

**POST GRADUATE GOVERNMENT COLLEGE, SECTOR-46,  
CHANDIGARH**


**INTERNAL QUALITY ASSURANCE CELL**


**Minutes of the Meeting**

Date:14/10/2020

A meeting of the Internal Quality Assurance Cell of Post Graduate Govt. College, Sector-46, Chandigarh was held on October 12, 2020. The IQAC Coordinator welcomed the Principal Prof. Kamlesh Bajaj and the new members of IQAC. It was resolved that-

- Weekly teaching plans should be prepared by all the departments and the Head of the Departments must ensure that prospective teaching plans of the odd semester should be prepared by each faculty member individually.
- Workload proforma should be prepared by the HODs.
- Faculty members should be ready with their e-content for online teaching to avoid disrupted teaching during COVID-19 pandemic crisis.
- Faculty members should circulate a Google form designed especially for the students so that the students are able to fill their credentials for creation of students' accounts for G-suite for education.
- Google form should be circulated amongst the students for enrolment of students in activities/cells/societies that the students might be interested in pursuing.
- The Head of the Department(s) should assess the status of the syllabus covered by the end of the month.
- There should be institutional preparedness for the smooth conduct of Mid Semester Test and evaluation through online mode.
- Collective participation of students and faculty through online activities should be encouraged.
- Managing work/ teaching along with safety amidst the COVID-19 calamity should be prioritized.

  
Dr Prashant Gaurav  
IQAC, Co-ordinator

  
Principal  
Post Graduate Govt. College  
Sector-46, Chandigarh  
Prof. Kamlesh Bajaj  
Principal

**POST GRADUATE GOVERNMENT COLLEGE, SECTOR-46,  
CHANDIGARH**

**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting**

**Date: 05/01/2021**


A meeting of the Internal Quality Assurance Cell of Post Graduate Govt. College, Sector-46, Chandigarh was held on 05/01/2021. Minutes of the previous meeting were read, discussed and confirmed by the IQAC Coordinator.

**Discussions:**

- ❖ Student Exit Survey should be conducted on an annual basis.
- ❖ NSS Camp should be scheduled.
- ❖ Arrangements (preparing, coping and planning) for onsite teaching should be done and an undertaking/consent letter should be obtained from the parents of the students willing to attend onsite classes.
- ❖ Time-table management was discussed as the Chair apprised the members that the institution would be conducting onsite classes for the final year students whereas all the other classes (of all streams) will simultaneously continue through online mode till further orders from the Director Higher Education, Chandigarh Administration.
- ❖ Review of the preparedness of the institution for the upcoming inspection of BBA and Environment Conservation elective subject in BA (which was initiated in 2019).
- ❖ To arrange more talks, extension lectures, seminars through online mode.
- ❖ Organizing an event on the completion of the 'Landscaping-cum- beautification Project' of the college.
- ❖ To find out more virtual event ideas to give exposure to the students.
- ❖ To strengthen ties with the alumni, Dr Baljit Singh proposed that an engaging lecture (through online mode) should be conducted.
- ❖ Annual Stock verification to be conducted.
- ❖ Conducting End-semester exams via online mode.



**Dr Prashant Gaurav  
IQAC, Co-ordinator**



**Principal  
Post Graduate Govt. College  
Sector-46, Chandigarh  
Prof. Kamlesh Bajaj**

**Principal**

**POST GRADUATE GOVERNMENT COLLEGE, SECTOR-46  
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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting**

**Date:08/04/2021**

A meeting of the Internal Quality Assurance Cell of Post Graduate Govt. College, Sector-46, Chandigarh was held on 08/04/2021 Minutes of the previous meeting were read, discussed and confirmed by the IQAC Coordinator.

**Discussion**

- Issuance of SC/ST (free stationary) grant on first come first serve basis.
- Renovation of Administrative block.
- The Chair apprised the members about the upcoming visit of the audit team.
- In lieu of order issued by the Director Higher Education apropos 50% strength of teaching as well as non- teaching staff due to surge in COVID cases in the city it was suggested that a roster should to be prepared.
- Celebration of World Intellectual Property Day.

*K. Singh*  
Principal  
Post Graduate Govt. College  
Sector-46, Chandigarh  
*M*

**POST GRADUATE GOVERNMENT COLLEGE , SECTOR-46,  
CHANDIGARH**

**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting**

**Date:19/06/2021**

A meeting of the Internal Quality Assurance Cell of Post Graduate Govt. College, Sector-46, Chandigarh was held on 19/06/2021. Minutes of the previous meeting were read, discussed and confirmed by the IQAC Coordinator.

**Agenda**

Preparation of college prospectus 2021-22

Submission of AQAR 2019-20


Annual Report 2020-21

Finalization of the e-Newsletter of the Dept. of English and the college magazine.

End -Semester Exams

**Decisions**

- A committee should be constituted to carry out the work of the college prospectus 2021-22.
- AQAR 2019-20 should be reviewed again as the last date of submission of the said report has been extended up to August 31, 2021.
- It was decided that though it was not possible to conduct Annual Prize Distribution Function due to the ongoing COVID pandemic, Annual Report 2020-21 should be prepared and uploaded on the college website.
- The Head of the Dept. of English was directed to finalize the e-Newsletter of the Department and upload it on the college website. Besides, the Chief Editor of the college magazine was directed to expedite the process of finalization of the annual publication of the college magazine.
- In order to conduct End-Semester Exams through online mode email ids of all the departments should be created.

  
Principal  
Post Graduate Govt. College  
Sector 46, Chandigarh  
