

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

2020-21

Minutes of the IQAC meeting held on 02.09.2020 at 12:30 pm

A meeting of the IQAC was held on 2nd Sep, 2020 at 12.30 p.m. The meeting was held under the Chairmanship of the College Principal, Ms. Baljit Kaur. All the members of IQAC were present in the meeting.

Agenda of the Meeting:

- Discussion on the Government of Haryana Order No. KW 18179-2020 UNP (4) Dated, Chandigarh, the 31.08.2020 regarding Closure of Universities and Colleges
- Discussion on DGHE's Memo No. DHE-010019/8/2020-Coordination-DHE Dated, Panchkula, the 01/09/2020 regarding Centralized Online Admission for Undergraduate Classes for the Academic Session 2020-21
- To chalk out plan for institutional Academic Calendar for Academic Year 2020-21
- Online Classes of students
- Discussion on low attendance of students in online Classes
- Action plan on the basis of Feedback Analysis Report
- Discussion on of Higher Education Department ,Panchkula Haryana vide memo no3/3-2020C-I(1) dated Aug 14,2020
- Any other item with the permission of the Chair


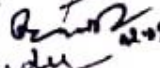
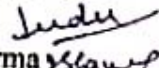
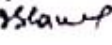

Minutes of the Meeting

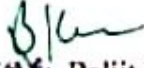
- Minutes of last IQAC meeting held on 26-03-2020 were approved unanimously.
- Government of Haryana Order No. KW 18179-2020 UNP (4) Dated, Chandigarh, the 31.08.2020 regarding Closure of Universities and Colleges was discussed.
- DGHE's Memo No. DHE-010019/8/2020-Coordination-DHE Dated, Panchkula, the 01/09/2020 regarding Centralized Online Admission for Undergraduate Classes for the session 2020-21 was discussed amongst all the committee members.
- Admission committees for the Session 2020-21 were constituted according to the guidelines issued by Director General, Higher Education, Haryana.
- All the Incharges/ HOD's/Conveners were directed to submit Action plan w.r.t. Session 2020-21. All the Incharges were directed to submit Lesson Plans. They were directed to plan Activity Calendar for Academic Session 2020-21 and submit to IQAC till 30.9.2021 for preparation of institutional academic Calendar.
- It was decided that online classes would take place as usual for the students
- Emphasis was given on the training of the faculty members for preparation of E-Content.
- It was decided that all the faculty members would create more and more digital content for the students
- Committee showed its concern for low attendance of the students during Online Classes. It was decided that the faculty would use creative and unique teaching- learning methods to ensure maximum attendance of the students.
- Letter regarding introduction of Value Added course by Higher Education Department ,Panchkula Haryana vide memo no3/3-2020C-I(1) dated Aug 14,2020 was discussed and chair directed IQAC to introduce Value Added course allotted to College.
- The Committee directed the NAAC Co-ordinator Dr Suman and Co-coordinator Ms. Rajni Goel to present feedback analysis report on the basis of feedback data collected from different stakeholders so that IQAC can prepare action plan for the session 2020-21


Principal
Government College
Chhachhrawal (YNP)

ACTION TAKEN REPORT

- ❖ Principal and IQAC Committee ensured that all the faculty members were taking their online Classes regularly with full spirit.
 - ❖ Principal reviewed the E-Content made by the faculty members so that timely completion of syllabi was ensured.
 - ❖ Committee also reviewed the adherence of guidelines issued by the Department regarding alternative modes of delivering education to students during pandemic times.
 - ❖ Committee also reviewed the online activities conducted by different departments/clubs/committees.
 - ❖ NAAC Co-ordinator Dr Suman and Co-coordinator Ms. Rajni Goel submitted feedback data for the Academic Year 2019-20.
- The meeting ended with the vote of thanks.

Dr. Sanjeev Kumar 
Mr. Ashok Bansal  22.09.2020
Dr. Indu Bala 
Mr. Vinod Sharma 
Dr Suman 
IQAC


(Ms. Baljit Kaur)
Principal - Government College
Anandpur Sahib

Minutes of the IQAC meeting held on 21.10.2020 at 12:30 pm in the Principal's Office

A meeting of the IQAC was held on 21st October, 2020 at 12.30 p.m.in the Principal's office under the Chairmanship of the College Principal, Ms. Baljit Kaur. All the members of IQAC were present in the meeting.

Agenda of the Meeting:

- Discussion on the preparation of College perspective plan
- Discussion on issues related to new academic session 2020-21
- Review progress of NAAC
- Institutional Academic Calendar for academic session 2020-21
- Discuss preparedness of College according to SOP issued by MHA & MOE
- Action plan on the basis of feedback analysis report
- Any other item with the permission of the chair

Minutes of the meeting

- Minutes of last IQAC meeting held on 02/09/2020 were approved unanimously.
- It was decided that an Orientation Assembly will be organized for TDC I year students. This assembly would be organized in small batches or in online mode keeping in view the Covid-19 Protocols issued by MHA & MOE
- IQAC proposed Institutional Academic Calendar for academic session 2020-21. The chair approved the same after discussing the same.(Copy Attached)
- Progress of NAAC was reviewed.
- It was decided that Webinars/Seminars/Workshops/Training programs will be organized for strengthening the preparedness of faculty members for NAAC.
- Emphasis was given on timely preparation of Lesson Plans by all faculty members so that the same can be uploaded on the College Website
- It was decided that all Clubs/Committees/Departments/Cells will conduct activities for the holistic development of students.
- The committee analyzed the feedback collected from different stakeholders and prepared an action plan for 2021-22 to tackle the issues which were highlighted by stakeholders to improve the functioning of the College (Detailed report attached).
The meeting ended with the vote of thanks.

ACTION TAKEN REPORT

- ❖ Progress of NAAC was reviewed.
- ❖ Principal reviewed the attendance of students in different classes.
- ❖ Academic Calendar (2020-21) of different departments/clubs/cells/committees was submitted to IQAC.
- ❖ Committee congratulated all the admission committees for their appreciable efforts to ensure the maximum intake of students.


Principal
Sri Arvind College
Anandpur Sahib
Punjab

- ❖ Certificate Course in Banking and Financial Services, Certificate Course in Entrepreneurship, Certificate Course in Creative Writing, Certificate course in Cyber Security of 30hrs were introduced in the College in compliance of the guidelines issued by the Department of higher Education Haryana vide Letter No. /3-2020C-1(1) dated Aug 14,2020
- ❖ Feedback data was submitted to IQAC .

Dr. Sanjeev Kumar

Mr. Ashok Bansal

Dr. Indu Bala

Mr. Vinod Sharma

Dr Suman

IQAC

[Handwritten signatures and date]
21/10/2020

[Handwritten signature]
(Ms. Baljit Kaur)
Principal - ~~Government College~~
~~Wazirpur~~

GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)

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

2020-21

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

As per directions of IQAC, a feedback committee was constituted under the aegis of NACC 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

- Orientation Assembly will be organized for TDC I year students in small batches or in online mode keeping in mind the Covid-19 Protocols.
- Value added or Add-on certificate courses should be introduced to encourage extra learning as well as employability skills.
- The faculty members must create more and more e-content and use more effective teaching- learning methods to facilitate curriculum delivery.
- Activity calendar & Lesson plan for Academic year 2020-21 should be prepared by each department.
- Various departments / cells / committees need to frame co- curricular and extracurricular activities in online or virtual mode keeping in view COVID-19 pandemic.
- Webinars/seminars/workshops/training programs must be organized at regular intervals so as to strengthen the skills of faculty members.

Convener IQAC

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

GOVERNMENT COLLEGE, CHHACHHRAULI (YAMUNA NAGAR)

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

ACADEMIC CALENDER (2020-2021)

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	07.09.2020 to 05.10.2020
Odd Semester	
Teaching Term	06.10.2020 to 23.01.2021
Examinations	25.01.2021 to 26.02.2021
Even Semester	
Teaching Term	01.03.2021 to 21.06.2021
Examinations	22.06.2021 onwards
FOR POST GRADUATE COURSES	
Event	Duration
Admissions	17.08.2020 to 25.11.2020
Odd Semester	
Teaching Term	21.11.2020 to 13.03.2021
Examinations	15.03.2021 to 15.04.2021
Even Semester	
Teaching Term	19.04.2021 to 07.08.2021
Examinations	09.08.2021 to 31.08.2021
Independence Day	15.08.2020
Talent Hunt	September 2020
NSS day	24.09.2020
NCC Day	24.11.2020
Savidhan Diwas	26.11.2020
Blood Donation Camp	November 2020
Science Exhibition	December 2020
Annual Athletic Meet	March 2021
Republic Day	26.01.2021
Navrang	February 2021

- 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.)

Minutes of the IQAC meeting held on 31.3.2021 at 12:30 pm in the Principal's Office

A meeting of the IQAC was held on 31st March, 2021 at 12.30 p.m. in the Principal's office with Ms. Baljit Kaur Principal (offg.) in the chair. All the members of IQAC were present in the meeting.

Agenda of the Meeting:

- Review progress of NAAC
- Review of activities conducted in the Odd Semester and preparation of action plan for Even Semester
- Review of conduct of University Examinations (Odd Semester)
- Appraisal of API Scores
- Any other item with the permission of the chair

Minutes of the meeting

- Minutes of last IQAC meeting held on 21/10/2020 were approved unanimously.
- Progress of NAAC was reviewed.
- Committee reviewed the activities of different Departments/Cells/Clubs/Committees. It was decided that all Clubs/Committees/Departments/Cells would submit an Action Plan regarding conduct of activities for the holistic development of the students.
- The committee evaluated the conduct of University examinations, March 2021 and expressed their satisfaction on the smooth conduct of examinations.
- The committee issued directions to all the staff members to submit self appraised API score sheets in office.


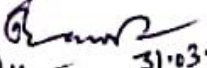
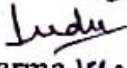


ACTION TAKEN REPORT

- ❖ Faculty members submitted the report of online Orientation Programme to the Principal.
- ❖ Principal congratulated faculty for successful organization of **One Day National Seminar (Webinar) on Intellectual Property Rights on 23rd Jan, 2021.**


Principal
Government College
Jhachhroli (Y.N.R.)
1/21

- ❖ Principal congratulated faculty for successful organization of **One Day Online Workshop on Self Study Report Preparation for NAAC : Criterion 6 and 7 on 5th Feb 2021.**
- ❖ Principal congratulated faculty for successful organization of **One Day Online Workshop on Self Study Report Preparation for NAAC : Criterion 1 and 2 on 10th Feb, 2021**
- ❖ **Academic Calendar and Lesson plans were uploaded on College website.**
- ❖ The Principal reviewed the activities conducted in the odd semester.
- ❖ Necessary plans were made for the growth and development of the College in the present scenario.

The meeting ended with the vote of thanks

Dr. Sanjeev Kumar 
 Mr. Ashok Bansal 
 Dr. Indu Bala  31.03.2021
 Mr. Vinod Sharma 
 Dr Suman 
 IQAC


 Principal Is. Baljit Kaur
 Government College
 Machhli (T.N.T.)


Minutes of the IQAC meeting held on 16.7.2021 at 12:30 pm in the Principal's Office

A meeting of the IQAC was held on 16th July, 2021 at 12.30 p.m. in the Principal's office, with Ms. Baljit Kaur Principal (officiating) in the chair. All the members of IQAC were present in the meeting.

Agenda of the Meeting:

- Review progress of NAAC
- Review Preparedness of College regarding conduct of University Examinations (Even Semester)
- Collection of Feedback from various Stakeholders
- Any other item with the permission of the chair

Minutes of the meeting

- Minutes of last IQAC meeting held on 31/03/2021 were approved unanimously.
- Progress of NAAC was reviewed.
- Committee appraised the preparedness of College for the smooth conduct of University Examinations, July 2021.
- IQAC committee directed NAAC committee (Co-ordinator Dr Suman and Co-coordinator Ms. Rajul Goel) to collect feedback data from various stakeholders for the academic Year 2020-21.

ACTION TAKEN REPORT

- ❖ Activities of different Departments/Clubs/Committees were appreciated by the Principal and IQAC Committee.
- ❖ Evaluation of progress of NAAC work done so far.
- ❖ Action taken report on the basis of Feedback Analysis is attached herewith.

The meeting ended with the vote of thanks.

Dr. Sanjeev Kumar

Mr. Ashok Bansal

Dr. Indu Bala

Mr. Vinod Sharma

Dr. Suman

IQAC


Principal
Government College
16/07/2021

2020-21

Action taken on the basis of feedback received from students, teachers, alumni and Employers

- TDC I year students were addressed through Orientation Assembly in small batches or in online mode.
- Following value added courses (30 Hrs Duration) as per directions of Higher Education Department, Panchkula Haryana vide memo no3/3-2020C-1(1) dated Aug 14, 2020 were introduced :
 - a) Certificate course in Banking and Financial Services
 - b) Certificate course in Entrepreneurship
 - c) Certificate course in Creative Writing
 - d) Certificate course in Cyber Security

Total 128 students from various streams were enrolled for the value added courses.

- Co- Curricular & Extra curricular activities were conducted in online/ virtual modes such as:
 - a) National Level Poetic Recitation Contest by NCC unit of the college in June 2020
 - b) National Level Poster making contest by YRC unit in June 2020
 - c) Online National Level quiz on Environment day 2020 by life science department.
 - d) Online Selfie Contest by life science department.
 - e) Participation of Science students (Physics, chemistry, botany, zoology, computers) in virtual science exhibition held at college, district as well as state levels to present their working models.
 - f) A series of Online competitions such as PPT competition, Documentary, quiz, poster making was conducted at college level.
 - g) World Environment Day 2021 with the theme Ecosystem Restoration was celebrated through
 - ❖ District level Webinar on Our Responsibilities for Ecosystem Restoration on 5-6-2021.
 - ❖ District level online poster making competition
 - ❖ State Level online Quiz
- Lesson plans was prepared and uploaded on college website.
- For Upgrading the skills of faculty following actions were taken:
 - I. One Day National Seminar (Webinar) on Intellectual Property Rights on 23rd Jan, 2021.
 - II. One Day Online Workshop on Self Study Report Preparation for NAAC : Criterion 6 and 7 on 5th Feb 2021.
 - III. One Day Online Workshop on Self Study Report Preparation for NAAC : Criterion 1 and 2 on 10th Feb, 2021

Convener IQAC


Principal,
Government College
Chhachrouli (Y.N.R.)
