

D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(SESSION 2018-19)

MINUTES OF THE MEETING

Minutes of Meeting of IQAC held on **Saturday, August 04, 2018** in the Office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/Absent)
1	Dr. Vibha Gupta	Chairperson	Present
2	Dr. Rachna Soni	Coordinator	Present
3	Mr. M.C. Sharma	Hony Treasurer, D.A.V. College Managing Committee, New Delhi	
4	Dr. Harsh Wardhan	Eminent Person, Local Society, Yamuna Nagar	
5	Mrs. Samira Saluja	Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar	
6	Ms. Manisha Shassan	Member, Alumni	
7	Dr. Ravi Bathla	Associate Professor	Present
8	Dr. Abha Khetarpal	Associate Professor	Present
9	Dr. Meenu Jain	Associate Professor	Present
10	Mrs. Anjana Arora	Associate Professor	Present
11	Dr. Vineet	Associate Professor	Present
12	Dr. Sunita Kaushik	Associate Professor	Present
13	Dr. Surinder Kaur	Associate Professor	Present
14	Dr. Vishav Prabha	Associate Professor	Present
15	Mrs. Sangeeta Goel	Associate Professor	Absent
16	Mrs. Shalini Chhabra	Associate Professor	Present
17	Dr. Meenakshi Saini	Associate Professor	Present
18	Dr. Seema Sethi	Associate Professor	Present
19	Dr. Nitasha Bajaj	Assistant Professor	Absent
20	Dr. Sima	Assistant Professor	Present
21	Mrs. Kanika Goyal	Assistant Professor	Present
22	Dr. Neena Bajaj	Associate Professor	Present

Following agenda was discussed in the meeting.

Agenda 1: To Confirm the minutes of IQAC meeting held on June 13, 2018.

- The Co-ordinator of IQAC read the minutes of meeting of IQAC held on June 13, 2018 and the same were confirmed.

Agenda 2: To Communicate the committee about IIQA Approval

- The Coordinator communicated to the committee that IIQA of the college is approved and now the process of filling up of SSR will start which is time bound

Agenda 3: To review the criterion wise data to be uploaded in SSR.

- It was decided that the criterion wise incharges will collect and check the data before being uploaded

Agenda 4: To encourage research activities in College

- All the members present in the meeting resolved to organize the faculty development programme for teaching and non teaching staff. The Faculty Development Program cell(PDPCell) was authorized for organization of the programme.
- All members resolved to promote research activities in the departments and to encourage faculty to attend and present papers and articles in Seminars/Conferences/Workshops and in National and International Journals
- It was also resolved that students be encouraged for participative learning and prepare projects wherever required.
- It was decided to send the research proposal to the funding agencies like DGHE and DST for Seminar/Conferences/Workshop/Exhibitions for the departments.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Name : Dr. Rachna Soni



Signature of the Coordinator, IQAC

Name : Dr. Vibha Gupta



Signature of the Chairperson, IQAC

D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(SESSION 2018-19)

MINUTES OF THE MEETING

Minutes of Meeting of IQAC held on **Tuesday, September 04, 2018** in the Office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/Absent)
1	Dr. Vibha Gupta	Chairperson	Present
2	Dr. Rachna Soni	Coordinator	Present
3	Mr. M.C. Sharma	Hony Treasurer, D.A.V. College Managing Committee, New Delhi	Absent
4	Dr. Harsh Wardhan	Eminent Person, Local Society, Yamuna Nagar	Absent
5	Mrs. Samira Saluja	Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar	Absent
6	Ms. Manisha Shassan	Member, Alumni	Absent
7			
8	Dr. Abha Khetarpal	Associate Professor	Present
9	Dr. Meenu Jain	Associate Professor	Present
10	Mrs. Anjana Arora	Associate Professor	Present
11	Dr. Vineet	Associate Professor	Present
12	Dr. Sunita Kaushik	Associate Professor	Present
13	Dr. Surinder Kaur	Associate Professor	Present
14	Dr. Vishav Prabha	Associate Professor	Present
15	Mrs. Sangeeta Goel	Associate Professor	Present
16	Mrs. Shalini Chhabra	Associate Professor	Present
17	Dr. Meenakshi Saini	Associate Professor	Present
18	Dr. Seema Sethi	Associate Professor	Absent
19	Dr. Nitasha Bajaj	Assistant Professor	Present
20	Dr. Sima	Assistant Professor	Present
21	Mrs. Kanika Goyal	Assistant Professor	Present
22	Dr. Neena Bajaj	Associate Professor	Present

Following agenda was discussed in the meeting.

Agenda 1: To Confirm the minutes of IQAC meeting held on August 4, 2018.

- ✚ The Co-ordinator of IQAC read the minutes of meeting of IQAC held on August 4, 2018 and the same were confirmed.

Agenda 2: To Communicate to the committee about DVV clarification

- ✚ The Coordinator communicated to the committee that DVV clarification regarding the SSR of the college is uploaded on the NAAC website. All the criterion in-charges to please check and collect the data regarding clarifications sought.

Agenda 3: To upload the criterion wise clarification of data.

- ✚ The criterion wise schedule to be prepared for uploading the clarifications of DVV for the in charges after their teaching hours/classes.

Agenda 4: Regarding re-submission of AQAR of 2017-18 in the old format

- ✚ As conveyed by NAAC to submit the AQAR of 2017-18 in the old format to Mr. Rajiv Kumar within one week such that the AQAR be submitted before 30th September 2018.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Name : Dr. Rachna Soni

Signature of the Coordinator, IQAC

Name : Dr. Vibha Gupta

Signature of the Chairperson, IQAC

D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(SESSION 2018-19)

MINUTES OF THE MEETING

Minutes of Meeting of IQAC held on **Tuesday, November 20, 2018** in the Office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/Absent)
1	Dr. Vibha Gupta	Chairperson	Present
2	Dr. Rachna Soni	Coordinator	Present
3	Mr. M.C. Sharma	Hony Treasurer, D.A.V. College Managing Committee, New Delhi	Absent
4	Dr. Harsh Wardhan	Eminent Person, Local Society, Yamuna Nagar	Absent
5	Mrs. Samira Saluja	Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar	Absent
6	Ms. Manisha Shassan	Member, Alumni	Absent
7	Dr. Abha Khetarpal	Associate Professor	Absent
8	Dr. Meenu Jain	Associate Professor	Present
9	Mrs. Anjana Arora	Associate Professor	Present
10	Dr. Vineet	Associate Professor	Absent
11	Dr. Sunita Kaushik	Associate Professor	Present
12	Dr. Surinder Kaur	Associate Professor	Present
13	Dr. Vishav Prabha	Associate Professor	Absent
14	Mrs. Sangeeta Goel	Associate Professor	Present
15	Mrs. Shalini Chhabra	Associate Professor	Present
16	Dr. Meenakshi Saini	Associate Professor	Present
17	Dr. Seema Sethi	Associate Professor	Present
18	Dr. Nitasha Bajaj	Assistant Professor	Present
19	Mrs. Kanika Goyal	Assistant Professor	Present
20	Dr. Neena Bajaj	Associate Professor	Present

Following agenda was discussed in the meeting.

- ✚ The Co-ordinator of IQAC read the minutes of meeting of IQAC held on September 4, 2018 and the same were confirmed.
- ✚ To complete student attendance Registers for the session 2017-2018 and 2018-2019 duly signed by the HODs and in case of HODs it must be got signed from the undersigned.
- ✚ List of proposed purchases alongwith financial estimates to be submitted by HODs latest by 30/11/2018 even if it is NIL.
- ✚ Criterion-wise list of activities/jobs to be done, to be submitted latest by 26/11/2018.
- ✚ Lesson plans of even semester to be submitted latest by 07/01/2019.
- ✚ Meeting of HODs and all the mentors has been fixed to be held on 28/11/2018 (10.30 a.m.) which is compulsory to attend for all concerned.
- ✚ To complete all the formalities with regard to Internal Assessment latest by 30/11/2018.
- ✚ To complete departmental Stock Register and obtain signature of the undersigned latest by 30/11/2018.
- ✚ All the conveners are requested to complete Meeting/Minute Register(s) etc. of Clubs, Committees and Cells and obtain signature of the undersigned latest by 30/11/2018.
- ✚ The staff members who are not having ID Cards and required to make sure to obtain the same latest by 30/11/2018.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Name : **Dr. Rachna Soni**

Signature of the Coordinator, IQAC

Name : **Dr. Vibha Gupta**

Signature of the Chairperson, IQAC

D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(SESSION 2018-19)

MINUTES OF THE MEETING

Minutes of Meeting of IQAC held on **Tuesday, January 22, 2019** in the Office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/Absent)
1	Dr. Vibha Gupta	Chairperson	Present
2	Dr. Rachna Soni	Coordinator	Present
3	Mr. M.C. Sharma	Hony Treasurer, D.A.V. College Managing Committee, New Delhi	Present
4	Dr. Harsh Wardhan	Eminent Person, Local Society, Yamuna Nagar	Present
5	Mrs. Samira Saluja	Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar	Present
6	Ms. Manisha Shassan	Member, Alumni	Present
7	Dr. Abha Khetarpal	Associate Professor	Present
8	Dr. Meenu Jain	Associate Professor	Present
9	Mrs. Anjana Arora	Associate Professor	Present
10	Dr. Vineet	Associate Professor	Present
11	Dr. Sunita Kaushik	Associate Professor	Present
12	Dr. Surinder Kaur	Associate Professor	Present
13	Dr. Vishav Prabha	Associate Professor	Present
14	Mrs. Sangeeta Goel	Associate Professor	Present
15	Mrs. Shalini Chhabra	Associate Professor	Present
16	Dr. Meenakshi Saini	Associate Professor	Present
17	Dr. Seema Sethi	Associate Professor	Present
18	Dr. Nitasha Bajaj	Assistant Professor	Present
19	Mrs. Kanika Goyal	Assistant Professor	Present
20	Dr. Neena Bajaj	Associate Professor	Present

Following agenda was discussed in the meeting.

Agenda 1: To Confirm the minutes of IQAC meeting held on November 20, 2018

- ✚ The Co-ordinator of IQAC read the minutes of meeting of IQAC held on November 20, 2018 and the same were confirmed.

Agenda 2: To discuss the schedule sent to NAAC for peer team visit.

- ✚ The coordinator conveyed that our DVV has been approved and the NAAC committee has asked us for three dates. The tentative dates send to the NAAC are 8-9 Feb 2019, 25-26 Feb 2019 and 14-15 Mar 2019.

Agenda 3: To schedule the meeting of committees.

- ✚ It was decided that, the schedule for the meeting for clubs and committees be prepared from 8 Jan 2019. And it should start at 2:30 pm in the audio visual room.

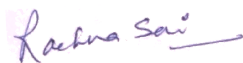
Agenda 4: To review the preparation of the department for NAAC peer team visit

- ✚ To review the documentation of departments it was decided to prepare a schedule from 1st feb 2019 it should start from 3:00pm the venue should be Audio visual room.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Name : **Dr. Rachna Soni**



Signature of the Coordinator, IQAC

Name : **Dr. Vibha Gupta**



Signature of the Chairperson, IQAC

D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(SESSION 2018-19)

MINUTES OF THE MEETING

Minutes of Meeting of IQAC held on **Monday, February 25, 2019** in the Office of the Principal. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Status (Present/Absent)
1	Dr. Vibha Gupta	Chairperson	Present
2	Dr. Rachna Soni	Coordinator	Present
3	Mr. M.C. Sharma	Hony Treasurer, D.A.V. College Managing Committee, New Delhi	Present
4	Dr. Harsh Wardhan	Eminent Person, Local Society, Yamuna Nagar	Present
5	Mrs. Samira Saluja	Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar	Present
6	Ms. Manisha Shassan	Member, Alumni	Present
7	Dr. Abha Khetarpal	Associate Professor	Present
8	Dr. Meenu Jain	Associate Professor	Present
9	Mrs. Anjana Arora	Associate Professor	Present
10	Dr. Vineet	Associate Professor	Present
11	Dr. Sunita Kaushik	Associate Professor	Present
12	Dr. Surinder Kaur	Associate Professor	Present
13	Dr. Vishav Prabha	Associate Professor	Present
14	Mrs. Sangeeta Goel	Associate Professor	Present
15	Mrs. Shalini Chhabra	Associate Professor	Present
16	Dr. Meenakshi Saini	Associate Professor	Present
17	Dr. Seema Sethi	Associate Professor	Present
18	Dr. Nitasha Bajaj	Assistant Professor	Present
19	Mrs. Kanika Goyal	Assistant Professor	Present
20	Dr. Neena Bajaj	Associate Professor	Present

Following agenda was discussed in the meeting.

Agenda 1: To Confirm the minutes of IQAC meeting held on January 22, 2019

✚ The Co-ordinator of IQAC read the minutes of meeting of IQAC held on January 22, 2019 and the same were confirmed.

Agenda 2: To inform the IQAC Members about the tentative roaster / schedule of the NAAC Peer Team Visit fixed on 14-15 March 2019.

✚ The tentative roaster/schedule of the NAAC Peer Team Visit was received from NAAC and it was discussed in the meeting.

Agenda 3: To assigned duties for NAAC Peer Team Visit

✚ To start the preparation and to make aware the students and staff members about the Peer Team Visit. The schedule wise duties were assigned to the faculty members.

The meeting ended with thanks to the chair.

Submitted for approval of minutes.

Name : Dr. Rachna Soni

Signature of the Coordinator, IQAC

Name : Dr. Vibha Gupta

Signature of the Chairperson, IQAC