

G.V.M. GIRLS COLLEGE SONIPAT

Minutes of the meeting of IQAC held on August 20, 2019 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

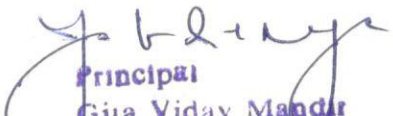
1. Chairperson
Dr. Jyoti Juneja, Principal
2. Faculty Members
 - Dr. Rashmi Jawa, Associate Professor
 - Ms. Rosey Chopra, Associate Professor
 - Dr. Sangeeta Singh, Associate Professor
 - Ms. Sunita Dhawan, Associate Professor
 - Dr. Anita Saini, Associate Professor
 - Ms. Punita Batra, Associate Professor
 - 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. Nancy Mudgil, Student, B.Com.(Hons.) II
 - 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 2019-20.

1.2 Confirmation of the minutes of the last meeting of the IQAC held on May 10, 2018-19


Coordinator, IQAC


Principal
Gita Viday Mandir
Girls College, Sonapat

Resolved that the minutes of the 4th meeting of IQAC held on May 10, 2018-19 be confirmed.

1.3 Teaching-Learning be upgraded with new initiatives and practices suggested by IQAC

It was decided that teachers should lay more stress on the use of ICT tools in the current session 2019-20. The members were of the opinion that teachers should come forward with suggestions for the upgradation of ICT facilities in the campus.

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

1.4 Initiatives for expanding of Value Added courses for added benefits to students

Every member appreciated the efforts of teachers holding Value added courses benefitting students and the positive response received. It was decided that teachers should focus more on such Value Added courses in the coming session.

(Action to be taken by IQAC coordinator.)

1.5 Review of Student Support Services

It was resolved that students with extra-potential and versatility be short listed so as to help them chisel their talent and knowledge-base. The services of dedicated team of teaching and non-teaching members be made available to students to guide them from time to time.

(Action to be taken by HODs)

1.6 Review of results of students of all programmes

The members appreciated the students for their excellent results during exams and sweeping meritorious position of University. The Dean reviewed the average pass percentage of college students viz a viz University results and were happy with the performance of students. The members also appreciated Arts faculty for the efforts put in by them for better performance of students compared to the previous session.

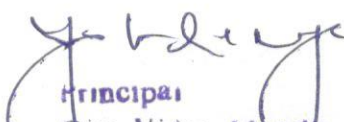
1.7 Nurturing and Promoting Potential students

It was observed that students with potential and talent were the ones, if nurtured carefully who could prove to be an asset to society and being a good name to the institution as well. Deans were assigned the duty of identifying and short listing such students with the support of members of faculty. It was decided that students' support be enhanced in such cases by providing them every help like providing books, study material and financial support.

(Action to be taken by all HODs.)

The meeting ended with a vote of thanks to the Chairpersons IQAC, Dr. Jyoti Juneja and other members of IQAC.


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Vidya Mandir
G.V.M. Girls College, Sonapat

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

Minutes of 2nd quarterly meeting of IQAC held on December 12, 2019 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. Nancy Mudgil, Student, B.Com.(Hons.) II
 - 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 20, 2019**


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Viday Mandir
Girls College, Sonapat

2.3 Progression of work on AQAR and Data collection for the third cycle of NAAC

The members reviewed the process of data collection for the third cycle of NAAC. HODs informed the other members that instruction had been given to all members to maintain every record meticulously so as to help with the compilation work.

- Record of Class tests/assignments to be maintained
- Formation of What's App groups of faculty

(Action taken by all HODs.)

2.4 Annual Calendar to submitted for approval

The Annual Calendar of events was shared with the IQAC members for observations/suggestions. It was decided that the calendar should also be shared with the other staff members for ex post facto approval.

2.5 Environment Awareness among students to be taken on priority basis

The members were of the opinion that ecological balance and environmental consciousness be spread among students as it was a burning issue of society as well as the need of the hour.

(Action to be taken by Dr. Rashmi Jawa, HOD, Botany in collaboration with NSS and Outreach Programme Team)

2.7 Clarity in POs, PSOs and COs and their evaluation and Attainment mechanism

It was decided that a workshop should be arranged for all the members of teaching faculty to clarify the mechanism and attainment methodology of POs, PSOs and COs.

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

2.8 Faculty details/profile and extended profile

The members opined that detailed and extended profiles of all the teachers be made keeping on record the proof and certificates of their achievements in form of hard copies.

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

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

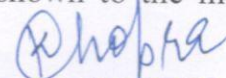
The members were of the opinion that workshops/seminars/guest lectures involving industry people on innovative practices should be improved. All HODs, Deans were expected to organize atleast two such activities in the academic year.

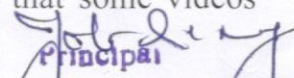
(Action to be taken by all HODs.)

2.10 To review and discuss strategies for beneficiaries

- Soft Skill Development

List of Soft Skill development initiatives for the academic year 2019-20 was shown to the members. The members were of the opinion that some videos


Coordinator IQAC


Principal
Gita Vidya Mandu

regarding 'How to improve your communication skills', 'How to conduct yourself during Interviews' 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 pointed them out.

(Action to be taken by Deans.)

2.11 What's app groups of Mentees

The Principal suggested that the Dean should advise all the mentors to create What's app group of their mentees to remain regularly connected with all of them so as to share with them all the relevant and essential information.

(Action to be taken by Deans.)

Report on follow-up action taken on the decisions adopted by the IQAC in its meeting held on December 12, 2019-20.

- Mentees' groups were created by all the mentors and it helped in better connectivity with the students.
- Extended profiles of all the teachers with proofs and certificates of their achievements were created.

2.12 Ecology Issues

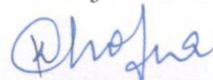
The members discussed various strategies to create eco-friendly environment in the institution. It was also considered that eco-friendly practice prevalent in the college be spread in society to awaken people to the disastrous effects of environment degradation.

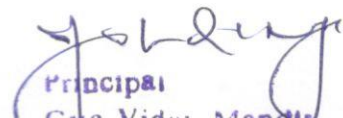
(Action to be taken by Dr. Rashmi Jawa, HOD, Deptt. of Botany.)

Report on follow-up action taken on the decisions adopted by the IQAC in its meeting held on December 12, 2019-20.

- Workshop on 'Reduce, Recycle and Reuse of Plastics' was conducted on February 01, 2020 by EVS deptt. and Eco Club.
- Presentation on 'Polythene Free Environment' was given by BBA students on September 16, 2020.

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


Coordinator IQAC
GVM Girls College, Sonapat


Principal
Gita Vidya Mandir
Girls College, Sonapat

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

Minutes of 3rd quarterly meeting of IQAC held on January 04, 2020 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. Nancy Mudgil, Student, B.Com.(Hons.) II
- 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

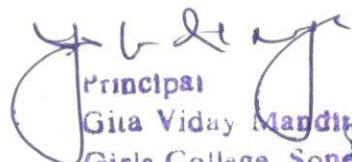
G. IQAC Co-ordinator

- 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.


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Vidya Mandir
Girls College, Sonapat

3.2 Strengthening and expanding of team, clubs and cells

The members were of the opinion that maximum number of students be enrolled in clubs, teams and cells to enhance their social activities for a dual benefitting the students as well as society in the long run.

(Action to be taken by IQAC Co-ordinator, Ms. Kamlesh Chopra.)

3.3 Fit India Movement to be popularized

It was decided that Fit India Movement be launched and popularized among students with a view to make Fitness an integral part of their daily lives causing behavioural changes and opt for a physically active life style. Various initiatives were suggested by the members to popularize the movement among students by combining fitness with recreation.

(Action to be taken by IQAC Co-ordinator and Incharge NCC, NSS, Outreach Programme Team.)

Report on follow-up action taken on the decisions adopted by the IQAC in its meeting held on January 04, 2020.

- Run for Fun by Fitness Club
- Fit India Movement and a Seminar on Pink Health on September 09, 2019
- Seminar on Cervical Cancer by Fitness Club on September 10, 2019
- Cycle Day, Aerobic Day, Zumba Workshop, BOLLYFIT - A Fitness Workshop were organized by Fitness Club under the initiatives of IQAC.

3.4 Extension of Language Lab

It was considered that maximum number of students should get help in learning and communication of English language in an effective way. To help the students learn the basic skills of the English language through interactive videos and technical tools.

Language Lab allowed students to learn and reinforce material learned in classes by putting that into practice through interactive activities and helped learning process. Students learnt and enjoyed the intricacies of tone and intonation of language through upgraded softwares installed in the computers.

(Action to be taken by HOD, Deptt. of English and HOD, Computer Science.)

3.5 Eco-Warriors Club

The members were of the opinion that Eco-Warriors Club should be constituted in the college to promote activities creating ecological balance.

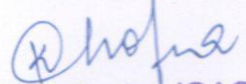
(Action to be taken by Eco-Warriors Club.)

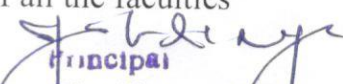
3.6 To discuss and review scholarships and financial support

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

3.7 Library Footfall Record maintenance

The members were of the opinion that there should be a proper maintenance of record of the number of visitors to the library. The Principal advised Deans of all the faculties


Coordinator IQAC


Principal
Gita Vidya Mandia


to pass on the information to the teaching staff members that library visits, interest in reading of Journals and Magazines should be inculcating in the students so as to help them avail the ocean of information and knowledge available in the library.

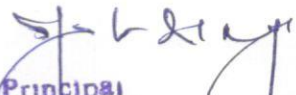
(Action to be taken by Ms. Anita Gaba, Head Librarian.)

Report on follow-up action taken on the decisions adopted by the IQAC in its meeting held on December 12, 2019-20.

- An awareness Seminar on 'Internet Safety and Cyber Security' was organized on August 19, 2019 by University outreach Team.
- A Workshop on 'Pragmatic Skill on SDS-PAGE and PCR' was conducted by Biotech deptt. on September 21, 2019.
- A Seminar on 'Professional Scope of Home Science' was organized by Home Science deptt. on September 26, 2019.
- Students were made to attend a Workshop as Solar Ambassador at Indira Gandhi Open Stadium, New Delhi on October 2, 2019.
- A Workshop on 'Application of Mathematics in Real Life' was organized by Mathematics deptt. on January 17, 2020.
- An Extension Lecture on the topic 'Where Does our Food come from?' was organized by Zoology deptt. on January 25, 2020.
- Deptt. of Geography organized a Career Counseling Programme where a team from Netra Institute of Geo-Information Management and Technologies Foundation counselled the programmers on January 29, 2020.
- A Workshop on 'Aerial Photos and Satellite Imagery' was conducted by Geography deptt. on February 8, 2020.
- A Workshop on 'Nano Sciences for Ensuring Food Safety' was conducted by deptt. of Chemistry on February 13, 2020.

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


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Vidya Mandir
Girls College, Sonapat

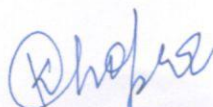
**G.V.M. GIRLS COLLEGE
SONIPAT**

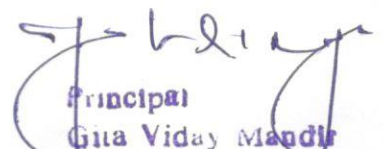
Minutes of the fourth meeting of IQAC held on January 25, 2020 in the office of the Principal, G.V.M. Girls College, Sonipat at 11:00 a.m.

- 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. Nancy Mudgil, Student, B.Com.(Hons.) II
 - 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.


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Vidya Mandir
Girls College, Sonapat

4.2 Apprise the members on Extension Lectures conducted in collaboration with industry academia and NGOs through NSS/NCC/Youth Red Cross etc.

List of activities to be conducted/planned were discussed with the members. The member appreciated the Principal and the efforts taken by IQAC Co-ordinator from furthering the interest of the students.

(Action to be taken by all HODs.)

4.3 Execution of Lesson Plans

It was decided that Teachers should execute the Lesson Plans to function more effectively in the class rooms by giving a detailed outlines that they would adhere to during each class. Lesson Plan would serve as a guide that teacher will follow everyday to determine what the students will learn, how and what lessons will be taught and how learning will be evaluated.


(Action to be taken HODs.)

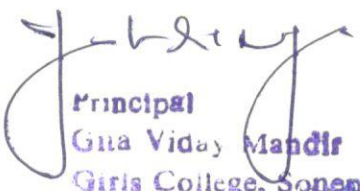
4.4 Geo-Tagging Interaction session

It was decided that an interactive session for all the members of the staff was essential to help users find a wide variety of location specific information from a device as geo-tagging photos were the requirements of NAAC. Geo-Tagging or the process of adding meta data that contains geographic information about a location to a digital map.

(Action to be taken by IQAC Co-ordinator, Ms. Kamlesh Chopra.)

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


Coordinator, IQAC
G.V.M. Girls College, Sonapat


Principal
Gita Vidya Mandir
Girls College, Sonapat