

**D.A.V. COLLEGE FOR GIRLS, YAMUNA NAGAR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) (SESSION 2022-2023)**

**MINUTES OF THE MEETING**

Minutes of Meeting of IQAC held on **July 14, 2022 (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	Present	
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	on leave
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 Brochure for ADD on Courses-** It was decided that all Heads of Departments having ADD on Courses will design the brochure for their respective courses to circulate it among the students for wider publicity.
- Agenda 2 Links of the activities-** it was decided that all the activities to be organized should be posted on website through the links.
- Agenda 3 Signature of students-** It was decided that proper attendance of the activities be taken through signatures of the students and record of the same be maintained by Heads of Department and Conveners of Clubs and Committees
- Agenda 4 Activities under MOUs-** It was finalized that MOUs signed by the college should include activities under it.
- Agenda 5 Year book time frame should be from 1st July to 30<sup>th</sup> June of the session.**
- Agenda 6 Departmental Calendar-** It was decided that each department prepare its departmental calendar for the activities of the department and submit it to convener of Standing Advisory Committee.
- Agenda 7 Best Practices-** Entrepreneurial skills and Step towards inclusive society be included under best practices.
- Agenda 8 Research Paper-** It was decided that each faculty to contribute one research paper to be published in the college journal and one to be published outside the college.

Name : **Dr. Rachna Soni**

Name : **Dr. Abha Khetarpal**

Signature of the Coordinator, IQAC  
 Coordinator, IQAC  
 D.A.V. College for Girls,  
 Yamuna Nagar (Haryana)

Signature of the Chairperson, IQAC  
 Officiating Principal  
 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 Meeting of IQAC held on **August 23, 2022 (Tuesday)** 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	Present	
6	Ms. Manisha Sasson	Member, Alumni	Present	
7	Dr. Meenu Jain	Associate Professor	Present	<u>ON LEAVE</u>
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	<u>on leave</u>
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 Orientation of staff and students-**

**(a) Orientation of students:**

Faculty	Date	Teacher Incharge
Arts (Already Done)	22-08-2022	Dr. Shalini Chhabra Dr. Neeta Dwivedi
Commerce	29-08-2022	Dr. Surinder Kaur Dr. Meenakshi Saini
Science	01-09-2022	Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Sangeeta Goel

**(b) Staff orientation/Freshers Party** - Program be conducted by FDP Cell on 5<sup>th</sup> Sep, 2022. The venue will be College Library for the same. The Teachers' day celebration should also take place on same day.

**Agenda 2 Freshers' Party for the students**-The Freshers party will be on 5<sup>th</sup> September 2022. The teacher incharges will be Dr. Meenu Gulati and team.

**Agenda 3 Inaugural Hawan for the session 2022-23**-Only first year students will participate in Inaugural Hawan.

**Agenda 4 Farewell party-** Farewell party for Dr. Abha Khetarpal, Mrs. Anjana Arora and Dr. Alka Singhal will be on the day of their retirement i.e. Three separate parties be organised for the same.

**Agenda 5 Appointment of staff in different Studies Centers**

Name of the Study Centre	Incharge	
Women Studies Centre	Dy. Director Research Officer Research Associates 6 months Certificate Course in Women Studies Centre	Dr. Deepika Ghai Dr. Meenu Gulati Mrs. Ranjana Devi Mrs. Neelam Devi (Yoga) Mrs. Indu Bala (Pub. Admn.)
Nehru Studies Centre	Convener Research Associates 6 months Certificate Course in Nehru Studies Centre	Mrs. Sabhyata Bansal Mrs. Indu Bala (Pub. Admn.) Ms. Leepakshi (Sanskrit) Mrs. Indu Bala (Pub. Admn.)
Gandhian Studies Centre	Convener Research Associates 6 months Certificate Course in Gandhian Studies Centre	Mrs. Neelam Devi Mr. Pardeep (Yoga) Ms. Komal (History) Ms. Komal (History)
Publication of Newsletter & update of NAAC data (All three centres)	Mr. Parmesh Kumar	
Library Incharge Book Issue	Mrs Neelam Devi (Yoga) Mr. Pardeep (Yoga)	
Technical Work (All three centres)	Mr. Inderjeet Singh Kathuria	

**Agenda 6 Increment to all guest faculty/Faculty in continuity** - Increment of Rs. 500/- be given to Guest Faculty and the increment of Rs. 1,000/- to all the staff in continuity. Dr. Madhu Bala and Dr. Shikha Sabharwal to be given Rs.21600/- as both are the Ph.D. holders in the Department of Commerce.


**Agenda 7 Creation of official E-Mail Ids of contractual staff and the students-** The official E-Mail Ids will be created for all Grant-in-Aid staff, Management staff and staff in continuity. The Ids of contractual staff and students be created in oct 2022 and No password be shared in the WhatsApp groups by faculty to students. Only one to one signature be taken by student after notifying the password to students.

**Agenda 8 Data collection of AQAR-** All the departments are advised to submit the data on 10<sup>th</sup> Sep 2022.

**Agenda 9 Non-relieving of contractual staff in between the session-** The brainstorming was done on the issue and the office was asked to find out the financial implications for the same.

Name :Dr. Rachna Soni

Name : Dr. Abha Khetarpal

  
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Signature of the Chairperson, IQAC  
Officiating Principal  
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**MINUTES OF THE MEETING**

Minutes of Meeting of IQAC held on **September 19, 2022 (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	Present	
6	Ms. Manisha Sasson	Member, Alumni	Present	
7	Dr. Meenu Jain	Associate Professor	Present	ON LEAVE
8	Dr. Vineet	Associate Professor	Present	
9	Dr. Sunita Kaushik	Associate Professor	Present	
10	Dr. Surinder Kaur	Associate Professor	Present	ON LEAVE
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	ON LEAVE
16	Mr. Gulshan Kumar Nanda	Data Processing Superintendent	Present	

- Agenda 1** **Mobile phone to be allowed or not-** Mobile phone is allowed in switch off mode and if anyone found using it in the corridor or classes they will be charged with heavy fine.
- Agenda 2** **Mentor Mentee meet** to be scheduled and topics be decided by the conveners and progression of the data of 2021-22 to be taken.
- Agenda 3** **Indiscipline outside the college by the students-** FIR was lodged by the college against two car owners who were misbehaving with the security guards. They were taken to Police Station. Police was asked for the PCR VAN patrolling.
- Agenda 4** The policy documents required for different criterions be prepared by specific committees and the schedule for the meetings for the same be prepared.
- Agenda 5** PG diploma in translation should be started again as 10 students have approached for the above said course.

Name : **Dr. Rachna Soni**

Name : **Dr. Abha Khetarpal**

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**MINUTES OF THE MEETING**

Minutes of Meeting of IQAC held on **February 25, 2023 (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. Meenu Jain	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 Sasson	Member, Alumni	Present	
7	Dr. Anita Moudgil	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. Meenakshi Saini	Associate Professor	Present	
14	Mrs. Vivek	Associate Professor	Present	
15	Mrs. Parul Singh	Assistant Professor	Present	
16	Ms. Ritika Bholra	Assistant Professor	Present	
17	Mr. Gagan Deep	Deputy Superintendent	Present	
18	Mr. Gulshan Kumar Nanda	Data Processing Superintendent	Present	

**Agenda 1 Finance** – Buses expenditure be calculated to check the viability of the buses for plying at different routes.

**Agenda 2 Discipline** – It was decided

- i) Teachers taking their mobiles in their classes is not advisable and punctuality in the class rooms is expected of them.
- ii) In-charges on discipline duty should ensure that teachers are reaching in time in their respective classes and reporting be done to floor in-charges
- iii) Duty leave can be availed by teaching or non-teaching only if signed with prior permission
- iv) The timetable of each room be pasted on the door. In case of any adjustment due information be given to Head of Department
- v) Rs. 10 per lecture absent fine list be prepared.
- vi) Attendance (less than 60% subject/paper wise) be calculated upto Feb 28, 2023 to prepare the fine list.

Name : Dr. Rachna Soni

Signature of the Coordinator, IQAC  
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 D.A.V. College for Girls,  
 Yamuna Nagar (Haryana)

Name : Dr. Meenu Jain

Signature of the Chairperson, IQAC  
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**MINUTES OF THE MEETING**

Minutes of Meeting of IQAC held on **March 24, 2023 (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. Meenu Jain	Chairperson	Present	
2	Dr. Rachna Soni	Coordinator	Present	
3	Dr. 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 Sasson	Member, Alumni	Present	
7	Dr. Anita Moudgil	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. Meenakshi Saini	Associate Professor	Present	
14	Mrs. Vivek	Associate Professor	Present	
15	Mrs. Parul Singh	Assistant Professor	<del>Present</del>	ON LEAVE
16	Ms. Ritika Bholra	Assistant Professor	Present	
17	Mr. Gagan Deep	Deputy Superintendent	Present	
18	Mr. Gulshan Kumar Nanda	Data Processing Superintendent	Present	

- Agenda 1** Introduction of New Courses -Head of the depts to give proposal for addition of new courses according to New Education Policy which can be Skill bases courses/ Value Added courses. These can be university level /College level courses.
- Agenda 2** 60 MOUS from different dept and clubs and committees have been signed with Institutes/Schools/Industry. The depts /clubs and committees which have not yet signed do it at the earliest.
- Agenda 3** It is decided that one research paper per faculty be published and encourage faculty members to submit research paper in two research journals of the College.
- Agenda 4** Head of the Depts to prepare the proposals and submit the same for Seminars/workshops to DGHE/ICSSR/Ancient Knowledge System/Dept of Science and Technology.
- Agenda 5** The next meeting of Standing Advisory /IQAC be called to make the policy for enhancing the student strength in the coming session.

Name : Dr. Rachna Soni  
 Coordinator, IQAC  
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 Signature of the Coordinator, IQAC

Name : Dr. Meenu Jain  
 Signature of the Chairperson, IQAC  
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