



POST GRADUATE GOVERNMENT COLLEGE
SECTOR 11, CHANDIGARH
IQAC CELL

Minutes of meeting

Session 2022-2023

During session 2022-23 four meetings of IQAC were held.

First meeting

Meeting of IQAC was held on 01.06.2022 under the chairmanship of Principal Dr. Sangam Datta.

The main agenda of the meeting was-

1. To hold convocation for the students of session 2020-21.
2. Arrangements for forth coming University Semester Examination.
3. Prospectus and time table for the next academic session.
4. To add more subject combinations in Humanities.
5. Preparation of computer labs to facilitate the process of online forms (filling & admission).
6. Arrangements for online admissions.

Compliance

1. Convocation for students of session 2020-2021 was held on 10th and 11th June 2022 and degrees were given to all 1st divisioners.
Chief Guest on 10th –Mr. Sanjeev Kalra (A-DIG)
Chief Guest on 11th –Mr. Maninder Bains (Chief Sect.)
2. University Examinations were held in offline mode in the month of July with four Centres operational in the college.
3. Prospectus committee prepared the prospectus of the college and required information for the joint prospectus was provided by the college to Chandigarh Administration.
4. New subject combinations were introduced in Humanities Stream to provide better opportunities to students.
5. Computer labs were prepared to facilitate students in filling online forms.
6. With adequate IT facilities the admission process of all UG and PG classes achieved successfully.

Second Meeting

Meeting of IQAC was held on 27.08.2022 under the chairmanship of Principal Dr. Sangam Datta. The main agenda of the meeting was -

1. New session is starting, Caretaker is to see the working of all ICT faculty classrooms.
2. Work progress of SSR data as the IIQA is approved (on 24.08.2022).
3. Conveners of societies to prepare and plan activity calendar.

4. Infrastructural facilities to be checked.
5. Tutorial Group meeting in the coming week.

Compliance

1. All smart classrooms work operational with smart panels/ systems.
2. The process of completion of SSR- data and its uploading was achieved on time. SSR was submitted to NAAC on 08.10.2022
3. Activity calendar was adhered by the societies.
4. All maintenance work was done by the Engineering wing of Chandigarh Administration.
5. Tutorial group meeting was organised on 17.10.2022 to make students aware of the various rules and regulations and criteria for assessment. They were also encouraged to take part in SSS.

Third Meeting

Meeting of IQAC was held on 15.12.2022 under the chairmanship of Principal Dr. Sangam Datta along with advisory council. The main agenda of the meeting was-

1. Preparations for the NAAC Peer Team visit.
2. Necessary arrangement for line ongoing unit exams.
3. Maintenance and up keep of college campus.
4. Arrangements for the next semesters.
5. Activity planner/weekly schedule in the department.

Compliance

1. As the SSR was approved by the NAAC on 14.12.2022 and the visit of Peer Team is expected in January-February, all departments were asked to prepare PPT and organise their documents in folders for the visit, labs are to be in properly and systematically arranged with equipments.
2. Necessary arrangements are made for exams.
3. The campus is maintained and beautified for the visit.
4. Necessary claims (like chemicals etc.) are purchased for the labs for the coming semester.
5. Departments planned their activities and weekly schedule.

Fourth Meeting : -

Meeting of IQAC was held on 03.03.2023 under the chairmanship of Principal Dr. Sangam Datta. The main agenda of the meeting was to discuss-

1. The NAAC grade awarded to the college after the completion of accreditation process.
2. Short comings and recommendation of NAAC peer team while their visit to the college.
3. Improvements required in data collections and compilation.
4. The strengthening of placement cell & Career counselling cell.
5. To start the preparation of joint prospectus of the college of Chandigarh.
6. Finalising the data of MST.

Compliance

1. Steps were taken to overcome the short comings pointed out by the NAAC Peer Team.
2. Data collection and compilation become more streamlined.
3. The placement cell & Career counselling cell became proactive.
4. Committee was formatted for preparation and finalisation of joint prospectus of the college of Chandigarh.
5. The examination branch was given directions for conduct of MST smoothly.