



OFFICE OF THE PRINCIPAL GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

NOTICE (IQAC)

Date: 05-12-2023

All the Convenors of various Committees/ Cells/ Clubs, HODs of different departments and faculty members are hereby informed that the **agenda and minutes of IQAC External Meeting** held on **8th November 2023** has been uploaded on College Web-Portal and has also been shared in the GCW WhatsApp group. The concerned in charges are requested to complete the activities assigned to them as per the time line given in the agenda/ minutes of meeting and submit the report. The activities where time line has not been mentioned, the concerned in charges may prepare an activity schedule and submit the monthly report to IQAC.

Tara Jayant

Convenor IQAC

Principal

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

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

Letter no.: GCW/23/3710

Date: 08-11-2023

Agenda of IQAC Composition Meeting (2023-24)

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Composition Meeting" scheduled on 8th November 2023 at 11.00 am in Principal office, to transact the following agenda.

1. Action Taken Report of session 2022-23.

Report shall be presented and approval shall be taken from the members present.

2. Contribution of NEP

- Links & required information of online MDC through SWAYAM portal, have been shared and conveyed to HOD's so that where there is shortage of staff, the students can opt for that.
- Committee also shared the information and links about ICSSR and DGHE for demanding grant for seminars by social sciences departments. [got the grant for two days National seminar in the subject of Music]
- For new entrants the internal assessment marks have been increased to 30% and the guidelines for computation are to be circulated to all teachers by the NEP Committee.
- NEP committee will prepare a questionnaire to collect the feedback & suggestion regarding the new curriculum, training programs from the faculty members and after analysis will be sent to university.

3. Contribution of women cell

The cell will focus on following activities:

- Self-defense workshop
- Social outreach
- Three-day workshop on bakery.
- To promote Indian traditional handicrafts, workshops should be conducted in the college for students, in which any teaching and non-teaching faculty of the college who has this type of traditional talent will be the resource person.
- Youth Peace Program (A 10 days' workshop) - organized from 18th to 29th September 2023.

4. Contribution of NSS and NCC

- Enrolment of students and office bearers.
- Strict compliance of NSS and NCC Manuals.
- Activities to be planned and done in true spirit.
- Tree plantation should be Geotagged.
- Segregate area should be adopted by NSS units for maintenance.
- Organize Yog- sessions through Ayush.

5. Contribution of Eco-club

- Solid waste management.
- Liquid waste management.
- Rain water harvesting: take information about the maintenance and cleaning schedule of rain water harvesting system from the PWD local unit.
- Make a monthly schedule of duties of Mali to check the growth of weeds etc. on the rooftops and cleaning of drains to prevent leakage.
- Maintenance of rainwater harvesting system.
- E- waste management in collaboration with Computer department according to Haryana government norms.

6. Contribution of EVS In charges and ED Cell

- To prepare compost in pots.
- 4 groups of 4 students in each can be constituted for action and follow up.

7. Contribution by Botany Department

- Propagation of ornamental plants.

8. Contribution by Earn While You Learn Committee

- One student must be allotted for Orphanage and one for old age home under the scheme.

9. Contribution by Sports Department

- To organize various college/ intercollege/ state level sports championships/tournaments and Yoga Workshops.
- College level Badminton championship- **organized on 17-10-23.**
- Annual Sports Meet - **organized on 3rd and 4th November 2023.**

10. Contribution by Placement Cell and ED Cell

- To organize career counselling and entrepreneurship development sessions and workshops to enhance self-reliability and business skills among students.
- More collaborations and MoU with industries.
- Organization & participation in Job Fairs.
- "TANA BANA" Exhibition cum fair by students - **organized on 31-10-23 in collaboration with Women Cell, Department of Home Science and Economics.**

11. Contribution by ICC

- Online webinar "POSHA" - organized on 14-10-2023 in collaboration with IQAC.

12. Contribution by UGC committee

- Dr. Kapoor Singh shall be the in charge of MOUs and will recognize the areas, organizations, and agencies to sign the MOUs according to NEP. A report will be presented and discussed with worthy Principal.
- One MoU must be signed with **Sericulture Department** in collaboration with **Zoology Department of college**.
One MOU is signed with Gyandarpan IAS academy, SCO 204, Sector 14 Panchkula

13. Significant contribution by IQAC in the academic year 2023-24.

- Preparation of IQAC Academic and Activity calendar- **academic calendar of odd semester and activity calendar completed.**
- Organize a computer training program for non-teaching staff to promote the paperless work.
- Teacher training program focus on Creating Google Classrooms, e-content, video recordings, links, use of different Teaching Apps.
- An extension activity to promote eco-awareness,
 - workshop on making of cloth bags and paper bags.
 - Awareness rally and distribution of paper bags and cloth bags.
- Demand to start new subjects and courses.
- Preparation of e newsletter: a copy should be sent to DGHE.
- A Health camp will be organized for teaching and non-teaching staff in collaboration with NSS and Red Cross Club.
- Session regarding New API Guidelines issued by the DHE shall be organized for teaching staff.

14. Planning of Academic and Activity calendar by IQAC.

- Academic calendar of KUK is already shared.
- Lesson plan by the faculty members uploading on portal.
- Activity calendar submitted and a compiled activity Calander has been prepared.
- A tentative plan of mentor mentees meeting submitted.
- Timely notification, submission, evaluation of assignments and House tests as per IQAC calendar.
- PTM may be online and twice in a session, tentative dates should be submitted by the concerned convener.
- An internal assessment should be made and put on the notice board for the students as per KUK norms. Concerned in charges to circulate the notice regarding this.
- For new entrants the internal assessment marks have been increased to 30% and the guidelines for computation are to be circulated to all teachers by the NEP Committee.

15. Institutional development plan [IDP] [Skill development]

- Hobby classes
- More activities for ecofriendly and green campus.
- Proper & thoughtful redressal of Student grievance and maintenance of proper record.
- A meeting of Convenor IQAC, Convenor NAAC, Convenor Eco Club, Convenor AQAR and HOD Computer Science was recognized to set the IDPs and report is submitted.

16. Sustainable development goals (SDGs). [The framework of the Sustainable Development Goals ensures social cohesion, economic prosperity, and protection of the environment. Education, research, and innovation are essential in sustainable development]

- Development of research aptitude among P.G. students of Commerce, English, Home Science and Zoology.
- Departmental activities should fulfill the sustainable development goals.
- **Kitchen garden** for organic vegetables should be maintained near the hostel [by Eco-club, Botany department, hobby club and hostel committee].

17. Alumni contribution.

- Both intellectual and financial contribution by the alumni.
- Report and Photographs of alumni should be uploaded on website.
- Online registration of alumni should be done: A notice should be issued and all the LAs should be asked to ensure that the online alumni form filled by the students before issuing the DMC.
- Zoology department invited one of the alumni Ms. Deepali for extension lectures.

18. Preparation of e-content by all the members of teaching faculty.

- E-content committee will create a YouTube Channel for college and upload e- content with author's consent on it.
- This channel also be used for uploading videos of college activities.
- Every faculty member should develop e-content as per syllabus and HODs will submit it to e-content committee.
- Committee with consent of faculty members will make the list of e-content uploaded on their personal YouTube channel and should place it in the library, also links may be uploaded on the website of the college for students' access.

19. Plan of Action.


- Maintenance of database for the session 2023-24 and monthly analysis by AQAR Committee.
- Monthly meeting of API committee will be held on 27th of every month, which may be continue for next day in case of more cases.
- API to be submitted on prescribed proforma and only **two copies** [one for IQAC and one for the concerned faculty] should be submitted till 15th of every month.
- After checking API, proper report should be presented.

20. Date of orientation program-

- Orientation program was be organized on 22nd august 2023
- Introduction to various facilities, clubs, and society
- Convener discipline committee will aware the students about anti ragging cell and help line.

21. Any other issue with the permission of chairperson.


3/11/23
Ms. Tara Jayant
IQAC Coordinator


Principal
Principal & Chairperson (IQAC)
G. B. Pant College for Women
Panchkula



GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE EXTERNAL IQAC MEETING

DATE: 08-11-2023

TIME: 11.00 A.M

VENUE: PRINCIPAL OFFICE

A meeting of IQAC [external & internal members] was conducted on **8th November 2023** in the principal office at **11.00 A.M.** The meeting was chaired by Principal **Mrs. Richa Setia**. She welcomed external members of IQAC and shared her vision with the group. She emphasized that it is time to focus and improve on academic, administrative, research, and co-curricular activities for the holistic development of the students, staff, and the institution in the context of NEP. Mrs. Tara Jayant (IQAC Incharge) welcomed all the members present at the meeting. She presented minutes of the last meeting of IQAC which were approved. She briefed the external members about the vision and plans of IQAC for the upcoming session.

The external members enriched the board with their knowledge and expertise. **Dr. Daljeet Singh** emphasized that diversity and multidisciplinary is the need of the hour which makes NEP a significant step in education. **Dr. Anuradha Sharma** suggested to encourage students for community services specially work for old age homes and orphanage. **Mr. Amitabh Rungta** suggested to organize more programs to encourage students from different fields to take up entrepreneurship and follow the path of Atma Nirbhar Bharat. **Dr. Adarsh Deep** discussed about the preparation for internship program for students. **Dr. Ritu Yadav** encouraged media visibility of college through community engagement programs that are a part of the IQAC vision already. Members also gave numerous suggestions on implementation of NEP, promotion of research in college, improving the effectiveness of outreach programs, identifying Universities for collaboration etc. The best practices and institutional distinctiveness for the year 2023-2024 were also discussed with the external members. The committee did brain storming and came up with lot of ideas that could aid in growth of the college. The following agenda points were discussed and approved:

1. Contribution of NEP

Resolved with few suggestions:

- Digi-locker and Academic Bank of Credit (ABC) Account for all first year students need to be created in the month of **November 2023**.
- More short term courses on skill development to be introduced throughout the session.
- Training programs for e-content development by college teachers to be organized in collaboration with **Technical Education Department Haryana**.
- Collaborations with **NITTER** Chandigarh for training on e- content development in the month of **January, 2024**.
- As per NEP, training is mandatory for all the courses, so MoUs for student training/ internship to be signed with industries during the session.

Action and follow up by NEP committee.

2. Contribution of Women Cell

Resolved with few suggestions:

- To organize sessions in collaboration with Govt. Polytechnique College Sector-26 Panchkula. (**Schedule to be provided by the incharge as per Polytechnic College trainer's availability**).
- Posture training programs to be organized especillay for Science and Home science students in collaboration with hospitals/trainers to be provided by industrialist Mr. Amitabh Rungta in the **even semester** of session 2023-24.
- In house bakery workshop to be organized for 100-150 students for which the inputs shall be provided by industrialist Mr. Amitabh Rungta during **even semester**.
- Two Alumni students can be invited to attend bakery training and then train the college students and MoU can be signed with those alumni students for regular training sessions.

Action and follow up by Women Cell.

3. Contribution of NSS and NCC

Resolved with suggestion:

- Collaborative activities with Govt. Polytechnique College Sector 26 Panchkula to be organized throughout the session.

Action and follow up by NSS and NCC incharges.

4. Contribution of Eco-club

Resolved with suggestion:

- To tie up with horticulture department and Mayor for developmental activities and for cleaning of ground near hostel during **even semester**.

Action and follow up by Eco- Club incharge.

5. Contribution of EVS In charges and ED Cell

Resolved with suggestion:

- To prepare compost in pots for solid waste management. Four groups of 4 students in each (1st year students of any stream) can be constituted for its preparation and maintenance. Monthly report to be submitted by EVS Incharge and commercialisation of the product can be done by ED cell.

Action and follow up by EVS incharge and ED Cell incharge.

6. Contribution by Botany Department

Resolved as such.

Action and follow up by HOD Botany.

7. Contribution by Earn While You Learn Committee and Home Science Department

Resolved with suggestion:

- Students from M.Sc. Home Science to work for especially abled students in Govt. Polytechnique College Sector-26 Panchkula throughout the session.

Action and follow up by EWYL incharge and HOD Home Science

8. Contribution by Sports Department

Resolved as such.

Follow up by HOD Physical Education.

9. Contribution by Placement Cell and ED Cell

Resolved with few suggestions:

- To organize sessions/ training programs on Graphic Designing Courses and Dietician courses in the month of **January 2024**.
- Collaborative exhibition to be organized with Govt. Polytechnique College Sector-26 Panchkula in the month of **March 2024**.

Action and follow up by Placement Cell & ED Cell.

10. Contribution by Internal Complaints Committee

Resolved with few suggestions:

- Maintenance of proper record of all the complaints and redressal mechanism followed.
- To submit an annual report of ICC even if the complaints are nil.

Action and follow up by ICC incharge.

11. Contribution by UGC committee

Resolved with suggestion:

- To provide list of UGC Care listed journals from time to time as and when revised, since it is required as per new API guidelines issued by the DHE.

Action and follow up by UGC incharge.

12. Contribution by MOU Incharge

Resolved with suggestion:

- MOUs to be signed with Govt. Polytechnic College, Sector-26, Panchkula and Mr. Amitabh Rungta in the month of **December 2023**.

Action and follow up by MOU incharge.

13. Significant contribution by IQAC in the academic year 2023-24.

Resolved with few suggestions:

- Organize a computer training program for non-teaching staff in collaboration with **Computer Science department** to promote the paperless work in the month of **January 2024**.
- Teacher training program in collaboration with **e-content committee** focus on Creating Google Classrooms, e-content, video recordings, links, use of different Teaching Apps in the month of **February 2024**.
- An extension activity in collaboration with **Zoology Department** to promote eco-awareness, in the month of **March 2024**.
 - workshop on making of cloth bags and paper bags.
 - Awareness rally and distribution of paper bags and cloth bags.
- Demand to start new subjects and courses.
- Preparation of E Newsletter on quarterly basis: a copy should be sent to DGHE.
- A Health camp will be organized for teaching and non-teaching staff in collaboration with **NSS and Red Cross Club** in the month of **February 2024**.

- Session regarding New API Guidelines issued by the DHE shall be organized for teaching staff in the month of **January 2024**.

Action and follow up by IQAC.

14.Planning of Academic and Activity calendar by IQAC.

Resolved as such.

Action and follow up by IQAC, HODs and concerned incharges.

15.Institutional development plan [IDP] [Skill development]

Resolved with few suggestions:

- Hobby classes by **Fine Arts Incharge** in the month of January and February 2024.
- New Start ups/CSIO activities schemes/ IELTS coaching to be conducted by **ED cell** and **Placement Cell** in collaboration with Govt. Polytechnic College, Sec-26, Panchkula in the month of **January and February 2024**.
- Workshop/ Fair on Millets and millet based products to be organized by **Home Science Department** in the month of **February 2024**.

Action and follow up by concerned incharges.

16.Sustainable development goals (SDGs) [The framework of the Sustainable Development Goals ensures social cohesion, economic prosperity, and protection of the environment. Education, research, and innovation are essential in sustainable development]

Resolved with suggestions:

- Development of research aptitude among P.G. students of Commerce, English, Home Science and Zoology by having active participation of students in Seminars/conferences to be held in **even semester**.
- Departmental activities should fulfill the sustainable development goals.
- **Kitchen garden** for organic vegetables should be started and maintained near the hostel [by **Eco-club, Botany department, Hobby club and Hostel committee**] in the month of **December 2023**. Hostellers must be given special training. The activity must be incentive or Prize based. Monthly progress report to be submitted by mentioned departments.

Action and follow up by concerned HODs and Committee incharges.

17.Alumni contribution

Resolved with few suggestions:

- Portal must be made for Alumni by **Web Portal Committee** where details of alumni along with photograph can be uploaded. All the necessary information such as

achievement of alumni, details regarding alumni meet and contribution by alumni and their parents to the college shall be displayed.

- Alumni students must be invited in college on special occasions.

Action and follow up Alumni Committee.

18. Preparation of e-content by all the members of teaching faculty.

Resolved as such.

Action and follow up by e-Content committee.

19. Plan of Action

Resolved as such.

Follow up by IQAC

20. Date of orientation program

Resolved as such.

21. Any other issue with the permission of chairperson.

- The AQAR for the session 2022-23 to be submitted timely.

Action and follow up by AQAR incharge.

- To arrange a demo for newly installed LED TVs.

Action and follow up by Dr. Nancy and Ms. Diksha Bhanot.


Adjournment: The meeting was adjourned at 3:00 p.m. with vote of thanks by Ms. Tara

Jayant as scheduled by the permission of chairperson.

Attachments: Notice of the meeting, attendance, action taken report.

Minutes of the meeting is uploaded on Web-Portal with a request to all the concerned convenors committees/cells/clubs, HODs of various departments and all faculty members to take up preparedness for activities assigned to them so that the outcome is productive.


Ms. Tara Jayant
IQAC Coordinator


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

GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

DISTRIBUTION OF DUTIES & TIMELINE FOR PREPARATION OF KITCHEN GARDEN

Dated: 25-11-2023

As per the discussion held with worthy principal during external IQAC meeting the distribution of duties to the concerned committees and time line for preparation of kitchen garden for organic vegetables near college hostel is as follows:

1. Eco-Club

- ❖ To make at least four groups of hostel students and allot them duty for preparation and look after of the kitchen garden.
- ❖ To submit monthly progress report to IQAC along with geotagged photographs of garden.
- ❖ To organise kitchen garden competition after completion of work.

2. Botany Department

- ❖ To provide good quality seeds/ saplings to the students.
- ❖ To guide the students about sowing method.
- ❖ To guide the students about proper growth and health of plants grown in kitchen garden.

3. Hobby Club

- ❖ To prepare the lay out plan and designing of plant beds/ pots.

4. Hostel Committee

- ❖ To assign the duty of timely watering of plants to the Malis.
- ❖ To check the monthly growth of plants and maintenance of kitchen garden along with hostel student groups.

5. Overall Report Preparation – IQAC

Note: The work of kitchen garden to be started in December 2023 followed by submission of monthly progress report to IQAC in even semester.



Tara Jayant

Convenor IQAC



Principal

GCW, Panchkula.