

Minutes of IQAC Meeting held on August 27, 2021

A meeting of the Internal Quality Assurance Cell, D. A. V. College, Hoshiarpur was held on August 27, 2021, with the Principal in chair. The following is the list of points discussed and decisions taken:

1. Academic Calendar

- While discussing the Academic Calendar for the session 2021-22, it was suggested that some days of National/ International importance be added to the calendar to make it more comprehensive.
- It was decided to rename the calendar as Academic and Co- Academic Calendar, wherein activities would be undertaken by subject societies and clubs.
- A list of Departmental activities for each quarter would be provided by HoDs.
- Activities by Red Ribbon Club, Poster- making, Quiz contests be included in the Calendar.

2. E-content Development

- Regarding developing e-content by teachers, it was suggested that one lecture per teacher, per Semester must be initiated.
- Teachers must also be encouraged/ asked to contribute lectures for MOOC/NPTEL.

3. Research Projects

- For seeking/applying to Sponsoring agencies for Projects, policy- based approach must be followed. If possible, students of PG classes must be involved in the activities sponsored by industry.
- For this purpose, an FDP on *How to Write a Research Proposal* would be conducted, with the Principal as Resource Person.
- College Managing Committee may as well be requested to fund one such proposal.

4. Students from various disciplines be motivated to create apps so as to engage them gainfully besides enabling them to earn while they learn.

5. Setting up of Institutional Incubation Centre (IIC) be expedited.

6. Intellectual Property Rights to be managed by setting up a cell to create awareness regarding IPR.

7. Courses must be applied for under Skill India Programme.

8. NSS

- Two Programme Officers be appointed for managing and guiding of the two NSS units of the college.
- Activities of NSS units be made a part of Academic and Co- Academic Calendar of the college.
- One Seven- day camp to be organized during the session. An Old Age Home, Juvenile Home or Village be adopted by the NSS unit.

9. Training and Placement Cell

- One IQAC member to be part of Training and Placement Cell
- A separate Facebook Page be created for the cell.
- Placements Board highlighting Placements during the session, be affixed near the entrance of college library.
- Bridge Courses be organized for all subjects.
- Finishing School be set-up to train students for Placements.

10. Alumni Engagement

- Slogan of the college be written
- Alumni Meet to be an Annual Event
- Interaction between present students and Alumni be a regular feature.
- Separate Page for Alumni Association be created on Facebook.
- Most important, the process for Registration of Alumni Association be initiated.

11. An Orientation Programme for teachers, to instill a feeling of kinship amongst themselves and also for the institution, be organized.

12. A morning Assembly for students be organized once a week / month in order to highlight the importance of discipline and the need to respect teachers.

13. In order to maintain green campus and inculcate a sense of responsibility, trees within the campus must be adopted by NSS/ NCC/ Faculty.

14. Language Lab to be revived and used by all Language teachers.

15. Competition Cell to be set-up and Remedial classes be organized.

16. Process for ISO Certification and Green Audit be initiated.

17. Mentor- Mentee relationship for Academic and Personal purposes be strengthened.

18. Student Groups be formed to engage students to

- Save Water
- Save Environment
- Save Electricity
- Awareness against Drugs
- *Swachh Bharat*

19. Motivational Movie- show to be organized for the staff.

20. The possibility of Students' Insurance be explored

21. Process for *Blood* Donation be streamlined by preparing a database of prospective donors.

22. Charity Fund / Boxes for Donation be placed at Strategic points.

