

Proceedings of the IQAC Meeting

The first meeting of the IQAC of DAV University, Jalandhar, was held in the Committee Room of the University on 18th June 2018 at 1 pm. The following members were present in the meeting:

- I. **Chairperson:** Dr. R.K. Mahajan (Vice-Chancellor)
- II. **Senior Administrative Officers:** Dr. Sushma Arya (Registrar)
Prof. Desh Bandhu Gupta (Dean Academics)
- III. **Teachers:**
 - i. Dr K.N. Kaul, Department of Chemistry
 - ii. Dr Yeshbeer Singh, Department of Sports and Physical Education
 - iii. Dr. Girish Taneja, CBM
 - iv. Dr. Anju Pathania, Department of Agriculture
 - v. Dr. Nakul Kundra, Department of English
 - vi. Dr Karan Paul, Department of Biochemistry
 - vii. Mr Vikramjit Singh, Department of ECE
- IV. **External Experts on Quality Management/Industry/Local Community**
 - a. Dr. Ginny Dogra, the University of Jammu (Expert on Quality Management)
 - b. Sh. Ashutosh Wadhwa, R Tools Pvt. Ltd. Jalandhar (Industry)
 - c. Sh. Rajesh (Ex-Sarpanch, Village Sarmastpur) (Local Community)
- V. **Student Representative:** Shefali Bassi
- VI. **Student Alumnus:** Mr. Ritesh Bhardwaj
- VII. **Director of the IQAC:** Dr Jasbir Rishi

Dr Sadhika Khullar (Department of Chemistry) and Dr Sarika Verma (Department of Mathematics), teacher members, were out of the station, hence they couldn't attend the meeting.

At the outset of the meeting, the Gayatri mantra was chanted by one and all present there. The Vice Chancellor, welcomed all the members of the IQAC. Since it was the first meeting of the IQAC, each member introduced himself/herself. Dr. Jasbir Rishi, Director (IQAC), read out the agenda of the meeting.

The Committee members deliberated on the objectives, strategies, functions, and benefits of IQAC; they analyzed its operational features also. Dr. Ginny Dogra, Expert on Quality Management, informed the committee members that she, while interacting with the university

staff and faculty in the morning, learnt that the university had already taken some important measures to provide quality education.

The committee members step-by-step considered, analysed, and discussed the following points:

1. **Quality Assurance Awareness:** Since quality assurance is a continuous process and it is very important to spread awareness about it among all the stakeholders of the university.

It was agreed that the university would organize seminars and workshops to educate all the stakeholders about the significance of IQAC and quality work. The first seminar/workshop would specifically include the teaching and non-teaching staff of the university. Besides, meetings with HoDs/ Coordinators would be convened every month to set benchmarks for quality, to review actions, and to deal with the problems and issues related to quality assurance.

2. **Documentation:** For the smooth functioning of the IQAC of the University, proper documentation is a must. Dr. Ginny Dogra, expert on quality management, advised that the same be done. It was resolved that the university would set up an IQAC centre to facilitate the work, and duties would be assigned to process and maintain documents and files.
3. **Feedback:** The Vice Chancellor said that feedback is the need of the hour. Effective feedback, both positive and negative, helps people get on track; it assists them to know, compare, and review their performance, which further helps them make important decisions for betterment.

It was decided that the university would take crucial steps to collect feedback on various aspects from all the stakeholders. The structured feedback pro forma would be available on the university website; its link would be given on the page of the Alumni Association also.

4. **Regular Revision of Curriculum:** Sh. Ashutosh Wadhwa, expert from the industry, opined that the University must ensure regular revisions of curricula to cater to the demands of the industry and the society. Dr. Desh Bandhu Gupta, worthy Dean (Academics), informed all the members that the University is committed to providing value-based modern education. To achieve this goal, the university regularly updates its curricula. He added that all the curricula were revised recently under the guidance of external experts from academics and industry. The Vice Chancellor said that he had sent a teacher to learn about the process of filing patents, so that students could be guided regarding patents. He said that the university was going to start a Life-long learning department also.

It was agreed that the university would devise and implement strategies to strengthen its ties with local as well as global industry and lend researchers support for filing patents.

- 5. Organizing of Mock Interviews:** The Registrar said that the university placement officers should organize mock interviews to hone students' interview skills and assist the academic departments to plan industrial visits.

It was decided that the placement officers would be issued directions with regard to mock interviews and industrial visits by the competent authority.

- 6. Teachers' Relations and communication with students' parents/ guardians:** The Director (IQAC) focused on the need to strengthen teachers' relations and communication with students' parents/ guardians. For this, she said that a quarterly newsletter might be started. Besides, she felt that a policy for consultancy projects should be laid down for the information of teachers. She vouched for Ms. Giny Dogra's concern regarding awareness about IQAC. In her opinion, hoardings and flex boards displaying information regarding IQAC, Anti-ragging Cell, Women Cell, Legal Literacy Cell, etc. should be put up at the prominent spots of the University.

It was resolved that a PTA would be constituted by the university to facilitate teachers' communication with students' parents. Besides, the newsletter would be started to update the stakeholders on the activities and achievements of the university. Hoardings and display boards would be put up to educate students.

- 7. Expert Lecture & Seminars:** Mr. Rajesh Kumar, external expert from the local community, said that the university departments should organize lectures and seminars and invite experts from other institutes. In this context, the Vice Chancellor, told all the members that the University had organized around thirty guest lectures/conferences/seminars/One week FDPs/ workshops on different subjects in this session.

It was established that all the departments would be encouraged to hold lectures and seminars regularly.

- 8. Remedial classes for weak students:** The Vice Chancellor said that remedial classes should be organized to support weaker students.

It was agreed that remedial classes would be organized. Directions with regard to the same would be issued by the competent authority.

- 9. Preparation for Competitive Exam:** In the view of Dr. Yeshbeer, teacher member, a center for the preparation for competitive examinations should be founded.

It was resolved that a strategy would be drawn up to set up a center for competitive exams.

- 10. Teaching-learning tools:** Dr. K.N. Kaul, teacher member, threw light on the importance of teaching-learning tools and ITC aids.

It was accepted that the teachers should be encouraged to update themselves on latest teaching-learning methods, strategies, and tools. Both teachers and students should be encouraged to pursue MOOC courses. The use of ITC should also be promoted. It was resolved that more smart classrooms would be set up.

Dr. Desh Bandhu Gupta, Dean (Academics), proposed a vote of thanks.

Dr Jasbir Rishi
Director, IQAC

Vice-Chancellor