

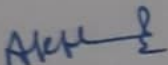
OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

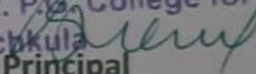
Date- 20.01.22

**Notice**

A Virtual meeting of all the IQAC members will held on 21.01.22 in the IQAC Room at 12.30 P.M. The Agenda of the Meeting will be

1. Formation of team of IQAC external members.
2. Significant contribution by IQAC in the academic year 2021-22
3. Planning of Academic and Activity calendar.
4. Plan of Action
5. Any other issue with the permission of chairperson.

  
Dr. Adarsh Deep  
IQAC Coordinator

Principal  
Govt. P.G. College for Women  
Panchkula  
  
Principal

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA

Date: 21.01.22

Time: 12.30 P.M.

Location: IQAC ROOM  
Virtual Mode

**Chair Person:** Mrs Babita Verma Principal GCW-14, Panchkula

**Purpose:** IQAC Internal Meeting.

**Facilitator:** Dr. Adarsh Deep, Convener IQAC.

**In attendance:** Council Members.

Mrs. Kamna

Mrs. Khushila

Mrs. Suman Bhatia

Mrs. Ritu Yadav

Mrs. Indu Bala

**IQAC Members**

Dr. Adarsh Deep(C)

Dr. Mani Narwal (CC)

Dr. Suman Bhambhu (C. AQAR)

Ms. Geeta Bhatia

Ms. Anju Goyal (C. Report writing)

Ms. Tara Jayant (C. API)

Dr. Pooja (C. News letter)

Ms. Honey Garg

Dr. Nancy

Mr. Pradeep Kumar

Mrs. Jasvir Kaur (maintenance of Data base)

**Absent:** None

**Agenda of the meeting:**

1. Formation of team of IQAC external members.
2. Significant contribution by IQAC in the academic year 2021-22
3. Planning of Academic and Activity calendar.
4. Plan of Action
5. Any other issue with the permission of chairperson.

### MINUTES OF THE MEETING: [21.01.22]

A meeting regarding above mentioned agenda was held in virtual mode on 21.01.22. The meeting was chaired by Principal Mrs Babita Verma. Above mentioned agenda points were discussed and resolved

#### 1. Formation of team of IQAC external members

- ☐ Dr. H.S.Gill, Chancellor Adesh University & Adesh Group Of Institutions.
- ☐ Dr. Daljit Singh, Principal, Govt. Polytechnic, sector-26, Panchkula

#### 2. Significant contribution by IQAC in the academic year 2021-22

- i. IQAC – Will prepare a monthly e-News Letter
- ii. Maintenance of IQAC Data Base
- iii. Organize a computer training program for non-teaching staff.
- iv. e-Content Development, workshop for teaching staff. [video making, quiz making, LMS uploading, use of teaching apps]
- v. Demand for a recording room to record the e-content.
- vi. Demand to start new subjects and courses
  - Mass Communication
  - M.Sc. Zoology
  - Punjabi
  - Professional Courses of Computer Applications
- vii. Setting up of Commerce laboratory for P.G. Students
  - For research methodology
  - Survey Methods
  - Research and Review Paper Writing
- viii. Departmental interactions with IQAC for Academic as well as co-curricular activities. [making a list of slow learners as well as Meritorious students, increase attendance]
- ix. Align the salient points of new education policy [CBCS system]
- x. Establishment of Social-Sciences club and Language-Club to organize various activities.
- xi. Community services- Community Kitchen 'Langar Seva' by Teaching faculty, and setting up a Clothes Bank & distribution.

#### 3. Planning of Academic and Activity calendar

- Academic calendar of KUK is already shared.
- Lesson plan has been made by the faculty members in strict compliance with the given academic calendar and uploaded on portal.

#### 4. Activity calendar recommended for departments and Societies/Cells.

##### Red Cross-

- i. Mask distribution in collaboration with Genetics Department.
- ii. Distribution of cloth bags in collaboration with the Zoology Department.

##### NSS and NCC-

- i. To organize a free medical check-up camp.
- ii. To adopt a village for community service.

#### **Women- Cell**

- i. To organize Dance workshop.
- ii. To organize street play on Gender Issue

#### **Hobby Club-**

To organize Summer Classes on Clay Modeling, Rangoli Making, Painting.

#### **Placement Cell-**

- i. Competitive exams training
- ii. Placement drive

#### **Eco-Club-**

- i. Maintenance of compost pit, use of compost in the college.
- ii. Establishment of a nursery for seasonal flowers.

#### **Science awareness and development Society.**

- i. Organize college level science exhibition
- ii. Celebrate National Science Day

#### **Commerce Department:**

- i. Demand the grant for organizing National seminar/ workshop.

#### **English department:**

- i. Demand the grant for organizing National seminar/ workshop.

#### **Economics Department:**

- i. National Level Essay Writing Competition

#### **Geography Department:**

- I. Preparation of River Model

#### **Home Science Department**

- i. Hand crafted earthen Dias to be made by the students and distributed to the Non-teaching staff.
- ii. To organize workshop on Pot Making
- iii. To organize workshop on 'Cooking Easy Snacks' for non-teaching staff .

#### **Botany Department-**

- i. Propagation of plants [field studies]
- ii. Tree plantation drive.

#### **Zoology Department-**

- i. Setting up of e-corner in the library to cover 100% syllabus of all the three classes.
- ii. To organize symposium for students on Cancer.

#### **Chemistry Department-**

- i. To organize a workshop on making sanitizer and soap.

#### **Computer Science Department –**

- i. Organize workshop for retired and elderly people on Computer Literacy

## **Plan of Action by IQAC**

### **Plan-Do-Check-Act Approach for each work**

#### **Interaction with each Department/committee**

- How to encourage students for more participation.
- How to choose more relevant activities.
- Provide a format for report writing and Data maintenance.
- IQAC committee will give assistance.

#### **Interaction with stake holders**

- Feed Back [curriculum]
- SSS feedback [as per NAAC Performa]
- PTM
- Mentor mentee meeting
- Tutorials

#### **Interaction with Incharges of UGC, RUSA, Research committee,**

- Ask to Obtain additional grants from agencies like RUSA
- To conduct seminar for faculty to get research projects from UGC, DST.
- Research committee will organize seminar on 'How to prepare research project'

#### **Motivational Committee-**

- Pre-Admission Counseling and submit the report to IQAC.

#### **Internal Academic and Administrative Audit**

- Implementation of IAAA recommendations.
- IAAA for session 2021-22. Submit report to IQAC


#### **Result verification committee**

- Compile the class wise result [along with % of each student in aggregate] of each semester.
- Prepare the list of toppers [first three] for each semester
- Submit one copy of consolidated results to Dean of each faculty and to IQAC.

#### **Annual Report Committee**

- Will prepare the annual report for session 2021-22 and submit one copy to IQAC and Two copies in the library

#### **Best Practices [already in practice]**

- ☐ **Best Practice -I**  
Title of the practice: Healthy mind in healthy body.
  - ☐ **Best Practice -II**  
Title of the practice: Mentoring program-A step for multidimensional development of students.
  - ☐ **Best Practice -III**  
Title of the practice: Implementation of green initiatives
  - ☐ **Best Practice -IV**  
Title of the practice : A step towards Atm Nirbhar Bharat
- 

Two new practices are being started from this year

☐ **Best Practice –V**

Title of the practice: Community Based Extension Activities To Improve The Socio Awareness.

**Objectives:** To inculcate human values among students.

☐ **Best Practice –VI**

Title of the best practice- Smart Teaching

**Objectives:** To drive sustainable development through higher education in the wake of Covid-19 Pandemic.

**Evaluation of best practices**

1. Title
2. Objectives
3. The Context
4. The Practices
5. Evidence of success
6. Problem encountered and Resource required

**AQAR**

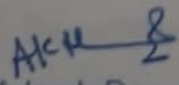
- i. Monthly data collection
- ii. Well explained Write up should be there
- iii. Good presentation
- iv. Proper documentation
- v. Geo-tagged Photo
- vi. Supporting document should be typed and name and signature of the concerned faculty should be clearly mentioned
- vii. Annual Report and Activity Register Committee will provide the data regarding Activities

**API**

- i. API proforma should be submitted three months prior to due date of scale [as per rule].
- ii. Self-assessment marks must be filled by the concerned faculty in the proforma.
- iii. Supporting documents must be attached with properly mentioned annexure number.
- iv. Name and signature of the concerned faculty should be mentioned on each supporting document.  
In case record is from two colleges then each document should be attested from the concerned incharges/principal.

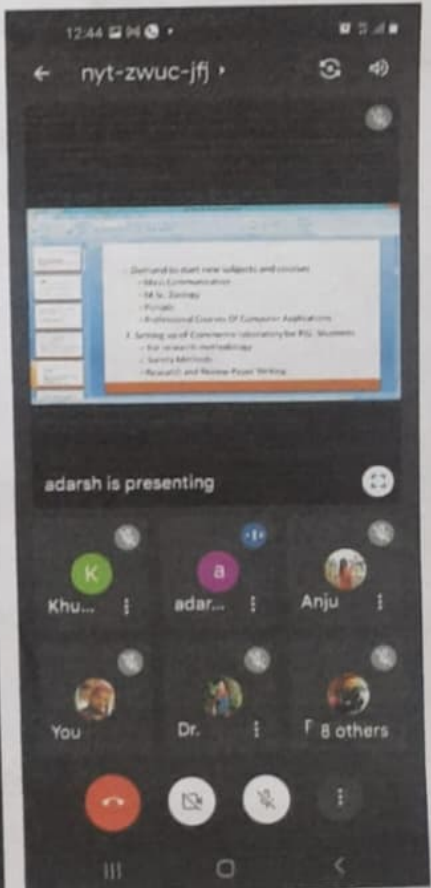
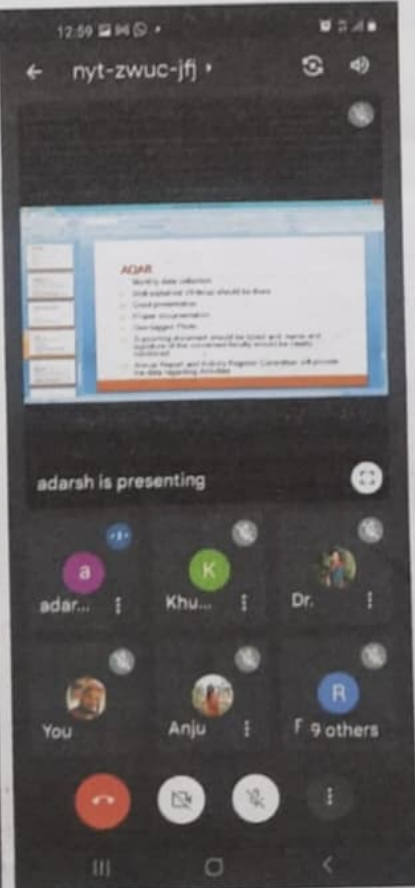
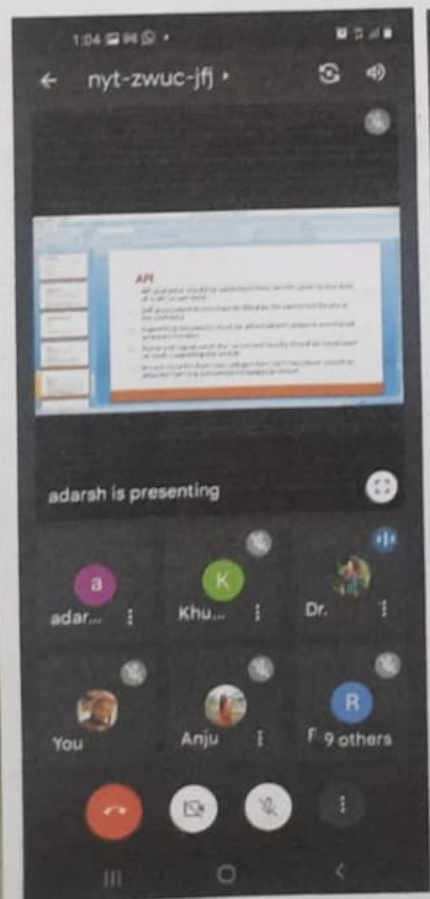
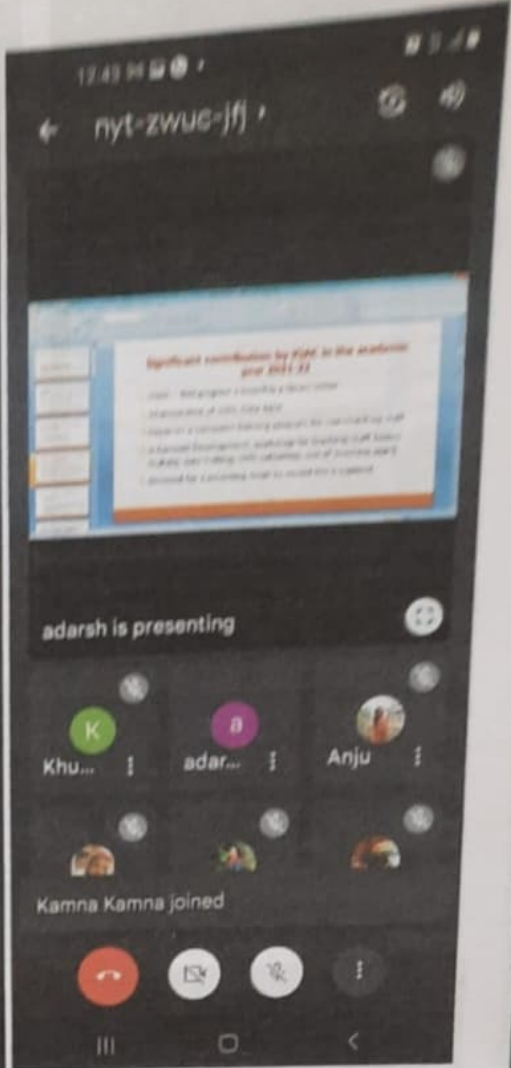
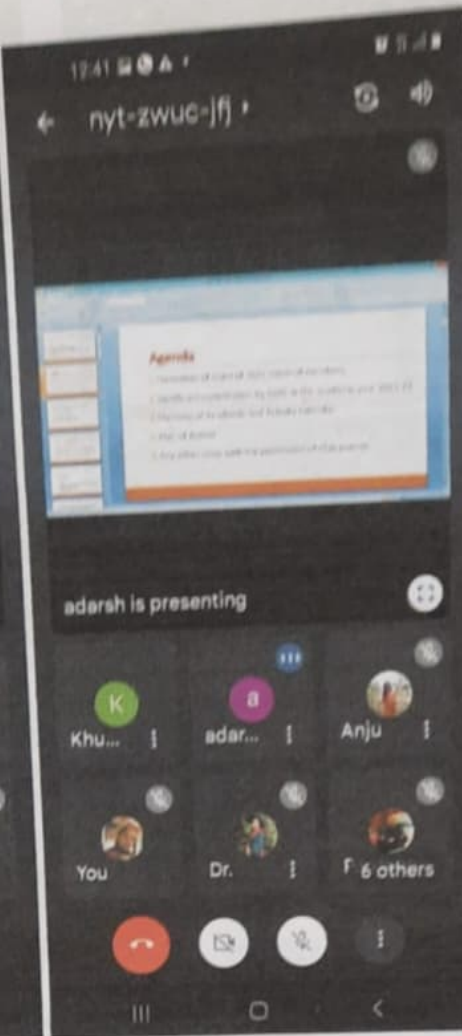
**Adjournment:** The meeting was adjourned at 2:00 with vote of thanks by Dr. Adarsh Deep as scheduled by the permission of chairperson.

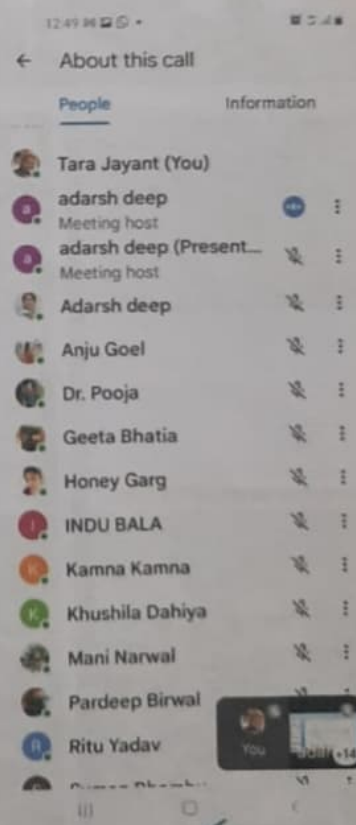
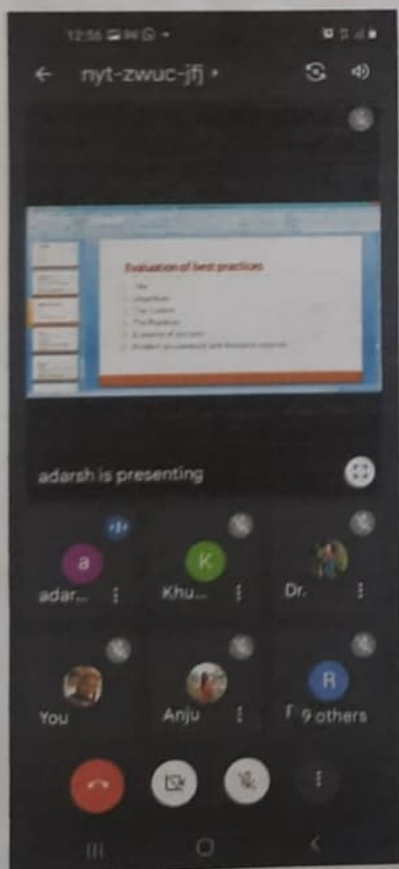
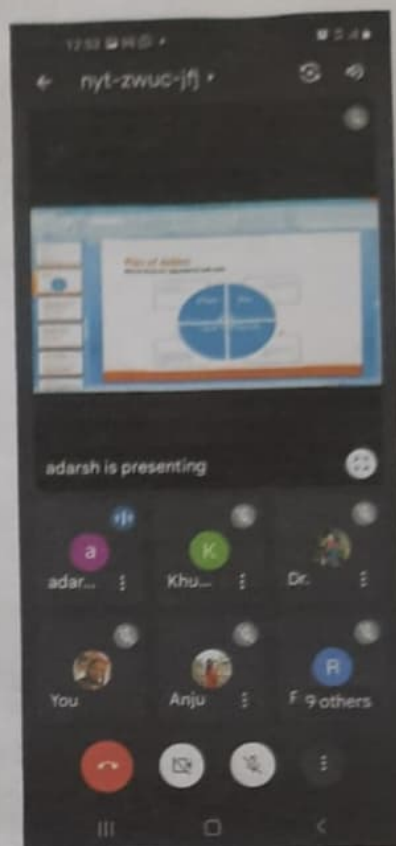
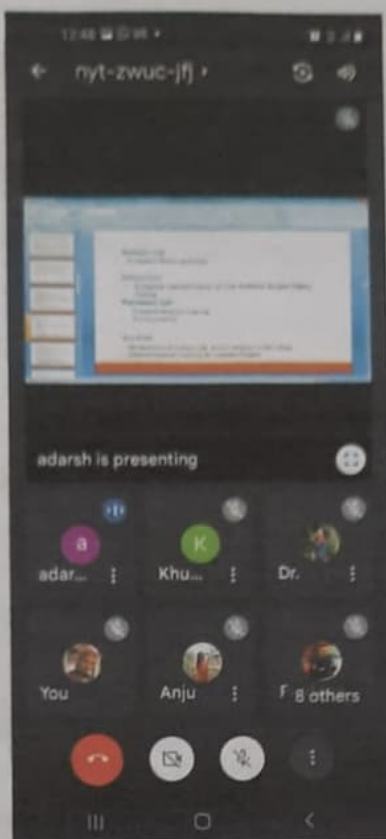
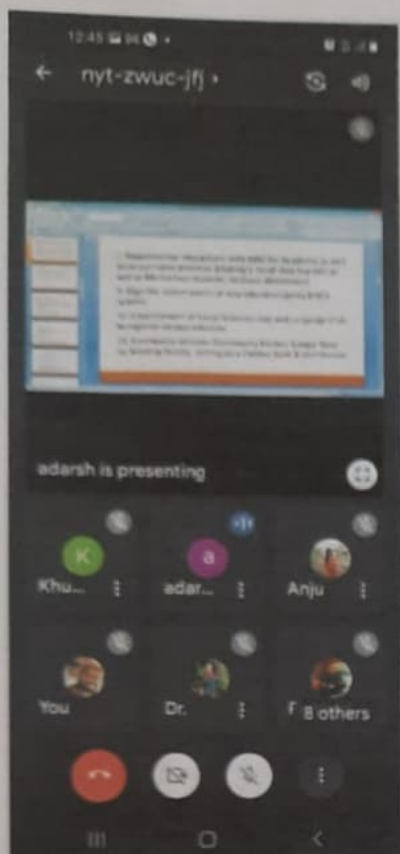
**Attachments:** Notice of the meeting, attendance, action taken reports.

  
Dr. Adarsh Deep Kaur  
IQAC Incharge

  
Principal  
Govt. Chairperson Women  
Panchayat Principal

# Online Meeting IQAC





Dr. Adarsh Deep Kaur  
IQAC Convener

Principal  
Govt. P.G. College for Women  
Panchkula  
GCW-14, Panchkula

# ADESH UNIVERSITY

[ Established under Government of Punjab Act 6 of 2012 ]

BARNALA ROAD, BATHINDA 151101 PUNJAB, INDIA

Govt. P.G. College for Women

Diary No. 1477

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E-mail: adeshuniversity@hotmail.com

Web. www.adesh.in

Date 24/12/2021

Panchkula

AWS/AMCH/2k21/T2/1100

Date:- 20.12.2021

To

The Principal,  
Govt. PG College for Women,  
Panchkula (Haryana).

Subject: Acceptance letter to be external member of Internal Quality Assurance control cell.

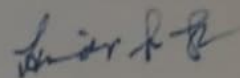
Madam,

Please accept my thanks for your offer to be an external member of the internal quality assurance control cell of your college.

I will try my best to contribute to the development of your institution according to my experience & knowledge as member of your college council.

I consider it to be an honor and accept the same.

Thanking You,



**Dr. H.S. Gill**  
**Chancellor**  
**Adesh University &**  
**Adesh Group of Institutions**

From: Principal  
Govt. PG College for Women  
Sector-14, Panchkula

To

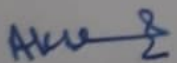
Mr. Daljeet Singh  
Principal  
Govt. Polytechnic College  
Sector-26, Panchkula

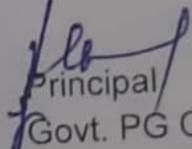
Memo No: GCW/22/ 286 Dated: 02/02/2022

**Subject: Nomination as Member of IQAC for the session 2021-22**

Sir,

It gives me immense pleasure to inform you that you have been nominated as member of IQAC composition for the session 2021-22. Your presence will boost up the spirit of all the members. Your enlightenment will be guiding force for all of us.

  
IQAC, Coordinator

  
Principal  
Govt. PG College for Women  
Sector-14, Panchkula