


Office of The Principal Govt. P.G. College for Women,
Sector 14, Panchkula

Notice

All IQAC members (Teaching & Non Teaching) are hereby informed that IQAC ~~5th~~^{IIIrd} Composition Meeting for the session 2020-2021 is scheduled to be held on 19/04/2021 at 12:15 P.M. The meeting will be online and the meeting link will be shared on 19/04/2021 in Whatsapp group. All the members are requested to attend the meeting. All College Council members , UGC, RUSA, Research committee and NAAC incharges are also requested to attend the meeting as special invitee.


15/04/2021
IQAC
Coordinator.


Principal

Minutes of the virtual IQAC composition meeting held on 19/04/2021

An online virtual meeting of IQAC was conducted on 19/04/2021 at 12:15 p.m. The Principal Ms. Babita Verma presided over the session and she emphasized the need of such meetings during the lockdown period for initiating supportive activities for the students and the staff. The coordinator Dr. Vibha welcomed the gathering and all the members who were online took part in the discussions and finally decided to initiate the agenda highlighted in the minutes. The Coordinator also presented the minutes and action taken report of the last meeting held on 5/12/2020.

Following members were present in the meeting

1. Smt. Babita Verma- Principal and Chairperson.
2. Dr. T.N.Saini – Retd. Joint director , Higher Education Department, Panchkula.
3. Dr. Jasmander Singh- deputy director, Higher education Department, Panchkula.
4. Dr. Anuradha Sharma- Retd. Principal.
5. Sh. Vishnu Goyal -Chairman, Haryana Chamber of Commerce
6. Dr.H.C.Gupta- Psychological counsellor
7. Mrs. Kamna – Associate Prof. of Botany
8. Mrs. Khushila – Associate Prof. of Economics
9. Mrs. Suman Bhatia- Associate Prof. of English
10. Dr. Sarvjeet kaur - Associate Prof. of English
11. Ms. Indu bala - Associate Prof. of Physics
12. Dr. Suman Bhambhu- Associate Prof. of Home Science
13. Mrs. Geeta Bhatia- Associate Prof. of Commerce
14. Mrs. Pooja - Associate Prof. of Commerce
15. Mrs. Mani Narwal - IQAC member
16. Dr. Harvinder- IQAC member
17. Mrs. Honey Garg- IQAC member
18. Mrs. RajniMohil- IQAC member
19. Sh. Pardeep Kumar - IQAC member
20. Mrs. Anju Dhull - IQAC member
21. Mrs. Sarla – Hostel incharge
22. Ms. Pooja – Alumni
23. Ms. Archie – Alumni
24. Ms. Garima – Student representative
25. Dr. Vibha – IQAC , Coordinator

Action Taken Report

The action taken report of the agenda finalized in the last IQAC composition meeting held on 5th December 2020 are as follows

1. To organise national level programme on Intellectual property rights
Online one day national seminar was organised on Intellectual Property Rights.
2. To encourage staff members to contribute quality research work and to publish papers in UGC approved journals.

Staff members are motivated and had published research papers in peer reviewed and UGC listed journal.

3. Updation of auditorium.

Work is in progress.

4. Enhancement of IT skills of faculty members and students.

All the staff members were skilled for online teaching and examination. A workshop was also conducted by computer dept.

5. Work towards energy conservation.

LED lights are installed in the whole campus.

Regarding solar panel demand has already been sent to department.

6. Work towards water conservation.

Maintenance of rain water harvesting is done and various programmes are also organised to aware about importance of water and water conservation.

7. Maintenance of green campus.

The whole campus is eco friendly and well maintained like Botanical Garden, parks open area.

Compost pits are also dig to convert waste into manure for maintaining green campus. Also every third Saturday of the month is observed as Green Day ie vehicle free campus.

8. E- waste management.

A committee is constituted for e waste management.

9. To make the campus fully wifi. To work towards installation

of lease line etc.

Now whole organisation is fully wifi.

Regarding installation of lease line demand has already been sent to department.

10. To organise online PTM for this semester.

Online PTM was organised successfully. Parents participated with zeal and enthusiasm.

11. Grants received must be utilized properly and within stipulated time.

All the grants received were fully utilized within stipulated period.

12. To organise and make arrangement for internal and external Academic and administrative audit.

A college level team is constituted for internal audit.

13. IT infrastructure in college should be used in optimum way and further it should be leveraged to promote student centric learning.

IT infrastructure is used in optimum way for teaching and to conduct examination

14. Empowering, recognising and involving the girl students.

Women cell, NSS, NCC and other cells and clubs of the institution are involving students in various ways.

15. Involving and Recognizing Alumni's contribution.

Alumni council meeting was held and Alumnae are involved in college activities.

16. Making of compost pits in college .

Done

17. Organizing and executing online activities for students on various topics across all streams to constructively engage them.

- All the cells ,clubs had organised various programmes for the upliftment of students.
18. Online classes ushered in successfully.
 19. Online collection of Assignments and online tests. Successfully done
 20. Conduct of online proctored examinations . Successfully accomplished.
 21. E-counseling and admission of freshers. Motivational team was constituted and visiting schools to motivate them.
 22. AQAR for the session 2019-2020 submitted successfully.
 23. NIRF Data submitted successfully.
 24. Launch of perspective plan for the next five years.


Agenda for the present meeting

1. **Structured feedback form**
From all stake holders
Parents, Teachers, Students, Alumni, Employers evaluation of feedback & action taken report.
Action and follow by FEEDBACK COMMITTEE..
2. **Student Satisfaction Survey.**
Action and follow by IQAC COMMITTEE
3. **Mentoring of students.**
Action and follow up by Mentor- Mentee committee.
4. **Parent-Teacher Meet**
Action and follow by PTM committee.
5. **Teaching plan for even semester. (Monthly-basis)**
Action and follow by All staff Members.
6. **Academic calendar for even semester and to be uploaded on website.(as per KUK guidelines)**
Action and follow by University committee
7. **Alumni meet and to involve alumni in various activities in college.**
Action and follow up by Alumni committee.
8. **Remedial classes/support classes for needy students.**
Action and follow by All staff members.
9. **Personal Counselling and mentoring**
Action and follow by all cells, clubs, committee etc.
10. **Digitalization of Seminar Hall. eg. podium etc**
A proposal is to be sent to Department for grant. Action and follow by Head of the Institution.
11. **Academic and Administrative Audit Report of the College.**
Action and follow by Academic and administrative committee.
12. **For Green/eco initiatives of the colleges: Solar panel, tree plantation**
Action and follow up by incharge of Solar panel and Eco club.
13. **Green Audit and Energy Audit.**
Action and follow by eco club , and electricity committee.
14. **To encourage Moral/Ethical Values among the students.**
15. **College Magazine.**

- Action and follow by college magazine committee.
16. Compilation of Annual Report.
Action and follow by Annual Report Writing committee.
17. Celebration of important days.
Action and follow by Important day celebration committee.
18. All cells, clubs to organise Health related, environment related programmes.
Action and follow up by different clubs, cells and committees.
19. To organise national /state level seminar/webinar under various cells and committees.
Action and follow by different cells, clubs, subject societies, departments etc.
20. Research committee to ask for proposals from teachers for minor and major projects.
Action and follow by Research committee and all staff members.
21. Obtain additional grants from agencies such as UGC, RUSA etc.
Action and follow by UGC and RuSA coordinators.
22. Introduction of more P.G. courses.
Action and follow by Head of Departments.
23. Annual renewal of MOU'S. Necessary action required. To initiate to have more MOU'S signed.
Action and follow up by different clubs, cells and committees.

The meeting ended with vote of thanks to the chair.


Principal


20/04/2021
IQAC, Coordinator