

Minutes of Meeting

Minutes of the meeting of the Committee constituted by the Dean Student Welfare to look into preparations of P.U. Hostels for the visit of NAAC Committee held on **20.1.2020 at 3.30 p.m. in the Dean Student Welfare Office.**

Present:

1. Prof. Neena Capalash, DSW (Women)
2. Prof. Ashish Jain, Director, IQAC
3. Dr. Anuradha, Deputy Director, IQAC
4. Dr. Rajeev Kumar, Warden, Boys Hostel No.1
5. Dr. Varinder Negi, Warden, Boys Hostel No.2
6. Dr. Sanjeev Gautam, Warden, Boys Hostel No.3
7. Dr. Bharat, Warden, Boys Hostel No.4
8. Dr. Parveen Kumar, Warden, Boys Hostel No.5
9. Dr. Arun Thakur, Warden, Boys Hostel No.7
10. Dr. Vishal Sharma, Warden, Boys Hostel No.8
11. Dr. Suman Mor, Warden, Girls Hostel No.1
12. Dr. Kamla, Warden, Girls Hostel No.2
13. Dr. Ravneet Kaur, Warden, Girls Hostel No.3
14. Dr. Kavita Taneja, Warden, Girls Hostel No.4
15. Dr. Nidhi Gautam, Warden, Girls Hostel No.5
16. Dr. Namita Gupta, Warden, Girls Hostel No.6
17. Dr. Jai Mala, Warden, Girls Hostel No.7
18. Dr. Anupam Bahri, Warden, Girls Hostel No.8
19. Dr. Archana Chauhan, Girls Hostel No.10
20. Dr. Avneet Saini, Warden, Working Women Hostel
21. Dr. Harveen Kaur, Warden, International Hostel
22. Assistant Registrar (DSW)

Prof. Emanuel Nahar (DSW), Dr. Amit Chauhan, Warden, Boys Hostel No.6 Dr. Shipra Gupta, Warden, Girls Hostel No.9 could not attend the meeting.

Prof. Ashish Jain apprised the members about the requirements of NAAC which are required to comply by the Hostels.

After some discussion, the Wardens were informed to be prepared for the following points:

1. There should be proper display of “everyday washrooms cleanliness” schedule in the hostel washrooms. Record of cleaners assignment along with timings of washrooms cleaned by them with their signatures be maintained.
2. Record of kitchen area and dining area cleaning be also maintained with the signatures mentioning time of cleanliness.
3. Ensure that workers should wear aprons and have hairnets.
4. Water purifier should be in proper working conditions and record of their service be maintained.

5. Record of fire extinguishers be maintained with refilling/expiry date and training schedule.
6. Record of overhead water tanks and water coolers periodic cleaning should be maintained.
7. Record of working and non-working solar panels and percentage of dependency on solar panels be maintained.
8. LED lights be provided in the Hostels. Compact florescent lights (CFL) lights may be replaced with LED lights. % of LED lights be maintained.
9. Washrooms/Ramps for differently abled persons be ensured. hostel where such provisions is not available must write to DSW office
10. Wheelchairs be provided for differently abled persons to move inside the hostels. Dr. Kataria, Department of Chemistry who has funds for the purchase of wheelchairs, may be contacted.
11. Follow proper procedure for waste collection and waste disposal. What is the process of collection and disposal of wastage.
12. Modernization of cooking equipments and training component of the Mess and Canteen workers.
13. Water conservation practices and environment consciousness in the hostels should give self-analysis in this regard.
14. To document best practices of followed in each hostel.
15. Documentation and display of monthly hostel activities.