

**DAV INSTITUTE OF MANAGEMENT, FARIDABAD**  
**Affiliated to Maharshi Dayanand University (MDU), Rohtak**

Minutes of the 2<sup>nd</sup> quarterly meeting of the Institute IQAC, held on 20<sup>th</sup> December 2022 at 12:30 pm, for the session 2022-23, in the conference room under the chairmanship of Principal Director & IQAC Chairman Dr. Satish Ahuja.

**The following IQAC members were present in the meeting:**

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| 1. Dr. Satish Ahuja      | Principal Director & IQAC Chairman     |
| 1. Dr. Anamika Bhargava  | Associate Professor (IQAC Coordinator) |
| 2. Dr. Sarita Kaushik    | Associate Professor (NAAC Coordinator) |
| 3. Sh. Rajiv Chawla      | Industry                               |
| 4. Mr. J.P Malhotra      | Employer                               |
| 5. Dr. Virender Bhasin   | Local Society                          |
| 6. Dr. Ritu Gandhi Arora | Vice Principal & Associate Professor   |
| 7. Dr. Neelam Gulati     | Associate Professor (Dean Academics)   |
| 8. Dr. Meera Wadhwa      | Associate Professor (Student Support)  |
| 9. Dr. Sunita Bishnoi    | Associate Professor (Research Cell)    |
| 10. Dr. Pooja Kaul       | Associate Professor (Innovation Cell)  |
| 11. Dr. Gurjeet Kaur     | Assistant Professor (Outreach Program) |
| 12. Dr. Parul Nagi       | Assistant Professor (Cultural)         |
| 13. Ms. Priti Bali       | Assistant Professor (Website)          |
| 14. Ms. Reema Nangia     | Student Welfare (In Absentia)          |
| 15. Mr. Harish Rawat     | Sports and Lab                         |
| 16. Dr. Mahender Bishnoi | Estate Officer                         |
| 17. Ms. Kulvinder Kumar  | Examination Incharge                   |
| 18. Mr. Anwer Hussain    | Sports Incharge                        |
| 19. Dr. Ashish Goyal     | Admin & University Cell (In Absentia)  |

20. Ms. Ruchi Dhunna                      Secretarial work for NAAC/IQAC

21. Dr. Geetika Khurana                  Alumni

**The following IQAC members did not attend the meeting:**

1. Sh. Shiv Raman Gaur      Director Higher Education, DAVCMC
2. Sh. Mahesh Chopra        Member, Incharge of Secretary, DAVCMC
3. Mr. Kuldeep Kumar        Member, Incharge of Parents Representative
4. Mr. Love Saran Singh      Alumni
5. Dr. Ashima Tandon        Member
6. Mr. Pramod Kumar        Student Representative

The initial deliberations of the meeting were carried over by Dr. Sarita Kaushik (NAAC Coordinator) with formal welcome of the guests. The meeting progressed further as per the points mentioned in the agenda.


1. The house confirmed the minutes of the 1st quarter meeting of the IQAC held on 19<sup>th</sup> Sept. 2022 at 2.00 pm.
2. The ATR with regard to 1<sup>st</sup> quarterly meeting was read out by Dr. Sarita Kaushik.
3. Achievements of the 1st quarter were presented before the house by Dr. Sarita Kaushik a few of the important ones are:
  - DAVIM scored a big number of admissions which was even beyond the set target (total admissions done this academic year 735, the actual target was 710).
  - DAVIM is recognised as a 4-star (Gold Band) Institute by R-World Institutional Ranking.
  - Students of DAVIM participated in several competitions and were awarded with Certificates and trophies.
  - Research Papers were published by the Senior Faculty of DAVIM.
  - Successful completion of FDP programmes by our Senior Faculty.


The meeting was conducted further by Dr. Anamika Bhargava (IQAC Coordinator) and deliberations were carried out by the house as per the points mentioned in the Agenda as follows:


4. It was resolved that preparations be done by the examination incharge for smooth conduct of examinations and operations of the exam checking centre in the institute.
5. It was resolved that Add on courses be started by the respective committee in the institute as per industry needs. In this regard, it was informed that such a course in Digital Marketing of 40 hours will be started in association with a Faridabad based company. Also Sh. Rajive Chawla suggested that in demand courses like 'Admin. Officer & HR', 'Safety and House Keeping' and 'Executive Assistant' will be very beneficial in getting quick employment to the candidates.
6. It was resolved that All HODs ensure uploading of their Time Tables and Lesson Plans f(or both semesters of the current session) on the college website through the IT cell.
7. It was resolved that more computers be purchased as per sanctions obtained from DAV CMC. It was informed by the Principal Director, that 50 more computers have been sanctioned form the head office for the benefit of the students.
8. It was resolved that the work of maintenance and augmentation of wash rooms in the institute be taken up by the Estate Officer.
9. It was resolved that as E-waste cannot be thrown away in scrap, sessions on handling E waste be organized by the NSS Cell for the students. It was suggested to donate the old computers to the Students of the Government Schools only after a little refurbishment, so they could easily use them, and it will reduce the E-Waste to some extent. Also, sessions to be organized on the same for the awareness of all.

10. It was resolved that a 7 days residential camp for the volunteers be organized by the NSS officer.
11. It was resolved that the IQAC organize a session on the topic of Central Bank digital Currency (CBDC) for the students and staff members.
12. It was resolved that NCC unit be readied for the activities to be organized during Republic Day.
13. It was resolved that the institute CFE takes up the cleanliness drive in the Arawali under the campaign "Punit Sagar Abhiyaan".
14. It was resolved that that the institute should celebrate festivals of diverse religions in the coming time to uphold the policy of inclusiveness.
15. It was resolved that an online Quiz. Program be organized on IPR by the research cell. Also Sh. Rajive Chawla Suggested to conduct an inter-college quiz too. In addition to this Principal Director Sir added that an advertisement will be given for the same. It was also suggested that a Life Coach should also be hired and sessions to be conducted soon. Mr. Rajive Chawla ji, referred a professional coach for this. Principal Director Sir added that as it is important to have a Life Coach, the session should be conducted at least once a month.

The meeting ended on a positive note with a formal vote of thanks by  
Dr. Anamika Bhargava (IQAC Coordinator).

  
Dr. Satish Ahuja  
Principal Director  
IQAC Chairman

  
Dr. Anamika Bhargava  
IQAC Coordinator

  
Dr. Sarita Kaushik  
NAAC Coordinator