

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


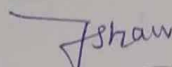
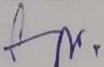
2018-19

GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)
Established in 2008

29-08-2018

Minutes of Meeting held on 29-08-2018

Members present in the meeting

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

The College Principal Sh. S.P. Girotra 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:

- Confirmation of the minutes of the previous Meeting dated 14.03.2018
- To make correspondence for purpose change of grand of Rs, 5 Lac donated to college by Sh. Kanwar Pal, Honorable Vidhan Sabha Speaker, Govt. of Haryana
- Demand of new furniture for new block
- To chalk out Academic Calendar for the Academic Session 2018-19
- To Increase extension activities and collaborations
- Lesson Plan
- To use ICT Tools in classroom teaching
- Extensive use of Online resources for teaching and learning programs
- To organize FDP's for the Teaching Faculty
- To organize workshop for non teaching staff
- Action plan on the basis of Feedback Analysis report


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

29/08/18

➤ Miscellaneous

The agenda wise outcome of discussion is as below:-

The minutes of the previous Meeting dated 14/03/2018 were approved unanimously.

Agenda 1: Purpose change of grant of Rs. 5 lac

The chair informed the committee about the suggestion of council members regarding purpose change of grant of 5 lacs donated by Sh. Kanwar pal, Honourable Vidhan sabha speaker. He directed the convener, IQAC to prepare a list of activities that could be done to use the valuable financial resource judiciously.

Agenda 2: Demand of new furniture for new block

The chair directed the IQAC to prepare a list of furniture required in the new block in coordination with building committee.

Agenda 3: To chalk out Academic Calendar for Academic Session 2018-19

All the HOD's/Incharges/convener were directed to submit their academic calendar to IQAC so that Institutional Academic Calendar can be designed by IQAC.

Agenda 3: Extension activities and collaborations

The chair pointed out the need of conduction of more and more extension activities. He also emphasized to work out for more collaborations with other institutes and industries. So as to maximize the benefits to the students.

Agenda 4: Lesson-Plan

The chair informed the committee to motivate the faculty members to upload the lesson-plan and implement it in classroom teaching.

Agenda 5 and 6: To use ICT tools in classroom teaching.

The chair emphasized on use of ICT tools by faculty members in classroom teaching. The chair directed the committee to make necessary arrangements for the use of ICT tools by teachers. He also suggested that for making the teaching more effective and interesting e- content should be used by the teachers.

Agenda 7 & 8: To organize FDP's for the college teaching and Non-teaching staff

The chairperson suggested some areas where training program for faculty members can be arranged. So as to prepare better human resource. He also pointed out to arrange for training of non-teaching staff in the field of soft-skills.

Agenda 9: Action plan on the basis of feedback analysis report:

Principal directed NAAC Coordinators to submit feedback analysis report so that action plan for the better functioning of the College can be prepared by IQAC for the AY 2018-19.

Principal
Government College
Chhachhrauli (M.R.)

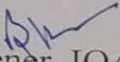
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
Action Taken Report

1. Principal appraised and appreciated all the In-charges for successful completion of activities during the previous academic session.
2. Committee evaluated construction work of new building.
3. Committee directed all the faculty members to submit self appraised API score.
4. NAAC coordinators submitted feedback collection report to the IQAC.

The meeting was concluded with the formal vote of thanks to the chair by convener, IQAC


Convener, IQAC

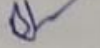
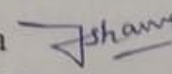
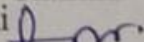

Principal
Principal
Government College
Chhabhauri (Y.N.R.)


29/08/18

05-11-2018

Minutes of Meeting held on 05-11-2018

Members present in the meeting

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

IQAC

The College Principal Sh. S.P.Girotra 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

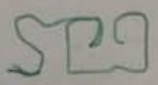
1. Confirmation of the minutes of the previous Meeting dated 29.08.2018
2. Institutional Academic Calendar for Academic Session 2018-19
3. Alumni Meet
4. Allocation of rooms of new building to various subjects
5. Shifting of various departments in new building
6. Amendments to be done in new building
7. Creation of museum in new building
8. Establishment of botanical garden
9. Gym
10. Playground
11. Mentor-Mentee Meeting
12. Action plan for AY 2018-19
13. Miscellaneous

The agenda wise outcome of discussion is as below:-

Agenda 1: Confirmation of the minutes of the previous meeting dated 29.08.2018 Minutes of meeting were approved unanimously.

Agenda 2: Institutional Academic Calendar for Academic Session 2018-19

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


05/11/18

IQAC proposed Institutional Academic Calendar for academic session 2020-21.
The chair approved the same after discussing the same. (Copy Attached)

Agenda 3: Alumni meet: The chair informed the committee to make necessary arrangements and finalize date of alumni meets with alumni committee. He emphasized to invite the maximum alumni and do needful for their positive participation in the program.

Agenda 4 & 5: Allocation of Rooms/Labs of new building to various subjects
The chairperson directed the committee to allocate the rooms and Labs of new building to various subjects so that shifting of various departments specially science departments can be arranged before the commencement of semester.

Agenda 6: Amendments to be done in new building
The chair informed the committee to make analysis of the report of building committee and suggest for amendments, if required any, in the new building.

Agenda 7: Creation of museums in new building
The chair informed the committee that there is a request from department of botany for the creation of museum in new building in the vicinity of department of botany. He asked the committee to discuss the matter with building committee. The members of IQAC appreciated the idea of creation of museum in the college.

Agenda 8: Establishment of Botanical Garden
The chair informed the committee about the another request of Botanical garden made by department of Botany. He further informed that 2 plots in the backyard of the new building have been issued to the department of botany to establish the botanical gardens as per curriculum.

Agenda 9 & 10: The chair suggested the committee to look into the leveling of playground and shifting of Gym to an appropriate place from auditorium. It was suggested by 1-2 committee members to shift Gym into the new building. The other members suggested shifting it in the old building. The chair asked the committee to settle the rooms for gym in discussion with building committee and sports Incharge.

Agenda 11: Mentor mentee meeting
The chairperson suggested to organize frequent mentor-mentee interactions

Agenda 12: Action plan for AY 2018-19: IQAC submitted proposed action plan on the basis of feedback analysis report submitted by NAAC coordinators (Detail report attached)

Action Taken Report

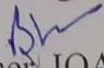
- Principal appraised and appreciated all the Incharges for successful completion of activities during the entire academic session.


Principal
Government College
Unhachhauri (Y.M.R.)


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05/11/18

- Committee evaluated construction work of new building.
- Committee directed all the faculty members to submit self appraised API score.
- NAAC Coordinators submitted feedback analysis report to the IQAC.

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


Convener, IQAC

Principal-cum-Chairperson

Principal
Government College
Chhachhauri (M.R.)


05/11/18

GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)

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2018-19

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

IQAC directed NAAC 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

- Concrete steps should be taken for making curriculum delivery more effective.
- More emphasis should be given on introduction of skill related workshops (soft as well as hard skills), training sessions to enhance skill development among students
- Teachers should prepare Lesson plan and use more ICT tools.
- Faculty should encourage the use of e- content among themselves as well as among students.
- Extension activities should be conducted in collaborations with other institutes and industries.
- More infrastructural facilities such as smart class rooms, e- resource lab, science labs, computer labs , lecture theatres should be provided.
- More stress would be given on cross cutting issuesuch as Gender equity, human values, Professional ethics, Environment and sustainability while planning co-curricular as well as extra- curricular activities.
- More scope for Experiential learning /field work should be provided to the students as per the needs of curriculum.
- Museum and botanical gardens should be set up to develop scientific approach among the students.
- **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 Colloge
Chhachhauri (Y.N.R.)

GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)

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ACADEMIC CALENDER (2018-2019)

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	02.07.2018 to 12.07.2018
ODD SEMESTER	
1 st Teaching Term	13.07.2018 to 05.11.2018
Vacation-I (Diwali)	06.11.2018 to 13.11.2018
Examinations	14.11.2018 onwards
Winter Vacation-II	18.12.2018 to 31.12.2018
EVEN SEMESTER	
1 st Teaching Term	01.01.2019 to 17.03.2019
Vacation-I	18.03.2019 to 24.03.2019
2 nd Teaching Term	25.03.2019 to 30.04.2019
Examinations	01.05.2019 onwards
Summer Vacation-II	23.05.2019 to 30.06.2019
FOR POSTGRADUATE COURSES	
Event	Duration
Admissions	02.07.2018 to 20.07.2018
ODD SEMESTER	
1 st Teaching Term	21.07.2018 to 05.11.2018
Vacation-I (Diwali)	06.11.2018 to 13.11.2018
2 nd Teaching Term	14.11.2018 to 21.11.2018
Examinations	22.11.2018 onwards
Winter Vacation-II	18.12.2018 to 31.12.2018
EVEN SEMESTER	
1 st Teaching Term	01.01.2019 to 17.03.2019
Vacation-I	18.03.2019 to 24.03.2019
2 nd Teaching Term	25.03.2019 to 30.04.2019
Examinations	01.05.2019 onwards
Summer Vacation-II	23.05.2019 to 30.06.2019
Independence Day	15.08.2018
Talent Hunt	September 2018
NSS day	24.09.2018
NCC Day	24.11.2018
Savidhan Diwas	26.11.2018
Blood Donation Camp	November 2018
Science Exhibition	December 2018
Annual Athletic Meet	March 2019
Republic Day	26.01.2019
Navrang	February 2019

- > 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.)

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GOVT. COLLEGE, CHHACHHRAULI (YAMUNANAGAR)
Established in 2008

12-03-2019

Minutes of Meeting held on 12-03-2019

Members present in the meeting

- Ms. Baljit Kaur, Convener
- Dr. Sanjeev Kumar
- Mr. Rakesh Kumar Sharma
- Dr. Sanjeev Gandhi
- Mr. Ashok Bansal

The College Principal Sh. S.P.Girotra 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 05.11.2018
2. NAAC
3. Review of various curricular, co-curricular and extra-curricular activities of various cells and clubs of the college
4. Plan for new courses
5. Requirement of infrastructure for new building
6. API
7. Feedback Collection

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

SDG

12/03/19

The agenda wise outcome of discussion is as below:-

Agenda 1: Confirmation of the minutes of the previous meeting dated 05.11.2018

Minutes were confirmed.

Agenda 2: Registration for NAAC

The chair -person emphasized on the registration of the college on NAAC portal at the earliest and instructed the committee to make all the efforts to complete the process before odd semester examination of KUK. He also directed to plan for collecting data for NAAC Accreditation for the college.

Agenda 3: Review

The chairperson congratulated the IQAC of College for better performance and motivated to do more in future. He congratulated the convener of Alumni on the organization of successful Alumni Meet.

Agenda 4: Plan for New courses:

The chairperson emphasized to make correspondence with the Department of Higher Education Haryana for the introduction of Music (I) Subject in the College.

Agenda 5: Requirement of infrastructure for new building:

IQAC convener put forth the demand of infrastructure for new building. She told the chair that correspondence is being done with the concerned authorities to make available the basic infrastructure needed in the new block like dual-desks, stools, almirahs etc. at the earliest.

Agenda 6: API:

It was decided by the committee to complete the process of API submitted by the faculty members in the first week of April.

Agenda 7: Feedback Collection

The chair instructed to prepare questionnaire based on guidelines of NAAC; to collect feedback from the outgoing students. He also directed to collect take

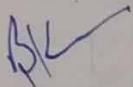
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Principal
Government College
Chhachhrauli (YNR)
12/05/19

feedback from the parents so as to take necessary steps for the enhancement of the quality.

Action Taken Report

1. The Principal congratulated all the faculty members for successful completion of all activities.
2. The Principal appreciated the Alumni convener for successful organization of Alumni Meet on 02/03/2019.
3. Action Taken report on the basis of feedback analysis report is attached herewith.

The meeting concluded with formal vote of thanks by the Convener.



Convener, IQAC

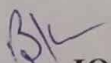
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Chhachrauli (MIR)

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12/03/19

2018-19

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 make proper lesson plan, use ICT tools and e- content for improved curriculum delivery.
- For enhanced experiential learning, following steps were taken
 - a) collection trips, field visits to Zoological Park and Fishery, industrial visits were conducted by Life Science and commerce department.
 - b) Science students (Physics, chemistry, botany, zoology, computers) were motivated to prepare working models in science exhibition held at college, district as well as state levels.
 - c) Field visit to river, polluted site were also conducted for students of arts and commerce faculty under EVS programme.
- To enhance the chances of employability as reflected through students' feedback , one week career advancement counselling workshop was organised from 22-10-2018 to 27 -10-2018 by the Placement cell of college for the students of final years of all courses.
- To address the need of skill development as suggested through students' as well as alumni feedback, following steps were taken:
 - a) one week Career Advancement Counseling Workshop was organized by the Placement cell of college from 22nd October- 27th October, 2018
 - b) One day fine arts workshop was conducted in 25-10-2018
 - c) Four Days Health Workshop was organised from 3rd Oct. 2018 to 6th Oct, 2018
 - d) one week skill development workshop was organized by Women Cell of the College from 19-01-2019 to 25-01-2019.
 - e) One Day Workshop on Computerized Accounting Skills and Tally was organized on 23rd January, 2019 by Commerce Department of the college.
 - f) A workshop on TALLY was organized by Commerce Department on 08th-09th April, 2019.
- Cross cutting issues such as Gender equity, human values, Professional ethics, Environment and sustainability were taught under syllabi and also inculcated through various extension activities like Blood donation camps, swachhta camps, Tree plantation drives, awareness on women rights, awareness on health issues like Anemia, thalassemia, AIDS etc. conducted by various departments/ cells/ committees.


Convener, IQAC


PRINCIPAL