MINUTES OF THE MEETING

A meeting of IQAC was convened on 1st September, 2020 with Principal Mrs. Namarta Sharma in the chair.

The committee was expanded to include Ms. Sonia Minocha, Assistant Professor (Commerce).

The Principal expressed satisfaction about the completion of syllabi of all courses by the faculty during the lockdown period by switching over to online mode of teaching.

The achievements of the college were discussed by the committee which are listed as below:

1. Besides online teaching, the college organised a number of online academic and extra-curricular activities at national, state, district and college level that have been listed on college website.
2. The college website is now gcwfaridabad.ac.in; the government colleges of Haryana have been provided common template of website. The college has successfully uploaded the college related information on the new website. The letter regarding updating of college website was issued on 6th August, 2020.
3. The college prospectus has been successfully uploaded on college website.
4. Admission committees have been constituted for all the courses for undergraduate classes for the session 2020-21.

The IQAC then chalked out the following plan of action to be followed which has been listed below:

1. Smooth conduct of online admission process as per the guidelines/instructions issued by the Department of Higher Education, Haryana.
2. Creation of unique email ids for all cells and committees to ensure proper maintenance of college activities record.
3. Streamlining of mentor mentee groups in such a way that each faculty is allocated the mentee group comprising of students that are taught by that particular faculty only. This will ensure more close interaction among the mentors and their mentees.
4. Under the CSR Act of 2013 for funding, the college has sent 3 proposals to the district administration : starting of Day Care Centre which was one of the suggestions given by NAAC Peer Team, planting of specific herbal plants and college landscape maintenance and construction of a Hygiene Complex to improve the end-user experience of girl students wherein seven toilets/washrooms, sanitary vending and disposing machines, installation of commercial RO water purifier and water cooler.

The meeting was attended by following IQAC members:

1. Ms. Ritika Gupta (Convener)
2. Dr.Parul Rana
3. Dr. Poonam Almadi
4. Dr. Neha Aggarwal
5. Ms. Ruchika
6. Ms. Jyoti Gupta
7. Ms. Ashna(alumnus)
8. Mr. Keshav
9. Ms. Sonia Minocha

Administrative Staff

I. Mr. Dheeraj

II. Ms. Meenu

Subject Experts

1. Mr. A.K. Sharma
2. Mrs. Asha Rohilla

A meeting of IQAC was convened on 1stDecember, 2020 with Principal Mrs. Namarta Sharma in the chair.

The Plan of Action chalked out in the previous meeting that has been accomplished is listed below:

1. The online admission process for the undergraduate courses for the academic session 2020-21 is still under process. The process is going on smoothly as per the SOPs issued by the Department of Higher Education, Haryana during the pandemic and the last date of UG admission has been extended till 31st December, 2020.
2. Unique email ids of following cells and committees have been created to ensure proper maintenance of data pertaining to co-curricular and extra-curricular college activities.
3. Ek Bharat Shreshtha Bharat Committee – [ebsbgcwfbd1@gmail.com](mailto:ebsbgcwfbd1@gmail.com)
4. NSS cell –[nssgcwfbd@gmail.com](mailto:nssgcwfbd@gmail.com)
5. IQAC – [iqacgcwfbd@gmail.com](mailto:iqacgcwfbd@gmail.com)
6. Placement cell – [placementgcwfbd@gmail.com](mailto:placementgcwfbd@gmail.com)
7. Women cell – [womencellgcw@gmail.com](mailto:womencellgcw@gmail.com)
8. Swami Vivekananda cell – [svkcellgcw@gmail.com](mailto:svkcellgcw@gmail.com)
9. Mentor-mentee groups have been streamlined to as much extent as possible so that mentees are allotted those mentors who teach them.
10. The proposals prepared by the college under the CSR Act 2013 are still in the pipeline and are being pursued by the college with the concerned authorities.

The following agenda has been chalked out for the next meeting:

1. To prepare lesson plans, online and offline time tables and display of room wise offline time table.
2. Enrolment of students on or before 14th December in various Value-Added certificate courses to be taught in online or offline mode as per the prescribed guidelines of the DHE. The value-added certificate courses to be added in the college are:
3. Certificate course in Creative Writing
4. Certificate course in Entrepreneurship
5. Certificate course in Radio jockeying, Anchoring and TV Journalism
6. Certificate course in Tally & GST
7. Proposal for upgradation and renovation of Library to be prepared under CSR.
8. Proposal for setting up of Media Studio to impart practical training and information related to TV & Radio programmes production to the students of Journalism to be prepared under CSR.
9. Athletic Meet to be organised.
10. 7 Days NSS Camp to be organised.
11. To make preparation for upcoming audit inspection to be carried out by the Department of Higher Education

Besides, a number of activities (both online and offline) were carried out by various cells, clubs, committees and teaching departments of the college which have been uploaded on college website.

The meeting was attended by following IQAC members:

1. Ms. Ritika Gupta (Convener)
2. Dr.Parul Rana
3. Dr. Poonam Almadi
4. Dr. Neha Aggarwal
5. Dr. Ruchika Sehgal
6. Ms. Jyoti Gupta
7. Ms. Ashna(alumnus)
8. Mr. Keshav
9. Ms. Sonia Minocha

Administrative Staff

I. Mr. Dheeraj

II. Ms. Meenu

Subject Experts

1. Mr. A.K. Sharma
2. Mrs. Asha Rohilla

A meeting of IQAC was convened on 3rd March, 2021 with Principal Mrs. Namarta Sharma in the chair.

The following objectives that were set out as part of agenda in the previous meeting have been accomplished:

1. The faculty members prepared lesson plans. The Time Table Committee prepared online and offline time table for all courses. The offline time table was displayed outside all classrooms/laboratories.
2. Enrolment of students in value-added certificate courses to be initiated by Department of Higher education completed by 14th December, 2020.
3. Proposal for upgradation of Library and setting up of Media Studio sent to National Power grid Corporation under CSR Act on 18th December, 2020.
4. 26th Annual Athletic Meet was organised on 28th and 29th January, 2021. Dr. Sunidhi, Principal GCG Nacholi was the Chief Guest. Students actively participated in the meet. Ms. Urvashi won the award for ‘Best Athlete”. More than 100 girl students participated in the Athletic Meet.
5. 7 days NSS Camp was organised by the NSS unit of the college from 23rd to 29th January, 2021 at village Tilpat. On valedictory ceremony of the camp, principal Mrs. Namarta Sharma and Sarpanch of the village Shri Nand Kishore distributed certificates to NSS volunteers.
6. Shri Dalbir Singh, Assistant Director from the Department of Higher Education, Haryana visited the college for inspection and the college submitted report on various parameters as desired by the Dept. to him.

Next, agenda for the upcoming IQAC meeting was chalked out which is listed below:

1. API scores of various Assistant professors to be verified by the API Verification Committee.
2. AQAR of 2018-19 to be uploaded on NAAC website in new format.
3. IQAC members to collect data required for 2019-2020 AQAR.
4. Smooth conduct of odd semester exams.

The meeting was attended by following IQAC members:

1. Ms. Ritika Gupta (Convener)
2. Dr.Parul Rana
3. Dr. Poonam Almadi
4. Dr. Neha Aggarwal
5. Mr. Anuj
6. Ms. Jyoti Gupta
7. Ms. Ashna(alumnus)
8. Ms. Savita Nagar (alumnus)
9. Mr. Keshav
10. Ms. Sonia Minocha

Administrative Staff

I. Mr. Dheeraj

II. Ms. Meenu

Subject Expert:

Mr. A.K. Sharma