



GOVT. COLLEGE FOR WOMEN,  
SECTOR-14, PANCHKULA  
Internal Quality Assurance cell

**1<sup>st</sup> Meeting of IQAC [Session 2022-23]**

Date: 13.09.22

Time: 12.30 P.M.

Location: Principal Office

**Chair Person:** Dr. Sangeeta Mehtani Principal GCW-14, Panchkula

**Purpose:** IQAC Internal Meeting.

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

**In attendance: IQAC Members**

Dr. Adarsh Deep(C) *AD*

Dr. Mani Narwal (CC) *Mani*

Dr. Suman Bhambu (C. AQAR) *CCL*

Dr. Kapoor Singh *DL*

Ms. Anju Goyal (C. Report writing) *AS*

Ms. Tara Jayant (C. API) *TJ*

Dr. Pooja (C. Newsletter) *Pooja* 2/13/22

Ms. Honey Garg *HG*

Dr. Nancy *Nancy*

Mr. Pradeep Kumar (C. Maintenance of IQAC Data base) *Pradeep*

Mr. Aman Kumar (C.C Maintenance of IQAC Data base) *Aman*

Mrs. Jasvir Kaur (maintenance of Data base) *Jasvir*

Absent: ..... *None* .....

Principal  
Govt. P.G. College for Women  
Panchkula

**Agenda of the meeting:**

1. Composition of IQAC team for 2022-23.
2. Significant contribution by IQAC in the academic year 2022-23
3. Planning of Academic and Activity calendar.
4. Institutional development plan.
5. Sustainable development goals.
6. Alumni contribution.
7. New education policy.
8. Preparation of e-content by all the members of teaching faculty.
9. Plan of Action.
10. Any other issue with the permission of chairperson.



## PROCEEDINGS AND MINUTES OF THE MEETING: [13.09.22]

A meeting regarding above mentioned agenda was held in principal office on 13.09.22. The meeting was chaired by Principal Dr. Sangeeta Mehtani. Dr. Adarsh Deep, Coordinator welcomed and presented the agenda for discussion following points were discussed and resolved.

### 1. Composition of IQAC team for 2022-23.

With the permission of chair, it was decided that there will be no change in internal and external members of IQAC committee, it will be same as of 2021-22.

### 2. Significant contribution by IQAC in the academic year 2022-23.

- i. Organize a computer training program for non-teaching staff to promote the paperless work.
- ii. Teacher training program focus on Creating Google Classrooms, e-content links, use of different Teaching Apps.
- iii. 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.
- iv. Departmental interactions with IQAC for Academic as well as co-curricular activities.
- v. Demand to start new subjects and courses

### 3. Planning of Academic and Activity calendar

- i. Academic calendar of KUK is already shared.
- ii. Lesson plan should be made by the faculty members in strict compliance with the given academic calendar and uploaded on portal.
- iii. Preparation of IQAC calendar.
- iv. Timely notification, submission, evaluation of assignments and House tests as per IQAC calendar.
- v. It was decided that an internal assessment should be made and put on the notice board for the students as per KUK norms. Concerned incharges were instructed to circulate the notice regarding this.
- vi. Activity calendar should be submitted by each department.

### 4. Institutional development plan [IDP] [Skill development]

- i. Value added courses.
- ii. Hobby classes
- iii. Cleanliness and green campus.
- iv. Proper & thoughtful redressal of Student grievance and maintenance of proper record.

### 5. Sustainable development goals [SIGs]

- 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].

Aku  
Adarsh Deep.  
(IQAC Incharge)



6. Alumni contribution

- Both intellectual and financial contribution by the alumni.
- Photographs of alumni should be uploaded on website

7. National education policy [NEP]

- Extension lecture on NEP by IQAC

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

- Every faculty member should develop e-content and submit to e- content committee.
- Committee will make a record and submit in the library for student access.

9. Plan of Action.

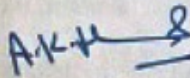
- i. Collaboration activities
- ii. Maintenance of database for the session 2022-23 and monthly analysis by AQAR Committee.
- iii. Monthly meeting of API committee for timely checking and clearance.
  - It should be on prescribed proforma. May be taken from API committee.
  - Duly filled proforma should be submitted at least 3 months prior the due date of grade/ promotion.

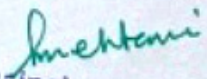
10. Any other issue with the permission of chairperson.

- i. UGC committee will maintain a login for UGC approved journals and maintain a proper record of lists of cancelled journals also.
- ii. A Health camp will be organized for teaching and non-teaching staff.
- iii. Community services- Community Kitchen 'Langar Seva' by Teaching faculty, and setting up a Clothes Bank & distribution.

**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  
IQAC Coordinator

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