

**MINUTES OF THE 3<sup>RD</sup> MEETING OF THE IQAC MEMBERS HELD ONLINE ON 31.05.2020 AT 3.P.M. THROUGH CISCO WEBEX MEET.**

The following 19 members were present in the meeting.

**In the chair:**

Mrs. Indira Goyal (Chairperson)  
PRINCIPAL, Govt. P.G.College for women-14, Panchkula

**Members:**

1. Vibha (co-convenor)
2. Indu Bala (Advisor)
3. Anju Minocha (Management member)
4. Anuradha Sharma
5. HC Gupta (external member)
6. Neerja Sorot (Vice-Principal)
7. Ritu yadav (senior faculty)
8. Suman Bhatia (UGC incharge)
9. Saravjeet Kour(RUSA incharge)
10. Suman bhambu (NAAC co-ordinator)
11. Khusila(Bursar)
12. Mani Narwal (IQAC member)
13. Honey Garg (IQAC member)
14. Rajni Mohil (IQAC member)
15. Anju Dhull (IQAC member)
16. Pardeep Kumar (IQAC member)
17. Savita Ahuja (librarian)

**Co-ordinator:**

Dr. Veena Rani (Associate Professor in Geography)

At the very outset Mrs. Indira Goyal welcomed all the IQAC members present in the virtual meeting. Mrs. Mani Narwal hosted the meeting and introduced the members.

Dr. Veena discussed the agenda of the 3<sup>rd</sup> IQAC meeting.

**Agenda 1:** Review of the Points discussed in the 2<sup>nd</sup> meeting of IQAC held on 09.01.2020 in Principal's office.

**Resolution: Resolved** that the minutes of 2<sup>nd</sup> meeting held on, be confirmed.

**Agenda 2:** To consider and approve the reports of various activities of various societies and committees of the college.

**Resolution:** The report of various activities of various societies and committees sent by Incharges on IQAC Email-ID ([iqac2019pgcollege@gmail.com](mailto:iqac2019pgcollege@gmail.com)) be approved with minor modifications.

All photos are to be geo-tagged with documentation of reports.

**Agenda 3:** To note that the online AQAR (Annual Quality Assurance Report) for the required period be submitted by IQAC and data is to be compiled by NAAC & IQAC members.

**Resolution:** Resolved that a committee be formulated from IQAC and NAAC committee members for filling ONLINE AQAR on NAAC portal within stipulated time.

**Agenda 4:** Promotion cases of various Professors for various grades like Senior, Selection and Pay Band IV of Teaching Faculty be accepted; cleared within a stipulated period of 30 days through proper channel from the employee concerned.

**Resolution:** Resolved that the Performa be submitted yearly for evaluation by the concerned person as per Govt. Guidelines through proper channel. It was suggested to constitute a separate committee for API verification by senior most 03 members of the college.

**Agenda 5:** To apprise the members about online feedback mechanism from various stakeholders and Student-Satisfaction Survey.

**Resolution:** Resolved that the feedback and SSR be done by Google form via links sent to the students on whatsapp group and the analysis to be done.

**IQAC recommended:**

**To set up Benchmarking and Performa indicators to the other best colleges of the state.**

**FOR ADMINISTRATIVE & ACADEMIC PURPOSES:**

1. **Online tests fully automatic/quiz** to be taken by all the faculty members .various level competitions may be organized for this.
2. **Supply of lecture/lesson plans** to the students (within 07 days of commencement of the classes: Teacher concerned.

3. Supply of **study materials** to the students under various modes: LMS, Google classrooms, MOOCS (any help regarding to this can be taken from computer department faculty)
4. Display of date-sheets of house examination/minor test of any, taken for internal assessment.
5. **Time to time ,Circulation of various notices** on the board.(HOD concerned)
6. **Health care/medical care of the students**-Dispensary in charge ,NSS & NCC incharge especially during the time of COVID-19
7. Planning for Social distancing .(college administration)
8. Sanitization of goods.(cleanliness incharge)
9. **Issue of character certificate**-Head of the institute
10. **Issue of library card** to the students.
11. **Refund of Hostel security** within a stipulate period of time.
12. **Reception & information cell/counselling of the students**- by attending enquiries, regarding admission, examination etc.
13. **Building /construction** – all construction work by concerned in charge to the concerned offices viz. PWD, electricity etc.

#### **STUDENT WELFARE ACTIVITIES:**

1. **Cultural and related activities** by the concerned Incharges.
2. **Sports activities of the students-Sports** –in-charge
3. **Proctor/various Incharges:** All matters relating to students like discipline, campus security ,hostel security, parking and ragging ,sexual harassment duties of various incharges are there; which are to be contacted in need.
4. **Scholarship & SC/ST cell-** to disburse scholarship among the students.
5. Library services be updated/maintained.
6. Manter-meet for students.
7. Regarding entertainment facilities: Tours/excursion /outing of Hostel students/television for hostel students.

**Regarding students:**

8. Induction training for fresher.
9. Special classes for weak students.
10. NSS/NCC/Women Cell/Placement Cell/counselling cell of students

**Examination related:**

11. DMC of students should be distributed immediately after receiving from the University.

**Regarding Hostel:**

12. Mess facility/Juice shop.
13. Indoor games/gymnasium/regular use be there. Time-table must be notified there for use.

**Regarding sports:**

14. Yoga and meditation centre
15. Walking tracks especially for hostellers

**Counselling of Students:** During this time of Covid-19 regular counselling be there by some expert .for this some expert may be invited .Department of Psychology, be involved in this.


**Note:** All officials may be requested to complete the job at the earliest within nominative period.


**Future Plans:**


1. To prepare a perspective long term plan for 03 years as suggested by NAAC peer team during the visit.
2. Introduce more UG/PG courses.
3. To develop E-content for the students.
4. Strengthen entrepreneurship/industrial related activities.
5. To introduce new add on/job oriented courses.
6. More research work be emphasized/Research committee may be formulated by combining UGC Incharge, Rusa Incharge and concerned faculty
7. E-access to library

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8. E-waste management.
  9. Grant to be demanded from UGC, RUSA for college development/research work.
  10. To hire coaches for sport facilities.
  11. Green audit of the college.

The meeting was ended with a vote of thanks by Dr. Vibha .Minutes of meeting are uploaded on the college web-portal for all to be updated with all activities going in the institution.

  
IQAC Co-ordinator

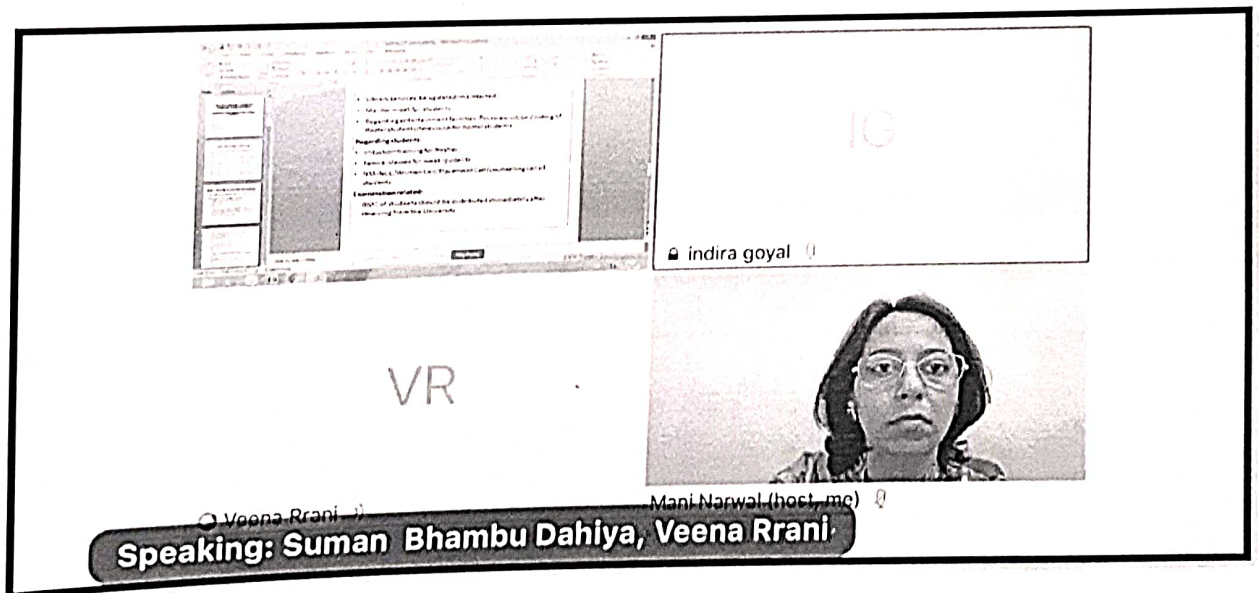


  
Principal  
Govt. P.G.College for Women-  
Sector-14, Panchkula

**Attachments:**

1. Virtual attendance (Page1-2)
2. Some snapshots of the meeting(pages 1-3)

Annexure :II (Pages 1-2)



IG

indira goyal

VR

Veena Rrani

MN

Mani Narwal (host, me)

anuradha

Speaking: sahuja621, Veena Rrani

Ritu Yadav

sahuja621

Sanjeev Kaur

Vibha

Speaking: anuradha, sahuja621