

Session:2020-2021

Minutes of the Meeting held on 30.07.20

The following members of the meeting with IQAC members on 30.07.20 at 11:00 a.m. under the chairmanship of Madam Principal Dr.(Mrs.) Vijeshwari Sharma.

The following members were present in the meeting.

Mrs. Anju Chawla
Dr. Upasana
Mrs. Meenakshi Thakral
Dr. Urmila Panghal
Dr. Suman Rajan
Mrs. Sapna Malik
Dr. Anu Chauhan
Dr. Seema Singh
Dr. Himani
Ms. Prabhjot
Mrs. Reena
Mrs. Asha Malik
Mrs. Shilpa

The following discussions were made regarding the planning of the new academic year 2019-20.

1. Principal Madam enquired about the progress of work related to AQAR and SSR.
2. It was reported that the work related to AQAR(2019-20) and SSR is in progress.
3. Principal Madam congratulated IQAC members and all the conveners that the AQAR (2018-19) is approved in the meeting of governing body held on July 10, 2020 and now, it can be uploaded.
4. It was reported by Mrs. Anju Chawla Convener of IQAC that due to COVID-19 pandemic situation, the timeline for uploading AQAR 2018-19 has been extended by NAAC upto 31.10.2020, So we will upload it within the stipulated period.
5. Principal Madam invited the suggestions from all the members to improve the quality of the institution on various aspects like curriculum delivery to be more effective, addition of short

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term courses, ICT equipment and research promotion etc.

After thorough discussion IQAC suggested some future plans to be implemented for the academic session 2020-21

1. To start some new short term/value added courses of 30 contact hours to add moral values, life skills and soft skills to students. For this it was suggested to have more collaboration with companies/agencies.
2. To aware society through more extension activities related to burning issues e.g. girls education, safety & security, legal aspects, environment protection, digital transactions, cleanliness and road safety, etc.
3. To organize various curricular & extra-curricular activities and extension lectures for the holistic development of students.
4. To organize more professional development programmes for the faculty to get them acquainted with new digital techniques.
5. To install more CCTV's for safety, security and better governance.
6. To purchase more books, journals etc. to strengthen library resources.
7. To motivate the staff to participate in online FDP's/Induction programme/Refresher courses for their professional development.
8. To conduct awareness campaign for COVID-19 vaccination in and outside the college.
9. To collect online feedback from various stake holders on various aspects
10. To digitalize the rare books collection of reference library, to prepare them for the future generations.
11. To organize online National Seminars/ Webinars/Workshops on different topics for the faculty and students to inculcate the research innovation and ideas.
12. To establish more MOU's with institutions of repute and to have activities in collaboration with them to enhance the quality.
13. To create a wall of freedom fighters for the feeling of Nationalism and patriotism among the students.
14. To install more CCTV's for safety, security & better governance.
15. To create more Linkages with agencies/companies to meet the need of project requirements & skill enhancement of the students.
16. To create more career opportunities for the students.

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Minutes of Meeting held on 18.09.20

Minutes of meeting with the IQAC members and the librarian under the chairmanship of Principal Madam Dr. Vjeshwari Sharma at 11:00 am.

Members presented in the meeting are as follows-

- Mrs. Anju Chawla
- Dr. Upasana
- Mrs. Meenakshi Thakral
- Dr. Urmila Panghal
- Dr. Suman Rajan
- Dr. Anu Chauhan
- Dr. Seema Singh
- Dr. Pooja Sharma
- Dr. Himani
- Ms. Prabhjot
- Ms. Asha
- Mrs. Bhawna

The following points were discussed

- ❖ It was decided to display the published work of our own staff in the research corner, knowledge bank of the college for the benefits of staff and students.
- ❖ It was decided to place proper caption plates to highlight different corners in the library.
- ❖ It was also decided to update all the staff members and students about the new available e-resources from time to time.

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Minutes of Meeting held on 06:10:20

Minutes of the meeting with IQAC members and criteria conveners under the chairmanship of Principal madam Dr.-Vijeshwari Sharma at 12:00 noon.

The following members were present in the meeting.

- Mrs. Anju Chawla
- Dr. Upasana
- Mrs. Meenakshi Thakral
- Mrs. Urmila Singh
- Dr. Urmila Panghal
- Dr. Suman Rajan
- Dr. Anu Chauhan
- Dr. Seema Singh
- Dr. Himani
- Ms. Prabhjot
- Ms. Asha
- Mrs. Bhawna

The followings points were discussed:

- The rough draft of AQAR 2019-20 was prepared and presented to Principal Madam and the discussion over various points of AQAR (1.2.2, 1.3.2) i.e .Programmes in which CBCS/Elective course has been implanted and a brief discussion over the details of the project work of EVS was done.
- The convener of criteria-3 discussed in detail the data to be filled in 3.2.2 i.e. Ph.D. awarded during the year. 3.3.6 i.e. Bibliometrics of the publications.
- The brief discussion over the awards and recognition received for extension activities was done. Criteria 4 convener discussed over the IT infrastructure, Bandwidth etc.
- In criteria 5, the number of award/medals for performance in sports/ cultural activities at National/International level etc was discussed in detail and it was also decided to consider the awards at state level also.

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Minutes of Meeting held on 09.10.20

Following members of Criterion-I attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **11:00 a.m.:**

Mrs. Anju Chawla
Dr. Upasana Ahuja
Mrs. Meenakshi Thakral
Dr. Deepa
Miss. Sobia
Ms. Himani
Mrs. Bhavana
Ms. Jyoti Sharma

- Principal Madam invited all the queries regarding the Criterion-I i.e. curricular aspects.
- Principal Madam advised the team members to collect the data as per the requirement/guidelines of NAAC.
- All the members discussed all the questions related to curricular planning & implementation, curriculum enrichment, feedback system and data templates in length.
- Discussion about value added courses & life skills courses were done.
- CBCS / elective courses were discussed in length and it was suggested to have information from university / D.G.H.E.
- All the member participated in the meeting very actively.

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Minutes of Meeting held on 16.10.20

Following members of Criteria-II attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **11:00 a.m:**

Mrs. Anju Chawla

Dr. Upasana Ahuja

Dr. Anu Chauhan

Dr. Shweta Saini

Dr. Sonia

Mrs. Sudha

Mrs. Komalpreet

Mrs. Alka

- Principal Madam invited queries related to Criterion-II i.e. Teaching, Learning & Evaluation.
- Discussion about ICT tools & students centric methods in teaching learning process was done.
- Inclusion of full time teachers in extended profile was also discussed in detail.
- All the members discussed all the key points related to various aspects i.e. Student Enrollment and Profile; Catering to student diversity, Teaching-Learning process, Teacher Profile & Quality, Evaluation process & reforms, Student Performance & Learning Outcome, Student Satisfaction Survey, Data Template in detail.

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Minutes of Meeting held on 19.10.20

Following members of Criteria-III attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at 1:00 p.m.

Mrs. Anju Chawla

Dr. Upasana Ahuja

Dr. Seema Singh

Dr. Arti Aggarwal

Ms. Vinita

Ms. Sheena

Ms. Tanu Bura

- Principal Madam resolved many queries related to Criterion-III i.e. Research, Innovation & Extension.
- Principal Madam advised the team members to collect the data as per guidelines of NAAC.
- Discussion over journals in UGC care list was done.
- MOU's with other institutions / industries / corporate houses were discussed.
- All the team members actively discussed over various issues i.e. Resource Mobilization for Research, Innovation Ecosystem, Research Publication and Awards, Extension Activities, Collaborations & Data Template.

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Minutes of Meeting held on 20.10.20

Following members of Criteria-IV attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at **11:00 a.m.**

Mrs. Anju Chawla
Dr. Upasana Ahuja
Dr. Urmila Panghal
Dr.(Mrs.) Pooja
Mrs. Asha
Mrs. Veenu
Mrs. Shilpa Garg

- In this meeting all the queries related to Criterion-IV i.e. Infrastructure and Learning Resources were invited by Madam Principal.
- Queries related to allocation of budget to different segments i.e. augmentation, academic, physical infrastructure & library was discussed in detail.
- Several key points under this criterion e.g. physical facility, library as a learning resource, IT infrastructure, maintenance of campus infrastructure, data template were discussed in detail.

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Minutes of Meeting held on 21.10.20

Following members attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma:

Mrs. Anju Chawla

Dr. Upasana Ahuja

Dr. Suman Rajan

Ms. Reeja

Dr. Neha

Ms. Lorika

Dr. Rukmesh

- Principal Madam invited queries related to Criterion-VI i.e. Governance, Leadership & Management.
- Several issues related to this criterion e.g. Institutional Vision & Leadership, Strategy Development & Deployment, Faculty Empowerment Strategies, Financial Management & Resource Mobilization, Data Template, Internal Quality Assurance System were discussed in length and resolved.

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Minutes of Meeting held on 22.10.20

Following members of Criteria-V attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma

Mrs. Anju Chawla
Dr. Upasana Ahuja
Mrs. Sapna Malik
Dr. Ritu
Dr. Gitanjali
Ms. Garima
Ms. Arjita Bhandari

- Discussion on Criterion-V (Student Support & Progression) was done.
- Discussions on various points i.e. student support, student progression, student participation & activities, Alumni engagement, data template was done.
- To encourage more alumni for registration.

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Minutes of Meeting held on 26.10.20

Following members of Criteria-VII attended the meeting under the chairmanship of Principal Madam Dr. Vijeshwari Sharma at 1:00 p.m.

Mrs. Anju Chawla

Dr. Upasana Ahuja

Mrs. Urmila Singh

Dr. Manjeet

Ms. Amandeep

Mrs. Kiran

- In this meeting Principal Madam resolved the queries related to Criterion-VII i.e. Institution Values & Best Practices.
- Principal Madam advised the team members to consider the data as per the requirement of NAAC.
- A brief discussion on the environmental promotional activities beyond the campus & facilities for divyanyjan were discussed in detail.
- Discussions over various points e.g. institutional values & social responsibilities, data template, best practices & institutional distinctiveness was done actively.

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Minutes of Meeting held on 28.10.20

Minutes of meeting held under the chairmanship of Principal Madam Dr. Vijeshwari Sharma.

The following members were present in the meeting.

Mrs. Anju Chawala
Dr. Upasana
Mrs. Meenakshi Thakral
Dr. Urmila Panghal
Mrs. Sapna Malik
Dr. Anu Chauhan
Dr. Seema Singh
Dr. Himani
Ms. Prabhjot
Mrs. Reena
Mrs. Asha Malik
Mrs. Shilpa

- Principal Madam congratulated IQAC for the uploading successfully the AQAR (2018-19).
- Principal Madam motivated all the members that we have to work hard to complete our work related to AQAR 2019-20 and SSR. So, that we may be able to prepare SSR by considering 2019-20 as current year.

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Minutes of Meeting held on 04:12:20


A meeting of IQAC members was held under the chairmanship of Principal Madam Dr. Vijeshwari Sharmain which followings points were discussed.

- The main discussion was the preparation of SSR for which the profile of the college was discussed in detail.
- It was decided to add the telephone no of the office which is in regular use.
- The no of teaching, non-teaching posts were discussed in details.
- In the profile table where to include Principal, Associate Professors, Assistant Professors, Librarian and type institutes was discussed in detail.
- The address of the college, website address and measurement of campus area was discussed in detail.

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Minutes of Meeting held on 11:12:20

Minutes of the meeting with IQAC members and criteria conveners under the chairmanship of Principal madam Dr. Vijeshwari Sharma at 1:30 p.m.

The following members were present in the meeting.

Mrs. Urmil Singh

Dr. Suman Rajan

Mrs. Anju Chawla

Dr. Upasana

Mrs. Meenakshi

Mrs. Sapna

Dr. Urmila Panghal

Dr. Anu

Mrs. Asha

Dr. Himani

Mrs. Prabhjot

Mrs. Reena

Mrs. Bhavana

- Principal Madam advised all the conveners and IQAC members to work fast as we have decided to consider 2019-20 as current year so we have not to slow our work due to covid-19 situation. Principal Madam motivated all the conveners to speed up the work with great enthusiasm by adopting offline or online mode so that we may not be situation to extend our current year (2019-20).
- It was decided by Principal Madam to prepare a rough draft of SSR latest by 31st Decemeber, 2020.

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Minutes of Meeting held on 21:12:20

The following members of Criteria 5 attended a meeting on 21-December, 2020 at 1:00 AM under the chairmanship of Madam Principal Dr. Vijeshwari Sharma.

- Mrs. Anju Chawla
 - Dr. Upasana
 - Mrs. Sapna Malik
 - Dr. Ritu
 - Dr. Geetanjali Chawla
 - Mrs. Garima
 - Mrs. Suman
-
- In this meeting all the queries related to criteria 5 i.e. Students Support and Progression was resolved.
 - Participation of students in various Inter-College, National and State level competitions was discussed in detail and report of Placements and Progressions was presented before the Principal Madam for discussion and finalized.
 - The data templates prepared were discussed in deatail.

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Minutes of the meeting held on 26-12-2020

The following members of criteria 6 attended the meeting under the chairmanship of Principal Dr. Vijeshwari Sharma.

- Mrs. Anju Chawla .
 - Dr. Upasana
 - Dr. Suman Rajan
 - Ms. Reeja
 - Dr. Neha
 - Ms. Lorika
 - Dr. Rukmesh
- Principal madam invited queries related to criteria-VI i.e. Governance, Leadership and Management.
 - Various issues related to criteria e.g Faculty Empowerment strategies and Data templates were discussed and finalized.

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Minutes of Meeting held on 17:01:21

In this meeting the following points were discussed in detail.

1. Principal madam inquired about the progress of work related to AQAR 2019-2020 and SSR.
2. It was reported that the work related to AQAR (2019-2020) and SSR is in progress.
3. Principal Madam invited the queries and suggestions from all the staff members regarding the preparation for AQAR & SSR.
4. All the head of department and the conveners discussed in detail the files to be prepared for peer team visit.
5. Various points regarding the files record containing no. of students, departmental activities and are value added courses were discussed in detail and it was suggested to keep the complete record intact.

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Minutes of Meeting held on 02:02:2021

Minutes of the workshop (under PARAMARSH scheme of UGC) held in meeting room, Dayanand Mahila Mahavidyalaya, Kurukshetra on 2nd February 2021 at 10:30 A.M.

Members Present:

Mentor Institution: S.D. College, Ambala Cantt

Dr. Rajender Rana, Principal, S.D. College

Dr. Sushil Goswami Assistant Professor

Dr. Amandeep Assistant Professor

Dr. Girdhar Gopal Assistant Professor

Mentee Institute: Dayanand Mahila Mahavidyalaya, Kurukshetra

Dr. Vijeshwari Sharma Principal, DMM, Kurukshetra

Mrs. Anju Chawla Co-ordinator, IQAC

DR. Upsana Ahuja Co-ordinator, IQAC

Mrs. Meenakshi Thakral Member, IQAC

Mrs. Urmila Singh Convener NAAC Criteria 7

Dr. Urmila Panghal Member, IQAC

Dr. Suman Rajan Member, IQAC

Mrs. Sapna Malik Member, IQAC

Dr. Anu Chauhan Member, IQAC

Dr. Shweta Assistant Professor

Dr. Seema Singh Member, IQAC

Dr. Pooja Sharma Librarian

Dr. Himani Member, IQAC

Mrs. Prabhjot Member, IQAC

Mrs. Reena Nagpal Member, IQAC

Mrs. Asha MALIK Member, IQAC

Mrs. Shilpa Member, IQAC

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The IQAC of DMM, Kurukshetra called the meeting of all the criteria conveners and IQAC members with the mentor institution i.e. S.D. College, AMbala Cantt on 2nd February 2021 in which the agenda was to discuss the queries related to all the seven criteria of NAAC.

The meeting was started with the introduction of all the members present over there.

- Dr. Vijeshwari Sharma, our principal requested Dr. Rajender Rana to please discuss all the seven criteria in brief so that a clear glimpse can be got. She enquired about the time period of the last academic year (2019-20) - till which date it would be consider.
- Dr. Rajender Rana replied that it should be till October 2020; for this, it should be tallied with UGC calendar. After passing this information Dr. Rajender Rana suggested a few quality parameters for a good institute. He commented that there should be involvement of each and every staff member in all the initiatives taken by the institute. For the enhancement of quality, the work/ activities should be done collaboratively. For this purpose, every staff member should be tech savvy.
- Dr. Vijeshwari Sharma enquired about the documents to be uploaded on NAAC website.
- Dr. Rajender Rana offered to discuss these points criteria wise. He asked Dr. Amandeep to discuss criteria 1 and 2.
- Dr. Amandeep began with the key indicators of criteria 1. She began with Planning and Curriculum. She explained that through this metric, effective curriculum delivery and its techniques are to be mentioned. She also added that for this there should be proper documentation like workload, designing and planning etc. and all these should be done department wise.
- Dr. Rajender Rana added his words regarding planning and curriculum. He said that every department of the institute should have its own academic calendar with all the measure events to be planned in that academic calendar there should be proper planned dates for the classes, assignments, class test and the way of adherence to all these at both UG and PG levels.
- Dr. Amandeep advised for keeping the record of all the activities done and to be done for both advanced and slow learners and all these should be alone at department Level.
- Dr. Rajender Rana suggested the ways of doing activities for advanced and slow learners. He suggested that for slow learners, remedial classes could be better option and for the advanced learners, the quizzes and debates could be arranged and references of good books can be given to them. He also suggested for the bridge courses for such learners. All these activities should be properly documented as at the time of D.V.V., proper authentication is required.

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proper documentation and incessant hard work, marks can be claimed in criterion 1.

- For criteria 2, Dr. Rajender Rana suggested that these should be proper documentation regarding sanctioned seats and filled seats of any program. These should be supportive documents for cancelled admission and it should be verified by KUK also. He also told that for these documents, the registration branch can be consulted with.
- Mrs. Anju Chawla enquired that for the validation of the percentage, DGHE list should be checked. He also explained about the optimal ratio of teachers and students in an institute; it should be 1:25. He also cleared the concept of full-time teachers. In full time teachers, librarian cannot be included but principal may be included depending upon the workload. About the experience of teachers, he told that only the experience of working in the same institution can be counted and the experience of latest academic year would be counted.
- Dr. Vijeshwari Sharma asked about TWI post whether it is included in the technical post or not.
- Dr. Rajender Rana told that he would make clear this point later on and he confirmed about post of librarian that it would be taken in non-teaching posts. He also ensured that pass percentage of the students should be taken from the overall results and not from the last semester only. He suggested that the result pdfs should be verified by the principal for the authenticity of the document.
- Mrs. Anju Chawla enquired about the percentage of students' data required for SSS.
- Dr. Rajender Rana made it clear that it should be 100% of the current academic year students.
- Regarding criteria 3, Dr. Rajender Rana advised that the articles published in the journals (which are excluded from UGC care list) can be taken/considered as articles published in book. He explained the difference between the extension and outreach activities. He said that the extension activities are those training activities for the benefits of the students while outreach activities are the ones which are done outside college for the benefits of whole society. He also advised that maximum participations of students should be there in these activities. He also motivated to sign some more MOUs with a number of institutes. These should be separate register record for various committees. There should be organization of different activities in collaboration with other institutes.
- For criteria 4, Dr. Rajender Rana said that the footfalls in the college library for both the students and the faculty should be 20% and the period of lockdown due to covid 19, the letter of closure from DGHE should be attached. He also advised to keep the record of usage for all the shared infrastructure facilities and it should be in the form of logbook.

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- Dr. Amandeep advised that the whole qualitative data should be on the college website and its link should be on the college website and its link should be shared with NAAC.
- Regarding the metric 1.1.3, DR. Rajender Rana asked to keep the record of all the activities and participation of the faculty i.e., in KUK board of studies, Curriculum Designing and setting of the question papers of the affiliating university. He advised to design the syllabus of the value-added courses and their program outcomes in collaboration with other agencies. He also added that more MOUs with other institutes should be signed. He advised that there should be proper data and documentation to keep validation in D.V.V. process.
- Dr. Rajender Rana asked to enquire about the optional and elective courses in B. Com as there should not any error in all these. He ensured that his team would make clear us about this. Mrs. Anju Chawla enquired about the difference between the offered and added courses in the context of add-on and value-added courses.
- Dr. Rajender Rana made clear that the proofs of newly added and closed courses in the last five years. He said that NAAC wants to make the students learning value added with the help of these courses. He also suggested that the enrolment of students in these courses should be at least 50 % and there should be suggested some courses also i.e., training program in music and home-science or workshop in any other department and their certificates should be validated by the affiliating university.
- Dr. Vijeshwari Sharma enquired for the SSS whether it is for the passout students or the existing ones.
- Dr. Rajender answered that SSS is for existing students. He also told that for the project work or field work, certificates are required and proper documentation of all these activities should be done. All the question about experiential learning, he assured to answer it in future.
- Mrs. Anju Chawla asked about the curriculum-based feedback whether it is required for all the five years as it is only of 2019-20; general feedback is there.
- Dr. Rajender advised that the feedback related curriculum should be there for all the five years. It should be from teachers as well as from students. It should be done department-wise collected from the students, then it is to be sent to board of Studies, KUK through IQAC and Principal of the college.
- Dr. Upasna Ahuja enquired for IQAC Action taken report whether it should be submitted in the Govt. Body meeting of the college.
- Dr. Rajender Rana told that the definition of IQAC is different at every place. In out institutes, the action taken report of IQAC is to be submitted and passed by Advisory Council and then it is shown in Govt. Body meeting. He told that through

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- Dr. Upasna Ahuja enquired for the benchmark for the expenditure.
- Dr. Rajender Rana replied that it should be more than 40% on infrastructure and organization and expenditure on the books in the library should be 15 to 20 lakhs per year. There should be e-books other than N-list; free e-books (Pearsons and Tata Allegra) and database on Social Sciences has also adopted for the library resources. He has also advised to have policy documents for every policy adopted in the college.
- In criteria 5, Dr. Rajender Rana told that according to DGHE guidelines, there is 100% freeships (waiver of tuition fee) in girls' college for aided courses and in case of SFS courses, the freeships are given by the institute itself.
- Dr. Vijeshwari Sharma asked whether the prize money given to students would be included in this category of scholarship.
- Dr. Rajender Rana replied that it can be so if there is segregation regarding this and it should be in record also. Regarding the capacity building programs, he advised that the complete details of every program should be on the college websites. He also suggested that there should be proper display of notices and pamphlets regarding the orientation and career guidance programs (on the college website also). Career guidance counselling session can be done in the tutorial periods also. He also advised that for grievances related issues, the record of applications submitted by the students can be maintained. For this purpose, there should be a corner on the display boards and websites (grievances).
- Regarding placements and students' progression, Dr. Rajender Rana advised to improve the number. He also advised that the courses which has the eligibility of graduation whether it is a diploma only can be taken as progression. For this, as a proof, certificates of students can be taken. To improve the data of progression, he suggested to organize the courses in collaboration with other institutes also. He also suggested different ways to improve the amount of scholarships (alumni) for the students.
- For green audit and environment audit, Dr. Rajender Rana advised to prepare a team in which one member can be taken any university, one from Horticulture department of Govt. and one from the college faculty. He also suggested to replace CFL with LEDs for energy saving. He advised that these savings and surveys should be done from time to time.
- Mrs. Anju Chawla asked about a mechanized system for disabled students and if the signposts are required.
- Dr. Rajender Rana replied that for this purpose, screen reader software can be installed and it would be good if there are signposts also.

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- Regarding criteria 6, Dr. Rajender Rana advised to make arrangements for staff group insurance facility. For welfare of teachers, there should be 10 training programmes annually.
- Dr. Vijeshwari Sharma requested Dr. Rajender Rana to do collaboration in Professionals Development Programme on "Documentation" for our non-teaching staff also.
- Dr. Rajender Rana assured mam for this collaborative task. He also advised that there should be proper framework of the policy statements for the financial aid provided to the college faculty.
- Dr. Upasna Ahuja asked about the documentation regarding the course outcomes and course attainment.
- Dr. Amandeep replied the documents should be related to course attainment criteria; the MCQs, quizzes or tests records of internal assessment. Besides all these, there should be proofs of results acquired by the students.
- Dr. Upasna Ahuja enquired about the views of Dr. Rajender Rana regarding the overall performance on the basis of the documentation and the work done by us for the NAAC assessment.
- Dr. Rajender Rana advised to improve the documentation and extension activities along with the collaboration work. He also advised to make budget plans in advance in which there should be proper %age for the expenditure. He also told that the expenditure should be divided into three parts- Augmentation (40%), Maintenance (25%) and books (25%) and also asked to make it confirm within 2 days.
- Dr. Vijeshwari Sharma thanked Dr. Rajender Rana to make all the faculty members aware about the requirements and documentations for NAAC assessments. She also added that he answered all the queries with full patience in a very effective manner.
- Dr. Rajender Rana assured to guide in future also. He asked us to consult with Dr. Amandeep for criteria 1 & 2 ; Dr. Jeenat and Dr. Gulshan for criteria 3; Dr. Sushil for criteria 4; DR. Girdhar for criteria 5; Dr. Sonika for criteria 6 and 7 and Dr. Amandeep and Dr. Sonia for the writeups.

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Minutes of Meeting held on 16:03:21

Minutes of IQAC meeting held on 16th March, 2021 in the meeting room under the chairmanship of worthy Principal Madam.

Members Present:

- Dr. Vijeshwari Sharma Principal, DMM, KKR
- Mrs. Anju Chawla IQAC Co-ordinator
- Dr. Upasna Ahuja IQAC Co-ordinator
- Mrs. Meenakshi
- Mrs. Urmila Singh
- Dr. Urmila Panghal
- Dr. Suman Rajan
- Mrs. Sapna Malik
- Dr. Anu Chauhan
- Dr. Shweta
- Dr. Seema
- Dr. Himani Nagpal
- Mrs. Reena Nagpal
- Mrs. Asha Malik
- The meeting was started with the welcome of Principal Madam by IQAC Co-ordinator Mrs. Anju Chawla.
- First of all, there was a discussion regarding Academic Session i.e. the date and duration of academic session of 2019-2020. It was discussed with the reference of NAAC notification letter.
- Mrs. Anju Chawla stated that in NAAC letter dated 10th July, 2020. It was mentioned that due to pandemic, the date of academic session 2019-2020 may vary from University to University and from State to State and it should be considered after 3 months of the respective academic year i.e. September 2020.
- Mrs. Anju Chawla also stated for the NAAC notification dated 31st December, 2020 that it may be 31st December, 2020 for all those institutes who have submitted SSR but not prequalified and will submit SSR in future.
- It was decided that NAAC notification dated 10th July, 2020 can be applicable to our institute as per the academic calendar of K.U.K. as well as the notification relating to Admission by DGHE, Haryana.
- After that Principal Madam asked for the discussion regarding criterion 2 and criterion 5. She suggested that the data should be checked yearwise for all the classes for all the last five years. She also advised that IIQA should be taken as priority.

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Minutes of Meeting held on 18:03:21

Minutes of IQAC meeting held on 18th March, 2021 under the chairmanship of Principal Madam, Dr. Vijeshwari Sharma at 01:15 p.m.

Members Present:

- Dr. Vijeshwari Sharma Principal, DMM, KKR
- Mrs. Anju Chawla IQAC Co-ordinator
- Dr. Upasna Ahuja IQAC Co-ordinator
- Mrs. Urmila Singh Convener, Criterion 7
- Dr. Urmila Panghal IQAC Member
- Dr. Suman Rajan IQAC Member
- Mrs. Sapna Malik IQAC Member
- Dr. Anu Chauhan IQAC Member
- Dr. Shweta Member, Criterion 2
- Dr. Seema IQAC Member
- Dr. Himani Nagpal IQAC Member
- Mrs. Reena Nagpal IQAC Member
- Mrs. Asha Malik IQAC Member

- Dr. Vijeshwari Sharma, Principal, DMM, KKR asked about the queries related to different metrics.
- Mrs. Sapna enquired about the data related to placement and placed students in different job profile; the students whose offer letters are not received by us.
- Dr. Vijeshwari Sharma replied that only those students of whom we have got the offer letters should be mentioned in the list. She also asked about IIQA competition-how much data has been filled.
- Mrs. Anju Chawla briefed about IIQA and thanked Principal madam and all the members present over there in the meeting.

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Minutes of Meeting held on 18.03:21

Minutes of IQAC meeting held on 18th March, 2021 under the chairmanship of President Sir Dr. Rajinder Vidyalankar at 11:00 a.m.

Members Present:

- | | |
|----------------------------|-----------------------|
| • Dr. Rajinder Vidyalankar | President, DMM, KKR |
| • Dr. Vijeshwari Sharma | Principal, DMM, KKR |
| • Mrs. Anju Chawla | IQAC Co-ordinator |
| • Dr. Upasna Ahuja | IQAC Co-ordinator |
| • Mrs. Urmila Singh | Convener, Criterion 7 |
| • Dr. Urmila Panghal | IQAC Member |
| • Dr. Suman Rajan | Member |
| • Mrs. Sapna Malik | Member |
| • Dr. Anu Chauhan | Member |
| • Dr. Deepa | Member, Criterion 1 |
| • Dr. Shweta | Member, Criterion 2 |
| • Dr. Seema | IQAC Member |
| • Dr. Himani Nagpal | IQAC Member |
| • Mrs. Reena Nagpal | IQAC Member |
| • Mrs. Asha Malik | IQAC Member |

The meeting was started with the welcome of President Sir by Mrs. Anju Chawla, Co-ordinator, IQAC.

- Dr. Rajinder Vidyalankar, President, DMM, KKR began his words by telling the importance of the implementation of NEP-2020. He motivated all the present members to prepare themselves for NAAC Accreditation. He asked/assured about the use and availability of the finance and resources for NAAC purpose. He also asked for any query regarding this.
- Dr. Anu enquired about the documents as proofs to be attached with 2.1.2.
- Mrs. Anju Chawla replied that this metric, RR of the students would be taken as supporting documents and on the basis of this RR, the lists should be prepared for all the five years.
- Dr. Vijeshwari Sharma, Principal asked for Mr. Nitin and Mr. Dharam Singh to prepare a consolidated list of the students on the basis of RR of the students for all the five years. She also enquired about the proof of the increased number of seats from 240 to 250. She asked Mr. Nitin to bring the proof for the same.

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- Dr. Rajinder Vidyalankar motivated the whole IQAC team and conveners and members of different criteria to get more energy to make the documentation perfect for NAAC purpose.
- Dr. Vijeshwari Sharma presented a vote of thanks to Dr. Rajinder Vidyalankar on the behalf of the whole team.

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