POST GRADUATE GOVERNMENT COLLEGE, SECTOR-46, CHANDIGARH

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell was held on July 30, 2018.

Agenda:

- Admission process
- Proposed plans of Committees, Societies and Cell
- Induction Programme
- Election of the Students' Council
- PU Youth and Heritage Festival

The minutes of the previous meeting were read, confirmed and recorded.

Admission process and Induction Programme

Admissions for first semester classes for most of the courses had got over and the classes were set to begin in full measure. It was decided that an Induction Programme should be scheduled at the earliest with an aim to make the students aware of their prospective opportunities and to familiarize them with the culture of the institution - the timetable, norms related to the maintenance of discipline, cultural activities, NCC/NSS, extra-curricular activities etc.

Proposed Plans of Committees, Societies and Cells

The constitution and the detailed plans of various Cells/Committees/Societies of the college were discussed for an effective functioning of the college and it was decided that the incharges of all the Committees/Societies/Cells must submit a prospective plan of activities that will be conducted during the session.

PU Youth and Heritage Festival

The Principal in consultation with the Co-ordinator, IAC and Dean Cultural Affairs informed about the decision of the Panjab University to organize the PU Youth and Heritage Festival in the month of September and the allocation of duties for the same were discussed. The conveners of various events were asked to submit the estimated expenditure plan for the upcoming Youth Festival.

Election of the Students' Council

As the elections of the Students Council were approaching near, instructions were imparted regarding the smooth conduct of the elections and it was decided that during the period of elections, no person, who is not on the rolls of the college, shall be permitted to take part in the election process in any capacity. It was further decided that any candidate or member of the student organization, violating this rule shall be subjected to disciplinary proceedings. On the day of polling, all the faculty members were directed to perform their duty diligently to ensure peaceful and orderly polling.

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The Library Department was also imparted directions with respect to the preparation of college identification cards and it was decided that during the tutorial group meetings the tutors must apprise the students of the importance of the college identification cards as the students could be asked to produce the same at the request of any college official, including faculty and administrative staff members

The meeting concluded with a vote of thanks proposed by the Coordinator, IQAC.

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MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell was chaired by the Principal on October 03, 2018.

Agenda:

- Outreach Programme and Social Extension Activities
- Tutorial Group Meetings
- Mid-Semester Test
- New Courses
- Electoral Literacy Club
- Parent Teacher Meet
- Augmenting the existing Teaching-Learning Resources

The minutes of the previous meeting were read, confirmed and recorded. The faculty members were congratulated on successfully carrying out the election of the Students' Council.

Outreach Programmes and Social Extension Activities

The need for organizing regular inter-disciplinary activities was emphasized and it was decided that events like Tree Plantation Drive, Blood Donation Camps should be organized in the ongoing semester. Furthermore, it was emphasized that the information regarding these programmes should be disseminated through notices and the Heads of Departments; NCC/NSS incharge; conveners and members of various Societies/Cells should work in unison to successfully organize such activities.

Tutorial Group Meetings

It was suggested by the Principal that the students must be briefed and sensitized regarding the rules and norms of condonation of shortage of attendance, so that they fulfill the requirements. Attendance of the students should be counted from the date of the commencement of the teaching of the semester, but in case of late admission, student's attendance must be counted from the day he/she sought admission. It was decided that tutorial group meetings should be conducted in this regard and Dr Rajinder Singh (Convener of the Tutorial Group Committee) was directed to conduct the same.

Mid-Semester Test

It was decided that the Mid-Semester Test should be conducted strictly as per the guidelines framed by the Panjab University and no relaxation or change regarding time and the number of maximum marks allotted to a particular subject shall be considered. More so, Ms. Mona Singh (Registrar Exams) was directed to plan for the forthcoming tests, practical exams and internal assessment proformas.

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New Courses

It was also informed by the Principal that the Heads of the Departments must come up with proposals for the introduction of more relevant and career-oriented new courses with focus on quality and excellence. It was also decided that the viability of each course should be discussed with the chair and the IQAC Coordinator before finalizing the proposal.

Electoral Literacy Club

To engage students in interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting, Dr G.C.Sethi (Department of Political Science) was entrusted with the work of involving students in the Club.

Parent-Teacher Meet

It was decided that PTA meetings should be conducted after the Mid-Semester Test to evaluate the effectiveness of the academic activities of the students.

Augmenting the existing Infrastructure and Learning Resources

The following decisions were made:

- Addition of books in the college library
- N-List membership for teaching faculty
- Upgradation of ICT facilities in classrooms and laboratories
- Proper lighting of entire campus
- Installation of additional fans
- Installation of CCTVs at vantage points
- Renovation of the Administrative Office, staff room and the girls' common room
- Addition of new equipment to the gymnasium
- Upgradation of LIBSYS with the latest version for more data storage and fast operation.
- Purchase of equipment for better audio-visual display in Seminar Room/Multimedia Hall, etc.
- To encourage inclusive education, the progress of the construction work of ramp and restroom for the differently-abled was reviewed.

The meeting concluded with a vote of thanks proposed by the Coordinator, IQAC.

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MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell was held on January 19, 2019.

Agenda:

- Mega Job Fest
- To review student performance and learning outcome
- Annual Athletic Meet
- PTM Discussion
- Quality Initiatives
- Classes in Self Defence

The minutes of the previous meeting were read, confirmed and recorded.

Mega Job Fest

The Mega Job Fest to be organised by the Placement Cell was briefly discussed. Work allocation among members was tentatively finalised. Sponsors and funding for the event were also briefly discussed and all the concerned members were encouraged to bring in ideas and proper planning for a successful event.

To review student performance and learning outcome

Instructions were imparted by the Principal in consultation with the Registrar Exams that all the Heads of Departments must get the results calculated and analyzed so as to review student performance and learning outcome. Furthermore, it was suggested that need-based remedial classes must be conducted at departmental and individual level. All the faculty were encouraged to take up innovative methods.

Annual Athletic Meet

The Department of Physical Education was directed to organize the Annual Athletic Meet. Incharges and conveners were appointed for the same and were briefed regarding the upcoming event. It was instructed by the principal that the conveners should assign duties amongst the committee members. All the teaching staff was requested for full support for the smooth conduct of the event.

PTM Discussion

The second PTM of the session was discussed and date, venue etc. were finalised. Students and parents feedback systems were also discussed. The issue of organizing parent-teacher meet exclusively for the parents of differently-abled students was also taken up. It was also maintained that follow-up should be done by concerned incharges.

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Quality Initiatives

Various programmes to be conducted by Departments/Cells/Societies were discussed and listed. Guidelines, rules and regulations for forthcoming workshops, seminars etc. were finalised. In addition to this, it was decided that in order to foster innovation and creativity and also to make the students enrich their experiences, various competitions, presentations, lectures, group discussions, field trips, project based learning, etc. and observance of National and International Days should be encouraged.

Classes in Self Defence

The Girls Welfare Committee and the Anti-sexual Harassment Cell were directed to initiate a two-tier Self Defence Training Course for all the girls of the college pursuing undergraduate and postgraduate programme.

The meeting concluded with a vote of thanks proposed by the Coordinator, IQAC.

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MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell was chaired by the Principal on March 02, 2019.

Agenda:

- Mid-Semester Tests
- Annual Prize Distribution Function
- Construction of a Boys' Hostel
- Aadhaar-linked Biometric Attendance

The minutes of the previous meeting were read, confirmed and recorded.

Mid-Semester Tests

The Principal directed the Examination Committee to make arrangements for a smooth conduct of Mid-Semester Tests (MSTs).

Annual Prize Distribution Function

The members were asked to start preparing for the Annual Prize Distribution function to be held in April. The constitution of committees for the same was also discussed with the members for an effective and successful conduct of the event.

Construction of a Boys' Hostel

The Principal apprised the members of the status of the paperwork related to the construction of a Boys' Hostel on the college campus.

Aadhaar-linked Biometric Attendance

It was discussed that the administration was going to introduce Aadhaar-linked biometric attendance for the teaching and non-teaching staff. The Principal informed that the logistic support for the same would be ready by the end of March.

The meeting concluded with a vote of thanks proposed by the Coordinator, IQAC.

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MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell was held on April 02, 2019.

Agenda:

- Upcoming end-semester exam
- New Courses Inspection Committee Visit
- Preparation of Self Study Report (Cycle III)
- Alumni Meet
- Annual Convocation
- Publications
- Student Satisfaction Survey
- Annual Stock Verification
- Admissions 2019-20

The minutes of the previous meeting were read, confirmed and recorded.

Upcoming end-semester exam

The Principal directed the Examination Committee to make arrangements for a smooth conduct of end-semester examinations. Ms Mona Singh, Registrar Exams was asked to start the process of filling up and uploading the Internal Assessment of students. It was further suggested that the committee should start the process of issuing admit cards to the students well in time.

New Courses Inspection Committee Visit

The Heads of Departments of Environment Sciences, Commerce and BCA were asked to make necessary arrangements for the upcoming inspection for the temporary extension of BBA and BCA programmes and also to grant affiliation for a new elective course, 'Environment Conservation' in BA.

Preparation of Self Study Report (Cycle III)

The members were briefed about the compilation of the SSR for Cycle-III.

Alumni Meet

The date for the annual Alumni Meet was finalised and the coordinator of the Alumni Association, Dr. Baljeet Singh was instructed to assign duties to the members for the Meet.

Annual Convocation

The members were directed to participate in the preparation for the Annual Convocation scheduled to be held on 25 April, 2019. The Committees that were already constituted for the event were asked to ensure success of the event.

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Publication

The HOD of English Department, Ms Riju Sharma was directed to finalize the Departmental e-newsletter and upload the same on the college website. Furthermore, it was briefed that the tentative outline for the yearly publications must be prepared and directions were given to the Convener Annual Report Writing Committee to prepare and upload a copy of the Annual Report after getting it approved from the Principal and the Coordinator, IQAC.

Besides, all the editors of various sections of the college magazine were asked to provide a soft copy of their respective sections with articles/write-ups, to Dr Baljit Singh, at the earliest to avoid any further delay in the publication of the College Magazine

Student Satisfaction Survey

The Principal also apprised the members regarding Student Satisfaction Survey.

Annual Stock Verification

The Principal suggested that the members should carry out the Annual Stock Verification of all the assets and check the entries in the stock registers. It was further decided that the separate list of serviceable and unserviceable items should be maintained so that the non-consumable/unserviceable items may be written off.

Admissions 2019-20

The schedule of admissions for the next session i.e 2019-20 was discussed and duties were allotted accordingly.

The meeting concluded with a vote of thanks proposed by the Coordinator, IQAC.

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