

Post Graduate Government College, Sector – 46, Chandigarh
Minutes of the Meeting

Internal Quality Assurance Cell (IQAC) held on 30.11.2017 at 1.30 pm.
A meeting of Internal Quality Assurance Cell (IQAC) was held on 30.11.2017 at 1.30 pm under the Chairmanship of the Principal and the following members were present:

Ms Deepshikha (Dean)
Ms. Anita Berry
Ms. Gurvinder Kaur
Ms Harinder Kaur (Advisor)
Ms. Mona Singh
Dr. Baljit Singh (Alumni)
Dr. Prashant Gaurav (Co. NAAC)
Mr. V. Magesh (Bursar)
Dr. Tanuja Talwar (Asth. Co. NAAC)
Ms. Mukesh Kumari (Library)
Mr. Madhav Kumar, (Supdt. Estt.)
Mr. Jagdish Saini (Supdt. Accts)

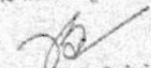
During the meeting, the following issues were discussed as part of the agenda:


1. Online submission of AQAR 2016-17.
2. Tutorial meetings
3. Registration of the Alumni
4. Redressal of grievances
5. Student feedback
6. Centralised entry of purchases

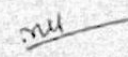
The following issues were discussed and the members were of unanimous decision that:

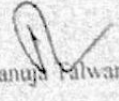
1. The AQAR for the session 2016-17 is approved and be sent online to the NAAC and be uploaded on the college website
2. There is an urgent need of tutorials and the follow up of the same in the form of fortnightly meetings to be held on the 1st and 3rd Friday (proposed) of every month.
3. Registration of Alumni Association to be taken up by Dr. Baljit Singh who will also ensure to keep a record of the career progression of the registered alumni.
4. Academic audit was discussed in order to raise the standard of academics. Members present were suggested by the Principal to do brainstorming on the issue
5. Setting up of a furnished IQAC office and Committee room.
6. A revised format of the Student Feedback Forms to be discussed with the Principal in the next meeting.
7. Purchase committee to ensure centralised purchase entries for all the purchases made by the college and the Caretaker was asked to do the needful.

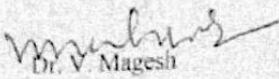
The meeting ended with a vote of thanks to the Chair.



Mr. Jagdish Saini
(Supdt. Accts)



Mr. Madhav Kumar
(Supdt. E)

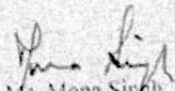

Ms. Mukesh Kumari
(Librarian)

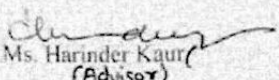

Dr. Tanuja Talwar



Dr. V. Magesh
(Bursar)



Dr. Prashant Gaurav
(Coordinator)

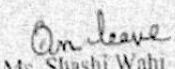

Dr. Baljit Singh
(Alumni)

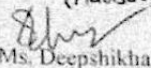

Ms. Mona Singh
(Registrar Exam)

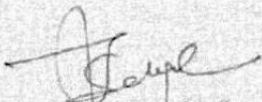

Ms. Harinder Kaur
(Advisor)


Ms. Gurvinder Kaur


Ms. Anita Berry


Ms. Shashi Wahi
(Vice Principal)


Ms. Deepshikha
(Dean)


(Dr. J.K. Sehgal)
Chairman
Principal,
Post Graduate Govt. College,
Sector- 46, Chandigarh.