

**G.V.M. GIRLS COLLEGE
SONIPAT**

Minutes of 2nd quarterly meeting of IQAC held on November 29, 2018 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

Opening remarks by the Hon'ble Principal Dr. Jyoti Juneja, Chairperson IQAC and a welcome note to the members of IQAC.

The Principal welcomed the members to the second quarterly meeting of the IQAC.

Agenda of the meeting:

- Confirmation of the minutes of the 1st quarterly meeting of the IQAC held on August 4, 2018.
- Report of the follow up action on the decision taken by IQAC in its first quarterly meeting held on August 4, 2018
- Working on AQAR and Data collection for the third cycle of NAAC
- Review of media centre proposal
- Preparation Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) and their evaluation and Attainment method/mechanism
- Organizing Alumnae meet
- Upgradation of I-cards
- Review and Suggestions on Internal Evaluation process
- To discuss and review workshops/seminars/guest lectures conducted on Industry Academia Innovative Practices
- To review and discuss strategies for beneficiaries
- Initiatives taken by the Institution for eco-friendly campus
- Apprising members regarding Awards and Recognition received for extension and extra-curriculum activities
- Ecology Issues

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Working on AQAR and Data Collection for the third cycle of NAAC

It was proposed that all the members should start working for the collection of data to be compiled for the third cycle of NAAC. All HODs should inform the other members

of the department regarding NAAC accreditation and AQAR so that every deptt. maintains the record effectively and meticulously.

Review of Media centre proposal

It was proposed that Media Centre in the college be made more active to facilitate teaching/learning process for students. Videos recorded in the Media Centre will aid ICT thrust.

Preparation Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) and their evaluation and Attainment method/mechanism

The members were of the view that outcome based education is the keyword for all higher education. The members should start working on this aspect. A committee was decided to be formed along with all the HODs regarding implementation of Outcome Based Education (OBE) and training of all faculty members on OBE before implementing it.

Organizing Alumnae Meet

- It was decided that Alumnae Meet be organized in the next semester so as to strengthen the ties between alumni, the community and the Parent organization.
- It was resolved that database of all the alumnae be updated and maintained to keep up interaction with them.
- Initiatives regarding Alumni contribution and involvement were discussed with members. The members showed their concern and found that contribution was not upto the mark. Chairperson briefed on the issues that inspite of being an alumnae, sometimes it become difficult for them to cope up with professional and family responsibilities and also contributing for the institution. The members decided to fix a tentative data for organizing alumnae meet and suggested to form a committee for the same

Upgradation of I-Cards

The members were of the view that upgradation of I-Cards were the need of the hour as I-Cards should have all the required information. The Principal requested the members to come up with the suggestion of upgradation of I-Cards for faculty and students.

Review and Suggestions on Internal Evaluation Process

The external member Dr. Jagdish Batra suggested to have some innovation in Internal Evaluation Process. The Deans along with the co-ordinator IQAC were requested to form a committee and review best practices followed by other institution and revert with their report in next meeting.

To discuss and review workshops/seminars/guest lectures conducted on Industry Academia Innovative Practices

The members were of the opinion that workshops/seminars/guest lectures involving industry people on innovative practices should be improved. All HODs, Deans were expected to organize atleast two such activities in the academic year.

To review and discuss strategies for beneficiaries

- **Soft Skill Development**

List of Soft Skill development initiatives for the academic year 2018-19 was shown to the members. The members were of the opinion that some videos regarding 'Preparation of Resume', 'How to present yourself during Interaction' should be shown to the students.

- **Remedial coaching**

The members were of the opinion that slow learners be identified to provide them Remedial Coaching

- **Personal Counselling**

Details of Personal counselling by the counsellor were shared and members were satisfied.

- **Redressal of Grievances**

The members were informed regarding transparency in the timely redressal of grievances of students. The list of grievances for the quarter was shared with the members. The members requested Deans to identify grievances and redress them before the students printed them out.

Ecology Issues

The members discussed various strategies to create eco-friendly environment in the institution. It was also considered that eco-friendly practice prevalent in the college be spread in society to awaken people to the disastrous effects of environment degradation.

Apprising members regarding Awards and Recognition received for extension and extra-curricular activities

The list of awards and recognition was shared with all the members. The members appreciated the efforts of teachers and students involved in the activities.

The meeting ended with a 'Thank You' note to the Hon'ble Chairperson IQAC, Dr. Jyoti Juneja and other members of IQAC.