Government College of Education, Sector 20D, Chandigarh

Internal Quality Assurance Cell meeting

(28th January, 2023)

<u>Minutes of Meeting</u>

IQAC meeting of the college was held on 28th January, 2023. The following members of the IQAC attended the meeting:

- Dr. Sapna Nanda (Chairperson IQAC and Principal)
- Dr. Ajay Kumar Srivastav (Dean)
- Dr. Balwinder Kaur (Convenor NAAC/IQAC Commiittee)
- Dr. Anjali Puri (Incharge M.Ed. /Convenor Skill Dev. Committee)
- Dr. Anurag Sankhian (Incharge B.Ed./ College Bursar)
- Dr. Sheojee Singh (Incharge Research Resource Centre)
- Dr. Lilu Ram Jakhar (Member NAAC/IQAC Committee)
- Dr. Sunil Dutt (Professor NITTR/ College Alumnus)
- Dr. Neelam Paul (Incharge RUSA)
- Dr. Aarti Bhatt (Member NAAC/IQAC)
- Dr. Rajni Thakur (Member IQAC)
- Dr. Upasna Thapliyal (Member NAAC/IQAC)
- Shri. Shiv Prasad (DHE Representative)
- Smt. Taruna Mehta (Councillor of the Area)
- S. Manmohan Singh (Principal Govt. Model High School, Sector 20D, Chandigarh)
- President, Literary and Cultural Society of the college: Ms. Preeti
- President NSS Units of the College: Mr. Shivam
- Student Representative: Mr. Abhilash

The Agendas of the meeting were:

1) **Environment Sustainability measures**

2) **Placement initiatives**

3) **E-content Development Facilities**

4) **Strengthening feedback mechanism**

5) **Research projects**

6) **Learning Management Measures**

7) **ICT by Teachers:**

The minutes of meeting of the discussion are as follows:

1) **Environment Sustainability measures**: Suggestions were given for use of appropriate and up graded technology one which is eco friendly, resource efficient, culturally suitable and locally adaptable like E-wastage and management of e-data by reducing paper usage. Adding to it Policy of Reuse, Reduce and Recycle like taking both side prints of papers, online assignments etc. and better planning of Projects, activities, competitions of waste management, documentaries on cleanliness and assignments under the environment club and eco club for cleanliness and beautification of the college was discussed. Also a visit of MC department official along with the civil engineer of department was suggested. A request was placed to MC to install the new dustbins in college and expansion of the road in college. Area counsellor ensured the meeting which is being fixed next week with MC office for a visit.

2) **Placement initiatives**: It was suggested to identify expertise areas of the college in which it can contribute to the institutes with which MOUs are being signed like workshops, training programs and FDPs can be organized. Problem of tracing the data of placed students was rigoursly conversed with the members. The solution for the problem was identified as to assign the responsibility to the tutorial incharges to maintain contacts with old students and keep in touch to trace the data in time. Also CTET/ other training programs were suggested to be incorporated in the time table for two hour per week for professional development of students.

3) **E-content Development Facilities**: The committee was of the view that teachers should prepare self leaning materials in the form of videos and upload it on website as a reference material for students. Development of a studio for recording was also suggested. Information was shared regarding self learning module development course available on the website of SWAYAM for teachers and students. To encourage students for maximum participation in self learning courses, it was suggested to be given weightage for internal assessment. Proposal for IGNOU study centre to be prepared to improve the quality in college.

4) **Strengthening feedback mechanism**: The feedback committee of the college is already successfully implementing feedback mechanism as per the University norms and NAAC requirement. Feedback from parents and stakeholders can be improved by including parents email id and phone number on the admission forms. PTM once a semester was also suggested by the team.

5) **Research projects**: Proposal to indentify the funding agencies like NCERT, SCERT, UGC, CSIR etc by exploring the websites and contacting the agencies was suggested for research projects and to provide seed money to the faculty. It was added that teachers can be motivated to prepare research proposals through different agencies.

6) **Learning Management Measures**: Procuring of LMS software (Open source) was suggested to maintain student records.

7) **ICT by Teachers**: Use of smart classes, social media was suggested to make teaching more interesting and effective.

IQAC Committee

Principal