

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

Proceedings and Minutes of IQAC External Meeting (2024-25)

DATE: 22nd August 2024

TIME: 10.00 A.M

VENUE: PRINCIPAL-OFFICE

A meeting of IQAC [external & internal members] was conducted on 22nd August 2024 in the principal office at 10.00 A.M. The Principal and Chairperson of IQAC, **Mrs. Richa Setia**, 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 2020. Ms. Tara Jayant (IQAC Coordinator) welcomed all the members present in the meeting. She presented Action Taken Report of IQAC (2023-24) which was approved by all the members. Ms. Tara also briefed the external members about the vision and plans of IQAC for the upcoming session 2024-25.

The external members Dr. Sukhvinder Singh, Dr. Anju Manocha, Dr. Adarsh Deep Kaur and Mr. Amitabh Rungta enriched the board with their knowledge and expertise. They gave numerous suggestions on implementation of NEP, promotion of research in college, improving the effectiveness of outreach programs and 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 a lot of ideas that could aid in growth of the college. The following agenda points were discussed and approved.

1. Action Taken Report of session 2023-24

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

Resolution: The report was presented and was approved by all the members present.

2. NAAC preparedness

- Evaluation of NAAC peer team suggestions 2019 by NAAC in charge.
- Discussion on binary accreditation system.

Resolution: The college will prepare for NAAC as per the proposed binary accreditation system that includes 10 attributes instead of 7 criteria of old NAAC manual.

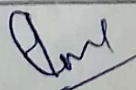
3. Significant contribution by IQAC in the academic year 2024-25.

- Preparation of IQAC Academic and Activity calendar 2024-25. [Academic Calendar of odd & even semester and Annual Activity Calendar of College has been prepared and uploaded on college website]

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- Academic calendar 2024-25 of KUK is already shared.
- Activity calendar to be prepared and submitted by each department, societies, and clubs by **22nd July, 2024**. [Departmental activity calendars already received on IQAC email]
- Preparation of Lesson plan by the faculty members in strict compliance with the given academic calendar and uploading on portal by **14th Aug 2024**. [Already received the lesson plans of odd semester on Google form]
- A tentative plan of mentor mentee meeting should be submitted by concerned convener till **22nd July 2024**. [Already received and added in IQAC academic calendar]
- Timely notification, submission, evaluation of assignments and House tests/ mid-term tests by all the departments as per IQAC academic calendar.
- PTM may be online and twice in a session, tentative dates to be submitted by the concerned convener till **22nd July 2024**. [Dates already added in IQAC academic calendar]
- Internal assessment marks to be given and put on the notice board for the students as per KUK norms. Concerned in charges to circulate the notice as per IQAC academic calendar.
- Maintenance of database for the session 2024-25 and monthly analysis by NAAC criteria incharges.
- Monthly meeting of API committee will be held on **27th of every month**, which may be continued 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.
- Proper report is to be presented after checking the API.
- To organize a training program on “**Automation Tools for office work**” for non-teaching staff.
- To organize a teacher training program with main focus on use of AI in power point presentation, creating Google Classroom, video lecture recording, link creation & uploading.
- To organize a session for PG students on scientific/ research paper writing.
- To conduct **Academic & Administrative Audit** as per the directions of DHE.
- To regularly organize the monthly **NAAC Mentoring Sessions** for the mentee colleges of district Panchkula assigned by the O/o the DGHE.
- Demand to start new subjects and courses.
- Preparation of semester wise **e- newsletter** a copy of which shall be sent to the NEP branch in O/o the DGHE.




- To organize a health camp for teaching and non-teaching staff in collaboration with NSS and Red Cross Club.

Resolution: Feedback Committee to keep the record of feedback from the students and take active steps on their suggestions.

4. Contribution of NEP Committee

- To share the KUK instructions/ guidelines regarding internship for UG and PG students under NEP with all the departments.
- To organize awareness/ orientation program on NEP scheme in PG courses.
- To collect feedback on curriculum review by teachers and students.
- To organize training program on “Free LMS for Teachers” in collaboration with some external institution.

Resolution: Approved without any suggestion.

5. Contribution of UGC & MoU Committee

- To recognize the areas, organizations, and agencies to sign the MoUs according to NEP and also to get the MoUs signed with banks and post office.
- To maintain proper record of all the activities conducted through MoUs.
- To organize session on “Prospects of Project Funding” for teachers and PG students.
- To maintain list of courses available on SWAYAM portal provided by the HODs of all the departments.
- To provide ordinances and regulations by UGC for student enrollment in MOOCs.
- To maintain an updated UGC CARE list of journals.

Resolution: 1. UGC & MoU committee to keep record of students who are benefited/ placed/ completed internships through these collaborations.
2. There should be more collaborations and MoUs with external agencies e.g. MoUs with Sericulture Department, HPGCL, HAREDA, Horticulture Department, Sanskar Bharti, AYUSH Department, Poultry Farms.

6. Contribution of Women Cell

- To organize collaborative activities with Govt. Polytechnic College Sector 26, Panchkula.
- 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.
- To organize earthen pot making and painting workshop for students.

Resolution: There must be some special activities assigned, emphasizing Peer mentoring.

7. Contribution of IIC and IPR Cell

- To organize inter/ intra institutional Business Plan Competition.
- To organize innovation and entrepreneurship outreach programs in schools/communities.
- To organize collaborative activities with start-up incubation center.

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- To regularly organize the activities as per the directions given by the AICTE.
- To promote participation of other colleges and schools in "Tana Bana" exhibition.
- To invite students of various other institutions to organize stalls on the occasion of Rakhi/ Teej/ Janmashtami.

- Resolution:**
1. Innovation and entrepreneurship outreach programs should be organized at university level also.
 2. Students of nearby schools can be invited to orientation program/ science exhibition of the college.
 3. There must be an arrangement of a special stall by the Red Cross Society to exhibit CPR demo in the college exhibition.

8. Contribution of Placement Cell

- Record of **student progression** concerning job placement/ self-employment/student start up to be maintained.
- 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" an annual Exhibition cum Fair to be organized.

Resolution: Alumni students who are well placed can help in placement of college students.

9. Contribution of NSS and NCC

- Enrollment of students and office bearers.
- Strict compliance of NSS and NCC Manuals.
- The activities planned should either be extension activities or collaborative activities.
- The outreach/extension/collaborative activities must include some certification by the concerned authority.
- Tree plantation should be Geotagged.
- Segregated area within and outside the campus should be adopted by NSS units for maintenance.
- To organize Yog- Sessions in collaboration with AYUSH Department.

Resolution: Approved without any suggestions.

10. Contribution of Eco-club

- Solid waste management.
- To organize **out of campus activities** on Environmental Conservation.
- To take information about the maintenance and cleaning schedule of **Rain Water Harvesting System** from the PWD local unit.

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- To make a schedule for regular cleaning of rooftops and rain water drains to prevent leakage.
- E- waste management in collaboration with Computer department according to Haryana Government IT Policy norms and guidelines.
- **Green Fair** to be organized for display-of eco-friendly and recycled items.
- Tie up with horticulture department for regular cleaning of college ground.
- To get the **Green Audit** conducted.

Resolution: 1. Suggestion was given to sign an MOU with HPCL, HAREDA in PPP mode.
 2. Green audit must be conducted
 3. A CSR project for energy conservation must be undertaken.
 4. Tie up with horticulture department for providing fertilizers.

11. Contribution of EVS committee

- Regular monthly visits of students to Botanical Garden.
- To carry out survey of flora and fauna inside college campus.
- Display of plant and animal diversity within college campus.

Resolution: Herbal plants should be grown in the college campus.

12. Contribution by Botany Department

- To organize value added course on Kitchen Gardening.
- To organize value added course on Techniques of Vegetative Propagation in Plants.
- Naming of all the plants present inside campus.

Resolution: Approved without any suggestions.

13. Contribution by Earn While You Learn Committee

- At least one student must be allotted for Orphanage and one for Old Age home under the scheme.

Resolution: Approved without any suggestions.

14. Contribution by Sports Department

- To organize various college/ intercollege/ state level sports championships/tournaments.
- To organize Yoga Workshop in collaboration with Yoga Club.
- To organize Annual Sports Meet.
- Introduction of Yoga Break of 10 minutes in every class.
- Oath taking on Yoga on the occasion of National Youth Day and display of various "Yog Asanas" during yoga break.

Resolution: Suggestion was given to sign an MoU with AYUSH department.

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15. Contribution by ICC

- Organized extension lecture on "Creating Safe Campuses: POSH Law" on 5th August 2024.
- To maintain regular record of meeting of ICC and to submit a copy of its annual report to IQAC.

Resolution: The record of action taken on the complaint received and the time taken to resolve it must be maintained.

16. Institutional development plan [Skill development]

- Hobby classes based on IKS to be organized by Fine Arts Club and other departments.
- Value added courses in relevant technical areas like Coding, Data Analysis, or Specialized Software to be organized by Computer Science Department.
- Visits to research labs/institutes to be organized by PG Departments for PG students.
- Value added course in Bakery to be organized by Home Science Department.
- Value added courses in Soft Skills, Public Speaking & Debate and Creative Writing to be organized by English Department.

Resolution: 1. English department must organize a value-added course on Soft Skills.
2. All P.G Students must enroll in some courses through MOOCS or SWAYAM portal.
3. All PG departments must sign an MoU with some university or research institute e.g. Panjabi University Patiala, Shoolini University H.P, Deen Bandhu University, Chitkara University, Chandigarh University and Panjab University Chandigarh.

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

- To organize activities for development of research aptitude among P.G. students of Commerce, English, Home Science, Zoology and Mathematics.
- PG students to be promoted to publish their research work in collaboration with their teacher guide.
- Awareness program to be organized by PG departments on Research & Publication Ethics.
- UG students going for internship or summer training to be assigned one teacher guide from concerned department.
- Session on Library Catalogue to be organized by Ms. Pooja [Library]
- Departmental activities should be organized for attainment of sustainable development goals.
- **Kitchen garden** for growing organic vegetables to be maintained near the hostel [by Botany department and hostel students].
- **Compost making** from organic waste generated in hostels. [by Eco Club].

Resolution: Approved without any suggestions.

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18. Indian Knowledge System & Cultural diversity

- Activities based on Vedas and Shlokas to be organized by Sanskrit Department and an MoU with the local Gurukul can be done.
- Activities on Vedic Maths to be organized by Mathematics Department.
- Activities on Ayurveda and Acupressure to be organized by Youth Red Cross Society.
- Multi Cuisine Cooking Workshops to be organized by Home Science Department.
- Dance & Singing Workshops/ Programs to be organized by Cultural Committee.

Resolution: Acharya from Gurukul must be invited for some specific knowledge of Vedas and shlokas.

19. Alumni and CSR contribution

- Both intellectual and financial contribution by the alumni.
- Tree Plantation by alumni at the time of alumni meet. [Already done on 20th July 2024].
- Online registration of alumni should be done by the final year class mentors before the students leave the college. A notice regarding this should be issued to all the LAs to ensure the online alumni registration by the students before issuing the DMC.
- Record of **student progression** concerning enrollment in higher education to be maintained.
- Watering pump (worth Rs.11000/-) and a weed control medicine for playground has been donated and bush cutting machine repair work has been done for the college under CSR.

Resolution: A group must be created for Alumni students to circulate the data.

20. Date of Orientation Program

- Orientation program shall be organized on **22nd July 2024** for 2nd and 3rd year students and on **23rd July 2024** for the UG 1st year students. [Already organized]
- Students will be introduced to various clubs, cells, societies and facilities available in the college. Also guided tour of the college will be organized for 1st year students. [Already organized]
- Orientation program for PG students will be organized on **23rd August 2024**.

Resolution: Approved without any suggestions.

21. Other issues [with the permission of chairperson]

- To device a mechanism for internship of students.
- All the outreach/collaborative activities must be gender inclusive.

Resolution: 1. There should be some involvement of male students from other colleges in various activities of college and some appreciation/ certification may be given

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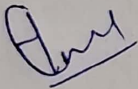
for the same.

2. A panel discussion/ brainstorming session along with parents may be organized during PTM's.
3. For internship of undergraduate students, Civil hospitals and polytechnic institutes can be approached.
4. Students may be made aware of Saksham Portal so that they can know about Govt. Schemes/ scholarships/ jobs.

Adjournment: The meeting was adjourned at 12:30 p.m. with a vote of thanks by Ms. Anuja Gupta, as scheduled with the permission of the chairperson.

Attachments: Notice of the meeting, Agenda of meeting, Attendance.

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

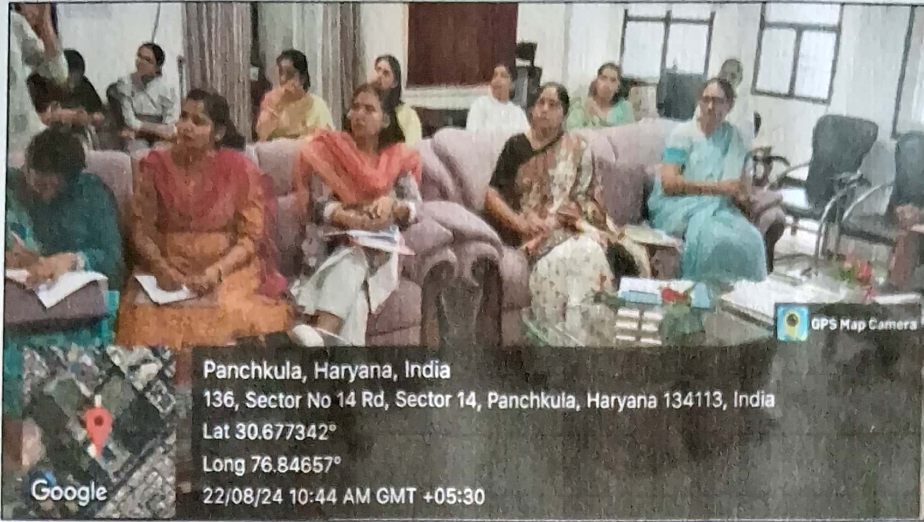


IQAC Coordinator



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

IQAC EXTERNAL MEETING HELD ON 22nd AUGUST 2024



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31/9/24

CONVENOR IQAC

Re

Principal
Govt. P.G. College for Women

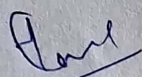
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NOTICE

No. IQAC/2024-25/ M-2

Date: 13-08-2024

The IQAC internal members (Teaching & Non-Teaching) are hereby informed that **IQAC External Meeting** for the session 2024-25 is going to be held on **21-08-2024 at 10.00 A.M** in the Principal Office. All the members are requested to attend the meeting on the scheduled date and time.



Tara Jayant
Convenor IQAC



Principal

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

IQAC MEETING 3

DATE: 22nd August 2024

TIME: 10:00 AM

LOCATION: Principal office

CHAIRPERSON: Mrs. Richa Setia, Principal GCW-14, Panchkula.

FACILITATOR: Ms. Tara Jayant, Convenor IQAC *Tara Jayant*
22/8/24

PURPOSE: IQAC External Meeting

IN ATTENDANCE:

IQAC EXTERNAL MEMBERS

SIGNATURE

- | | | |
|----|--|-------------------------------|
| 1. | Dr. Sukhvinder Singh
Joint Director, DHE, Haryana | <i>[Signature]</i>
22/8/24 |
| 2. | Dr. Anju Manocha
Principal Extension specialist - Home Sc
Krishi Vigyan Kendra, Panchkula. | <i>[Signature]</i>
22/8/24 |
| 3. | Dr. Adarshdeep Kans
Retd. JD, DHE, Haryana | <i>[Signature]</i> |
| 4. | Mr. Amitabh Rungta
Chairman, Shri Shyam Karuna Foundation
Industrial Area-I, Panchkula | <i>[Signature]</i>
22/8/24 |

IQAC INTERNAL MEMBERS

- | | | |
|------|--------------------|------------------------------|
| 1. | Dr. Suman Bhambu | <i>[Signature]</i>
Suman |
| 2. | Dr. Pooja | <i>[Signature]</i>
Pooja |
| 3. | Ms. Sarita | <i>[Signature]</i>
Sarita |
| 4. | Ms. Anuja Gupta | <i>[Signature]</i> |
| 5. | Dr. Madhu | <i>[Signature]</i>
Madhu |
| 6. | Ms. Suman Chikkara | <i>[Signature]</i>
Suman |
| 7. | Dr. Kiran Bala | <i>[Signature]</i>
Kiran |
| 8. | Dr. Shradha Sharma | <i>[Signature]</i> |
| 9. | Mr. Aman Kumar | <i>[Signature]</i> |
| 10. | Ms. Jasvir | <i>[Signature]</i> |
| 11.) | Ms. Laksho | <i>[Signature]</i>
Laksho |

ADMINISTRATIVE MEMBERS

- | | |
|----|--|
| 1. | Ms. Monika (Superintendent) (on leave) |
|----|--|

2. Ms. Sarla (Hostel Superintendent) Sarla

ALUMNI MEMBERS

- 1. Ms. Rinku Rinku
- 2. Ms. Kamal Kamal

STUDENT REPRESENTATIVES

- 1. Ms. Priya M. Com II Priya
- 2. Ms. Anchal Sharma B.Sc. III (Med.) Anchal

ABSENT: Nil

Be

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