

GOVERNMENT COLLEGE OF EDUCATION, SECTOR-20-D, CHANDIGARH

Action Taken Report on IQAC Meeting held on 09.09.2019

In pursuance of the suggestions made in the IQAC meeting held on 09/09/2019 in IQAC Room of the College, the following steps have been undertaken in order to implement some of the suggestions:

1. Display of five new words from different languages every week on Bulletin Board by the Tutorials Group on duty has been proposed and the work is under process.
2. The NAAC/NCTE Committee hailed the decision of the Principal, Dean and Vice Principal to continue interacting with students in their respective classrooms at least once a week on regular basis with the purpose of bridging the gap between the administration and the students in a more focussed manner. It should be continued as one of the best practices of the institution.
3. Formation of Committees and Sub Committees has been finalised as per the revised NAAC guidelines. The committees are as under:

Background :

Consequent upon the publication of revised NAAC guidelines for Assessment and Accreditation of Higher Education Institutions in the country with regard to Students' Satisfaction Survey as one of the essential components of NAAC evaluation, it has been felt quite essential to constitute the a separate committee, namely Students' Satisfaction Survey Committee with another Academic Co-ordination and Monitoring Committee at the college level in order to maintain the high quality of academic interactions with regular periodic inputs/ feedback from various stakeholders, primarily the students and the faculty. The following will be the mandate and constitution for the said committee:

Objectives:

- i. To ensure regular interaction with the students and faculty and obtain their constructive feedback/ suggestions regarding the academic interactions in the classes.
- ii. To ensure that despite all events, meetings and busy schedules in different administrative assignments, all teachers who have been allotted classes, regularly take the classes or if it is not possible, some better alternative arrangements are ensured in

order to avoid prolonged absence or continued neglect of the class by concerned teachers. This should be ensured.

- iii. To ensure that all students are encouraged to utilize the available academic resources of the college to the maximum extent.
- iv. To ensure that, despite all administrative duties, higher authorities of the college, especially Principal, Dean and Vice Principal regularly interact with all students, at least once in a week or fortnight on regular basis.
- v. To devise and materialize practical/ feasible ways and means for creating better conditions of teaching-learning, evaluation and feedback in the institution for taking it to higher levels of excellence in academia.

STUDENTS' SATISFACTION SURVEY COMMITTEE:

A. Core Committee

- i. Principal
- ii. Dean
- iii. Vice Principal
- iv. Dr. Sapna Nanda
- v. Dr. Anurag Sankhian
- vi. Dr. Sanjeev Kumar
- vii. Any other invited member

B. Academic Co-ordination and Monitoring Committee:

- i. Dr. A.K Srivastava
- ii. Dr. Balwinder Kaur
- iii. Dr. Anurag Sankhian
- iv. Dr. Sheojee Singh
- v. Dr Vandana Aggarwal
- vi. Dr. Punam Bansal
- vii. Librarian
- viii. Student representatives from each section of each course

C. Alumni Co-ordination Committee:

- i. Dr. Anurag Sankhian
- ii. Dr. Lilu Ram
- iii. Dr. Punam Bansal
- iv. Dr Vandana Aggarwal

- v. Establishment Clerk
- vi. Student representatives

D. Website Monitoring and Supervising Committee

- i. Dr. Mukhtiar Singh
- ii. Dr. Lilu Ram
- iii. Dr. Punam Bansal
- iv. Dr. Vijay Phogat

4. Duration of the Academic Co-ordination and Monitoring Committee

The duration of the Academic Co-ordination and Monitoring Committee will be for two years and after that period 1/3rd of the faculty members will be replaced.

5. The functioning of various committees will be reviewed by the core committee every months and the feedback will be discussed.

Sajid
25/11/2019

Convener, NAAC/ NCTE committee

Hans Bahar
Principal

CC:

- Members
- Dr. Suman Khokhar for uploading on College website