


**POST GRADUATE GOVERNMENT COLLEGE, SECTOR 46, CHANDIGARH**  
**Internal Quality Assurance Cell**  
**Minutes of the Meeting**

24/12/2024

A meeting of the Internal Quality Assurance Cell was held at the office of the Principal at 11 a.m. Minutes of the meeting held earlier were read and confirmed.

- The AQAR for the academic session 2023-24, which is to be submitted to the National Assessment and Accreditation Council (NAAC), was thoroughly reviewed by the Internal Quality Assurance Cell (IQAC). During the review process, various areas for improvement were identified. It was unanimously agreed upon that the final draft of the report must be completed and submitted within the next three days to ensure timely submission as per the stipulated deadline.
- The academic performance of the college was reviewed and it was decided that the HODs should analyse and review the results of their subjects at the Departmental level.
- Suggestions were made by Dr Ch. Anupama regarding tutorial sessions. To effectively address the challenges associated with tracking the progress of students across various streams and their admission to higher education or job placement, it was determined that tutors should be responsible for maintaining accurate records of the students, even after they graduate.
- It is recommended by the IQAC Coordinator that departmental blogs, weekly teaching plans and course objectives/outcomes (COs) be updated accordingly to align with the new education policy.
- Dr Sugandha Mittal informed the house that feedback regarding the syllabus had been collected from the stakeholders. The same was reviewed and suggestions for further improvements were made.
- It was further recommended that a job fest should be organized by the college during the session to expose students to prospective employers, offering networking opportunities, providing career guidance and enhancing practical job-seeking skills.
- The Principal expressed concern regarding the timely preparation of the master timetable for the upcoming semester, emphasizing the need to accommodate new VAC and SEC courses.

  
IQAC Coordinator

  
Principal  
Post Graduate Govt. College  
Sector 46, Chandigarh

Principal