



Government College for Women, Sonipat

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Dated: 18/9/2024

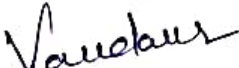
Notice for the meeting of IQAC

The meeting of IQAC is scheduled to be held on September 19, 2024 at 1:30 p.m. in the Principal office. The members of IQAC along with all the Heads of the Departments are requested to make it convenient to attend the meeting on the above schedule (in person).


Agenda of the Meeting:

- Review of all points discussed in the previous meeting.
- To discuss the routine work of departments.
- To organise PTMs as per guidelines issued by the department.
- To discuss the **mentorship scheme**.
- Effective planning of the different issues so that the department can be run smoothly.
- Any other issues with permission of the chairperson.

IQAC (Co-ordinator)


Dr. Vandana Nasa

Associate Professor of Commerce


Principal
Govt. College for Women
Sonipat

Govt. College For Women, Sonipat

Minutes of Meeting (19/9/2024)

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

- With Reference to letter no. Spl.8/31-2024 NPE dated 20/8/24, It was ensured to conduct regular **PTMs** in the college to enhance communication and collaboration between teachers and parents. Action plan was finalised to conduct the first PTM on Sep. 30, 2024.
- It was decided that if any faculty member attends any FDP /Seminar/ Conference/ workshop/Training etc., He/ She will have to submit the copy of permission by R/Principal and certificate after attending the same to IQAC.
- It was decided that only 1/3 of the total faculty members at the same time might attend their career development programmes so that classes could be continued properly. Faculty members are advised to attend the FDP turn by turn so that student's teaching would not be affected.
- It was decided that if any department wants to organise any workshop/ training etc. in our institution, they may seek guidance from IQAC (if required) and will be assisted for the same.
- For making the mentorship scheme successful, various activities were discussed which could be taken in action.
- Academic results were analysed and suggested that different emerging technologies for teaching and learning process should be adopted by faculty members.

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

Vandana
19/9/24

(Convener- IQAC)


Principal
Govt. College for Women
Sonapat

Action Taken:

1. Various duties were assigned to mentors to regularize the PTMs as per norms described in the letter issued by the department.
2. A PTM was conducted on Sep. 30, 2024.
3. A notice among all the staff members was circulated to inform about the norms to be followed regarding participation in FDP/Seminar/Conference/workshop/Training etc.
4. Mentorship scheme was successfully applied.

IQAC (Co-ordinator)

Vandana Nasa 19/9/24
Dr. Vandana Nasa

Associate Professor of Commerce

[Signature]
Principal
Govt. College For Women
Sonapat

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