

**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 4<sup>th</sup> 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 3<sup>rd</sup> 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 **14<sup>th</sup> 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 4<sup>th</sup> 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 3<sup>rd</sup> 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:**

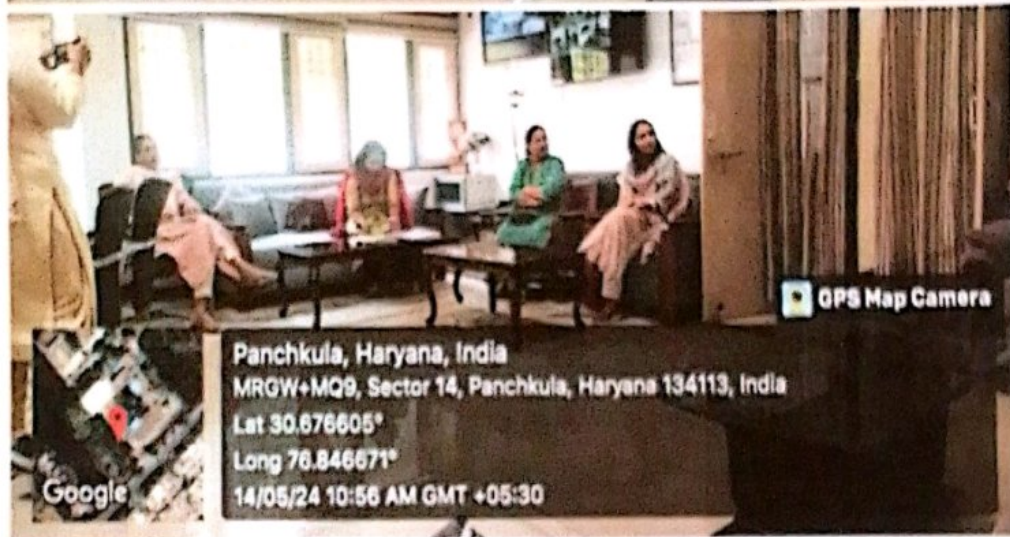
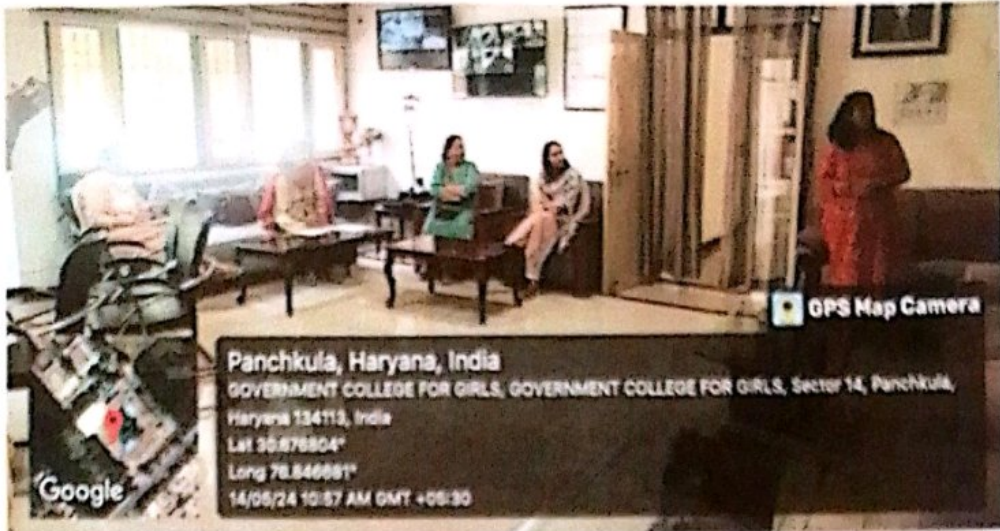
S.No.	Name of IQAC Coordinator/ Member	Name of College	Signature
1.	Dr Renuka Dhyani	SMMD Govt Sanskrit College Panchkula	<i>Renuka</i>
2.	Ms. Aman	Govt. College Barwala Pk	<i>Aman</i>
3.	Dr. Swati Dhull	Govt. College, Rai purani	<i>Swati</i>

*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)*

Principal  
Govt. P.G. College for Women  
Panchkula

PRINCIPAL  
GCW, Panchkula

**GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA**

**INTERNAL QUALITY ASSURANCE CELL**

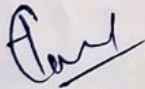
**ACTION TAKEN REPORT REGARDING NAAC MENTORING**

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 1<sup>st</sup> week of January 2024.



**Convenor IQAC**



**Principal**  
Principal  
GCW Sector-14 Panchkula  
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 **16<sup>th</sup> 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.

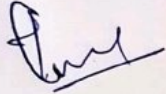
8. For Brainstorming sessions, various NAAC criteria were allocated to different colleges as mentioned below:

- 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 5<sup>th</sup> / 6<sup>th</sup> January, 2024 at Govt. P. G. College for Women, Sector-14, Panchkula.



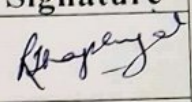
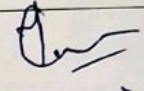
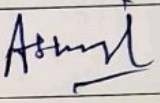
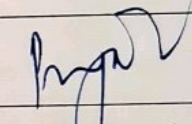
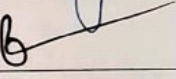
**IQAC Coordinator**



**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. Paltak	Govt. College, Morni, Panchkula	
8			
9			
10			
11			
12			

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

15.	<p><b>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</b></p>	<ul style="list-style-type: none"> <li>• Copies of MoUs/ collaboration/ related documents indicating the nature of collaboration and activities year-wise.</li> <li>• List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties</li> </ul>	<ul style="list-style-type: none"> <li>• The MoUs / Collaboration should be valid for the assessment period.</li> <li>• The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only.</li> <li>• <b>The MoU should be functional during the assessment period</b></li> <li>• If the MoU is for three years viz 2011-2013, it shall be counted only once.</li> <li>• <b>At least one activity should have been conducted under an MoU during the assessment period to qualify as a functional MoU with institutions.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with the sister institutions under the same Trust not to be included.</li> <li>• 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.</li> <li>• MoU's with the sister institutions under the same Trust not to be included.</li> </ul>
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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**

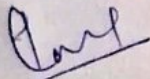
**ACTION TAKEN REPORT REGARDING NAAC MENTORING**

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 2<sup>nd</sup> 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 1<sup>st</sup> week of February 2024.



**Convenor IQAC**



**Principal**

**P.GGW, 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 **6<sup>th</sup> 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.

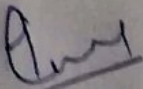
### **2. Discussion and Suggestions for Criterion -I**

#### **Resolution:**

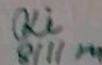
1) The following resolutions were passed for metric no. 1.1.1:

- 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**  
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

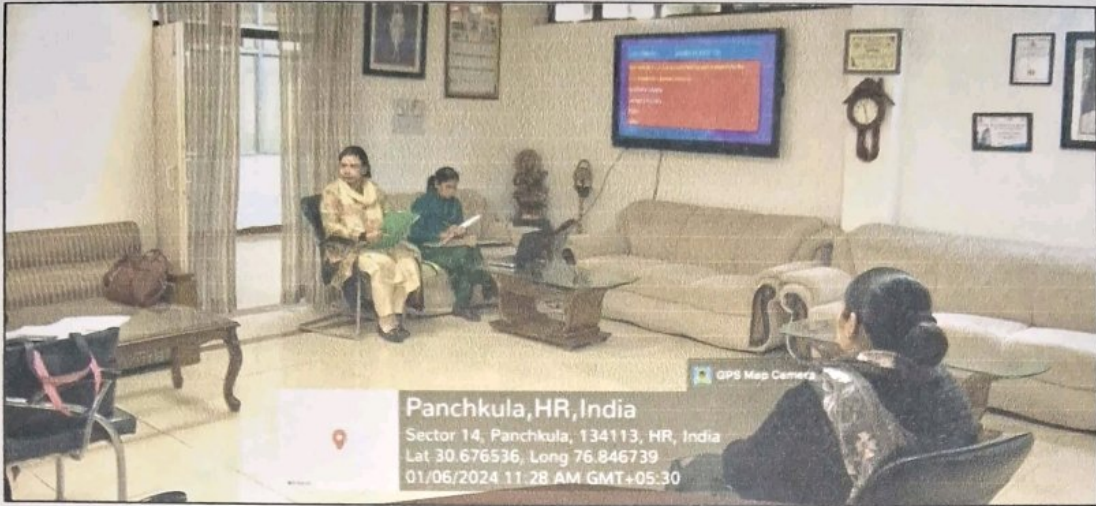
**Facilitator:** Ms. Tara Jayant, Convener IQAC

**In attendance:**

S.No.	Name of IQAC Coordinator/ Member	Name of College	Signature
1.	Ms. Rohini Singh	Govt College Bawal, Panchkula	Rohini
2.	Jaspal Singh	G.C. Kalka.	Jaspal
3.	Dr Ravinder Kumar	G.C. Kalka	Dr. Ravinder
4.	Prerna Bishnoi	GC Raipur Ranvi	Prerna
5.	Capt Dr Shweta Sharma	G.C. Raipur Ranvi	Shweta
6.	Dr Renuka Dhyani	SMMD Government Sanskrit College	Renuka
7.	Tara Jayant	Govt. P.G. College for Women, Panchkula.	Tara Jayant
8.	Dr. Parul Sharma	Govt College, Morni	Parul

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.**



*Allen Li*