

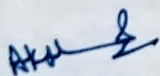
OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA


Date- 3.08.23

IQAC Meeting Notice

All members of Internal Quality Assurance Cell are cordially invited to attend the "IQAC Meeting" scheduled on 5th August 2023 at 11 am in Principal office, to transact the following agenda.

1. Composition of IQAC team for 2023-24.
2. Contribution of NEP
3. Contribution of women cell
4. Contribution of NSS and NCC
5. Contribution of Eco-club
6. Significant contribution by IQAC in the academic year 2023-24.
7. Planning of Academic and Activity calendar by IQAC.
8. Submission of lesson plan and activity Calander by departments, societies, and clubs
9. Institutional development plan [IDP] [Skill development]
 - Hobby classes
 - Cleanliness and green campus.
 - Proper & thoughtful redressal of Student grievance and maintenance of proper record.
10. 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,
 - 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].
11. Alumni contribution.
12. Preparation of e-content by all the members of teaching faculty.
13. Plan of Action.
14. Date of external IQAC meeting
15. Any other issue with the permission of chairperson.
16. Date of orientation.


Dr. Adarsh Deep
IQAC Coordinator


Principal
Govt. P.G. College for Women
Panchkula



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

1st Meeting of IQAC [Session 2023-24]

Date: 05.08.23

Time: 12.30 P.M.

Location: Principal Office

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

Purpose: IQAC Internal Meeting.

Facilitator: Dr. Adarsh Deep, Convener IQAC.

Rita (Ritu Yadav)

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In attendance: IQAC Members

Dr. Adarsh Deep(C) *Adarsh*

Dr. Mani Narwal (CC) *Mani*

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

Dr. Kapoor Singh *Kapoor*

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

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

Dr. Pooja (C. Newsletter) *Pooja*

Ms. Honey Garg *Honey*

Dr. Nancy *Nancy*

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

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

Mrs. Jasvir Kaur (maintenance of Data base)

Absent:

Agenda of the meeting:

1. Composition of IQAC team for 2023-24.
2. Contribution of NEP *Dr. S. R. Singh*
3. Contribution of women cell *Dr. S. R. Singh*
4. Contribution of NSS and NCC
5. Contribution of Eco-club *Dr. S. R. Singh*
6. Significant contribution by IQAC in the academic year 2023-24. *Dr. S. R. Singh*
7. Planning of Academic and Activity calendar by IQAC.
8. Submission of lesson plan and activity Calander by departments, societies, and clubs
9. Institutional development plan [IDP] [Skill development]
10. Sustainable development goals (SDGs).
11. Alumni contribution.
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seen
Dr. S. R. Singh
Principal
Govt. P.G. College for Women
Panchkula

PROCEEDINGS AND MINUTES OF THE MEETING: [05.08.23]

A meeting regarding above mentioned agenda was held in principal office on 05.08.23. The meeting was chaired by worthy Principal Mrs. Richa Setia. Dr. Adarsh Deep, Coordinator welcomed and presented the agenda for discussion following points were discussed and resolved.

1. Composition of IQAC team for 2023-24.

Resolution:

With the permission of chair, it was decided that two internal members Mrs. Mani Narwal, Associate Professor Home Science and Mrs. Anju Goel [Commerce] has been spared for some other important work assigned to them. it was also resolved that other required changes in IQAC committee [2023-24] will be made after completion of OTP.

2. Contribution of NEP.

The point was discussed and resolved as follows:

- Links and required information of online MDC through SWAYAM portal, is to be shared and conveyed to HOD's so that where there is shortage of staff, the students can opt for that.
- Committee will also share the links and information about ICSSR for demanding grant for seminars by social sciences departments.

3. Contribution of women cell.

The issue was discussed and it was decided that 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.

4. Contribution of NSS and NCC

The issue was discussed and was resolved as:

- 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

The point was discussed and following resolution was made:

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

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

- i. Preparation of IQAC calendar.
- ii. Organize a computer training program for non-teaching staff to promote the paperless work.
- iii. Teacher training program focus on Creating Google Classrooms, e-content, video recordings, links, use of different Teaching Apps.
- iv. 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.
- v. Demand to start new subjects and courses.
- vi. Preparation of e newsletter: a copy should be sent to DGHE(NPE branch).
- vii. A Health camp will be organized for teaching and non-teaching staff.

7. Planning of Academic and Activity calendar 2023-24

Resolution:

- i. Academic calendar of KUK will be shared.
- ii. Monthly Lesson plan should be made by the faculty members in strict compliance with the given academic calendar and uploaded on portal.
- iii. Timely notification, submission, evaluation of assignments and House tests as per IQAC calendar.
- iv. PTM may be online and twice in a session (one in each semester) tentative dates should be submitted by the concerned convener till **17th August, 2023**.
- 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. For new entrants the internal assessment marks have been increased to 30% and the guidelines for computation are to be circulated to all by the NEP committee.

8. Submission of lesson plan and activity Calander by departments, societies, and clubs.

Resolution:

- i. Activity calendar should be made and submitted by each department, society, and club by **17th August, 2023**.
- ii. Lesson plans should be submitted by all faculty members till **30th August, 2023**.
- iii. A tentative plan of mentor mentees meeting should be submitted by concerned convener till **17th August, 2023**.
- iv. It was also suggested to schedule most of the activities on **Saturday**.

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

Resolution

- i. Proper & thoughtful redressal of Student grievance and maintenance of proper record.
- ii. Hobby classes in vacations.
- iii. More and more activities for ecofriendly and green campus.
- iv. A team of Convenor IQAC, Convener NAAC, Convener Eco-club, Convener AQAR and HOD Computers will recognize and set the IDPs and submit a report till 22nd August.

10. Sustainable development goals [SIGs]

Resolution:

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

11. Alumni contribution

Resolution:

- i. Both intellectual and financial contribution by the alumni.
- ii. Report and Photographs of alumni should be uploaded on website.
- iii. Online registration of alumni should be done.

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

Resolution:

- i. 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.

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13. Plan of Action.

Resolution:

- i. 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 continued for the next day in case of more cases to be verified.
 - It should be 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 proper report should be presented.

14. Date of orientation program- [what to do]

Resolution:

- i. Orientation program will 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.

15. Date of next internal and external meeting

Resolution:

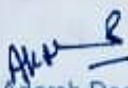
- i. 31st August for next internal meeting.
- ii. Date of external meeting will be decided in next meeting

16. Any other issue with the permission of chairperson.

- i. Dr. Kapoor Singh will be the convener 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 on **22nd August 2023**.
- ii. Feedback committee should prepare a proper report by following three phases – **Input of Feedback, – Analysis and – Action taken**
- iii. Feedback of activities should also be taken and analyzed by Different clubs and societies.
- iv. Demand for grant to organise seminar should be sent by Home Science and Commerce departments.
- v. P.G. students can take remedial classes of UG students, a schedule should be prepared by the HODs having PG.
- vi. YRC enrollment and office bearers

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


Chairperson
Principal
GCW-14, Panchkula

Composition of IQAC Committee Session 2023-24

Memo no: GCW/2023/3319-A

Dated: 05 .08.23

Chairperson : Mrs. Richa Setia

Internal members: Dr. Adarsh Deep Kaur
Ms. Tara Jayant [CC]
Dr. Suman Bhambu (C. AQAR)
Dr. Kapoor Singh [UGC & MOUs]
Ms. Tara Jayant (C. API)
Ms. Honey Garg
Dr. Pooja (C. Newsletter)
Dr. Nancy
Mr. Pradeep Kumar
Mrs. Jasvir Kaur (maintenance of Data base)

Management Member: Dr. Ajit Singh [Deputy Director] Higher education, Haryana

Local Society members: Mr. Daljeet Singh, Principal Govt. Polytechnique college, sec-26, PKL
Dr. Anuradha Sharma [Ret. Principal]

Employer/ Industry member/stake holders: Sh. Amitabh Rungta

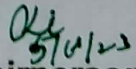
Administrative members: Mrs. Monika [Superintendent]
Mrs. Sarla [Hostel Superintendent]
Ms. Pooja [library]

Student Representative: Ms. Gunjan B.Com. III
Ms. Muskan M.Sc. Zoology II

Alumni Ms. Varsha Rani
Ms. Rinku

IQAC Coordinator: Dr. Adarsh Deep Kaur


Dr. Adarsh Deep
IQAC Coordinator


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