

**Agenda items of the Internal Quality Assurance Cell (IQAC) meeting to be held on 27<sup>th</sup> October 2020**

Agenda 1. Confirmation of the minutes of the last meeting.

Agenda 2. Action taken report

Agenda 3. Welcome to Prof Nisha Aggarwal as the Principal of the college

Agenda 4. To apprise the committee about the retirement of Prof. Binu Dogra.

Agenda 5. To discuss covid protocol modalities/ steps taken by the college

Agenda 6. To deliberate on change in pedagogic techniques in wake of Covid 19

Agenda 7. To discuss infrastructure enhancement

Agenda 8. To deliberate upon the infrastructural enhancement to facilitate online teaching.

Agenda 9. To form e- learning committee

Agenda 10. To apprise about the academic activities

Agenda 11. To apprise about AQAR 2019-20

Agenda 12. To discuss about participation in NIRF 2021.

Agenda 13. Any item with the permission of the committee

## Minutes

**Meeting of the IQAC was held on 27<sup>th</sup> OCT 2020 under the chairmanship of Prof. Nisha Aggarwal**

- The meeting began with a formal welcome to Prof. Nisha Aggarwal who joined as Principal ,post retirement of Prof Binu Dogra. The IQAC incharge Dr Punam Aggarwal formally welcomed the principal and other dignitaries present there.
- The minutes of the IQAC meeting held on 19<sup>th</sup> December 2019 were confirmed and the action taken report of the last meeting was tabled for deliberation.
- Principal informed that the library has added URKUND - Plagiarism detection software and Delnet E Resources have been made available. Similarly Feedback forms have been collected from the students . LED Lights and Fans for classrooms have been provided.
- Prof Nisha Aggarwal drew the attention of the members to the increasing number of Covid cases in the Tricity and apprised about the covid protocols laid down by the administration and GOI. The following measures were decided to be taken in the college premises:
  - To ensure Covid-19 appropriate behaviour in the campus, Covid 19 committee was formed.
  - Thermal scanning at entrance gate.
  - Installation of sanitization machines at prominent places in the campus.
  - Wearing of masks mandatory for all.
  - Social distancing in office, staffrooms, canteen, classrooms etc.
  - Regular covid -19 testing for staff and students.
  - Promotion of cowin App registration and vaccination promotion.
  - Awareness drives among students and community to be promoted
  - Display of SOPs and instructions on electronic display board, notice boards.
  - The committee was also informed that the Covid Control Room (SDM South) was established in the college.  
staff members were performing duty in covid Management
- The members agreed that the covid -19 pandemic brought about a change in pedagogic techniques. Since the campus continued to be closed for classroom teaching, the faculty had to gear up for holding on line classes from college campus. Consequently, the related infrastructure in terms of internet speed and institutional mail Ids has been upgraded. The committee was informed that the college had already subscribed to G Suite to address the issue of online classes. It was decided to prioritize upgradation of networking and get the needful done at the earliest.

- To ensure smooth functioning and upgradation of e resources, it was decided to make a designated e- learning committee.
- It was also decided that work and conduct report of contractual staff should be taken by HODs. Prof. Punam Aggarwal, Vice Principal was assigned the duty of preparing the relevant Performa.
- Prof. Deepika , Registrar, informed that our College is amongst the first few colleges which has adopted Panjab University's Examination Appointment Project Online. Registrar Examination has been appointed as Nodal officer for this project. The Principal can login and recommend the names of the members of the faculty to be appointed as examiners, Centre Superintendents & members of the flying squad. Each faculty members has been allotted a Unique ID Number.
- Prof. Punam Agarwal also informed that due to pandemic, teaching was being conducted on line during session 2020-21 as per the guidelines of GOI. Therefore, no hostel admission was done during the session. Regular cleaning and upkeep of the hostel is being maintained throughout the session. Moreover,
  - A new hostel building to accommodate 350 students is under construction.
  - Three commercial ACs of 9 tonnes capacity has been inaugurated on 29<sup>th</sup> September 2020.
  - White wash of one wing of the hostel has been completed.
  - The process of replacement of net doors and windows of the hostel rooms has been initiated.
- Maam principal informed that due to the construction of new hostel building , the herbal garden had to be re located and re- developed. Even vermi compost pit needs to be re located.

Dr Preeti Sharda, Librarian informed that the library has undertaken the following initiatives for the well being of its stake holders:

- Annual Art Exhibition (Virtual)
- Story Telling Story Telling Club-Tell-Tale Tuesdays, a forum created on Facebook to celebrate stories in English. The forum started on 13 October 2020 on the Facebook Page (<https://www.facebook.com/pggcgttt>) and on every second and fourth Tuesday at 6 pm, a story will be narrated .
- Principal ma'am informed that due to on line teaching no contracts for tuck shop, health and skincare services, Photocopy, juice and Chaat will not be renewed for the time being.
- Professor, Punam Agarwal, vice principal of the college, informed that as part of infrastructure enhancement, Leg Press machine was installed in the gym; a grass mowing machine was also purchased for the beautification of the college lawns and new blinds were purchased for the offices of the Dean, the administrative staff, Steno, and also for Mass Communication Lab, and Conference room.

- Professor, Punam Agarwal, Vice Principal informed that the fee related discrepancy will be resolved at the earliest and pension benefit to Prof. Indu Jindal released.
- Ma'am principal also informed that the criterion committees have been informed to collect data and relevant proofs for filling up of AQAR 2019-20. She also informed the house that the college will be participating in the NIRF 2021 for which a participative effort by involving a large number of faculty members is being carried out.
- It was unanimously decided that feedback regarding teachers received from students would be dealt with confidentially by the principal.
- Principal, Prof. Nisha Aggarwal informed that 4 of the faculty got promoted as Principals viz a viz Mr Mrs Abha Lakhanpal and Dr Kamlesh Bajaj while 14 teaching faculty members: Prof. Manjeet kaur, Prof Indu Jindal, Dr Jyoti Seth, Dr Dilip Kumar, Dr Avtar Singh, Ms Neelima Talwar, Dr Sushma Gupta, Neeru Sehgal, Sushmita , Sneh Sharma, Anju Chopra, Gagandeep Grewal, Mrs Harvinder and Ms Monica Singh had also retired. while 6 non - teaching members had superannuated during this period. It was unanimously decided to postpone retirement parties in the wake of the pandemic and hold a get together when situation improves in country.
- 23 posts of non -teaching staff were filled . Due to Covid-19, lab staff will be appointed once the colleges reopen for physical classes.
- Professor, Lakhvir Singh, Incharge Online Joint Prospectus for Government and Privately managed Aided Colleges apprised the committee that this time two different prospectus – one for UG and the other for PG courses had been published for the session 2020-2021.

The meeting ended on a positive note with the hope that normalcy returns so that the campus is once again buzzing with activity.