

**D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**(SESSION 2020-2021)**  
**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **July 2, 2020 (Thursday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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 | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
| 12      | Mrs. Shalini Chhabra    | Associate Professor  | Present                 |           |
| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Future Plan for the coming Session:**

|                                |   |
|--------------------------------|---|
| Value Addition                 | MOUs with different institution for Skill Enhancement i.e. ICT Academy, Bulls Eye, Chankya IAS Academy, etc.  |
| Promotion of Cultural Heritage | 1. To create DAV Heritage Club in collaboration with SPIC MACAY<br>2. Institutional Registration with IAS Academy, Dehradun for Heritage Festivals  |
| Research & Development         | 1. To constitute Research & Development Committee<br>2. To apply for UGC Care Journal Listing<br>3. Formation of IPR Cell<br>4. Minor Research Projects be undertaken by all studies centers. |
| Environment Consciousness      | More activities related to environment consciousness among stakeholders   |

**Agenda 2: Policy for increment to the Guest Faculty and Nonteaching staff:**

It was decided that there will be no increments for the coming session for the teaching and nonteaching staff due to shortage of funds because of COVID 19 Pandemic.

**Agenda 3: FDP and PDPs for faculty and students respectively in context of online teaching and learning:**

It was decided to organize and FDP on E-content development and sharing using Microsoft Teams, to address the Head of the Depts to conduct a number of online PDPs and human values related seminars for the students also.

**Agenda 4: Data Collection for filling of AQAR for the session 19-20:**

- 1) It was decided to divide the AQAR in four parts i.e. Annexure A for all HODS, Annexure B for all clubs and committees, Annexure C for IQAC and Annexure D for the office data.
- 2) Ms. Sushma Sharma to compile the data given till Dec 19, and hand it over to Mr. Rajiv Kumar.
- 3) Ms. Manika to collect the data on Mail-Id davcriterion@gmail.com from all HODs and Convenors/Incharges of clubs and committees.

**Agenda 5: Methodology to follow the guidelines of MHA for social distancing in college hours:**


1. Mask is mandatory for all teaching and non-teaching staff members.
2. Thermal screening at the entrance gates of the college.
3. Sanitizer stands at different locations of the college.
4. Periodical sanitization of building.
5. Posters for COVID awareness to be displayed in the college premises.

Name : Dr. Rachna Soni



Signature of the Coordinator, IQAC

Name : Dr. Abha Khetarpal



Officiating Principal  
Signature of the Chairperson, IQAC  
D.A.V. College for Girls  
Yamuna Nagar (HR.)

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
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**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **September 26, 2020 (Saturday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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 | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
| 12      | Mrs. Shalini Chhabra    | Associate Professor  | Present                 |           |
| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Final checking of Annexure A (HOD Performa) and Annexure B( Clubs and Committees Performa) for Uploading of AQAR on NAAC Portal:**

Schedule for final checking

- Criterion 3: 26th Sept 2020 and 28th Sept 2020
- Criterion 6: 29th Sept 2020 and 30th Sept 2020
- Criterion 1: 1st Oct 2020 10AM to 11.30 AM
- Criterion 2: 1st Oct 2020 11.30AM to 1 PM
- Criterion 7: 1st Oct 2020 1PM to 2.30 PM
- Criterion 4: 3rd Oct 2020 10AM to 11.30 AM
- Criterion 4: 3rd Oct 2020 11.30AM to 1 PM

**Agenda 2: Implementation of UGC revised guidelines on examination and academic calendar for the universities in view of Covid -19:**

1. For online teaching and learning it was decided to use blended mode of teaching
2. It was decided that timetable in-charges will prepare the time table in scattered manner for calling the students in college for offline teaching and for their problem solving
3. It was decided to renew the Microsoft license which included Microsoft teams, to organize one to one student teacher interaction by scheduling online classes for the students using Microsoft teams.
4. Microsoft teams will help in live steaming too.
5. It was decided to prepare online learning manual for Microsoft teams and it should be distributed to every student in the form of soft copy as well as in printed format.
6. The departments will keep all the educational material prepared on the one-drive for the purpose of consolidation of the material prepared by departments.

**Agenda 3: Sanitization of the college premises:**

It was decided that district administration be contacted for sanitizing the premises of college on weekly basis preferably on Sundays.

**Agenda 4: Fee, Hostel dues and transport fee policy:**

It was decided that QR Code for the bank account of the college be generated for convenience of online payment by the students for the same.

Name : **Dr. Rachna Soni**

  
Signature of the Coordinator, IQAC

Name : **Dr. Abha Khetarpal**

  
Officiating Principal  
Signature of the Coordinator, IQAC  
Yamuna Nagar (HR.)

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**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **October 12, 2020 (Monday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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 | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
| 12      | Mrs. Shalini Chhabra    | Associate Professor  | Present                 |           |
| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Online Classes for UG students:**

The regular online classes for Under Graduate students to be started from 2nd Nov. The Classes to be taken online/offline mode.

**Agenda 2: Guide lines for Offline Classes:**

Consent form for parents to be prepared to allow their wards to come to college for offline classes according to schedule allocated to them and students are to come with this consent form signed by the parents and must adhere to rules to keep social distance and sanitization. No student should be allowed without mask in the college. Temperature of each student be checked at the entry gates. The data of the students coming to the college with/without consent of the college be maintained.

**Agenda 3: Edusat Lectures:**

Students will attend Edusat lectures according to their schedule and upload the assignments based on these lectures on Microsoft Teams or any other platform.

**Agenda 4: Kaushal Kendra courses to be applied:**

Kaushal Kendra courses to be applied: The Kaushal Kendra courses be uploaded by 26th October 2020.

Name : Dr. Rachna Soni

Signature of the Coordinator, IQAC

Name : Dr. Abha Khetarpal

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 Yamuna Nagar (HR.)

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
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**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **November 11, 2020 (Wednesday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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 | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
| 12      | Mrs. Shalini Chhabra    | Associate Professor  | Present                 |           |
| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Regarding MOOC/ Swayam Courses enrollment of students:**

This was decided that two courses each from Arts, Science and Commerce faculty be identified and Mentors to be appointed for those identified courses for encouraging the students to enroll for these courses and get benefited.

**Agenda 2: Transport facility:**

It was decided to start Transport facility for the students from nearby villages. Three buses of half capacity be started and Driver and Conductor be given instructions regarding SOP.

**Agenda 3: Advances taken by staff for salary or otherwise:**

It has been decided regarding advances taken by staff salary or otherwise

- All the teaching and nonteaching staff are to clear their pending advances of any kind i.e against salary or otherwise at the earliest. However, it must be noted that those who are not regular in remitting their installment the total amount of pending installment will be deducted from the salary of November 2020.
- Now onwards only in emergent situation sum of Rs. 25000/- can be given as advance against salary with the condition to repay at least 10% per month. Maximum amount can be relaxed in extreme cases in view of necessity and situation of the employee.

- Now onwards, any advance taken for organizing specific activity/function etc. must be cleared within 15 days of completion of the activity/function. It must also be noted that bills will have to be submitted only by the employee who has taken the advance so that proper adjustment of advances can be done by the Accounts department.

**Agenda 4: New Courses applied:**

Board of studies be formed for the BVOC courses applied for five new courses.

- Food Preservation
- Dress Designing and Tailoring
- News Reading and Anchoring
- BPO
- Interior Designing
- BVOC Beauty and Wellness

Data be submitted to UGC by 30th Nov 2020. The fee of the course should be reduced from 18000/- to 15000/-.

Name : **Dr. Rachna Soni**



**Signature of the Coordinator, IQAC**

Name : **Dr. Abha Khetarpal**



**Officiating Principal**

**Signature of the Chairperson, IQAC**  
D.A.V. College for Girls  
Yamuna Nagar (HR.)

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**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **December 11, 2020 (Friday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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. Samita Saluja      | Executive Director, Oriental Engineering works Pvt Ltd, Yamuna Nagar | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
| 12      | Mrs. Shalini Chhabra    | Associate Professor  | Present                 |           |
| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Formation of Board of studies for Kaushal Kendra courses:**

Regarding formation of Board of studies of the following courses applied under Kaushal Kendras to University grant commission

- 1) Food Preservation (Under Dept of H.Sc)
- 2) Dress Designing and Tailoring (Under Dept of H.Sc)
- 3) News Reading and Anchoring (Under Dept of Mass Comm)
- 4) BPO (Under Dept of C.Sc)
- 5) BVOC Beauty and Wellness

**Agenda 2: Agenda for all the studies centres:**

It was decided that a Virtual meeting of standing advisory of all three studies centers be held in the month of January and all the studies centre be asked to prepare proposal for the National seminars to be conducted in this session. Total 6 to 7 Minor projects to be taken up by studies center, 5 projects to be taken up by Women Studies Centre/Gandhi Studies Center; 2 projects to be taken up by Nehru Studies Center.

**Agenda 3: Registration for NIRF data:**

Registration for NIRF data to be uploaded be done before 19th of Dec 2020 under the colleges head and subsequently data be uploaded for the same.



**Agenda 4: Annual IQAC meeting:**

Annual IQAC meeting with all the stake holders be scheduled in January 2021.

**Agenda 5: Regarding UG Calendar of Kurukshetra University:**

It was decided that no. of teaching days of this semester be 90 days and accordingly the extra classes to cover the syllabus and doubt clearing sessions be taken by the faculty members. The syllabus be completed by 31st January such that revision be done before commencement of exams in February.

**Agenda 6: Proposal for Webinar:**

Head of the departments be asked to prepare proposal for the seminars to be sent to UGC and DGHE for grant and approval.

**Agenda 7: Starting of Buses:**

College bus facility as per 4-routes decided by the Transport committee of the college be started with the consent of parents from 3rd week of December 2020. Transport committee will prepare the consent form for the same.

**Agenda 8: Organization of activities under social responsibilities:** The NCC/NSS unit of the college should organize activities under social responsibilities of the college.

Name : **Dr. Rachna Soni**



**Signature of the Coordinator, IQAC**

Name : **Dr. Abha Khetarpal**



**Officiating Principal**  
**Dr. Abha Khetarpal**  
**Signature of the Coordinator, IQAC**  
**Yamuna Nagar (HR.)**

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**MINUTES OF THE MEETING**

Minutes of On-Line Meeting of IQAC held on **April 15, 2021 (Thursday)** in the Office of the Principal. The following members attended the meeting.

| Sr. No. | Name of the Member      | Designation  | Status (Present/Absent) | Signature |
|---------|-------------------------|--|-------------------------|-----------|
| 1       | Dr. Abha Khetarpal      | 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 | Absent                  | Absent    |
| 6       | Ms. Manisha Sasson      | Member, Alumni   | Present                 |           |
| 7       | Dr. Meenu Jain          | Associate Professor  | Present                 |           |
| 8       | Dr. Vineet              | Associate Professor  | Present                 |           |
| 9       | Dr. Sunita Kaushik      | Associate Professor  | Present                 |           |
| 10      | Dr. Surinder Kaur       | Associate Professor  | Present                 |           |
| 11      | Mrs. Sangeeta Goel      | Associate Professor  | Present                 |           |
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| 13      | Dr. Alka Singhal        | Associate Professor  | Present                 |           |
| 14      | Dr. Meenakshi Saini     | Associate Professor  | Present                 |           |
| 15      | Mr. Gagan Deep          | Deputy Superintendent  | Present                 |           |
| 16      | Mr. Gulshan Kumar Nanda | Data Processing Superintendent                                       | Present                 |           |

**Agenda 1: Workload for Guest Faculty:**  
 Head of the Departments should discuss the workload of their respective departments with Madam Principal and call the guest faculty for teaching classes accordingly.

**Agenda 2: Joining of Guest Faculty:**  
 The guest faculty will work from home on daily wages depending on the salary from 19-04-2021 to 30-04-2021. On 16th and 17th April, the faculty should discuss about the syllabus and about the teaching methodology. From 19th the regular classes will start. The timings for Science faculty would be from 09:00 AM to 11:00 AM, for Commerce 11:00 AM to 1:00 PM and for Arts 01:00 PM to 03:00 PM. Heads are requested to monitor the teaching of guest faculty in their respective departments.

**Agenda 3: Revision of Criterion Incharges for preparation of AQAR:-**  
 Criterion 1: Dr. Vineet, Ms. Kanika  
 Criterion 2: Dr. Meenakshi, Ms. Shalini Chhabra  
 Criterion 3: Ms. Vivek, Ms. Parul Singh,  
 Criterion 4: Dr. Surinder Kaur, Ms. Sangeeta Goel  
 Criterion 5: Dr. Alka Singhal, Dr. Neeta Dwivedi  
 Criterion 6: Dr. Nitasha Bajaj  
 Criterion 7: Dr. Sunita Kaushik, Dr. Anita Moudgil

**Agenda 4: Annexed Data Format of different questions in AQAR:**

Name : Dr. Rachna Soni

Signature of the Coordinator, IQAC

Name : Dr. Abha Khetarpal

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