


**PTM Report (2023-24)**

**Date:12-04-2024**

The involvement of parents in education through PTM is an important tool to enhance student's achievements and Institutional progress . With this aim, a parent-Teacher meeting in the college was conducted on 12-04-2024 from 11:00 am to 1: pm . In PTM, teachers discussed with parents about the student's performance in individual subjects, students discipline and their attendance in the classes. It was a great interaction between the teachers and the parents. There was mutual exchange of ideas and suggestions with an aim to work together for better results of the students.

The parents appreciated the smooth functioning of the college and cooperative attitude of teachers. They also suggested to improve the facilities regarding transportation from Kalka and Pinjore, washroom cleanliness, water arrangement in the college and to conduct the PTM in the mid of the session. Parents suggestions were noted.PTM came to an end with the conclusion that active participation of both parents and teachers brings a massive change in the overall performance of the students.

  
PTM Incharge

  
PRINCIPAL

## **Feedback Report**

**Session 2023-24**

### **FEEDBACK FROM STUDENTS**

Feedback of students shows that syllabi help them in developing their personality. 68 % students agree that there is a need to add skill based courses. Students also agree that reference books and content have been provided to them for better understanding of the syllabus. 76% agree that curriculum is in synchrony with employment needs. Some extension lectures were organized for the benefit of the students. Value added courses were also organized by various departments as Functional English was added by the department of English.

### **FEEDBACK FROM PARENTS**

Total 299 responses were received from the parents. 59% agree that good discipline is maintained in college. Parents are very satisfied that classes are regular in college. 66% parents agree that college atmosphere is conducive for learning . 62% parents agree that behavior of his ward has become positive and improved in college. Over all parents are satisfied with hostel facilities provided to his ward.

### **FEEDBACK FROM TEACHERS**

72% teachers agree that syllabus has a good balance between theory and practical.74% agree that aim and objective of Syllabus is clear and well defined.68% agree that curriculum had enhanced employability.

### **FEEDBACK FROM ALUMNI**

44% alumni are happy to be part of this institution. 35% agree that formation of alumni association is a good step for future.

Corrective measures are also taken regarding the same. Suggestion boxes have been placed in various corners of the college premises. These boxes were opened on 21<sup>st</sup> March and all the suggestions were handed over to different concerned committees for necessary action.

## CORRECTIVE MEASURES TAKEN:

- **CLEANLINESS AND PWD COMMITTEE:**

1. All the sweepers were instructed to clean the washrooms properly on a regular basis.
2. Now, there is easy availability of water.
3. Employees of PWD visited the college dated: 8.4.24, 9.4.24 and 10.4.24 and works in washrooms were done by them i.e. doorknobs, washbasins, flushes and taps were made functional and leakages were repaired.
4. Cleaning and change of candles of all the RO's has been carried out.

- **GRIEVANCE AND INTERNAL COMPLAINT COMMITTEE:**

Notices have been displayed on the college notice boards and the complainants have been instructed to contact the Grievance Committee within a week from 9.4.24.

- **CONTRACT COMMITTEE:**

Regular checking of canteen regarding the quality of food , cleanliness etc. were conducted by the committee members and verbal instructions were also given to the canteen in-charge during the session.

### FEEDBACK COMMITTEE

- Suman  
(DR. SUMAN)
- Sharda  
Sharma
- Suh (SUKRITI)
- Apari (Anita Soni)

*Dr*  
**PRINCIPAL**  
Govt. PG College for Women,  
Sec-14, Panchkula

**Minutes of the staff meeting held on 2nd February 2024 at 11 a.m. in room number 123**

The meeting was conducted under the chairmanship of our respected principal madam Dr. Richa Setia.

The agenda of the meeting was to have an interaction with staff members for smooth functioning of college.

1. First of all the principal thanked the entire staff for providing full cooperation since she joined the institution. After that she advised the members to be watchful of the emails sent from the college email id to their official mail. It was informed that the main purpose of creating official email IDs is to have proper documentation of important data and also it's a step towards use of less paper for official work . It was also conveyed that the respective convenor/ coordinator of various cells or departments should check the mailbox daily and take action within the stipulated time.
2. Use of mobile phones in and during classes by the staff members and students should be discouraged by all the staff members.
3. The Time -table incharge was asked to review the time table particularly to check that no teacher has been allotted more than two consecutive theory lectures as per DGHE guidelines.
4. The casual leave application may be given to the office steno for approval , however, If anyone wishes to get his/her leave approved by the principal at personal level, then they can meet her between 2 PM to 3 PM.
5. It was decided that at least one staff meeting should be organised in each semester.
6. The staff was directed to take classes on time and motivate students to attend classes.
7. It was emphasized that absentee slips should be filled regularly and the absentee record of every student must be sent to their email ids on a monthly basis and if required the names must be struck off as per the regulations.
8. The NCC and NSS incharges were directed to maintain a record of enrolled students/ cadets participation in various activities organised by the college or by the administration. Regarding the NSS volunteers only those volunteers will be nominated for certification who have attended more than 90% of the work assigned to them. The attendance of NSS volunteers in any event / day celebration should be signed by the chair.

**Minutes of the staff meeting held on 16 April 2024 at 10:15 a.m. in Room no. 123**

The meeting was conducted under the chairmanship of principal madam Dr. Richa Setia

The agenda of the meeting was to have an interaction with staff members for smooth conduct of A & A audit of the college scheduled on 19/4/24.

1. First of all, the principal thanked the staff for providing full cooperation for the collection of information required for filling up the A & A audit proforma. She informed the staff that most of the data regarding the audit has been collected till date and directed those who haven't submitted yet to do so by today.
2. Staff members were requested to maintain their attendance registers, committee/cell registers and documents regarding their personal achievement. They were also asked to keep record of student assignments handy and to maintain department boards upto date.
3. It was emphasized that during vacant period the staff members should be present either in their respected cell /room or in the department room.
4. Staff members were directed to ensure high student attendance on the day of audit.
5. The designated fire extinguisher incharge to be notified.
6. Proper maintenance of CCTV's cameras was highlighted.
7. On the day of audit, staff members may adhere to their scheduled time table. But, in case of any direction; staff members may be told to stay beyond their scheduled time.
8. Cleanliness inspection will be done by the college council members on 16/04/2024 afternoon.
9. Departmental visit by the college council members is scheduled on 18/04/2024.

  
Staff Secretary

  
Principal

## Report of Mentor Mentee meetings (Session 2023-24)

Mentoring is partnership between Mentor and Mentee. Mentors are student-centric teachers who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among Stakeholders. With the same motto a number of tutorial meetings had been organised in the college during session 2023-24. Ms. Sushila Rani (commerce Department) was the chief Mentor and Ms. Anju Goel (English department), Dr. Nancy (Zoology department), Ms Nandini (commerce department) were the committee members.

**First Mentor-Mentee meeting** was held on 20.09.23 under the guidance of Principal Dr. Richa Setia, Students Of 1<sup>st</sup> year were made aware about the scheme of subjects and examinations under NEP. They were also awared about the options of AEC/SEC/MDC/VAC .They were told to get their roll nos. registered with the concerned teachers as per the options selected by them. Students were encouraged to participate in all co curricular activities conducted by the various cells and committee. students were also awared about the traffic and road safety rules and regulations. they were also informed about the various scholarships available for them along with the incharges. Mentors were told to collect the personal details of the students and to have interaction with the students to know the problems faced by them and to counsel them for the same.



**Second Mentor - Mentee meeting** was held on 23-11-23 with the agenda to motivate students to work hard for the university exams and regarding 75% attendance mandatory to appear in university exams. Students were informed about the Psychological counseling Cell. Mentors were asked to inform the students of 2<sup>nd</sup> and 3<sup>rd</sup> year for the online portal for issuance of admit cards. They were also required to guide the students of 1<sup>st</sup> year UG classes for the academic bank credits which is mandatory for the filling the examinations forms as per NEP. Students were instructed to use the library in their free period. Students were also motivated to keep their surroundings clean and make it habit to switch off the lights , fans ets ,when not in use.

**Third Mentor Mentee meeting** was held on 17.02.24 in which students were motivated to participate in extracurricular and co-curricular activities. Students of UG 1<sup>st</sup> year were directed to attend their classes regularly. Mentors were told to encourage the students and to know their problems and counsel them if facing any problem. They were also asked to sensitize the students about the passport facility available for the students of final year by the government of Haryana. Students were advised to take help of counseling cell, running by the psychology deptt in the college, if they feel any type of stress related to exams or for any other personal problem.

**Fourth Mentor- Mentee meeting** was held on 20-03-24to motivate students to work hard for the University exams. Students were told to maintain discipline and cleanliness in the campus. Teachers were told to take hard copies of the examination forms and make the list of students who have submitted their application forms and submit it to university cell. Mentors were asked to aware the students to get registered a voter and cast their vote in an ethical manner. They were also asked to motivate the students to give feedback in writing after every meeting . Students were also made aware about the e-journals available in the college library and to have maximum benefit from this facility.

  
Chief Mentor

Committee Members

1.  (Anju Goel)
2. Nancy (Dr. Nancy)
3.  (Nandini)

  
Principal 25/03/24