

MINUTES OF MEETING OF THE IQAC

Date: 01th September 2017
 Time: 1.30 PM
 Venue: Principal Office, DAV College, Pehowa (Kurukshetra)

PRESENT

1. Dr. Kamdev Jha, Principal
2. Sh. Ishwar Gupta, Head Clerk
3. Sh. Anil Kumar Miglani, Steno Typist
4. Dr. Lukhwinder Singh, Associate Professor
5. Sh. Gurinder Makkar, Associate Professor
6. Sh. Ajay Mohan, Associate Professor
7. Dr. Surender Sharma, Associate Professor
8. Dr. Major Singh, Associate Professor
9. Dr. (Mrs.) Sunita Chahal, Assistant Professor
10. Dr. Ashok Kumar, Assistant Professor
11. Mrs. Deepika, Assistant Professor
12. Ms Nishu
13. Mr. Mohan Lal
14. Dr. Anuj Kumar, Coordinator, IQAC

1. Opening remarks by the Hon'ble Principal Dr. Kamdev Jha, Chairman, IQAC and welcome to the members of IQAC

The Principal Dr. Kamdev Jha, Chairman, IQAC, welcomed the members to the meeting of the IQAC with special mention of Prof. Manoj Kumar inducted as new members of IQAC. The Principal informed the house about the new development in the college which are as follows:

- On the initiation of Energy Conservation Club of the College, considering that energy saved is energy produced, the process of putting stickers on the switch boards in the rooms of the college with the message '**to put off the switches while leaving the room so as to save electricity**' is in progress thereby involving all the students and employees of the college to take part in energy conservation/saving. On this, it was suggested by some members to put classrooms on individual MCB (Single Switch) for efficient utilization of the electricity.

2. Departmental Files (2017-18)

It has been resolved that all the HODs to submit their respective departmental files by 15.10.2018 with the IQAC office.

3. Achievements of Societies

It has been resolved that all the conveners/incharges of different society/club should submit hard copy and soft copy of their respective achievements and activities latest by 15.10.2018. Soft copy containing pictures (with caption), video should also be provided.

(Action to be taken by the conveners of all society/club)

4. Office record files

It was suggested to keep the files ready and submit the same to IQAC Office.
Approved as suggested.

(Action to be taken by Sh. Anil Kumar Miglani)

5. College Library

It was resolved that the Librarian of the college will maintain and update a record of Library books, magazines, journals and periodicals along with other facilities.

(Action to be taken by Sh. Ashwani Sharma)

6. Computer Labs


It was resolved that IT Cell of the college along with Hardware Engineer should submit a detailed report of Computer labs and smart class rooms along with requirements (if any) within a week. It was further resolved that picture of all computer labs and a few smart class rooms should be reflected on the college website.

(Action to be taken by Dr. Nisha and Dr. Ashok Kumar)

7. Best Practices File

It was suggested to keep the compiled report of best practice in the college in last five years. Approved as suggested

(Action to be taken by Dr. Parveen Kumar)


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8. Involving and Recognizing/Alumni's contributions

Although alumni of the college are regularly invited to the college, yet in order to increase their contribution in each department, it was suggested that conduct Alumni meet this year. The report will be submitted to IQAC.

Approved as suggested.

(Action to be taken by Dr. Surender Sharma)

9. Energy Conservation Club

IQAC appreciated the activities of Energy Conservation Club headed by Dr. Ashok Kumar. To make the energy campaign more effective, he suggested that some creative programmes including rally on the theme 'Energy Conservation' should be organized under the aegis of energy conservation club for making general public of the town aware and benefits of energy conservation. He further suggested guest faculty from nearby institutes may also be invited to deliver talks on energy related issues.


(Action to be taken by Dr. Ashok Kumar, Convener, Energy Conservation Club)

10. Peer Group Feedback

Feedback from stakeholders is very necessary for sustaining quality parameters in teaching and learning. The house was informed that college takes feedback form all stakeholders regularly and action taken in available on the college website. He suggested that the college should maintain s structured feedback from visitors like practical examiners, other dignitaries visitors visiting the college on various occasions on visitors day.

(Action to be taken by Sh. Vishal Jora)

The meeting ended with thanks to the Hon'ble Chairman IQAC Dr. Kamdev Jha and other members of the IQAC.


Principal
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