

MINUTES OF MEETING OF IQAC

Date : 1st June, 2018

Time : 11:30 a.m.

Venue : IQAC Room, GGSCW, Sec-26, Chandigarh

- **Address by the honorable Principal Dr. Jatinder Kaur, Chairperson IQAC**

The Principal, Dr. Jatinder Kaur, Chairperson IQAC, welcomed the members to the first IQAC meeting of the session 2018-19, along with NAAC core team comprising of Dr. Jaswinder Kaur, Coordinator, Dr. Ramnik Kaur and Dr. Savneet Kaur. Importance, Functions, Duties and Roles of being members of IQAC along with upcoming agendas for the session 2018-19 were discussed with members.

- **Preparation of academic calendar**

Discussion was held regarding the preparation of academic calendar for the upcoming session.

- **Allocation of admission duties**

The chair proposed to allocate admission duties for the smooth conduct of admission process. It was also decided to review the various committees and make changes in the composition of the members if required.

- **Proposal for departmental activities**

The Chairperson invited proposals from Departmental Heads for organizing seminars, conferences, activities, bridge courses and value added courses in the next session for holistic development of the students.

- **Proposal invited under RUSA grant**

The Chairperson invited proposals from Departmental Heads for organizing capacity building workshops under RUSA sponsorship.

- **Feedback from the stakeholders**

It was decided by the chair that the student council will be involved in getting the feedback forms filled from the students. The concerned committees were advised to prepare spreadsheets of the data collected through the feedback from the stakeholders (students, parents, alumni and their employers) during the previous year.

- **Value Added Courses and Bridge Courses**

Departmental heads were advised to design Value Added Courses and Bridge Courses to be offered in the upcoming session to enhance practical knowledge of the field and to increase the employability of the students. The departments were asked to prepare the course content, time schedule, examination pattern, etc. keeping the convenience of the students in mind.

- **Innovative Teaching and Learning Practices**

With a view to enhance the existing structure of curriculum and to provide up-to-date dimensions to learning, IQAC stressed upon teaching through interactive sessions, talks, film screening, review of T.V. interviews, debates and documentaries. It was resolved that the various departments in the college will procure documentaries and related materials to be shown to the students for exposure and enlightenment.

- **External & internal academic audit**

The chair decided to get the internal and external audit done for the academic session 2016-2017 as academic audit is a systematic method to review the quality of academic progress in the institution, aimed at enhancing the quality of academic activities.

- **Regarding Preparation of NAAC SSR**

Principal Dr. Jatinder Kaur informed that the college is going for 3rd cycle of NAAC accreditation. She encouraged to finalise the names of criteria in-charges so that the process of compilation and preparation of NAAC SSR could be started.

- **Grievances related to canteen**

The canteen committee represented the grievances cited by the students time and again and repeated complaints by staff regarding the unsatisfactory performance by the college canteen. The chair suggested giving warning to the canteen contractor to improve his services failing which his contract will be terminated.

Committee Members:

Chairperson
Coordinator

Dr. Jatinder Kaur
Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics
Dean Admissions
Registrar
Controller, Examinations
Faculty Members

Ms. Harpreet Kaur
Ms. Prabhjot Kaur
Ms. Harpreet Kaur
Ms. Meenu Sharma
Dr. Jaslene Dhaliwal
Ms. Harbinder Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Amandeep Kaur
Dr. Savneet Kaur

Members of Management :

Col (Retd.) Jasmer Singh Bala

Nominee from Local Society:

Mr. Dalip Sharma, MC Local Area


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 19th July, 2018

Time : 12:15 p.m.

Venue : IQAC Room, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Academic Calendar	Academic calendar for the year 2018-19 was discussed and designed taking into consideration the Panjab University academic calendar. The tentative dates for the important events and functions to be held during the session were also decided.
Admission Process	Admission duties for the upcoming session were allocated keeping in view the requirements for the centralized admissions to be conducted in the college premises. Faculty members to be sent for centralized admission in other colleges were also assigned duties. Prospectus for centralized admissions was uploaded on the DHE portal. Advertisement for admissions was given in the leading local newspapers. A help desk managed by student volunteers and staff was set up for handling the queries of students seeking admission. Admissions for de-centralized courses were conducted purely on the basis of merit.
Orientation Program for freshers	Inaugural function to formally welcome the students was held in the college auditorium. Library staff also conducted an orientation program for new

	students to acquaint them with the library infrastructure and facilities.
Forms for academic audit	Academic audit forms were distributed to the Departmental Heads and various duties regarding the same were assigned and a duty list was prepared accordingly.
Anti Ragging Board	The anti-ragging board has been put up in the campus to discourage the practice of ragging. Strict action will be taken against those found indulging in ragging.
Criteria In-charge for NAAC	The names of different criterion in-charges were finalized. They were allotted members under their teams to start the compilation of data for SSR.
Warning to Canteen Contractor	The canteen contractor was given due warning to improve the quality of services. He was informed about the complaints received by the students and staff members regarding his unsatisfactory performance.
Value Added Courses and Bridge Courses	Value Added Courses and Bridge Courses designed by various departments to be offered to the students in the current session i.e. 2018-19 were reviewed and approved by the IQAC members.

- **Discussion on previous session's results**

The meeting started with the discussion of previous session's results with all the Departmental Heads. A comparative analysis of college results vis-à-vis university results was also discussed. The university positions were applauded by the Principal. The HoDs were advised to devise mechanism in consultation with other departmental colleagues to secure more university positions in future.

- **External Audit**

Principal Dr. Jatinder Kaur informed the committee members that the college has already conducted internal audit for the session 2016-17. She further expressed that the external audit for the session 2016-17 will be held in the month of August so the members must start with necessary preparations.

- **Important Day Celebrations**

The chair proposed to encourage the participation of students to celebrate important days and functions like Teej Celebration, Freshers Party, Talent Hunt, World Literacy Day, etc.

- **Departmental files for last five years**

The chair directed the Departmental Heads to start compiling the Departmental Files for the last five years along with the proofs of all the activities conducted by their departments in the given period. The files need to be prepared for the forthcoming NAAC peer team visit to the College.

- **Revised feedback form**

It was decided to prepare the revised feedback forms to be circulated in the upcoming session.

- **To Streamline Promotion Policy under CAS**

Principal, Dr. Jatinder Kaur discussed the previous practice of preliminary screening of API files of faculty members by Dean Academics alone. She proposed that a CAS committee should be formed to evaluate these files instead of vesting this power in one person only.

- **Tender for Canteen**

On the recommendations of the Canteen Committee it was decided to invite a tender for the canteen contract from the general public following failure on the part of the existing canteen contract even after repeated warnings.

- **Herbal Garden**

Members of the Environment Society, Ms. Lucky Malhotra, Ms. Harpreet Kaur and Dr. Sujata Vohra were also present in the meeting for discussion regarding setting up of herbal garden in the college. They were encouraged to speed up the proposal as the garden is to be inaugurated in few days.


Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Dean Admissions : Ms. Prabhjot Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Dean, Student Welfare : Dr. Surinder Kaur
Faculty Members : Ms. Harbinder Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Amandeep Kaur
Dr. Savneet Kaur
Dr Anamika Mukhopadhyaya


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 31st August, 2018

Time : 12:15 p.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Canteen Contract	The contract of previous canteen contractor was terminated followed by regular complaints and unsatisfactory performance. On the recommendation of the canteen committee a new canteen contractor has been appointed.
External & Internal Academic Audit	Principal Dr. Jatinder Kaur informed the committee members that external audit for the session 2016-17 has been conducted. A committee was constituted for the analysis of academic audit for the year 2016-17. Sub-committee comprising of IQAC members will provide relevant documentation and data required and compile the recommendations of the external expert committee on academic audit.
Gyan Kosh	Papers were called for the College Journal, Gyan Kosh for the first issue which is to be published in the month of December'2018.
CAS Committee	A CAS committee has been formed comprising of Vice Principal, respective HoD's and 2 – 3 Senior Staff Members.
Herbal Garden	Herbal Garden of the college was inaugurated in the presence of the worthy members of management.
Freshers Party	Freshers party was held in the college to welcome the first year students. The event saw participation by the students

	with enthusiasm and zeal. Principal, Dr. Jatinder Kaur applauded the efforts of the members of DSW and faculty members to organise the event.
Value Added Courses and Bridge Courses	Value Added Courses and Bridge Courses were passed by the Management and the Principal and allowed to be offered to the students in the present session.

- **Participation in P.U. Youth & Heritage Festival**

The meeting was called to discuss the events and items to be sent for the forthcoming Panjab University Youth & Heritage Festival to be held at Dev Samaj College for Women, sec-45, Chandigarh in the last week of September, 2018. The discussion took place in the presence of all the item in-charges where various duties were assigned and team members provided to them for smooth preparations.

- **First copy of SSR**

The chair directed the NAAC core team to submit the first copy of SSR to the Principal by the first week of September, 2018 and all the hard copies of the documents to be attached as proofs to be given by 12th September, 2018.

- **Mentoring & assembly**

It was decided to increase the number of mentoring sessions in the session 2018-19 in order to develop an insight and understanding of students needs and enhance their capabilities leading to personal satisfaction among them. This will also help in improvising their leadership and communication skills.

- **Formation of planning committee**

It was proposed to form a planning committee to look into the UGC grants available under 12th Plan so that the grants can be utilised in an effective manner.

- **Student Body Election**

Principal, Dr. Jatinder Kaur instructed the Dean Student Welfare to check the latest guideline and instructions issued by the Panjab University for conducting the Student Body Election and call the nominations accordingly. They were also instructed to make sure the election process is smooth and peaceful.

• **Seminar on Quality Enhancement**

Discussion was done regarding the proposal sent to conduct a seminar on 'Catering to Global Learner: Quality Enhancement in Higher Education' to be organized by Department of English in collaboration with IQAC Cell.

Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Dean Admissions : Ms. Prabhjot Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Faculty Members : Dr. Jaslene Dhaliwal
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Amandeep Kaur
Dr. Savneet Kaur
Dr Anamika Mukhopadhyya

Item In-charges Youth Fest : Ms. Sukhmeen Kaur
Ms. Lucky Malhotra
Dr. Savneet Kaur


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 18th September, 2018
Time : 12:15 p.m.
Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**
The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Student Body Election	The Student Body Elections were conducted smoothly in the campus on 6 th September, 2018.
Mentoring Session	Mentoring Session was conducted, the mentors interacted with the students and encouraged them to discuss the problems they were facing. Students were told that they should feel free to discuss academic problems with their teachers.
P.U. Zonal Youth Festival	Students and staff have been working very hard day and night for the forthcoming P.U. Zonal Youth Festival.

- **Proposal for Multipurpose Sports Ground**
The proposal for the construction of Multipurpose Sports Ground under RUSA grant was discussed with the IQAC members. Principal, Dr. Jatinder Kaur informed the members that the work order is expected any time and the construction work has to be started as soon we receive the work order.
- **Green Practices**
Principal, Dr. Jatinder Kaur expressed that the institute should discharge its social responsibility by going green as it ensures sustainable development. So she proposed that with a view to save the environment, the college should discard the practice of giving bouquets to the resource persons in the functions organized by the college. She suggested

that in lieu of this, an innovative green practice will be started by the college, where the dignitaries will be given planters as a token of respect.

- **Community Outreach Activities**

Different clubs of the college DSW, RAAHAT, Gender's Champion Club, NSS, NCC have been doing a commendable job in sensitizing the girls towards various gender related and social issues through various awareness campaigns, experts' talks and certificate programs on Self Defence Training for many years. The chair directed the club in-charges to plan activities for the welfare of the society to be conducted in the coming months.

- **Review of AQAR**

The meeting was called for the final review of AQAR of 2017-18. The chair directed the team to consult a technical expert to get the documents checked before e-mailing them.

- **Mid-semester Examination**

Principal, Dr. Jatinder Kaur, directed the Controller of Examination to finalize the date-sheet of mid-semester examinations to be held in next month. She also directed to issue a notice for the faculty members to prepare and submit question papers for the same.

- **P.U. Youth & Heritage Festival**

All the item in-charges for the forthcoming P.U. Youth Festival were also present in the meeting. Madam Principal wished them luck for participation in the Youth Festival and asked them to motivate the participants and tell them to give their best while performing.

Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Faculty Members : Dr. Jaslene Dhaliwal
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Amandeep Kaur
Dr. Savneet Kaur
Dr Anamika Mukhopadhyaya

Item In-charges Youth Fest : Ms. Sukhmeen Kaur
Ms. Lucky Malhotra
Ms. Meenu Sharma
Dr. Madhur

Members of Management :

Col (Retd.) Jasmer Singh Bala


Nominee from Local Society:

Mr. Dalip Sharma, MC Local Area

Alumni :

Ms. Khushpreet Kaur


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 3rd October, 2018

Time : 12:15 p.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

➤ The Chairperson welcomed the members to the meeting.

➤ **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Multipurpose Sports Ground	The work order was received in the month of September and it was resolved that the construction work will start soon.
Community Outreach Activities	Activities such as Swachhta Pakhwara, Yoga Day Celebration, Fire Safety Campaign, Collection of relief material for Kerala flood victims. Display of WHO hand washing technique and Dengue awareness drive at the adopted village.
Mid-semester Examinations	Date sheet for the mid-semester has been finalized and question papers duly received.
Youth Festival Results	Madam Principal congratulated the Item In-charges for bringing laurels to the Institution. They also discussed about the entries to be sent for the Inter-zonal Youth Festival.

- **Regarding upcoming seminar**

A meeting of IQAC members along with criteria heads was held in the Principal's room to apprise them of Prof. Alok Chakrawal's visit from Saurashtra University, Rajkot on 2nd November, 2018 at 9:00 a.m.

- **Classes for week students**

The results of external exams were discussed and it was decided to divide students into two groups – week students and bright students for the purpose of tutorial classes. It was

proposed to give more stress on improvising the performance of weak students through tutorial classes.

- **Review Progress of NAAC SSR Preparation**

Principal, Dr. Jatinder Kaur discussed the preparation of NAAC SSR with the committee members. She appreciated the efforts of NAAC Coordinators, criterion in-charges and motivated them to speed up the work so as to timely upload the report for NAAC accreditation.

- **Online attendance**

Marking attendance of the students is one of the important tasks assigned to a teacher. The record is important for administrative reasons also. Principal proposed that with a view to minimize the use of paper, a system of online attendance will be introduced from the even semester of the session 2017-18. The committee members approved the decision.

Committee Members:

Chairperson	:	Dr. Jatinder Kaur
Coordinator	:	Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics	:	Ms. Harpreet Kaur
Dean Admissions	:	Ms. Prabhjot Kaur
Registrar	:	Ms. Harpreet Kaur
Faculty Members	:	Dr. Jaslene Dhaliwal
		Ms. Harbinder Kaur
		Dr. Ramnik Kohli
		Dr. Amandeep Kaur
		Dr. Savneet Kaur
		Dr Anamika Mukhopadhyaya

Alumni	:	Ms. Khushpreet Kaur
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Student Representative	:	Ms. Muskan
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IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 17th November, 2018

Time : 12:15 p.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Queries regarding SSR	A meeting of IQAC members along with criteria heads was held in the Principal's room with special guest, Prof. Alok Chakrawal's from Saurashtra University, Rajkot on 2 nd November, 2018. He answered various queries of criteria heads regarding SSR.
Review of documents filed-criterion wise	The Principal with the IQAC coordinator scrutinized all the criterion wise files. It was decided to have department curator who will be in-charge of updating all the related documents criterion wise.
Seminar on Quality Enhancement	NAAC sponsored nation seminar on 'Catering to Global Learner: Quality Enhancement in Higher Education' was organized by Department of English in collaboration with IQAC Cell.

- **Criteria wise queries**

Criteria wise queries which were asked by the heads were briefed and they were told the requirement regarding the documents to be uploaded on the website. They were told to make a list of lacking documents and start collecting the required information. The chair decided that missing information regarding the Sports Champions will be collected from the university and; NCC and NSS images must also be included in the SSR. The concerned in-charges were informed to initiate the work.

- **Review of workshop**

The workshop held on 2nd November, 2018 was reviewed and it was proposed to incorporate the suggestions given by Prof. Alok Chakrawal.

- **E – Journal**
Discussion regarding the E-Journal to be published next month was made for the smooth launching of the publication.

- **Presentations of NAAC criterias**
The chair suggested starting the review of the NAAC power point presentations as soon as possible so that the same could be uploaded on the portal. All the criteria heads were directed to make presentations for their respective criteria and discuss them with madam principal for approval.

- **Preparation of Semester Examinations**
Principal, Dr. Jatinder Kaur asked about the preparation of students for P.U. Semester Examinations to be held in December. She asked the faculty members to apprise her about the syllabus of their respective subjects.

Committee Members:

Chairperson	Dr. Jatinder Kaur
Coordinator	Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics	Ms. Harpreet Kaur
Registrar	Ms. Harpreet Kaur
Controller, Examinations	Ms. Meenu Sharma
Dean, Student Welfare	Dr. Surinder Kaur
Faculty Members	Dr. Jaslene Dhaliwal
	Ms. Harbinder Kaur
	Dr. Ramnik Kohli
	Dr. Reena Parti
	Dr. Harneet Kaur
	Dr. Amandeep Kaur
	Dr. Savneet Kaur
	Dr Anamika Mukhopadhyaya

Student Representative : Ms. Muskan

Jaswinder Kaur
IQAC Coordinator

Jatinder Kaur
Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 15th January, 2019

Time : 12.15 p.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Online Attendance	The faculty members started marking online attendance.
Online Journal	First edition of the Online Journal – Gyan Kosh was successfully launched in the presence of worthy members of the management.
Criteria wise presentations	Review of the departmental presentations, followed by NCC, NSS, IQAC and Principal presentation has been started. The plan of action during NAAC peer team visit was also discussed.

- **SSR submission**

The criteria heads were asked to submit the reports prepared by them to be submitted to NAAC for the third cycle of NAAC accreditation due in March, 2019.

- **ICSSR sponsored seminar**

Discussions were made regarding the ICSSR sponsored seminar to be organized by the Department of Economics and Sociology titled "From Roots to Routes: Socio-Economic Implications of Transnational Community". Principal, Dr. Jatinder Kaur directed the concerned HoD's to start planning for the smooth conduct of the seminar.

- **Wall of kindness**

Members decided to have a 'Wall of Kindness' outside the boundary wall of the college where people can hang clothes in wearable condition for the underprivileged. It was

decided to inaugurate the wall on the day of 'College Sthapana Divas' on 7th February, 2019

- **Parking for disabled**

The chair decided to have a parking space allotted for the disabled including students, staff and guests to make the campus disabled friendly as the college already has ramp facility.

- **Preparation of AISHE & NIRF Data**

The chair discussed the letter received from MHRD regarding the uploading of AISHE data and the team was instructed to do the needful.

- **Baghvani Club**

Members of the Baghnani Club of the college were also present in the meeting to discuss regarding participation in the forthcoming Rose Festival. They were given various ideas to get the college lawns ready for the Rose Festival.

Committee Members:

Chairperson

Dr. Jatinder Kaur

Coordinator

Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics

Ms. Harpreet Kaur

Dean Admissions

Ms. Prabhjot Kaur

Registrar

Ms. Harpreet Kaur

Controller, Examinations

Ms. Meenu Sharma

Dean, Student Welfare

Dr. Surinder Kaur

Faculty Members

Dr. Jaslene Dhaliwal

Ms. Harbinder Kaur

Dr. Ramnik Kohli

Dr. Reena Parti

Dr. Harnmeet Kaur

Dr. Amandeep Kaur

Dr. Savneet Kaur

Dr Anamika Mukhopadhyaya


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 12th February, 2019

Time : 11.30 a.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
AISHE & NIRF Data	AISHE nodal officer of the college informed that the information related to AISHE was ready to submit online. The database and prescribed online format was discussed to upload the data.
DVV	Queries received under DVV process. Various documents are uploaded accordingly on the portal.
Student Satisfaction Survey Forms	Students are motivated and guided to fill the satisfaction survey forms.
Rose Festival	The Campus won 2 nd prize in the 'Best Maintained Campus' category in the Rose Festival.
ICSSR Sponsored Seminar	Duties have been assigned for the upcoming ICSSR sponsored seminar to be organized by the Department of Economics and Sociology titled "From Roots to Routes: Socio-Economic Implications of Transnational Community"
Wall of Kindness	'Wall of Kindness' was inaugurated by the worthy members of the management on the outside of the boundary wall of the college where people can hang clothes in wearable condition for the underprivileged on the day of 'College Sthapana Divas' on 7 th February, 2019.

- **Multipurpose Sports Ground**
The chair suggested reviewing the progress of construction work of the Multipurpose Sports Ground and speeding up the work so that it is completed in the current financial year.
- **NAAC SSR Uploaded**
The Principal also inform the house that the SSR for the third cycle of accreditation has been uploaded on the NAAC portal. She appreciated the dauntless efforts by all the members of IQAC for completing and uploading the SSR in time. She expressed her gratitude, particularly to the external experts for their valuable contributions and innovative ideas in introducing new programs and policies during the last five years.
- **Regarding Student Satisfaction Survey**
The Student Satisfaction Survey has already commenced by the NAAC to take feedback from students. The DVV (Data Validation and Verification) will also begin soon. The Peer team visit is expected in April, 2019
- **Regarding Student Council**
Principal, Dr. Jatinder Kaur stated that as the student council is an important part of the college administration. It should be involved in NAAC visit preparation.
- **Mid-semester Examinations**
Principal, Dr. Jatinder Kaur, directed the Controller of Examination to finalize the date-sheet of mid-semester examinations to be held in next month. She also directed to issue a notice for the faculty members to prepare and submit question papers for the same.

Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Dean Admissions : Ms. Prabhjot Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Dean, Student Welfare : Dr. Surinder Kaur
Faculty Members : Dr. Jaslene Dhaliwal
Ms. Harbinder Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Amandeep Kaur
Dr Anamika Mukhopadhyaya

Student Representative : Ms. Muskan


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 25th March, 2019

Time : 11.30 a.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Multipurpose Sports Ground	The construction work of the Multipurpose Sports Ground has completed.
Activities under RUSA grant	RUSA grant has been effectively utilized to purchase Compost pit, furniture, water coolers, UPS and printers, etc. and fabrication and fixing of grills over boundary walls.
Activities conducted at a glance	Organization and celebration of important days and events: <ul style="list-style-type: none">• Vegan outreach activity• Yoga session• Flash Mob• Organisation of Langar sewa at GMCH, Chd.• Swasth Bharat Yatra• Visit to Orphanage• Visit to Old Age Home• Breast Cancer Awareness Lecture• Blood Donation Camp
Mid-semester Examinations	Mid-semester examinations have been held peacefully.

- **Final PPTs for NAAC**

The HoD's, In-charges for various clubs and all the criteria were told to make the necessary changes in their PPTs which were suggested during previous sessions of presentation. They were asked to finalise the PPT's as soon as possible.

- **Semester exams**

Principal, Dr. Jatinder Kaur directed the faculty members to speed up their syllabus for the final semester examinations as April, 2019 is going to be a busy month due to forthcoming NAAC visit and various functions like Annual Prize Distribution, Convocation and Farewell party lined up.

- **Mentoring**

It was decided in the meeting that another session of mentoring should be held to interact with the students and discuss their problems and guide them regarding how they should prepare for the final semester examinations without feeling any burden.

- **Important Functions**

The Chair directed that dates for the important functions like convocation, Prize Distribution function and Farewell which are to be organized in the month of April, 2019 should also be fixed so that preparations for the same could start in time.

- **NAAC Peer Team Visit**

Madam Principal shared the date of NAAC visit to the College - 25th & 26th April' 19 with all the members and also the composition of peer team members. IQAC coordinator was made in-charge for coordinating all the activities during the NAAC visit.

Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Dean Admissions : Ms. Prabhjot Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Dean, Student Welfare : Dr. Surinder Kaur
Faculty Members : Ms. Harbinder Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Savneet Kaur

Members of Management :

Col (Retd.) Jasmer Singh Bala

Nominee from Local Society:

Mr. Dalip Sharma, MC Local Area


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 8th April, 2019

Time : 12:30 p.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**
The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Important Dates	Dates for Annual Prize Distribution Function will be held on 16 th April, 2019 and date for Convocation has been decided as 27 th April, 2019.
Mentoring Session	Mentoring session has been conducted and students have been informed about the forthcoming NAAC visit to the campus.
Student Council	Members of the College Student Council have been put on duty during the NAAC Peer Team Visit.

- **NAAC Peer Team Visit**
The meeting was called to check on the final preparations for the forthcoming NAAC Peer Team Visit. IQAC Coordinator, Dr. Jaswinder Kaur applauded the efforts put in by the entire staff for all the work done in last few days while preparing for the NAAC Peer Team Visit. Duty List for the organizing the visit was also discussed and finalized.
- **Research Initiatives**
Madam Principal encouraged the faculty members to upgrade their research score by taking up minor and major research projects, attend FDPs, publish research papers in national and international journals of repute listed in UGC Care List. Those doing Ph.D were encouraged to complete it at the earliest.

Committee Members:

Chairperson : Dr. Jatinder Kaur
Coordinator : Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Academics : Ms. Harpreet Kaur
Dean Admissions : Ms. Prabhjot Kaur
Registrar : Ms. Harpreet Kaur
Controller, Examinations : Ms. Meenu Sharma
Dean, Student Welfare : Dr. Surinder Kaur
Faculty Members : Ms. Harbinder Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Dr. Harneet Kaur
Dr. Amandeep Kaur
Dr. Savneet Kaur


IQAC Coordinator


Principal
GGSCW, Sec-26, CHD

MINUTES OF MEETING OF IQAC

Date : 3rd May, 2019

Time : 11:30 a.m.

Venue : Office of the Principal, GGSCW, Sec-26, Chandigarh

- The Chairperson welcomed the members to the meeting.
- **Reading and recording of the previous minutes**
The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
NAAC Peer Team Visit	NAAC Team comprising of Visited the campus on 25 th and 26 th April, 2019.
Other Functions	Annual Prize Distribution Function, Convocation and Farewell were organized in the college where visionaries like Prof. Pattnaik, Director, NITTTR and Prof. Kaushik, DCDC, PU were invited as Chief Guests.

- **NAAC Accreditation**
The IQAC-Chairman-Director & Principal congratulated all the members & staff of the College for hosting the NAAC Peer Team Visit. She also share that the college has being accredited "B+" in the third cycle with the CGPA of 2.83.
- **Review of Peer Team Report**
As suggested by NAAC Peer Team, it was decided to adopt 'Earn while Learn' as a best practice and conduct activities under the same on routine basis because Home Science Department of the College is already putting up stalls for sale of products like snacks, tie-dye dupattas etc on various occasion such as fests and functions. Secondly the College is also providing Freeships to the sports students, so it was suggested to continue it as another best practice since it is already a strength of the Institution.

- **Committees and Offices for the session 2019-2020**

Various committees for the forthcoming session i.e. 2019-2020 were divided. All the staff members were asked their preferences for opting offices in the coming session.

- **Regarding AQAR Documents**

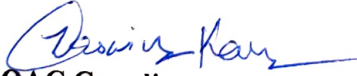
Criteria in-charges were instructed to speed up the process of collecting documents regarding AQAR. So that it may be placed in the forthcoming meeting with the management.


Committee Members:

Chairperson	:	Dr. Jatinder Kaur
Coordinator	:	Dr. Jaswinder Kaur

Senior Administrative Officers

Dean Admissions	:	Ms. Prabhjot Kaur
Registrar	:	Ms. Harpreet Kaur
Controller, Examinations	:	Ms. Meenu Sharma
Dean, Student Welfare	:	Dr. Surinder Kaur
Faculty Members	:	Dr. Jaslene Dhaliwal
		Ms. Harbinder Kaur
		Dr. Ramnik Kohli
		Dr. Reena Parti
		Dr. Harneet Kaur
		Dr. Amandeep Kaur
		Dr. Savneet Kaur
		Dr Anamika Mukhopadhyya


IQAC Coordinator


Principal
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