

Minutes of IQAC Meeting held on 18.05.2017 at 12:00 Noon in the office of the  
Principal, Govt. Home Science College, Sector 10, Chandigarh.

In the beginning, Principal welcomed all the members. Following members were present in the meeting:

1. Dr. (Mrs.) Sudha Katyal  
Principal  
Govt. Home Science College  
Sector 10, Chandigarh.

*Sudha*  
18/5/17

2. Dr. (Mrs.) Nirupa Marwaha  
Professor  
HOD of Food & Nutrition Deptt.  
Govt. Home Science College  
Sector 10, Chandigarh.

*Nirupa Marwaha*  
18/05/2017

3. Dr. Jagjiwan Kaur  
Associate Professor  
Govt. Home Science College  
Sector 10, Chandigarh.

*Jagjiwan*  
18/5/17

4. Mrs. Jatinder Sohi  
Associate Professor  
Govt. Home Science College  
Sector 10, Chandigarh.

*Jatinder*  
18/05/17

5. Dr. Rupinder Ghumman  
Associate Professor  
Govt. Home Science College  
Sector 10, Chandigarh.

*Rupinder*  
18/05/17

6. Ms. Nitima  
Student President  
Govt. Home Science College  
Sector 10, Chandigarh.

*Nitima*  
18/05/17

**SPECIAL INVITEE**

7. Dr. Reetinder Brar  
Associate Professor  
Govt. Home Science College  
Sector 10, Chandigarh.

*Reetinder*

8. Dr. Sangeeta Dewan  
Associate Professor  
Govt. Home Science College  
Sector 10, Chandigarh.

*Sangeeta*

1. IQAC Incharge, Dr. Jagjiwan Kaur read out action taken with regard to decisions taken in previous IQAC meeting held on 29.03.2017:

Sr. No.	Agenda	Action Taken
1.	College Convocation	<ul style="list-style-type: none"> <li>Annual convocation of the college was held on 19.04.2017. Sh. Jitender Yadav, Director Higher Education, Chandigarh Administration was the Chief Guest. 142 students were awarded with Diploma and Degree.</li> </ul>
2	Annual Fashion Show	<ul style="list-style-type: none"> <li>Annual Fashion Show 'Aakriti' was held on April 15, 2017. Mrs. Dolly Ahluwalia was the Chief Guest.</li> <li>Exhibition of the Landscape &amp; House accessories was put up alongside and Mrs. A.Yadav was the Guest of Honour.</li> </ul>
3	College Prospectus	<ul style="list-style-type: none"> <li>College Prospectus was finalised and it is in the process of being uploaded on the website.</li> </ul>
4	Student's attendance	<ul style="list-style-type: none"> <li>Irrespective of Medical certificate Absentee students were marked as on leave and no special benefit was given to such students.</li> <li>Final date of calculation for attendance was considered as 31<sup>st</sup> March, 2017.</li> <li>Shortage of attendance by every teacher was reported by 3<sup>rd</sup> April 2017.</li> <li>Students in the Hostel were being checked strictly for staying back in the rooms.</li> <li>Students were being encouraged to use library in free classes due to leave of any lecturer.</li> </ul>
5	Hostel Renovation and upkeep	<ul style="list-style-type: none"> <li>Inspection of Hostel was conducted by Committee members related to cleanliness, building upkeep and repairs.</li> <li>Hostel Committee surveyed M.Sc. &amp; B.Sc. Hostel and come up with suggestions for improvement which were sent to hostel wardens.</li> <li>A report of the same has been prepared and sent to Director Higher Education, Chandigarh Administration for follow up.</li> </ul>

2. Agenda items alongwith suggestions given in IQAC meeting held on 18.05.2017 are as under:

Sr. No.	Agenda	Suggestions
1.	Online Admission for the session 2017-18.	<ul style="list-style-type: none"><li>• The new admission procedure is aimed at making admission paperless and student friendly.</li><li>• By the end of this month i.e. may ,the prospectus would be uploaded on the college website.</li><li>• A help desk would be set up in the college during vacations with two staff on duty by rotation from 10:00 A.M. to 12:00 Noon. This would extend help to students in filling up their forms online.</li></ul>
2	Expenditure for RUSA Grant for the session 2017-18.	<ul style="list-style-type: none"><li>• The draft plan of expenditure of RUSA grant (2 crore) would be drawn up and sent for approval to Director State Higher Educational Council. It includes expenditure on New Construction, Renovation and Procurement.</li></ul>
3.	AQAR	<ul style="list-style-type: none"><li>• AQAR report would be prepared for the session 2016-17 and uploaded data upto 30<sup>th</sup> June 2017 would be included in this report.</li></ul>

IQAC Incharge

*Gans*

*F... 24/5/17*

Principal

Govt. Home Science College  
Sector-10, Chandigarh.