

G.V.M. GIRLS COLLEGE SONIPAT

Minutes of the meeting of IQAC held on August 4, 2018 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

1. Chairperson
Dr. Jyoti Juneja, Principal
2. Faculty Members
 - Dr. Rashmi Jawa, Associate Professor
 - Ms. Rosey Chopra, Associate Professor
 - Dr. Sangeeta Singh, Associate Professor
 - Ms. Sunita Dhawan, Associate Professor
 - Dr. Anita Saini, Associate Professor
 - Ms. Punita Batra, Associate Professor
 - Ms. Rohini Madan, Associate Professor
 - Dr. Renu Bhatia, Associate Professor
3. Administrative Officers
 - Ms. Anita Gaba, Librarian
 - Dr. Suman Nasa, Associate Professor
 - Dr. Manjula Spah, Associate Professor
 - Mr. Rakesh Juneja, Assistant Professor
 - Mr. Gulshan Aneja, Ex. Head Clerk
4. Management Nominee
 - Sh. Madan Lal Kumar
5. Nominee from Local Society, Students and Alumni
 - Ms. Monika Rangi, Alumni
 - Ms. Kiran Nain, Alumni
 - Ms. Bhawna, Student, B.A.I
 - Ms. Tanvi, Student, B.Com.(Hons.) I
 - Mr. Satpal Ahlawat, Society
6. Nominee from Employers/Industries/Stakeholders
 - Dr. Jagdish Batra, O.P. Jindal Global University
 - Mr. Rakesh Devgan, Industrialist
 - Dr. Geetanjali Grover, Principal, JDKPS, Sonapat
7. IQAC Co-ordinator
 - Ms. Kamlesh Chopra, Associate Professor

1.1 Opening remarks by the Hon'ble Principal Dr. Jyoti Juneja, Chairperson IQAC

The Principal Dr. Jyoti Juneja, Chairperson IQAC welcomed the members to the first IQAC meeting of the session 2018-19.

1.2 Confirmation of the minutes of the last meeting of the IQAC held on May 10, 2018

Resolved that the minutes of the 4th meeting of IQAC held on May 10, 2018 be confirmed.

1.3 To consider the new initiatives and practices to be suggested by IQAC

Enhance ICT thrust in teaching-learning

To enhance the use of ICT in teaching - it was decided that each department must lay more stress on increasing the use of ICT in the current session 2018-19 as compared to the previous one. Co-ordinator IQAC informed about the availability of latest ICT facilities in the campus. The members were of the opinion that the students will be benefitted by the use of visual media through ICT.

(Action to be taken by HOD, Computer Science.)

1.4 Review of Value Added courses of previous year and suggestions on the initiatives for new Value Added courses

The members reviewed that Value Added courses were showing a very good response from students but keeping an eye in the job market the teachers should focus more on increasing the number of Value Added courses. The Deans were requested to come up with new ideas related to Value Added courses in the next meeting.

(Action to be taken by IQAC coordinator.)

1.5 Review of feedback forms

The members were apprised of newly developed feedback forms. Some suggestions for improvement came and it was decided to incorporate the changes and discuss with members. Members were of the view that the Institute should create Google forms for getting feedbacks from Stakeholders.

(Action to be taken by HOD, Computer Science.)

1.6 Review of Student Support Services

It was resolved that Student Support Services be made more vibrant.

- College website and facebook page created earlier be updated regularly to disseminate information to students regarding all activities in the college.
- The services of dedicated team of teaching and non-teaching members be made available to students to guide them regarding on-line admission in future.
- The coordinator IQAC briefed other members regarding admissions in different programmes. The members were of the opinion that some initiatives should be taken to attract students from outside the State as well.

Action to be taken by Mentors.

1.7 Nurturing and Promoting Potential students

It was resolved that the students with extra ordinary caliber be identified in each subject by the concerned members of faculty. Students' support in such cases be enhanced by providing books and other study material. It was decided HODs be given the task to prepare a list of such gifted students.

(Action to be taken by all HODs.)

1.8 Research funds for Faculty and Students

The members were of the view that a provision of some funds in the budget be made so as to focus on Research by faculty and students (minor projects, students' projects, seed money etc.)

(Action to be taken by Dr. Sangeeta Singh, Deptt. of Physics.)

1.9 Review of results of students of all programmes

The members were happy with the performance and the results thereof of all the departments except B.A. The Dean of Arts faculty was asked to review the average pass percentage of college students viz a viz University results. The house appreciated the students for attaining meritorious positions in University results.

(Action to be taken by Dean, Faculty of Arts.)

1.10 Students be made environment conscious

The members were of the opinion that environment consciousness in the students be increased as increasing pollution was a cause of concern for everyone.

(Action to be taken by Dr. Rashmi Jawa, HOD, Botany and Ms. Ruchika Vermani, Incharge, Outreach Programme Team.)

1.11 Advanced Lectures by Professionals

The members were of the opinion that professionals should be invited to deliver the lectures to students to increase their knowledge and potential. Visits to Industries should also be increased.

(Action to be taken by Dr. Parveen Sharma, HOD, BBA deptt.)

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

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.

- 1) Chairperson
Dr. Jyoti Juneja, Principal
- 2) Faculty Members
 - Dr. Rashmi Jawa, Associate Professor
 - Ms. Rosey Chopra, Associate Professor
 - Dr. Sangeeta Singh, Associate Professor
 - Ms. Sunita Dhawan, Associate Professor
 - Dr. Anita Saini, Associate Professor
 - Ms. Punita Batra, Associate Professor
 - Ms. Rohini Madan, Associate Professor
 - Dr. Renu Bhatia, Associate Professor
- 3) Administrative Officers
 - Ms. Anita Gaba, Librarian
 - Dr. Suman Nasa, Associate Professor
 - Dr. Manjula Spah, Associate Professor
 - Mr. Rakesh Juneja, Assistant Professor
 - Mr. Gulshan Aneja, Ex. Head Clerk
- 4) Management Nominee
 - Sh. Madan Lal Kumar
- 5) Nominee from Local Society, Students and Alumni
 - Ms. Monika Rangi, Alumni
 - Ms. Kiran Nain, Alumni
 - Ms. Bhawna, Student, B.A.I
 - Ms. Tanvi, Student, B.Com.(Hons.) I
 - Mr. Satpal Ahlawat, Society
- 6) Nominee from Employers/Industries/Stakeholders
 - Dr. Jagdish Batra, O.P. Jindal Global University
 - Mr. Rakesh Devgan, Industrialist
 - Dr. Geetanjali Grover, Principal, JDKPS, Sonapat
- 7) IQAC Co-ordinator
 - Ms. Kamlesh Chopra, Associate Professor

2.1 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.

2.2 Confirmation of the minutes of 1st quarterly meeting of the IQAC held on August 4, 2018

2.3 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.

(Action taken by all HODs.)

2.4 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.

(Action taken by Dr. Asha Chawla, Deptt. of Commerce.)

2.5 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.

(Action to be taken by, coordinator IQAC, Ms. Kamelsh Chopra.)

Report on follow-up action taken on the decisions adopted by the IQAC in its Its meeting held on August 4, 2018.

1.7 (2018-19) A large number of students were provided financial support in the form of fee-concessions and scholarships

1.10 (2018-19) Every alternate Saturday was celebrated as Vehicle free day. The initiative for the same was taken by Outreach Programme team.

1.11 (2018-19) An industrial visit to Sultan Singh Fish Farm, Butana, Nilokheri was arranged for the students of B.Sc.(Medical).

1.11 (2018-19) UPSC IInd topper was invited by Dr. Suman Nasa, of Commerce deptt. for an interactive session with the students of B.Com.

1.11 (2018-19) An industrial visit to 'Yakult', Rai was arranged for BBA and B.Sc.(Biotech) deptt. students. Dr. Parveen Sharma took the initiative.

1.11 (2018-19) A lecture on 'Biotechnology and Vaccine Innovation' by Dr. Kanupriya and Workshop on Panel Data Analysis was arranged by Dr. Asha Chawla of Deptt. of Commerce.

1.11 (2018-19) A session on 'Cyber Security' was held under the Digital Shakti campaign by National Commission for Women. University Outreach Programme team led by Ms. Ruchika Vermani organized it.

1.11 (2018-19) Feedback form incorporated with desired changes were handed over to Tech-Savvy cell for further action

2.6 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

(Action to be taken by Ms. Tarika Sethi, HOD, Commerce (PG) deptt.)

2.7 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.

(Action to be taken by Ms. Rosey Chopra, Deptt. of English.)

2.8 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.

(Action to be taken by Deans.)

2.9 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.

(Action to be taken by all HODs.)

2.10 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.

(Action to be taken by Deans.)

2.11 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.

(Action to be taken by Dr. Rashmi Jawa, HOD, Deptt. of Botany.)

2.12 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.

G.V.M. GIRLS COLLEGE SONIPAT

Minutes of 3rd quarterly meeting of IQAC held on January 12, 2019 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

A. Chairperson

Dr. Jyoti Juneja, Principal

B. Faculty Members

- Dr. Rashmi Jawa, Associate Professor
- Ms. Rosey Chopra, Associate Professor
- Dr. Sangeeta Singh, Associate Professor
- Ms. Sunita Dhawan, Associate Professor
- Dr. Anita Saini, Associate Professor
- Ms. Punita Batra, Associate Professor
- Ms. Rohini Madan, Associate Professor
- Dr. Renu Bhatia, Associate Professor

C. Administrative Officers

- Ms. Anita Gaba, Librarian
- Dr. Suman Nasa, Associate Professor
- Dr. Manjula Spah, Associate Professor
- Mr. Rakesh Juneja, Assistant Professor
- Mr. Gulshan Aneja, Ex. Head Clerk

D. Management Nominee

- Sh. Madan Lal Kumar

E. Nominee from Local Society, Students and Alumni

- Ms. Monika Rangi, Alumni
- Ms. Kiran Nain, Alumni
- Ms. Bhawna, Student, B.A.I
- Ms. Tanvi, Student, B.Com.(Hons.) I
- Mr. Satpal Ahlawat, Society

F. Nominee from Employers/Industries/Stakeholders

- Dr. Jagdish Batra, O.P. Jindal Global University
- Mr. Rakesh Devgan, Industrialist
- Dr. Geetanjali Grover, Principal, JDKPS, Sonapat

G. IQAC Co-ordinator

- Ms. Kamlesh Chopra, Associate Professor

3.1 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 third quarterly meeting of the IQAC.

3.2 Enrollment of students in Govt. run portals

It was decided that the greater number of students be enrolled in Govt. run portals like NEPTEL, SWAYAM and E-Pathshala etc.

(Action to be taken by Ms. Bhumika Sharma, Physics (PG) deptt.)

3.3 Faculty Development Programmes for teaching and non-teaching members of faculty

Reviewal of Incentives

The members were of the opinion that incentives should be given to teachers who brought acclaims to institution by winning awards and recognitions in various fields and it could be in the form of cash awards or honour. It was decided that a committee be formed for the same.

(Action to be taken by all HODs.)

3.4 Apprise members of Internet connection and suggestion if any

The members after going through the Band Width of Internet connection were of the view that looking at the number of students in the campus the facility should be improved.

(Action to be taken by Mr. Rakesh Juneja, HOD, Computer Science.)

3.5 Upgradation on facility for e-content

The members suggested that many companies were offering the option of lecture-capturing facilities which could be used by faculty in different Govt. promoted educational platform/moocs/local management system.

(Action to be taken by Ms. Bhumika Sharma, Physics (PG) deptt.)

3.6 To discuss and review scholarships and financial support

The lists of students benefitted in different scholarships and financial support schemes were shared with team members. The members appreciated the efforts

3.7 Appraisal on activities conducted on Human Values and Professional Ethics

Code of Conducts for faculty staff and students were shown to the members. The members were of the opinion that this should be reviewed through a committee under the headship of the Director IQAC

The Principal informed the members that data of the institution had been loaded on AISHE Portal. The members showed the satisfaction.

(Action to be taken by coordinator, IQAC.)

Report on follow-up action taken on the decisions adopted by the IQAC in its Its meeting held on November 29, 2018.

2.5 (2018-19) A workshop on 'Outcome Based Education' was planned to be conducted in the month of April

2.5 (2018-19) Outcome based education workshop was conducted on April 18, 2019 to facilitate the teachers prepare COs, POs, PSOs

2.6 (2018-19) Alumnae meet was organized on Feb.24, 2019 and it was successful

2.7 (2018-19) Official E-mail ID of teachers was created by the Computer Science deptt. on Jan. 29, 2019

2.7 (2018-19) I-Cards with changes suggested were put up before the members

2.9 (2018-19) Following the advice of IQAC, Convener, Ms. Kamlesh Chopra 'An Industrial visit to Parle-G, Bahadurgarh was arranged by B.Sc.(Biotech) deptt.

- A talk on GST by Sh. H.L. Madan was organized by deptt. of Economics.
- A Guest Lecture was delivered by Dr. Jaiveer S Dhankar and conducted by deptt. of History.
- 'Investor Awareness Programme was organized by Dr. Suman Nasa of the deptt. of Commerce.
- A Guest lecture on Managerial Skills by Dr. Neelam Jain was delivered to Commerce students, an Extension lecture by Prof. R.S. Yadav was delivered on the topic 'Security Challenges of India in 21st century'.

2.10 (2018-19) Environmental Friendly practices like Green Diwali, Vehicle Free day, Solar Panels, Solar lights and Tree Plantation were followed

3.8 Discussion on Value Added courses to be introduced in the college

The members were of the opinion that Value Added courses were appreciated by the students so the structure of syllabi should be carefully planned by the teachers.

Action to be taken by all HODs.

3.9 Any other item with the permission of the Principal/Chairperson, IQAC Annual Calendar submitted for approval

The Annual Calendar of events was shared with all the IQAC members and for observations/suggestions. Calendar was also shared with staff members. Discussed and ex post facto approval granted.

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

G.V.M. GIRLS COLLEGE SONIPAT

Minutes of the fourth meeting of IQAC held on April 23, 2019 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

- a. Chairperson
Dr. Jyoti Juneja, Principal
- b. Faculty Members
 - Dr. Rashmi Jawa, Associate Professor
 - Ms. Rosey Chopra, Associate Professor
 - Dr. Sangeeta Singh, Associate Professor
 - Ms. Sunita Dhawan, Associate Professor
 - Dr. Anita Saini, Associate Professor
 - Ms. Punita Batra, Associate Professor
 - Ms. Rohini Madan, Associate Professor
 - Dr. Renu Bhatia, Associate Professor
- c. Administrative Officers
 - Ms. Anita Gaba, Librarian
 - Dr. Suman Nasa, Associate Professor
 - Dr. Manjula Spah, Associate Professor
 - Mr. Rakesh Juneja, Assistant Professor
 - Mr. Gulshan Aneja, Ex. Head Clerk
- d. Management Nominee
 - Sh. Madan Lal Kumar
- e. Nominee from Local Society, Students and Alumni
 - Ms. Monika Rangi, Alumni
 - Ms. Kiran Nain, Alumni
 - Ms. Bhawna, Student, B.A.I
 - Ms. Tanvi, Student, B.Com.(Hons.) I
 - Mr. Satpal Ahlawat, Society
- f. Nominee from Employers/Industries/Stakeholders
 - Dr. Jagdish Batra, O.P. Jindal Global University
 - Mr. Rakesh Devgan, Industrialist
 - Dr. Geetanjali Grover, Principal, JDKPS, Sonapat
- g. IQAC Co-ordinator
 - Ms. Kamlesh Chopra, Associate Professor

4.1 Opening remarks by the Hon'ble Principal Dr. Jyoti Juneja, Chairperson IQAC.

The Principal Dr. Jyoti Juneja, Chairperson IQAC welcomed the members to the IQAC meeting.

4.2 Industry Academia Tie ups

It was unanimously agreed that HODs should tie up with NGOs/Industry/Research Labs/University etc. for MoUs so as to explore the possibilities of job/research and higher studies for the students in the next session.

(Action to be taken by all HODs.)

4.3 Activate Career Counseling Cell

The members were of the view that Career Counseling cell should enhance activities in the coming sessions and arrange speakers to increase awareness among students for career guidance.

(Action to be taken by Dr. Parveen Sharma, HOD, BBA deptt.)

4.4 Apprise the members on extension and outreach programme conducted in collaboration with industry community and NGO through NSS/NCC/Youth Red Cross etc.

List of activities conducted/planned were shown to the members. The members gave an overwhelming response and appreciated the Principal and the co-ordinator of the outreach programmes.

- The Practice of Green Day implemented effectively.
- The Women Cell in the college has been doing a commendable job in sensitizing the girls social issues through various awareness campaigns and became brand ambassadors for awakening the masses towards gender related issues.

4.5 The change in Methodology of accreditation of educational institutions by NAAC

New methodology will come into practice for the preparation of SSR. The co-ordinator Ms. Kamlesh Chopra shared with the members of the staff all the changes incorporated in the working of NAAC. The Principal advised that for further activities in the college, data collection, documentation etc. changed rules of NAAC should be adhered to.

(Action to be taken by all HODs.)

Alumni feedback form with some changes was approved by the members

The members were apprised of newly developed feedback forms. Some suggestions for improvement came and it was decided to incorporate the changes and discuss with members. Members were of the view that the Institute should create Google forms for getting feedbacks from Stakeholders.

(Action to be taken by HOD, Computer Science.)

Awards and Recognitions received for extension and extra-curricular activities

The list of awards was shown to members. The members appreciated the efforts of members associated with extra-curricular activities.

Report on follow-up action taken on the decisions adopted by the IQAC in its Its meeting held on January 12, 2019.

3.3 (2018-19) Orientation programme on 'How to use e-resources was conducted on Dec. 14, 2018 for Non-teaching faculty of the college

3.8 (2018-19) Eleven Value Added courses were started by departments in the subjects of English, Mathematics, Psychology, Music, History, Geography, BBA, Zoology, Chemistry, Botany and Physics to enhance the skill base and knowledge of students

4.2 (2018-19) MOU was signed between GVMGC, Sonapat and ICT Academy, Delhi to conduct Faculty Development Programme for the teaching faculty

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