

**GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)**

(Affiliated to Kurukshetra University, Kurukshetra & recognized under section 2 (f)  
and 12(B) of the UGC Act,1956)

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**IQAC MINUTES OF MEETING**

**2017-18**

# GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)

Established in 2008

## Minutes of Meeting held on 14-07-2017

### Members of IQAC present in the meeting

- Ms. Baljit Kaur, Convener *BK*
- Dr. Sanjeev Kumar *SK*
- Mr. Rakesh Kumar Sharma *RK Sharma*
- Mr. Satpal *Satpal*
- Dr. Sanjeev Gandhi *SG*

Dr. Sunil Taneja, College-in-charge proposed the name of Ms. Baljit Kaur, Convener IQAC to preside over the meeting.

Ms. Baljit Kaur read the agenda of meeting and discussed with the members.

### Agenda:

- Orientation programme for students
- To plan Academic Calendar for the Academic Session 2017-18
- Time table & Lesson Plan
- National Seminar
- To increase extension activities and collaborations
- Use of ICT
- Celebration of Important days and festivals
- Inter College Competitions
- Use of online and teaching & Learning resources
- FDP's
- Action plan on the basis of feedback analysis Report
- Miscellaneous

*[Signature]*  
Principal  
Government College  
Chhachhrauli (YNR.)  
*[Signature]*

The agenda wise outcome of discussion is as below:-

**Agenda No.1. Orientation programs for students**

Co-ordinator proposed the Conduction of Orientation program for students of first year. So that they may get familiar with the College ,Teachers ,Incharges of various cells ,events to be conducted in session ,various schemes of govt. conducted through college e.g. scholarship, earn while learn etc.

All the Members realized the need of orientation program. It was decided that after the completion of admissions orientation program will be conducted.

**Agenda 2:** The chair directed all the Conveners/Incharges/HOD's to plan and submit Academic Calendar for the Academic session 2017-18 to IQAC so that Institutional Academic Calender could be designed by IQAC

**Agenda No. 3 : Time-Table**

The Chairperson informed that class-wise Time-Table should be pasted outside the rooms as early as possible so that classes may run smoothly.

**Agenda No. 4: Lesson-Plan**

The Chair-person informed that subject-wise Lesson-Plan has to be uploaded on highest education's portal. It was decided that hard copy of Lesson-Plans from concerned faculty members would be collected in the first week of August ,2017.

The convener suggested that all teachers must give its copy to the students also so that they will be informed about the class-room teaching. All the members agreed on this.

**Agenda 5. National Seminars and State level camp:**

The Chairperson asked the IQAC to plan for National level Seminar in the institution. It was informed by convener that NSS wing of the college is interested in hosting a National seminar on SWACHTA ABHIYAN. He also informed that NSS wing also desires to organize state level camp of NSS in institution. The chairperson allowed for the same.


**Agenda 6. To increase extension activities and collaboration:**

The chairperson emphasized that there is need of extension activities for the better learning of students. She also suggested to host collaboration with other institutes that our students may be benefitted largely. The name of institutes were suggested by various members present, for collaborations like Redcross, Chitkara University,Himalayan Institute of Technology and Management Pioneer institute etc. It was decided that in this regard final decision will be taken in the meeting with Heads of the departments.

**Agenda 7. Use of ICT:**

The chairperson told that many teachers are using only Blackboard-chalk method to teach in the classrooms. There is a need to motivate all the faculty members to use ICT tools to make their teaching effective.

**Agenda 8 Celebration of important days and festivals and Inter-college competition.** The chairperson told that celebration of important days and festivals is necessary to provide a secular environment to the students and to break cross-cultural barriers. He is emphasized to organize more and more Inter-college competition.

  
Principal  
Government College  
Chhachhrauli (Y.N.T.)  
M

**Agenda 9. Use of online teaching**

The chairperson emphasized on the need of use online teaching and learning resources, for making teaching-learning program more effective.

**Agenda 10: FDP's**

The chairperson directs IQAC to conduct faculty development program as well as training workshop for non-teaching staff members. So as to make them more efficient and up to date.


**Agenda 11: Action plan on the basis of feedback analysis report**

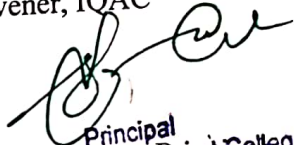
The Committee directed the NAAC co-coordinators to present feedback analysis report on the basis of feedback data collected from different stakeholders so that action plan for the betterment of institution could be framed by IQAC for Academic Session 2017-18

**Action taken report**

1. Principal and IQAC appreciated initiatives taken by all teaching faculty in academic Session 2016-17.
2. Progress of NAAC was reviewed.
3. NAAC coordinators submitted feedback data of Academic Session 2016-17.

The meeting ended with a formal vote of thanks to the chair by convener, IQAC

  
Convener, IQAC

  
Principal  
Government College  
Chhachhraulj (Y.N.R.)

# GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)

Established in 2008

Minutes of Meeting held on 14-10-2017

Members present in the meeting

- Ms. Baljit Kaur, Convener
- Dr. Sanjeev Kumar
- Mr. Rakesh Kumar Sharma
- Mr. Satpal
- Dr. Sanjeev Gandhi
- IQAC

Dr. Sunil Taneja, College In charge proposed the name of Ms. Baljit Kaur, Convener IQAC to preside over the meeting.

Ms. Baljit Kaur read the agenda of meeting and discussed with the members.

**Agenda:**

1. Confirmation of the minutes of the previous Meeting dated 14.07.2017
2. Institutional Academic Calendar for Academic Year 2017-18
3. Mentoring system
4. Mentor-Mentee Meeting
5. Plantation in college campus
6. Action plan on the basis of Feedback Analysis Report for Academic Year 2017-18
7. Miscellaneous

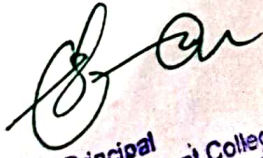
The agenda wise outcome of discussion is as below:-

**Agenda 1: Confirmation of the minutes of the previous meeting dated 14.07.2017**

Minutes were read and confirmed unanimously.

**Agenda 2: Institutional Academic Calendar for Academic Year 2017-18**

Institutional Academic Calendar was proposed by IQAC for the Academic Session 2017-18 which was approved by the chair. 9 Copy attached)

  
Principal  
Government College  
Chhachhrauli (Y.N.A.)

### **Agenda 3& 4: Mentoring system and Mentor-Mentee Meeting**

The clear directed the members to organize mentor-mentee meetings. So that the students are benefitted through personal counseling by the faculty members. It will not only control dropout rate but also helped to improve regular class attendance of students and examination results. All the members agreed in this.

### **Agenda 5: Plantation in college campus**

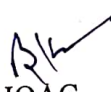
The chair emphasized to have massive plantation in the college so as to make it lush green campus. He directed the convener by Ecoclub to make arrangements for plantation.

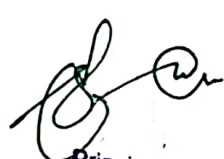
### **Agenda 6: Action plan for AY 2017-18.**

The IQAC committee submitted an action plan on the basis of feedback analysis report to tackle the issues which were highlighted by stakeholders to improve the functioning of the College (Detailed report attached).

### **Action Taken Report**

- 1. Principal congratulated all the faculty members for successful organization of Orientation program on 5<sup>th</sup> Sep. 2017.**
  - 2. Principal reviewed the preparation and uploading of lesson plan on portal.**
- Meeting was concluded with formal vote of thanks to the chair by the convener, IQAC

  
Convener, IQAC

  
Principal  
Government College  
Chhachhrauli (XNR.)

**GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)**  
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**2017-18**

**Summary of Recommendations & Action Taken report  
based on feedback received from various stakeholders  
(Students, Teachers, Alumni, Employers)**

IQAC directed NAAC committee to collect feedback on curriculum, teaching learning and evaluation from various stakeholders viz students, teachers, alumni and Employers. Feedback collected from various stakeholders was analysed by the committee and submitted to IQAC.

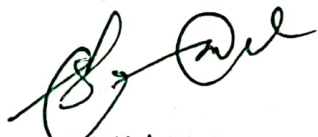
IQAC shared the feedback with various departments/ cells and conducted meetings with to frame a proper action plan on the feedback received from various stakeholders.

**Recommendations Proposed on the basis of feedback analysis:**

- A need for Implementation of strategies for overall skill development of students.
- Faculty should adopt improved methodology such as ICT tools, e- content for effective curriculum delivery.
- More platforms should be provided to students for extra learning through curriculum.
- Various departments should inculcate experiential learning through field visits, project work.
- To Increase infrastructural facilities.
- More support to faculty members for upgrading their skills and qualifications.
- Evaluation system should be fair and transparent.

The college IQAC tried to implement the action plan in the present session and incorporated the same in the work strategies for the upcoming session.

  
Convener IQAC

  
Principal  
Government College  
Chhachhrauli (YNR.)  
*W*

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**ACADEMIC CALENDER (2017-2018)**

In Accordance with the Academic Calendar for affiliated colleges issued by Kurukshetra University, Kurukshetra, the Academic Calendar for Government College, Chhachhrauli is as follows:

FOR UNDERGRADUATE COURSES	
Event	Duration
Admissions	01.07.2017 to 14.07.2017
<b>ODD SEMESTER</b>	
I <sup>st</sup> Teaching Term	15.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
II <sup>nd</sup> Teaching Term	23.10.2017 to 13.11.2017
Examinations	14.11.2017 onwards
Winter Vacation-II	18.12.2017 to 31.12.2017
<b>EVEN SEMESTER</b>	
I <sup>st</sup> Teaching Term	01.01.2018 to 27.02.2018
Vacation-I	28.02.2018 to 04.03.2018
II <sup>nd</sup> Teaching Term	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Summer Vacation-II	19.05.2018 to 01.07.2018
<b>FOR POSTGRADUATE COURSES</b>	
Admissions	01.07.2017 to 19.07.2017
<b>ODD SEMESTER</b>	
I <sup>st</sup> Teaching Term	20.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
II <sup>nd</sup> Teaching Term	23.10.2017 to 17.11.2017
Examinations	18.11.2017 onwards
Winter Vacation-II	18.12.2017 to 31.12.2017
<b>EVEN SEMESTER</b>	
I <sup>st</sup> Teaching Term	01.01.2018 to 27.02.2018
Vacation-I	28.02.2018 to 04.03.2018
II <sup>nd</sup> Teaching Term	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Summer Vacations -II	19.05.2018 to 01.07.2018
Independence Day	15.08.2017
Talent Search	September 2017
NSS day	24.09.2017
Gandhi Jayanti	02.10.2017
Blood Donation Camp	November 2017
NCC Day	24.11.2017
Constitution Day	26.11.2017
Annual Athletic Meet	March 2018
Science Exhibition	December 2017
Republic Day	26.01.2018
Navrang	February 2018

**Note:**

- > If the number of teaching days falls less than 180 days (90 days in each semester) due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.
- > Months mentioned for Talent Search, Blood Donation, Nav rang, Science Exhibition, Annual Athletic Meet, Science exhibition are tentative and shall be finalized as per notifications received from Kurukshetra University & DGHE, Panchkula.
- > Schedule for assignments, Class tests, various co-curricular and extra-curricular activities will be notified by the concerned Department(s), Committees/ Cells and Subject Societies of the college from time to time at periodic intervals

Principal  
Government College  
Chhachhrauli (Y.N.R.)



# GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)

Established in 2008

14-03-2018

Minutes of Meeting held on 14-03-2018

## Members present in the meeting


- Dr Sunil Taneja, Convener
  - Dr. Sanjeev Kumar
  - Mr. Rakesh Kumar Sharma
  - Mr. Satpal
  - Dr. Sanjeev Gandhi
- IQAC

Ms. Baljit Kaur, College In charge proposed the name of Dr. Sunil Taneja, Convener IQAC to preside over the meeting.

Ms. Baljit Kaur read the agenda of meeting and discussed with the members.  
**Agenda:**

1. Confirmation of the minutes of the previous Meeting dated 14.10.2017
2. To review the various activities done throughout the session
3. Analysis of work of new building
4. Affiliation of courses
5. API
6. Feedback Collection
7. Miscellaneous

The agenda wise outcome of discussion is as below:-

  
Principal  
Government College  
Chhachhrauli (Y.N.)

**Agenda 1: Confirmation of the minutes of the previous meeting dated 14.10.2017**

Minutes were confirmed.

**Agenda 2: To review the various activities done throughout the session:**

The chair made a brief analysis of the various curricular activities done throughout the session. He appreciated the efforts of the convener and members of various committees. He also emphasized to take more initiatives to increase the strength of students in the college specially science classes.

**Agenda 3: Analysis of work of new building**

The chair directed convener, IQAC to analyse the work of new building ,along with the building committee. So that shifting may be done in new session.

**Agenda 4: API**


The convener, IQAC informed the committee members to process the API submitted by various faculty members.

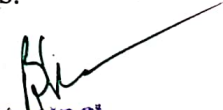

**Agenda 5: Feedback Collection**

IQAC Committee directed NAAC Coordinators to collect feedback data from students, alumnus, employers and other stakeholders for the academic Year 2017-18.

**Action Taken Report**

- Mentor-Mentee meeting was organized. All the faculty members interacted with their mentees with full enthusiasm.
- Principal appreciated Eco club, NSS and College beautification Committee for plantation activities.
- Action Taken report on the basis of feedback analysis report of 2017-18 is attached herewith.
- Meeting was concluded with formal vote of thanks.


  
Convener, IQAC


  
Principal  
Government College  
Chennai  
Principal (Y.N.R.)  


2017-18

**Action taken on the basis of feedback received from students, teachers, alumni and employers :**

- Extra -curricular activities such as extension lectures, competitions, seminars, quizzes were organised by various cells/ committees / departments to fulfil the objective of extra learning through curriculum.
- Faculty members were instructed to use ICT tools and e- content for improved curriculum delivery.
- For enhanced experiential learning, field visits to Zoological Park and Fishery, industrial visits were organized by Life Science and commerce department.
- For Overall skill development following activities were conducted:
  - a) One week self defence training camp cum workshop titled: "Self Defence Study Techniques And Tips To empower women through Martial Arts" from 21<sup>st</sup> August to 30<sup>th</sup> August, 2017 by Beti Bachao Beti Padhao and NCC unit of the college
  - b) One Day Workshop on Nutritional Recipes on 4<sup>th</sup> September, 2017 to celebrate National Nutrition week.
  - c) One day workshop on "Arts and Crafts" was organized by the women cell on September, 14, 2017.
- One week workshop was organized by the Placement cell of the college from 09.10.2017-14.10.2017 for the students of final years of all courses regarding Career Counselling, Communication Skills, Participative approach, Personality Development, Interview Skills etc.
- Each department was instructed to adhere to the evaluation mechanism as issued by Kurukshetra University, Kurukshetra.

  
IQAC, Convener

  
PRINCIPAL  
Principal  
Government College  
Chhachhrauli (Y.N.R.)