



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

Date: 08-05-2024

IQAC Meeting Notice

An internal meeting of all the IQAC members and College Council Members will be held on 9th May, 2024 at 11.00 AM in the Principal office regarding Post Audit Initiatives that need to be taken by the college.

Ms. Tara Jayant
Convenor IQAC

Principal
Govt. P.G. College for Women
Panchkula



Internal Meeting of IQAC

Date: 09-05-2024

Time: 11.00 A.M

Location: Principal Office

Chair Person: Mrs. Richa Setia Principal GCW Sector-14, Panchkula

Purpose: IQAC Internal Meeting regarding Post A&A Audit Initiatives to be taken by the college.

Facilitator: Ms. Tara Jayant, Convener IQAC

In attendance:

IQAC Internal Members

Dr. Bindu Rani

Dr. Suman Bhambu

Ms. Anuja Gupta

Ms. Honey Garg

Ms. Sarita Sachdeva

Dr. Kapoor Singh

Dr. Pooja

Ms. Suman Chhikara

Ms. Laksha

Mr. Aman Kumar

Dr. Nancy

Mrs. Jasvir Kaur (maintenance of data base)

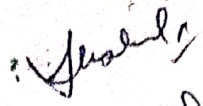
College Council Members

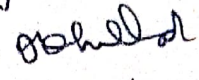
Dr. Ritu Yadav

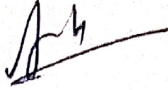
Dr. Alka Sharma

Ms. Taruna

Ms. Vandana Goyat

Ms. Sushila - 2 


Mr. Atul Khullar - 2 

Ms. Sudesh Kharb - 2 

Other Members

Nil

Absent:


Principal & Chairperson IQAC
Principal
GCW, Panchkula
Goddess College for Women
Panchkula


Date: 08-05-2024

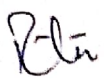
Agenda of IQAC Internal Meeting (09-5-2024)

All members of Internal Quality Assurance Cell and College Council Members are cordially invited to attend the IQAC Internal Meeting scheduled on 9th May, 2024 at 11.00 AM in the Principal Office, to transact the following agenda:

1. Complete data of mentor mentee to be maintained.
2. Feedback questionnaire must be designed by the feedback committee for taking up feedback.
3. Maintenance of complete record of solid waste management and kitchen garden.
4. Efforts must be done to get grant or funds for seminar or workshop from ICSSR.
5. Library usage to be increased for postgraduate students.
6. Alumni meet needs to be planned.
7. Diet plan program of at least 30 hours of duration (VAC) must be designed by Department of Home Science for teachers and students.
8. YOUTUBE channel of the college must be made functional and must be updated from time to time by Ms. Jasvir and one teacher from Computer Science Department.
9. Mr. Aman and Ms. Anju Goel (English) to contact HAREDA for Energy Audit.
10. Bhujal Department or Water Resources Department must be consulted for increasing water efficiency of the college.
11. Disaster Management course must be taken up as VAC by the college. The same must be taken up by Dr. Bharti and Mr. Sandeep.
12. Mushroom farming must be started in the college on the lines of kitchen garden. The initiative to be taken up by Dr. Kapoor Singh with any collaboration or MOU.
13. Psychological review of anxiety level of teachers and students must be evaluated through a questionnaire by Psychology Department.
14. Activity calendar of the college must be made date wise and the same must be displayed in library and must be available in various department/ cells.

15. A training workshop for record keeping and documentation must be conducted for all the teaching and non-teaching staff and the same may be conducted by any staff member deputed from SD college Ambala Cantt.
16. Any course/workshop which is of more than 30 contact hours duration shall be considered as a Value Added Course and the curriculum for the same may be designed by the concerned in charge or teacher and must be documented along with the notice and attendance chart.
17. All the activities conducted by any cell or department, the attendance of participants for the same must be taken on an attendance register and not on plain paper.
18. If any staff member is relieved from the college on the basis of deputation/transfer or retirement, then his or her attendance register must be submitted in the office and NOC shall be given only after submission of register.
19. Lesson plan must be uploaded program wise i.e. class wise and subject wise on the website.
20. Various stalls of different department/cells/ clubs and committees must be displayed at one single place during NAAC visit.
21. There must be increase in the number of books in library every year.
22. Naming of plants within the college campus must be 100% and visit record for botanical garden to be maintained.
23. Institution innovation cell (IIC) must be constituted in the college.
24. Field visit or on the job training or internships must be organized through MOUs or collaborations.
25. There must be at least 20 to 30 MOUs signed by the college.
26. Student progression data for at least last 5 years of PG students must be maintained and the same could be taken up from neighbouring colleges.
27. There must be at least 400 computers in the college.


Ms. Tara Jayant
Convenor IQAC


Principal & Chairperson (IQAC)
Principal
Govt. P.G. College for Women
Panchkula



GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE INTERNAL IQAC MEETING

DATE: 09-05-2024

TIME: 11.00 AM

LOCATION: Principal Office

An internal meeting of IQAC with College Council Members was held on **9th May, 2024** in the Principal Office at **11.00 AM**. The meeting was chaired by Principal **Mrs. Richa Setia**. IQAC In charge, Ms. Tara Jayant welcomed all the members present in the meeting. The purpose of the meeting was to **seek suggestions for post A&A Audit Initiatives that need to be taken by the college**. The following agenda points were discussed and approved:

1. Complete data of mentor mentee is to be maintained.

Resolution: The data of students, especially related to student's progression i.e. her academic performance from the 1st semester onwards, till she leaves and after that also must be complete in the mentor mentee register.

2. Feedback questionnaire be designed by the feedback committee for taking up feedback.

Resolution: Manually filled self-designed feedback proformas must be taken from all the stakeholders. The questionnaire may include feedback about student support facilities, pedagogy, curriculum delivery, cleanliness, safety etc.

3. Maintenance of complete record of solid waste management and kitchen garden.

Resolution: EVS incharge, Eco Club and Botany Department to maintain the date wise record with geo-tagged photographs and proceedings.

4. Efforts must be done to get grant or funds for seminar or workshop from ICSSR.

Resolution: Action and follow up by Social Science Departments especially the ones having post-graduation courses. The NEP committee to apply for grant for a seminar on Implementation of NEP 2020- Challenges and Feedback.

5. Library usage to be increased for postgraduate students.

Resolution: One period/week must be designated to the students in the time table.

6. Alumni meet needs to be planned.

Resolution: Alumni Convenor must ensure the same and some senior member must be the convenor. All the students in 6th semester to be enrolled/registered as alumni.

7. Diet plan program of at least 30 hours of duration (VAC) must be designed by Department of Home Science for teachers and students.
Resolution: Approved without any changes.
8. YOUTUBE channel of the college must be made functional and must be updated from time to time by Ms. Jasvir and one teacher from Computer Science Department.
Resolution: Videos of all the events mainly focusing on participation/ contribution by students should be uploaded. Ms.Anita Yadav shall be the deputed from Computer Science Department.
9. Mr. Aman and Ms. Anju Goel (English) to contact HAREDA for Energy Audit.
Resolution: Approved without any changes.
10. Bhujal Department or Water Resources Department must be consulted for increasing water efficiency of the college.
Resolution: Action and follow up by concerned incharge in the PWD Committee.
11. Disaster Management course must be taken up as VAC by the college. The same must be taken up by Dr. Bharti and Mr. Sandeep.
Resolution: Approved without any changes.
12. Mushroom farming must be started in the college on the lines of kitchen garden. The initiative to be taken up by Dr. Kapoor Singh through any collaboration or MOU.
Resolution: Approved without any changes.
13. Self-Assessment of staff and students for various psychological issues like Anxiety, Depression/EQ, Happiness Index etc. may be done through the questionnaire available in Psychology Department with the assistance of a professor of Psychology.
Resolution: Two periods/week slots be designated by the Psychology Department.
14. Activity calendar of the college must be made date wise and the same must be displayed in library and must be available in various department/ cells.
Resolution: Activity schedule shall be taken from all the departments/cells/ committees with tentative time slot.
15. A training workshop for record keeping and documentation must be conducted for all the teaching and non-teaching staff and the same may be conducted by any staff member deputed from SD College Ambala Cantt.
Resolution: Two members from IQAC shall visit SD College Ambala Cantt for the training.
16. Any course/workshop which is of more than 30 contact hours duration shall be considered as a Value Added Course and the curriculum for the same may be

designed by the concerned incharge or teacher and must be documented along with the notice and attendance chart.

Resolution: Composting, Kitchen Gardening and Activities of Music Department must be included in VAC and the necessary documentation should be completed before 20th May 2024.

17. All the activities conducted by any cell or department, the record for the same i.e. notice, report, attendance of participants for the same must be taken on an attendance register and not on plain paper.

Resolution: Approved without any changes.

18. If any staff member is relieved from the college on the basis of deputation/transfer or retirement, then his or her attendance register must be submitted in the office and NOC shall be given only after submission of register.

Resolution: Action and follow up by Office Superintendent Ms. Monika.

19. Lesson plan must be uploaded program wise i.e. class wise and subject wise on the website.

Resolution: To be ensured by all the HODs.

20. Various stalls of different department/cells/ clubs and committees must be displayed at one single place during NAAC visit.

Resolution: Approved without any changes.

21. There must be increase in the number of books in library every year.

Resolution: To be ensured by library incharge.

22. Naming of plants within the college campus must be 100% and visit record for botanical garden is to be maintained.

Resolution: Botany Department shall ensure the naming of plants and visit of all students be planned by all the departments and record of visit shall be maintained by all the departments.

23. Institution innovation cell (IIC) must be constituted in the college.

Resolution: The Placement Cell be renamed as IIC, ED and Placement Cell. The ED Cell In charge shall display various activities in the room allotted.

24. Field visit or on the job training or internships must be organized through MOUs or collaborations.

Resolution: Action and follow up by Dr. Kapoor Singh.

25. There must be at least 20 to 30 MOUs signed by the college.

Resolution: Action and follow up by all the departments, cells, societies and Dr. Kapoor Singh.

26. Student progression data for at least last 5 years of PG students must be maintained and the same could be taken up from neighbouring colleges.

Resolution: Approved without any changes.

27. There must be at least 400 computers in the college.

Resolution: Approved without any changes.

28. Other issues discussed and approved with the permission of the chairperson.

- A&A Audit Report shall be uploaded on the college website and link for the same shall be created and incharge IQAC must ensure the same.
- IQA link must be uploaded on college website and incharge IQA must ensure the same.
- College Building Plan must be prepared by the PWD committee.
- Class IV employees, who so ever gets uniform allowance, must be present in their uniforms at the time of any inspection/ external committee visit in the college.
- ICC board and Tobacco Free Campus board must be reinstalled in the college.
- Anti Ragging helpline number along with Supreme Court Instructions regarding ragging must written at important places in the college.
- Admission helpline number, subject combinations and Admission Portal address must be displayed in the college at various places for the convenience of parents and students.
- For enhancing number of admissions, nearby schools must be visited by the faculty to educate the students regarding college courses and facilities offered.
- The UGC Committee will include Research & Development Cell.

Adjournment: The meeting was adjourned at 12:30 P.M as scheduled with the permission of chairperson.

Attachments: Notice of the meeting, agenda of meeting, attendance.



Ms. Tara Jayant
Convenor IQAC



Principal & Chairperson (IQAC)
Govt. P.G. College for Women
Panchkula

INTERNAL IQAC MEETING HELD ON 09-05-2024



May 9, 2024 12:11:12
Sector No 14 Road
Sector 14
Panchkula
Ambala Division
Haryana



May 9, 2024 12:11:07
Sector No 14 Road
Sector 14
Panchkula
Ambala Division
Haryana



May 9, 2024 12:12:02
Sector No 14 Road
Sector 14
Panchkula
Ambala Division
Haryana

Tara Jayant
(Tara Jayant)

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Principal
Govt. P.G. College for Women
Panchkula