

NAAC Accredited 'B' Grade

(Affiliated to Guru Jambheshwar University of Science & Technology Hisar)

Delhi Bypass Road, Opp. GJU S&T, Hisar (Haryana) 125001

Ref. No. GCW/IQAC 2020-21 01

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Dated:14/07/2020

A meeting was held under the chairmanship of Principal on 14/07/2020.

- Verification of API cases of 2018-19 and 2019-20 sessions.
- Preliminary preparations regarding AQAR.
- · Brainstorming the quality initiatives.

FUTURE PLANS

- Construction of Administrative Block under RUSA
- Online facility for applying for admissions
- · Promote Online Activities due to Covid-19 Global Pandemic
- To make formal Feedback System more inclusive by involving various stakeholders
- To organize 1st Alumni Meet
- To launch Best Practice/Institutional Distinctiveness-Joy of Giving
- · Students Grievance Redressal System should be properly documented.
- Beautification of campus and focus on eco-friendly environment under sustainable green initiatives.
- Workshop on Skill Development —" Hunar hai to kadar hai" be continue.
- To motivate the student for Start-UP and Make in India.
- Focus on organization of activities Seminars and Expert lecture related to Prioritizing
 Holistic Health at the Workshop, Social Awareness like –Blood Donation Camp and Health
 Checkup Camp etc.

FUTURE QUALITY PLANS & INITIATIVES

- To arrange remedial classes for slow learners to improve the results.
- To organize workshop on Faculty Development –specially on E-Content Development
- To organize a National Seminar on Intellectual Property Rights
- To organize some lectures/Classes for Preparation of N.E.T Exam in English subject
- To organize more competitions on State Level such as Quiz Contests
- To include more stakeholder in formal feedback mechanism.
- To organize Alumnae Meet on regular basis
- Any other issue with the due permission of chair.



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Verification of APT score:-

The APL scores of the following teachers were verified by the committee:

- 1. Sh. Amit Bansal (2019-20, 2018-19)
- 2. Sh. Vipin Babbar (2019-20, 2018-19)
- 3. Dr. Nutan Yadav (2019-20, 2018-19)
- 4. Sh. Satish Kumar (2019-20, 2018-19)
- 5. Ms. Heena Pahuja (2019-20, 2018-19)
- 6. Sh. Anil Kumar (2019-20, 2018-19)
- 7. Dr. Vijender Beniwal (2019-20, 2018-19)
- Preparations regarding AQAR will be initiated after the NAAC Peer Team visit and grading done by them for cycle-I.
- Various themes for organizing webinar under IQAC were discussed during the meeting. Some of the themes were- webinar on Intellectual Property Rights. New Education Policy, 2020, or on other relevant issues

The meeting ended with a vote of Thanks.

1. Sh. Satish Kumar - Co-ordinator

2. Dr. Neelam Dahiya Mmahiya

3. Sh Amit Bansal Actual

4. Sh. Vipin Babbar

5. Sh. Anil Gautam (

6. Ms. Heena Phuja

7. Ms. Sonia Saroya

8. Dr. V.S. Beniwat

9. Ms. Vasundhra Josundhas

Principal PrincipaGCW, HISAR GCW, Hisar

14.7.2020



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Ref No. C-(N/IOAC) 2020-21 02

Dated

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Date:/27/08/2020

= meeting was held under the Chairmanship of Principal on 27/08/2020.

anda of the meeting:

- Verification of API cases of 2018-19 and 2019-20 sessions.
- To establish uniformity in the document of credentials required for APL.
- To make IQAC more inclusive.
 - Verification of APL score;-

The API scores of the following teachers were verified by the committee:

- I Sh. Pardeep Sharma (2018-19, 2019-20)
- 2. Ms. Anita Teneja, (2019-20)
- 3. Ms. Madhu Bala, (2019-20)
- MS. Bimla Devi, (2019-20)
- 5. 5h. Jarnall Singh, (2019-20)
- Ms. Kavita Saini, (2019-20)
- 7. Ms. Suman Lata, (2019-20)
- 8. Ms. Sunita, (2019-20)
- 9. Ms. Shaina, (2019-20)
- 10. Ms. Vasundhra, (2019-20)
- 11. Mrs. Sonia Saroya (2018-19, 2019-20)
- 12. Mrs. Poonam Soni (2018-19, 2019-20)
- 13. Mra. Parveen Chahal (2018-19, 2019-20)
- 14. Mrs. Pariti (2018-19, 2019-20)
 - To establish uniformity in the documentation of API credentials, keeping in view the guidelines issued by DGHE an Sept 19,2012 and Aug 13,2014, it was unanimously decided that the following documents ill be required in each category for API score claim:

CATEGORY 1:

1. Nature of Activity

Lectures, Practical's undertaken as percentage of lectures allocated:

Document Required:-

-undertaking by concerned teacher and counter signed by the
Principal.



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Ref. No.

Lectures or other teaching duties in excess of the State ovt. norms:

Document Required:

-Permission from the Principal and attendance record of students.

Preparation and impairing of knowledge / instruction as per curriculum; syllabus enrichment etc.

Documents Required:

(a)Teaching as per textbook->

-Certification from principal

-Mention the name of Textbook and publisher

(b). Syllabus Enrichment:

- Students signature list certified by the concerned teacher.

 Use of Participatory & innovative teaching – learning methodologies etc.

Documents Required:-

- (a). Assignment- no proof required as it is an inherent teaching duty
- (b) Use of ICT- Photographs of activity, print-out of Whatsapp, LMS, Shiksha Setu duty certified by the teacher.
- (c)Remedial / Bridge classes (it any)- student signature list signed by concerned teacher.
- (d)Soft skills/ communication skills (it any) student signature list signed by concerned teacher.
- 5. Examination Duties:

Documents Required:-

- (a) . Invigilation- Duty allotted by centre Superintendent.
- (b) Internal Assessment document required as it is an inherent teaching duty.
- (c) Evaluation of Answer Scripts- Copy of Bill signed by Centre Clerk/ Nodal officer -Certificate given by Nodal officer/ Principal
- (d) Examination work such as co-ordination or flying squad duties.

 -Duty order / Bill copy duty signed by principal / Appointment letter of flying squad convener.

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(Haryana) 125001

Ref. No.	Dated
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Category-II

- 1. Extension / Co-curricular related activities-
 - (A) Tour- Order copy/ bill copy.
 - (B) Co-curricular activities- Activity results copy, Newspaper cuttings, photo proof signed by teachers.
 - (C) Extension work- Newspaper cutting, photographs of activity, order copy, Report of activity signed by Principal and teachers.
 - (D) Donations:- Receipt of donations.
 - (E) Socio- cultural activities- Order copy.
 - (F) Community work:- Photographs, Undertaking given by teachers countersigned by Principal.
- Contribution to corporate life and management of department-
 - (A) Expert/Extension lectures
 - Attendance of concerned teacher delivering lecture / bill copy.
 - Articles in college magazine
 - Photocopy of article / index signed by concerned teacher.
 - (B) Institutional Governance, responsibilities- Office order copy, committee list.
 - (C) Membership / participation in committee etc. Office order copy, committee list.
 - (D) Organization of conference / workshop / seminar etc as coordinator / Co-Chairman/ convener/ member etc. - Office order copy, committee list.
 - (E) Organization of FDP's- Office order copy, committee list.
- 3(A) Participation in subject association / conference / seminar etc- certificate of participation.
- (B) Invited lectures in orientation/refresher course- Certificate / attendance given by the organizer.
- (c) Participation in short term training course etc. Certificate / attendance given by the organizer.
- (D) Membership/ participation in state/ central bodies/ committee on Education etc.
- Receipt of Membership fees.
- Notification by university, name in the list of Board of Studies.
- (E) Office Bearers of professional bodies including teacher association
- Undertaking/ office order copy signed by teacher and Principal.
- (F) Publication of articles in newspaper, magazines- Photocopy of publication signed by teacher and Principal.



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Ref. No.	Dated
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Category-III

Research & Academic contributions-

- Publication of research papers as per norms(Journal)
 - Certificate of publication or photocopy of the research paper published or acceptance letter.
- 2 Research publications (Books, chapters in books, other than referred journals articles) -Certificate of publication or photocopy of the research paper published or acceptance letter.
- Research projects- Certificate showing completion of the project.
- Training course, conferences / Seminars/ Symposiums/ workshop- Certificate of participation or presentation as the case may be.
- To make IQAC more inclusive- With the due permission of Chairperson Dr. Asha Saharan, Ms. Anita Taneja, Assistant Profess or of Commerce and Sh. Sunil kaushik dealing with Salary and grants were also included in IQAC composition,

The meeting ended with a vote of thanks.

1. Sh. Satish Kumar - Co-ordinator

2. Dr. Neelam Dahiya Nomahiye

3. Sh. Amit Bansal
4. Sh. Vipin Babbar

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5. Sh. Anil Gautam

6. Ms. Anita Taneja

7. Ms. Heena Phuja Heens

8. Ms. Sonia Saroya

9. Dr. V.S. Beniwal

10. Ms. Vasundhra Vasund

11. Mr Sunil Kaushik Kaushile

Principal Principal GCW, HISAR GCW, Hisar



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(Harvana) 125001

Ref No. GCN/IDAC 2020 -4 03

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Dated		

Dated: 01/10/2020

A meeting was held under the Chairmanship of Principal Dr. Asha Saharan on 01^{st} Oct 2020. Agenda of the meeting:-

- Maintenance of Eco Park by Eco club with NSS.
- · Shifting of College Canteen to in front of teaching block,
- To enhance and provide technological facilities to students and staff, to equipped the campus with Wi-Fi facility under RUSA grant.
- To connect newly constructed administrative block with teaching block by making of pathway in front of Administration Block.
- To develop parks along with pathway.
- Extension of parking facility for staff.
- To equip the college library with ultra modern technological facilities for staff and students.
- To cater the needs of commerce students to make a new computer lab for Tally subject under "Computerized Accounting system"

The IQAC members gave various suggestions, keeping in view the size and stature of Institution, so the following decisions were taken unanimously in this meeting.

- Shifting of college canteen:- As the old canteen structure requires huge repair and
 maintenance. Secondly near this old canteen, new Adm block has been constructed so it is
 inconvenient to one and all to use canteen facility at this location. That's why the canteen
 should be shifted to in front of teaching block at suitable location. The concerned
 committee will take necessary action in this regard.
- Maintenance of Eco park:- As Eco Club and NSS units have jointly develop Eco park in the
 college and it is our one of the best practice "Best out of Waste". Therefore in
 continuation of that this park should be maintained regularly an some more creative
 activities should be initiated. The concerned committee will take necessary action.
- To equip the college campus with Wi-Fi facility- To provide easy and fast access of Internet
 and to enable the students and staff regarding usage of online tools, it was unanimously
 decided that under RUSA, the entire campus should be equipped with Wi-Fi facility. The
 Incharge, RUSA will take necessary action in this regard.
- Construction of pathway and park: Some members of IQAC also suggested that to connect Adm. Block with Teaching block, a pathway should be constructed. The RUSA



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(Haryana) 125001

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- 5 committee will take necessary action in this regard. In addition to that park on both sides of this path way should be developed to make the campus eco friendly and lush green.
- 5. Extension of parking facility:- As almost all the staff members are having their personal vehicles facility, and the existing parking facility is not adequate therefore it was decided that new parking should be created in front of old parking shed.
- To Equip the college Library with e-Lounge:- To enable the students and staff for accessing. selected e- resources like e books and e journals, library should be equipped with e- lounge consisting of five computers system with Internet facility out of Library enhancement
- 8. To introduce a separate computer lab for commerce students:- As per requirement of the syllabus of B.Com, some new papers like "Computerized Accounting System" and "E commerce etc. have been introduced for B.Com students. Therefore to cater the needs of practical work of commerce students a separate computer lab consisting of 10 computers and all required infrastructure out of RUSA grant. The concerned committee will take

The meeting ended with the vote of thanks. The following members of IQAC committee: were present in college.

1. Sh. Satish Kumar - Co-ordinator C

2. Dr. Neelam Dahiya Ntmahiya

3. Sh Amit Bansal

4. Sh. Vipin Babbar

5. Sh. Anil Gautam

6. Ms. Anita Taneja

7. Ms. Heena Phuja 1

8. Dr. V.S. Beniwal

9. Ms. Vasundhra

scawhile 10. Mr Sunil Kaushik

> Principal Principal GCW, HISAR GCW, Hisar



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Ref. No. GCH [10AC | 2010-21 | 04

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Dated		

Dated: - 30/01/2021

A meeting was held under the Chairmanship of Principal Dr.Asha Saharan on 30/01/2021. Agenda of this meeting was as under:

- To establish traffic interpretation centre in the college.
- To equip new Adm. Block with surveillance system.
- To organize a workshop based on skill development under "Hunar Hai to Kadar Hai" theme.
- To reconstitute Mentor mentee groups.
- To install sports and gym equipments in the park.
- Any other issue with due permission of chair.

First of all the minutes of meeting that was held on 01/10/2020 were approved by the members present in meeting and all the members and Principal appreciated the efforts of all the committee members associated with execution of the various tasks allotted to them as decided in IQAC previous meetings.

In this meeting detailed discussion was done on the above mentioned agenda and the following decisions were taken unanimously as quality measures for the betterment of students.

- To establish Traffic interpretation centre in college:- In compliance of State Govt. Traffic
 Rules and Road Safety awareness campaign, it was decided that a Traffic Interpretation
 Centre will be established under the supervision of Sh. Satish Singla as Nodal Office. It was
 also decided that other clubs and cells like NSS, Road safety club will work in collaboration
 with this Traffic interpretation centre to aware the students and society about road safety
 norms. To educate about traffic rules and road safety, various events like Rangoli, Poster
 making, quiz, one act play, essay writing, rally, Marathon will be organized.
- To equip new Adm block with surveillance system: To enhance the society of college campus in general and Adm block in particular, CCTV surveillance system is urgently required on priority basis. Mr Vipin Babbar, Incharge of IT equipment repair and maintenance committee will take all the necessary actions in this regard.
- 3. To organize a workshop based on Skill Development:- There was also consensus among all the members present in the meeting that to nurture the skill and talent of girl students, a workshop based on Skill Development under college's visionary statement "Hunar Hai to Kadar Hai" must be organized by one or jointly some departments/ cell i.e. Women Cell,



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Ref. No.

- NSS, Placement Cell etc. The concerned Incharges of these cells will take necessary and timely action.
- 5. To reconstitute Mentor Mentee groups:- It was also decided that as some faculty members have been transferred from this college to another colleges, secondly strength of students is increasing. Therefore for the smooth functioning of the college and to implement the policy matters and other routine information related to the students. Mentor mentee groups should be reconstituted on priority basis. Mentor board should also be reconstituted.
- 6. To install sports, gym equipments: To keep the students energetic and fit, an outdoor gym should be installed in park. Sports Incharge Dr. Eliza Kundu will take necessary action. The meeting ended with vote of thanks. The following members of IQAC committee were present in the meeting.

1. Sh. Satish Kumar - Co-ordinator

2. Dr. Neelam Dahiya

3. Sh Amit Bansal

4. Sh. Vipin Babbar

5. Sh. Anil Gautam

6. Ms. Anita Taneja

7. Ms. Heena Phuja Yeel

8. Dr. V.S. Beniwal

9. Ms. Vasundhra

10. Mr Sunil Kaushik

Principal Principal GCW, Hisar



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Ref. No. Crcw [DAC | 2020-24 | 05

Dated

Dated; - 01/04/2021

A meeting of IQAC & NAAC committee was held on 02/04/2021 in Conference Hall in Administration block at 11 AM. The agenda of the meeting was to review the Institutional SWOC post NAAC Accreditation.

1. Sh. Satish Kumar - Co-ordinator

2. Dr. Neelam Dahiya

3. Sh Amit Bansal

4. Sh. Vipin Babbar

5. Sh. Anil Gautam

6. Ms. Anita Taneja

7. Ms. Heena Phuja

8. Dr. V.S. Beniwal

9. Ms. Vasundhra

10. Mr Sunil Kaushik

Principal Principal GCW, HisarGCW, HISAR



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Ref. No. 2021-22 GCH I QAC 2021-22 01

Dated 07 7 21.

IQAC Meeting Report

Date:-07/07/21

A meeting of IQAC members was held in the conference room under the chairmanship of Chairperson IQAC Mrs. Asha Saharan, Principal. The meeting was addressed by Dr. Harsha, Coordinator IQAC.

The main Agenda Points of discussion were:

- 1. To reconstitute the IQAC as per new guidelines 2020-21
- 2. To adopt new strategies and plans for the academic session 2021-22
- To organize more webinars /Conferences/Workshops under the aegis of IOAC
- To Conduct Capacity building programs for students and faculty members
- 5. Proposed plans and Quality initiatives for the session 2021-22
- 6. Submission of AQAR

Action Taken Report:

| Reconstitution of IQAC :

Members of IQAC are

- Mrs. Asha Saharan (Principal), Chairperson IQAC
- 2. Dr. Harsha (Associate Prof.) Coordinator IQAC
- 3. Mrs. Neelam Dahiya (Asso. Prof.) Member IQAC
- 4. Dr. Satyender Yadav (Asso. Prof.) Member
- 5. Mr. Amit Bansal (Asso. Prof.) Member
- 6. Mr. Vipin Babbar (Asstt. Prof) Member
- 7. Ma Anita Taneja (Asstt. Prof) Member
- 8. Ms. Heena (Asstt. Prof) Member
- 9. Mr. Vijender Beniwal (Asstt. Prof) Member
- 10. Ms. Parveen (Asstt. Prof) Member
- 11.Ms. Vasundhara (Asstt. Prof) Member

Principal GCW, HISAR



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Ref. No.	Dated
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- 12.Ms.Meenu (Alumni) (Pursuing M.A. Psychology, G.J.U.) (2017-20.)
- 13. Anu Bhadu (Alumni) (2017-20 Batch)
- 14. Sukhwinder Kaur (Student) B.A.III
- 15. Manisha (Student) B.Sc. II CS
- 16. Mr. Bhupender Singh (Retd. Asso. Prof. Geography)
- 2. Strategic and Proposed Plans for the session 2021-22
 - 1. To set up Solar Power Plant
 - 2. To Set up OXY park
 - 3. Demand of more IT infrastructure
 - 4. More emphasis on Blended Learning
 - To organize workshops/Conferences for students and faculty members
 - 6. To increase Alumni Engagement and contribution
 - 7. Beautification of Campus with Green Initiatives.
 - 8. To Enhance Physical Infrastructure.
- 3. Induction Program and Lecture on IPR will be conducted by IQAC in the month of July and August.
 - 4. Quality Initiatives by IQAC
 - 1 To Set up proper Grievance Mechanism
 - 2. To set up proper feedback Mechanism
 - 3. To manage activities with the collaboration of society

5. Submission of AQAR

The AQAR data will be collected through google forms from all the faculty members and complied up to 31st August. The duties were assigned to the faculty members of IQAC.

Coordinator IQAC

Principal Principal GCW. HISAR

Team Members

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E-mail - govt.gchisar@gmail.com Website - www.gcwhisar.ac.in

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Government College for Women, Hisar

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(Haryana) 125001

Ref. No.	GON	IBAC	2021-22	02
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Dated				
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IQAC Meeting Report

Date:-17/08/21

A meeting of IQAC was held at 11:00 am in IQAC room. The meeting was addressed by Dr. Harsha, Coordinator IQAC.

The main Agenda Points of discussion were:

- Verification of the API score of the faculty members as per the norms.
- 2. To organize a workshop on the purchase procedure through GeM portal

Action Taken Report:

- API Performs of the following persons were received and finalized.
 - (i) Ms. Heena, Asstt. Prof. of Commerce, session 2020-21
 - (ii) Ms. Vasundhra, Asstt. Prof. of Commerce, session 2020-21
 - (iii) Ms. Shaina, Asstt. Prof. of Commerce, session 2020-2,1
 - (iv) Ms. Anita, Asstt. Prof. of Commerce, session 2020-21
 - (v) Mr. Vipin Babbar, Asstt. Prof. of Comp.Sc, session 2020-21
 - (vi) Mr. Amit Bansal, Asso. Prof. of Comp Sc, session 2020-21
 - (vii) Ms. Nutan Yadav Asso. Prof. of English, session 2020-21
 - (viii) Ms. Madhu Bala Asstt. Prof. of Hindi, session 2020-21
 - (ix) Ms. Suman Lata, Asstt. Prof. of Hindi, session 2020-21
 - (x) Ms. Sunita, Asstt. Prof. of Hindi, session 2020-21
 - (xi) Ms. Bimla Devi, Asstt. Prof. of Economics, session 2020-21
 - (xii) Ms. Kavita Sami, Asstt. Prof. of Geography, session 2020-21
 - (xiii) Mr. Satbir, Asstt. Prof. of Music, session 2020-21



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Ref. No. _____(xiv) Mr. Randhir, Asstt. Prof. of Psychology, sessio Pared 0-21

2. It was decided to organize an extension lecture on the purchase procedure through GeM portal, it was decided to be held on 21st August 2021. The resource person Dr. Lalit Kumar, Sr. faculty member HIPA was also finalized at the time of meeting in view of having his consent telephonically.

Committee Members

Principal Principal GCW, HISAR



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Ref. No. GCN [IdAC 2021-22] 03.

Dated

IQAC Meeting Report Date:-09/11/21

A meeting of IQAC members was held in the IQAC room under the chairmanship of Chairperson IQAC Mrs. Asha Saharan, Principal. The meeting was addressed by Dr. Harsha, Coordinator IQAC.

The main Agenda Points of discussion were:

- To check & verify the API Performa of Dr. Satyender Yadav session (2020-21), Ms Bhanu Priya (2020-21), Ms. Parveen (2020-21), Dr. Vijender Beniwal (2020-21), Mr. Satish Singla (2020-21).
- 2. Allotment of work related to data collection for the session 2021-22.
- Smooth & Systematic plan for data collection.
- Centralized System for Record of student progression & teachers professional development.
- Maintenance of University Result

Action Taken Report:

- 1. API Performa of Teachers were Verified & finalized by the Committee.
- Record of central activities / departmental activities will be maintained by Mr. Amit Bansal in central activity register.
- Record of teachers professional development like OC/RC/STC/Seminar/Conference/Publications etc. will be maintained by Mr. Vipin Babbar.
- Record of student Progression & Alumni Contribution will be maintained by Ms. Heena
- University exam Result Record will be maintained by Ms. Vasundhera.

Committee Members

Principal

Principal GCW, HISAR

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