

Post Graduate Government College, Sector - 46, Chandigarh

Minutes of the Meeting

A meeting of IQAC & Steering Committee NAAC Re-Accreditation Cycle II was held on 16th July, 2015 at 10.30 am in the office of the undersigned and following members were present:

1. Dr. Yashpal Kaur (Dean)
2. Dr. J K Sehgal (Vice-Principal)
3. Ms. Deepshikha (Member)
4. Ms. Surrinder Kaur (Member)
5. Ms. Shashi Wahi (Member)
6. Ms. Anita Berry (Registrar, IE)
7. Ms Harinder Kaur, (C) NAAC
8. Dr. Harjinder Singh (Bursar)
9. Dr. Prem Sagar (Registrar, Examination)
10. Ms. Mukesh Kumari (Library)
11. Dr. Baljit Singh (Alumni)
12. Dr. Prashant Gaurav (Member)
13. Dr. Tanuja Talwar (Member)
14. Dr. Uma Narang (Member)
15. Ms. Riju Sharma (Member)
16. Ms. Vandana, BCA (Member)
17. Mr. Mohit Sanan (Member)
18. Ms. Ruchee Aggarwal (Member)
19. Mr. Madhav Kumar (Supt.Estb.)
20. Ms. Satnam Kaur (Supt. Accounts)

Agenda:

1. Composition of IQAC 2015-16
2. NAAC Accreditation Cycle II Peer Team Visit
3. Annual Planner and Annual Duty List 2015-16
4. Infrastructural Provision
5. Institutional Calendar 2015-16
6. Space for Boys Common Room
7. Discipline

After detailed discussions, it was unanimously resolved as under:

1. That the composition of IQAC 2015-16 is as follows and keeping in view NAAC Re-Accreditation Cycle II Peer Team Visit and to achieve excellence, each member of IQAC was given specific duties as under:

Dr. Gurjeet Kaur (Principal) Chairperson

Dr. Yashpal Kaur (Dean) – as per the duties allocated.

Dr. J K Sehgal (Vice-Principal) – as per the duties allotted.

Ms. Deepshikha – Time Table, Anti Sexual harassment Committee, Proctorial duties, EDP.

Ms. Surrinder Kaur – Personality Development Programme, Tutorial Group.

Ms. Shashi Wahi – Student Elections and Welfare, Gender Equity, Magazine.

Ms. Anita Berry (Registrar, IE) – Internal Examinations.

Dr. Harjinder Singh (Bursar) – Financial matters, New Courses.
 Dr. Prem Sagar (Registrar, Examination) – University Examinations.
 Ms. Mukesh Kumari (Library)- Library
 Dr. Baljit Singh (Alumni) – Alumni Association
 Ms. Harinder Kaur (Co-ordinator)
 Ms Satnam Kaur (Supdt. Accts)-Financial Matters and Procedures
 Mr. Madhav Kumar (Supdt. Estb.)-Establishment Matters and Procedures

2. That Annual Planner has been approved and to be uploaded on the college website.
3. That infrastructural work may be speed up as things have been discussed with the higher authorities.
4. That the Institutional Calendar has been approved and be uploaded on the college website.
5. That the issue of space for boys common room was discussed and decided to provide at suitable place.
6. That the proctorial duties be assigned to the staff members for discipline.
7. It was also decided that Enabling Unit for differently-abled should have online facility of college library so that students get the facility of issuing of books.

Keeping in view NAAC Accreditation Cycle II Peer Team visit on September 11-13, 2015 all should assume responsibility and make all efforts to achieve objective.

The meeting ended with the vote of thanks to the chair.

Dr. Yashpal Kaur *Dr leave*

Dr. JK Sehgal *[Signature]*

Ms. Deepshikha *[Signature]*

Ms. Surrinder Kaur *[Signature]*

Ms. Shashi Wahi *[Signature]*

Mrs. Anita Berry

Ms Harinder Kaur, (C) *[Signature]*

Dr. Harjinder Singh *[Signature]*

Dr. Prem Sagar *[Signature]*

Ms. Mukesh Kumari *[Signature]*

Dr. Baljit Singh

Dr. Prashant Gaurav

Dr. Tanuja Talwar *[Signature]*

Dr. Uma Narang *[Signature]*

Ms. Riju Sharma *[Signature]*

Ms Vandana, BCA

Mr. Mohit Sanan *[Signature]*

Ms. Ruchee Aggarwal *[Signature]*

Ms. Satnam kaur *on Leave*

Mr. Madhav Kumar *[Signature]*

[Signature]
 Principal
 Post Graduate Govt. College 46,
 Chandigarh

Minutes of the Meeting

Internal Quality Assurance Cell (IQAC) held on 30.11.2015 at 10.30 am

Chairmanship of Internal Quality Assurance Cell (IQAC) was held on 30.11.2015 at 10.30 am under the

Chairmanship of the Principal and the following members were present:

1. Dr Yashpal Kaur, Dean
2. Dr J.K. Sehgal, Vice – Principal
3. Ms Deepshikha
4. Ms. Surrinder kaur
5. Ms. Anita Berry(Registrar,IE)
6. Ms Harinder Kaur (C) NAAC
7. Mr. Harjinder Singh(Bursar)
8. Dr. Prem Sangar(Registrar, Examination)
9. Dr. Baljit Singh(Alumni)
10. Mr. Madhav Kumar, (Supdt. Estt.)

During the meeting, the following issues were discussed as part of the agenda:

1. Online submission of AQAR 2014-15
2. Suggestions given by NAAC PEER TEAM
3. Starting of Science classes
4. Research Centre
5. Registered Alumni Association
6. Quality Enhancement Measures

After detailed discussions, it was unanimously resolved as under:

1. That the AQAR 2014-15 is approved for online submission to NAAC .
2. That earnest efforts be made to implement the suggestions given by the NAAC Peer Team for Quality Enhancement of the Institution which includes:
 - Starting of Science Classes
 - Hostel on campus be taken on priority
 - Starting of Post Graduation in Punjabi, Psychology and Economics
 - Panjab University be approached for setting up Research Centre
 - More remedial and foundation courses for students from weaker sections
 - Language Lab for Hindi and Punjab
3. That the concerned Incharge Alumni Association take steps to get it registered and also develop feedback mechanism for Alumni.
4. That the Add on Course in Travel and Tourism be revived.
5. That the Boys Common Room be provided at the earliest.
6. That Indoor Games Facility be introduced for staff and students.
7. That the Dean ,College Development Council, Panjab University be requested to be part of IQAC.

Meeting ended with a vote of thanks to the Chair.

Yashpal Kaur
Yashpal Kaur (Dean)

J.K. Sehgal
Dr J.K. Sehgal (Vice Principal)

Deepshikha
Ms Deepshikha

Surrinder Kaur
Ms. Surrinder Kaur

Shashi Wahi
Ms. Shashi Wahi

Anita Berry
Ms. Anita Berry (Registrar, IE)

Harinder Kaur
Ms Harinder Kaur (C) NAAC

Harjinder Singh
Dr. Harjinder Singh (Bursar)

Prem Sagar
Dr. Prem Sagar (Registrar, Exam)

on leave
Ms. Mukesh Kumari (Library)

Baljeet Singh
Dr. Baljeet Singh (Alumni)

Madhav Kumar
Mr. Madhav Kumar (Supt, Estb)

on leave
Ms Satnam Kaur (Supt, Accounts)

Principal
PGGC - 46,
Chandigarh

Minutes of the Meeting

Internal Quality Assurance Cell (IQAC) held on 12.05.2016 at 12.30 pm
A meeting of Internal Quality Assurance Cell (IQAC) was held on 12.05.2016 at 12.30 pm under the
Chairmanship of the Principal and the following members were present:

1. Dr Yashpal Kaur, Dean
2. Ms Deepshikha (Vice Principal)
3. Ms. Surrinder kaur
4. Ms. Shashi Wahi
5. Ms. Anita Berry(Registrar,IE)
6. Ms Harinder Kaur (C) NAAC
7. Mr. Harjinder Singh(Bursar)
8. Dr. Prem Sangar(Registrar, Examination)
9. Ms. Mukesh Kumari(Library)
10. Dr. Baljit Singh(Alumni)
11. Ms. Satnam Kaur (Supdt. Accts)
12. Mr. Madhav Kumar, (Supdt. Estt.)

During the meeting, the following issues were discussed as part of the agenda:

1. Consideration of NAAC Accreditation result grade 'A' with CGPA 3.04
2. Proposed Activities 2016-17
3. Facility for Boys common Room
4. Admission for the session 2016-17
5. Institutional calendar 2016-17
6. Discipline and punctuality
7. Annual duty List 2016-17
8. Starting of Science classes
9. Online Attendance 2016-17
10. Research Centre
11. Registered Alumni Association
12. Quality Enhancement Measures
13. Best practices for the session 2016-17

After detailed discussions, it was unanimously resolved as under:

1. That earnest efforts be made for Quality Enhancement of the Institution and strive for better CGPA in cycle III especially in the areas in which our performance needs improvements which includes:
 - Criteria III- Research Consultancy and Extension
 - Criteria VII- Innovation and Best Practices

2. That Proposed Activities (2016-17) has been approved and to be uploaded on the college website.
3. That the Institutional Calendar (2016-17) has been approved and to be uploaded on the college website.
4. That the Boys Common Room be completed out of CDF and be made functional at the earliest.
5. That the Add on Course in Travel and Tourism be revived and a Committee be constituted to start the process.
6. That the concerned In charge Alumni Association take steps to get it registered before June 2016
7. That the proctorial duties to be assigned to the staff members for discipline and strict compliance be ensured.
8. That the strength of B.A.1st Semester be fixed at 550 during admissions 2016-17.
9. Online attendance to be ensured from the beginning of the session 2016-17 and a Committee be formed for proper monitoring.
10. Extension counter/ ATM to be opened on college campus.
11. Best practices for the Session 2016-17 approved as under
 - Entry in Services Classes.
 - Retract Club of NSS for Community Outreach Services.
 - Job Fest.
12. Issue of starting of Science Classes to be taken up with the authorities.

The meeting ended with a vote of thanks to the Chair.

Dr. Naval Kishore (DCDC)

Dr Yashpal Kaur (Dean)

Mrs. Deepshikha (Vice Principal)

Ms. Surrinder Kaur

Ms. Shashi Wahi

Ms. Anita Berry (Registrar, IE)

Ms Harinder Kaur (C) NAAC

Dr. Harjinder Singh (Bursar)

Dr. Prem Sagar (Registrar, Exam)

Ms. Mukesh Kumari (Library)

Dr. Baljeet Singh (Alumni)

Mr. Madhav Kumar (Supt, Estb)

Ms Satnam Kaur (Supt, Accounts)

Principal
PGGC - 46,
Chandigarh.