

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

A meeting of Internal Quality Assurance Cell (IQAC) was held on 07/08/2023 under the chairmanship of Mrs. Alka Gulati (Principal) in Principal Office.

The agenda of the meeting was to discuss the time table, Academic Calendar and Lesson Plan for the session 2023-24.

Practical for the 1st Year classes will be conducted in the 1<sup>st</sup> three periods and for 2<sup>nd</sup> & 3<sup>rd</sup> Year the last three periods i.e 6,7 & 8 Period.

The meeting was held in the presence of following members:-

1. Dr. Renuka Malik
2. Mrs. Sangeeta
3. Dr. Shilpa

**Action Taken Report:-** The academic calendar for the session 2023-24 was prepared by the college council.

The time table committee prepared the time table for the session 2023-24

The staff members prepared their lesson plans and uploaded on the college website.

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

A meeting of Internal Quality Assurance Cell (IQAC) was held on 09/08/2023 under the chairmanship of Mrs. Alka Gulati (Principal) in Principal Office.

The following agenda of the meeting was discussed:

- 1) All the criteria in charges of NAAC are to prepare their corresponding criteria for the session 2022-23.
- 2) Student feedback report was discussed and the following steps are to be taken
  - i) For Wi-Fi, the work is in process
  - ii) We have photocopier for staff use only. A new photocopies will be purchased for students in the library as soon as the good is received.
  - iii) Question bank for students will be started in the library from this session (2023-24) for that, all the subject teacher to ensure that questions papers after every sem exam are kept in the library.
- 3) A.P.I Performa of all the concerned staff members are to be verified by IQAC committee for the session 2022-23.

The meeting was held in the presence of following members:-

1. Dr. Renuka Malik
2. Dr. Sudesh Rathee
3. Mrs. Sangeeta
4. Dr. Shilpa

**Action Taken Report:-** 1) The criteria incharges collected the data for NAAC

2) The student feedback and action taken report was uploaded on the college website.

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

A meeting of Internal Quality Assurance Cell (IQAC) was held on 24/08/2023 under the chairmanship of Mrs. Alka Gulati (Principal) in Principal Office.

As per the letter no. 02/11-2023 C-6 (3) dated Panchkula 22/08/2023 the case of promotion of Dr. Renuka Malik for level 13 A to 14 (Cas promotion Associate Professor to professor is to be sent before 27/08/2023. Therefore A.P.I score of Dr. Renuka Malik was verified by the IQAC committee.

The meeting was held in the presence of following members:-

1. Dr. Sudesh Rathee
2. Mrs. Sangeeta
3. Dr. Shilpa

Two copies of the verified Performa's were handed over to Dr. Renuka Malik.

**Action Taken Report:-** The API Performa of Dr. Renuka Malik was checked by the IQAC.

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

A meeting of Internal Quality Assurance Cell (IQAC) was held on 28/08/2023 under the chairmanship of Mrs. Alka Gulati (Principal) in Principal Office to discuss the feedback received from teachers and parents during session 2022-23.

1. Teacher Feedback:

- i) To make temporary arrangement of canteen.
- ii) Internet facility is available for office work in the office and computer lab.

2. Parent's Feedback:

- i) Most of the parents suggested to start PG courses in commerce, geography, English, psychology, political science as well as different language classes. The courses can be started only with the permission of DGHE , A proposal may be sent to DGHE for the purpose.
- ii) Regarding NCC it was decided to initiate the proper procedure in the next session.
- iii) The library facilities have been enhanced as per the grant received.
- iv) A special common room has been developed for students, more facilities will be added after grant is received.
- v) Bus pass facility is already available for students.
- vi) Kabaddi and badminton has been started in the college and basketball is under consideration.
- vii) Temporary arrangement of sociology teacher has been made.
- viii) English speaking courses will be considered in due course.
- ix) Botany, Zoology and Physics teachers are appointed on deputation in basis.
- x) To promote entrepreneurship through Aarambh ek paryas

The meeting was held in the presence of following members:-

- 1. Dr. Renuka Malik
- 2. Dr. Sudesh Rathee
- 3. Mrs. Sangeeta
- 4. Dr. Shilpa

**Action Taken Report:-** The teachers feedback 2022-23 , parent feedback 2022-23 and action taken report was uploaded on the college website.

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

A meeting of Internal Quality Assurance Cell (IQAC) was held on 21/10/2023 under the chairmanship of Mrs. Alka Gulati (Principal) in Principal Office.

The API Performa's the following staff members were verified.

1. Dr. Shilpa (Session 2020-21,2021-22,2022-23) 03 copies each session
2. Ms. Savita (2022-23) 03 Copies
3. Mr. Ravinder (2022-23 ) 02 Copies
4. Mr. Ramender (2022-23) 02 Copies

The meeting was held in the presence of following IQAC members:-

1. Dr. Renuka Malik
2. Dr. Sudesh Rathee
3. Mrs. Sangeeta
4. Dr. Shilpa

The API Performa's found correct and verified copies were handed over to the members.

1. Dr. Shilpa 02 Copies
2. Ms. Savita 02 Copies
3. Mr. Ramender 01 Copies
4. Mr. Ravinder 01 Copies

**Action Taken Report:-** The API Performa's of Dr. Shilpa, Ms. Savita, Mr. Ramender and Mr. Ravinder were verified.

## OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH

The first meeting of discussion forum was held on 22/12/2023 under the chairmanship of Mrs. Alka Gulati. The theme of the discussion was ' Education and Evaluation System' . All the staff members participated in the discussion and following suggestions were given by the staff members:

- i) To maximize the use of smart boards
- ii) To introduce sessional from the coming semester to involve students in the practically of the subjects and to increase the attendance in class tests.
- iii) To encourage the students for debates declamation etc. topics other than prescribed syllabus must be included.
- iv) To organize PTM in the beginning of the semester to involve parents in the holistic growth of students.
- v) To be a role model for students to inculcate good habits and ethics in them.

### Committee Members:-

- 1. Dr. Rajesh Kumar
- 2. Dr. Sudesh Rathee
- 3. Mrs. Sangeeta Goyal
- 4. Dr. Shilpa Chandna

## **OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOEN BAHADURGARH**

A meeting of IQAC was held on 01/01/2024 under the chairmanship of Mrs. Alka Gulati in Principal Office.

The API Performa of the following staff members were verified.

1. Dr. Rajesh Kumar
2. Mrs. Sheetal
3. Dr. Ashima
4. Dr. Lalita

2. Academic Calendar for the even semester was finalised.

3. Lesson plans for the even semester to be uploaded on website.

4. To direct the faculty members to take classes as per the time table.

5. Purchase of wheel Chair for disabled was recommended.

The following members were present in the meeting:

1. Dr. Sudesh Rathee
2. Mrs. Sangeeta Goyal
3. Dr. Shilpa Chandna