

**Draft Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 19<sup>th</sup> December 2019 at 12:00 Noon in the IQAC room at Post Graduate Government College for Girls, Sector-42, Chandigarh under the chairmanship of the Principal Prof. Binu Dogra.**

1. The meeting began with the confirmation of the minutes of the last meeting held on 11<sup>th</sup> October 2019. Action Taken report in respect of last meeting held on 11<sup>th</sup> October, 2019 was also placed for deliberation.
2. The committee welcomed the new member, Mr. Rajesh Jindal, who is the owner of Silver Leaf Industries, Solan, HP and is a Blogger who speaks on environmental issues.
3. The members watched one of his YouTube videos that inspires youth to urgently work on the issues concerning our environment. It was suggested that an MoU should be signed with his company so that our students get to learn and work with him.
4. Dr. Punam Agarwal apprised the members about the AQAR for the period 2018-19. She also informed that a new Google form has been created and forwarded to the staff for the collection of the data for the same.
5. Dr. Dalip Kumar told the members that as in past, the college is participating in NIRF 2019-2020 . He further informed that in 2017-18, our college had 32<sup>nd</sup> rank ( all India) while last year, our college ranked in the 100-150 Band.
6. Dr. Preeti Sharda, college librarian apprised the members of the committee about the various reforms and initiatives taken by the college Library:
  - A Library related Competition was organized on 9<sup>th</sup> November 2019 to celebrate National Library Week.
  - Book Exhibitions was organized to mark important days like 'Hindi Diwas' and 'Children's Day'.
  - A Book Exhibition was organised on 19<sup>th</sup> December 2019 wherein various publishers had been invited to showcase their collection of books.
  - An Archive has been created for books published before 1990 to preserve them for future and create space for new books.
  - Orientation programs for students and staff to help them browse through INFLIBNET, NLIST and NDLI.
  - Indexing of the journals of the year 2020 is already underway.

- Access to the Library WEB OPAC has been made possible from anywhere within or even without the campus during College hours.
- A Library Blog has been created, which has information about library collection, services and activities. Links to important websites are also provided.
- A Facebook page of the Library has also been created.
- Email service pertaining to issue/return of the books from the library has been started.
- An Interaction Board has been placed in the library where users can share their views on topics of current and historical importance.
- A Book Donation Corner with the motto “GIVE A BOOK, TAKE A BOOK” has also been created to encourage users not to sell their books.

Dr. Preeti Sharda also apprised about the initiatives which are in the Pipeline:

- Plagiarism Detection Software will be soon added.
- Access to DELNET, E-resources will be soon made available.
- Biometric RFID system will be soon installed in the library.

7. Dr. Punam Agarwal briefed the members about the Workshop on Students Satisfaction Survey (SSS) and Quality Initiatives Framework (QIF) wherein students were updated on forthcoming NAAC visit in Nov 2020.
8. The status of the Feedback forms pertaining to various stakeholders, that is, Students, Teachers, Parents and Hostel residents were discussed. A PTM (Parent Teacher Meeting) is slated to be held in January 2020.
9. Prof. Binu Dogra informed the members about the various Infrastructure/Improvement Projects of the college on which an approx amount of 3.5 crores has already been spent.
  - A Genset for Auditorium
  - Renovation of students washrooms.
  - LED lights and Fans for the classrooms
  - Electrical repairs in the Housing colony of group D Employees

Principal Madam shared with the members that a major project of the Girls' Hostel of 22 crores has also been approved.

10. Mr. Hardeep Singh informed the house that the project of New Hostel will most likely begin in Feb 2020. He further said that an Open Air Gym and Huts in the Hostel grounds will be financed through the MP fund.

11. Mrs. Harvinder Kaur suggested that an indoor Gym should also be constructed for the hostel students, for which Mr. Hardeep suggested that a proposal may be made for the same.
12. Principal Madam also apprised about the Certificate of Recognition received by Red Ribbon Club. It has been awarded by the National AIDS Control Organisation, Ministry of Health & Family Welfare, Government of India. The efforts of Dr. Neelam Sharma former HoD of Zoology were duly appreciated.
13. Principal Madam also informed the house that the NSS team of the college organized a motivational lecture of Dr. B.K. Baku on “Celebrating Life with Happiness and Peace” in collaboration with the Brahma Kumaris Rajayoga Meditation Center, Chandigarh on 18<sup>th</sup> October 2019. It was attended by about 800 students and members of faculty.
14. Dr. Deepika Kansal apprised the members about the MoU between Post Graduate Government College for Girls, sector-42, Chandigarh and the Eco Laboratories & Consultants Ltd. The purpose of this MoU is to develop mutually beneficial programs, projects and activities and run Skill Development Program/ Training in-
  - Chemistry Lab & related studies
  - Micro Lab & related studies
  - Air/ Water Lab & related studies
  - Environment Science & related studies
15. Dr. Dalip suggested that an MoU could be signed by the Department of Home Science of our college with Udyog Bharati to help encourage entrepreneurship through self-employment, thus promoting MSEs (Micro and Small Enterprises) and ensuring inclusive growth.
16. Principal Madam also shared with everyone the names of the new members of the faculty who joined the college in December 2019.
  - Dr. Gurpreet Kaur, joined in the Dept. of Chemistry.
  - Mrs. Bindu Rajotiya joined in the Dept. of English.
  - Mrs. Megha Bakshi joined in the Dept. of Home Science.
  - Dr. Mamta Sharma Joined in the Dept. of Geography.
  - Dr. Ankita joined in the Dept. of Chemistry.
  - Ms Aditi S Bali in the department of Botany
17. Dr. Dalip Kumar emphasized about the ways and mechanisms pertaining to security and safety of students. It was decided that

- a. the phone numbers of the security staff should be given to the students
  - b. the students should also be encouraged to directly contact the Principal's office and the Hostel Convener in case of any emergency situation.
  - c. The CCTV cameras should be examined often so that repairs can be made in time and they remain operational.
  - d. The recordings of the footages of various cameras in and around the college should be properly preserved.
  - e. A letter regarding security issues must be written from the Principal's office to the SSP and the SHO so that the administration can work towards taking precautionary measures against the menace of eve-teasing.
18. Mr. Hardeep Singh assured the Principal that he would write to the Traffic Police and request the Chief Engineer, UT to create a passage in the iron railing from the front of the Petrol pump to the other side of the road, as the road the girls have to take from the Furniture Market across the roundabout is very lonely.
19. Principal Madam also raised the issue of the traffic management nearby college campus. It was observed by the other members too that the crossing on the left side of the college is becoming more prone to accidents. In this regard it was suggested that –
- Letters should be written to Commissioner, MC and SSP, Traffic highlighting the problem.
  - Speed breakers may be made on the inner roads merging on to the main roads.
  - Sign Boards might be put up for the Auto stand near to the crossing.
  - The Bus Stop may be shifted a little away from near the crossroad.
  - The inner road leading to the college may be made one-way for a few hours every morning when the students enter the college.
20. Prof. Manjit Bassi expressed her dismay over the fact that the Election Commission is relentlessly engaging the college staff for their duties and that in the wake of the existing paucity of the staff, the Elections Department must forego the duties of the college staff. Mr. Hardeep Singh promised to see if he could help in the case.
21. Principal Madam informed the members that Prof. Jyoti Seth, presently a member of the IQAC, would be retiring on the 31<sup>st</sup> December 2019 and that she would be replaced by Prof. Lakhvir Singh, who is also the Convener of admission of SC/ST/Specially-abled students to the college.
22. Mr. Jagan Nath informed the members that the work of the Election Office regarding the Voter IDs of the students is almost complete. 90% students have filled their

forms and Verification work is 100% complete. The only hurdle is where the students are underage.

23. Mr. Hardeep Singh told the members that the students must be informed about the Unique IDs that are being made for Disabled people which will then be linked to their Aadhar Cards. The information must further be spread in the Village Khajeri which has been adopted by the college. It will ensure that these people are benefitted by the Government while seeking jobs. He quoted the example of Mr. Vinod Nagpal, who is disabled above 40% and is currently working in Community Center of Sector-41, Chandigarh. Mr. Dalip Kumar suggested that a lecture can be given on the same during the NSS camp to be held from 26<sup>th</sup> December – 2<sup>nd</sup> January 2019.

24. The meeting ended with votes of thanks.