

**DAV Institute of Management, Faridabad  
Affiliated to Maharshi Dayanand University(MDU)**

**Minutes of 1<sup>st</sup> Quarter Meetings(17<sup>th</sup> Nov.2021)**

The 1<sup>st</sup> quarterly meeting of IQAC was held on 17<sup>th</sup> Nov. 2021 at 2:30 pm in the conference room under the chairmanship of Dr.Satish Ahuja.

The following IQAC members were present in the meeting:

**MEMBERS**

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|-------------------------|---|
| 1. Sh. Shiv Raman Gaur  | Director Higher Education, DAVCMC (In Absentia)   |
| 2. Sh. Mahesh Chopra    | Secretary DAVCMC (In Absentia)                    |
| 3. Sh.Rajiv Chawla      | Industry  |
| 4. Mr.J.P Malhotra      | Employer  |
| 5. Mr.Kuldeep Kumar     | Stakeholder(Parent) (In Absentia)                 |
| Ms.Poonam               | (Wife of Mr.Kuldeep Kumar was present )           |
| 6. Gaurav Sharma        | Alumni (In Absentia)                              |
| 7. Nishant Bansal       | Alumni (In Absentia)                              |
| 8. Dr.Virender Bhasin   | Local Society                                     |
| 9. Dr.Anamika Bhargava  | Associate Professor (IQAC Coordinator)            |
| 10. Dr.Sarita Kaushik   | Associate Professor(NAAC Coordinator)             |
| 11. Dr.Neelam Gulati    | Associate Professor(Dean Academics) (In Absentia) |
| 12. Dr.Meera Wadhwa     | Associate Professor (Student Support)             |
| 13. Dr.Sunita Bishnoi   | Associate Professor(Research Cell)                |
| 14. Dr.Pooja Kaul       | Associate Professor(Innovation Cell)              |
| 15. Dr.Ashima Tandon    | Assistant Professor (Time Table)                  |
| 16. Dr.Gurjeet Kaur     | Assistant Professor (Outreach Program)            |
| 17. Dr.Parul Nagi       | Assistant Professor (Cultural)                    |
| 18. Ms.Priti Bali       | Assistant Professor(Website)                      |
| 19. Ms.Reema Nangia     | Student Welfare                                   |
| 20. Mr.Harish Rawat     | Sports and Lab                                    |
| 21. Dr.Mahender Bishnoi | Estate Officer                                    |
| 22. Ms.Kulvinder Kumar  | Examination (In Absentia)                         |
| 23. Mr.Anwer Hussain    | Sports  |
| 24. Dr.Ashish Goyal     | Admin & University Cell                           |
| 25. Ms.Ruchi Dhunna     | Secretarial work for NAAC/IQAC                    |
| 26. Mr.Pramod Kumar     | Student   |

The following points were discussed as per the agenda:

1. Dr.Anamika Bhargava (IQAC Co-ordinator) initiated the meeting. She read the agenda of the meeting and invited suggestions from all. She proposed that all the points mentioned in the agenda would be discussed in serial order.
2. All the members of the house present confirmed point 1 that the previous session has been extended up to 30-09-2021 due to COVID-19 pandemic and also the new session will be beginning from 1<sup>st</sup> Oct 2021. Again as per point 2 the minutes of 4<sup>th</sup> quarterly meeting of the previous session were confirmed.



3. In context to point 3 awareness programmes on IPR will be organised very soon by the Research Cell.
4. In reference to point 4, Dr. Gurjeet Kaur, Incharge outreach cell will organize such programmes at the earliest. Mr. Rajiv Chawla suggested that outreach programmes may be organised frequently and the report of the same should be prepared and submitted to IQAC. Ms. Poonam Kalra (parent) also suggested to organize more of COVID 19 vaccination camps in the slums to create awareness among them about the same.
5. In reference to point 5 regarding programmes on gender issues, Dr. Neelam Gulati (Member IQAC) should organise such programmes. Dr. Pooja Kaul (Member IQAC) informed the house that their department will soon organise a programme on Women Empowerment. Mr. Rajiv Chawla proposed that skill based programmes should be organised for the girls which will actually prepare the females for the business world. Mr. J.P. Malhotra added that Rotaract Club have designed special programs on women empowerment and we can always collaborate with them for the same.
6. In reference to point 6 regarding events on entrepreneurship skills Mr. Rajiv Chawla proposed that a well designed curriculum should be prepared for entrepreneurship training of around 12 sessions. A faculty nodal officer should be designated for the same. Some student representatives should also be involved. Mr. Rajiv Chawla emphasized that Entrepreneurship development program (EDP) cell should lead and integrate the issue of women entrepreneurship into this.
7. In reference to point 7 regarding admissions Dr. Satish Ahuja confirmed that for the current session the institute has done 587 admissions on date as compared to 431 for the previous year. It is expected that with the effort of staff members this figure may rise to around 650 before the closing of admissions.
8. In reference to point 8 FDP cell will organise FDPs of at least seven days duration to match with NAAC requirements. Mr. Rajiv Chawla proposed that the institute should organise overnight outstation programmes for faculty development in collaboration with industry so that the faculty could become a business coach also. He further proposed that both Mr. J P Malhotra and he himself can render support for FDPs.
9. In reference to point 9 regarding usage of DELNET, steps will be taken to increase the awareness and interest of the students and staff to take advantage by making more use of the already available DELNET facility along with the 50,000 books in our own



library. Mr. Rajiv Chawla, suggested to introduce books from outside the curriculum to inculcate vision and thought process among students. Worthy Principal Director, Dr. Satish Ahuja, appointed Mr. Anwar Hussain (the Librarian) to prepare a list of such books so that the same could be purchased for the Institute's library.

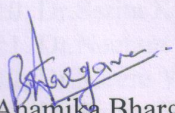
10. In reference to point 10 regarding organising national/international conferences, Mr. Rajiv Chawla suggested the research cell to organise at least one conference each national and international. Mr. Rajiv Chawla and Mr. J.P. Malhotra offered their expert availability for such conferences.
11. In reference to point 11 regarding purchase of IT Hardware & Software, Mr. Harish Rawat (Member IQAC) will ensure that adequate quantity of IT hardware and software will be procured soon according to the requirements.
12. In reference to point 12 regarding replacement of old tube lights with LEDs and point 13 regarding purchasing smart boards the house agreed that the institute should go ahead for these resources on priority basis.
13. In reference to point 14 about organizing of sports meet the house agreed the Sports Committee of the Institute will organise the event at the earliest.
14. In reference to point 15 our cultural committee is already on the job and will organise the event at the earliest. Also the students will be encouraged to participate in such programs organised by other agencies.
15. In reference to point 16 regarding NCC Wing, the NCC officer will put efforts to encourage the students to join NCC in more numbers.
16. In reference to point 17 the institute will float policy for providing funds and facilities to faculty for research and for visiting external locations for such purpose.
17. In reference to point 18 the institute will prepare a list of the worn out ACs and fresh requirement in order to purchase new one. Care should be taken that only energy efficient ACs should be purchased.
18. In reference to point 19 regarding the purchase of a photocopier machine and point 20 regarding the purchase of books for augmenting the library stock, the house agreed that the institute should go ahead for these resources on priority basis.
19. In reference to point 21 the alumni committee will put all efforts to get its alumni association registered.
20. In reference to point 22, the institute librarian will take necessary steps to getting INFLIBNET subscription to provide more facilities to staff and students.

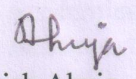


21. In reference to point 23 the house proposed that strict COVID protocols must be continuously followed in the institute. It was also proposed that the institute should take all initiatives in order to ensure that all the students are fully vaccinated and the vaccination certificate should be submitted in the concerned department.

22. Mr. Rajiv Chawla suggested that the institute should organize Quiz Competitions for 12<sup>th</sup> class school students and final year graduate level students in other institutes. This will help in building a strong image of the institute and rake in more admissions in the coming years. Ms.Reema Nangia (Member IQAC) also suggested that career counselling programmes can also be organised for the same. Mr. J.P. Malhotra added that the database of the same should be maintained for future reference.

The meeting ended with a vote of thanks by Dr.Sarita Kaushik.

  
Dr. Anamika Bhargava  
IQAC Coordinator & Member

  
Dr. Satish Ahuja  
Principal Director & IQAC Chairman