

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 31.12.2022 (Saturday) at 11:00 am in the College Staff Room under the chairmanship of the Principal Prof. (Dr.) Nisha Aggarwal. The following members were present:

1. Sh. Jasvir Singh Bunty, Area Counsellor Sector-42, Chandigarh
2. Mrs. Mridula Dang, CFO, Law Firms
3. Prof. Lakhvir Singh, Coordinator, IQAC
4. Sh. Jagannath, Vice Principal
5. Prof. Deepika Kansal, Registrar Examinations
6. Mrs. Nirupinder Kaur, Incharge, Alumni Association
7. Dr. Urmila Rani, Bursar
8. Dr. Seema Gupta, Convener, Hostel Welfare Committee
9. Mrs. Sonia Sikand, Convener, Career Guidance and Placement Cell
10. Mrs. Jasreet Kaur, Convener, Women and Grievance Cell
11. Dr. Shweta Bali, Incharge IT
12. Dr. Nidhi Rana, Alumni
13. Ms. Preeti Sood, Hostel Superintendent
14. Ms. Rawail Kaur, Superintendent Accounts/ Establishment
15. Mr. Harish, Care Taker
16. Ms. Savita Machra, Alumni
17. Ms. Sheenam Rawat, Student Council (PG)

The following members could not attend meeting being on leave and out of Station.

1. Sh. Suresh Kumar, Dean
2. Sh. Shiv Prasad, Superintendent, College Branch- I
O/o DHE, Chandigarh Administration
3. Dr. Preeti Sharda, Librarian

The meeting started with welcome Address from Principal Prof. Nisha Aggarwal. After that Prof. Lakhvir Singh, IQAC Coordinator, confirmed the minutes of the last meeting held on 21st April 2022 and which were unanimously approved by the house. Then he brought forth the agenda of the meeting, wherein points were discussed in details as follows:

Agenda 1. To apprise about the Online Joint Prospectus and College Prospectus for the session 2022-2023.

Prof. Lakhvir apprised the members that the Director Higher Education, Chandigarh Administration assigned the duty to design the Online Joint Prospectus for the fourth time in succession since 2019. He explained how the process of admissions has become extremely convenient due to digitalization and a total of 48,517 students were admitted in the 5 Government Colleges and 6 Privately Managed Aided Colleges of Chandigarh and the admission process this year also got completed without any litigation.

Agenda 2. To apprise about the College Admissions for the session 2022-23

Prof. Lakhvir shared the following data points regarding admission in the College:

- 3333 students were admitted, out of which 2187 students were from UT and 1146 students were from Outside UT.
- Students admitted to UG Courses were 3034 and to PG Courses 299.
- In the Reserved Category, there were 441 SC, 34 ST, 48 EWS and 7 Divyang students.
- Also 108 students were admitted into Add-on Courses.

Agenda 3. To apprise about the fulfillment of NAAC Peer Team 2015 recommendations for quality enhancement of the college.

Prof. Lakhvir informed the members that there were some major recommendations made by the NAAC Peer Team during their visit in 2015. The college has worked on all of them except for one which was to seek assistance from UGC for establishing Centre for Women Studies. He explained that actually, this recommendation was applicable for University and that our college is already a Girls College and there is not a separate Department of Women studies in the College.

The recommendations which have been fulfilled are as follows:

- More faculty members are taking up research work.
- Seminars and Workshops are being organized in collaboration with academic institutions.
- The groundwork to publish the college's own research journal is underway.
- Computer and Internet facility of the college has been expanded to 100 mbps.
- ATM machine has been installed inside the campus.
- Departmental libraries have been established in the department running PG courses.
- Internal Bridge courses/ Add-On Courses have been arranged.
- Career Guidance and Placement Cell has been enhanced and bolstered.

Agenda 4. To apprise about the submission of IIQA.

Principal Madam Prof. (Dr.) Nisha Aggarwal apprised everyone that the Institutional Information for Quality Assessment (IIQA) is already submitted well in time and visit of the NAAC Peer Team is expected in February.

Dr. Shweta Bali explained that the Institutional Information for Quality Assessment (IIQA) is a process that ascertains whether an institution is ready for accreditation. NAAC ensures that the applicant institutions are required to fulfill the statutory requirements.

Agenda 5. To apprise about the prequalification of SSR for assessment.

Dr. Shweta apprised the members that the Self-Study Report was filed on 28th September 2022. Later certain queries were raised by NAAC Bengaluru, which were clarified well in time and the second process of SSR submission was completed in November 2022.

Agenda 6. To apprise about the preparation of AQAR 2021-2022.

Dr. Shweta Bali informed the members that the date for the Annual Quality Assurance Report(AQAR) submission has been extended to February but the college is ready with the information and the process of AQAR submission would be complete by January 2023 itself.

Agenda 7. To apprise about the preparation of Departmental reports and PPTs.

Principal Madam Prof. (Dr.) Nisha Aggarwal apprised the members that as part of preparation for the NAAC Peer Team visit, each Department, Cell and Society of the college has been asked to prepare Departmental Report and Power Point Presentation from 2016 till date.

Agenda 8. To plan for the coming NAAC Peer Team visit.

Principal Madam also apprised the house that NAAC Peer Team is likely to visit in February 2023. At the same time College has to deposit a fee of Rs. 2.95 lakh (59,000/- + 2,36,000/-) for the accreditation process. Permission to deposit the same fee has been submitted to the Director Higher Education, Chandigarh Administration.

Agenda 9. To discuss about participation in NIRF India Rankings 2023 and AISHE 2021-2022.

It was also apprised that the National Institutional Ranking Framework (NIRF) report was filed on 31st December 2022 and All India Survey on Higher Education (AISHE) 2021-22 report would be submitted in January 2023 before due date.

Agenda 10. To apprise about the Mid Semester Tests (MSTs) held in October 2022 and Ongoing Final Semester Examinations.

Prof. Deepika Kansal apprised the members that the Mid-Semester Tests are held as part of preparation for the University Semester Exams and also to ascertain the eligibility of the students to take the University Exams.

She also informed about the ongoing exams being held in the college. The exams began on 28th November 2022 and will continue till 11th January 2023. The Superintendents from the other colleges are working in various Exam centers of the college and faculty from our college is also functioning as Centre Superintendents in other city colleges. Each Examination center has faculty engaged as Deputy Superintendent, Outsiders and Invigilators.

Agenda 11. To apprise about the achievements in sports, NSS, NCC and Youth Festival.

Principal Madam Prof. (Dr.) Nisha Aggarwal informed the members that the Students of the Department of Physical Education participated in 37 different sports and bag medals in University, Inter-varsity, State and National games.

In NSS, Dr. Ranjna Sharma won the Award for Best NSS Programme Officer in the State NSS Awards Function held on 24th September 2022. Mr. Mehar Chand and Dr. Gundeep Kaur received "Letter of Appreciation" from the Blood Centre, Red Cross Society. Two of our NSS Volunteers Anjali and Nitika attended an Adventure Camp organized by the State NSS Cell and Himanshi attended the North Zone Republic Day Camp.

In the PU Zonal Youth and Heritage Festival held at Guru Gobind Singh College for Women, Sector-26, Chandigarh from 17th October to 20th October 2022, the college bagged 09 First, 09 Second and 12 Third prizes and 05 individual First, 01 individual Second and 02 individual Third prizes with 2nd Runners up Trophy.

In Inter Zonal Youth & Heritage Festival, the college won 01 First, 03 Second and 01 Third prizes.

In Inter University Youth & Heritage Festival, the college won First Prize in Ladies Traditional Song.

Agenda 12. To apprise about the utilization of the budget.

Mr. Harish Care Taker apprised the members that the allocated budget under M&S is 30,00,000/- . Some of the articles bought under this head are Compactor for the Library, Revolving chairs for office and Workstations for BCA Lab IV, Ultra Projector for Conference Room, 25 Computers for various Departments and Books worth 1,04,585/- for the Library.

The allocated budget under Other Charges is 7,00,000/-. The articles bought under this head are printers and Teacher Tables for various departments, Dunky desks for Fine Arts Lab and Blinds for the Library.

Agenda 13. To apprise about the progress in the construction of new Girls Hostel.

Ms. Preeti Sood, the Hostel Warden, informed everyone that the new Hostel is expected to be functional from the next Academic session. It has the capacity of 364 seats. It has single seater rooms as well dorms with three seats and attached balconies. It will have facilities like lift, Recreational room, Study room, Cyber room. All the residential rooms and common areas will be well-furnished with the facility of power backup. A budget of One crore has been demanded from Chandigarh Administration for wooden furniture. Detailed specifications for the same along with expenditure have already been approved by Model Jail, Burail.

Agenda 14. To apprise about the renovation of Fountain Park.

Mr. Harish, College Care Taker told the members the renovation of Fountain Park is almost Complete and it will be functional very soon.

Agenda 15. To apprise about various activities conducted by the Career Guidance and Placement Cell.

Ms. Sonia Sikand, Convener, Career Guidance and Placement Cell told the members that the Cell has been quite active. 09 activities have been organized since the beginning of the session 2022-23 on Resume Writing, Personality Enhancement, Interview Skills and Career Awareness Sessions. In addition, multiple training sessions have been organized.

Agenda 16. To apprise about various activities of Alumni Association.

Mrs. Nirupinder Kaur, Incharge, Ambassadors Alumni Association told everyone about the activities carried out by the Association which were as follows:

- A Talk by alumna Ms. Shilpa Singhal, CA, was held specifically for Commerce students on 24th May 2022.
- The Annual Registration Drive was held on 28th May 2022.
- Elections were also held Executive Council on 2nd July 2022.
- The Association celebrated the 40th Founders' Day of the College on 16th July 2022.
- An Interactive Session on Career in the Army was held by alumna Major Tanya Anand on 10th September 2022.
- Another interaction took place on 22nd October 2022 with three Alumni Achievers namely Dr. Gurmeet Kaur, a scientist in US, Lt. Saloni who has been recently commissioned in the Indian Army and Ms. Vijayanti, a recipient of President's medal for NSS.
- The Ambassadors Alumni Association is also working on a 'Wall of Fame' where pictures and citations of our Ambassadors will be put up.

Agenda 17. To apprise about the activities of Women Cell.

Mrs. Jasreet Kaur, Convener Women Cell, informed the members about the regular initiatives of the Women Cell which are as follows:

- Participation in One Billion Rising (OBR), an International campaign to end violence against women.
- International Women's Day on 8th March.
- Awareness among students through Gender Champions' movies and various competitions.
- Joy of Giving- One of the best practices to generate funds for needy students.
- Counseling sessions
- Address the issues/ complaints/ grievances of students and staff as and when they are received.

The following suggestions were made by Mrs. Jasreet Kaur:

- Speed breakers should be made outside the college gate to curb the high speeding vehicles.
- Traffic lights should be installed at the cross-roads near the Institute of Hotel Management.
- Police patrolling should be made regular near the college to check the issues of harassment of girl students.
- Regular deployment of lady police personnel at the college gate.

Sh. Jasvir Singh Bunty, Area Counsellor, readily agreed to help with the issues.

Agenda 18. To apprise about the Election of Student Council.

Members were apprised by Sh. Jagannath, Vice Principal that the elections for Student Council were held after two years on 18th October 2022. The Student Council comprises of President, Vice-President, Secretary and Joint Secretary. During the election process, Class Representatives for various classes are also elected. Ms. Sheenam Rawat, President of the Student Council, was also present in the meeting as representative of the students.

Agenda 19. To apprise about Voter ID Cards and Scholarships.

The members were briefed that the college has an Electoral Literacy Committee that has been working relentlessly to enroll the students for Voters Card, linking of their Aadhaar Cards with Voter's I Cards and hold sessions of competent officials from Election office, Chandigarh for dissemination of information and motivating students. The Committee regularly collects data and helps in the process of enrolment. Camps have been held for the same.

The students were specifically informed about scholarships and it was ensured that the students from EWS apply for the same. Principal Madam told the members that the students are provided help through Fee concession, Student Aid Fund and Government Scholarships.

Agenda 20. To apprise about the joining of new staff members.

Principal Prof. (Dr.) Nisha Aggarwal apprised the members that On the recommendation of the Committee constituted for rationalization of Courses in Govt. Arts and Science Colleges, UT, Chandigarh, some officials were transferred/ deputed from the college to other colleges and some were transferred/ deputed from other colleges to our college. Four members of faculty Dr. Gagandeep Gyani, Dr. Manvi Malwal, Ms. Anu Bassi, Dr. Smita have been transferred to PGGCG-11, Chandigarh and Dr. Sujata has been transferred to PGGC-46, Chandigarh. Dr. Mamta Sharma has been deputed to PGGCG-11, Chandigarh for 03 days. On the other hand, Dr. Harsh Manchanda, Ms. Seema Chauhan, Ms. Gurjeet Kaur, Mr. Ashok Chadyal and Ms. Ramandeep from PGGCG-11, Chandigarh have joined the college.

Agenda 21. To discuss about the advisory regarding Covid-19 protocol and booster dose.

The members were apprised that all the staff members would be requested to go for booster dose of Covid-19 as an advisory measures.

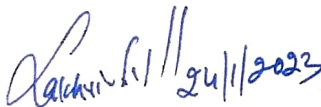
Agenda 22. To plan curricular and co-curricular activities for the upcoming semester.

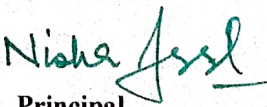
The members were apprised that the main focus in the upcoming semester will be on the visit of NAAC Peer Team. The other activities which have been planned are as follows:

- Annual Sports Function will be held at the end of February.
- Mid-Semester exams will be held in March.
- Every department will hold at least one activity during the semester.
- Research Development Cell will be established as per UCG norms.
- Entrepreneurial Development Centre (EDC) with the assistance of Placement Cell will be established. Mrs. Mridula Dang suggested that the Centre can work under various heads like Skill Development, Baking/ Cookery, Computers/ IT, Cosmetology etc. She further recommended that the College can work on Short Term and Long Term Institutional Development Plan (IDP).

The meeting ended with the vote of thanks from the Coordinator, IQAC.

List of the present members has been attached as Annexure-A


IQAC Coordinator


Principal

Annexure-A

ATTENDANCE SHEET

Annexure-A'

DATE:31/12/2022

A meeting of the IQAC members held on 31/12/2022 at 11:30 a.m. in the staff room under the Chairmanship of the Principal cum Chairperson of IQAC. The following members were present.

Sr. No.	Name		Signature
1.	Prof. Nisha Aggarwal, Principal	Chairperson	<i>Nisha Aggarwal</i>
2	Sh. Jasvir Singh Bunt, Area Counsellor, Chandigarh	Member	<i>Jasvir Singh</i>
3	Mrs. Mridula Dang, CFO, Law Firms	Member	<i>Mridula Dang</i>
4.	Sh. Shiv Parshad, Superintendent College Branch O/o DHE	Member	<i>On leave (OL)</i>
5.	Prof. Lakhvir Singh, HOD Sanskrit	Coordinator	<i>Lakhvir Singh</i>
6.	Sh. Suresh Kumar, Dean College	Member	<i>On leave (OL)</i>
7.	Sh. Jagan nath, Vice-Principal	Member	<i>Jagan Nath</i>
8	Prof. Deepika Kansal, Registrar Examinations	Member	<i>Deepika Kansal</i>
9.	Ms. Nirupinder Kaur, Incharge, Alumni Association	Member	<i>Nirupinder Kaur</i>
10.	Dr. Urmila Rani, Bursar	Member	<i>Urmila Rani</i>
11.	Dr. Seema Gupta, Convener Hostel Welfare Committee	Member	<i>Seema Gupta</i>
12.	Mrs. Sonia Sikand, Convener, Career Guidance and Placement Cell	Member	<i>Sonia Sikand</i>
13.	Ms. Jasreet Kaur, Convener, Women and Grievance Cell	Member	<i>Jasreet Kaur</i>
14.	Dr. Shweta Bali, Incharge IT	Member	<i>Shweta Bali</i>
15.	Dr. Preeti Sharda, Librarian	Member	<i>on leave (OL)</i>
16.	Dr. Nidhi Rana, Alumni	Member	<i>Nidhi Rana</i>
17.	Ms. Preeti Sood, Hostel Superintendent	Member	<i>Preeti Sood</i>
18.	Ms. Rawail Kaur, Supdt. Accounts/ Establishment	Member	<i>Rawail Kaur</i>
19.	Mr. Harish Kumar Caretaker	Member	<i>Harish Kumar</i>
20.	Ms. Savita Machra, Alumni	Member	<i>Savita Machra</i>
21.	Ms. Sheenam Rawat, Student Council (PG)	Member	<i>Sheenam Rawat</i>