


Report of Webinar

The IQAC and Internal Complaint Committee (ICC) of the College with the permission of worthy chair, organized a webinar on 'Prevention of Sexual Harassment at Workplace' on October 14, 2023. Ms. Aarika Singh, the resource person virtually provided her lecture from a webcast presenting a power point presentation over the sensitive topic of POSHA. The purpose of conducting such activity was to make aware the staff members of the prevention of such offences against women at workplace. Ninety members got themselves registered for the event. It was arranged in a smart classroom so that all the members may attend the lecture together using a single link or also individually using the provided link as per their convenience. Welcome note was presented by Dr. Pooja. The resource person embraced all relevant issues in her presentation. She discussed various sections under law to prevent the offences in future. The formal and informal ways to handle complaints were very well discussed by her. All the contents were intact to the aim of the webinar. One of the committee members presented vote of thanks to the worthy speaker Ms Aarika Singh. The idea and content of the webinar was highly appreciated by all and was deemed as need of the hour. In a nutshell the event was a great success.


Convener


Principal
Govt. P.G. College for Women
Panchkula

Duties for Webinar (POSHA)

Date: 14th October, 2023

Venue: 123

1. Online Registration : Ms. Anita Soni and Ms. Anita Yadav
(Teaching, Non-Teaching & Class IV).
2. Online Certificates and Feedback. : Dr Pardeep
3. Online Monitoring ,Creation of Link : Ms. Jasbir assisted by Mr.Money
& Set up at venue.
4. Invitation and Appreciation Letters : Ms. Anuja Gupta & Ms. Kanchan
5. Report Writing & Photographs. : Dr. Priyanka
6. Welcome Address : Dr Pooja
7. Vote of Thanks : Ms. Honey

Dr
(14/10/23)
Principal

ots-pfye-msz
Aerika Singh is presenting

POSH

Aerika Singh, Advocate
Partner, K2B Law Offices
Website: <https://www.k2blaw.com>
Email: ak.singh@k2b.com

Tara

Aerika

You

Dr. 14 others



Aerika Singh is presenting



Salient Features/ Important Sections

DEFINITIONS

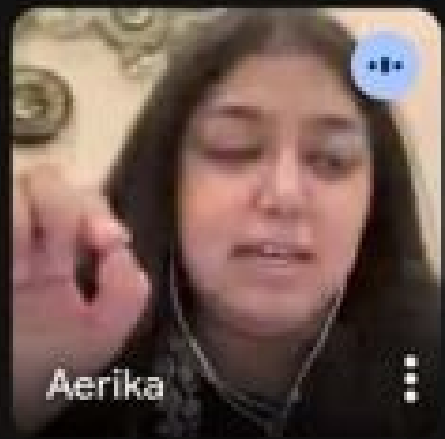
1. Approved Witness

(i) In relation to a workplace, a person, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

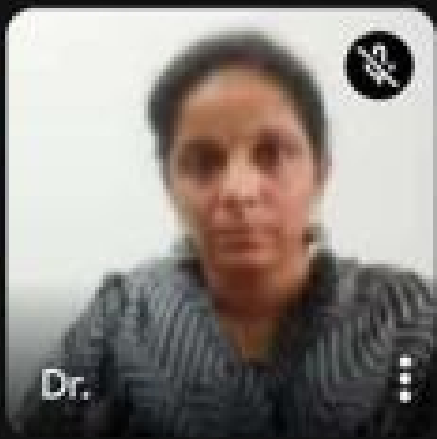
(ii) In relation to a dwelling place or house, a person of any age who is employed in such a dwelling place or house.

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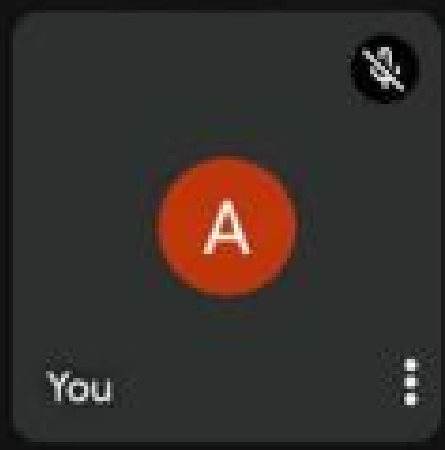
graph TD
    SH[Sexual Harassment] --> WP[Workplace]
    SH --> DP[Dwelling Place]
    SH --> OT[Other]
    WP --> WPC[Inappropriate Physical Contact]
    WP --> ST[Stalking]
    WP --> SH_T[Sexual Harassment through text or audio]
    WP --> SH_V[Sexual Harassment through visual aids]
    DP --> SH_T
    DP --> SH_V
    OT --> SH_T
    OT --> SH_V
  
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Aerika



Dr.

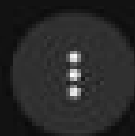
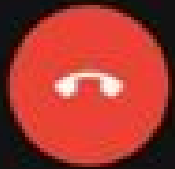


You



Tara

45 others




OFFICE OF THE PRINCIPAL GOVT.P.G. COLLEGE FOR WOMEN,
SECTOR: 14, PANCHKULA

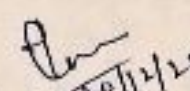
NOTICE


Dated - 19 Dec, 2023

Department of Computer Science in collaboration with IQAC cell is conducting workshop on "Computers proficiency" for the non-teaching staff as per below mentioned schedule in lab no 207.

Date	Content	Time	Faculty
2 nd Jan, 2024	MS-Word	2pm to 4pm	Dr. Anita Soni Ms. Jasvir Kaur
3 rd Jan, 2024	MS-Excel		Ms. Sapna Ms. Jasvir Kaur
4 th Jan, 2024	MS-Power point		Ms. Anita Yadav Ms. Jasvir Kaur
5 th Jan, 2024	Internet		
6 th Jan, 2024	Email		
8 th Jan, 2024	Troubleshooting		
Attendance Record and Report writing - Dr. Nancy			


Incharge Computer Science


Incharge IQAC


Principal
G.C.W, Panchkula

Principal
Govt. P.G. College for Women
Panchkula

Office of Principal, Govt. College for Women Sec-14, Panchkula

Attendance chart of Workshop on "Computer Proficiency" (2-8, Jan 24)

S.No	Name of Non teaching staff	Date	Date	Date	Date	Date	Date
1	Manjya	Manjya	Manjya	Manjya	Manjya	Manjya	Manjya
2	Renu	Renu	Renu	Renu	Renu	Renu	Renu
3	Lalita	Lalita	Lalita	Lalita	Lalita	Lalita	Lalita
4	Honey Sharma.	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal
5	Geeta Bhatt	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta
6	Shweta	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal
7	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi
8	Pooja Nair	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal	Dr. J.S. Grewal
9	Sahar Kaur	Sahar	Sahar	Sahar	Sahar	Sahar	Sahar
10	Rajani Sharma	Rajani	Rajani	Rajani	Rajani	Rajani	Rajani
11	Arti D	Arti	Arti	Arti	Arti	Arti	Arti
12	Sonab Kumar	Sonab	Sonab	Sonab	Sonab	Sonab	Sonab
13	Charvi Rana	Charvi	Charvi	Charvi	Charvi	Charvi	Charvi

Convener IOAC

HOOD Computer science

Principal

REPORT

Event: Workshop on "computer proficiency" for non-teaching staff, organized from 2nd to 8th January 2024

Organizer: Mr. Pradeep Kumar *(Pradeep)*

Coordinator: Dr. Nancy *(Nancy)*

Co-coordinator: Ms. Reema and Ms. Seema

A six day workshop was organized by Department of computer science in collaboration with IQAC, on the topic "Computer proficiency" for the non-teaching staff. The resource person in this workshop were Dr. Anita Soni, Ms. Sapna, Ms. Anita Yadav and Ms. Jasvir Kaur.

DAY 1

On first day of program, Dr. Anita Soni introduced non-teaching staff about the content of workshop and started the lecture with introduction to MS-Word and explained the various topics required for the understanding of MS-Word like how to create new document, how to insert table, picture, chart, arrow and various symbols in the document. She explained how to adjust the indent margins on the document. Participants had hands on experience on MS-Word with guidance of Ms Jasvir kaur.

DAY 2

MS-Excel was discussed on second day. Dr Anita Soni discussed that it is a spreadsheet program which is used to save and analyse numerical data. The important features of MS Excel, along with an overview of how to use the program, its benefits and other important elements were discussed with the participants. A few sample MS Excel question and answers were also given to the participants by Ms. Jasvir.

DAY 3

The session was given by Ms. Sapna on the topic MS-Powerpoint. She narrated the participants that it is used to make presentations for personal and professional purposes and also discussed in detail the functions and features of a PowerPoint presentation. All the elements that are mainly used to enhance presentation skills and make the slide more interactive were explained.

DAY 4

Internet was discussed on fourth day by Ms Jasvir. The Internet is the most commonly used term in today's world and plays a very important role in the everyday life of people. But there are many questions, answers to which people need to know. In this session, Ms Jasvir helped the participants to find answers to these questions; discussed the evolution

of the Internet, its usage, benefits, history and how the Internet works. Doubts of three days session were taken by Ms Anita yadav.

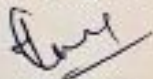
DAY 5

On fifth day of program, Ms. Jasvir introduced non-teaching staff about the E-mail. She explained that email is an electronic medium of exchanging and transmitting digital files and messages through the internet- by using various electronic devices like smartphones, tablets, desktops, laptops, etc. With short introduction, she helped participants to understand the basic principles of email. She shared few tips that one has to keep in mind when writing emails. This session was shared by Ms. Anita Yadav. She helped the participants in creating Google form and checking the responses received in Google form. Participants had hands on experience on both topics.


DAY 6

Last day, the session was delivered by Ms. Jasvir on the topic "Troubleshooting". She emphasized that the goal of troubleshooting is to determine why something does not work as expected and explain how to resolve the problem. The first step in the troubleshooting process is to describe the problem completely. Participants were also told how they can set name, password and picture on PC. The program was concluded with experience shared by non-teaching staff, in the presence of all the faculty members of computer department and IQAC Convener.

The program was a great success as all non teaching staff learnt something new and interesting. All the sessions were quite informative and fruitful.

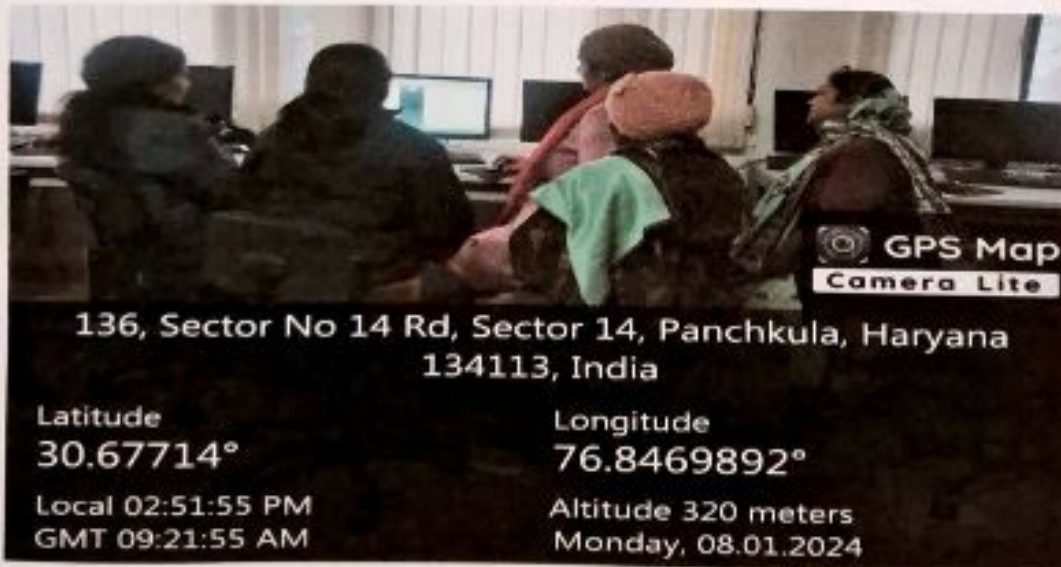
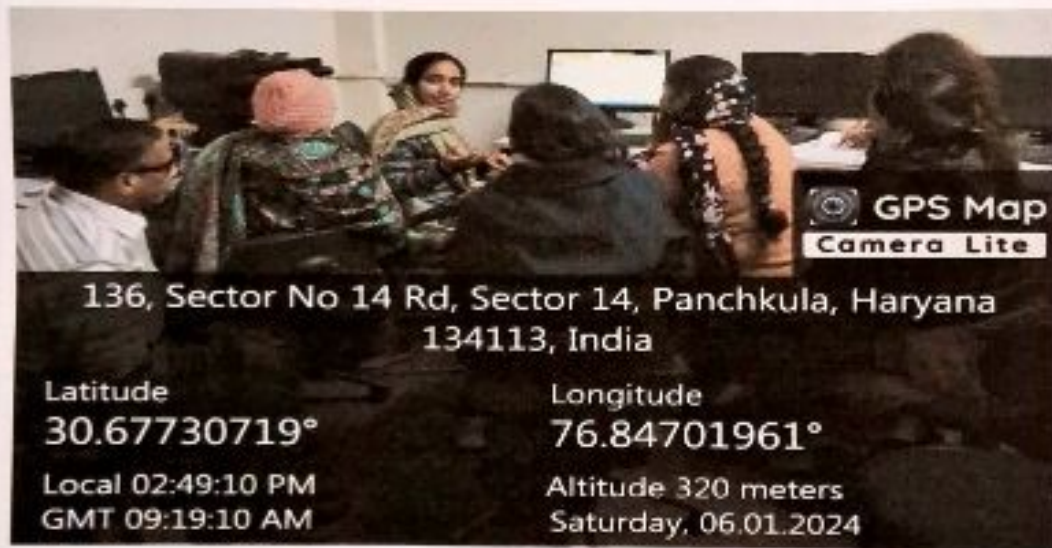


Incharge IQAC



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

Workshop on "computer proficiency" for non-teaching staff, organized from 2nd to 8th January 2024





GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

Internal Quality Assurance Cell

Organizes

Two Days Training Program

On

INCOME TAX AND TDS RETURN

FOR TEACHING AND NON-TEACHING STAFF



Dates: 16th and 18th January 2024

Time: 11.00 AM to 1.00 PM

**Guest Speakers: Ms. Poonam Singla
Mr. Harkesh Anand**
(Chartered Accountants)

Tara Jayant
13/1/2024
Ms. Tara Jayant
Convenor IQAC

Principal
Principal

REPORT

Event: Two days training program on "Income Tax and TDS Return" for Teaching and Non-Teaching Staff.

Dates: 16th and 18th January, 2024

Time: 11.00 AM to 1.00 PM

Venue: Room No.104


Organized by: Internal Quality Assurance Cell

A two days training program on "Income Tax and TDS Return" was organized for Teaching and Non-Teaching Staff by the IQAC on 16th and 18th January, 2024. On this occasion Ms. Poonam Singla and Mr. Harkesh Anand, Chartered Accountants from Chandigarh were the resource persons. The training program was attended by four members from teaching staff (Dr. Sudesh, Dr. Isha Goyal, Mrs. Geeta Bhatia, Mrs. Sarita Sachdeva) and four members from non-teaching staff (Ms. Monika, Mr. Amit, Ms. Sushila and Ms. Neha).

On the first day the participants were informed about quarterly and annual return of income tax (TDS). They were explained about the steps involved in preparation of e-TDS Files i.e. 24Q and 26Q on the site <http://esalaryhry.nic.in> of Haryana Government. On the second day, the TDS Rules for Government Departments in Haryana were discussed. In this, the Responsibility of DDO under Income tax Act & Finance Department Haryana, TDS rates as per Income Tax Act for Financial Year 2023-24 and How to File TDS return without help of CA Firms were elucidated by the resource persons.

The topics were presented in a very interesting and lucid way, addressing the different queries by the participants. The program was a great success as the staff members learnt something latest and informative about the income tax return.


Ms. Tara Jayant
Convenor IQAC


Principal
Govt. P.G. College for Women
Panchkula

Two days training program on "Income Tax and TDS Return" for Teaching and Non-Teaching Staff organized by IQAC on 16th and 18th January, 2024.



Amr

CONVENOR IQAC

Devi

PRINCIPAL

Notice

Date:-15/01/2024

The Following staff members have attended the training "Income Tax & TDS Return" on 16 Jan 2024 & 18 Jan 2024 in 104.

1. Dr. Sudesh *[Signature]*
2. Dr. Isha Goyal *[Signature]*
3. Mrs. Geeta Bhatia *[Signature]*
4. Ms. Sarita Sachdeva *[Signature]*
5. Ms. Monika (Deputy Superintendent) *[Signature]*
6. Mr. Amit (Assistant) *[Signature]*
7. Ms. Sushila (Clerk) *[Signature]*
8. Ms. Neha *[Signature]*

[Signature]
Principal
Govt. PG College for Women
Sec-14, Panchkula

A Copy to be given to I.R.A.C in charge for record.

[Signature]
27/1/24

61

Women studies and Development Cell
Report on Five Days Bag Making Workshop

Introduction:

Five-day Bag Making Workshop from 15/01/2024 to 20/01/2024, ^(Sevendays) was organised by Women cell at Govt College for Women, Sec-14 Panchkula. The workshop aimed to provide students with practical skills in bag designing and crafting, fostering creativity and enhancing their understanding of sustainable and eco-friendly practices in the field of fashion and design.

Workshop Overview:

The workshop commenced on 15/01/2024 graced by the college principal Dr Richa Setia and under supervision of Women cell convener Dr Alka Sharma and member Anita Raj, setting the tone for a collaborative and empowering learning environment, with an introduction to the art of bag making, covering various styles, materials, and sustainable approaches. Total 11 students participated in workshop. Each subsequent day focused on specific aspects of the process, including design conceptualization, pattern making, cutting, stitching, and finishing.

Key Activities:

- Day 1 - Introduction to Bag Making:
 - Overview of different types of bags.
 - Introduction to sustainable materials and practices.
- Day 2 - Design Conceptualization:
 - Guidance on designing a bag based on functionality and aesthetics.
 - Sketching and planning individual bag designs.
- Day 3 - Pattern Making and Cutting:
 - Practical session on creating bag patterns.
 - Demonstration of precision cutting techniques.
- Day 4 - Stitching Techniques:
 - Hands-on experience in stitching bags using various methods.
 - Troubleshooting common stitching issues.
- Day 5 - Finishing and Showcase:
 - Finalization of bags with a focus on quality finishing.
 - Showcase of participants' completed bags.

Feedback:


Students gained practical skills in designing and crafting bags and created unique, handmade bags showcasing their creativity. They expressed satisfaction with the workshop, emphasizing the hands-on approach and practical insights

provided by the instructors. Many participants expressed a desire for more such workshops in the future.

Conclusion:

The Bag Making Workshop, conducted under the collaborative supervision of the college principal and Women Cell members Anita Raj and Neelima, was a resounding success. The engagement of students contributed to the overall positive atmosphere, empowering female students and promoting the values of creativity and sustainability. The positive feedback received encourages the department to organize similar practical workshops in the future.


Convener
WSDC


Principal
Govt. PG College for Women
Sec-14, Panchkula

Bag Making Workshop from 15-1-2024 to 20-1-2024





GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

NOTICE

Date: 17-5-2024

INTERNAL QUALITY ASSURANCE CELL

Organizes

Online Training Program

on

DOCUMENTATION & RECORD KEEPING

FOR TEACHING AND NON-TEACHING STAFF

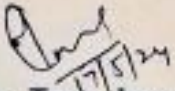



Date: 18th May 2024

Time: 10.00 AM

Venue: Room No. 202

Resource Person: *Ms. Amandeep Kaur Mehta*
Assistant Professor
Department of Computer Science
S.D. College Ambala Cantt.


Ms. Tara Jayant
Convenor IQAC


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

GOVT P.G. COLLEGE FOR WOMEN, PANCHKULA

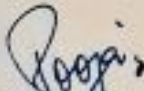
DUTIES FOR TRAINING PROGRAM TO BE ORGANISED BY IQAC

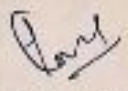
Date: 18-5-2024


Time: 10.00AM

Venue: Room no. 202

- 1. TECHNICAL ASSISTANCE FOR ONLINE SESSION
Ms. Jasvir
- 2. VIDEOGRAPHY
Ms. Jasvir
Mr. Money
- 3. PHOTOGRAPHY, PRESS & PUBLICITY
Ms. Anju Goel
Ms. Shradha
Ms. Navpreet
- 4. ATTENDANCE RECORD
Ms. Suman Chikkara
- 5. SEATING ARRANGEMENT
Ms. Sarita Sachdeva
- 6. REPORT WRITING
Dr. Nancy
- 7. VOTE OF THANKS
Dr. Bindu


Dr. Pooja
Organizer


Ms. Tara Jayant
Convenor IQAC


Principal
Mrs. Richa Setia
Govt. P.G. College for Women
Panchkula

Topic: Documentation and Record Keeping

Dr. Richa Setia (Principal)

Teaching Staff List

Sr.No	Name	Sign.	Sr.No	Name	Sign.
1	Dr. Ritu yadav	<i>Ritu</i>	43	Ms. Jyoti Berwal	<i>Jyoti</i>
2	Dr. Alka Sharma	<i>Alka</i>	44	Dr. Sunita	<i>Sunita</i>
3	Ms. Taruna	<i>Taruna</i>	45	Ms. Dimple	<i>Dimple</i>
4	Ms. Vandana Goyat	<i>Vandana</i>	46	Ms. Reema Gupta	<i>Reema</i>
5	Ms. Sushila	<i>Sushila</i>	47	Mr. Pardeep Kumar	<i>Pardeep</i>
6	Mr. Atul Khullar	<i>Atul</i>	48	Ms. Seema	
7	Ms. Sudesh Kharb	<i>Sudesh</i>	49	Ms. Kulpna Devi	
8	Ms. Kamlesh Sharma	<i>Kamlesh</i>	50	Mr. Naveen malik	
9	Dr. Satya Narayan	<i>Satya</i>	51	Dr. Bharti (On Deputation)	<i>Bharti</i>
10	Dr. Surender	<i>Surender</i>	52	Dr. Sangeeta (On Deputation)	
11	Dr. Suman Bhambu	<i>Suman</i>	53	Mr. Rakesh (On Deputation)	
12	Ms. Mani Narwal	<i>Mani</i>	54	Ms. Diksha (On Deputation)	<i>Diksha</i>
13	Dr. Latesh	<i>Latesh</i>	55	Ms. Anita Soni (Guest Lect.)	<i>Anita</i>
14	Ms. Tara Jayant	<i>Tara</i>	56	Ms. Bindu (On Deputation)	<i>Bindu</i>
15	Ms. Kanchan Bala	<i>Kanchan</i>	57	Dr. Shardha Sharma (On Deputation)	
16	Dr. Surika	<i>Surika</i>	58	Ms Priya (On Deputation)	<i>Priya</i>
17	Dr. Ranjeet Singh	<i>Ranjeet</i>	59	Ms. Monica (On Deputation)	
18	Ms. Shivani Kaushik	<i>Shivani</i>	Extension Teaching Staff		
Sr. No.	Name	Sign.	Sr. No.	Name	Sign.
19	Ms. Geeta Bhatia	<i>Geeta</i>	1	Ms. Veenu Mittal	<i>Veenu</i>
20	Ms. Anuja Gupta	<i>Anuja</i>	2	Ms. Anita Raj	<i>Anita</i>
21	Dr. Harvinder Kaur	<i>Harvinder</i>	3	Ms. Shivani Singla	<i>Shivani</i>
22	Ms. Sarita Sachdeva	<i>Sarita</i>	4	Ms. Shelly Gandhi	
23	Ms. Honey Garg	<i>Honey</i>	5	Ms. Nandini	<i>Nandini</i>
24	Ms. Anju Goel (Eng.)	<i>Anju</i>	6	Ms. Indu	<i>Indu</i>
25	Dr. Kapoor Singh	<i>Kapoor</i>	7	Ms. Priyanka	<i>Priyanka</i>
26	Dr. Pooja	<i>Pooja</i>	8	Ms. Navpreet Kaur	<i>Navpreet</i>
27	Dr. Kiran Bala	<i>Kiran</i>	9	Ms. Anita Yadav	
28	Ms. Suman	<i>Suman</i>	10	Ms. Parul	
29	Dr. Isha Goel	<i>Isha</i>	11	Ms. Sapna Malik	
30	Dr. Priyanka	<i>Priyanka</i>	12	Dr. Rani Jindal	<i>Rani</i>
31	Dr. Madhu	<i>Madhu</i>	13	Ms. Balwinder Kaur	<i>Balwinder</i>
32	Mr. Sandeep kumar		14	Ms. Teena	<i>Teena</i>
33	Ms. Anju Goel	<i>Anju</i>	15	Ms. Neelima	<i>Neelima</i>
34	Ms. Vibha Madan	<i>Vibha</i>	16	Dr. Jyoti Sharma	
35	Dr. Raj Singh				
36	Dr. Nancy	<i>Nancy</i>			
37	Ms. Latika	<i>Latika</i>			
38	Ms. Laksha	<i>Laksha</i>			
39	Dr. Neetu	<i>Neetu</i>			
40	Ms. Sukriti				
41	Ms. Kavita Devi	<i>Kavita</i>			
42	Mr. Aman Kumar				

Dr. Richa Setia
Principal
Govt. F.G. College for Women
Panchkula

Dr. Richa Setia
Principal
Govt. F.G. College for Women
Panchkula

PRINCIPAL
GCW, PANCHKULA

Attendance of Training Program to be organised by IQAC Date: 18-05-24

Topic: Documentation and Record Keeping

Non-Teaching (Regular)			
Sr.No	Name	Sign	Sign
1	Ms. Monika	Dy. Supdt	On Leave
2	Mr. Amit	Assistant	[Signature]
3	Mr. Chand Ram	J.L.A.	[Signature]
4	Ms. Sushila	Clerk (On Deputation)	
Non-Teaching (Contractual)			
Sr.No	Name	Designation	Sign
5	Ms. Sarla Rani	Hostel Supdt.	[Signature]
6	Mr. Karush	Clerk	
7	Ms. Renu Bala	Lab Attendant	[Signature]
8	Ms. Manju	Lab Attendant	[Signature]
9	Ms. Geetu Bisht	Lab Attendant	[Signature]
10	Ms. Jasvir	Comp. Instructor	[Signature]
11	Ms. Neha	Lang. Lab. Instructor	[Signature]
12	Mr. Money	Compter LA	[Signature]
Non-Teaching (HKRN)			
Sr.No	Name	Designation	Sign
13	Ms. Pooja Nain	Restorer	[Signature]
14	Ms. Anita	Data Entry Operator	[Signature]
15	Mr. Anuj	Lab Attendant	
16	Mr. Sandeep	Lab Attendant	[Signature]
17	Ms. Sumitra	Lab Attendant	[Signature]

18 Akshiti Steno

Akshiti

18/5/24
Convener IQAC

Principal
Govt. P.G. College for Women
Panchkula

REPORT

Event: One Day Online Training Program on "Documentation & Record Keeping" organized on 18th May 2024.

Organized by: Internal Quality Assurance Cell

Organizers: Ms. Tara Jayant

Dr. Pooja

A one day online training program was organized by IQAC on "Documentation & Record Keeping" for teaching and non-teaching staff. Ms. Amandeep Kaur Mehta, Assistant Professor, Department of Computer science, S.D College Ambala Cantt. was the resource person on this occasion. The program began with brief introduction about the training program by IQAC Coordinator Ms. Tara Jayant. Dr. Pooja welcomed and introduced the guest speaker to the audience in presence of worthy Principal Mrs. Richa Setia and all the teaching and non-teaching staff of the college.

Resource person covered all the strategies, tools, and techniques used to categorize, manage, store, preserve, and deliver documents and records in support of college processes. The training program was intended to cover the knowledge and principles of good record keeping. Madam Amandeep talked about the quality of good administrative office. Difference in document and record was also narrated. The audience came to know that Record Management can significantly influence the overall organizational efficiency, workflow processes, security & integrity, litigation and compliance. Since Record Management is such an important enterprise factor, its basic concept and fundamental practices must be included in the skillset of the employees.

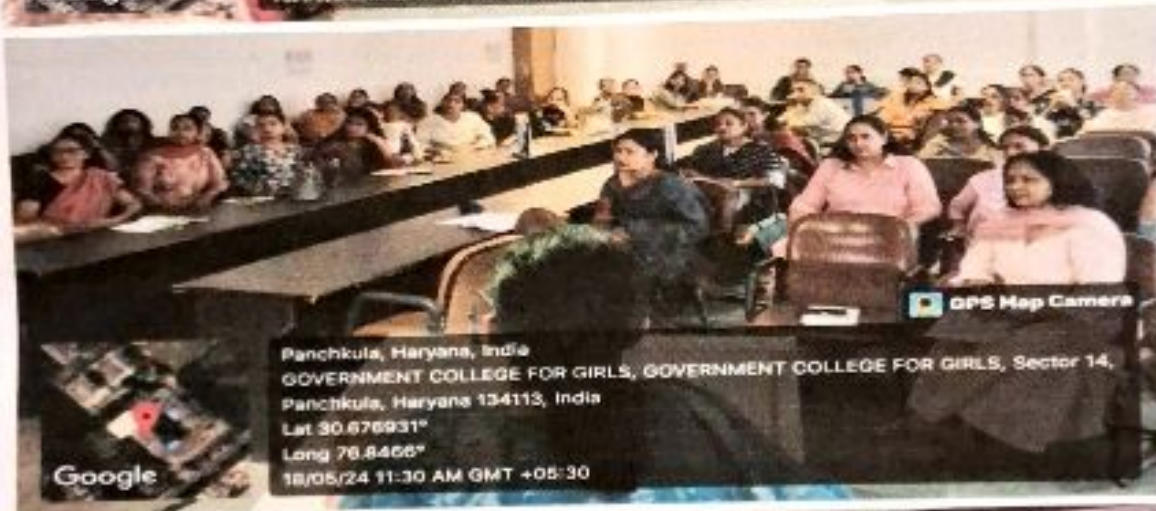
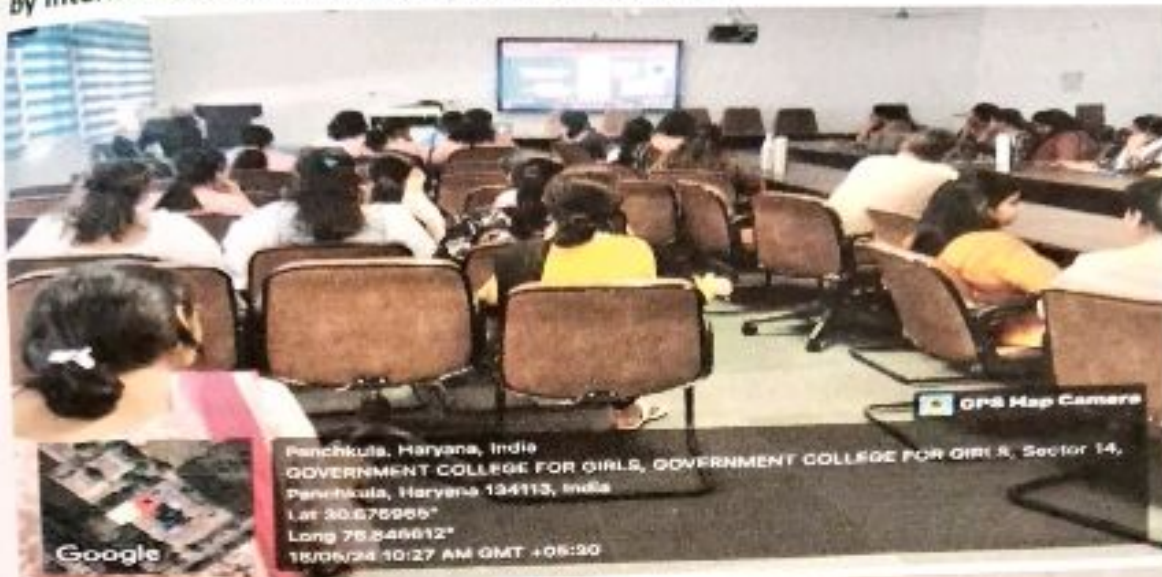
Madam explained all the steps that are necessary for the proper record keeping in an organization. The program concluded with a thank you note by Principal Mrs. Richa Setia and Dr. Bindu. The workshop was a great success as all teaching and non-teaching staff members learnt something new and interesting.

Nancy
Rapporteur
Dr. Nancy

Tara Jayant
Convener IQAC
Ms. Tara Jayant

Richa Setia
Principal
Principal GCW, Panchkula.
Govt. P.O. College for Women
Panchkula

One Day Online Training Program on "Documentation & Record Keeping" organized by Internal Quality Assurance Cell on 18th May 2024.



Tara Jayant
(Tara Jayant)

Principal
Govt. College for Women
Panchkula

PRINCIPAL
Gcw, Panchkula

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 3rd 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
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 Rani	
2.	Dr. Renuka Dhyani	SMND Govt. Sanskrit College	
3.	Dr. Ravinder Kumar	G.C. Kullu	
4.	Jaspal Singh	G.C. Kullu	
5.	Dr. Rakesh Kumar	Govt. College Barwala, Panchkula	
6.	Tara Jayant	GCW, Sector-14 Panchkula	

Richa

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 **18th 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 2nd 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
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**Longitude
76.8467422°**

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GMT 04:46:04 AM**

**Altitude 324 meters
Monday, 18.03.2024**

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OFFICE OF THE PRINCIPAL GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

To
The Director General Higher Education
Haryana, Panchkula.

Subject: Action Taken Report Regarding NAAC Mentoring (May 2024)

No. GCW/24/4848

Date: 23-05-2024

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 4th official meeting through email.
2. A meeting of the IQAC coordinators of all the mentee colleges was held at Govt. P.G College for Women, Sector-14, Panchkula on **14-5-2024** at **10.30 AM** in the Principal Office. (Minutes of the meeting and attendance attached)
3. NAAC Criterion-VII was presented by IQAC SMMD Govt. Sanskrit College, Panchkula.
4. Brain storming was held on Criterion-VII.
5. The date proposed for next meeting is 3rd week of July 2024.



Convenor IQAC



Principal

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

MINUTES OF THE DISTRICT LEVEL IQAC MEETING REGARDING NAAC MENTORING

DATE: 14-05-2024

TIME: 10.30 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 held on **14th May 2024** in the Principal Office, Govt. P. G. College for Women, Sector-14, Panchkula at **10.00 A.M.** The meeting was chaired by Vice Principal Dr. Ritu Yadav. IQAC In charge, Ms. Tara Jayant welcomed all the members present in the meeting Govt. P. G. College for Women, Sector-14, Panchkula has been assigned the duty of mentoring five colleges of Panchkula district regarding NAAC accreditation. This was the 4th meeting regarding the same. The following agenda points were discussed and approved.

1. Presentation of NAAC Criterion-VII by IQAC SMMD Govt. Sanskrit College Panchkula.

The power point presentation of **NAAC Criterion-VII** was done by Dr. Renuka Dhyani, IQAC Coordinator SMMD Govt. Sanskrit College Panchkula, which included a detailed outline of the actions to be taken under Criterion 7.

Discussion and Suggestions:

(1) Institutional Values and Social Responsibilities

- **Promotion of Gender Equity:** Institutions should implement policies and programs to promote gender equity and conduct workshops, seminars, and awareness campaigns on gender sensitivity.
- **Environmental Consciousness and Sustainability:** Institutions should develop and implement green campus initiatives, conduct environmental awareness programs and promote activities like energy conservation, waste management, water conservation, and use of renewable energy
- **Inclusion and Situatedness:** To ensure the inclusion of differently-abled individuals, facilities like ramps, Divyang washrooms, and learning materials must be provided.

(2) Best Practices

- All institutions should document and implement innovative practices that contribute to academic excellence and holistic development like green and sustainable campus initiatives, mentorship programs, industry collaborations, and community engagement activities.
- The effectiveness of best practices must be reviewed regularly to make necessary improvements. Feedback from stakeholders should be taken to enhance the practices.

(3) Institutional Social Responsibility and Extension Activities

- Institutions should organize extension activities and outreach programs addressing societal issues such as health, hygiene, literacy, and environmental sustainability in collaboration with NGOs and local bodies.
- The records of ISR activities and their impact on society should be well maintained.

(4) Human Values and Professional Ethics

- Workshops on professional ethics and code of conduct for students and staff should be conducted.
- Anti-ragging and anti-harassment policies must be strictly implemented. Proper mechanism for reporting and addressing grievances must be provided.

(5) Green Campus Initiatives

- Efforts must be done to develop an infrastructure that supports environmental sustainability, such as solar panels, rainwater harvesting systems, waste management, composting, plantation etc.
- Eco-Friendly Practices like use of bicycles, carpooling, battery operated vehicles, plastic-free campus must be adopted.

(6) Water and Energy Conservation


- Water usage must be monitored and conservation practices must be promoted.
- Campaigns to raise awareness about water and energy conservation techniques must be organised.
- Energy audit and water audit must be conducted with the help of external agencies and recommendations must be implemented for reducing energy consumption.

(7) Safety and Security

- Safe campus environment must be ensured with surveillance systems, regular self defence trainings, Pink PCR Vans, establishment of Internal Complaints Committee etc.
- A disaster management plan must be developed and implemented and regular drills and training sessions on emergency preparedness must be conducted.

1. The steps for conducting Gender Audit were explained in detail and the specimen Gender Audit Reports were also shown.
2. The tentative date for next meeting is 3rd week of July 2024.


IQAC Coordinator


Principal
Govt. P.G. College for Women
Panchkula.
Principal
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: 14-05-2024

Time: 10.30 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

Tara Jayant
14/5/24

In attendance:

S.No.	Name of IQAC Coordinator/ Member	Name of College	Signature
1.	Dr Renuka Dhyani	SMMD Govt Sanskrit College Panchkula	<i>Renuka</i>
2.	Ms. Aman	Govt. College Barwala Pk 2	<i>Aman</i>
3.	Dr. Swati Dhull	Govt. College, Rai pur Kani	<i>Swati</i>

Richa Setia

Principal & Chairperson IQAC

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

IQAC District Level Meeting Regarding NAAC Mentoring held at Govt. P.G. College for Women Panchkula on 14-5-2024.



Tara Jayant
(Tara Jayant)

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

PRINCIPAL
GCW, Panchkula

GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

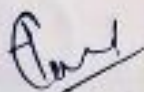
ACTION TAKEN REPORT REGARDING NAAC MENTORING


No. GCW/23/3770

Date: 21-12-2023

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. All the five Govt. Colleges of Panchkula district which have been allotted to our institution for NAAC mentoring were invited for an official meeting through email.
2. A meeting of the Principals and IQAC coordinators of all the concerned colleges was held at Shri Mata Mansa Devi Govt. Sanskrit College Panchkula on 16-12-2023. (Minutes of the meeting and attendance attached)
3. WhatsApp group of all IQAC coordinators was created for future communications and suggestions.
4. Different NAAC criteria were distributed to the colleges for brain storming sessions.
5. The date proposed for next meeting is 1st week of January 2024.


Convenor IQAC


Principal
Principal
GCW Sector College for Women
Panchkula

MINUTES OF THE DISTRICT LEVEL IQAC MEETING

DATE: 16-12-2023

TIME: 10.30 A.M

VENUE: SHRI MATA MANSA DEVI GOVT. SANSKRIT COLLEGE, PANCHKULA

PURPOSE: Regarding NAAC accreditation of Govt. Colleges

A meeting of IQAC in charges and Principals of various govt. colleges of Panchkula district was conducted on 16th December 2023 in the principal office of Shri Mata Mansa Devi Govt. Sanskrit College at 10.30 A.M. The meeting was chaired by Principal and DHEO Mrs. Rita Gupta.

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 first meeting regarding the same. The following agenda points were discussed and approved.

1. IQAC coordinator will be the NAAC coordinator and as such there is no in charge named as NAAC coordinator as per NAAC and DGHE guidelines.
2. After successful completion and submission of SSR, NAAC Committee may be constituted at college level to accomplish the task related to peer team visit and NAAC accreditation.
3. IQAC committee in every college should be composed according to NAAC guidelines.
4. Regarding Eligibility Criteria, all the colleges have to adhere to NAAC Guidelines in toto. Govt. College, Morni, being a new college, does not fulfill the eligibility criteria till date, but G.C RaipurRani fulfils the eligibility criteria.
5. Regarding MOUs, it was decided that revised SOP provided by NAAC is to be followed to claim marks during assessment by NAAC, specially MOU's with the sister institutions under the same Trust not to be included.
6. The hard copy of SOP regarding MOU was shared with the IQAC coordinators present in the meeting.
7. Field training must be counted in one of the criteria that is if field training has been done through MOU institute, then it must be counted in MOU Criteria i.e. Criteria 3

otherwise if done from any other organization without any MOU then it will be counted in Criteria 1.

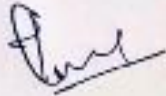
8. For Brainstorming sessions, various NAAC criteria were allocated to different colleges as mentioned below:

- Criterion 1: Govt. Girls College, RaipurRani
- Criterion 2, 3 and 6 Smt. A.A.A. Govt. College, Kalka
- Criterion 4,5 Govt. P.G. College for Women, Sec-14, PkI
- Criterion 7 Shri Mata Mansa Devi Govt. Sanskrit College

9. In Brainstorming sessions, complete IQAC team of the concerned college must participate.

10. For Internal Audit, (academic and administrative) a team must be constituted at DGHE Level to Audit the colleges.

11. In the end the tentative date for next Meeting was decided as 5th / 6th January, 2024 at Govt. P. G. College for Women, Sector-14, Panchkula.

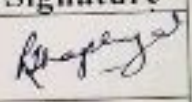
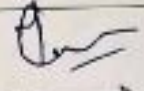
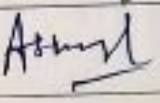
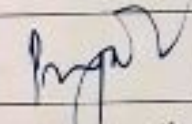
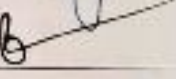


IQAC Coordinator



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

IQAC Meeting held on 16.12.2023 at 10.30 am at
Shri Mata Mansa Devi Govt. Sanskrit College, Panchkula

Sr. No.	Name	College	Signature
1	DR RENUKA DHYANI	Shri Mata Mansa Devi Govt. Sanskrit College, Panchkula	
2	MENTOR COLLEGE	Govt. P.G. College, Sector-01, Panchkula	
3	Tara Jayant	Govt. College for Women, Sector-14, Panchkula	
4	Ajit Singh	Smt. A.A.A. Govt. P.G. College, Kalka	
5		Govt. College, Barwala (Panchkula)	
6	Puja Brishmi	Govt. College, Raipur Rani, Panchkula	
7	R. K. Patek	Govt. College, Morni, Panchkula	
8			
9			
10			
11			
12			

Revised SOP for DVV of affiliated colleges 30-5-2023

15.	<p>3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research and other academic activities during the last five years</p>	<ul style="list-style-type: none"> • Copies of MoUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise. • List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties 	<ul style="list-style-type: none"> • The MoUs / Collaboration should be valid for the assessment period. • The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only. • The MoU should be functional during the assessment period • If the MoU is for three years viz 2011-2013, it shall be counted only once. • At least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU with institutions. 	<ul style="list-style-type: none"> • Collaborations with the sister institutions under the same Trust not to be included. • Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency. • MoU's with the sister institutions under the same Trust not to be included.
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IQAC District Level Meeting Regarding NAAC Mentoring held at SMMD Govt. Sanskrit College Panchkula on 16-12-2023



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GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

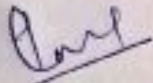
ACTION TAKEN REPORT REGARDING NAAC MENTORING

No. GCLW/24/3882

Date: 08/01/2024

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 2nd official meeting through email.
2. A meeting of the IQAC coordinators of all the concerned colleges was held at Govt. P.G College for Women Panchkula at 11.00 a.m. on 06-1-2024 in the Principal Office. (Minutes of the meeting and attendance attached)
3. NAAC criterion -I was presented by IQAC GCG, Raipur Rani.
4. Brain storming was held on criterion -I.
5. The date proposed for next meeting is 1st week of February 2024.



Convenor IQAC



Principal

**F.G.W; Sector-14 Panchkula.
Govt. P.G. College for Women
Panchkula**

MINUTES OF THE DISTRICT LEVEL IQAC MEETING REGARDING NAAC MENTORING

DATE: 06-01-2024

TIME: 11.00 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 **6th January 2024** in the Principal Office, Govt. P. G. College for Women, Sector-14, Panchkula at **11.00 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 second meeting regarding the same. The following agenda points were discussed and approved:

1. Presentation of NAAC Criterion- I by IQAC GCG Raipur Rani

The power point presentation of the criterion was done by Ms. Pooja Bishnoi and Dr. Shweta Sharma. The presentation included all the qualitative and quantitative metrics of criterion - I and also the supporting documents to be uploaded / links to be provided for each metrics.


2. Discussion and Suggestions for Criterion -I

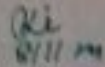
Resolution:

1) The following resolutions were passed for metric no. 1.1.1:

- The use of ICT tools should be mentioned in the college as well as teacher wise time table.
- Projector/screen-based teaching can be done in colleges where there is less availability of smart classrooms.

- SOPs for internal assessment and academic and activity calendar should be prepared in the beginning of the session and shared with HODs and Faculty members.
 - For Program Outcome Measurement, the learning outcomes of the students should be included in the lesson plans.
- 2) The activities which are to be included in metric no. 1.3.1 should be related to and planned according to the curriculum of different subjects.
- 3) The following resolutions were passed for metric no.1.4.1:
- The feedback on academic performance and ambience of institution must be taken from at least 10% of the total strength of students.
 - The feedback from alumni should be taken essentially. Also Feedback from parents must be collected at the time of PTM.
- 4) The following resolutions were passed for metric no.1.4.2:
- The feedback taken from all the stake holders must be uploaded on college website.
 - The feedback proformas prescribed by DHE on College ERP must be strictly followed.
3. Discussion on "Gender Audit" as per revised NAAC -SSR Manual
Resolution: The agenda point shall be discussed in next meeting.
4. The tentative date for next meeting will be first week of February 2024.


IQAC Coordinator


Principal
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: 06-01-2024

Time: 11.00 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.	Ms. Rohini Singh	Govt College Bawalda, Panchkula	Rohini
2.	Jaspal Singh	G.C. Kalka.	Jaspal
3.	Dr Ravinder Kumar	G.C. Kalka	Dr. Ravinder
4.	Pooja Bishnoi	GC Raipura Ranvi	Pooja
5.	Capt. Dr. Shweta Sharma	G.C. Raipura Ranvi	Shweta
6.	Dr. Renuka Dhyani	SMND Government Sanskrit College	Renuka
7.	Tara Jayant	Govt. P.G. College for Women, Panchkula.	Tara
8.	Dr. Parul Sharma	Govt College, Morni	Parul

Richa Setia
Principal & Chairperson IQAC
GCW, Panchkula.
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 06-1-2024.



Ali

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

Date: 10-04-2024

Notice(IQAC)

The presentation of AAA data by the section in charges will be held today i.e. **10-4-2024 at 11.00 AM** in the presence of worthy Principal and College Council Members. Ms. Jasvir is requested to make necessary arrangements for the presentation in the Principal Office.



Ms. Tara Jayant
Convenor IQAC



Principal
Govt. College for Women
Panchkula



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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting for Presentation of AAA Data

Date: 10-04-2024

Time: 11.00 A.M

Location: Principal Office

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

Purpose: IQAC Internal Meeting for presentation of Academic and Administrative Audit Data.

Facilitator: Ms. Tara Jayant, Convener IQAC

Tara Jayant
10/4/24

In attendance:

IQAC Internal Members & AAA Section Incharges

Ms. Honey Garg *Honey*

Dr. Pooja *Pooja*

Ms. Anju Goel *Anju*

Ms. Suman Chhikara *Suman*

Ms. Laksha *Laksha*

Mr. Aman Kumar *Aman*

Dr. Dimple *Dimple*

Dr. Rani Jindal *Rani*

Ms. Jasvir Kaur *Jasvir*

College Council Members

Dr. Ritu Yadav *Ritu*

Dr. Alka Sharma *Alka*

Ms. Taruna *Taruna*

Ms. Vandana Goyat *Vandana*

Ms. Sushila

Mr. Atul Khullar

Ms. Sudesh Kharb

NOT present in meeting

Absent:

Richa Setia
Principal & Chairperson IQAC
Govt. P.G. College for Women
GCW, Panchkula.



GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE INTERNAL IQAC MEETING

DATE: 10-04-2024

TIME: 11.00 AM

VENUE: PRINCIPAL OFFICE

An internal meeting of IQAC with College Council Members was held on **10th April, 2024** in the **Principal Office** at **11.00 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 **screening of the data for upcoming Academic and Administrative Audit**. As per the 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**. The screening of data for A&A Audit was done in the presence of worthy Principal and College Council members. The suggestions received are as follows:

1. **Basic Details:** Data was approved without any changes.

2. **Teaching Learning and Curricular Aspects:**

Suggestions:

- Slight changes required in the names of departments.
- Result analysis to be shown with the help of Pie charts.
- Report of corrective measures taken as per the feedback back received shall be prepared by the Feedback Committee.

3. **Faculty and Staff:**

Suggestions:

- Slight changes required in the subject names.
- The FDP certificates to be uploaded on web portal and links to be created.

4. **Research & Innovation/ Extension Activities:**

Suggestion: Dr. Pooja to retake and compile the data related to point no. 12, 13, 17, 18 and 19.

5. **Student Support / Progression:**

Suggestion: Dr. Pooja to retake and compile the data related to point no. 22, 23, 24 and 25.

6. Best Practices:

Suggestion: Whole data needs to be checked for grammatical correctness.

7. Financial Management: Data was approved without any changes.

8. Infrastructure/ Facilities:

Suggestion: Only one Institutional membership i.e. N-List to be mentioned in point no. 31(6).

9. Human Resource Development: Data was approved without any changes.

Adjournment: The meeting was adjourned at 12:30 P.M as scheduled with the permission of chairperson.

Attachments: Notice of the meeting, attendance



Ms. Tara Jayant
IQAC Coordinator



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

INTERNAL IQAC MEETING HELD ON 10-04-2024



(Tara Javant)

Ali



GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

Value Added Course

on

PAPER BAG & PAPER FLOWER MAKING

is being organized by

Internal Quality Assurance Cell

&

Department of Botany

for

Students of B.Sc. (Med) and M.Sc. Zoology



Dates: 11th to 21st March 2024

Time: 1.00 PM to 4.00 PM

Venue: Room No.330

Dr. Nancy *Nancy*
Dr. Neetu *Neetu*
Coordinators

Amey
7/3/24
Ms. Tara Jayant
Convenor IQAC

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

REPORT

Event: Value Added Course on Paper Bag & Paper Flower Making organized by IQAC in collaboration with Department of Botany from 11th to 21st March 2024.

Convenor: Ms. Tara Jayant

Coordinators: Dr. Nancy *Nancy*
Dr. Neetu *Neetu*

A 30 hours duration Value Added Course on Paper Bag & Paper Flower Making was organized by IQAC in collaboration with Department of Botany, from 11th to 21st March 2024. A total of 20 students of B.Sc. Medical and M.Sc. Zoology participated in the VAC.

Convenor IQAC, Ms. Tara Jayant taught the students about Paper Bag Making Techniques, Decorative Techniques, Advanced Techniques to make Paper Flowers, Tools and Materials Used and Sustainability and Business Aspects of Paper Bag & Paper Flower Making. She amazed everyone by instructing the art of paper flower and paper bag making. She told the students that the process of creating a paper bag is very simple and the material needed can be found anywhere. She explained the role of paper bags in economic empowerment & in environmental protection. Students learned how to create paper bags out of old newspapers, brown eco papers and chart papers. Making beautiful paper bags in different shapes and sizes was a simple yet intriguing activity. The fun-filled creative sessions inspired young students to contribute to Mother Nature by using paper bags and saying no to plastic bags. She taught everything one need to know to craft beautiful paper flower or bouquet that can stay for maximum period of time.

The students showcased their creativity and artistic skills by displaying the attractive paper bags and paper flowers prepared by them. These were judged by three judges; Ms. Honey Garg (Commerce Department), Dr Neetu (Botany Department) and Dr Kalpana (Psychology Department). They appreciated the hard work of students and motivated them to keep on participating in such events. The position won by the students under two categories are as follows:

S.No.	Category	Name of student	Class	Roll no.	Position
1.	Paper Bag making	Sneha Malik	B.Sc.-I	1230794027	First
		Nancy	M.Sc.-II	1241091051004	Second
		Tanu Bhar	M.Sc.-I	2232712026	Third
		Kamakshi	M.Sc.-I	2232712034	Consolation
2.	Paper Flower making	Anjali	B.Sc.-III	121109103057	First
		Isha Gupta	B.Sc.-I	1230794009	Second
		Tanu Bhar	M.Sc.-I	2232712026	Third
		Shreya	B.Sc.-II		Consolation

Principal, Mrs. Richa Setia and Vice Principal, Dr Ritu Yadav congratulated the prize winners. The value-added course was a great success as all the B.Sc. Medical and M.Sc. Zoology students learnt something new and interesting. The course fostered a sense of responsibility towards environmental conservation and encouraged participants to contribute to a greener future.

Tara Jayant
Convenor IQAC

Principal *Richa Setia*
Govt. P.G. ~~Principal~~ for Women,
Panchkula
GCW, Panchkula.

Value Added Course on Paper Bag & Paper Flower Making organized by IQAC in collaboration with Department of Botany from 11th to 21st March 2024.



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

Latitude 30.676599936559796° Longitude 76.84697404503822°
Local 01:47:35 PM Altitude 324 meters
GMT 08:17:35 AM Saturday, 16.03.2024



31, Sector 12 A, Panchkula, Haryana 134113, India

Latitude 30.676427353173494° Longitude 76.84758005663753°
Local 01:16:47 PM Altitude 323 meters
GMT 07:46:47 AM Saturday, 16.03.2024



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

Latitude 30.676599936559796° Longitude 76.84697404503822°
Local 01:47:35 PM Altitude 324 meters
GMT 08:17:35 AM Saturday, 16.03.2024

Dr. ...
22/3/24
CONVENOR IQAC

Principal
Govt. H.G. College for Women
Panchkula *Principals*

**ATTENDANCE
VALUE ADDED COURSE**

Topic: Paper Bag and Paper Flower making

Duration: 30Hours

Organized by: IQAC in collaboration with Department of Botany

S.No	Name of Student	Class	Roll No.	11.3.24	12.3.24	13.3.24	14.3.24	15.3.24	16.3.24	18.3.24	19.3.24	20.3.24	21.3.24
01	Sneha Malik	B.Sc-I	1230794027	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha	Sneha
02	Isha Gupta	B.Sc-I	1230794009	Isha	Isha	Isha	Isha	Isha	Isha	Isha	Isha	Isha	Isha
03	Prabhleen	B.Sc-I	1230794004	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen	Prabhleen
04	Himani	B.Sc-I	1230794012	Himani	Himani	Himani	Himani	Himani	Himani	Himani	Himani	Himani	Himani
05	Deepika	B.Sc-T	1230794023	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
06	Rajni	B.Sc-I	1230794001	Rajni	Rajni	Rajni	Rajni	Rajni	Rajni	Rajni	Rajni	Rajni	Rajni
07	Shreya	B.Sc-II	122109103005	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya	Shreya
08	Komal	B.Sc-II	122109103006	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal	Komal
09	Anjali	B.Sc-III	121109103057	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
10	Rakhi	B.Sc-III	121109103032	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi	Rakhi
11	Tanu Bhat	M.Sc-I	2232712026	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu
12	Kamakshi	M.Sc-I	2232712034	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi	Kamakshi
13	Meghna	M.Sc-I	2232712002	Meghna	Meghna	Meghna	Meghna	Meghna	Meghna	Meghna	Meghna	Meghna	Meghna
14	Deepika	M.Sc-I	2232712033	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
15	Nancy	M.Sc-II	1241091051004	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy	Nancy
16	Aarti	M.Sc-II	124109105008	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti	Aarti
17	Itishree	M.Sc-II	12410911051020	Itishree	Itishree	Itishree	Itishree	Itishree	Itishree	Itishree	Itishree	Itishree	Itishree
18	Kirti	M.Sc-II	1241091051022	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti	Kirti
19	Himanshi	M.Sc-II	1241091051021	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi	Himanshi
20	Neetu	M.Sc-II	1241091051010	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu	Neetu

1. Dr. Nancy Nancy
2. Dr. Neetu Neetu
COORDINATORS

[Signature]
CONVENOR IQAC

Principal
Govt. P.G. College for Women
Panchsheel
PRINCIPAL