



GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE 5th INTERNAL IQAC MEETING

DATE: 06-04-2024

TIME: 11.30 AM

VENUE: PRINCIPAL OFFICE

An internal meeting of IQAC with College Council Members was held on **6th April, 2024** in the **Principal Office** at **11.30 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 agenda of the meeting was **discussion regarding upcoming Academic and Administrative Audit**. In reference to Kurukshetra University Kurukshetra letter no. DAA/24/1371 dated 03-4-2024, the Academic and Administrative Audit of the college is scheduled on **19th April, 2024**. For the preparation of the same, following agenda points were discussed and resolved in the meeting:

1. Welcome of inspection committee:

- As it is expected that the inspection committee members will reach the college on different timings, any of the members from college council and AAA committee available at that time will receive and welcome the inspection committee.

2. Morning tea and refreshment:

- It will be served to the inspection committee in the principal office before the start of the visit.

3. Lunch:

- Lunch for the inspection committee and all the council members will be arranged in the hostel mess.

4. Route of Visit:

- The visit by the inspection committee will start from the auditorium, but it will be finalized in the next meeting.
- To highlight that the college building is divyaang friendly, any one floor shall be visited by the committee through ramp.

5. Display:

- The PPT prepared by different departments/ cells shall be displayed on the LED present in the principal office.
- The items prepared by the students in various workshops/activities shall be displayed by the concerned cells/clubs in their respective rooms.

6. College Canteen:

- The contract committee shall ensure the proper display of menu and rate list of all the items by the canteen owner.
- Cleanliness and seating arrangement should be proper and dustbins should be available inside and near the canteen area.


7. College Library:
 - Some important competitive exam magazines and newspapers must be available in the library.
 - The reading room and digital lounge should be well maintained.
8. College Gym:
 - The sports committee shall check and prepare the gym for visit by the inspection committee.
9. College hostels:
 - The cleanliness of hostels specially hostel message and lawns inside hostels to be ensured by hostel wardens and hostel management committee.
10. College ground:
 - The cleanliness and readiness for visit to be ensured by the sports committee.
11. Botanical garden:
 - Ms. Teena to get the proper naming of all the plants done and ensure the cleanliness of Botanical Garden.
12. College Dispensary:
 - The blood pressure measuring machine may be purchased by the dispensary in -charge from Health Fund.
 - A training for blood pressure measurement is to be provided to some students and a few non teaching staff members.
13. Departmental rooms visit:
 - The HODs of all the departments must ensure that **the lesson plans of all the teachers** are available in soft copy.
 - **Assignments** submitted by the students must be well organized.
 - The hard copies of **research/ book publications/ seminar or workshop attended** by the teachers must be available in the department.
 - The record of a teacher **pursuing PhD** must be properly maintained and available in the department.
 - The **Dos and Don'ts must be displayed in all the laboratories.**
 - Some soft drink/ lemon water/ fresh cool water may be kept in departments for the inspection committee.
 - **Notice boards of all the departments must be well arranged and updated.**
14. Time Table:
 - The time table in - charge to ensure that **department wise and room wise time table is displayed along with proctorial duty** properly outside all the rooms.
15. Extra furniture:
 - The property committee to ensure that the extra furniture stacked in corridors on all the floors should be removed and kept in a proper manner.
16. Leakages:
 - The washrooms and other areas must be checked for leakages if any and to be get repaired by the PWD committee.
17. White Chuna powder:
 - The sports committee to highlight the track with chuna powder poured in the ground, and some chuna at college entrance and alongside the parking areas.

18. ED Cell:

- The incharge must prepare a PPT of students who are enrolled in Incubator and display the work done by our college students at various platforms under ED Cell.

19. Other important points:

- All the staff members must try to provide **data for student progression** that is either by way of a job or by enrollment in higher studies.
- Any staff members availing any kind of leave till 19th April 2024 must provide a substitute for their committee or other assigned work.



Convenor IQAC



**Principal
Govt.P.G.College for Women
Sector 14, Panchkula.**