



GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE 3rd INTERNAL IQAC MEETING

DATE: 23-10-2024

TIME: 11.00 AM

VENUE: Principal Office

An internal meeting of IQAC, with the Heads of Departments of English, Commerce, Home Science, Zoology, Mathematics, Computer Science and in charge of Eco Club was held in the principal office on 23.10.2024 at 11.00 AM for discussion regarding action taken by the mentioned HODs, in compliance with the IQAC external meeting minutes dated 22-8-2024. The meeting was chaired by worthy principal Mrs. Richa Setia. Ms. Tara Jayant (IQAC Coordinator) welcomed all the members and discussed the agenda of the meeting. The feedback received from all the in charges is as follows:

1. Department of English

- A three days' workshop on Creative Writing has been organised from 2nd to 4th September, 2024 in collaboration with Heartfulness Institute (NGO).
- Maximum students of M.A I will be enrolled in MOOCs on SWAYAM portal or any other platform and the record of students completing the course will be submitted by the in charges; Dr. Shradha and Ms. Priya till 20-5-2025.
- Dr. Alka Sharma and Dr. Shradha, the in-charges of research publication by PG students will submit the record of research work done, by 30-4-2024.
- A three days' workshop on "How to Write Research Paper and Publication Ethics" will be organised by Dr. Alka, Dr. Jyoti Sharma and Dr. Neelima in January/ February, 2025 in collaboration with other PG departments.
- Extension lecture on Literature and Research will be organised in 2nd week of November, 2024.
- A value-added course of 30 contact hours will be conducted by Ms. Taruna, Ms. Anju, Ms. Priya and Dr. Jyoti in February/ March 2025.
- A visit to Regional Institute of Language will be organised by Dr. Neelima and Dr. Jyoti in January/ February 2025.

2. Department of Commerce

- An MOU has been signed with Unique Education Society, Sector-10, Panchkula on 12th September 2024.
- A workshop on Practical Implementation of GST has been organised on 12th September, 2024.
- Maximum students of M.Com I will be enrolled in MOOCs on SWAYAM portal or any other platform. The in charge, Ms. Latika will submit the list of enrolled

students till 30-11-2024 and record of students completing the course will be submitted by 20-5-2025.

- The incharges of research publication, Ms. Geeta Bhatia, Ms. Anuja, Ms. Sarita, Dr. Isha, Dr. Priyanka, Ms. Latika and Ms. Anju Goel will submit the record of research work done by PG students till 30-4-2024.
- A three days workshop on "How to Write Research Paper and Publication Ethics" will be organised by Dr. Isha, Ms. Anju Goel and Ms. Shivani in January/ February, 2025.
- A three days workshop on "Various techniques used in data collection and data analysis in conducting research" will organised by Ms. Laksha and Ms. Shivani in 2nd week of November,2024.
- A value-added course of 30 contact hours will be conducted by Dr. Madhu, Ms. Suman, Ms. Nandini, Ms. Indu and Ms. Navpreet in February/ March 2025.
- A visit to industry/university/ any other institute will be organised by Dr. Sudesh Ms. Honey and Ms. Priyanka in January/ February 2025.

3. Department of Home Science

- An MOU with Fevicryl company has already been signed.
- A value added course on "Promoting Healthy Eating in Adolescents" has already been conducted in July, 2024.
- A session on "Preparation of Questionnaire for Data Collection" has already been done in October, 2024.
- Extension lecture on Literature and Research will be organised in November, 2024.
- M.Sc. students will attend a One-Day National Seminar at Guru Nanak Girls College, Yamuna Nagar on 13th November 2024.
- A three days' workshop on "How to Write Research Paper and Publication Ethics" will be organised in January/ February, 2025 in collaboration with other PG departments.
- A visit to Chandigarh Institute of Hotel Management and Catering Technology, Sector-42 Chandigarh will be organised in January/February 2025.
- A workshop on stencil design and preparation will be organised in March, 2025.
- The record of research publications done by PG students will be submitted till 30-4-2024.
- Maximum students of M.Sc. I Human Development will be enrolled in MOOCs on SWAYAM portal or any other platform. The record of students completing the course will be submitted by 20-5-2025.

4. **Department of Zoology:** The report of actions taken in compliance with the IQAC external meeting minutes dated 22-08-2024 was not submitted despite repeated reminders. *MOD (Zoo) to provide ATR Today.*

5. **Department of Mathematics**

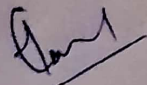
- Maximum students of M.Sc. I & M.Sc. II will be enrolled in MOOCs on SWAYAM portal or any other platform. The in charges, Ms. Kanchan Bala and Dr. Kiran Bala will submit the list of enrolled students till 30-11-2024 and the record of students completing the course will be submitted till 20-5-2025.
- Ms. Kanchan Bala, Dr. Kiran Bala and Dr. Pooja, will submit the record of research publications by PG students, till 30-4-2024.
- A three days' workshop on "How to Write Research Paper and Publication Ethics" will be organised by Ms. Kanchan Bala and Dr. Pooja in January/ February, 2025 in collaboration with English and other PG departments.
- Extension lecture/ workshop regarding softwares used in research will be conducted by Dr. Harvinder Kaur and Ms. Bindu in February, 2025.
- A value-added course of 30 contact hours in Vedic Maths will be conducted by Dr. Harvinder Kaur, Ms. Bindu, Dr. Kiran Bala and Dr. Pooja in February/ March 2025.
- A visit to Chandigarh College of Architecture will be organised by Dr. Harvinder Kaur on 20-11-2024.

6. **Department of Computer Science:** The department will continue to organise the activities regularly, as per the directions given by the AICTE.


7. **Eco Club:** The committee was instructed by the worthy principal, to display eco-friendly and recycled items during the "TANA BANA" Exhibition cum Fair, scheduled for 25-10-2024.

Adjournment: The meeting was adjourned at 12.00 P.M as scheduled with the permission of the chairperson.

Attachments: Notice of the meeting, attendance.



Ms. Tara Jayant
IQAC Coordinator


13/11/24
Principal & Chairperson IQAC
Govt. P.G. College for Women
Panchkula

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

NOTICE

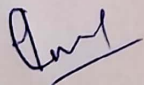
No. IQAC/2024-25/ M-4

Date: 18-10-2024

An internal Meeting of IQAC, with the **HODs and incharges** of the following departments/committees will be held on **21-10-2024 at 11.00 A.M** in the Principal Office.

- 1. Department of English**
- 2. Department of Commerce**
- 3. Department of Home Science**
- 4. Department of Zoology**
- 5. Department of Mathematics**
- 6. Department of Computer Science**
- 7. Eco Club**

Agenda of Meeting: To discuss the action being taken as per the IQAC External Meeting minutes dated **22-8-2024** that were shared with all the convenors/ in charges/ HODs.

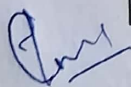



Tara Jayant
Convenor IQAC

Di 18/10/24
Principal
Principal
GCW, Panchkula.
Govt. P.G. College for Women
Panchkula

IQAC INTERNAL MEETING HELD ON 23rd OCTOBER 2024




Convenor IQAC


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

IQAC MEETING - 5

DATE: 23rd October, 2024

TIME: 11:00 AM

LOCATION: Principal Office

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

FACILITATOR: Ms. Tara Jayant, Convenor IQAC

PURPOSE: IQAC Internal Meeting for discussion of action taken by HODs of PG and other departments as per the IQAC External Meeting recommendations.

In Attendance:

<u>S.No.</u>	<u>Name</u>	<u>Department</u>	<u>Signature</u>
1.	Dr. Ritu Yadav	English	Ritu
2.	Mrs. Sushila	Commerce	Sushila
3.	Dr. Suman Bhamber	Home Science	Su.
4.	Dr. Sruender Singh	Zoology	Sruender
5.	Dr. Harinder Kaur	Mathematics	Harinder
6.	Ms. Reema Gupta	Computer Science	Reema
7.	Ms. Sujata	Eco Club	Sujata

ABSENT: Nil

Principal
 Govt. P.G. College
 Panchkula