**Minutes of IQAC Meetings.**

Several meetings of the Internal Quality Assurance Cell (IQAC) were convened to address and strategize important aspects of educational enhancement at PGDAV College.

The following members attended IQAC meeting conducted during the academic year 2021-2022.

1. Ms. Anu Kapur
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

**Date of the meeting: 31st May, 2021.**

Purpose of the meeting:

The members of the IQAC committee gathered to discuss imminent issues to be tackled throughout the academic session. And also discussed the possible steps to be taken to conduct online classes and courses smoothly.

Discussion on potential initiatives to be taken in the coming session were discussed;

1. Strengthening the Alumni base of the College.

2. To undertake and increase steps taken make the College PwD friendly and inclusive.

3. To organise Certificate/Diploma courses.

4. To organise FDPs

5. To increase the green cover in the College

6. To make the College more eco friendly by using recycled paper and stationery

7. To make the college more environmental friendly by use of solar lights where possible and changing to LED in a phased manner.

8. To research the possibility of a (I)You Tube channel

(II) Publication of an academic journal of college

(III) Improvement of College website

**Date of the meeting : 24th June 2021.**

Purpose of the meeting:

During the meeting members discussed the possibility of conducting webinars at the various departments level.

**Date of the meeting: 29th September 2021.**

Purpose of the meeting:

The members of IQAC discussed the various ways to improve the infrastructure of the college. The committee had proposals to conduct more short-term certificate courses in various departments levels.

**Date of the meeting: 7th April 2022.**

Purpose of the meeting: , the IQAC discussed initiatives for the upcoming session, including strengthening alumni bonds, increasing inclusivity, organizing courses and FDPs, and improving sustainability through green practices. The conversation covered courses like CAT/CA/IAS/SSC training, Entrepreneurship, Language Courses, and Communication Skills. Members were assigned specific areas, and proposed improvements encompassed the college website, sanitation facilities, smart classrooms, WiFi network, and more.

**Date of the Meeting: 28th June 2022.**

Purpose of the Meeting:

1. A workshop was proposed to enhance and upgrade the non-teaching staff's technical prowess.
2. It was suggested that a forum of parent-teachers be formed to facilitate the connection further.
3. It was discussed that the green cover would be enhanced further to expedite our preparations for the Green audit. Solar panels will be installed to conserve energy and reduce carbon footprints.
4. It was proposed that the APARs be filled annually to avoid the last-minute hassles and to facilitate the upkeep of the records.
5. It was suggested to reduce paper consumption by switching to e-office as it will help reduce carbon footprint and conserve the environment. In this regard, it is important to hire a professional software developer who could help shift to the e-office.
6. The college's interactive and up-to-date website is quintessential for her virtual presence. It was reiterated that the college website needs immediate and urgent attention, and a professional team should be employed to address the same.
7. It was suggested that to facilitate the research environ in the college, monetary incentives should be offered to the teachers for publishing in academic journals of national and international repute.
8. It was discussed that a thriving research cell should also be constituted to address the aforementioned concerns.
9. It was suggested that ten classrooms should be projector enabled, and a minimum of two classrooms should have smart boards for facilitating teaching and research in college.
10. It was brought to the fore that facilities such as computers and furniture are required for the library up-gradation.
11. The Chairman of the college suggested strengthening the alumni association further. He also encouraged teachers to engage in various sports to improve physical and mental well-being.