

DAV College, Hoshiarpur

Minutes of IQAC Meeting held on November 05, 2022

The following decisions were taken at IQAC Meeting held on November 05, 2022

Criterion-1

1. It was decided that all Academic & Co- Academic Activities would be posted on College Website under the tab Academic & Co- Academic Calendar
2. Initiating Value- Added Courses-
 - A course on Cyber Security would be introduced in the Even Semester. (Teacher Incharge: Ms. Anjali Jolly)
 - A Workshop on Vedic Mathematics be organized by Department of Mathematics.(Resource Person: Ms. Roma Ralhan)
3. Record of Departmental Activities be sought from Department Heads one Week prior to the conduct of activity
4. Google Form (already prepared) for Feedback on Curriculum by Teachers and Alumni be posted in WhatsApp Groups and record will be maintained by Dr. Anu Saini.
5. Certificates of students who attended Workshops on Spoken English, Music and Computers organized for School students be compiled. (Teacher Incharge: Mr. Manjeel Kumar). A sample for the same would be provided.

Criterion-II

1. For organizing Remedial Classes in Commerce, a schedule would be prepared by Department Head & Timetable Incharge.
2. Geo- tagged Photographs be taken with ICT Classes in progress and to be submitted to Dr Neeru Mehta.
3. Doubt – clearing sessions be held by HoDs once a month for each subject.
4. For Experiential Learning, classes of First Year would be met by Senior students, who would be identified by teachers. (Teachers Incharge: Dr. Neeru Mehta, Mr. Manjeel Kumar & Ms. Geetu Agnihotri)
5. The task of Framing Examination Policy would be completed by Examination Committee.
6. Mentoring Policy of the Institution to be framed. (Teacher Incharge: Dr. Rajni Bala)

Criterion-III

1. Policy Document on Financial Support for Research and Conferences be drafted by Research Committee.



2. Preparations be initiated for Book on Centenary Celebrations and Funding thereof. (Incharges: Dr. Ruby Jain, Dr. Neeru Mehta)
3. Proposals for Major & Minor Research Projects, Seminars by Institution/ Faculty members be prepared, one by each Department.
4. For MoU with other institutions, for use of Library, Mr. Hitesh Kumar to seek guidelines.
5. Google Form designed to compile record for Research activities to be posted in Official Group. (Teacher Incharge: Dr. Neeru Mehta)
6. A Workshop on IPR to be conducted. (Teacher Incharge: Dr. Munish Malhotra)

Criterion-1V

1. Workshop by Librarian on *How to Access Digital Resources* (Students & Teachers) to be organised. (Incharge: Mr. Hitesh Kumar)
2. Completion Certificate for all Maintenance & Civil Works be kept in record. (Incharge: Maintenance Committee)

Criterion-V

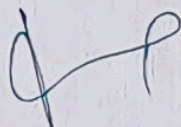
1. The process for Registration of Alumni Association be expedited.
2. A Session for Career Guidance & Counselling be organised for the benefit of students. (Incharge: Mr. Hitesh Kumar)
3. Policy Document on Scholarships, Fee- Concessions & Free-ships be compiled. (Incharge: SAF Committee)
4. Courses for Capacity- building & Skill Development to be initiated for ICT & Self-Defence (Teachers Incharge: Mr. Sushil Kumar & Ms. Reena Sahota respectively)
6. Suggestion Box to be opened at the end of each Semester. (Teacher Incharge: Dr. Rajeev Sharma)

Criterion-VI

1. FDP and PDP to be organised. (Teacher Incharge: Dr. Sonu Sharma)
2. E-governance Software for Library, Fee- Collection & Stock –taking be developed

Criterion-VII

1. Committee for Adherence to Code of Conduct to be formed. (Teachers Incharge: Dr. Neeru Mehta, Mr. Naveen & Ms. Reena Sahota)
2. Outreach Activities to be continued



3. Lectures on Cyber Crime, Nutritional Needs & Health to be organised. (Teacher Incharge: Dr. Pardeep Kaur & Ms. Reena Sahota)

4. The following Clubs to submit their reports annually to Ms. Reena Sahota & Ms. Anjali Jolly:

Save Water: Mr. Inderjeet

Save Electricity: Mr. Anil

Save Environment: Ms. Chanderkanta

Awareness Against Drug Abuse: Ms. Reena Sahota

Swachch Bharat: Ms. Pooja Vashisht

