

MEETING OF INTERNAL QUALITY ASSURANCE CELL
(IQAC)

DATE: 20/ JANUARY / 2012 (FRIDAY)

- CHAIRPERSON (PRESIDING OFFICER) : DR. D.K. BHASIN (PRINCIPAL)
- CONVENER: DR. H.S. RANDHAWA *W.M.*
- EXTERNAL EXPERT: DR. H.P. YADAV (Retd Deptt. of Geog.
D.B.S. (P.G.) COLLEGE)
- NAAC CONVENER : DR. D.P. SINGH *Ansaf*
- MEMBERS PRESENT:

 - 1) DR. SHIKHA NAGALIA (FACULTY OF ARTS) *Nagelia*
 - 2) DR. REENA UNIYAL TIWARI (FACULTY OF TEACHERS' EDUCATION)
 - 3) DR. PUNEET SAXENA (FACULTY OF COMMERCE)
 - 4) DR. DIPENDRA NIYAM (FACULTY OF SCIENCE) *Dipendra*
 - 5) DR. RAJESH DUBEY (FACULTY OF LAW)

The Committee met to discuss the important aspects in the format for Annual Quality Assurance Report (AQAR) of the IQAC.

All the four sections of the proposed Report were taken up for discussion and clarification.

The four sections are:

SECTION A : Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement.

SECTION B : Detailed report on the various aspects of academic and co-curricular activities.

SECTION C : Outcomes achieved.

SECTION D : Plans of the M.E.I for the next year.

Chairperson/Principal
(DR. D.K. BHASIN)

UPCP

Eddy

EXTERNAL EXPERT
(DR. H.P. YADAV)

Convenor (IQAC)
(DR. H.S. RANDHAWA)

Sugata

MEMBER

(DR. S. NAGALIA)

Convenor (NAAC)
(DR. D.P. SINGH)

Renu

MEMBER

(DR. REENA U. TIWARI)

Convenor (NAAC)
(DR. D.P. SINGH)

Ghulam

MEMBER

(DR. R. DUBEY)

MEMBER

(DR. P. SAXENA)

MEMBER

(DR. D. NIYAM)

MEMBER

(DR. R. DUBEY)

(2)

- A meeting held on 25-2-2012 at the dept
of English. Following members were present.
1. Dr. H.S. Randhawa ~~W.M.~~
 2. Dr. Shikha Nagaria ~~Regd No. 25/02/2012~~
 3. Dr. Neena Uniyal Tiwari ~~Regd No. 25-2-2012~~
 4. Dr. Deepindra Nigam ~~Regd No. 25-2-2012~~

~~Dr. Uniyal~~ decided that all members will submit their respective reports to Dr. Shikha Nagaria for getting it compiled.

work

(3)

Meeting of IGMC

A meeting of IGMC took place on 09/12/14 at 10.20 a.m. at Maitri IGMC office. Following office bearers were present.

1. Dr. H.S. Randham W.M.
2. Dr. Shrikha Nagaria Nagaria
3. Dr. Reena Uniyal Tiwari Reena
4. Dr. Deepinder Nigam D.W.
5. Dr. Purneat Sosane- Sone

A discussion took place on TGCOR for 2012-13 & 2013-14. It was decided that Dr. Shrikha Nagaria will present the report of Arts subjects, Dr. Reena Tiwari on B.Ed., Dr. Deepinder Nigam on Science subjects and Dr. Purneat Sosane of Commerce faculty. Dr. Rajesh Dalay was entrusted the responsibility of Law dept.

And this consolidated report will be sent to Maitri.

The next meeting about the progress & date test is fixed for 11/12/14.

W.M.

Meeting of IQAC

Date. 29th Jan. 2015 Venue Principal office

A meeting of IQAC was organised to discuss the various aspects of workshop that is to be organised on Topic

"Issues and challenges of Higher Education with special reference to D.A.V.(P.G) College".

on Feb. 4, 2015

The workshop will be organised to discuss the suggestions for quality enhancement in D.A.V.(P.G) college. Following members were present at the meeting.

1. Dr. H. S. Randhawa ~~W.D.~~
2. Dr. Shikha Nagalia ~~H.P.G.~~
3. Dr. Deependra Nigam ~~D.P.G.~~
4. Dr. Reena Uniyal Tiwari ~~Lect.~~
5. Dr. Purnet Saxena - ~~from~~

Following discussion were taken in the meeting.

- Retd. Judge Mr. Indrajit Malhotra will be chief guest of the workshop
- Members of IQAC will introduce the situation of D.A.V. (P.G.) College.
- Dr. Shikha Nagalia will anchor the workshop.
- Dr. H.S. Randhawa will give vote of thanks.

- Dr. Reena Aniyal along with Dr. Shikha Negalia will present the issues and challenges with respect to D.A.V.(P.G) College. Date _____
- Dr. Deependra Nigam & Dr. Puneet Sarana will give background material. disc
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say
- It is also decided that light snacks & tea will be served after the workshop. of
- The information of the workshop will be disseminated to staff of the college through major general notice. an
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Date 22th July 2015 Venue NAAc/Ignac office

A meeting of IQAC was organised to discuss other ways and advantages and disadvantages of R.V.S.A (Rashtriya Vaikuntha Siksha Abhiyan.) with regard to aided colleges where 50% grant is contributed by the management of that college.

In the meeting it was decided that an interactive session will be organised to discuss various aspects of R.V.S.A. following major decisions decisions were taken.

- Principal D.A.V.(P.G) college will chair the session.
- Dr. Prashant Singh will be the chief speaker of the session.
- Coordinator IQAC, Dr. H.S. Randhawa will coordinate the session.
- Other members of IQAC will collect the background material & will help in efficient co-ordination of the interactive session on July 29, 2015, at H. Deen Dayal Auditorium

following members were present at the meeting.

Dr. H.S. Randhawa
Coordinator IQAC

W/

Members IQAC

Dr. Deependra Nigam Dyer

Dr. Reena Uniyal Tiwari Reena

Dr. Shikha Nagalva Nagalva

Dr. Puneet Sareen - Dyer

Date : 26th August 2015

On demand of newly appointed Assistant Professors IOAC organised a meeting to discuss the issues related to A.P.I system. In the feto meeting following members of IOAC were present.

Dr. HBS. Randhawa

Coordinator IOAC

Members of IOAC.

Dr. Shikha Nagalia ~~Jagaria~~

Dr. Deependra Nigam ~~Dixit~~

Dr. Reena Unigal ~~Levy~~

Dr. Purnel Sarana - for

Following decisions were taken in the meeting

- ① Type of the session will be interactive.
- ② The session will be organised by the coordination Dr. H.B.S. Randhawa.
- ③ Senior Associate Professor Dr. S.P. Joshi will be invited to co-chair the session.

- ① Principal D.A.V. (P.G) College will be invited to be the chairperson of the session on ~~on~~ August 29, 2015
- ② All Asst. Professor will participate in the session. Anyone else interested can also take part in the session to understand the A.P.I. system.
- ③ Credit distribution system will be discussed.
- ④ Information will be disseminated through general notice.

Date : October 27, 2015

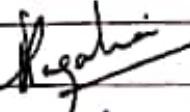
A meeting of IQAC was organised to plan a workshop to discuss the technique of drafting proposal of M.R.P with regards to objectives, methodology, significance and tentative chapterisation by the faculty members. Following points were discussed in order to frame the outline of the workshop to be held on Nov. 6, 2015.

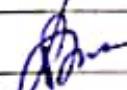
- Various chapters of the proposal to be framed were discussed, Objectives, methodology, significance and tentative chapterisation of the proposal were discussed.
- Queries of the Asstt. Profs. will be resolved.
- The workshop will be chaired by Principal D.A.V.(P.G) College
- Workshop will be chaired and co-chaired by senior Associate Professor Dr. R.K Tawhari and Dr. S.P. Tochi.
- There two persons will be the resource person in the workshop.

- Do's and don'ts of the proposal drafting will be discussed at the workshops.
- Intimation of workshop will be circulated through a general notice.

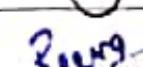
Following members were present in the meeting.

1. Dr. H.S. Randhawa 

2. Dr. Shikha Nagaria 

3. Dr. Purnet Sonwane - 

4. Dr. Deepinder Nigam 

5. Dr Reena Uniyal Tiwari 

Date : Dec. 4, 2015

A meeting of IQAC was organized to discuss the organization of workshop in order to introduce C.B.C.S. system. Following point were decided for organization of the meeting on Dec. 23, 2015.

- Principal will chair the session.
- Dr. H.B.S. Randhawa will coordinate the session.
- Other members of IQAC will help in efficient coordination.
- Copy of syllabus will be distributed in the session.
- Credit system of C.B.C. system will be discussed.
- Session will be kept highly interactive.
- Option will be open for post workshop discussion.

Members present in the meeting:

Dr. H.B.S. Randhawa (Coordinator) ✓

Dr. Punit Sareen (Member) - ✓

Dr. Reena Unigal Tiwari (..) ✓

Dr. Shikha Nagaria (..) ✓

Dr. Deependra Aliqam (..) ✓

Date 13 Dec - 2015

A meeting of IQAC was organised to discuss plan the discussion on enhancement of quality in research activity.

In the meeting it was decided that an interactive workshop will be organized to discuss the issue of Enhancement of quality in research activity. Following decision were taken at the meeting.

- ① Members of IQAC through informal discussion will collect the various aspects of quality enhancement in research activity from different departments.
- ② Members of IQAC will facilitate the discussion regarding quality enhancement in research activity.
- ③ All the newly appointed Asst. Prof. will participate in the discussion.

Following Members were present in the meeting.

Coordinator: Dr. H. B. S. Randhawa

Member Dr. Shikha Nagaria

" Dr. Reena Umjat Tiwari

- Dr. Purnat Samena

- Dr. Supendra Nigam

Date : Feb. 25, 2016

A meeting was organised to discuss the foll issues and challenges of higher education with special reference to D.A.V. (P.G) College. The issue was discussed in the session 2014-15. It was decided to follow and collect feed back of the said workshop to be held on March 4, 2016.

A one day workshop chaired by Principal will be organized. Following major decisions were taken at the meeting.

- Principal will chair the session.
- IOAC co-ordinator will briefly summarise the outcome of the last year workshop on the issue of quality enhancement in D.A.V. (P.G) college.
- Comments - suggestions and feedback will be invited from teachers on the quality of follow up measures.
- Note down major areas of follow up.
- To make a candid SWOT analysis for the institution.

Following Members were present at the meeting

Dr. H. B. S. Randhawa

Coordinator ✓

Dr. Shikha Nagaria (Member) ✓

Dr. Reena Uniyal Tiwari ✓

Dr. Deependra Nagam ✓

Dr. Purnet Sanena ✓

28 | JULY | 2016

(THURSDAY)

A meeting of IQAC was convened at 12:00 noon under the Chairmanship of the Principal Dr. Rakesh Verma with the following agenda:

1. To welcome the newly inducted members and familiarize them with the aims and objectives of IQAC by the Convenor, Dr. H. S. Randhawa.

2. Following points were taken up for discussion with respect to the future plan of action of the IQAC for the new academic session 2016-17

a) Preparation of AQARs (Annual Quality Assurance Reports) of the last four years. The AQAR format was circulated amongst the members and all the relevant areas were analysed.

b) As per the suggestion of made by Dr. Archana Pal, the report preparation work for the four different sessions was divided between two sub-committees within the cell.

c) Dr. Pecynesh Mishra suggested that in addition to the Departmental information, it would be essential to collect the requisite information individually from the faculty members regarding their individual achievements over the four years under assessment, as that would facilitate speedy collection of information.

d) Dr. Shikha Nagalia was entrusted with the task of preparing a 1-2 page proforma for

individual faculty members' attainments of the last four academic years, as these inputs were needed to fill in the consolidated ACGAR of the college. In addition, two separate feedback forms were to be developed for the teachers and students.

- d) Dr. Monisha Saxena's view that the whole exercise of distributing and collection of proformas should be completed within a pre-decided and definite time frame was endorsed by the Convenor and all other members. Accordingly, it was decided that these proformas and schedules should be sent out latest by 4th August 2016 and to be collected by 31st, August 2016.

- 3- The Principal, Dr. Rakesh Verma motivated the ICAC team and conveyed his best wishes and full support.

The following members were present in the meeting:

1. DR. Rakesh Verma, The Principal /
2. DR. H. S. Randhawa, Convenor, ICAC /
3. DR. S. Nagaria ~~28/7/16~~
4. Dr. Archana Pal ~~Amritpal~~
5. Dr. Preetesh Mehta ~~Gupta~~

6. Dr. Monisha Saxena M.B

7. Dr. Naina Srivastava Ngri

8. Dr. V. Tyagi.

CHAIRMAN

COORDINATOR

15 | SEPTEMBER | 2016

(THURSDAY)

After the collection of the requisite informations from the respective departments and faculty members, a meeting of the IQAC was organized to finalize the Annual Quality Assurance Reports (AQARs) of the last four academic sessions. The following decisions were taken in the meeting:

- 1) The Coordinator, Dr. H. S. Randhawa will collect the objective information required for the AQARs of all the four academic sessions from the establishment, accounts, scholarship and other sections.
- 2) All the members were of the collective opinion that all the subjective aspects of the AQAR should be first discussed amongst themselves.
- 3) With mutual consent, it was decided that Dr. Petyush Mishra, Dr. Shikha Nagaria, and Dr. Archana Pal will compile the AQARs of the academic sessions 2014-15 and 2015-16. AQARs for the academic sessions 2012-13 and 2013-14 will be prepared by Dr. V. Tyagi, Dr. Monisha Saxena and Dr. N. Srivastava.
- 4) Convener, Dr. H. S. Randhawa communicated to the members that the reports shall be finalized after mutual discussion and consent of all the members of the cell.

5) All the members were given a specific time-frame and were advised to compile their final reports within a month and positively by 15/October/2016.

The following members were present for the meeting :

1. DR. H. S. RANDHAWA, CONVENOR M&D

2. DR. SHIKHA NAGALIA Shikha
15/9/16

3. DR. ARCHANA PAL Archana
15-9-16

4. DR. PEEYUSH MISHRA Peeyush

5. DR. VIVEK TYAGI Vivek Tyagi

6. DR. MONISHA SAXENA Monisha

7. DR. NAINA SRIVASTAVA Naina Srivastava

14/ NOVEMBER/ 2016

Members of the ICAC assembled at the ICAC Office at 12 Noon to review the mid-term progress achieved through the efforts of the ICAC.

Following suggestions were advanced in the meeting for the smooth conduct of the sessional and semester exams:

- It was felt by all the members that the compulsory language (Hindi & English) sessional exam. papers at the U.G. level, with a huge student strength should be conducted with the help of all faculty members from all the departments, as it is not the sole responsibility of the Hindi and English departments alone.
- There was a discussion regarding the C.B.C.S system, its smooth functioning and how the Skill Enhancement papers in different subjects in the various semesters at the U.G. level should be allotted to the different departments to be taught in the last four semesters (last two years) in U.G. courses.
- Members felt that proper information pertaining to the choices in the Skill Enhancement and Generic papers should be clearly communicated to the students in a timely fashion through circulars and banners.

- On the suggestion of Dr. Naina Srivastava, it was decided by the IQAC Cell that a workshop should be organized for all faculty members to discuss various important points related to the drafting of proposals, budgeting, execution, report writing and submission of Minor & Major Research Projects.
- The Convenor, Dr. H.S. Randhawa expressed the view that all members of the IQAC should actively participate in the Faculty Development Programmes sponsored by the I.C.S.R and U.G.C. for their personal enrichment and to be able to contribute effectively towards the quality enhancement of the institution as a whole.
- Based on a feedback from the College Students' Union Office bearers, the Cell members discussed the proposal made by them that 1) the National Flag hoisting should be done early morning in the college as a daily routine, along with the recitation of the National Anthem to instill nationalism amongst the youth. This would also mean that the Flag will be lowered daily with in the evening, with due respect and national song.
2) Students who miss their internal sessional tests due to genuine factors & may be given atleast two more chances to appear for the left over internal exams.
- Based on teachers' feedback, it was suggested that all the broken and unused furniture,

UPCP

- * 3) The Post Graduate PG Departmental libraries be upgraded and stocked with more reference books.

more than three years old sessional test papers (answersheets) should be disposed of at the earliest to create more space in the departments and to make way for the new items based on need; besides ensuring general cleanliness and orderly setup in the departments.

- Suggestions obtained from the student representatives on teaching & learning processes to be conveyed to the Principal to be communicated to the
- A good idea advanced by Dr. Monisha Saxena

which was heartily welcomed by all members was that the metalled/ permanent road around the main central ground should be repaired and redone before the commencement of the next session, as it was broken in certain patches.

The following members were present in the meeting:

1. DR. H. S. RANDHAWA, CONVENOR. ✓

2. DR. SHIKHA NAGALIA *Signature* 14/11/16

3. DR. ARCHANA PAL *Signature* 14/11/16

4. DR. VIVEK TYAGI *Signature*

5. DR. PEEYUSH MISHRA *Signature*

6. DR. MONISHA SAXENA MB

7. DR. NAINA SRIVASTAVA *Signature*

STUDENT REPRESENTATIVES :-

8. SHUBHAM SIMALI Shubham
9. DEEPAK RAWAT
10. INDU NEGI Indu Negi
11. VANDANA DANIWAL Vandana
12. SHAILENDRA PANWAR Shailendra

The Heads of Departments:-

13. DIVYA RAWAT Divya Rawat
14. MITALI KANDARI Mitali
15. GARIMA RATURI Gauri Raturi
16. ANKIT NEPANE Ankit Nepane

3 | FEBRUARY | 2017

A meeting of IQAC was convened at 12.00 noon with the following two main objectives:

First, to discuss the various aspects of the workshop on research projects that was proposed to be organized in the preceding meeting,

Second, and practical

to advance some need based suggestions, (on the basis of students' and teachers' feedback) towards enhancement of quality in the functioning of the colleges and to make the admission process, teaching, learning and other college activities more effective and student friendly.

Following decisions were taken:

AGENDA I

1. The Principal will chair the workshop to be organized on
2. Dr R.K. Jauhar (Senior faculty, Zoology) will make a presentation on how to prepare draft proposals for minor and major research projects in Sciences.
3. Dr H.S. Randhawa (Convenor IQAC and senior faculty, English) will give a talk on how to make project proposals in languages and social sciences.
4. Dr Prashant Singh (Senior faculty, Chemistry) will explain the budgeting aspects of the research projects.
5. The presentations will be followed by Question and Answer session between faculty members and

spokespersons.

AGENDA II

1. Dr. Pecyush Mishra suggested that College should give clear information to the U.G. students regarding the choice of compulsory language papers in various semesters.
2. It was suggested by Dr. Monisha Saxena that the admission process and fee payment should be totally online.
3. Dr. Naina Srivastava raised similar concern regarding the choice of skill enhancement and generic papers at the U.G. level.
4. Dr. Archana Pal felt that the students should be made aware of the minimum credits required to take admission in the next semester. Also the rules pertaining to readmission, attendance rules, sessional exam rules etc should also be made clear to the prospective students right at the beginning at the time of admission.
5. Dr. Vivek Tyagi expressed the opinion that the information regarding anti-ragging rules and punishment should also be similarly highlighted at the time of admission.
6. It was felt that more and more digital information should be collected at the time of admission. For this purpose, the OMR sheet which is filled along with the application form, should be made more elaborate with specific and coded

information regarding the courses, subjects, selection categories, caste, student's U.I.D (Adhar Card) etc so that the complete information on a student should be available on a click. In short, OMR should be redesigned to include more specific details of a candidate.

7. It was unanimously decided that all the above information should be clearly indicated and specified in the College Prospectus from the coming academic session, so that a student may acquaint himself/herself with all such important information at the time of taking admission.

- Since the AQARs of the previous four academic sessions had been finalized, Dr. H.S. Randhawa expressed his opinion that the reports should be uploaded on the College website. He was also of the view that the College website should be updated as a whole with all this information and individual personal profiles along with email IDs of all the faculty members so that they may easily be accessed.
- It was felt that in order to introduce modern teaching aids and smart classrooms, white boards along with green boards should be installed in the new building with eighteen lecture rooms to be inaugurated. It was also

suggested that the staff room should be made more comfortable with new furniture, newspapers and magazines etc.

- IQAR Cell - It was felt that automation of the library should be speedily done so that the learning resources in the Central Library can be fully utilized. For this purpose, the concept of a virtual library was proposed.
- On the lines of Digital India Mission and to facilitate the work of automation and digitalization, it was proposed that the College should be converted into a wi-fi enabled campus.
- It was suggested by all members that a proper refreshment area (canteen) for students and teachers should be present on campus, with healthy and hygienic food, refreshments along with a neat and clean sitting place.

The following members were present for the meeting:

1) DR. H. S. RANDHAWA

~~V.M.~~

2. DR. S. NAGALIA

~~Signature~~
3/02/17

3. DR. A. PAL

~~Signature~~
3-2-17

4. DR. V. TYAGI

~~Signature~~
3/2/2017

5. DR. P. MISHRA

~~Signature~~

6. DR. M. SAXENA

MS

7. DR. N. SRIVASTAVA

~~Signature~~

Meeting IDate: 19 July 2017

A meeting of IQAC was convened under the chairmanship of the Principal, Dr. Devendra Bhasin. Members of the IQAC assembled at the IQAC office at 12 noon. The agenda was as follows:

1. To welcome the members in the new session.
2. To re-acquaint them with the objectives of IQAC in order to handle fresh targets for the new session.

The following points were taken up by the Convenor, Dr. Randhawa as plan of action for 2017-18:

- a. Compilation of the AQAR (Annual Quality Assurance report) for the new session i.e. 2017-18.
- b. Dr. Shikha Nagalia suggested that it would be better to approach the departments as well as individual faculty members for accurate and speedier collection of data.
- c. As per the suggestion of Dr. Piyush Mishra, collection of inputs for the AQAR was given to various members of cell by assigning them specific responsibilities.
- d. Dr. Vivek Tyagi was entrusted with the

task of preparing a two paged proforma for individual faculty members.

e. Since this document would contain valuable information of the entire teaching faculty of the college, Dr. Naina Srivastava suggested that all relevant enquiries should be accommodated on both the sides of a single page. This would save on stationery and look less cumbersome as a document to be filled up.

f. Dr. Archana Pal contended that the filled up proformas should be collected within a definite time frame.

g. Hence, it was unanimously decided that the proformas be distributed by 3 August 2017 and collected by 31 August 2017.

3. The Principal on his own behalf, assured the team of his full support and wished the members good luck for their endeavours.

The members present in the meeting were;

1. Dr. Devendra Bhasin, Principal

2. Dr. H.S. Pandharia, Convenor, IQAC *W*

3. Dr. Shikha Nagalia *Sugati 17/7/17*

4. Dr. Archana Pal *Archana* *15-7-17*

5. Dr. Piyush Mishra *P.M.* *15-7-17*

6. Dr. Naina Srivastava *N.S.*

7. Dr. Rivek Tyagi *R.T.* *15-7-17*

8. Dr. Monisha Saxena *M.S.*

Meeting II

Date: 22/09/2017

Members of the IQAC assembled at the IQAC office at 12 noon to review the progress achieved after the first meeting through the persistent efforts of the IQAC.

The agenda was as follows:

1. Analysis and compilation of inputs
2. Ways to obtain feedback from both teachers and students with regard to improvement in teaching methods and the overall college environment.

The following suggestions were advanced in the meeting:

- a. The Convenor, Dr. H.S. Panditma expressed the view that for speedier disposal of work, the proformas received be divided among members. This would facilitate accurate compilation of inputs, point by point.
- b. Dr. Manisha Srivastava felt that all members of the IQAC should actively participate in Faculty Development programmes sponsored by the UGC and ICSSR for their personal enrichment and to be able to contribute towards the quality enhancement of the institution as a whole.
- c. Dr. Shikha Nagaria suggested that in order to informally obtain feedback from students regarding ways to improve teaching methods, the members of IQAC and individual staff members could distribute specially designed

questionnaires among students. The response of the students thus received would be valuable in improving teaching learning methods.

- d. It was generally agreed by all members that this questionnaire be prepared by the IQAC team for a specialised output for teachers and students separately.
- e. Based on feedback from the College Students' Union office bearers and the teachers, the issue of water logging in certain areas of the college campus was also discussed. Dr. Archana Pal initially a very good suggestion of Rain Water Harvesting which would effectively deal with the problem in the long run. It would also utilise and regenerate groundwater to satisfy the college needs.
- f. All the members were given a specific time frame to compile the questionnaire and distribute the same by (date) 10/10/2017

The following members were present for the meeting:

1. Dr. H. S. Pandhara, Convenor

2. Dr. Shikha Nagaria ~~Signature~~ 22/09/17

3. Dr. Archana Pal ~~Signature~~ 22/09/17

4. Dr. Piyush Mishra ~~Signature~~

5. Dr. Vivek Tyagi ~~Signature~~ 22/09/2017

6. Dr. Monisha Saxena

7. Dr. Nalini Srivastava

Meeting IIIDate: 2/11/2017

After the collection of feedbacks from various faculty members, a meeting of the IQAC was convened in the IQAC. The agenda was as follows:

1. Analysis and discussion of the feedback
2. Organising seminars/workshops with a view to monitor quality in research activities
3. To speed up the process of the establishment of e-learning centre.

The following suggestions were advanced:

- a. On the basis of the feedback received from students, it was decided that modern teaching aids should be increasingly used so that the concept of smart classrooms could be executed equally smartly.
- b. Dr. Piyush Mishra suggested that apart from enhancement in infrastructure and teaching aids, the interaction level between teachers and students be enhanced by holding special interactive sessions outside classrooms also.
- c. The suggestion was looked by the Convenor, Dr. Randhawa who also emphasised that the students be encouraged to make greater use of library facilities. With the full automation of the library, the students would easily be able to avail the learning resources.
- d. A workshop on the theme of 'Monitoring Quality in Research Activities: An IQAC Initiative' was also

proposed. The tentative date for the same was set as (date) 28/11/2017

e. It was decided that the Principal would chair the workshop.

HOD,

f. Dr. R. K. Jauhari (Senior Faculty, Zoology),

Dr. Hr. S. Randhawa (Convenor IAC and Senior

Faculty, English), Dr. Prashant Singh (Senior

faculty, Chemistry) and Dr. Ajay Sakseena (Senior

Faculty, HOD, Political Science) would be the

key speakers. Each were to make presentations

on ways to prepare draft proposals for major

and minor projects, with special reference to the

disciplines they belonged to.

g. It was also agreed that Dr. Prashant would

explain the nitty-gritties of finance with regard

to research projects

h. Dr. Shikha Nagaria in the end, emphasised the need to speed up the establishment of an e-learning centre in the campus. This would unleash an immense storehouse of data and knowledge for the students by connecting them to govt. portals and other related websites.

The following members attended the meeting:

1. Dr. H. S. Randhawa ✓

2. Dr. Shikha Nagaria ✓ 28/11/17

3. Dr. Piyush Mishra ✓ 28/11/17

4. Dr. Nairan Srivastava ✓ More

5. Dr. Archana Pat ✓ 28/11/17

Meeting IVDate: 4/12/2017

Members of the IQAC assembled at its office at 12 noon to review the mid-term progress and achievements made under the guidance of the IQAC cell.

The main highlights were:

1. The Principal, Dr. D. Bhasin congratulated the members on the successful organisation of the workshop on quality research.
2. Special mention was made of the efficacy of talks between the speakers and faculty members as well as the question-answer round which gave a holistic approach to the entire programme.
3. Dr. Randhawa emphasised the need to familiarize the students with the various courses being offered by the institution along with proper understanding of the CBCS i.e. Choice Based Credit System.
4. Dr. Vivek Tyagi proposed that printed handouts be distributed to the students to enhance their acquaintance with the CBCS.
5. At this point, Dr. Shikha Nagaria suggested the organisation of a day's workshop on the CBCS and how its functions!
6. In order to arouse students' interest in the upcoming event, Dr. Naina Srivastava proposed that banners be put up at different crucial points in the campus to intimate

the students.

7. Dr. Piyush Mishra felt that pamphlets could also be distributed well in advance among students.
8. The proposed date for the workshop was 12.12.2017 which was okayed by the Principal later on.
9. It was unanimously decided that the chief speakers would be senior staff members from all disciplines.
10. Based on the students and teacher's feedback, the need to beautify the college campus was aired. For this, it was decided that the greenery be increased by planting more trees that transmitted more oxygen as compared to other trees.
11. Dr. Monisha Saxena suggested that the ambience of the canteen and staffroom be improved to induce greater comfort and hygiene.
12. The idea of giving a fillip to the power of the campus becoming wi-fi enabled, was also fathomed.
13. In this connection, Dr. Archana Pal emphasised that every teacher be given sufficient internet facility/which would be a stepping stone in attaining the state of the art status.
14. The installation of solar panels, ^{electricity to generate electricity} needed to be accelerated as then, there would be no dearth of power supply in the institution.
15. As part of the 'Go Green' drive initiated

by the state govt; the recycling of waste paper was also stressed. This would not only take care of unwanted or unused paper efficiently but also help the institute in becoming more eco-friendly with cleaner surroundings. Apart from this, the expenditure on stationery would also be curtailed.

16. The meeting was concluded by the Principal who emphasised the following points:

a) Redesigning of the OMR for admission in a more student friendly manner. The work on it was already underway.

b) The workshop on CBCS should certainly entail its benefits, the importance of attendance and the role of sessional exams.

c) Due to the untiring efforts of the IQAC, the Principal announced that several fixed benches would be laid out in the campus shortly.

d) As a result of the IQAC's initiative to enhance the greenery of the college campus, the Principal announced the appointment of a regular gardener shortly.

The following members attended the meeting:

1. Dr. D. Bhasin, Principal

2. Dr. H. S. Pandhara, Convener IQAC ~~W/o~~

3. Dr. Shikha Nagalikar ~~St. 4/12/17~~

4. Dr. Vivek Tyagi ~~St. 4/12/17~~

5. Dr. Piyush Misra ~~R - 200~~

6. Dr. Monisha Sawant ~~MB~~

7. Dr. Archana Pat

Archana Pat
4/12/17

Meeting IVDate: 16.3.2018

Members of the IQAC assembled at the IQAC office for the last meeting of the session. There was a fresh wave of enthusiasm among members who looked forward to working under their new Principal, Dr. Ajay Salvesen. For a change, Dr. Prashant Singh, senior faculty, Deptt. of chemistry, also attended the meeting.

The highlights of the meeting were:

1. The new Principal welcomed all the members of IQAC, reaffirming his resolve to give a ^{noticeable} ~~facelift~~ to the college in all possible spheres with the support of the IQAC team.
2. The Convenor, Dr. H.S. Pandhara also welcomed the Principal in return and assured him of his team's untiring efforts to meet deadlines in pursuit of quality enhancement.
3. He emphasised the speedy completion of Himeshni Naithani Smriti indoor badminton court.
4. All the members suggested the ~~the~~ need to arrange additional funds and tap the right sources so that the ^{construction of the} court could be completed well in time.
5. In order to provide healthy and hygienic food to all, Dr. Naina Srivastava suggested that random checks be made on the canteen to assess the quality of the food being served.
6. This proposal was seconded by Dr. Monisha.

1. Saksena who also suggested the installation of a water cooler for the canteen followed by RO water facility.

2. All the members agreed to the suggestion made by Dr. Shikha Nagalia that the staff room be equipped with major newspapers (both local and national) along with leading periodicals of different disciplines.

3. At this point, the Principal announced that limited indoor game facility, specifically table tennis would be made available to the teachers in the staff room along with clean drinking water and comfortable seating arrangements.

4. Dr. Archana Pal suggested that a seminar be organised on 'Environmental Issues' on 5th June, 2018, to enhance general awareness on the topic:-

5. It was also decided to engage students in multiple activities like poster making, tree plantation.

6. DR. Pragant Singh announced his intention to acquaint students with the provisions of 'Swachh Bharat Abhiyan' and to introduce both UG and PG students to a summer internship program. Members present at the meeting were:

1. Dr. Ajay Saksena, Principal

2. Dr. H.S. Pandhawa, Convener, IOAC

3. Dr. Shikha Nagalia *Agenda* 16/3/18

4. Dr. Monisha Saxena MB

5. Dr. Piyush Mishra *Agenda*

6. Dr. Archana Pal *Agenda* 16/3/18

7. Dr. Naina Srivastava

Majumdar

08/05/18

8th May 2018

(44)

first
 The 1st meeting of the reconstituted IQAC was held at 12.00 noon, under the Chairmanship of the Principal, Dr. Ajay Saxena and Coordinator IQAC, Dr. H.S. Randhawa with the following agenda:

- (1) To welcome the newly inducted team and to orient them to the role and responsibilities of the IQAC towards quality enhancement in all spheres of the functioning of college.
- (2) The Principal reiterated the importance of the role of this Cell in the ensuing year keeping in mind the impending accreditations of the College by NAAC.
- (3) The updated Action Taken Report (ATR) was discussed thoroughly point-wise.
- (4) The charge of the cell was formally handed over to Dr. Shikha Nagalia, Associate Professor, Deptt. of Economics.

The following members were present in the meeting

1. Dr. Ajay Saxena, The Principal
2. Dr. H.S. Randhawa, Coordinator IQAC *W/*
3. Dr. Shikha Nagalia *Aug 8/05/18*
4. Dr. Monisha Saxena *MP*
5. Dr. Archana Pal *Archana 8-5-18*
6. Dr. Vivek Tyagi *Vivek 8-5-18*
7. Dr. Preetush Mishra *Preetush 8-5-18*
8. Dr. Amita Raizada *Amita 8-5-18*

23rd May, 2018 (Thursday)

(46)

The second meeting of the ICAC was conducted on 23rd May, 2018 at 12 noon with the following agenda:

1. Dr. Monisha Saksena suggested that the proforma for the collection of inputs be circulated and collected before the summer break so that the ICAC is able to prepare the consolidated report for the session 2017-18 well within time.
2. Also the Letter of Intentions (LOI) for re-accreditation of the College could be submitted to the NANC, as early as possible in the session 2018-19.
3. The two-page proforma prepared by Dr. Shikha Nagaria for the collection of inputs was endorsed by the Principal and the deadline for submitting the information by individual faculty members in that proforma was decided as 08/06/2018. 08/June/2018.
4. Accordingly the proformas were individually addressed to faculty members and personally delivered the next day.
5. It was suggested by Dr. S. Nagaria, and seconded by Dr. Archana Pal and unanimously agreed upon by the other members that a one-day workshop be held in the beginning of the ensuing session to speedup/facilitate inter-

-actions among faculty members on relevant issues facing higher education inviting suggestions from the stakeholders for its betterment

6. All the members were advised to chalk out some appropriate themes for this purpose to be discussed in the next meeting.

Following members were present in the meeting.

1. DR. ASHY SAXENA, THE PRINCIPAL

2. DR. H.S. RAVINDRAWA

3. DR. S. NAGALIA

4. DR. MONISHA SAXENA

5. DR. PEEYUSH MISHRA

6. DR. ARCHANA PAL

7. DR. VIVEK TYAGI

8. DR. AMITA RAIZADA

9.

Date - 24.9.18

- The next meeting of the IQAC was conducted on 24th September, 2018 at 12 noon under the chairmanship of the Principal, Dr. Ajay Saksena. The agenda was:
- 1. The process of filing IQAC was discussed at length in order to prepare for NAAC's accreditation. Emphasis was laid on the update of records.
 - 2. Dr. Shikha Nagaria suggested that the library records, attendance register and other related records should be so updated that they become handy sources of information to all.
 - 3. The question of approval by the BCI and NLTE was also taken up.
 - 4. The Principal announced that Dr. J. P. Pachauri would be appointed as the external advisor (of NAAC and IQAC) to afford valuable suggestions for the efficient functioning of these bodies.
 - 5. Dr. H. S. Pandhara intimated the team members that the AQAR had to be e-mailed latest by 15th Oct. 2018.
 - 6. Dr. Rupali Behl suggested that the issue of forming a Parent Teachers' Association as well as an alumni association could also be taken up with Dr. Pachauri.
 - 7. Dr. Monisha Srivastava proposed a regular and random check of the hygienes of the canteen to ensure good quality food to all.

8. Dr. Archana Pal pointed out some snags in the present parking situation which needed to be attended to at the earliest.
9. Dr. Piyush Mishra advanced the suggestion that 'Swachha Abhiyan' in the college had to be a regular feature to preserve a neat and tidy ambience. This drive could be given a special facelift and thrust on special occasions like Gandhi Jayanti, 26th January and 15th of August.

The following members were present:

- 1. Dr. Ajay Saksena, Principal ~~Pr~~
- 2. Dr. H. S. Randhawa ~~WST~~
- 3. Dr. S. Nagalia ~~Tyagi~~ ²⁰¹¹⁻¹²
- 4. Dr. Monisha Sareen ~~MB~~
- 5. Dr. Piyush Mishra ~~Fr MSc~~
- 6. Dr. Archana Pal ~~Archarya~~
- 7. Dr. Vivek Tyagi ~~Tyagi~~
- 8. Dr. Amita Raizada ~~MGR~~
- 9. Dr. Rupali Bahl ~~Bahl~~

Date - 27.9.18

An important meeting of the IQAC was held at 11:30 am in the IQAC/ NAAC office. The chief attraction of the meeting was Dr. J. P. Pachauri, an expert on matters related to NAAC and IQAC. The sole agenda of the meeting was to motivate and enlighten teachers on enhancing quality in the light of the suggestions advanced by Dr. Pachauri. Packed with several invaluable suggestions and guidance, the main highlights of the meeting were;

- (1) Dr. Shikha Nagaria began the meeting by giving a brief introduction of Dr. Pachauri who was our external advisor. After this the Principal gave a briefing on the present status of IQAC and NAAC.
- (2) Dr. Parul Dixit, Head, Deptt. of Law, aired vital information about her deptt. like appointment of new faculty in the deptt, the question of approval and admission, BCI and the issue of inspection.
- (3) Dr. Pachauri also emphasized upon obtaining an approval letter to run professional courses in the college.
- (4) The Principal announced the commencement of a vital healthy practice in the institution in the sphere of disaster management. This was the installation of an earthquake pre warning system or an earthquake alarm in collaboration with IIT, Roorkee that would sound the alarm.

45 secs. before such a disaster comes.

(5) Dr. Pachauri made it very clear that all healthy practices of the college should be linked to social welfare. For instance, extension and awareness camps could be held every year on the same date in the suburbs, Beijing a track of how the local population benefitted from them. Other exemplary initiatives could be - coming on a cycle instead of petrol/diesel driven vehicles to curb atmospheric pollution, making the college a no plastic zone, wearing khadi on a chosen day/days, doing yoga on a particular day/date, making the campus, tobacco free for a day.

(6) At this point, it was conveyed to the expert by the Principal that yoga sessions were held by the Deptt. of B.Ed. in the college campus. Also, on the International Yoga Day on 22nd June, the college also arranged for a yoga session at Prade Ground every year.

(7) Dr. Pachauri spoke at length on the need to take action on students' feedback on teachers' performance. In case of a negative feedback, the Principal could summon the particular faculties and take action as he deemed fit. In case, the response was positive, the concerned staff member(s) could be felicitated by the college.

(8) The importance of knowing the correct format of presentation was also underlined by him.

- ⑩ Dr. Pachauri was happy to learn that the Deptt. of Professional Courses was already publishing a newsletter periodically. He insisted that the activities and achievements of the IOAC get prominent coverage in it.
- ⑪ In the pursuit of quality enhancement, he advised the team members not to be too interfering in the portfolios and affairs of other depts./committees.
- ⑫ Every meeting of the IOAC should reflect the action taken on the suggestions advanced in the previous meeting. In the absence of the same, the causes of inaction needed to be analysed and an action plan had to be prepared and executed.
- ⑬ Dr. Pachauri urged all depts. and operating cells in the college to become active and interactive with the general public so that an esteemed learning institution like DAV could actually pioneer social welfare schemes. For example, the Gender sensitisation cell could organise regular programs like yoga classes, judo classes, constitutional awareness camps/sessions, poster making contests etc.
- ⑭ Here, Dr. Paul Dixit, HOD, Law Deptt. informed the gathering that the faculty organised legal awareness camps every year in the outskirts of the city. A legal aid clinic was also operational in the college.

(4) Dr. Pupali Behl, IQAC member from the B.Ed. Deptt. also revealed field trips that were conducted by students to Cheshire Homes and Bajaj Institute of Learning, both very centres for differently abled people. She also reported that the students found this practical interaction with the inmates more effective than simple theory.

(5) Dr. Parbauri followed it up by emphasizing the need for practical sessions to complement the theory ones if learning had to be made more efficacious and holistic.

(6) The IQAC was directed to sound all departments in the college to prepare a PPT on the departmental profile, ^{including an alumni list dept. wise.}

(7) Our external advisor suggested that the curriculum ^{be} analysed from time to time. Feedbacks for the same needed to be conveyed to the Central Univ, Srinagar. In this respect, the concerned faculty members who were also operating as members, Board of Studies in Srinagar, could play an effective and pivotal role.

(8) Since the college was already providing campus facility and the necessary infrastructure to IGNOU, the students could be motivated to take up courses in the people's university i.e. IGNOU.

(9) It was important for all depts. to maintain an up-to-date student profile e.g. ^{no. of} admissions,

proper statistics with regard to the various categories like Cen., OBC, SC, ST etc.; placement details, research activities of students and so on.

- (20) Dr. Pachauri underlined the eminence of resource mobilisation for research purpose. Research had to be people or community oriented for NAAC/IQAC purposes. Hence, such projects could be sponsored by the Principal by signing MOUs. For e.g. the NSS, an MOU could be signed through the Principal with the Gram Pradhan, municipality for Swachh Bharat-Abhiyan, Lions and Rotary Club. The NCC could do the same in the field of civil defence, industries, technical and management institutes.
- (21) Dr. Pachauri stated the need to give a good facelift to the college building wherever possible. At this point, the Maintenance In-charge, Dr. Vineet Vishnoi informed him that old beams were being repaired in the rooms.

- (22) In the same vein, he spoke of upgrading the college dispensary by opening it to the public too. For this, an MOU could be signed with a local doctor through the Principal for a weekly or biweekly visit to the dispensary.
- (23) The college was to necessarily have 1-2 smart classrooms actually functioning for pupils.
- (24) Plants having medicinal value, along with their botanical names, could be properly displayed in a botanical/herbal garden.

created for the purpose. This could act as valuable assets and contribution of the Deptt. of Sciences.

(25) The college library as well as individual deptt. al libraries needed to keep a track

of the number of journals, books, research publications being subscribed to by both teachers and students. A separate catalogue of titles also needed to be maintained.

(26) The automation office and library needed to be fully computerised. Extending the

same point, Dr. Pachauri proposed that

IT facilities from B.Sc. (IT) Deptt. be

made available to all students in the

campus. This measure would stand as a

prominent student support programme in

which, this deptt. could also hold

computer literary sessions for all the

college students.

(27) Another aspect of student support programme could be, aiding outstation students to find accommodation and food facilities through a portal of the college.

(28) It was essential for the college to have

a properly registered alumni association

so that the alumnus could contribute

positively to their institution's progress. For

this, Dr. Pachauri suggested the development of

(i) a website and a clear, uncontroversial title
being given to the Alumni Association.

- (29) Every deptt. would maintain a register for entering student details who were receiving scholarships/freeships from the institution and even from external sources apart from added information, the different depts. would be able to streamline various students. A copy of this data had to be sent by all disciplines to the IQAC office.
- (30) The Placement cell needed to keep a tab of students getting placements, both on campus and off campus. This data had to be supported by documentary proof. The same activity needed to be carried out at the departmental level to keep track of the placement status of the alumni.
- (31) The college and depts. had to ensure that noticeable achievements got proper coverage in the media.
- (32) Dr. Pachauri emphasised the formation of a Parent Teacher Association. Its 3 essential components would be - parents, teachers and the alumni. The college needed to ensure that effective interaction took place among all the three and the initiative suggested by them, were introduced in the college.
- (33) It was necessary to conduct a student satisfaction survey on matters like propriety of curriculum, teaching staff. However, in order to enlist the correct and a neutral response, a system of checks and balances had to be incorporated.

in it.

(34) It was a must to keep all documented information in files. E.g. separate file each for audit related data, cases pending in courts, no. of cases filed. Dr. Pachauri stated that for projects, a letter of sanction would be sufficient.

(35) In order to enhance the quality standards of the institution, it was necessary that the IQAC convene meetings of different cells and committees from time to time to make them more functional and be abreast with the latest information and developments at those ends. For e.g., separate meetings could be convened for the examination committee, admission committee, women empowerment cell, counselling cell and so on. This would ensure that all these wings were always ready, active and know their progress.

(36) A major suggestion of Dr. Pachauri was that an ATR had to be prepared on the basis of the last NAAC visit to the college. The idea was to measure the extent to which the suggestions of the visiting team had been incorporated into the working machinery of the college.

(37) Finally, he gave the suggestion that was also seconded by the Principal that the necessity of having an Alumni Association

and a Parents Teachers Association be conveyed to the management. The latter could then pass a resolution to that effect. For instance, the Alumni Association would have distinguished alumni as members with the Principal as the Patron. Similarly, when the PTA was formed, informal feedbacks could be taken from the parents.

(38) Finally, he suggested that a board displaying the names of the members of IQAC should be displayed in the IQAC cell. It should also be coupled with a soft board displaying the major activities and achievements of the college.

The following members were present in the meeting:

1. Dr. J. P. Pachauri
2. Dr. Ajay Saksena, PRINCIPAL *by*
3. Dr. H. S. Randhawa *by*
4. Dr. Shikha Nagaria *Signature 27/09/18*
5. Dr. Monisha Saksena *MB*
6. Dr. Piyush Mishra *AT 100*
7. Dr. Vivek Tyagi *AT 100*
8. Dr. Supali Bahl *Bell*
9. Dr. Amita Raizada *by*

9/10/2018

(59)

A meeting was held at 12:15 pm with the following agenda: Venue : IQAC OFFICE Dr. H.S. Randhawa - Chief Advisor, IQAC

I) AOR of 2017-18 to be emailed by/on 15th October, 2018.

- A One-day CBCS workshop to be conducted for the First Semester students of B.A/B.Sc/B.Com in three phases. The framework of the proposed workshop was discussed and the tentative dates were decided as 24/10/2018, 31/10/18 and 5/11/2018 respectively.
- IQAC office will be given a face lift with a soft board displaying different activities and achievements of the College, a board displaying information on major & minor research projects in the College, names of the members of IQAC, total students strength and ST/SC/OBC strength etc.
- An application was submitted to the Principal seeking an advance sum of Rs. 5000 towards meeting the above mentioned expenses.

The following members were present for the meeting

1. DR. H.S. RANDHAWA ✓ MB
2. DR. MONISHA SAXENA ✓ MB
3. DR. SHILPIKA NAGALIA ✓ 9/10/18

Date: 16.10.18

A meeting was held in the IQAC office at 12.30 pm with the following agenda:

- It was decided that Dr. Amita Raizada would be ready with the handouts for the CBCS workshop by Monday. The same would be given a final approval by the team members.

- Suggestions were also invited on flexes which were to be displayed at various key places of the college for the forthcoming workshop. The number of the flexes was to be decided later on.

- Dr. H.S. Pandharpurkar, Chief Advisor, IQAC, also advanced valuable tips regarding the content of the flexes.

- The date for the CBCS workshop was finally decided as 25.10.18 as 24th, the previously scheduled date, turned out to be a holiday for Rakhi Jayanti.

- It was finally decided by various members that Dr. H.S. Pandharpurkar and Dr. Rakhi Upadhyay would be the key speakers during the workshop. The following members were present at the meeting:

- Dr. H.S. Pandharpurkar ~~not~~

- Dr. Shikha Nagaria ~~Shyamli~~

- Dr. Monisha Sarma ~~QF~~

- Dr. Amita Raizada ~~JRF~~

- Dr. Archana Patil ~~Amrit~~

- Dr. Rupali Behl ~~Bal~~

- Dr. Onima Sharma ~~Musica~~

Date: 30.10.18

A meeting was held in the IQAC office at 12.00 p.m. The agenda was to make preparations and assist in the conduct of the debate and essay writing competition being organised by the Placement Cell headed by Dr. Reena Uniyal Tiwari in collaboration with The Central Bank of India, on 2 Nov. 2018. The key points discussed were as follows:

1. It was decided that all members of the IQAC and Placement cell would intimate the undergraduates in their classes about the forthcoming event and prepare a list of students who wished to participate.
2. The same was to be handed over to Dr. Reena Uniyal with all necessary details of the participating students.
3. Dr. Shikha Nagalia provided valuable inputs to Dr. Reena regarding the content of the main banner to be displayed for the function.
4. Dr. Monisha Saxena emphasised that a timer be made available to keep track of the time during the debate sessions.
5. The criterion for awarding marks to the debators was jointly decided by Dr. Reena Uniyal and Dr. Monisha Saxena.
6. Dr. Shikha Nagalia proposed the names of 4 judges to judge the contestants, who were unanimously

- approved by all the members. The names were - Dr. Pushpa Khanduri, Dr. Santanu Paul, Dr. Deena Sharma and Dr. Piyush Ahluwalia.
2. Dr. Archana Pal suggested that the task of anchoring the show be given to Dr. Parul Dixit, HOD, Deptt. of Law.
3. The work of arranging for trophies and mementos for the occasion, was assigned to Dr. Rupali Behl.
4. Finally, it was decided that light refreshments would be made available to the special guests on the dias, the team members of IQAC and Placement Cell.

The following members were present for the meeting:

1. Dr. H.S. Pandhara ~~✓~~
2. Dr. Shikha Nagaria ~~✓~~
3. Dr. Monisha Saran ~~✓~~
4. Dr. Archana Pal ~~✓~~
5. Dr. Rupali Behl ~~✓~~
6. Dr. Piyush Mishra ~~✓~~
7. Dr. Amita Raizada ~~✓~~
8. Dr. Vivek Tyagi ~~✓~~
9. Dr. Reena Utiyal ~~✓~~

Date: 22. 11. 18

A meeting was held in the IQAC office at 4.30 p.m. It was also attended by Dr. V.K. Dixit, Convenor, NAAC and the newly appointed Co-ordinator of IQAC, Dr. P.K. Sharma, HOD, Deptt. of Mathematics.

The agenda was as under:

1. It was impressed upon all the attendees by Dr. Pandhara that the Letter of Intent (LOI) had to be filed before 31st of Dec. 2018. Hence, all priorities related to the same, had to be handled meticulously.
2. A major issue taken up by Dr. Dixit was inspection by the BCI. A fresh stock of the prevailing eligibility conditions of the Law Deptt. was taken in the meeting.
3. Dr. P.K. Sharma urged that the SSR or Self Study Report should be readied in the time span stipulated i.e. till Dec. 31, 2018.
4. As a natural corollary, it emerged that all the criterions which jointly constituted the SSR, also had to be finished up-to-date.
5. It was decided that Dr. H.S. Pandhara and Dr. P.K. Sharma would invite the various convenors of the criterion committees individually. This

would help in a more satisfactory and speedy solution of problems surfacing while compiling data by individual committee convenes. In the process, valuable suggestions could also be advanced for the effective completion of the criterions.

- i. Through such a modulus operandi of supervision, the targetted deadline mentioned above, could be met.
- ii. Dr. P. K. Sharma announced that Dr. Omnia Sharma was to be inducted as a formal member of the IQAC team.

The following members were present:

1. Dr. P. K. Sharma ~~PKS~~
2. Dr. V. K. Dixit //
3. Dr. H. S. Pandharia ~~HS~~
4. Dr. Shikha Nagalia ~~SN~~

28/11/2018

WEDNESDAY

A meeting of IQAC was convened along with the Principal^{and} NAAC Convener and Co-Convenors in the IQAC/NAAC office at 1:00 PM with the following main agenda:

The College should file its IITQI for reaccreditation purpose between 20/Dec/2018 to 31st/Dec/2018, along with the necessary documents and files with the Permanent affiliation letter of the courses being run in the College issued by the University, approval of B.Ed issued by AICTE and the approval letter of Law Course for 2016-17, along with a summary on the latest position regarding the status of Law, where in all the issues raised by the BCI have been addressed, including the fresh appointment of 6 new faculty members, letters seeking approval of BCI for the sessions 2017-18 to 2018-19 with a request to expedite their inspection visit in view of the interests of the present students and re-accreditation purposes.

The following important decisions were taken with respect to the IQAC:

- Two new members, Dr. Drina Sharma

(Sociology Dept) and Dr Nisha Walia (Dept of Hindi) shall be inducted into IQAC. The extension of IQAC cell was done, in view of the upcoming re-accreditation process.

- Some new soft boards will be put up in The IQAC office, for displaying the various aspects of the functioning of the College at a glance. The inner room will be used specifically as a photo gallery.
- Dr Vineet Bishnoi (maintenance incharge) was requested to arrange new furniture and additional equipment for the office.
- It was decided that IQAC related work shall be distributed among all its members for a faster and effective approach.
- Each criterion will be separately supervised and guided by the Co-convenors of NAAC, Dr H.S. Randhawa and Dr Prashant Singh, so as to have all the criteria of the SSR of the college ready by the 15th December, 2018.

The following were present in the meeting

- 1) Dr. A. Saksena , PRINCIPAL ✓ 29/11/17
- 2) Dr Prashant K. Sharma COORDINATOR ICOAC ✓ 29/11/17
- 3) Dr Vineet Dinit CONVENOR NAAC ✓
- 4) Dr H S Randhawa co-convenor naac ✓ 29/11/17
- 5) Dr Prashant Singh co-convenor NAAC ✓ 29/11/17
- 6) Dr Sikha Nagaria CONVENOR ICOAC ✓ 29/11/17
- 7) Dr Archana Pal ICOAC ✓ 29/11/17
- 8) Dr Vineet Vishnoi maintenance coordinator ✓ 29/11/17

29. 11. 18

A meeting was held in the IQAC office at 1:00 p.m. It was convened by the Principal and attended by the Convenor and co-convenors of NAAC and IQAC. The main agenda was to discuss the logistics and the new format of uploading data. The highlights of the meeting were:

1. Dr. Prashant Singh emphasised the need to understand certain terms and concepts mentioned in the restructured SSP manual. Copies of the same were distributed among members.
2. The sensitive issue of teachers' evaluation by students based on a random selection of students was also discussed.
3. Crucial aspects related to finance were also taken up.
4. Dr. P. K. Sharma stressed the importance of updating data and documents so that accurate information could be made available. This also entailed the updation of information related to various departments.
5. Dr. H. S. Pandhara elaborated on co-ordinating the efforts being made by the college staff for NAAC accreditation with those of the management in Kanpur.
6. The principal, Dr. A. Senapati made it clear that the problems of individual criterion heads and even key departmental issues would be taken up, to provide momentum to the ongoing efforts for

accreditation

- 2. Dr. V. Dixit suggested that pinouts of publication made by department member(s) would be verified by the concerned HOD. A copy of the same was to be kept in the department during inspection and was to be produced only on demand.
- 3. Elaborate instructions were given by the principal on the maintenance and upkeep of the college.

The following members were present:

1. Dr. Ajay Saksena, Principal ✓
2. Dr. P. K. Sharma, Coordinator - IQAC PRASHI
3. Dr. V. Dixit, Convenor - NAAC ✓
4. Dr. Hr. S. Pandharia, Co-convenor NAAC ✓
5. Dr. Prashant Singh, " " ✓
6. Dr. Shikha Nagaria, Convenor IQAC ^{29/11/18} ✓
7. Dr. Monisha Savaria, Co-convenor IQAC DP

30.11.18

A joint meeting of IQAC and NAAC core committee members was held in the IQAC office at about 1:00 p.m. The agenda was:

- Decision was taken on the names of new members who were to be inducted in IQAC and NAAC for speedier and more efficient functioning.
- The strength of IQAC was further increased by two fresh arrivals - Dr. Onima Sharma from Deptt. of Sociology and Dr. Nisha Walia from the Deptt. of Hindi.
- Dr. Prashant Singh announced that a soft copy of the revised manual of SSR had been mailed to the various criterion heads.
- The new version of this manual was also taken up for discussion to enhance its understanding by different members.
- Dr. Vineet Dixit, assured the criterion heads that all required information would be made available to them so that the deadline for sending the SSR could be met.
- It was made known to the members that computer facility in the IQAC would soon be made available to expedite work and ensure easy access.

to information.

certain key problems being faced by constituent members, were also brought to light.

- Practical solutions to the same were offered by senior members, Dr. V. Dixit, Dr. P. K. Sharma, Dr. Prashant Singh and Dr. H. S. Randhawa.

- The difference between quantifiable and qualitative depiction of data was clarified by Dr. H. S. Randhawa, the former constituting 70%, and the latter, 30% of the representation.

It was finally decided that the convenors of the first three criterions would be called on 3rd Dec. 2018, for satisfying their quere's and resolving problems.

The following members were present:

1. Dr. P. K. Sharma Pres

2. Dr. Vineet Dixit V

3. Dr. H. S. Randhawa H.SR

4. Dr. Prashant Singh Prashant

5. Dr. Shikha Nagaria Shikha ^{30.11.18}

6. Dr. Monisha Saxena Monisha

7. Dr. Archana Pal Archana

8. Dr. Vivek Tyagi Vivek ^{30.11.18}

8.12.18

A combined meeting of IQAC and NAAC members was held around 1:00 pm in the IQAC-NAAC office. The purpose was to welcome the newly inducted faculty members from Law and B.Ed. Departments. The second aim was tabling of AQAR for the Principal's consent and suggestions. The highlights of the meeting were:

- Discussion upon the AQAR by Dr. V. Dixit, Convenor - NAAC and Dr. Rakesh Singh.
- It was decided that the report would be emailed by the second week of the month.
- The hobbies and interests of the new staff members were enquired so that the same could be used for the progress of the institution.
- After allocating different committees to these members, Dr. Shikha Nagalia, Convenor IQAC was asked to brief the new faculty about the various activities and roles of the IQAC.
- Dr. Shikha enlightened everyone by talking on the importance of maintaining records of books, library, significance of the role of the alumni association.
- The Principal, Dr. Ajay Saksena stressed the need to drive the message into society that 'DAV cares' ie. the social utility of our institution.

- Discussions were also held on the forthcoming event i.e. celebration of Human Rights Day on 10th of December.
- The Principal took stock of the preparations for this event by enquiring about the availability of fluxes adequate seating arrangement, inviting experts to deliver a talk on the occasion and other things.

The following members were present:

1. Dr. Ajay Saxena, Principal ✓
2. Dr. V. Dixit, Convenor NAAC ✓
3. Dr. H.S. Pandharia, Co-convenor NAAC ✓
4. Dr. Prashant Singh, " " ✓
5. Dr. Shikha Nagaria, Convenor IQAC ✓
6. Dr. Monisha Saxena, Co-convenor IQAC ✓

12-12-18

A meeting of IQAC members was held in the IQAC office. It was also attended by members of the Gender sensitization Cell against Sexual Harassment headed by Dr. Deena Sharma. The agenda of the meeting was to plan and discuss the forthcoming awareness workshop on 'Gender sensitisation Against Sexual Harassment' on 13th Dec. 2018. The following important decisions were taken during the meeting:

1. It was decided that the workshop would be conducted in association with IQAC.
2. The second associating partner was Zykoor Technologies Team. It was unanimously agreed upon that most of the show would be conducted by this team.
3. The responsibility of anchoring the programs was given to Dr. Monisha Saxena.
4. In order to gather maximum number of students possible, it was decided to rope in students from NCC, NSS and various wings.
5. Dr. Deena proposed that the attendance of students and teachers would be taken separately to maintain a comprehensive record of both.
6. Dr. Shikha suggested that along with the names, the contact numbers and e-mail ids of the audience should also be

taken for proper documentation and future reference.

7. Dr. Deena, Convener of the cell, allocated the tasks of arranging for the seats, preparation of flexes and displaying them to her team members, Dr. Smita Channiyal and Dr. Mridula Sharma.
8. The charge of preparing a report on the event and making a press release was taken up the Convener, Dr. Deena herself.

The meeting was attended by the following members:

1. Dr. Deena Sharma ^{Ph.D}
2. Dr. Shikha Nagaria ^{12.12.18}
3. Dr. Monisha Saxena. MB

29.12.18

A joint meeting of IQAC and NAAC was held in the Reference Section at 11:30 a.m. It was attended by the Principal, Dr. A. Saksena and other prominent members of NAAC and IQAC. The purpose of the meet was to get acquainted with the suggestions advanced by Dr. Pachauri, an expert on matters related to NAAC and IQAC. The same could then be worked up and incorporated into different criteria.

The main takeaways of the meeting were:

- Dr. Pachauri underlined the importance of mentoring the slow learners at both UG and PG levels.
- The idea of commencing remedial classes for weak students was also floated.
- Dr. Pachauri also spoke on the necessity of a balanced and realistic student-teacher ratio in classes.
- He also underlined the importance of running classes imparting Soft Skills, Life Skills and Communication skills to students.
- It followed as a natural corollary that a language lab should also be set up.
- The college needed to provide additional computer training to slow learners in the field of computers.
- Another valuable input provided by Dr. Pachauri was the need to sign an M.O.U.

with IGNOU.

- It was very important to synchronise and co-ordinate the data and figures mentioned across different criterions.
- The actual number of students in a class would be those who appeared in the examination.
- It was imperative for all cells or committees to maintain reports, records and registers to note down minutes of the meeting.
- A drafting committee would be formed to proof read, refine and induce greater accuracy into the text of the various criterions.
- Dr. Pachauri necessitated the provision of facilities to maintain hygiene and sanitisation in the Girls' Common Room. Magazines related to women could also be made available along with a suggestion drop box.
- More ramps could be constructed in the campus to facilitate differently abled students.
- Self-defence activities like judo and karate needed to get promoted in the college.
- A Counselling Cell for students should also be set up, ^{the Psychology Dept.} to tackle stress, depression and other mental and emotional hazards.
- It was in the greater interest of the

college to run courses both at UG and PG level, pertaining to Gender, Environment and Human Values.

- The importance of feedback was also underlined. All major stakeholders in the college i.e. students, teachers and alumnus needed to give feedback in a regular format as proposed by NAAC. The students' feedback performances filled in 2013-14 were to be analysed and sent to the University in back date.

- Remedial classes needed to be supported by a functional time table and classes could be run, preferably on Saturdays.

- The classrooms needed to be ICT enabled.

- Education in the college must evolve on the lines of participatory learning. This learning inclusive education had also to be authenticated through documentary evidence.

- A proper mentoring system ought to be initiated by all departments to mentor academic, psychological and personal issues of the educands. However, all these activities and initiatives needed to be formally documented.

- Dr. Pachauri stressed the need for a cultural and heritage centre.

- A herbal garden could also be set up, even though on a limited scale, carrying the botanical

names of plants.

- The NAAC team would definitely interact with students, alumni and the IT section. Hence, the college needed to step up its efforts to make this interaction positive and fruitful.
- The college would do well by organising guest lectures in various disciplines. Hence, a record of 2-3 guest lectures, even talks by industrialists, would be in the interests of every department.
- The continuous internal assessment of students could be done through conducting workshops, seminars at regular intervals, taking oral tests and even keeping track of the observance of punctuality and discipline by the student.
- On the same lines, students could be shown their answer scripts to acquaint them with their lacunes and facilitate rectification for the future.

The meeting was attended by the following members:

1. Dr. Ajay Saksena, Principal
2. Dr. J.P. Pachauri, expert on NAAC
3. Dr. Yineet Dixit, Convenor NAAC
4. Dr. H.S. Randhawa, Co-Convenor NAAC

5. Dr. Prashant Singh, Co-convenor NAAC ~~Adm~~
6. Dr. Prashant Sharma, Co-ordinator IQAC ~~Res~~
7. Dr. Shikha Nagaria, ... convenor, IQAC ~~Adm~~
8. Dr. Monisha Saxena, Co-convenor, IQAC ~~Adm~~
9. Dr. Archana Pal ~~only~~
8. Dr. Rupali Bahl ~~Bahl~~
9. Dr. Piyush Mishra ~~Piyush~~
10. Dr. Vivek Tyagi ~~Vivek Tyagi~~
11. Dr. Amita Raizada ~~Amita Raizada~~
12. Dr. Alisha Walia ~~Alisha Walia~~
13. Dr. Onima Sharma ~~Onima Sharma~~

2.1.19

A meeting of IQAC members was held in the IQAC office at around 11:30 am. It comprised the Principal, the Co-ordinator, Chief Advisor, Convenor and Co-convenor of the IQAC along with the members. This reconstituted body laid down the following agenda for the new year:

- Dr. Prashant Sharma urged the necessity of obtaining documents validating membership in Board and Studies and other councils.
- It was decided that feedback forms, both for teachers and students would be floated at the earliest in the college so that responses could be obtained for uploading purpose before the winter break.
- A hard copy of all criterions would also remain in the IQAC office, beside being in possession of the respective Criterion Head.
- Dr. H. S. Pandharipande spoke on the need to improve the look of the cell and the importance of filing documents.
- The Principal, Dr. Ajay Sakseena suggested that laurels and flexes should be mounted.
- Photographs displaying the achievements of the college in various domains and extra curricular activities were to be put up inside IQAC.
- Dr. Anima Sharma was given the responsibility

of giving a facelift to the room, displaying the student strength in various categories on different boards and displaying the names of achievers and toppers in various fields. Dr. Archana Pal would also be assisting her.

- Dr. Piyush Mishra and Dr. Vivek Tyagi were assigned the responsibility of putting up banners and flexes at prominent places in the college.

- Drs. Rupali Behl, Dr. Nisha Walia and Dr. Anita Fairizada were given the task of maintaining files for different documents.

- Dr. Shikha Nagalia and Dr. Monisha Saxena were to take care of making and maintaining a Guard File and Minutes of the meeting.

- Dr. Prasant Sharma suggested that all AQAR's since 2005 should be kept separately.

- Dr. Nisha Walia pointed out the need to have a mock drill before the actual visit of the NAAC team.

- A PPT covering up the profile, initiatives and achievements of IQAC was to be jointly prepared by Dr. Shikha Nagalia, Dr. Archana Pal and Dr. Onima Sharma.

- A PPT for projecting Criterion 6 of NAAC was to be prepared by Dr. Shikha Nagalia, Dr. Monisha Saxena

- Members also urged the need to have

one meeting of IQAC at least once in two weeks after the accreditation.

- Dr. Piyush Misra underlined the necessity of displaying the names of achievers of a session near the main gate to encourage students.

- Dr. Amita Raizada proposed the idea that a college map covered with a sun shade should also be put up near the entrance gate.

- Dr. Rupali Behl suggested that a Help desk facility be initiated. This activity was to be carried on by the volunteers of the NCC, NSS, Rovers and Rangers on a rotation basis.

- Discussions were also held on the need to display IQAC initiatives year wise along with its challenges ahead.

- Dr. Shikha Nagaria ^{recommended} that the PPT should cover up the achievements of IQAC year wise.

- Dr. Monisha Saxena felt that flags should be fixed, should have just and desirable colours and maintain the same colour combination throughout the campus.

- Dr. Archana Pal mooted the idea of putting drop boxes in the anti-ragging and grievance redressal cell too.

- Dr. Onima proposed the renovation of the canteen and having a separate section

for staff members.

- In order to encourage participating management, Dr. Vivek Tyagi suggested that the college magazine 'Jigyaas' should be operated by a Student Editorial Board with teachers as guides.
- Dr. H.S. Pandhauer suggested that the IQAC be painted in white from within to carry a more illuminated appearance.
- It was agreed by everyone that files should be well maintained and upto date.
- The Principal, Dr. Ajay Saksena spoke on the need and advantage of visiting colleges who had been awarded an A+ grade by NAAC. The idea was to use these observations and trips as valuable inputs for the college to step up its performance for the forthcoming visit of the NAAC team.
- Dr. Prashant made a prominent suggestion to collect maximum data on points with bulk marks as compared to questions with minimal marks.
- It was unanimously agreed that the office assistant of IQAC should be computer savvy with good typing skills.
- Dr. H.S. Pandhauer suggested that permanent quotations and messages should be printed within the IQAC.

Similarly, a board could also display the various guidelines of this act.

- The Principal urged that the tubelights within the IQAC be replaced by LEDs.

The meeting was attended by the following members:

1. Dr. Ajay Saksena, Principal ✓
2. Dr. Prashant Sharma, Co-ordinator, IQAC ~~RSR~~
3. Dr. H. S. Randhawa, Chief Advisor, IQAC ~~RSR~~
4. Dr. Shikha Nagaria, Convenor, IQAC ~~RSR~~ ~~10.01.17~~
5. Dr. Monisha Saksena, Co-convenor, IQAC
6. Dr. Rupali Behl ~~RSR~~
7. Dr. Anita Raizada ~~RSR~~
8. Dr. Archana Pat ~~RSR~~
9. Dr. Onima Sharma ~~RSR~~
10. Dr. Piyush Mishra ~~RSR~~
11. Dr. Vivek Tyagi ~~RSR~~
12. Dr. Nisha Walia ~~RSR~~

A meeting of IQAC was convened on 9/03/2019 at 12 Noon in the Reference Section of the Library with the following agenda:

- To acquaint the members with the 5-Year Perspective Plan of the College in different spheres.
- To visualise and plan the role of IQAC in the upcoming NAAC Accreditation process (2nd cycle)
- To collect relevant inputs from the internal members as well as from the External experts on IQAC and student representatives (stakeholders)
- To allocate different aspects of quality monitoring and enhancement among individual members of IQAC.

The following were present for the meeting:

1. DR. AJAY SAKSENA (PRINCIPAL) *by*
2. DR. P.K. SHARMA (COORDINATOR-IQAC) *Presh*
3. PROF. BALWINDER KAUR ARORA (EXTERNAL EXPERT) *Balwinder*
4. MR. ARUN NAITHANI (EXTERNAL EXPERT)
5. DR. H.B.S. RANDHAWA (ADVISOR - IQAC) *Wd*
6. DR. SHIKHA NAGALIA (CONVENOR IQAC) *Shikha 9/03/19*
7. DR. MONISHA SAXENA (CO-CONVENOR - IQAC) *Monisha*
8. DR. PEYUSH MISHRA (MEMBER IQAC) *Peyush*
9. DR. AMITA RAIZADA (") *Amita*
10. DR. ARCHANA PAL (") *Archana*
11. DR. ONIMA SHARMA (") *Onima*
12. DR. NISHA WALIA (") *Nisha*
13. DR. RUPALI BAHL (") *Rupali* *9/3/19*
14. DR. VIVEK TYAGI (") *Vivek*

STUDENT REPRESENTATIVES:

1. Divya Rawat *Report*

2. INDU NEGI Indu Negi

3. VANDANA DANGNAL Vandana

4. CHAVI GAUR Chavi

5. Rakesh Prakash (PP) rakeshprakash

6. Shailendra Parmer Shailendra

The Perspective Plan for the next five years (2019- 2023) as approved by the Board of Mgt. was circulated among all members of the IQAC and inputs were invited from all members present towards the achievement of the long-term and short - term plans.

Regarding the upcoming NAAC accreditation of the College, the IQAC Coordinator reminded the individual members of the specific tasks and responsibility allocated to them in the previous meeting and advised them to start working towards the fulfillment of goals in their specific areas of responsibility assigned.

The External Expert on the IQAC, Prof. Balwinder K. Arora made the following suggestions:

I The Agenda of an IQAC meeting should be intimated to all the members with atleast 3 days/ week's prior notice to all the members so that relevant suggestions could be prepared by them in advance.

II Stakeholders from the community should regularly attend IQAC meetings as it would help to obtain relevant feedback and sponsorship from philanthropists, industrialists, and elite sections of the society.

III A separate net-working cell ought to be established for the purpose of maintaining regular contact with the abovementioned stakeholders as well as well placed alumni of the college; so as to extract support from them in the areas of students' placement, development of infrastructure etc. The staff members working on such a cell should be provided with incentives.

IV Prof. Arora emphasized ways and means to improve the ambience of the campus by ensuring no entry for stray dogs and beggars etc, need for beautifying the campus with flowers, landscape gardening and fragrant flowers to keep foul odour away from the corners.

V She underlined the need for decorating the classrooms, staffroom and the various departments. The improved ambience of the staffroom would promote a more healthy and frequent interaction amongst teachers.

VI Students with regular attendance be given incentives. All students (PG & UG) in every department should be divided into groups/committees and specific tasks pertaining to the running of the department/institution should be allocated among these groups (on rotational basis)-as this would ensure participatory management.

VII Dr. Arora asserted the need for a solution-centric approach to the college related issues & matters both for the teachers and students.

Dr. H.B.S. Ranadive (Advisor, IASC) made the following key points:

1. The necessity of preparing a clear academic calendar in advance.
2. To define both short-term and long-term goals ~~for~~ out of the Perspective Plan of the College towards

enhancement of quality

3. The College needs to adopt learner-centric approaches in all spheres as the students are the most important and affected stakeholders. He emphasized upon the development of soft-skills (communication skills) and personality development skills for the students by the IAAC.

4. He outlined five major areas of quality enhancement to be immediately addressed by the IAAC as follows:

I - STUDENT CENTRIC AREA

II - TEACHER CENTRIC / RESEARCH AREA

III - INSTITUTIONAL AMBIENCE / ENVIRONMENT

IV - CURRICULUM / B.O.S.I

V - TRAINING & DEVELOPMENT OF NON-TEACHING STAFF

On the basis of these five areas specified by him the following members were allotted responsibilities:

- Divya Sharma & Urvika Tyagi - Student Centric.
- Archana Pat & Nisha Walia - Teacher/Research Centric.
- Amila Rajzada & Peeyush Mishra - Institutional Ambience
- ~~and~~ Monisha Sachdeva & Kavali Bahl - Curriculum Development
- Shikha Nagaria, Divya Sharma, M. Sachdeva (all members)
 - Training of Non-Teaching staff.

5) Dr. Ranathawar advised the members of the IAAC to take on the role of a catalyst to bring about positive changes in the College culture and to ensure that the effects of such changes percolate down.

Dr Archana Pal put forward the need to get feedback from all stakeholders (mainly teachers & students) on all categories of workers like the cleaning staff, attendants, office staff, library staff etc.

She also pressed upon the need for orientation/training/development (professional) programmes for the non-teaching staff. This proposal was seconded and elaborated by Dr. Shikha Nagaria.

- Dr. Onima Sharma floated the idea of specific clubs / committees / cells to promote dramatics, music and other such hobbies or communication skills among students. Dr. Monisha Saxena seconded this proposal. Dr. Onima also spoke about the need for a more effective waste management process in the institution and the need to weed out the old papers and books from the departments and IGNOU.

The Principal, Dr. Ajay Saksena explained to all present how the college is systematically working on all these areas and drew attention of all members to a fresh model of functioning where all college activities should be 1) made progressively student driven while also tapping our well placed and influential alumni for resources and support.

- 2) We could also invite and connect with the District Information Officer to disseminate job related information to our students from time to time and also to arrange tie-ups with government agencies for training & orientation, & on the job experience for students.
- 3) He said the College needs to focus heavily on SKILL & PERSONALITY Development of students through the IOAC.

4. Recounting the well regulated strength of students and strictly merit based admissions as our key strengths, he laid emphasis on stepping up the socially responsible attitude of the College - exhibiting social care and contribution/outreach on a wide scale.

B

I QAC, Coordinator, Dr. P.K. Sharma advised the IQAC, that all formats for the collection of information/feedbacks etc in different spheres should be prepared in advance at the commencement of each session.

STUDENTS' REPRESENTATIVES

Rahul Prakash of M.A. IV sem, Economics brought forward the following points for the cognizance by the IQAC

- 1) Attendance to be strictly enforced for students
- 2) There should be periodic/surprise tests in class (as part of internal assessment) to ensure full attendance.
- 3) Entry in the College should be restricted for bona fide students only. No stray animals or beggars etc should enter the campus at all.
4. He also stressed the need to ensure more hygiene & sanitation ('toilets should be very clean')

INDU NEGI (M.A. SOCIOLOGY)

1. Despite the security deposit for the PG. Departmental Library facility many students do not come back to return the books after the completion of PG. A more important/legal document of a student should be kept as a security so that the expensive and rare books of the library are returned. (As per by-laws of PG. Departmental libraries).

2. She also suggested that the College Auditoriums must be upgraded with the latest facilities and renovated.

Vandana & Divya Rawat commented on the need for an Academic Calendar to be displayed at the beginning of each session; the need to upgrade/stock libraries with more books as there are certain new papers at the PG level for which suitable books are yet not available in the libraries.

Vandana presented a very striking point - that the College - Departments - ICAC should collaborate with Industry / Newspapers etc for students to get on-the-job exposure through summer schools, internship, training etc.

Vote of Thanks by Dr. P.K. Sharma.
