

Minutes of IQAC Meeting held on 29.03.2017 at 12:30 P.M. 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.
2. Dr. (Mrs.) Nirupa Marwaha
Professor
HOD of Food & Nutrition Deptt.
Govt. Home Science College
Sector 10, Chandigarh.
3. Dr. Jagjiwan Kaur
Associate Professor
Govt. Home Science College
Sector 10, Chandigarh.
4. Dr. Rupinder Ghuman
Associate Professor
Govt. Home Science College
Sector 10, Chandigarh.
5. Mrs. Chhavi Rajpal
Member IQAC
Govt. Home Science College
Sector 10, Chandigarh.
6. Ms. Nitima
Student President
Govt. Home Science College
Sector 10, Chandigarh.

SPECIAL INVITEE

7. Mrs. Jatinder Sohi
Associate Professor
Govt. Home Science College
Sector 10, Chandigarh.
8. Dr. Sangeeta Dewan
Associate Professor
Govt. Home Science College
Sector 10, Chandigarh.

1. IQAC Incharge, Dr. Jagjiwan Kaur read out action taken with regard to decisions taken in previous IQAC meeting held on 25.01.2017:

Sr. No.	Agenda	Action Taken
1.	Faculty Development	<ul style="list-style-type: none"> Faculty Development Programme for staff was held from 01.02.2017 to 07.02.2017 Total 350 Participants from various colleges of tricity and adjoining areas participated in this programme. Experts from the field of Nutrition, Clothing and Textiles, Family Resource Management, Applied Sciences, Research and administrative programmes and policies took up various sessions. One day National Seminar on Modern Trends, Issues and Concerns of Home Science was held on 21st February, 2017, 110 Home Scientists participated in the seminar.
2	Student development.	<ul style="list-style-type: none"> Workshop on "Personality Grooming" was held on 09th February 2017. Department of Physical Education of the college organised Seven day Self Defence course in collaboration with Women and Child support Unit of Chandigarh Police for the students. A workshop on "Digital Literacy" was conducted in the college. Traffic Awareness for students as well as a mock drill related to Fire Safety methods was conducted in the college.
3	Community outreach activities.	<ul style="list-style-type: none"> Department of Extension Education of the college carried out an awareness programme in adopted village Khuda-Ali-Sher on 'Awareness about Anaemia' on 2nd March 2017. Surveys related to students problems in Govt. Schools have been carried out by students of Child Guidance and family counselling. Intervention programmes have been planned and would be conducted after school student examinations in the month of April. Students of Diploma in CGFC actively participated in counselling sessions in women and child support unit, Sector 17, Chandigarh. The department of Extension Education of the college, organized a Digital awareness programme on March 16, 2017, in village Khuda- Ali -Sher. On 18th March, 2017 sensitization regarding family planning was carried out in Khuda-Ali-Sher by department of Extension Education of the college.
4	College Magazine and Newsletter.	<ul style="list-style-type: none"> Efforts are on to get them ready by second week of April.
5	Biometric attendance	<ul style="list-style-type: none"> Biometric machine has been installed and staffs is marking their attendance using the

		<p>same.</p> <ul style="list-style-type: none"> All the Teaching staff is putting in 5 hours stay and Non-Teaching staff is staying for 7 hours
6	Celebration of Annual events of the college.	<ul style="list-style-type: none"> Republic Day was celebrated with tiny tots of Chaitanya and college students, who put up an impressive cultural program. Refreshments and sweets were distributed to the tiny tots, students and staff of the college. College sports day was held on 18th March and 20th March, 2017. Mrs. Jatinder Rai President Alumni Association of the college was the Chief Guest. Student put up an impressive show. Outgoing batch of graduate and post graduate students of B.Sc. hostel and M.Sc. hostel were given farewell party and celebrated it along with "Mehndi ki Raat" and dance party. Annual exhibition was put up by F.R.M. department and inter class competitions related to Rangoli, Mehandi, Household and landscape accessories were held Holi celebrations for college as well as hostel students were held in the college campus and students enjoyed it with dance party.
7	Measures for Beautification of Campus.	<ul style="list-style-type: none"> Seasonal flowers were planted. Talk on "Hydroponics" was given by Dr. Harshit Bahl. Efforts were made to ensure cleanliness of the college campus and hostel.

2. Agenda items alongwith suggestions given in IQAC meeting held on 29.03.2017 are as under:

Sr. No.	Agenda	Suggestions
1.	College Convocation	<ul style="list-style-type: none"> Annual convocation of the college was fixed for 3rd week of April i.e. 19th April, 2017. Several names were suggested for Chief Guest. They would be contacted and finalised.
2	Annual Fashion Show	<ul style="list-style-type: none"> Annual Fashion Show 'Aakriti' was fixed for 12th April 2017. Suggestions for Chief Guest will be followed up. Exhibition of the Landscape & House accessories would be put up alongside.
3	College Prospectus	<ul style="list-style-type: none"> College Prospectus would be finalised and uploaded by 3rd week of April.
4	Student's attendance	<ul style="list-style-type: none"> Irrespective of Medical certificate Absentee students would be marked as on leave, but no special benefit would be given to such student. 75% attendance would be mandatory. Final date of calculation for attendance would be 31st March, 2017. Shortage of attendance by every teacher would be reported by 3rd April 2017. SMS alert would be sent to parents.

		<ul style="list-style-type: none"> • Students in the Hostel would be checked strictly for staying back in the rooms. • Undertaking would be taken from parents of students short of attendance. • Student would be encouraged to use library in free classes due to leave of any lecturer.
5	Hostel Renovation and upkeep	<ul style="list-style-type: none"> • Inspection of Hostel would be conducted by Committee members related to cleanliness, building upkeep and repairs. • Hostel Committee will survey M.Sc. & B.Sc. Hostel and come up with suggestions for improvement.

Ravi

IQAC Incharge

Sudha

Principal
Govt. Home Science College
Sector 10, Chandigarh.