

Office of the Principal, Govt. P.G. College for Women, Panchkula

Notice Regarding IQAC meeting Session 2020-2021

All the IQAC advisors and members are requested to attend the IQAC meeting on 6/8/2020 in the Staff Room at 10:30 A.M. The agenda of the meeting will be

1. Formation of team of IQAC external members.
2. Planning of Academic and Activity Calendar for the session 2020-2021.
3. Bifurcation of criterions among members for collection of data for the submission of AQAR for the session 2019-2020.
4. Discussion regarding future perspective plans.
5. Any other issues suggested.

IQAC

Coordinator (Dr. Vibha)



Principal
Govt. P.G. College for Women
Panchkula

Government P.G. College for Women, Sector 14, Panchkula

Minutes of the IQAC Meeting held on 6/8/2020

Following members were present in the meeting

1. Mrs. Khushila Advisor(Associate Prof. Of Economics)
2. Mrs. Shushila, Associate Prof. Of commerce
3. Mrs. Mani Narwal , Assistant Prof. Of Home Science
4. Mrs Veena, Associate Prof. Of Geography
5. Dr. Harvinder, Associate Prof. Of Mathematics
6. Mrs. Honey Garg(A/Prof. Of Commerce)
7. Mrs. RajniMohil (A/Prof. Of Chemistry)
8. Sh. Pardeep Kumar (A/Prof. Of Computer Science)
9. Mrs. Anju Dhull (A/Prof. Of Computer Science)

Following members were not present as they were on leave

Mrs. Indu Bala , Associate Professor of Physics

Mrs. Adarshdeep , Associate Prof. Of Zoology

The meeting started with the review of the earlier plans and actions taken to implement them as per the minutes of the last meeting of the earlier session . Dr. Vibha ,IQAC, coordinator welcomed all the members and advice them to follow social distancing and all the SOPs issued time to time in view of COVID-19.

MINUTES OF THE IQAC MEETING

DATE: 6/8/2020

TIME: 10:30 A.M.

The meeting of all internal IQAC members was held on 6/8/2020. Dr. Vibha, IQAC Co-ordinator, welcomed all the IQAC members in the Meeting. Dr. Vibha also presented a review of the last meeting of IQAC. The minutes of the earlier meeting were approved.

AGENDA OF THE MEETING & RESOLUTIONS TAKEN

1. Composition of IQAC Team for the session 2020-2021.

Resolution: A new IQAC team of external members is to be composed as per the guidelines given by NAAC for composition.

2. Formation of Committee for Collection, data maintenance and submission of AQAR for the session 2019-2020.

Resolution: A committee is to be constituted by head of the Institution for collection and data maintenance for AQAR.

3. Preparation of Course outcome(CO), Programme Outcomes(POS) according to syllabus of each programme and get it uploaded on college website.

(Action and follow by All HOD's and Web –Portal Incharges)

4. Reports of the activities should be maintained and must be uploaded on the webportal. The activity photographs are to be GEOTAGGED.

Resolution: As per the instruction of NAAC the photographs must be GEOTAGGED. This year ONLINE ACTIVITIES are to be conducted and record should be maintained properly.(Action and Follow by all incharges of different clubs, cells, etc. under which activities are conducted.

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

Resolution: For ICT training/workshops it was resolved that Dept. Of computer science will provide these training to the faculty and students.(action and Follow By computer science Dept)

6. To apply for Lifetime membership of library to National Digital Library and for online journals.

Resolution:(Action and follow by Senior Librarian)

7. Demand for one teaching block.

Resolution: A demand letter is to be sent to department. action to be taken by head of the Institution.

8. Demand for Certificate and Diploma Courses.

(Action and follow by HOD'S)

9. More and more Programmes on Gender equity, Environment and sustainability, human values and professional ethics.

Action and Follow by all incharges of different clubs, cells, etc. under which activities are conducted).

10. Infrastructure Development:

All the Departments must be provided with basic facilities for e- content development like internet facility, computer etc.. As online classes have to be taken by teachers from college itself.

11. Proper sanitisation and purchase of equipment and other sanitisation material to follow up SOP issued by HED.

Resolution: Action and Follow by Cleanliness committee .

12. Obtain additional grants from agencies such as UGC, RUSA etc.

Resolution: Minor and Major projects demand can be sent under UGC. Grant can be demanded under UGC and RUSA.(Action and follow by UGC and RUSA committee.)

13. To get Energy audit done and to Work towards energy conservation(LED lights, solar panel etc) and maintenance of green campus and e- waste management.

Resolution: Action and follow by incharges

14. To get green audit done.

Resolution: Action and follow by incharge of Eco Club , HOD Botany.

15. Introduction of Add on/job oriented courses.

Resolution: Action and follow by all HOD'S.

16. Introduction of more P.G. courses.

Resolution: Proposal for more P.G courses be sent to DGHE. (Action and Follow by HOD'S)

17. More practical approach with increased internship opportunities.

Resolution: Action and Follow by placement cell)

18. Strengthen Industry-institutional linkage.

Resolution: It was suggested that industrial visit be encouraged in B.Com , BBA, M.Com, B.Sc and also in other deptt. who need this for academic curricula is to be promoted by signing MoU with various industrial units.

19. Conduct online seminar/workshop/extension lecture/training for students and faculties on various social issues like disaster management , environment etc.

Action and follow by HODS, in charges of (NSS/NCC/Eco club/Science Awareness Society.

20. To organise workshop/seminar/talk on IPR for faculty members under IPR CELL.

Resolution: IPR cell was constituted by Head of the Institution, consisting a co-ordinator, and a team of advisory members from various departments, a Patent Expert and an Industrialist. A proposal for this will be sent to concerned authorities for permission

21. Record maintenance of staff's personal achievement who participated, presented and published research papers in journals, seminars, orientation, refresher or any other courses.

Resolution: Action and follow by Incharge, Dr. Mani Narwal.

22. Annual renewal of MOU'S. Necessary action required. To initiate to have more MOU'S signed.

Resolution: Each department, cell, club etc. who organizes workshops or lectures/seminars etc., should independently sign MOU with NGO/any organization.(Action and follow by HOD & specifically Commerce department, Placement Cell, NSS etc)

23. Value added courses.

Resolution: It was resolved that each department should continue value added course atleast one during an academic session.

24. Constitution of Research Committee.


Resolution: A committee comprising of UGC incharge and HOD'S is to be constituted as research committee by Head of the institution.


25. Installation of Lease Line.

Action and follow up by Incharge.

The meeting ended with a vote of thanks.

Minutes of the meeting is uploaded on Web-Portal with a request to all the concerned Conveners of subject societies /cells /clubs and HOD'S of various department and all Faculty members of the college to take up preparedness for activities allotted to them so that the outcome is productive.


IQAC, Incharge (Dr. Vibha)


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

Composition of IQAC Committee

Session - 2020-2021

Dated: 24/08/2020.

Memo No. G.C.W/2020/1

Chairperson -

Smt. Indira Goyal, Principal

Teachers -

Dr. Khusila, Advisor, Associate Prof. Of Economics

Dr. Indu Bala, Advisor, Associate Prof. Of Physics

Dr. Adarshdeep, Advisor, Associate Prof. Of Zoology

Dr. Sushila, Associate Prof. of Commerce

Dr. Mani Narwal, Associate Prof. of Home Science

Dr. Veena, Associate Prof. of Geography

Ms. Honey Garg, Associate Prof. Of Commerce

Dr. Harvinder, Assistant Prof. Of Mathematics -?

Dr. Rajni Mohil, Assistant Prof. of Chemistry

Dr. Anju Dhull, Assistant Prof. of Computer Science

Sh. Pardeep, Assistant Prof. of Computer Science

Administrative Members. -

Ms. Savita Ahuja (senior librarian)

Ms. Monika (Superintendent)

Mrs. Sarla (Hostel Supdt.)

Management Member. -

Dr. Jasmander Singh (Deputy Director) Higher Education

Department, Panchkula

Student Representative -

Ms. Garima, B.A.III

Alumni -

Ms. Pooja, M.Com, Passout

Ms. Archie, B.A.III, passout

Local Society Members-

Dr. Anuradha Sharma, Retd. Principal

Dr. T.N. Saini, Retd. Principal and Joint Director, DGHE

Employer/ Industry Member

/ Stakeholder-

Sh Vishnu Goyal, Industrialist, HCCI, Panchkula.

Sh. H.C.Gupta, Health and Psychological Counsellor.

IQAC coordinator -

Dr. Vibha

24/8/2020
(Dr. Vibha)
IQAC.

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