

Minutes of Meeting of IQAC(20th July 2024)

A meeting of IQAC committee was held under the Chairmanship of principal Dr. Gagan Deep Kaur in room no. 8 on 20.07.2024.

Agenda of the Meeting:

To discuss the quality initiatives for the upliftment of the college.

1. Activities and development Programme to be undertaken by the various departments, clubs, and cells.
2. Necessary measures to be taken for the cleanliness of the campus.
3. To decide the dates and program Schedule of orientation/ induction Program for the new entrants.
4. Opening of Tuck shops
5. Issues regarding signing and proper functioning of MoUs.
6. organization of seminars, workshops and training programmes for the students, Teaching and non- teaching faculty.
7. Improvement of infrastructure in the college.
8. Systematic mechanism to make the system transparent.
9. To finalize the activity planner and academic calendar for the session 2024-25
10. The matter of internship for the students studying under NEP.
11. Proforma for activity report.
12. Specific days/week/month for organizing inter college/district/zonal/state/national level activities
13. Outreach program and collaborative efforts
14. Best Practices to be adopted
15. Any other initiatives for the upliftment of the college.

Present:

1. Dr. Gagandeep Kaur, Chairperson cum Principal

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2. Dr. Meenakshi
 3. Mrs. Bir Inder Kaur
 4. Dr. Punam Devi Bagi
 5. Dr. Seema Pandey
 6. Dr. Manju
 8. Dr. Seema Devi
 9. Dr. Shrestha Muraal
 10. Mrs. Pooja Rani
 11. Ms. Manisha
 12. Sh. Saurabh Chaudhary
 13. Sh. Rajkumar, Industrialist
 15. Ms Kuljeet Kaur, Alumni
 16. Ms. Nancy, MA Final (History)
 17. Ms Rajni, MA Final (Hindi)

Minutes: After thorough discussions, the following decisions were taken:

- On the basis of tentative activity planner submitted by various department/cell/clubs committee analysed all planners and framed a comprehensive activity planner for the college keeping in mind the NAAC Criterion.
- Attention was drawn towards the proper cleanliness of the campus, and discussions were held for the recruitment of more employees for the cleanliness.
- The orientation/induction program will be organized as per DGHE's instructions, and if in this matter further order is not received, program will be conducted in the first week of August.
- It was suggested that self-help group may be contacted to open a stationery shop in the college
- Under the faculty and student exchange program, MoUs will be signed with ITI and Govt. College Chammu Kalan and same will be looked after by Dr. Punam Bagi. All HoDs/Cell /Club in charges will be asked to sign new MoUs with other institutions/organisation /NGOs/ Firms etc. for the welfare of college fraternity.

- Proposals will be sought from all departments, cells, and clubs to organize seminars, workshops, and training programs for students and faculty.
- To improve the college's infrastructure, DGHE, PWD, and other related departments will be contacted. In this regard, Proposals for infrastructure for labs, classrooms, staff room, office and library will be sought from teacher concerned.
- To maintain the transparency in the official matters special registers will be prepared for clerical, bursar, and related officials.
- Annual activity planner and academic calendar will be prepared by Dr. Shreshtha.
- As Internship is the part of course curriculum, a student has to undergo 4-6 weeks internship program. For internship, NEP Committee will be asked to approach various industries and institutions like NID, Civil Hospital, Zila Parishad, Nagar Parishad etc.
- Proforma for activity report is prepared with the consent of all members of IQAC.
- The month of October has been decided for various inter-college, state-level, zonal, national international and other programs.
- Keeping in view the NAAC criterion of outreach program, all cells/clubs/departments will be asked to take necessary steps in this regard. Dr. Seema Pandey, the Red Cross in-charge, will prepare a detailed program for the outreach program.
- Suggestion will be invited from the teaching and non-teaching staff members to initiate best practices in the college.

Further Committee has also took following decisions for improving the quality of Institution.

- An alumni engagement schedule will be prepared by department of Commerce and Hindi.
- On the request of IQAC committee, IQAC chairman appointed two more members namely Sh. Satbir Singh (Assistant Professor of Mathematics), Mrs. Hardish Kaur (Assistant Professor of Mathematics) as member of the IQAC committee.
- To inculcate the entrepreneurial ability among the students and make them self-reliant, self-help groups will be invited for the training of the students. For this Dr. Shreshtha, Coordinator ED Cell will take appropriate action.
- Duty leaves for two seminar and one FDP will be given to the faculty in one academic session.

- Google form will be prepared by Dr. Seema Devi to maintain the record for all the activities to be undertaken in the session 2024-2025.
- Convocation and Annual Prize distribution Function will be organised by IQAC in this session.
- College magazine should be get published in this year. For this College magazine in charge will be asked to get the name of magazine approved/registered.

Messall
IQAC Coordinator

Singh
20/7/24
Principal
Govt. College for Girls
Palwal(Kurukshetra)