

### Proceedings of the Meeting: 14.08.2019

A meeting of IQAC was conducted on 14.08.2019 with the HOD's of the respective departments in the principal office at 1.30 p.m.

#### Agenda –Regarding teaching-learning process.

- Lesson Plans by all the Professors to be prepared and be uploaded on college website upto 23.08.2019. It was decided to provide common format to all by mail and lesson plans should be made on monthly basis. – *Action and Taken By Ms. HOREN GARGA (Prin Commu)*
- Activity Calendar of the departments should be prepared and submitted to the Incharge.
- Proposal for Workshop/Seminars/Symposium if any, be prepared and apply for this in time to the concerned department. (action taken report will be taken after one month)
- Proctorial and discipline duty must be done as allocated as per schedule by the incharge.
- Feedback Performa will be fulfilled and collected from all stakeholders Parents, Teachers, Students and Alumni in the end of the session (Month of March, 2020)
- Remedial Classes/Support Classes for the students must be taken who remain on leave due to certain official reasons like attending NCC Camp/NSS Camp/Any participation in Co-curricular related activities and not able to attend the classes. Then a separate notice approved by the Principal be there for the concerned students to do the uncovered syllabus in order to avoid any academic loss to the students.
- Regular PTM /Semester –wise must be there to discuss shortage of attendance/performance of the students.
- Personal achievements of all the faculty members must be entered in a separate Register day-wise and faculty-wise (Action and Follow by IQAC member-Dr. Manju Sangwan); A separate notice will be displayed regarding it)
- MOU be signed with many agencies of State level/national/International level. (Action and Follow by All Head of the various Departments in Association with IQAC members)
- Academic Calendar of the Institution will be prepared and uploaded on College Web-Portal.

*Manju Sangwan*  
Co-ordinator

*Pratibha*  
17/8.  
Principal  
Govt. P.G. College for Women,  
Sector-14, Panchkula

Note: A separate attendance sheet has been attached herewith of all attending faculty members.