

OFFICE OF THE PRINCIPAL GOVT. PG. COLLEGE FOR WOMEN SECTOR-14,PANCHKULA

To  
The Director General Higher Education  
Haryana, Panchkula.

No. GCW/24/4441

Date: 20.03.2024

**Subject: Action taken report regarding NAAC mentoring (March 2024)**


Respected Sir,


In reference to the Additional Chief Secretary to Govt. Haryana memo no. 1/2 -2023 Stat (NAAC) regarding NAAC accreditation of Govt. Colleges and as per the discussion held with the worthy Principal and Chairperson IQAC, following action has been taken by the IQAC regarding NAAC mentoring:

1. The five Govt. Colleges of Panchkula district which have been allotted to our institution for NAAC mentoring were invited for **3<sup>rd</sup> official meeting** through email.
2. A meeting of the IQAC coordinators/members of all the concerned colleges was held at Govt. P.G College for Women Panchkula at 10.00 a.m. on **18-3-2024** in the Principal Office.
3. The power point presentation of **Standard Operating Procedure (SOP) for DVV** was done by Mr. Jaspal, IQAC Coordinator Govt. P.G. College Kalka. The presentation included the general guidelines for HEIs, guidelines for specific operations and metric wise SOP.
4. Discussion was held on **Gender Audit**.
5. The date proposed for next meeting is 2nd week of April 2024.

**Attachments:**

1. Attendance of meeting
2. Minutes of the meeting
3. Photographs of meeting

  
Convenor IQAC

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



**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING FOR NAAC MENTORING**

**Date:** 18-03-2024

**Time:** 10.00 A.M.

**Location:** Principal Office

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

**Purpose:** Regarding NAAC accreditation of Govt. Colleges

**Facilitator:** Ms. Tara Jayant, Convener IQAC

**In attendance:**

S.No.	Name of IQAC Coordinator/ Member	Name of College	Signature
1.	Puja Bishnoi	G.C. Raipur Ravi	
2.	Dr Renuka Dhyani	SMND Govt. Sanskrit College	
3.	Dr Ravinder Kumar	G.C. Kullu	
4.	Jaspreet Singh	G.C. Kullu	
5.	Dr. Rakesh Kumar	Govt. College Barwala, Panchkula	
6.	Tara Jayant	GCW, Sector-14 Panchkula	

21

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

## MINUTES OF THE DISTRICT LEVEL IQAC MEETING REGARDING NAAC MENTORING

**DATE: 18-03-2024**

**TIME: 10.00 A.M**

**VENUE: Govt. P. G. College for Women, Sector-14, Panchkula**

**PURPOSE: Regarding NAAC accreditation of Govt. Colleges**

A meeting of IQAC coordinators of Govt. Colleges of Panchkula district was conducted on **18<sup>th</sup> March 2024** in the Principal Office, Govt. P. G. College for Women, Sector-14, Panchkula at **10.00 A.M**. The meeting was chaired by Principal and Chairperson IQAC **Mrs. Richa Setia**. Govt. P. G. College for Women, Sector-14, Panchkula has been assigned the duty of mentoring five colleges of the Panchkula district regarding NAAC accreditation. This was the third meeting regarding the same. The following agenda points were discussed and approved:

### **1. Presentation of Standard Operating Procedure (SOP) of NAAC by IQAC Govt. P.G. College Kalka.**

The power point presentation of **Standard Operating Procedure (SOP) for DVV** was done by Mr. Jaspal, IQAC Coordinator Govt. P.G. College Kalka. The presentation included the general guidelines for HEIs, guidelines for specific operations and metric wise SOP.

### **Discussion and Suggestions**

1. Question paper setting and evaluation work: The data of only regular teaching faculty shall be considered.
2. Add on / Certificate Programs: The curriculum designing and assessment should be done by the institution. They should be conducted in collaboration with some external agency and program outcomes must be shown. The course should not be of less than 30 hours duration.
3. In internship programs geotagged photographs and list of students must be uploaded.
4. Average percentage of seats filled against seats reserved for various categories: Candidates belonging to the reserved categories who are admitted against General Merit category should be excluded.
5. Mentor Mentee meetings: Only full-time teachers can be considered as mentors. Agenda points must be prepared, feedback regarding the issues raised



- must be taken by students, meeting should be held with the principal and action taken report must be prepared.
6. Average teaching experience of full time teachers in the same institution: Work experience of teachers on deputation from private colleges should not be considered.
  7. Average pass percentage of Students during last five years: data of only final year students should be considered.
  8. Teacher and student research collaboration: MoU must be signed with any external institution/ agency. Grants given by their own trust / sister institutions not to be included.
  9. Seminar organization: geotagged photographs, source of funds/ grants, list of participants, details of resource persons must be uploaded.
  10. Number of papers published per teacher in the Journals notified on UGC website: Link landing to the paper /journal must be given.
  11. Number of awards and recognitions received for extension activities: Awards given only by Govt. institutions/ bodies should be considered. These awards are to the institution and not to the individual and for extension activities only.
  12. Extension activities conducted for community welfare should only be considered.
  13. Subscription for the e resources E subscription for PG students should be there. E-copy of the letter of subscription /member ship in the name of HEI should be there.
  14. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases: Minutes of the meetings/Report of grievances from the concerned committee is essential. The mechanism of redressal should be available as document and should be hosted in the HEI's Website.
  15. The college should have its own **MIS Portal**.
  16. Registration fee for attending seminar/conference should be given to the teachers.
  17. Guidance provided to teachers regarding filling up of API proforma shall be considered as training program.
  18. FDP attended by teachers: Programs of duration less than one week will not be considered.



19. Code of conduct for students, teachers, administrators and other staff: The Code of Conduct in the form of e-book should be displayed on the college website.

**2. Discussion on "Gender Audit"**

The colleges shall constitute their own Gender Audit Committee to conduct the audit and prepare the report on regular basis.

3. The tentative date for next meeting will be 2<sup>nd</sup> week of April 2024.



**IQAC Coordinator**



**Principal**

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

**IQAC District Level Meeting Regarding NAAC Mentoring held at Govt. P.G. College for Women Panchkula on 18-3-2024.**



**MRGW+MQ9, Sector 14, Panchkula, Haryana 134113, India**

Latitude  
**30.6766387°**

Longitude  
**76.8467778°**

Local 10:15:51 AM  
GMT 04:45:51 AM

Altitude 324 meters  
Monday, 18.03.2024



**MRGW+MV3, Parshuram Mandir Marg, near Municipal Corporation, Sector 14, Panchkula, Haryana 134113, India**

Latitude  
**30.6766387°**

Longitude  
**76.8467778°**

Local 10:15:38 AM  
GMT 04:45:38 AM

Altitude 324 meters  
Monday, 18.03.2024



**MRGW+MQ9, Sector 14, Panchkula, Haryana 134113, India**

Latitude  
**30.6766456°**

Longitude  
**76.8467422°**

Local 10:16:04 AM  
GMT 04:46:04 AM

Altitude 324 meters  
Monday, 18.03.2024

*Li*