



# दयानन्द महिला महाविद्यालय, कुरुक्षेत्र DAYANAND MAHILA MAHAVIDYALAYA, KURUKSHETRA

(Estd. 1982)

NAAC Accredited Grade 'A'

Ref. No. (क्रमांक) .....

Off. : 01744-270981, 251981

Website : dmmkkr.ac.in

Date (दिनांक) .....

E-mail : dmmkkr2010@gmail.com

## Minutes of IQAC Meeting under the chairmanship of Principal Dr. Upasana held on 04.09.2023 at 2:15 p.m.

**Agenda:** To change criteria-wise committees of IQAC as per requirement.

### Members Present:

- Mrs.Anju Chawla *Anju*
- Dr.Suman Rajan *Suman*
- Dr.Urmil Panghal *Urmil*
- Dr.Himani *Himani*
- Mrs.Prabhjot *Prabhjot*
- Mrs.Sapna Arora *Sapna Arora*
- Dr.Anu *Anu*
- Dr.Deepa *Deepa*
- Dr. Neha *Neha*
- Dr.Seema *Seema*

Following decision were made after due deliberations relating to the changes in criteria-wise committees so as to fill the vacancies occurred as well as for the smooth functioning of IQAC work.

1. It was suggested by Principal Dr. Upasana that criteria 7 now can be allotted to Dr. Neha, Assistant Professor in English, to convene in future. Dr. Neha duly consented to work for that.
2. Various changes in criteria-wise composition were made including conveners, co-conveners and members. Following criteria-wise committees were formulated after due discussions.

Contd.....



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Sr.No.	Criterion No.	Name of Teacher
1	01-Curriculum Aspect	Dr. Deepa (Convener) Dr.Ritu(Co-Convener) Mrs.Prabhjot Kaur(ComputerSc.) Ms. Jyoti Ms. Sobiya Ms. Anchal
2.	02-Teaching Learning and Evaluation	Dr. Anu Chauhan(Convener) Dr. Shweta (Co-Convener) Ms. Garima (Commerce) Ms. Sukriti Ms. Upasana Ms. Vijaya
3.	03-Research Innovation and Extension	Dr. Seema Singh(Convener) Ms. Vinita (Co-Convener) Mrs. Monika Mrs. Manisha Battan Ms. Manisha (BTM) Ms. Vrinda
4.	04-Infrastructure and Learning Resources	Dr. Urmila Panghal (Convener) Mrs. Asha (Co-Convener) Dr. Pooja Sharma Mrs. Rajwant Mrs. Saroj Mrs. Shilpa Garg Mrs. Sudha
5.	05-Student Support and Progression	Mrs. Sapna Malik(Convener) Dr. Sonia (Co-Convener) Dr. ArtiAggarwal Dr. Geetanjali Mrs. Suman Rani Dr. Bhavana Ms. Parveen





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6.	06-Governance, Leadership and Management	Dr. Suman Rajan(Convener) Mrs. Reena (Co-Convener) Dr. Reeja Dr. Shalu Dr. Rukmesh Mrs. Swati Miglani Ms. Ishika
7.	07-Institutional Value and Best Practices	Dr. Neha (Convener) Dr. Manjeet (Co-Convener) Mrs. Kiran Mrs. Sonu Chawla Ms. Kanupriya Ms. Kanta
8.	NEP	Dr. Urmila Panghal (Convener) Mrs. Sapna Arora Dr. Suman Rajan Dr. Himani Dr. Arti Mrs. Reena Mrs. Asha Dr. Shilpa Garg Dr. Pooja Sharma Mr. Nitin
9.	For Computer work of IQAC	Ms. Neetu Ms. Shiwani

  
Principal

Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

Coordinators, IQAC..

Mrs. Anju Chawla  
Dr. Himani  
Mrs. Prabhjot



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## Minutes of IQAC Meeting under the chairmanship of Principal Dr. Upasana held on 12.09.2023 at 2:15 p.m.

**Agenda:** To discuss IDP of college and prepare the future plans for the session 2023-24.

### Members Present:

- Mrs. Anju Chawla *Anju* Coordinator, IQAC
- Dr. Himani *Himani* Co-coordinator, IQAC
- Mrs. Prabhjot *Prabhjot* Co-coordinator, IQAC
- Dr. Urmil Panghal *Urmil* Criteria Convener, IQAC
- Dr. Suman *Suman* Criteria Convener, IQAC

1. IQAC coordinator Mrs. Anju Chawla welcomed Principal and all the members present in the meeting.
2. Institutional Development Plan (IDP) of the college was opened for the discussion streamline what should be our plans for the session 2023-24, so that all the targets decided in IDP may be achieved successfully.
3. Principal, Dr. Upasana and coordinators of IQAC proposed the following plans to execute the session 2023-24, as per the NAAC requirement as well as to sustain quality in different areas of functioning of the college.
  - To introduce Skill-Oriented short-term courses to enhance employability of the students.
  - To organize various workshops to instill life skills among the students and make it a regular practice.
  - To sign M.O.U.s and collaboration agreement with institutions of repute for quality enhancement in cultural and academic areas.
  - To start more Value Added Courses to enrich the curriculum.
  - To encourage the faculty for participating in FDPs/Seminars, short-term courses to enhance their professional domain of knowledge.





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- To organize FDPs/Seminars/Conferences/workshops for physical, mental and professional development of staff and students specifically to upgrade knowledge in ICT.
- To encourage the faculty more to participate in research oriented seminars/conferences, write more research papers, get them published in National/International journals approved by UGC to upgrade academic research.
- To motivate faculty to apply and take up for minor or major research projects.
- To strengthen further the infrastructure and library resources.
- To improve ILMs for students and teachers by making more user friendly.
- To organize extension/cultural/academic (Curricular & Co-curricular) activities to have the talent of students in different areas.
- To augment the ICT and Physical resources.

**Principal**

Principal

Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

**Coordinators, IQAC**

Mrs. Anju Chawla

Dr. Himani

Mrs. Prabhjot



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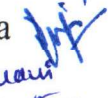
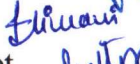


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## Minutes of IQAC Meeting under the chairmanship of Principal Dr. Upasana held on 15.09.2023 at 2:15p.m.

**Agenda:** To discuss and streamline the various activities to be conducted during 2023-24 and prepare a Proposed Activity Calendar (2023-24).

### Members Present:




- Mrs. Anju Chawla  Coordinator, IQAC
- Dr. Himani  Co-coordinator, IQAC
- Mrs. Prabhjot  Co-coordinator, IQAC
- Dr. Suman Rajan  Member, IQAC

- Principal, Dr. Upasana welcomed all the members present in the meeting and expressed her desire that IQAC should streamline all the activities to be organized with a view to requirement as well as to enhance the quality instead of quantity. She said that in past many hundreds of activities have been organized in every academic year but few activities were being repeated many a times and that too at college level. So, IQAC should streamline the necessary number of activities and prepare Proposed Activity Calendar (2023-24) so that only those activities should be organized.
- All the members present consented the proposal given by Principal Madam.
- It was suggested that activity proposals already submitted by various departments and committees in the office may be considered for making the Academic Calendar.
- Principal advised to prepare the calendar at earliest as many of activities have already been organized during the month of July and August.
- Meeting was concluded by Mrs. Anju Chawla with thanks to Principal Madam and all the members present in the meeting.

  
Principal

Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

Coordinators, IQAC

Mrs. Anju Chawla   
Dr. Himani   
Mrs. Prabhjot 





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### Minutes of the Meeting of IQAC to discuss Five Days Workshop for Skill Enhancement held on 14.10.2023

A Meeting of IQAC, soft skills committee was organized with all the staff members under the worthy Chairmanship of Principal Dr. Upasna Ahuja.

Agenda of the meeting was to discuss the plan of action for capacity building and skills Enhancement of the students of college (As Emphasized under NEP also) in an efficient and effective manner while ensuring that every student should be duly benefitted as per Their field of interest. The matter was discussed with all the staff members and after due deliberations following decisions were made.

1. IQAC coordinator Mrs. Anju Chawla and soft skills committee coordinator Dr. Urmil Panghal suggested to organize different types of skill based workshops and ensure the sufficient number of student participation.
2. Principal Dr. Upasna suggested to organize the five days workshops, based on different skills like life, soft, communication, entrepreneurial, Indian Knowledge System, career guidance and computing simultaneously and ensure that every student of the college should be enrolled in any of those workshops as per her interest. All the staff members gave their consent over the proposal. Principal appointed Dr. Urmila Panghal and Mrs. Anju Chawla as coordinator of the workshop and asked them to prepare the detailed plan.
3. It was also suggested by Principal Madam that if this endeavour results in success, the same can be made a practice for future. IQAC coordinator, Mrs. Anju Chwala appreciated and gave her consent over the visionary initiative of Principal Madam.
4. With the consent of all the member present in the meeting it was decided to organize different skills based workshops w.e.f. 16<sup>th</sup> to 20<sup>th</sup> October, 2023.
5. Principal advised that converners of different workshops should submit the day wise report to coordinators of the workshop Dr. Urmila Panghal and Mrs. Anju Chawla for media purpose and other records.
6. Principal Madam informed that all the staff members will perform Discipline Duty during workshop time to ensure that no student remain free and everyone is present in the workshop opted.
7. Principal advised that conveners of the workshop will keep the record of their respective workshops for NAAC purpose.
8. The Meeting was concluded with vote of thanks by the coordinator Dr. Urmila Panghal.

Principal

Principal

Dayanand Mahila Mahavidyalaya

Kurukshetra (Haryana)

Coordinators, IQAC

Mrs. Anju Chawla

Dr. Himani

Mrs. Prabhjot





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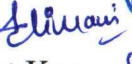

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## Minutes of IQAC Meeting under the chairmanship of Principal Dr. Upasana held on 10.12.2023 at 2:15 p.m.

**Agenda:** To discuss the work in progress of AQAR (22-23) as well as NIRF(2024).

### Members Present:


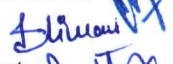

- Mrs. Anju Chawla 
- Dr. Himani 
- Mrs. Prabhjot Kaur 

- Principal Dr. Upasana enquired about the participation in NIRF (2024) and about the progress of work relating to AQAR (2023-24).
- Mrs. Anju Chawla explained criterion-wise work done relating to AQAR (2022-23) preparation and also explained the work still pending. She ensured the Principal that AQAR will be completely prepared much before the last date and will be presented for approval in the meeting of Governing Body scheduled to be held on 16.12.2023.
- Dr. Himani told Principal Ma'am that portal for NIRF Data Submission is under going changes and maintenance. So, still not available for uploading the data & we will be able to submit the data as the portal will be opened. However, the last date to submit the data on DCS is 5<sup>th</sup> January, 2024 as per the mail received on 29.11.2023.
- Principal advised the coordinators to keep ready all the data relating to NIRF as well as AQAR (2022-23) so that both may be submitted strictly as per schedule.
- Mrs. Prabhjot Kaur expressed thanks towards Principal and Coordinators of IQAC Mrs. Anju Chawla and Dr. Himani.

  
Principal

Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

Coordinators, IQAC

Mrs. Anju Chawla   
Dr. Himani   
Mrs. Prabhjot 





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## Minutes of the Meeting of IQAC coordinators with Principal Dr. Upasana held on 04.04.2024 at 11:00 p.m.

**Agenda:** To check all the files of AQAR(2022-23) before the final submission.

### Members Present:




- Mrs. Anju Chawla Coordinator, IQAC 
- Dr. Himani  Co-coordinator, IQAC
- Mrs. Prabhjot  Co-coordinator, IQAC

- Principal Dr. Upasana called a meeting of IQAC with all coordinators to check and enquire about the AQAR (2022-23) before the final approval.
- Coordinator Mrs. Anju Chawla requested Principal Ma'am to go through all the criteria /metrics of AQAR and suggest the changes if required before the final submission.
- Principal Madam Checked on line all the criteria and expressed satisfaction over the work done and on the request of coordinators submitted the same on NAAC portal successfully.
- Principal Madam congratulated and appreciated the IQAC committee members, criteria-wise teams and office staff for completing the work well in time.
- Meeting was concluded with a thanks to wards Principal and all the members present.

  
Principal

Principal  
Dayanand Mahila Mahavidyalaya  
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Coordinators, IQAC

Mrs. Anju Chawla   
Dr. Himani   
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## Minutes of the Meeting of IQAC under the chairmanship of Principal Dr. Upasana held on 13.05.2024 at 11:00 a.m.

**Agenda:** To discuss the action taken report on all the plans of IQAC for 2023-24.

### Members Present:

- Mrs. Anju Chawla *Anju*
- Dr. Himani *Himani*
- Mrs. Prabhjot Kaur *Prabhjot*
- Dr. Suman Rajan *Suman*
- Dr. Urmil Panghal *Urmil*
- Mrs. Sapna Arora *Sapna*
- Dr. Deepa *Deepa*
- Dr. Seema Singh *Seema*
- Dr. Anu Chauhan *Anu*
- Dr. Neha *Neha*

After due deliberations, the following Action Taken Report was finalized in the meeting for the year (2023-24).

Plan	Action Taken/Outcomes
1. To introduce more professional courses for students as per the requirement of NEP 2020.	Two professional courses BCA and BBA were introduced successfully with the implementation of NEP 2020.
2. To introduce Skill Oriented Short Terms Courses to enhance the employability of the students.	During 2023-24, 02 skill oriented short term value added courses were conducted successfully to enhance the employability of the students. 1. Advanced Excel. 2. Spreadsheet Tools Learning.





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3. To organize workshops to instill various life skills among students.	13 Workshops based on different types of Life, Soft, Communication, IKS and computing skills were organized for capacity building and skill enhancement of students.
4. To sign more MOUs and collaboration agreement with institutions of repute for quality enhancement in cultural and academic spheres.	05 MOUs and 05 collaboration agreements were signed with Institution of repute for quality enhancement internship of students and job training.
5. To start more Value Added Courses to enrich the curriculum.	10 Value Added courses were introduced /offered to students to Enrich the curriculum.
6. To encourage the faculty for participating in FDPs/Seminars, Short Term Courses to enhance their professional domain of knowledge.	49 Members of faculty participated in different FDPs / Seminar/Short term courses organized by the college and other institution.
7. To organize FDPs/ Seminars/ Conferences/ workshops for physical, mental and professional development of faculty, non-teaching staff and students. (Specifically to upgrade knowledge in ICT)	During 2023-24, 03 Faculty Development Programmes were organized for the professional Development of faculty, non-teaching staff and PG students. (01 FDP was specially for upgrading the knowledge in ICT titled (AI Tools for effective Teaching and Learning)
8. To encourage the faculty more to participate in research oriented Seminars/ Conferences, write more quality research papers and get them published in national/inter-national journals of repute and approved by UGC.	No. of Paper Published – 19 Chapters Added in books–02 No. of books written -01



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9. To strengthen further the infrastructure and library resources.	12 new rare books for Reference Library, 131 textbooks and 30 reference books were purchased during the year. 45 books were added in Gratis section. 04 journals and 07 magazines were added in Research and Reading Sections respectively.
10 To improve ILMS to make it more user friendly.	ILMS was improved by upgrading the modules as per latest versions of Okie Dokie software.
11 To organize various curricular and co- curricular activities to hone the latent talent of students in different areas.	Various curricular and Co-curricular activities were organized throughout the year.
12 To augment the ICT and Physical resources.	During the year ICT & physical resources were added as per requirement.
13 To organize excursion tours and trips as well as industrial visits for experiential learning.	03 tours were organized during 2023-24 for onsite experiential learning of students.
14 To motivate the faculty to take Major/Minor projects for research.	Proposal for Major Project in History was sent to Indian Council of Historical Research, New Delhi.

**Principal**

Principal

Dayanand Mahila Mahavidyalaya

Kurukshetra (Haryana)

**Coordinators, IQAC**

Mrs. Anju Chawla

Dr. Himani

Mrs. Prabhjot