

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, AMBALA CITY  
**Internal Quality Assurance Cell**  
Minutes of the Meeting

The first meeting of the internal members of IQAC for the session 2024-25 was held at 11 a.m. in the office of the worthy Principal-cum-Chairperson at 11 a.m. today i.e. 12.07.2024.

Members Present:

- |                        |                           |
|------------------------|---------------------------|
| 1. Dr. Khushila        | Principal-cum-chairperson |
| 2. Ms. Suman Singh     | Coordinator               |
| 3. Ms. Nisha           | Member                    |
| 4. Sh. Subhash Chander | --- do---                 |
| 5. Dr. Supriya Chopra  | ---do---                  |
| 6. Sh. Vivek Kumar     | ---do---                  |

Agenda:-

1. Constitution of IQAC for the session 2024-25 and so on
2. Binary Accreditation
3. Miscellaneous (regarding the activities to be undertaken vis-à-vis the growth and development of the institution )

At the very outset, Hon'ble Principal ma'am welcomed all the faculty members present there for the first meeting of the session 2024-25 and further asked the IQAC coordinator to proceed with the agenda items of the meeting. In line with the latter (i.e. agendas), the coordinator read out the instructions received from the W/ACS, Higher Education, Haryana stating the pattern to be followed for the IQAC constitution which should be as per NAAC guidelines. As the internal committee had already been constituted, proposals were invited regarding nominees/representatives from employers, local society, industrialists, alumni and students as stakeholders. The following names were unanimously, decided to be included as external members/nominees-

1. Nominee from the **external employer**:  
Dr. Anjali, Deputy Director, Dept. of Higher Education, Haryana Shiksha Sadan, Sec-5, Panchkula
2. Nominee from **Social** field:-  
Sh. Prem Chand Aggarwal, 423/10, Preet Nagar, Ambala City
3. Nominee from the **industrialists** :  
Ms. Shefu Chauhan, 274/7, Navneet Nagar, Ambala City
4. Nominee from **Alumni**:  
Ms. Vishakha, 161, Preet Colony, Jandli, Ambala City
5. Nominee from **Students**:  
Ms. Renu, B.com Final Year, Roll No. 122001003016

Besides, the names of Dr. Shiwali Sharma, Computer Instructor and that of Ms. Jyoti. Estd. Clerk, were unanimously added to the already constituted IQAC committee for the session 2024-25.

Worthy Principal-cum-Chairperson encouraged all to gear up for the binary accreditation under the supervision of NAAC committee as opted earlier, emphasizing that it could only be achieved with the dedicated efforts of the entire faculty and staff. To which, the IQAC coordinator informed that the window for registration as per existing format having been closed on 30<sup>th</sup> June, 2024, guidelines for binary accreditation will be issued by the authorities concerned at the earliest, However, the Youtube links as provided by the dept. will be shared so as to have an idea about the new process.


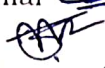
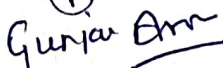
It was followed by discussions, recommendations and the following decisions for the entire faculty/staff were taken by IQAC-

1. (a) to submit semester wise lesson plan, adhering to the KUK academic calendar for the session 2024-25 will before the commencement of Ist teaching term i.e. 22<sup>nd</sup> July, 2024.  
(b) to submit academic and co curricular activities calendar by the various cells within the stipulated time.  
(c) to maintain the record of curricular and co curricular activities alongwith achievements of dept./cell in the form of notices, press releases, certificates and photographs etc.  
All the mentioned items are to be emailed to the designated email of the college IQAC/NAAC from time to time to which the worthy chairperson further directed to submit upload every item in typed form and as per the format.
2. to get the alumni association registered.
3. to Submit seminar proposals to the IQAC by the respective dept./cells
4. to submit API proformas to the IQAC in due time.
5. to keep proper record of the result of the students related to midterm as well as external examination by the university affairs.
6. to arrange orientation programme for the students in the beginning of the session.
7. to start working on the feedback proformas/SSS by the incharge already undertaking this activity.
8. to follow already uploaded IDP in the interest of the students as well as institution.
9. All the above mentioned decisions will be monitored by the IQAC for their timely implementation and the same will be recorded during the review meetings in near future accordingly.

In the end, the coordinator requested constructive feedback from IQAC members to advance/elevate the institution to new heights.

The meeting ended with thanks to the chair for her valuable inputs, guidance and leadership.

The following faculty members were also present in the meeting as notified-:

1. Sh. Dharmender Kumar 
2. Dr. Satyawan Polist 
3. Ms. Gunjan Arora 

  
(Principal)

  
(IQAC Coordinator)