

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN, PANCHKULA

NOTICE

No. IQAC/2024-25/ M-6

Date: 08-01-2025

An internal meeting of IQAC, with the staff members who have been assigned duties for **Faculty Development Program on "Enhancing Professional Conduct, Financial Governance & Technological Proficiencies"** to be organised from 15<sup>th</sup> to 18<sup>th</sup> January 2025, will be held today i.e. **08-01-2025 at 11.30 A.M** in the Principal Office.

**Agenda of Meeting:** Discussion regarding administrative and financial work related to FDP, with all the concerned convenors/ in charges.



Tara Jayant

Convenor IQAC

  
Principal

Principal  
GCW Panchkula  
Govt. P.G. College for Women  
Panchkula



GOVT. P.G.COLLEGE FOR WOMEN, PANCHKULA

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS AND MINUTES OF THE INTERNAL IQAC MEETING

DATE: 08-01-2025

TIME: 11.30 AM

LOCATION: Principal Office

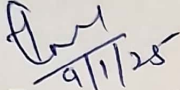
An internal meeting of IQAC, with the staff members who have been assigned duties for Faculty Development Program on "Enhancing Professional Conduct, Financial Governance & Technological Proficiencies" to be organised from 15<sup>th</sup> to 18<sup>th</sup> January 2025, was held on 08-01-2025 at 11.30 A.M in the Principal Office. The meeting was chaired by worthy Principal Mrs. Richa Setia. IQAC in charge, Ms. Tara Jayant welcomed all the members present in the meeting. The purpose of the meeting was to have a discussion regarding administrative and financial work related to FDP, with all the concerned convenors/ in charges.


The following agenda points were discussed and approved:

1. The duties assigned to the respective staff members were discussed in detail and all the suggestions from respective convenors were sought.
2. Necessary arrangements for YouTube live streaming of the FDP for all the four days was assigned to Ms. Sapna and Ms. Geetu.
3. A google form for registration of teaching staff, non-teaching staff and students has to be prepared by Ms. Anita Yadav. The same is to be circulated through HODs of post graduate courses (for student's registration).
4. It was decided in the meeting that at least 10 students from each Post Graduate Course have to be registered for FDP and the HODs of the department must ensure the registration and participation of the students.
5. The bills related to financial work of FDP have to be submitted by the concerned in charge to Ms. Anita (Clerk) and Ms. Gangotri (Clerk), complete in all respects and duly checked and passed by the Bursar. **The last date for submission of bills is 22/01/2025.**
6. The detailed report of FDP is to prepared day wise and session wise and the same committee will prepare the press note (in Hindi and English) on Day 1 and Day 4 of the FDP.

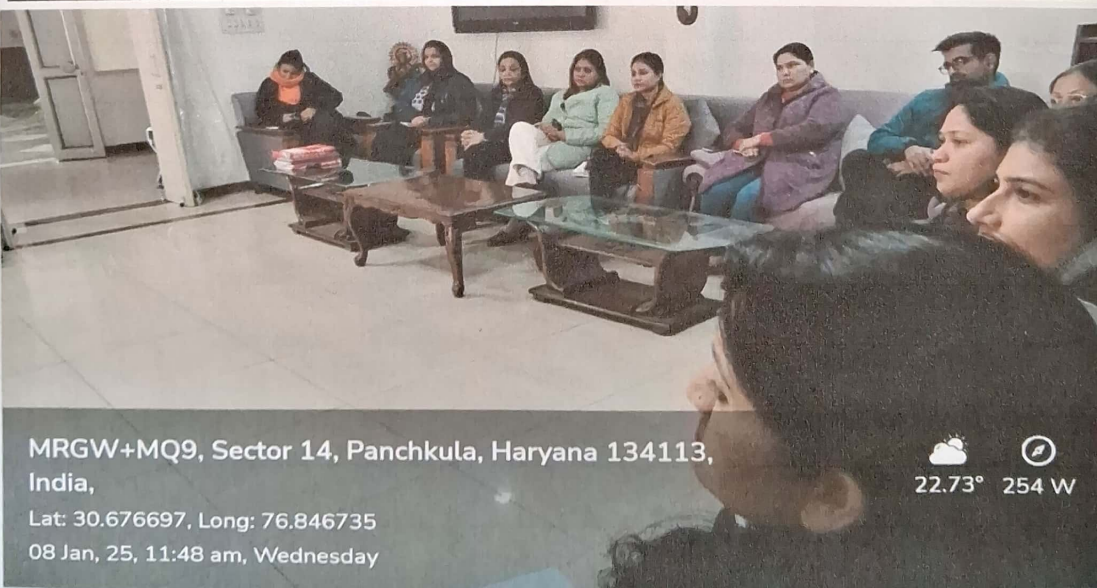
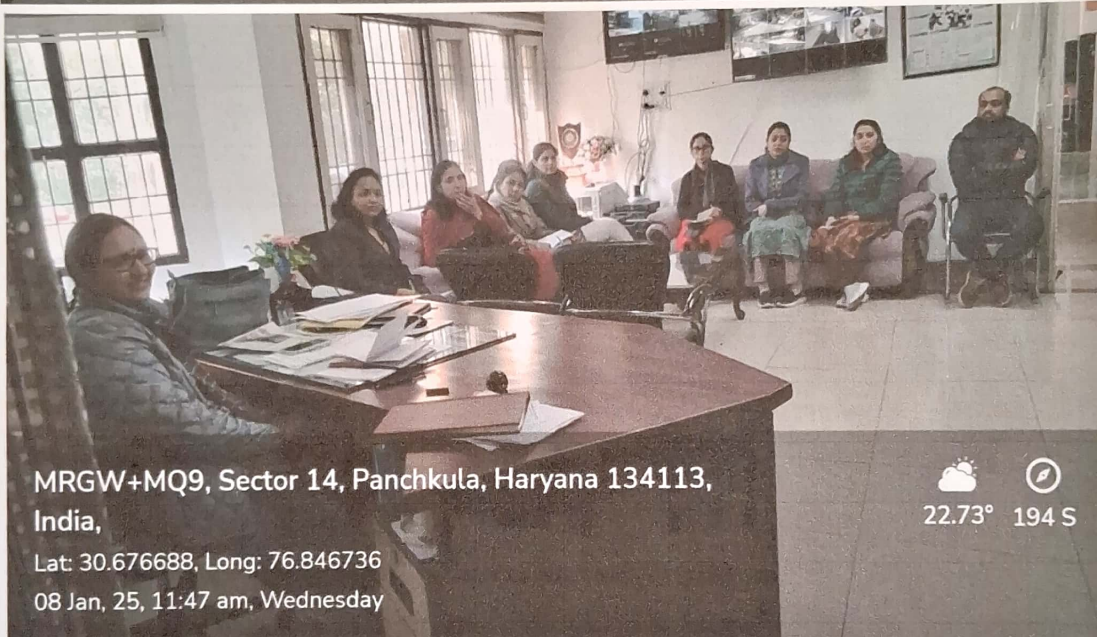
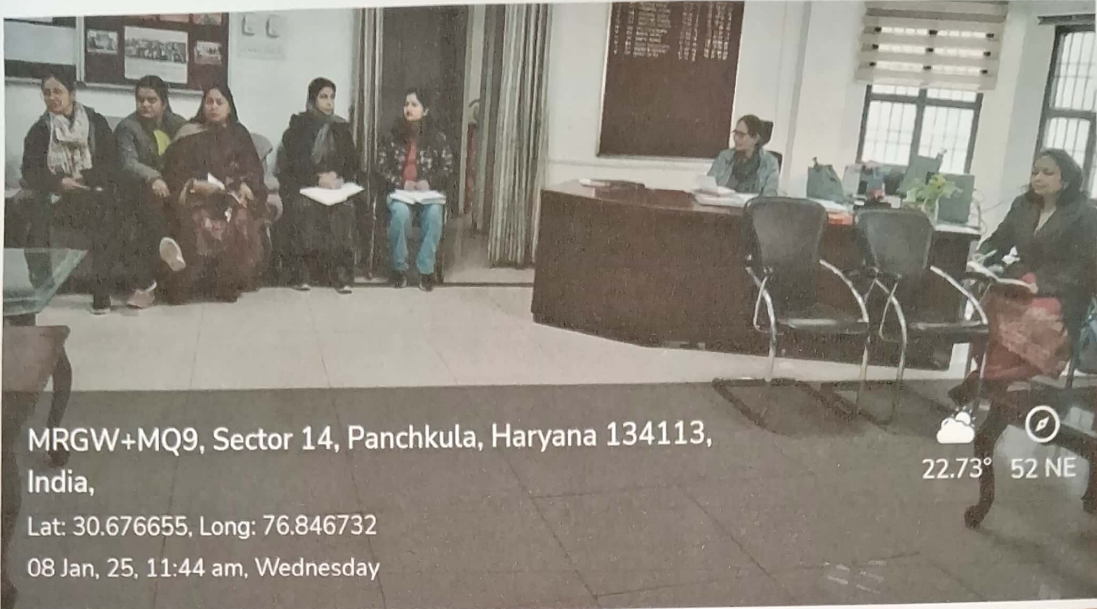
7. Invitation committee must ensure that duly signed invitation to all the resource persons and Chief Guest has to be sent through e-mail till **10/01/2025**.
8. It was decided that instead of using a flax banner, an e- banner will be prepared and also a soft copy of minute to minute program shall be displayed on the screen.
9. One of the objectives of the program is to engage students in the overall arrangements with a view to provide hands on training for managing an official event.

**Attachments:** Notice of the meeting, attendance

  
9/1/25  
**Ms. Tara Jayant**  
**Convenor IQAC**

  
9/1/25  
**Principal & Chairperson (IQAC)**  
**Govt. P.G. College for Women**  
**Panchkula**

# IQAC INTERNAL MEETING HELD ON 8<sup>th</sup> JANUARY 2025



*Am*  
*9/1/25*  
CONVENOR IQAC

Principal  
Govt. P.G. College for Women,  
Panchkula

*De*  
PRINCIPAL

# IQAC MEETING - 7

DATE: 8<sup>th</sup> January, 2025

TIME: 11:30 AM

LOCATION: Principal office

CHAIRPERSON: Mrs. Richa Setia, Principal GCW-14, Panchkula

FACILITATOR: Mrs. Tara Jayant, Convenor IQAC

PURPOSE: IQAC Internal Meeting for discussion regarding Faculty Development Program on "Enhancing Professional Conduct, Financial Governance and Technological Proficiencies" to be organised from 15<sup>th</sup> to 18<sup>th</sup> January, 2025.

## In Attendance:

<u>S.No.</u>	<u>Name</u>	<u>Department</u>	<u>Signature</u>
1.	Kiran Bala	Mathematics	[Signature]
2.	Anita Baji	Home Science	[Signature]
3.	Sarita	Commerce	[Signature]
4.	Dr. Neelima	English	[Signature]
5.	Dr. Shardha Sharma	English	[Signature]
6.	Dr. Jyoti Sharma	English	[Signature]
7.	Dr. Suman	H-Sci	[Signature]
8.	Ms. Lakshya Tanwar	Commerce	[Signature]
9.	Ms. Balwinder Kaur	Chemistry	[Signature]
10.	Teena Aggarwal	Botany	[Signature]
11.	Isha Joyal	Commerce	[Signature]
12.	Ms. Navpreet Kaur	Commerce	[Signature]
13.	Ms. Sapna Malik	Computer Sc	[Signature]
14.	Aman	Physics	[Signature]
15.	Ms. Shirani Singh	Commerce	[Signature]
16.	Ms. Nisha Jyoti	English	[Signature]
17.	Dr. Parul	Comp Science	[Signature]
18.	Dr. Madhu	Commerce	[Signature]
19.	Gaeta	Steno Office	[Signature]
20.	Dr. Pooja	Commerce	[Signature]

21.	Ms Anita Yadav	Computer Sc.	At-Work
22.	Ms - Gargoli	Clerk	Get
23.	Ms. Anita	Clerk	On MKRN training
24.	Ms. Sujata	Zoology	On leave
25.	Dr. Sunita	Hindi	- Ab -
26.	Ms. Manju	LA	- Ab -
27.	Mr. Chander Pal	LA	- Ab -
28.	Mr. Mujjamil	—	- Ab -
29.	Ms. Nisha.	OL	

ABSENT ; 04

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 9/11/20  
 PRINCIPAL  
 Govt. P.G. College for Women  
 Panchkula