

## IQAC Second composition meeting 18/1/2020

### REVIEW OF PREVIOUS COMPOSITION MEETING

1. Affiliation of new courses /subjects: Affiliation process for B.Com(Hons), M.SC.(HOME SCIENCE) and Functional English is completed.
2. Value added courses /skill based courses: Done and some are in process.
3. Formation of IPR: Cell is constituted.
4. Educational tour: Grant is received from DGHE and educational tour done.
5. Annual sports meet. Done on 11/11/12 and 12/11/2019.
6. PRAYAS i.e Performance rating yardstick for academic audit for standard has been completed and the institution got A+ grade.
7. NAAC PEER TEAM VISIT: NAAC accreditation and assessment is completed and awarded B+ grade to the institution.
8. Commerce lab established almost 95% completed.
9. Commerce dept. is organising national seminar on 5/2/ 2020.
10. Guidance and counselling session was organised for the Hostellers. Dr. H.C.Gupta delivered the talk.
11. Internal examination for odd semester conducted successfully.
12. Internal Assessment submitted well in time.
13. College level Science exhibition conducted on 8/1/2020 and team also participated in District level Science exhibition on 10/1/2020 and 11/1/2020.
14. Organised counselling session on entrepreneurship development on 9/11/2019 under placement cell. Ms. Rupali from startup Incubator centre, G.C.Sector 1, Panchkula delivered a talk.
15. Seminar Room is upgraded.

## **MINUTES OF THE SECOND COMPOSITION MEETING OF IQAC**

**DATE: 18/1/2020**

**TIME: 11:30A.M.**

**VENUE: PRINCIPAL OFFICE**

The meeting was convened under the chairmanship of the Principal, Mrs. Indira Goel in Principal's Office IQAC Co- Co-ordinator Dr. Vibha welcomed all the esteemed guests, students, special invitees and other IQAC members in the Second Composition Meeting of IQAC. Dr. Vibha also presented a review of the first Composition meeting.

- Minutes of earlier composition meeting 09/10/2019 were approved.
- It was also informed that as per the proposal of the earlier composition meeting, IPR Cell has been constituted.

### **AGENDA OF SECOND COMPOSITION MEETING & RESOLUTIONS TAKEN**

1. Lesson plan must be uploaded on the web portal for even semester.

**Resolution:** Notice has already been displayed and lesson plan must be uploaded on web portal. ( Action and follow by Mrs. Honey Garg & All HOD's and Web –Portal Incharge)

2. Reports of the activities should be maintained and must be uploaded on the web portal. The activity photographs are to be GEOTAGGED.

**Resolution:** Notice has already been displayed and as per the instruction of NAAC the photographs must be GEOTAGGED.( Action and Follow by all incharges of different clubs, cells, etc. under which activities are conducted.

3. Collection and data maintenance for AQAR. The format of AQAR has been changed and it is to be uploaded annually online. So it is suggested that further annual report of the college needs to be revised in such a way from the current academic session that the latter should contain all the information that is covered in AQAR.

**Resolution:** A committee is to be constituted by head of the Institution for collection and data maintenance for AQAR . Approved as suggested. (Action and Follow by Incharge of Annual Report Writing)

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

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

5. Work towards energy conservation(LED lights, solar panel etc) and maintenance of green campus.

**Resolution:** Action and follow by incharges

6. To get green audit done.

**Resolution:** Action and follow by incharge of Eco Club.



7. To implement suggestions given by NAAC peer team.

- Introduction of Add on/job oriented courses.

**Resolution:** Action and follow by all HOD'S. Incubation Center can be asked for job oriented courses. It was also suggested to upgrade compulsory computer course to level II and III.

- Introduction of more P.G. courses.

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

- 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.)

- More practical approach with increased internship opportunities.

**Resolution:** Action and Follow by placement cell )

- Increase the research activities and promote research culture.

**Resolution:** Staff are provided duty leave to attend different research activities and it is suggested that List of Approved Journal be circulated in Staff to promote research culture.

- Formal Registration of Alumni Association.

**Resolution:** Action and follow by Alumni Incharge.

- The college should increase the rare/ reference books, subscribe the more magazines and other reading material.

It was told by senior librarian that brail books have been bought free of cost. Rare books are available. It was suggested to increase the number of rare, reference books, magazines etc. It was also suggested by the members that library facility should be fully utilized by staff and students.( Action and follow by Sr. Librarian)

- Improvement in the facilities of the auditorium, Computer laboratories.

It was resolved that Grant has already been received for auditorium. Letter will be sent to concerned department to follow the action. Grant when received under PRAYAAS will be used for improvement of Computer Laboratories facilities. (Head of the Institution)

- To hire coaches for promoting various sports.

**Resolution:** Action and follow by Sports Department)

- The college should frame a formal perspective plan.

**Resolution:** Action and follow by IQAC committee.

- 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.

8. Conduct seminar/workshop/extension lecture/training under disaster management.

**Action and follow by incharges of (NSS/NCC/Eco club/Science Awareness Society).**  
**A proposal for this will be sent to concerned authorities for permission.**

9. 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.(Action by Head of the Institution).

10. 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.**

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

**MOU'S signed.**

**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)**

12. To constitute entrepreneurship club as per DGHE.

**Resolution: It is to be constituted yet.(Head of the Institution)**

13. Value added courses.

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

14. Feedback of stakeholders:

**Stakeholders: Parents, Teachers, Students, Alumni; evaluation of feedback & action taken report**

**(Action and follow by Feedback incharge and supported by all staff members, students, parents, teachers)It was also suggested that feedback from resource person/visitors should be taken to improve further.**

15. Utilization of grant within stipulated period.

**Resolution: Suggested that all grants should be utilized upto 15 February 2020. No grant should lapse.**

16. PTM.

**It was resolved to organise PTM in the month of February.(Action and follow by PTM committee)**



17. Alumni meet at least in a year. Registration of alumni. More students to be enrolled.

**Suggestion:** To enrol more students It was suggested that department wise alumni be invited and report will be submitted to alumni incharge. Decided to organise Alumni meet at the end of February month 2020.

18. Upgradation of college auditorium with respect to sitting arrangements, sound system and Air conditioning.

**Resolution:** Grant has already been received. (Action and follow by PWD committee of the college)

20. Annual function and Convocation function.

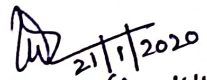
**Resolution:** Decided to organise Annual and Convocation Function after 15 March 2020.(Action and Follow by Annual-cum-Convocation Committee.

21. Budget demanded for infrastructure development/maintenance of physical facilities.

**Resolution:** Decided to write letter to the concerned authorities for the requirement of additional teaching block.(Action and Follow by Head of the Institution)

The meeting ended with a vote of thanks.

Minutes of the meeting are 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.

  
21/1/2020  
IQAC (Dr. Vibha)  
Co-Convenor

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



Latitude: 30.676589  
Longitude: 76.846664  
Elevation: 273.0m  
Accuracy: 20.9m  
Time: 18-01-2020 13:04