

Internal Quality Assurance Cell (IQAC)

Govt. College for Women, Jind

Ref No: GCWJ / IQAC / 32

Dated: 10.02.2023

Meeting Minutes

Following IQAC members & College Council members along with the invites were present in the meeting dated 20.01.2023

IQAC Chairperson: Sh. Jai Narain Gahlawat

IQAC Coordinator: Dr. Manoj Kumar

IQAC Members:

Teacher Members

- 1- Mrs. Alpana Sharma, Department of Mathematics
- 2- Mrs. Amarjeet Kaur, Department of English
- 3- Mrs. Urmil Sharma, Department of English
- 4- Ms Manju Sharma, Department of Physics
- 5- Mrs. Esha Bansal, Department of Computer Science
- 6- Mrs. Preety, Department of Commerce
- 7- Mr. Ravi Kumar, Department of Chemistry
- 8- Ms. Priyanka, Department of Computer Science

Ex-officio Member

1. Sh. Jitender Kumar (Bursar)

Few senior administrative officers

- 1- Mr. Sanjeev, for Dy. Superintendent

One nominee each from Students and Alumni

- 1- Ms Sapna (Alumni)

Special Invitee

NEP Implementation Committee Convenor: Sh. Narender Kumar

NCRF Committee Convenor: Mr. Anoop Mor

College Council Member (Whose name is not above)

- 1- Dr. Rajesh Boora



Minutes of the Meeting

Meeting was held in the presence of above members in the principal's office on date 20.01.2023 for the agenda items. Discussions were made on every agenda item (*italic font*) & Followings were the minutes (agenda sr. no wise) as per consensus basis:

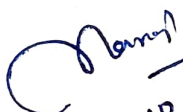
1. Confirmation of last meeting minutes.

The last IQAC meeting (full quorum) dated 18.06.2022 was confirmed by the consensus basis & it was decided to send to the college council for some financial implications.

2. Discussions on the feedback reports.

Various kinds of feedback collected from the stakeholders using google form was discussed in detail & followings were the actions to be taken

- (a) Regarding the cleanliness of washrooms, required steps would be ensured by the cleanliness & sanitation committee.
- (b) Regarding the library, the demand of students for increase in seating arrangement & books would be shared with the library in-charge for further action.
- (c) Regarding the improper communication with students (very few cases), It was advised to hold a meeting with the teaching & non teaching staff members for Code of ethics.
- (d) Regarding the syllabus completion on time, It was suggested to ensure proper implementation of lesson plan.
- (e) Regarding the drinking water, it was advised to make the AMC with some water purifiers agency for periodical checkups & services of installed ROs.
- (f) Regarding the placement, more career counseling programs would be ensured by the placement committee.
- (g) Regarding the AC in the Library, It was decided to install more ACs in the library at required places & It was also decided that during the summer, AC must be in function when required. The AC of Research room must also be in function. The Research room part may also be designated as the teacher's reading room in the library.


10.12.2023

3. Progress of AQAR fillings.

The AQAR progress was discussed in details & for betterment of college it was decided to hold the all-faculty meeting to discuss point wise possibility of improvement.

4. Student societies for each department & main committee & their roles.

This proposal for making the student societies for each department & main committee was accepted. From now on there would be the student societies for each department & main committees like Women Cell, Cultural committee, Sports Committee, Placement Cell, NSS, Tour & Trips, Legal Cell, Red Cross, and Editorial Board. The funds for these student societies would be utilised from RKF.

The Concepts of Class Representative would also be ensured from the next semester as discussed in previous meetings:


Due to discontinuity of students council elections, it was decided that the concept of class representatives (CR) for each class must exist. From every section, the topper of the previous semester would be CR by default. In case of the refusal of the topper as a CR, the particular section can select any other interested student by raising the hands, on majority basis or consensus based in presence of two IQAC members & IQAC coordinator. After all the CRs selections, they would choose the students council in the presence of IQAC coordinator & minimum two IQAC members. The student's council would be valid for one academic session. The selection or election for student would be finalised within the first three weeks of the academic session. The IQAC will maintain the record of the student's council & its related activities. IQAC will issue the certificates to the student's council members for their contributions.

5. APIs Verifications Approval.

Various API Forms were verified & approved.

6. Progress of NEP Implementation.

Under this agenda, possibility of NEP implementation was discussed. Since it is a government institute, & syllabus is framed by the concerned university, So the regulations within NEP 2020 would be implemented as per the directions of DGHE & CRSU.


10.02.2023

7. *Discussions on DHE letter dated 02.11.2022.*

This letter was discussed in details, many points are already implemented, for rests we are waiting for DGHE & CRSU directions.

8. *IDP*

Institutional development plan was discussed & it was decided to make a committee to finalize the IDP.

9. *Any other matter with the permission of chairperson.*

Many other matters were discussed with the permission of chairs as followings:

- (a) For internal academic audit, the PRaYYAS letter was discussed. It was decided to hold a meeting with AQARs criterions in charges to fill all the details by ERP in-charge.
- (b) For increasing the seating arrangement in the library as desired by the students, it was decided to make a committee to look into the possibility of library extension as per the building plan.
 - (1) Sh. Narender Kumar (Convenor)
 - (2) Mrs. Alpana Sharma (Time Table Convenor)
 - (3) Dr. Reetu (Library Convenor)
 - (4) Ms. Esha Bansal (HOD, CS)

This committee will explore this possibility & will submit its report to college Principal for further necessary action.

Mamg'
10.02.2023
Coordinator, IQAC

[Signature]
Chairperson, IQAC
10/02/23
Principal,
J.G. Govt. College for Women
IND (Harvana)