

Post-Graduate Government College, Sector-46, Chandigarh

Dated: September 12, 2019

MINUTES OF THE MEETING

A meeting of the IQAC was held on September 12, 2019.

**Agenda**

- Weekly teaching schedule
- Strengthening student centric learning
- Promoting a culture that emphasizes on outreach activities
- Creation of data bank of activities/events
- Mid Semester Test

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

**Weekly teaching schedule:** Weekly teaching schedule was discussed. It was voiced that for a smooth completion of prescribed syllabus as well as efficient classes, a well planned schedule is required. Suggestions were made to teachers to use innovative methods and a proper utilisation of the available smart classrooms for the benefit of the students.

**Strengthening student-centered learning:** In order to make the students feel engaged and inspired, emphasis was laid on finding ways that could make the learning process more meaningful by promoting interdisciplinary learning and also by helping students develop their critical-thinking and self-reflection skills through various activities, workshops, seminars and competitions.

**Promoting a culture that emphasizes on outreach activities:** Since outreach activities create a specific learning environment for students, with both formal and informal learning that may possibly increase students' motivation, Dr Prashant Gaurav insisted that Community Outreach activities should be promoted as such activities would add value to the formal education held by faculty members and to their students when dealing with real-world, real-time situations and would further develop leadership, resilience, empathy and diligence among students.

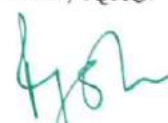
**Creation of database of activities/events:** In order to save all the data related to curricular and co-curricular activities conducted by the Departments, Societies and Cells, it was suggested by Ms. Mona Singh that an online database should be created.

**Mid-Semester Test:** Upcoming semester test was also taken up for discussion. It was decided that students who do not fulfil the 75% attendance criteria should not be allowed to appear in the test.

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



(Dr Prashant Gaurav)  
Co-ordinator, IQAC



(Prof. Rosy Walia Joshi)  
Principal

Principal  
Post Graduate Govt. College  
Sector, 46, Chandigarh

## Post-Graduate Government College, Sector-46, Chandigarh

Nov.01, 2019

### MINUTES OF THE MEETING

A meeting of the IQAC was held on Nov.01, 2019

#### Agenda:

- Parent-Teacher Meet
- To scale-up strategies for technology-assisted learning
- Preparation of AQAR
- End Semester Exam

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

**Parent-Teacher Meet:** Parent-teacher Meet was tentatively scheduled immediately after the Mid-Semester Test. Identifying weak and slow learners and follow up on their progress was also discussed.

**To scale-up strategies for technology-assisted learning:** Dr Rajeev Salwan, Head of the Department of Computer Applications suggested that apart from face-to-face learning, technology-assisted learning should be encouraged so that the students get an in-depth understanding of the knowledge being transmitted and are engaged in project-based and inquiry-based learning and further suggested that content should be updated regularly on the departmental blogs.

**Preparation of AQAR:** It was discussed that the convenors and incharges of various criteria should gear up the process of preparing the AQAR as per the revised format. Problems arising out of it were discussed.

**End Semester Exam:** Upcoming final examination was discussed for a smooth conduct and timely preparation.

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

(Dr Prashant Gaurav)  
Co-ordinator, IQAC

(Prof. Rosy Walia Joshi)  
Principal

Principal  
Post Graduate Govt. College  
Sector 46, Chandigarh

Dated: January 20, 2020

MINUTES OF THE MEETING

A meeting of the IQAC was held on January 20, 2020.

**Agenda**

- Review of teaching-learning
- Student Satisfaction Survey
- Preparation of AQAR and SSR
- Implementation of Gender Sensitivity (On-campus) Activities
- Mega Job Fest
- Athletic Meet
- Initiatives for cultivating healthy student-teacher bond
- Proposed Blood Donation Camp

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

**Review of teaching-learning:** On the basis of mid-semester tests conducted earlier during the session, a review of teaching- learning was done so that improvements could be made to make classroom teaching more effective. Further, it was suggested that Departments should conduct need-based remedial classes for the slow learners. The teachers were asked to encourage students to come in good strength.

**Student Satisfaction Survey:** Suggestions were made to start exercising student feedback. It was proposed that an online student satisfaction survey be taken up.

**Preparation of AQAR and SSR:** To be in par with the latest updates of NAAC, the revised manual was discussed. It was further suggested that a separate meeting may be convened for the said purpose. Furthermore, the challenges faced in the procurement of data by the AQAR and SSR Preparation Team was discussed. Possible solutions to all such problems faced by the Team were also discussed. It was further proposed that another meeting may be convened for this purpose separately with the steering committee.

**Implementation of Gender Sensitivity (On-campus Activities):** To increase the outreach for creating an environment that fosters equal treatment, it was decided that activities that promote gender mainstreaming should be conducted.

**Mega Job Fest:** Upcoming Mega Job Fest was discussed. Date and venue including rooms to be allocated were finalised. Sponsors and funds of the event, industry participants of the Fest, partnership etc. were discussed. It was also decided that duties will be allotted accordingly.

**Athletic Meet:** Dates were finalised for the Annual Athletic Meet. Duties were allocated to both teaching and non teaching staff. The incharges of different committees were apprised of the procedures for sanction and funds according to the govt policies. It was also suggested the rehearsals of the events will be conducted and for the same, time allocation was discussed.

**Initiatives for cultivating healthy student-teacher bond:** It was proposed that in order to develop connectivity with students rather than by just being a pedagogue, the faculty could organize more activities in the field of sports, etc. that would enrich student-teacher bond in order to develop a better understanding with their teachers.

**Proposed Blood Donation Camp:** Date and duties were finalised for the blood donation camp to take place on the college campus.

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



(Dr Prashant Gaurav)  
Co-ordinator, IQAC



(Prof. Rosy Walia Joshi)  
Principal

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Post Graduate Govt. College  
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Post-Graduate Government College, Sector-46, Chandigarh

March 17, 2020

MINUTES OF THE MEETING

A brief meeting of the IQAC was held on March 17, 2020.

**Agenda:**

- Annual Stock Verification
- Feedback Analysis Planning for the current session
- Upgradation and updation of the college website
- How to gear up for the challenges the institution could foresee related to student engagement during COVID-19.
- Any other points with the permission of the chair

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

**Annual Stock Verification:** Annual Stock Verification duties were discussed and notified by the Chair. They were informed to complete the task in the stipulated time.

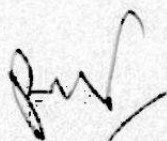
**Feedback Analysis Planning for the current session:** It was resolved that feedback of curriculum should be taken from all the stakeholders and a uniform format should be followed and exercised for the same through online mode.

**Upgradation and updation of the college website and Departmental blogs:** The Principal underlined the importance of the website and suggested upgradation and updation of the same.

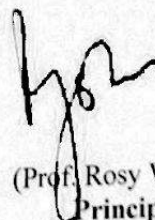
**Challenges the institution could foresee related to student engagement during COVID-19:** Due to the recent outbreak of Covid-19 and following the Govt. directives to contain the pandemic, the Principal announced the suspension of Mid-semester tests and any teaching activities in the college. It was also added that workshops, seminars and any other departmental or society events, stand postponed. However, it was decided that teachers should engage the students by conducting on-line classes by using various online applications like Zoom, Google Classroom, WhatsApp, etc. It was further decided that subjects where internship/on-the-job training formed a mandatory part of the syllabus should make an endeavour to find out ways through which the training could be undertaken.

**Any other points with the permission of the chair:** NIL

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



(Dr Prashant Gatrav)  
Co-ordinator, IQAC



(Prof. Rosy Walia Joshi)  
Principal

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Post Graduate Govt. College  
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