PGDAV College
Minutes of the IQAC Meeting
Date: 03rd May 2023
Time: 10:00 AM
Venue: Principal's Office

Attendees:

1. Sh. Ajay Suri   (Chairperson, College Governing Body)
2. Prof. Krishna Sharma   (Principal)
3. Prof. Giridhar Gopal Sharma   (Coordinator)
4. Dr. Awadhesh Kumar Jha   (Co-coordinator)
5. Sh. Kuldeep Bhardwaj   (Member)
6. Dr. Geeta Gupta   (Member)
7. Dr. Sonia Sabharwal   (Member)
8. Prof. Abhay Prasad Singh   (Member)
9. Dr. Indranil Chowdhary   (Member)
10. Dr. Darvinder Kumar   (Member)
11. Dr. Prakash Chandra   (Member)
12. Ms. Garima Gaur Srivastava   (Member)
13. Sh. Vicky   (Member)
14. Sh. Rajesh Khanna   (Member)
15. Mr. Ramesh Chandra   (Member)
16. Ms. CharuKhati, II Yr, B.Sc (H) Comp. Sc.   (Member)

Agenda:

1. Lobby Corridors
2. PwD Rooms
3. EVS Lab
4. Computer Lab

Meeting Commencement: The meeting was called to order on 3rd May 2023, at 10:00 AM by Coordinator Prof. Giridhar Gopal Sharma.

Prof. Krishna Sharma gave a detailed presentation of the college's ongoing initiatives to improve the academic and extra-academic environment of the college. She apprised the house of the achievements the college students and faculty made in recent times. She expressed her commitment for improvising the infrastructure of the college and to add values to the existing teaching pedagogy for making students a better human being. She also reiterated her commitment for a better grade in the coming NAAC cycle. At the end she thanked Sh. Ajay Suri, the chairperson of the college governing body for his tremendous support to her efforts and commitment to upgrade and improve college's academic and co-curricular activities.

Sh. Ajay Suri, Chairperson of the college governing body, expressed his satisfaction for the new feat the college has achieved in the past one year. He showed his sincere belief that the college will reach a new height under the leadership of Principal, Prof. Krishna Sharma.

Coordinator, Prof. Giridhar Gopal Sharma formally announced the commencement of the meeting, and the following points were discussed:

Minutes of the Meeting:

Agenda Item 1: Lobby Corridors
- Discussion on the current state of lobby corridors was discussed.
- Maintenance and renovation updates were suggested to be made in the new building area.
- Suggestions for improvement and enhancement outside the bank was also discussed.

Agenda Item 2: PwD Rooms
- The accessibility and facilities in the PwD (Persons with Disabilities) rooms were evaluated.
- Some issues related to accessibility were reported, including the need for wider doorways and additional handrails.
- Plans for ensuring compliance with accessibility standards were discussed, with an emphasis on making necessary modifications promptly.

Agenda Item 3: EVS Lab
- Updates on the Environmental Science (EVS) lab were presented, including recent equipment acquisitions and installations.

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Agenda Item 3: EVS Lab

- Updates on the Environmental Science (EVS) lab were presented, including recent equipment acquisitions and installations.

- The current status of lab equipment and maintenance protocols were reviewed, with no major issues reported.
- Ongoing research and educational activities in the lab were briefly outlined.

Agenda Item 4: Computer Lab

The utilization of the computer lab was discussed, and it was found to be in high demand, particularly during peak hours.
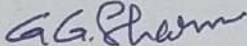
IT infrastructure updates were highlighted, with plans for expanding the lab's capacity and improving network stability.
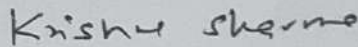
Feedback from users, including requests for upgraded software and hardware, was acknowledged, and steps will be taken to address these suggestions.

Next Meeting: Co-coordinator, Dr. Awadhesh Kumar Jha, informed the house that the next meeting of IQAC shall be held within six months to review the progress made on today's decision.

Adjournment: The meeting was adjourned at 12:30 PM by Chairperson Sh. Ajay Suri.

	G.G.Sharma	Krishna sharma
. Ajay Suri	Prof. Giridhar Gopal Sharma	Prof. Krishna Sharma
airperson	Coordinator, IQAC	Principal
llege Governing Body		PGDAV College

PGDAV College
Minutes of the IQAC Meeting
Date: 28th June 2022
Time: 12 PM
Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. To conduct Workshop for Non-Teaching Staff
2. Formation of Parent-Teacher Forum
3. Green Cover Enhancement and Solar Panel Installation
4. Annual APARs Filling
5. Transition to E-Office
6. College Website Update
7. Incentives for Research Publications
8. Establishment of a Research Cell
9. Classroom Technology Upgrade
10. Library Upgradation
11. Strengthening Alumni Association and Promoting Sports

Meeting Minutes:

Meeting Commencement:
The meeting was called to order on 28th June 2022, at 12 PM by Chairperson Ms. Anu Kapur.

Agenda Item 1: Workshop for Non-Teaching Staff

- The proposal for a workshop to enhance the technical skills of non-teaching staff was discussed.
- It was agreed to proceed with organizing the workshop, and the HR department will be responsible for its coordination.
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Agenda Item 2: Formation of Parent-Teacher Forum

- The suggestion to create a parent-teacher forum to strengthen the connection between parents and the school was discussed.
- It was unanimously agreed to establish the forum, and volunteers will be sought to lead this initiative.

Agenda Item 3: Green Cover Enhancement and Solar Panel Installation

- The need to improve the green cover and install solar panels for energy conservation was discussed.
- A subcommittee will be formed to oversee the planning and execution of this project, with a focus on reducing our carbon footprint.

Agenda Item 4: Annual APARs Filling

- The proposal to file Annual Performance Appraisal Reports (APARs) annually to ensure smoother record-keeping and avoid last-minute hassles was discussed.
- The HR department will ensure the implementation of this process.

Agenda Item 5: Transition to E-Office

- The suggestion to reduce paper consumption and shift to an e-office system was presented.
- It was agreed to hire a professional software developer to facilitate the transition to an e-office.

Agenda Item 6: College Website Update

- The urgent need to update the college website to improve its virtual presence was highlighted.
- It was decided to engage a professional team to revamp the website promptly.

Agenda Item 7: Incentives for Research Publications

- To promote a research-friendly environment, it was proposed to offer monetary incentives to teachers for publishing in reputable academic journals.
- The formation of a research cell was also suggested to oversee research-related matters.

Agenda Item 8: Establishment of a Research Cell

- The establishment of a research cell to facilitate research activities was discussed.
- Further details and responsibilities will be worked out by the Academic Committee.

Agenda Item 9: Classroom Technology Upgrade

- The need to equip ten classrooms with projectors and at least two classrooms with smart boards was discussed.
- The IT department will plan and execute this upgrade.

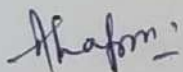## Agenda Item 10: Library Upgradation

- Requirements for library upgradation, including computers and furniture, were mentioned.
- The library committee will prepare a proposal and budget for this purpose.

Agenda Item 11: Strengthening Alumni Association and Promoting Sports

- The Chairman encouraged strengthening the alumni association and active participation of teachers in sports for overall well-being.
- Initiatives for these activities will be taken by the respective committees.

Next Meeting: The next meeting is scheduled for when the College opens for the new academic session.

Adjournment: The meeting was adjourned at 2:30 PM by Coordinator Ms. Anu Kapur.

Ms Anu Kapur
Coordinator, IQAC

PGDAV College
Minutes of IQAC Meeting
Date: 24th June 2022
Time: 11 AM
Venue: Conference Room, Staff Room

Attendees:

1. Ms. Anu Kapur (Coordinator)
2. Ms. Veenu Bhasin
3. Dr. Vishal
4. Dr. Indranil Chowdhary
5. Dr. Surender Singh
6. Ms. Nancy Khera
7. Dr. Darvinder Kumar
8. Mr. Pool Chand
9. Ms. Garima Gaur
10. Mr. Rajesh Khanna
11. Mr. Ramesh
12. Mr. Satyajit Lall

Agenda:

1. Organising webinar
2. Topics for webinar
3. Technical infrastructure
4. Technical training of faculty

Meeting Minutes:

Meeting Commencement:

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on June 24, 2021 in the conference room to deliberate on agenda points aimed at achieving academic excellence propelled by use of digital platforms. The committee came together to address pressing matters for the upcoming academic session and engaged in meaningful discussions on crucial topics. Ms. Anu Kapoor, serving as the coordinator, provided an overview of the meeting's agenda and solicited expert advice and input from the IQAC members. The IQAC committee presented the comprehensive agenda and guided the discussions. The key points discussed during the meeting are outlined below:

Agenda Item 1: Webinar

- The meeting saw active participation from its members who were keen to explore new avenues for enhancing the college's engagement for conducting webinar on in syllabus and out of syllabus topics for a holistic development of the student and to increase faculties dimension of knowledge.
- The members shared their perspectives on how webinars could serve as a valuable tool for knowledge dissemination within each department.
- There was a discussion about the utilization of guest speakers and experts from various fields to enrich the webinar content and provide diverse perspectives.
- The members also deliberated on the schedule of department wise webinar which must be in accordance with the college time table and do not affect the regular mode of classes.

Agenda Item 2: Topics for webinar

- The members gave thought to idea of department-specific webinars, which garnered considerable interest, as it would allow for a more focused and tailored approach to education and training.
- The members also delved into the potential themes and topics that these departmental webinars could cover, ensuring they align with the current academic needs and industry trends.

Agenda Item 3: Technical infrastructure

- The members emphasized on the importance of leveraging technology to bridge the gap between academic learning and practical insights.
- The discussion concluded with a consensus to further explore the logistics and feasibility of implementing these webinars, with the aim of enhancing the college's educational offerings.
- Consideration was given to the technical infrastructure required to facilitate these webinars effectively, such as reliable internet connectivity, audio-visual equipment, and user-friendly platforms like Google Meet, Zoom, Webex etc

Agenda Item 4: Technical training of faculty

- To ensure the success of this initiative, members discussed the need for training and support for faculty members who might lead or participate in these webinars, aiming for a seamless and engaging learning experience.

Next Meeting:

Adjournment:

The meeting was adjourned at 1:45 PM by the Coordinator Ms. Anu Kapur.

Ms. Anu Kapur
Coordinator, IQAC