



## Government College for Women, Sonipat

Email id: gcwsonipat@gmail.com

Dated: 28/8/2024

### Notice for the meeting of IQAC

The meeting of IQAC is scheduled to be held on August 28, 2024 at 11:00 AM. in the Principal office with Worthy Deputy Director, Dr. Veena. The members of IQAC are requested to make it convenient to attend the meeting on the above schedule (in person).

#### Agenda of the Meeting:

1. Review of all points discussed in the previous meeting.
2. To discuss the progress of data collection of the last three years (2021-22, 2022-23, 2023-24) for the purpose of documentation for NAAC Accreditation.
3. To find out the suggestions to enhance the quality of education and teaching learning methods.
4. Any other issues with permission of the chairperson.

**IQAC (Co-ordinator)**

*Vandana*

**Dr. Vandana Nasa**

**Associate Professor of Commerce**

*[Signature]*  
**Principal**  
**Govt. College for Women**  
**Govt. College For Women, Sonipat**

### Minutes of the Meeting ( 28/8/2024)

The meeting of IQAC began at 1:30 PM in the presence of the Worthy Deputy Director, Dr. Veena and Chairperson of IQAC with a formal welcome of all members of the IQAC committee by the co-ordinator, followed by the discussion of topics mentioned in the agenda of the meeting:

- Detailed discussion was put up about preparation of **data of the last three years** (2021-22, 2022-23, 2023-24) .NAAC will be based on the Binary System.
- Various suggestions were given by Worthy Deputy Director, Dr. Veena :
  - (a) Documentation should be done properly.
  - (b) Signatures of the concerned should be taken on each document with proper name and designation.
  - (c) AISHE data is to be used for filling on the NAAC portal.
  - (d) NAAC portal should be visited for guidelines.
  - (e) Smart Class rooms must be effectively used as per the allotted time table.

The meeting was closed with a formal vote of thanks by the convener.

Vaughan  
28/8/24

(Convener- IQAC)

  
Principal  
Govt. College for Women  
Sonapat

**Action Taken:**

1. Guidelines were issued regarding the suggestions given by Worthy Deputy Director, Dr. Veena.
2. IQAC/ NAAC committee members were given the directions to prepare the data as per norms.

**IQAC (Co-ordinator)**

*Vandana* 28/8/24  
**Dr. Vandana Nasa**

**Associate Professor of Commerce**

*[Signature]*  
Principal  
Govt. **Principal** Women  
Sonepat  
Govt. College For Women, Sonipat