11.30 a.m.
IV	11.30 a.m. to 12.30 p.m.
V	12.30 p.m. to 1.30 p.m.
VI	1.30 p.m. to 2.30 p.m.
VII	2.30 p.m. to 3.30 p.m.
VIII	3.30 p.m. to 4.30 p.m.

Principal
Principal

7.1.10: Details of the monitoring Committee

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

Dated 29.08.2023

Minutes of Meeting

Meeting of Mentorship Committee was held on 29.08.2023 at 10:00 a.m. in the office of the Principal.

Following staff members were present:

Dr. Neetu (In-charge)

Coordinators-Arts:
Dr. Ritu Khosla

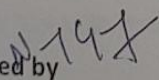
Coordinators-Sciences:
Dr. Vandana Sharma

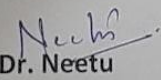
Coordinators-Commerce:
Dr. Gunjan

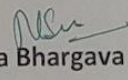
Members:
Dr. Layeka Bhatia

The following deliberations took place:

1. It was unanimously decided that maximum Mentorship groups should be made and every teachers would be allotted mentees. The number of mentees per teachers should not exceed 20.
2. The following points were also discussed:
 - Topic of first Mentorship programme would be "Conduct rules". Topics of Mentorship Programmes should be kept thoughtfully.
 - If a student complains about something, she should be told to approach the concerned Cell/ Committee. No grievances should be entertained during Mentorship Programme.
 - Permanent teachers would be deputed for the mentorship of first year classes.
 - Mentorship booklets to be kept from the session 2022-23 onwards. Old Mentorship booklets of the previous batches to be submitted in Store for their disposal.
 - One hour Mentorship Programme would be kept (preferably from 11:30 a.m. to 12:30 p.m.) by skipping one period instead of shortening of periods.
 - Mentorship Booklet was approved.
 - Two topics could be kept in a single Mentorship Programme.

Prepared by 
Nancy Garg


Dr. Neetu
In-Charge, Mentorship Committee


Dr. Nisha Bhargava
Principal

Details of Minutes of Meetings - Code of conduct

7.1.10: Details of the monitoring Committee

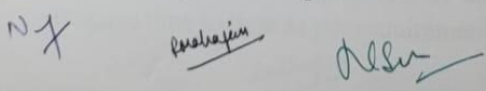
Mehr Chand Mahajan DAV College for Women, Sector 36-A, Chandigarh 294
Dated: 09.07.2023

Minutes of the Meeting

An online meeting of all teaching staff members was held on 09.07.2023 at 3:00 p.m.

The following Deliberations took place:

1. The Principal welcomed all the teaching staff members to the session 2023-24.
2. The Principal congratulated all on successful NAAC Peer Team visit and expressed her gratitude to everyone who has contributed to the growth of the institution.
3. The Principal said that various notices of admission duties, venues etc. were already circulated and apprised all about the two modes of admissions (online and offline).
4. The Principal said that admission conveners should seek instructions from her for immediate directions and Panjab University guidelines.
5. All the teachers were advised to read the Hostel & College Prospectus which was available on the College Website.
6. The admissions would be conducted in blended mode (Online and Offline), Helpdesk was already functional from the beginning of Summer Vacations, admission seekers would visit college for verification of documents.
7. The conveners of all First Year classes were told to scrutinize forms and diligently follow the students till they pay fee and get admission.
8. Time Table would be allotted to those who have paid the fee. Therefore, checking of fee receipt by the teachers was mandatory.
9. The conveners of BA Classes were told to timely address the queries related to Admissions, Time Table etc. They should be available in their free periods for admissions. Try to ensure maximum admissions in entry level classes.
10. Keeping in view that the students were waiting for their result in other colleges/ universities, and might shift there; a large number of admission seekers should be kept in the waiting lists and these lists should be maintained properly. Also the admission seekers for B.Com.-I should be told to wait and their details should be kept in record.
11. The Principal said that the staff members have to show utmost courtesy and politeness to the applicants and parents.
12. Avoid taking leave during admission days. In case of emergency, leave would be sanctioned by the Principal.



Details of Minutes of Meetings - Code of conduct

7.1.10: Details of the monitoring Committee

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Details of Minutes of Meetings - Code of conduct

7.1.10: Details of the monitoring Committee

Details of Minutes of Meetings - Code of conduct

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9. A teacher asked that if the admission seeker is from far place, what should be the procedure for admission, to which the Principal said that the pending documents could be called through whatsapp or e-mail. Certificates of Transfer, Migration etc. could be submitted later. Admission could be considered and it would remain provisional till the verification of documents by the College and by the Panjab University, Chandigarh.

20. To the query regarding instructions for the 2nd year admissions, the Principal said that for now the Honours subject could be allotted to the admission seekers who have secured above 60% marks in U.G. First year but it was suggested that no admission seeker would be denied of the Honours subject and the final cut off would be discussed later.

N Garg
Prepared by:
Nancy Garg

Suman Mahajan
Ms. Suman Mahajan
Senior most teacher

Nisha Bhargava
Dr. Nisha Bhargava
Principal

7.1.10: Details of the monitoring Committee

Minutes of the Meeting

The meeting of Student Grievance Redressal Committee was held in the presence of respected Principal Dr. Nisha Bhargava at Principal office on 2-04-2024.

Time 11.30 AM

Committee members present:


1. Mrs. Vandana Syal
2. Mrs. Nidhi Sharma
3. Dr. Shefali


Agenda:

To discuss the complaints received from the students. (Complaint boxes were opened in the first week of April)

1. The committee members read all the complaints.
2. All complaints were analyzed and classified.
3. A complaint regarding the noise in the library was taken in a thoughtful manner. The chair suggested to circulate a notice regarding the same among the staff members.
4. The griminess of Room no. 77 was brought to the notice of Principal who immediately ordered Saarthi team to do the needful.
5. While talking about the food available in the college canteen, it was suggested to introduce the Indian food thali at the nominal price.
6. It was also suggested in the meeting that the students should be made aware of complaint boxes and gratitude boxes installed at the different locations in the college campus, so that the students can drop their suggestions and gratitude notes in the respective boxes.

Meeting was concluded with the vote of thanks to the chair


2/4/2024


Dr. Nisha Bhargava
Principal

Details of Minutes of Meetings – Grievance Cell Redressal
Committee

7.1.10: Details of the monitoring Committee

Minutes of the Meeting

Following members of Grievance Redressal Committee were present in the meeting held at Principal Office on 22-11-2023.

Time: 12:30pm

Committee members present:

1. Mrs. Vandana Syal
2. Mrs. Madhavi Baja
3. Dr. Baljeet Tiwana
4. Mrs. Shelly Nanda
5. Dr. Arshdeep


Agenda:


To discuss the Complaints received from the students. (Complaint boxes were opened in the first week of November.)

Minutes of the Meeting:

1. The committee members read all complaints.
2. All complaints were analysed and classified so that concerned departments can be informed.
3. The departments related to which complaints were found were informed about the issues.
4. A suggestion was made to install Gratitude boxes in the college.

Meeting was concluded with the vote of thanks to the chair.


Dr. Nisha Bhargava
Principal


(convenor)

Details of Minutes of Meetings – Grievance Redressal Committee