

**OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE FOR WOMEN,
PARADE GROUND, JAMMU.**

Minutes of the Meeting convened on 23/1/2021.

A meeting of the members of the IQAC and HODs of different departments of the college was conducted by the Principal on 23/1/2021 in the conference room at 11 AM. The agenda of the meeting was:-

1. To consider and propose the desired modifications if any, with regards the assessment of the students presently (Academic session 2020-21) pursuing studies in different semesters under various programmes.
2. To take a stock of the status of preparations being undertaken by the different departments in particular and the College in general for the forthcoming inspection by the UGC constituted committee for grant of extension of autonomy.

Based on the valuable suggestions extended by the HODs and the IQAC members during the detailed deliberations of the meeting the following conclusions were made. (While framing the proposals for introducing certain modifications in the procedure for assessment of the students of 1st, 3rd.and 5th semesters of UG programmes of the academic session 2020-21, considerable emphasis was laid on the fact, that the desired quality of assessment has to be maintained to live up to the reputation build up by the college as a autonomous academic institution.)

Modifications proposed in the procedure for internal assessment of the students of 1st, 3rd.and 5th semesters of UG programmes of the academic session 2020-21.

A) Modifications with regards the assessment in theory courses

- a) Marks assigned to the attendance shall not be allotted.
- b) 20% of the total marks of the theory courses shall be earmarked for internal assessment. However, in case certain specific courses follow some other marks distribution scheme, the same shall be addressed separately after the issue is brought in the notice.
- c) Internal assessment shall be carried out through Google forms and the departments shall frame these forms at their own end. The HoDs shall be taken into confidence while framing the different Google forms so that proportionate distribution of the questions vis-à-vis the course component taught is adhered to.
- d) The HoDs shall frame the schedule for the conduct of the internal assessment test/s. The process shall have to be completed by the end of first week of February 2021.

B. Modifications with regards to the internal assessment in Practical Courses.

- i) Marks assigned to the attendance shall not be allotted
- ii) 5marks earlier assigned to attendance shall now be earmarked for practical record file prepared by each student
- iii) Minor projects shall be assigned to the students about the subjects they are pursuing under different programmes. The faculty in consultation with the Head of their respective departments shall frame the projects and assign them to the students. The project shall be evaluated out of a maximum of 12 marks. The 12 marks earmarked for the project work are in lieu of the daily practical assessment which could not be undertaken as all classes are being run online.
- iv) A proper format for the minor project may be devised so that the students shall work on the project in a structured manner.

The broad headings of the format can be.

**Department of Botany (for example)
Govt. College for Women, Parade Ground, Jammu.**

Minor Practical Project

Name of the Student.....
 Academic Programme Pursuing.....
 Semester

Class roll No.....
 Registration No.....
 Teacher In charge of the practical Group

1. Title of the Project:-
2. Objectives of the Project:-
3. Context involved:-
4. Materials required for the project:-
5. Brief description of the project with resource of Inputs from (Books, internet, Consultations with teachers and Experts- Literature Perused)
6. Observations:-

7. Conclusions Drawn:-

8. Precautions Followed:-

9. Attach Photographs of the project framed:-

10. Remarks about the project, that How it has generated your interest in the subject.:-

11. Which other Project/s you are interested in.

A).....

B)

C).....

Signature of the Student.

This format is only indicative of the parameters the student is supposed to register their responses to the projects. However, the departments are free to modify it according to their requirements, while retaining certain items specific to the identification of the project, the department and the student.

2 .With regards to the inspection by UGC committee regarding the grant of extension of autonomy to the college the following observations were made and suggestions extended.

- a) All HoDs shall expedite the information sought from them on the prescribed format (already communicated). The HoDs confirmed that the relevant data shall be communicated to IQAC by 31st. of Jan. 2021. Further that they spoke in one voice that any other data required by IQAC shall be made available promptly.
- b) All HoDs were informed to make the desired updations in their respective departments and the laboratories and other facilities available there.
- c) A committee already constituted for academic audit of the college has been informed to expedite the exercise





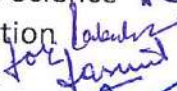
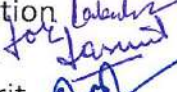








All modifications proposed herein with regards the scheme of the internal examinations of the College are rolled out in anticipation of the approval extended


by the academic council of the college. The members of the academic council shall be approached accordingly.

All these proposal were made in presence and with the considered suggestions of the Principal of the College.

Members Who Attended the Meeting

HoDs of the Departments

1. HoD English 
2. HoD Hindi 
3. HoD Dogri 
4. HoD Pol. Science
5. HoD Psychology
6. HoD Geography
7. HoD Home-Science 
8. HoD Education 
9. HoD Music 
10. HoD Sanskrit 
11. HoD Zoology
12. HoD Botany
13. HoD Chemistry 
14. HoD Physics 
15. HoD Mathematics
16. HoD Statistics
17. HoD Biotechnology 
18. HoD Electronics
19. HoD Urdu 
20. HoD Economics 
21. HoD Commerce
22. HoD Computer Science
23. HoD History 
24. HoD Sociology
25. HoD Punjabi 
26. HoD Philosophy
27. HoD EVS

Approved

27/01/2021

Members of IQAC

1. Prof. Shayat Kumar Dhar- Convener *Shayat*
2. Prof. Nidhi Kotwal - Member *Nidhi*
3. Prof. Sonia Khajuria - Member *Sonia*
4. Prof. Shivani Suri Verma - Member *Shivani*
5. Prof. Sapna Sharma - Member
6. Prof. Piyali Arora - Member *Piyali*
7. Prof. Rakesh Kumar Pandit -Member *Rakesh*
8. Prof. Jyoti Bahl Member

Minutes submitted to the Principal for approval

Approved
SPS
27/01/2021



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow up to the decisions taken in the meeting of IQAC and HoDs of different departments on 23/1/2021 the following actions were initiated.

1. All proposals suggested under item No. A & B for the computations and procedural modifications for internal assessments (theory and Practical) of the students of Semester 1st, 3rd, and 4th of UG programmes of the session 2021-22 have been implemented. These initiatives have facilitated the completion of the academic session 2021-22 to a large extent.
2. Preparations for the conduct of inspection by UGC mandated team for extension of academic autonomy of the College were initiated. The said inspection was conducted on 22nd -23rd Nov.2021 by the UGC empowered team.

Principal

IQAC

Govt. College for Women Parade ground, Jammu.
(Autonomous College)

Minutes of the Meeting

A meeting of the members of IQAC was held on 31/3/2021 to discuss about the following academic initiatives.

1. **Enriching the knowledge quotient of the students beyond the ambit of the programmes they have opted for their UG/PG degrees.**
2. **Introduction of B.Com with Economics as a programme at the UG level.**

Backdrop:- Atmanirbhar Bharat envisions a self reliant Bharat, anchored firmly to its cultural values , self sufficient in energy, health, food, technology, defence , and sensitive to the responsibilities towards other nations and global issues about environment, peace etc. Human resource brimming with confidence, trained with desirable life skills, enriched with knowledge about variety of human developmental needs, conversant with latest technologies holds the key for the nation to become Atmanirbhar. With the stakes held so high and nation's expectations glued to the institutions mandated to develop the human resource, sufficiently equipped to achieve the envisaged goals, the College has to expose the students to diverse domains of knowledge, besides those they are pursuing, under the various academic programmes.

In this backdrop, the holistic development of the students can be achieved only when they are provided sufficient opportunities for acquiring knowledge and information across a wide spectrum of subjects besides the ones chosen by them for the degree programmes. It is proposed the College needs to organise a series of general information lectures covering different subjects for the students of UG and PG programmes.

The committee proposed the following plan of action.

1. Each department shall devise five general information lectures covering subject specific information notably relevant in the overall development of the students.

The following illustration shall illustrate the point.

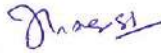



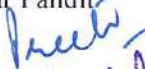
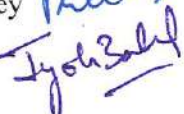
1	Department of Botany	<u>Title of the topic</u> Origin of life and evolution Genetic Counselling. Heredity and variations Botany and sustenance of life Basic information about cultivation of plants
2	Department of Physics	Importance of Energy Conservation. Radiations and their Impact on human life Nuclear Energy – boon or bane Non-conventional energy resources Hydroelectric power stations –their Impact on environment.

Note:- Similarly other departments can suggest the topics. The topics referred above are simply indicative of the type of topics to be suggested, and are subject to change as per the collective wisdom of the departments concerned.

2. Each student shall have to attend at least five general information lectures in each semester organized to gain eligibility for semester end examination.
3. A certificate in each semester shall be issued to the students indicating the titles of lectures attended.
4. Students shall be asked to choose a minimum of five lectures of their interest from the list of lectures provided
5. Students of science stream shall have to select lectures from the Arts/commerce/ computer science streams or science subjects other than the ones opted by them for the degree programmes. Similarly the students from arts shall have to select topics from Commerce/ Computer science / Science streams or Arts subjects other than the ones opted by them for the degree programmes. Similar procedure for selection of topics shall apply for the students of commerce and computer sciences.
6. The lectures shall be delivered by the college faculty or resource persons from other institutions shall be made available for maximizing the benefit of such lectures.
7. Students shall compulsorily have to attend these lectures.
8. The lectures shall be delivered by online or offline mode as per the suitability.

Note:- With regards the item No.2 i.e. introduction of new programme – B.Com with Economics, the members were of the view that a detailed discussion with the departments of Commerce and Economics is desired to be conducted so as to arrive at an appropriate decision.

IQAC members

1. Prof. Shayat Kumar 
2. Prof. Nidhi Kotwal
3. Prof. Sonia Khajuria 
4. Prof. Alpna Vohra 
5. Prof. Shivani Suri Verma
6. Prof. Piyali Arora 
7. Prof. Rakesh Kumar Pandit
8. Prof. Preeti Dubey 
9. Prof. Jyoti Bahl 

Proposal submitted to the principal for consideration and approval thereof.





Principal



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow to the recommendations of IQAC vide the minutes dated 31/3/2021 for enrichment of the knowledge quotient of the students of UG and PG programmes and the introduction of new combinations aimed at increasing the employability, all departments were briefed accordingly. The departments have appreciated this initiative and are in the process of drawing out a structured plan / time table for the implementation of the same

Principal

Office of the Principal
Govt. College for Women, Parade Ground, Jammu.

Minutes of the meeting held on 19/6/2020.

An on-line meeting of the HoDs of various departments and the IQAC of the College was convened by the Principal on 19/6/2021. But due to some exigency the Principal could not attend the meeting, however the same was presided over by Dr. Nidhi Kotwal, HOD Home science, and the proceedings were moderated by the convenor IQAC.

The agenda of the meeting was to work out the details of introduction of new courses from the ensuing academic session i.e. 2021-22. The members of the meeting after thread bare discussions came to the following conclusions.

1. Practical (Lab. work, field exercises, project work/ hands on training/ field survey / combination of all) component shall be introduced in the syllabi of the skill courses offered by the College for the undergraduate students. The theory component of these courses shall be redesigned with a weightage of two credits only and practical (Lab. work, field exercises, project work/ hands on training/ field survey / combination of all) component shall account for two credits.
2. Anthropology as a subject shall be introduced at the UG level from the ensuing academic session, and the faculty has been instructed to make efforts to organise a meeting of the board of studies, so that the syllabi of semesters 1st. to 6th are framed prior to the start of the process of admission. The members also discussed about the various options available for accommodating Anthropology in combination with other subjects for the undergraduate programmes offered in the college. The following combinations have been proposed.
 - a) Anthropology, Zoology, Home science. b) Anthropology, Botany, Zoology. c) Anthropology, Geography, Economics. However, all the members were of the view that further consultations with the Principal are desired to choose any two suitable combinations.
3. Introduction of Disaster management as a compulsory short duration course at undergraduate level. After detailed discussion the members concluded and accordingly propose that this short duration course shall serve all intended purposes when introduced at semester level 1st or 2nd at the undergraduate level. As far as the other details regarding credit status and evaluation procedures are concerned the following two options were proposed.

In para 2, ~~sub para (a)~~
Combination (a) may be deleted.
40 seats each may be allotted to combinations
(b) and (c)
SPS
20/06/2021

Approved
SPS

- a) The short duration course shall be non evaluative type, and introduced at 1st. or 2nd semester levels, separately for the undergraduate students of Science/ BCA, and Arts / commerce streams offered in the College. It shall be compulsory for the students to attend this course regularly, as their eligibility to appear in the end semester examination of other subjects shall be calculated on the basis of the percentage attendance in this course, besides that of the other subjects (the eligibility criteria shall be the same as prescribed in the College statutes). The course content shall be to that extent as is usually framed for a course of two credits. The course content shall also include on field in campus or out of the campus disaster management related exercisers.
- b) This short duration course shall be introduced as a part of environmental studies course which is already being taught to the students of semester 1st. and 2nd of the undergraduate programmes offered by the College. In that case, the disaster management course shall be evaluative type, with a weightage of two credits, and constitutes as a part of the EVS course. However the marks cards and the degrees issued to the students shall not reflect disaster management course as it has been included as a component of EVS. Downgrading EVS from a four credit course to a two credit one shall not be appropriate as per the approved curricular structure of the College.

Faculty of EVS and that of geography are entrusted to frame the course contents and get it approved in the board of studies for introduction at the UG level.

Note :-it was proposed that the Principal shall be requested to take the final call on any of the two options mentioned above while considering the inherent pros and cones both of them.

4. Introduction of Honours programmes: - The College had planned to introduce Honours programmes in Commerce, English, Psychology and Botany from the academic session 2021-22. But due certain unforeseen delays arising out of the disruptions caused due to the Pandemic, the concerned departments could not set up the relevant requisites to start these programmes as such the introduction of Honours programmes in English, Psychology and Botany have been put on hold till the next academic session i.e. 2021-22. However, honours programme in commerce shall commence from the academic session ~~2020-21~~ HoD, commerce and the concerned faculty shall earnestly start setting up the necessary and relevant facilities for introduction of Honours in Commerce.
5. All the HODs were informed that the revision of syllabi for semester 3rd. and 4th of UG and PG programmes is due. As such all were requested to expedite the conduct of board of studies meetings of their respective departments. It was suggested that the

departments are desired to conduct the board of studies of their respective subjects by the end of the 2nd week of July, 2021.

Following HODs attended the meeting

1. Dr. Ritu Magotra
2. Dr. Shallu Sambyal
3. Dr. Avinash Kumar Gupta
4. Dr. Anuradha Gupta
5. Prof. Seema jolly
6. Prof. Mahak Tufchi
7. Prof. Vipul Saraf
8. Dr. Snobar
9. Dr. Mamta Sharma
10. Dr. Mohd. Majeed
11. Dr Raj Kumari
12. Dr. Dinesh Jamwal
13. Dr. Ganga Sharma
14. Roopali Jamwal
15. Dr. Rupinder kour
16. Dr. Shalika Gupta
17. Priya Darshni
18. Ainee Ambreena
19. Dr. Sushma Chib
20. Anupama Sharma
21. Dr. Balbir Kumar
22. Neena Kumari
23. Dr. Ravinder Kour
24. Prof. Ruhi Gupta
25. Prof. Neha Gupta
26. Prof. Sonam Chadgal

IQAC members attended

- Mr. Shayat Kumar (Convenor)
- Dr. Nidhi Kotwal
- Dr. Sonia Khajuria
- Dr. Alpana Vohra
- Dr. Shivani Suri Verma
- Dr. Piyali Arora
- Dr. Rakesh K. Pandit
- Dr. Preeti Dubey
- Ms. Jyoti Bahl

Submitted to principal for review and approval there after.

Approved.
All concerned for action
immediate necessary
30/06/2021



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

Pursuant to the recommendations extended by IQAC after the meeting held on 19/6/2021 the following initiatives have been rolled out.

1. Skill courses have been redesigned to accommodate practical component in the course content.
2. Anthropology has been introduced as one of the subjects in the B.A and B.Sc. programmes offered by the College. Anthropology, Botany and Zoology has been introduced as one combination and Anthropology with History as other.
3. Disaster Management a short duration non-evaluative course has been introduced at UG and PG levels.
4. Honours programme in commerce has been introduced from the academic session 2021-22
5. Revision of syllabi of different courses offered in semester 3rd. and 4th. of UG and PG programmes have been undertaken in different board of studies meetings of different subjects.


Principal.

IQAC
Govt. College for Women Parade Ground, Jammu.
(Autonomous College)
Minutes of online meeting of IQAC held on 16/7/2021

A meeting of the members of IQAC was held through online mode on 16/7/2021 to discuss about the procedure to be followed for conduct of semester end examination of even semesters (2nd, 4th. and 6th) of UG programmes of academic session 2020-21.

After detailed discussion it was noted, that the semester end examination of even semesters and Odd semester of academic session 2019-20 and 2020-21 respectively were conducted by following different methods other than the routine (offline in campus method) one. The modifications in the methodology of the conduct of the examination/ computation of results were necessitated due to the disruptions caused by Covid-19 pandemic. The modified examination procedures followed were

1. **Performance in the immediate previous semester for computation of results**
2. **MCQ based Online system of examination**
3. **Open book online subjective system of examination**

Given the connectivity issue and the limitations faced in uploading heavy files by the examinees, the controller of examination has experienced that the MCQ Based online examination system has proved to be a better option than the other two. Furthermore, the evaluation, compilation and computation of the results take appreciably lesser time.

Considering, the observations of the Examination section headed by the Controller of examinations, and that the College has previously conducted examinations through MCQ based online mode, the IQAC members unanimously propose that, the ensuing examinations of the students of even semesters of UG programmes of the session 2020-21 can also be conducted through this procedure after eliciting the considered views of the HODs of different departments about the same.

The IQAC also proposes the following Procedural details for conduct of examination of theory courses through MCQ based online mode:-

1. Examination shall be conducted through MCQ based online system.
2. Each MCQ shall have a weightage of one mark for the courses where maximum marks do not exceed 80.
3. Courses where the maximum marks are more than 80 the weightage shall be 1.5 marks per MCQ.
4. Accordingly the No. of questions set in the question paper shall depend on the maximum marks prescribed for a specific course.
5. There shall be no negative marking.
6. The maximum time allowed for 80 question examination paper shall be 120 minutes but for Mathematics Core, DSE and skill the time allowed is 2 hr. 30 minutes. It shall include the uploading time as well. The time allowed for other papers of different weightages shall be adjusted proportionately.

Following members of IQAC attended the web meeting,

1:- Prof. Shayat Kumar	Convenor IQAC <i>Jm</i>
2:- Dr. Sonia Khajuria	Member
3:- Dr. Piyali Arora	Member <i>P Arora</i>
4:- Dr. Shivani Suri Verma	Member
5:- Dr. Sapna Sharma	Member
6:- Dr. Rakesh Kumar Pandit	Member
7:- Dr. Preeti Dubey	Member <i>Preeti</i>
8:- Ms. Jyoti Bahl	Member <i>Jyoti Bahl</i>

Submitted to the worthy Principal for consideration.

Approved
SP
23/08/2021



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow up to the procedural modifications suggested by IQAC vide the minute of the meeting held on 16/7/2021 for the conduct of semester end examination of even semesters (2nd, 4th & 6th) of UG programmes of the academic session 2020-21 the following action has been initiated.

- 1) Online examinations were conducted
- 2) MCQ based examinations were conducted.
- 3) All procedures weightage points suggested were adhered to

Principal

IQAC

Govt. College for Women Parade ground, Jammu.
(Autonomous College)

Minutes of the meeting held on 15/9/2021

A meeting of the members of IQAC was held on 15/9/2021 in the IQAC room to discuss about the necessity of upgrading the level of the medical facility available in the College.

The members discussed in detail the status of medical facility in the college and were of the view that the existing dispensary is falling short in terms of capacity and workforce to address the medical exigencies bound to occur given the following points.

1. The College experiences a daily foot fall of nearly 6500 people(about 6200 students and 300 staff including visitors)
2. In the Post Covid-19 era the staff and students are more prone to health issues because of the after effects of the infections contracted by some faculty and students.
3. Covid-19 has also impacted the psychological, physical and physiological balance of people who visibly seem to in good health conditions, but may be nursing certain issues which have the potential of getting triggered into some unmanageable health issues by one or the other stimuli stemming out of daily pressures.
4. College also houses a hostel for girls with an average occupancy of about 300 boarders and staff.

Considering this fact that such a large number of students and staff members including visitors throng the College daily and stay right there, adequate medical facilities are required to be created in the college so that proper help is readily available in case of some eventuality. The members of IQAC unanimously recommend that:

1. A qualified lady doctor is required to be available in the College on all days to addend to the issues of the girl students and staff on a regular basis.
2. The facility of on call availability of a lady doctor during the night hours is desired.
3. Trained medical support staff is desired to be posted in the College round the clock.
4. Sufficient medical equipments and infrastructure is required to be made available in the College. This infrastructure can be procured or developed after consultations with the department of health.

IQAC

1 Prof Shayat Kumar	Convenor	<i>Shayat</i>
2:- Dr. Sonia Khajuria	Member	<i>Khajuria</i>
3:- Dr. Alpana Vohra	Member	
4:- Dr. Shivani Suri Verma	Member	
5 :-Dr. Piyali Arora	Member	<i>P Arora</i>
6:- Dr. Rakesh Kumar Pandit	Member	<i>R Kumar</i>
7:- Ms. Jyoti Bahl	Member	<i>Jyoti Bahl</i>
8:- Dr. Preeti Dubey	Member	<i>Preeti</i>

Submitted to the Principal for consideration

*Re. put up with in the
Finance Committee meetg
15/09/2021*



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow up action to the recommendation extended by IQAC through the minutes of the meeting held on 15/9/2021 the following action has been initiated.

The process of establishing a health centre with a competent and qualified doctor along with trained support staff and other accessories has been initiated at the college and the level of department of Higher Education.

Principal

IQAC

Govt. College for Women Parade ground, Jammu. (Autonomous College)

Minutes of the meeting held on 28/9/2021

A meeting of the members of the IQAC and Controller of examination was convened by the Principal on 28/9/2021 to deliberate upon the following issues:

1. To make preparations and formulate the agenda of finance committee meeting.
2. To discuss about the possibility of conduct of end semester examination of students who could not appear in the recently concluded online examinations of the academic session 2020-21 because of one or the other reason.
3. Need for Introduction of Ability Enhancement course of English for the students of semester IIIrd to VI th of B.Sc programmes from the academic session 2021-22 and onwards.
4. Provision for sanction of seed money for undertaking various minor projects with the participation of students. .

All these issues were discussed in detail and the following conclusions were drawn.

- A) Members were of the view that a meeting of the finance committee is desired to be conducted right in earnest. The following agenda items are required to be discussed and approved in the meeting.
- a) Approval of budgeted expenditure of the academic sessions 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20. (General expenditure and that of Examination)
 - b) Approval of the budget for the financial year 2020-21.(General expenditure)
 - c) Approval of the Budget for the financial year 2020-21(Examination related expenditure)
 - d) Approval for the budget proposals for hiring a qualified doctor and medical support staff - the requirement for this medical facility with the availability of a qualified doctor has already been recommended by IQAC to the Principal for consideration and approval.
 - e) Approval of the budgetary provision for hiring a female guard for the Girls hostel of the College.
- B) With regards the issue of considering the possibility of conduct of examination of the students who failed to appear in the recently concluded online examination of 2nd, 4th. and 6th. Semester (Regular) of the academic session 2020-21, the following observations were made and certain recommendations are extended.
- a) All online examinations commenced when the 2nd wave of Covid-19 pandemic had just started to recede.
 - b) As the fallout of the 2nd wave of infection was quite massive, presumably the family members of some of our students or in certain cases the students themselves might have suffered the

Spent

infection. As such there is sufficient and legitimate reason for some of the students to have missed the online examination (one or more papers).

- c) Pursuant to the above referred observations all members in the meeting unanimously recognized the legitimate and genuine concerns of some students who could not appear in the recently concluded examination because of the aftermath of the covid-19(Second Wave), the following recommendations are extended for consideration
- i) Option for conduct of online examination of the students who could not appear in the regular examinations due the reasons cited above be considered so as to provide a much needed relief to them under the current stressful conditions
 - ii) This option shall be made available to only those students who failed to login due to one or the other reason on the regular examination days as per the date sheet.
 - iii) This option of examination shall be considered as an extension of the earlier one and not as a re-examination by any sense of imagination.
 - iv) No student who has already appeared in particular course/s shall be eligible to appear in this examination irrespective of the status of her result in the already concluded routine examination for such course/s.
 - v) The question papers set for such examination shall have to be similar in format as have been set in the routine (regular) examination.
 - vi) The whole pattern of examination shall be the same as has been followed in the lately concluded routine(regular) examination
 - vii) The whole process of conduct of examination and subsequent declaration of results shall have to be completed within 15 days from the issuance of notification otherwise the basic aim of providing relief to the students by way of saving their precious one year shall not be realized.
 - viii) This is a onetime exemption necessitated due the exigencies created by Covid-19 Pandemic. As such should not used as a precedence for any such consideration in future.
 - ix) The validity of this provision is provisional subject to the approval by the academic council.

C) With regards the modification of the programme structure of the B.Sc. Programmes offered in the College a brain storming discussion led to the realization that there is earnest need to introduce ability enhancement courses at Semester 3rd. to 6th for the students of B. Sc. Programmes. The members also felt that the students who pursue B.Sc. programmes under the current programme structure are at a disadvantage in terms of the total credits accruing to them after completion of UG degrees ,and further that their grasp over language skills become dismally low owing to the fact that the programme structure does not provide the scope to enhance the language skills. The members suggested following changes for incorporation in the structure of B.Sc. programmes so that above referred concerns are accommodated

- i) Introduction of "Ability Enhancement Courses" of two credits each at semester 3rd. 4th. 5th. and 6th.



- ii) Ability Enhancement Courses shall pertain to English language and the syllabi of these courses shall be framed by the board of studies of English
- iii) Initially these courses shall be introduced in semester 3rd. and 4th from the academic session 2021-22.
- iv) From academic session 2022-23 these course shall be introduced in 3rd. 4th. 5th. and 6th, and there after such courses shall routinely constitute the part of the B.Sc. academic programmes.
- v) The complete outline of the course structure of B Sc. programmes offered in the college is given in Annexure 1

D) The discussions on the issue of providing seed money for minor projects was deferred till next meeting. It was agreed in principle that the provision for offering seed money to faculty to start many minor projects with the students is desired to be included in the routine academic pursuits of the college. However the details of this provision shall be worked out in the next meeting.

IQAC

1. Prof. Shayat Kumar	Coordinator	<i>Sps</i>
2. Prof. Sonia Khajuria	Member	<i>Shrey</i>
3. Prof. Alpa Vohra	Member	<i>Sh</i>
4. Prof. Shivani Suri Verma	Member	<i>Shivani</i>
5. Prof. Piyali Arora	Member	<i>Piyali</i>
6. Prof. Rakesh Kumar Pandit	Member	<i>R Kumar</i>
7. Prof. Jyoti Bahl	Member	<i>Jyoti Bahl</i>
8. Prof. Preeti Dubey	Member	

Dharvinder Kumar
 Prof. Dharvinder Kumar
 Controller of Examination

Submitted to the Principal for consideration

Approved
Sps
 01/10/2021

SEM-1

Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
Select any one of the combinations of subjects given in table 2 (18 credits in all)	AECCIA Comm. Eng/MIL languages (2 credits) AECCIB –EVS (2 credits)	NIL	NIL	NIL

Table-2

MEDICAL

S.No.	Combinations
1	Botany Zoology Chemistry
2	Botany Zoology Anthropology
3	Botany zoology Geography
4	Botany/ Zoology Biotechnology Chemistry

NON-MEDICAL/BCA

S.No.	Combinations
1	Physics Chemistry Mathematics
2	Physics Electronics Mathematics
3	Physics Geography Mathematics
4	Physics Statistics Mathematics
5	Computer Applications Physics Mathematics
6	Computer Applications Electronics Mathematics

SEM-2				
Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
Continue with the subject combination selected in Sem-1	AECCIIA Comm. Eng/MIL languages (2 credits) AECCIIIB –EVS (2 credits)	Disaster management non evaluative compulsory course	NIL	NIL

SEM-3				
Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
Continue with the subject combination selected in Sem-1	Eng/MIL languages (2 credits)	SEC-300 (4 credits)	NIL	NIL

SEM-4				
Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
Continue with the subject combination selected in Sem-1	Eng/MIL languages (2 credits)	SEC-400 (4 credits)	NIL	NIL

SEM-5				
Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
NIL	Eng/MIL languages (2 credits)	SEC-500 (4 credits)	DSE-501 DSE-502 DSE-503 (18 credits in all)	NIL

SEM-6				
Core Courses	Ability Enhancement Compulsory course (AECC)	Skill enhancement Course (SEC)	Discipline Specific course (DSE)	Elective Generic Course (GE)
NIL	Eng/MIL languages (2 credits)	SEC-600 (4 credits)	DSE-601 DSE-602 DSE-603 (18 credits in all)	NIL



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow up to the recommendations extended vide minutes of the meeting of IQAC held on 28/9/2021 the following actions have been initiated.

1. Finance committee meeting was conducted on 16/11/2021
2. Ability enhancement courses have been introduced in semester 3rd. to 6th of Science programmes at UG levels.

Principal

GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU-180001, J&K.

(Erstwhile Maharani Mahila College)

Autonomous college affiliated to the University of Jammu

College for Potential for Excellence, 2016

(Estd. 1944)

Dr. S.P Sarswat
Principal

E-mail: principalgcwparade@gmail.com

Tel.(O): 0191-2544305

(M): 94191-03074

No:-WCP/Coll./2021/1711

Dated:- 01-10-2021

Notification

It is hereby notified for the information of all concerned that the college has made the provision for the conduct of examinations of those students who could not appear in the recently concluded examinations of 2nd, 4th & 6th semesters of academic session 2020-21(regular session).

Further that:

1. This provision shall be made available to only those students who failed to login due to one or the other reason on the regular examination days as per the date sheet.
2. The examination shall be considered as an extension of the earlier one and not as a re-examination by any sense of imagination.
3. No student who has already appeared in particular course/s shall be eligible to appear in this examination irrespective of the status of her result in the already concluded routine examination for such course/s.
4. This is an onetime exemption necessitated due to the exigencies created by Covid-19 Pandemic, as such should not be used as a precedence for any such consideration in future.
5. This notification is issued in anticipation of the approval granted by the Academic council.

S.P.S. +
01/10/2021

Principal
Principal
Govt. College for Women
Parade, Jammu



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

Pursuant to the recommendations of the IQAC extended vide minute of the meeting dated 1/10/2021, a notification for the conduct of end semester examination of those students of semesters 2nd, 4th and 6th (UG programmes session 2020-21) was issued vide No. WCP/Coll./2021/1711 dated 1/10/2021. The examinations of such students were conducted following all the provisions recommended by the IQAC.

Principal

IQAC

Government College for Women, Parade Ground, Jammu.

(Autonomous College)

Minutes of the meeting held on 4/10/2021

A meeting of the members of the IQAC was held on 4/10/2021 to deliberate on the necessity for establishing a Student Facilitation Centre in the college campus.

Backdrop: the College offers 71 UG and PG programmes spread over 28 disciplines, and on an average more than 6000 students are enrolled annually for such programmes. About 25000 applications of students are received in the examination section of the College for various examinations (regular/private) annually. The students at multiple occasions during the pursuit of their academic programmes are required to submit a variety of online forms /documents (Admission form, scholarship forms, examination forms and other multitude of applications).

Against this backdrop, the members considered in detail the difficulties the students usually face in online submission of application/ documents, and felt the necessity of raising a facility within the campus to provide a seamless access for online submission of various types of documents. Having got convinced during the deliberations, that this type of facility within the campus shall provide a much needed succor to the students and spare them from exorbitant charges levied by various cyber centers for uploading different documents, the members unanimously suggested that a facilitation center of this nature shall go a long way in serving the interests of the students at the present point in time and in future as well.

Further, that the members also enumerated a whole host of objectives which could be achieved by establishing such a facility within the campus. The other objectives of such a center shall be:-

Name: Student Facilitation / Internship/ micro Startup Centre.

Objectives

- a) Facility for students to upload various forms.
- b) Training facility for MCA students about managing cyber centre
- c) Micro startup unit providing an option for generation of revenue for the College.

Infrastructure required and Operational guidelines

- i. One well furnished room with internet facility
- ii. Two computers, Xerox /Colour printer
- iii. Uninterrupted power supply facility

Operational guidelines.

- i. The center shall be managed by Students.
- ii. Students of MCA and B.Com Honours shall be assigned the management

- iii. 4th.Sem students of MCA and 6th. Sem. Students of B.Com Honours shall be assigned the management assignment turn by turn.
- iv. Department of Computer sciences shall supervise the working of the centre
- v. Nominal fee (1/3 of that charged in the market) shall be charged from the students who avail this facility of the college.
- vi. The facility shall be available to the students who are enrolled with the College under various programmes or intend to seek admission in the semester 1st. of UG or PG programmes.
- vii. 50% of the revenue shall be used for maintenance of the center in terms of replenishing the consumable items (stationery items, cartridges of the printers etc)
- viii. 50% of the revenue collected shall be shared between the students and the College
- ix. At the end of the session a certificate shall be issued to the students about having managed the student Facilitation center of the College.
- x. Income and expenditure statement shall be worked out quarterly.
- xi. (Separate account shall be opened with the option of POS facility provided the rules permit).
- xii. Other details about financial aspects shall be framed after consultation with experts of the relevant field.

IQAC

1. Prof. Shayat Kumar	Coordinator <i>Shayat Kumar</i>
2. Dr. Sonia Khajuria	Member <i>Sonia Khajuria</i>
3. Dr. Alpna Vohra	Member
4. Dr. Shivani Suri Verma	Member <i>Shivani Suri Verma</i>
5. Dr. Piyali Arora	Member <i>Piyali Arora</i>
6. Dr. Rakesh Kumar Pandit	Member
7. Prof. Jyoti Bahl	Member <i>Jyoti Bahl</i>
8. Dr. Preeti Dubey	Member <i>Preeti Dubey</i>

Submitted to the Principal for consideration

Approved
SPSA
 6/10/2021



OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU.

Action taken Report

As a follow up to suggestions extended through the minutes of the meeting of IQAC held on 4/10/2021.

The proposal for establishing a facilitation centre for the students and other stakeholders is in process.

Principal

Govt. College for Women, Parade GROUND, Jammu, J&K

(An Autonomous College)
'College with Potential for Excellence'
Earliest Maharani Mahila College, estd. 1944
(NAAC Accredited)

Minutes of the meeting
(31st Jan., 1st Feb., and 3rd Feb. 2020)

A meeting of the Principal of the College with the members of the Internal Quality Assurance Cell was held on 31st Jan. 2020 at 11:00 AM to discuss different aspects regarding the Board of Studies and other issues related to NAAC inspection. Subsequently, two other meetings with the Heads of Depts. of Science stream and Humanities & Commerce were held on 1st Feb. and 3rd Feb. 2020 respectively.

The meetings of 'Board of Studies' for UG and PG (semesters Ist and IInd) in different subjects shall commence from 15th Feb. 2020 and be completed by 15th March 2020. With respect to the above the HoDs were instructed to frame the syllabi (for the sessions 2020 onwards) according to the guidelines of UGC and National Education Policy laying emphasis on the courses offered by MooC and SWAYAM portals considering a multidirectional approach encompassing digital content, skill oriented courses with hands-on training (practicals) and employability outcome. Besides, it was resolved that the quantum of change in the syllabi should range from 10-30%. The syllabi for practical course must be in accordance to the theory paper in the respective subject. *upto*

→ The HoDs were requested to submit the Minutes of Meetings of their Board of Studies to IQAC. They were further instructed to upload the approved syllabi on the College website.

The panels of question paper setters and evaluators as approved by the Board should be submitted to the Examination Cell.

→ It was discussed and resolved that two cabins in the reading room of the Library shall be spared for facilitating the use of NDL and for access to MooC (SWAYAM) courses by the students. For the purpose six computer terminals will be established in the Library.

→ Alumni meet and Parent-Teachers meet to be organized in the month of Feb. 2020. The Convenors, Prof. Samriti Manchanda and Prof. Seema Mir to make preparations for the same.

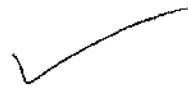
→ The chair instructed that the College seek the facility of 'Bulk SMS' to apprise the students on various issues from time to time.


→ The concept of online evaluation was discussed and was realized that further discussions are required to learn about its modalities.

The meeting was attended by the following members:









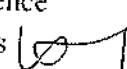

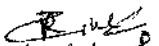
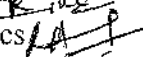
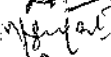






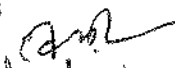
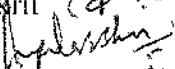


IQAC Committee

1. Dr. Neeraj Kumar, Convener IQAC *[Signature]*
2. Dr. Pragya Khanna, member *[Signature]*
3. Dr. Nidhi Kotwal, member *[Signature]*
4. Dr. Sonia Khajuria, member *[Signature]*
5. Prof. Shayat Dhar *[Signature]*
6. Dr. Sapna Sharma, member *[Signature]*



8. Dr. Shivani Suri, member 
9. Dr. Piyali Arora CCL
10. Dr. Preeti Dubey

Heads of Departments

1. English 
2. Physics 
3. Chemistry 
4. Botany 
5. Zoology 
6. Education 
7. Political Science 
8. Economics 
9. Home Science
10. Electronics 
11. Computer Applications (BCA) 
12. Music 
13. Mathematics 
14. Sociology 
15. Psychology 
16. Biotechnology
17. Hindi 
18. Urdu 
19. Punjabi 
20. Dogri 
21. Geography 
22. Statistics
23. Sanskrit 
24. EVS 
25. Commerce 
26. Philosophy 
27. History



--Principal



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (31st January,
1st and 3rd February 2020)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **31st January, 1st and 3rd February 2020**, regarding the Board of Studies and other issues related to NAAC inspection.

1. Board of Studies were held in all the subjects and syllabi of semesters I and II have been approved in the meetings. Moreover, panel of paper setters and evaluators were also approved and submitted to the examination cell of the college.
2. Creation of facility for students to use NDL and access to MOOC courses were initiated in the central library.
3. All the other suggestions were appropriately considered for their implementation.

Convener IQAC

Principal

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN PARADE GROUND

JAMMU

Minutes of the meeting

03/02/2020

Meeting of the IQAC members convened by Principal on 03/02/2020 regarding the honorarium to be given to the members of Board of Studies along with the amount of expenditure to be incurred for the refreshment purpose in the Board of studies meeting. Further to provide instruction regarding the credit pattern of Generic as well as skill courses.

Following decisions were taken in the meeting:

The honorarium will be given to the member as per the following rates

1. Subject expert (Out station)- Rs 1000/- + TA DA as per the Govt. rule.
2. Subject/Expert outside the college- Rs 1000/-
3. Vice chancellor nominee -Rs 1000/-.
4. Member from corporate /allied sector- Rs 1000/-
5. Meritorious Alumnae of the College -Rs 1000/-

Beside that it was also decided that amount spent on refreshment be increased from Rs 1000/- to Rs 1500/- with the rider that the department having the faculty strength of more than 8 shall be given Rs 1500/- whereas below 8 Rs 1000/-.

It was also concluded that to keep the uniformity in the credit distribution in all the subjects. Generic courses shall be of 6 credits and skill courses shall be of 4 credit, (Practical(2), Theory (2)). While framing the syllabus such instruction should be taken into consideration.

The meeting was attended by the following members:

1. Dr. Neeraj Kumar. Convener IQAC
2. Dr. Pragya Khanna. member
3. Dr. Nidhi Kotwal. member
4. Dr. Sonia Khajuria. member
5. Prof. Shayat Dhar
6. Dr. Sapna Sharma, member
8. Dr. Shivani Suri, member
9. Dr. Piyali Arora, member
10. Dr. Preeti Dubey. member

Approved
Principal
03/03/2020
GCW, Parade Jammu



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report(3rd of February 2020)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **03 February, 2020** regarding the revision of honorarium given to the members of Board of Studies and amount spent on refreshment in Board of Studies.

1. All the decisions arrived at in the meeting were implemented as per the laid down guidelines.

Convener IQAC

Principal

OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND JAMMU

Minutes of the Meeting



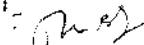





A meeting of the IQAC members was held in the principal's chamber under the chairmanship of Prof. (Dr.) S.P.Sarswat on 16TH March 2020 to discuss the progress of payments made to the vendors and resource persons of the five day workshop on MOOC from 15th-19th January 2020.

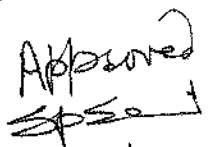
The following points were discussed:

1. It was apprised by the accountant that the T.A and accommodation bills were forwarded to treasury for necessary action
2. It was also apprised that the coordinators were reluctant to conduct the workshop due to non-availability of the resource persons. A similar workshop on the same topic organized by JKHEd for valley students was cancelled owing to the same reason; but we were telephonically directed by the nodal principal as well as Deputy Secretary Higher Education to conduct the workshop; since this workshop was earlier scheduled from 4th August 2019 but could not be continued due to situation of Jammu Bandh and non-availability of internet thereafter.
3. Owing to the above mentioned reasons, the preparations of the workshop were made at a very short notice. All the codal formalities were followed, however the tendering process for the supply of food and refreshment for the delegates could not be executed due to the time constraint , as such the dasti quotations were sought for the same.

The meeting ended with a vote of thanks

The following members attended the meeting

1. Dr. Neeraj Kumar (IQAC Convener) 
2. Dr. Pragya Khanna 
3. Prof. Shayat K. Dhar 
4. Dr. Nidhi Kotwal 
5. Dr. Shivani Suri Verma 
6. Dr. Sapna Sharma 
7. Dr. Preeti Dubey (Workshop Coordinator) 
8. Prof. Gourav Gupta (Workshop Coordinator) 


Approved
S.P.Sarswat
17/03/2020



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (16th March 2020)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **16 March, 2020** regarding the pending dues of resource persons and vendors of five days workshop on MOOC from 15th January 2020 to 19th January 2020.

1. Payments were released in favour of resource persons of the workshop and the vendors for supplying food and refreshment in the workshop.

Convener IQAC

Principal



OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE FOR WOMEN, PARADE GROUND, JAMMU.

Autonomous College

Minutes of the meeting held on 15/6/2020

A meeting of the members of the IQAC was convened by the principal in his chamber on 15/6/2020 to deliberate upon,

1. The progress achieved in the compilation of AQAR for the year 2018-19
2. The conduct of Academic Council meeting for the session 2020-21
3. Initiatives to enhance the preparedness of the institution to conduct online teaching in case the disruptions in the normal functioning continue due to covid-19 pandemic.

The members present in the meeting thoroughly discussed the issues and following conclusions/decisions with regard to each agenda item were made.

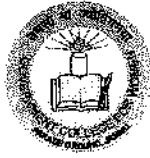
1. AQAR 2018-19:- About 80% of the report has already been compiled, however certain gaps in the data were identified. The concerned faculty and the departments shall be asked to furnish the data. It was also decided that online meetings of the IQAC shall be organized to expedite the compilation of the report and all online means be used to obtain information from concerned departments and faculty.
2. Academic Council meeting:-Preparations for the ensuing academic council meeting shall be made earnestly. The details of the conduct of the meeting shall be worked out later as the requisite preparations have been made satisfactorily.
3. Webinars, facilitating the faculty to develop the e-content while being conscious to the concept of Plagiarism and other copy right issues shall be organized. Also it was realised that a detailed plan of action has to be rolled out to prepare the institution and the stakeholders for effective on-line teaching and learning exercise. The IQAC shall frame the plan of action and submit the same to the principal for consideration.

The members present in the meeting

1. Mr. Shayat Kumar Dhar (Convenor IQAC) *Shayat*
2. Dr. Nidhi Kotwal Member *Nidhi*
3. Dr. Sonia Khajuria Member *Sonia*
4. Dr. Shivani Suri Verma Member
5. Dr. Sapna Sharma Member
6. Dr. Piyali Arora Member
7. Dr. Preeti Dubey Member *Preeti*
8. Dr. Rakesh Pandita Member *Rakesh*

SPS

Principal

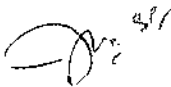


OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE FOR WOMEN PARADE GROUND, JAMMU

ACTION TAKEN REPORT(15th of June 2020)

As a follow up actions to the decisions arrived at in the IQAC meeting convened by the Principal on 15th of June 2020, the followings actions have been taken:

1. The AQARs for the session 2017-18 & 2018-19 have been submitted.
2. The 8th Academic Council meeting has been organized on 23/09/2020.
3. A five day National Webinar on “**Development of e-content avoiding plagiarism**” was organized from 24th to 28th of June 2020.
4. Two core committees (Arts & Humanities , Science stream/Lab courses) were framed to suggest changes in the teaching methodologies and provide inputs regarding the infrastructure (ICT based) to be developed in the college to make smooth delivery of online lectures to the students in view of the disruptions caused by the covid-19 Pandemic.


Convener IQAC


Principal

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, PARADE GROUND
JAMMU,**

Minutes of the WEB MEET held on 17/7/2020

A Web Meeting of the IQAC of the college was convened by Dr. S. P Sarswat, the Principal of the College on 17/7/2020 to deliberate upon the following prepositions concerning the process of admission and subsequent class work in the ensuing academic session (2020-21)

1. Implementation of the agenda item No.7.15 sub point 4 of the 7th Academic Council Meeting of the College held on 25th. March, 2019.
2. Implementation of Reservation policy of the Govt. in Universities, Deemed to be Universities, Colleges and other Grant-In- Aid institutions (Ref.O.M.No: HE-Col I /Uni- /2019, Dated:-31/01/2019)
3. Methodology to be followed to effectively manage the teaching learning exercise in the academic session 2020-21 despite the distractions due to covid-19 Pandemic (The recommendations of the core committee constituted on 6/7/2020 for the purpose)

Detailed discussions on all the enlisted agenda items were carried out and all possible options were considered comprehensively. The committee members unanimously arrived at the following conclusions.

- I) With regard to Modern Indian Languages(MIL), it was decided that the Skill courses associated with these languages shall continue as regular courses in the ensuing academic session 2020-21 and onwards only when the student strength enrolled in such courses is twenty or more than twenty.
- II) Subject combinations to be offered in the academic session 2020-21 and onwards for UG programmes shall be reframed prior to the issuance of the admission notification (Session 2020-21). The details shall be worked out separately.
- III) With regards the implementation of the reservation policy of the Government, all the members were of the view that the provisions of reservation enlisted in the "Reservation policy of the Govt. in Universities, Deemed to be Universities, Colleges and other Grant-In- Aid institutions (Ref.O.M.No: HE-Col I /Uni-/2019, Dated:-31/01/2019)" together with the Govt. of Jammu and Kashmir reservation regulations for admissions and other areas of college activities shall be taken into consideration while providing reservation to various sections of the student community and other stake holders. A Legal expert shall be consulted for the same.

The options available with regard to the agenda item NO. 3 and the report of the Core committee (report attached) were discussed threadbare and the following conclusions were drawn.

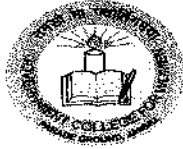
- a) A suitable Learning Management System (LMS) service provider shall be identified to facilitate the development, delivery and management of e-content. All teachers are required to utilise the services of the agency engaged for the purpose as it shall be mandatory to cover a reasonable portion of the syllabi through this online portal. The teachers shall be implored to cultivate the skill and acquire the knowhow to exploit online technology for effective dissemination of knowledge among the students. The remaining portion of the syllabi shall be dealt by using other offline but digital modes of teaching with which the teachers are already familiar as they have been using them during the post Covid-19 period of the academic session 2019-20. The LMS chosen hired for the purpose shall be identified after observing all official formalities.
- b) The issue of providing the educational tablets and other related gadgets to the students who cannot afford these smart appliances shall be addressed as per the directions of the Government and as per the procedures followed in other colleges of the UT of Jammu and Kashmir.

Members present in the WEB MEET

1:- Prof. Shayat Kumar	Convenor IQAC
2:- Dr. Nidhi Kotwal	Member
3:- Dr. Sonia Khajuria	Member
4:- Dr. Piyali Arora	Member
5:- Dr. Shivani Suri Verma	Member
6:- Dr. Sapna Sharma	Member
7:- Dr. Rakesh Kumar Pandit	Member
8:- Dr. Preeti Dubey	Member
9:- Ms. Jyoti Bahl	Member



Principal



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (17th of July 2020)

As a follow up action to the decisions arrived at in the meeting of IQAC held on 17/7/2020 the following actions were taken:-

1. Decision with regards the conclusion 1) shall be implemented from the academic session 2020-21
2. The subject combinations for UG programmes being offered in the college have been reframed and shall be implemented from the academic session 2020-21
3. The details about the reservations for Admissions in various programmes have been worked out as per the UGC regulations and the admissions for the academic session 2020-21 shall be made in accordance to these reservations.
4. The recommendations of the core committees constituted for the purpose of devising suitable teaching methodologies and associated infrastructure up gradations of the college for effective teaching learning exercise which has suffered due to Covid-19 Pandemic have been initiated.
5. The issue of providing educational Tablets to the deserving students is in the active consideration of the Government of Jammu and Kashmir.

Convener IQAC

Principal

IQAC

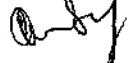
**Govt. College for Women Parade ground, Jammu.
(Autonomous College)**

Minutes of the web-Meet held on 14/8/2020

A webmeeting of the members of IQAC and the HoDs of Computer Sciences, English, Home science, Music and Zoology, convened by the IQAC convener was held today the 14th. Of August 2020, to deliberate upon the possibility and feasibility of conducting online examinations of the students of Sem.2nd. of the PG programmes offered by these department (session 2019-20)

A thorough discussion about this preposition made it possible to identify the immediate requisites, both at the student and at the institutional level for undertake this initiative. The issue of connectivity, availability of requisite smart gadgets with the students, the issue of maintenance of the online examination records and the related evaluation issues were discussed in detail. After identifying the associated issues and the possible solutions the participants concluded as under

1. Initially internal assessments of the students of these PG programmes shall be conducted through online mode
2. A detailed analysis of the successes and inadequacies realised during the implementation of this online examination initiative shall be addressed and thereafter if every aspects fits in place, the scheme shall be implemented for the external examination of the students of semesters 2nd and 4th of the academic session 2019-20.
3. A committee of following members is constituted to work out the details for conduct of the internal assessment through online mode.

- | | | | |
|-----------------------------|--------------------|---|----------|
| 1. Dr. Aruna Dubeey | HoD, Home Science. |  | Convener |
| 2. Prof. Geenanjali Multani | HoD, English | | |
| 3. Prof. Romila Gularia. | HoD, Music | | |
| 4. Prof. Aunradha Gupta | HoD, Zoology. | | |
| 5. Prof. Roopali Jamwal | HoD, Computer Sc. | | |

- | | |
|---|-------------------------|
| 6. Prof. Dharvinder, Associate Prof. Zoology | (Examination Incharge) |
| 7. Dr. Preeti Dubey, Assistant Prof. Computer Sc. | Representing IQAC |

The committee is required to:-

- a) Devise the procedure for conduct of the proposed online examination keeping in consideration the accessibility of the students and the issues concerning the technological backup.
- b) Devise question papers with the aim to get an insight about the response of students to both objective and descriptive type of questions.
- c) Propose the mechanism for evaluation of the answers both descriptive and objective

- d) Suggest the procedure to maintain secrecy and the record of the responses of the students.

Note 1. The academic component of the online examination shall be worked out by the heads of the concerned departments involving the other faculty as well.

2. Technological input in conducting the online examination, procedure for evaluation, and maintenance of the records shall be extended by the department of Computer sciences. Prof. Roopali Jamwal HoD Computer Sciences Is informed to also involve the other faculty of the department in this exercise

3. Dr. Preeti Dubey shall clear all doubts and offer help to the concerned PG departments regarding the procedure for the conduct of online examination (provide hands on training to the faculty)

4. Prof. Dharvinder shall observe that sufficient safeguards are put in place to maintain the secrecy of the examination, maintain the record and its accessibility.

The webmeet was attended by:-

Heads of the concerned departments

- | | |
|----------------------------|------------------------------|
| 1. Dr. Aruna Dubey | HoD, Home Science. <i>AD</i> |
| 2. Prof Geenanjali Multani | HoD, English . |
| 3. Prof. Romila Gularia. | HoD, Music . |
| 4. Prof.Aunradha Gupta | HoD, Zoology. . |
| 5. Prof. Roopali Jamwal | HoD, Computer Sc. . |

IQAC

- | | |
|-----------------------------|------------------------|
| 1 Prof Shayat Kumar | Convenor <i>Shayat</i> |
| 2:- Dr. Nidhi Kotwal | Member <i>Nidhi</i> |
| 3:- Dr. Sonia Khajuria | Member <i>Sonia</i> |
| 4:- Dr. Piyali Arora | Member <i>Piyali</i> |
| 5:- Dr. Shivani Suri Verma | Member <i>Shivani</i> |
| 6:- Dr. Sapna Sharma | Member |
| 7:- Dr. Rakesh Kumar Pandit | Member <i>RK</i> |
| 8:- Dr. Preeti Dubey | Member |
| 9:- Ms. Jyoti Bahl | Member <i>Jyoti</i> |

Examination Incharge

Prof . Dharvinder, Associate Professor Zoology.

Submitted to the Principal for approval

Approved
The process be rolled out ASAP
Sps
17/08/2020



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (14th of August 2020)

As a follow up action to the decisions arrived at in the meeting of IQAC held on 14/8/2020 the following actions were taken.

1. Dr. Preeti Dubey Assistant Professor of Computer applications conducted interactions through online mode with the HoDs of different departments offering PG Programmes to familiarise them about the various aspects of online examination.
2. The examination of PG programmes offered in the college was conducted online (open book type).

Convener IQAC

Principal



IQAC

Govt. College for Women Parade ground, Jammu.

(Autonomous College)

Minutes of the meetings convened to work out the details for the conduct of 6th semester examination of the session 2019-20(UG programmes CBCS) held on 31/8/2020-2/9/2020

Covid -19 Pandemic has disrupted all social, cultural, economic and administrative spheres of mankind, globally. It has seemingly put on hold all human activities and has virtually lamed the whole world. Education sector bore the maximum brunt of the fallout of this pandemic as the latter part (starting from the 2nd fortnight of February -2020) of the academic session 2019-20 got completely disrupted. Although, through the use of technology (online classes, e-content delivery etc) coupled with the concerted efforts of the faculty and the students the syllabi of different courses could get completed to the satisfaction of all the stakeholders, yet the conduct of examination and the subsequent promotion of the students to the next classes has been and is still the most daunting task to accomplish.

MHRD, MHA, U.G.C, University of Jammu (affiliating University of GCW parade) and Govt. of the union territory of Jammu & Kashmir have issued guide lines and SOPs from time to time with regard to the conduct of examinations and other associated operational procedures.

In anticipation of the approval of the Academic Council, several notifications have been issued (available on the college web site) by the college to streamline the process of the conduct of examination of the students of the intermediate semesters of the UG/PG Programmes. The examination process under the provisions of these relevant notifications has been rolled out for the students of the intermediate semesters of academic session 2019-20.

The principal convened meetings of the HoDs of the different departments, the Dean Academic Affairs and IQAC for three consecutive days (31/8 2020 to 2/9/2020) to work out the modalities for the conduct of examination of the students of the terminal semesters (6th Semester) of UG Programmes of the academic session 2019-20. During the deliberations of these meetings the following decisions were made.

1. The examinations shall be conducted in the campus itself as any other examination was conducted prior to covid-19 Pandemic
2. The examination shall be MCQ objective based
3. In language courses some descriptive type questions shall be set from the course component which demands detailed writing.
4. IQAC shall work out the other specific details of the examination

As a follow up to the decisions arrived at in the meetings convened for the purpose of formulating the details for the conduct of examination of the students of 6th Semester of

B.A, B.Sc., B.Com, and BCA Programmes of the session 2019-20 a web meeting of the IQAC members was convened on 1/9/2020 wherein all the details were worked out.(annexure -1 enclosed)

The details were discussed with the HoDs of different departments and the Principal of the college on 2/9/2020 and changes/ modifications suggested were incorporated.

The final draft was submitted to the principal for approval and issuance of the notification

Faculty who attended the meetings:

1. Prof. (Dr.) Jyotsna Mohan (for HoD Commerce)-	Member
2. Prof. (Dr.) Shalika Gupta (for HoD Education) –	Member
3. Prof. Aruna Dubey (HoD Home-Science)-	Member
4. Prof. Romila Guleria (HoD Music)-	Member
5. Prof. (Dr.) Rupinder Kour (for HoD Economics)	Member
6. Prof. Daljeet Verma (HoD Urdu)	Member
7. Prof. Avinash K. Gupta (HoD Chemistry)	Member
8. Prof. Seema Kotwal (HoD Botany)	Member
9. Prof. Kamaljeet Kour (HoD Mathematics)	Member
10. Prof. Surinder Singh Parihar (HoD History)	Member
11. Prof. Raj Jamwal (HoD Hindi)	Member
12. Prof. Anuradha (HoD Zoology)	Member
13. Prof. Ravinder Kour (HoD Psychology)	Member
14. Prof. Vipul Saraf (HoD Electronics)	Member
15. Prof. (Dr.) Sandhya (HoD Sanskrit)	Member
16. Prof. Snober Chib (HoD Punjabi)	Member
17. Prof. Ganga Sharma (HoD Dogri)	Member
18. Prof. Roopali Jamwal (HoD BCA)	Member
19. Prof. Arti Sharma (HoD EVS)	Member
20. Prof. Imran Khan (Dept. of Geography)	Member

The following IQAC members were present:

1. Prof. Shayat Dhar-Dept. of Botany
2. Prof. Nidhi Kotwal-Dept. of Home-Science
3. Prof. Sonia Khajuria- Dept. Of English
4. Prof. Shivani Suri Verma-Dept. of English
5. Prof. Sapna Sharma- Dept. Of Chemistry
6. Prof. Piyali Arora-Dept. of Psychology
7. Prof. Rakesh Kumar Pandit- Dept. of Physics
8. Prof. Jyoti Behl- Dept. of Commerce

Convener *Dr. Arora*

Member

Member *S. Khajuria*

Member

Member

Member

Member

Member *Jyoti Behl*

SPS

Principal



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (31st Aug. 2020 & 2nd Sept. 2020)

As a follow up action to the decisions arrived at in the meeting of IQAC held on 31/8/2020-2/9/2020 the following actions were taken.

1. MCQ objective based examination of the terminal semester(6th Semester) of UG programmes of the session 2019-20 was conducted as per the details worked out by the IQAC(the details are available on the College website)
2. All other decisions were adhered to for the conduct of these examinations.

Convener, IQAC

Principal



OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN PARADE GROUND JAMMU

Minutes of the meeting held on 8/9/2020

A meeting of Dean Academic Affairs, Convenor examination committee (Conduct) and convenor IQAC was convened by the Principal in his chamber on 8/9/2020 to discuss about the operational procedures for the conduct of the examination of the students of 6th semester of B.A, B.Sc., B.Com and BCA programmes (CBCS-Regular & Private) of the academic session 2019-20.

During the discussions it was realised that a large number of students who have to take examination belong to far off places (Ladakh, Doda, Kishtward, Poonch, Rajouri etc) and all are currently staying at their respective residences due to covid-19 Pandemic. The College has received representations from students residing in these far off places that it is difficult for them to come to the college Campus for writing the examination. Further that the 1st provision of the notification No. WCP/Coll/2020/2113, dated 4/9/2020 issued by the college mandates the college for offline conduct of the examination of the students of semester 6th of the different UG programmes of the academic session 2019-20. It was also felt that the conduct of offline examination in such a scenario may create transportation and lodging issues for the students who are supposed to come for writing the examination from their residences after gap of about six months. Having identified these issues pertaining to the conduct of examination through offline mode the members attending the meeting deliberated upon the other possible options available to the college with regard to the conduct of these examinations.

The following options were suggested for consideration

1. Students shall be asked to give their choices as to whether they feel comfortable to write the examination through online or offline mode. These choices can be sought from the students through Google forms
2. In case the students opt for both online and offline modes, the college shall have to make provision for conduct of examination through offline as well as online modes simultaneously. In this scenario a suitable modification in the 1st provision of the notification No WCP/Coll/2020/2113, dated 4/9/2020 shall have to be introduced.
3. The examination section of the college be accordingly informed about the mode of conduct of these examinations and suggestions be sought about the procedures to be followed for implementation of the same

Members who attended the meeting

1. Dr. Avinash Kumar Gupta Dean Academic affairs
2. Dr. Surinder Parihar - Convenor examination Committee(Conduct)
3. Prof. Shayat Kumar Dhar Convenor IQAC

Submitted to the principal for approval

Approved
SPS
08/09/2020

Choices expressed by students through Google forms about the mode of examination to be followed for semester 6th of the session 2019-20.

As a follow up measure to the decisions arrived at in the meeting held on 8/8/2020 a survey through Google forms was conducted of the students of semester 6th who are to appear in the examination, wherein the students were asked to give their choices as to whether they would like to write the examination through online or offline mode.

The summary of the responses received is indicated below

Count of Roll No	Column Labels							
Row Labels	B.A	B.CoM	B.Sc Medical	B.Sc Non Medical	BCA	Grand Total		
Offline mode	57	19	37		1	1	115	
Online Mode	811	401	347		196	27	1782	
Grand Total	868	420	384		197	28	1897	

Conclusions

Almost 94% of the students have given the choice that online mode of examination should be followed by the College

6% students have expressed that offline mode of examinations should be followed

In the interest of the students it is proposed that examination of the students of the semester 6th. Of the academic session 2019-20 be conducted through online as well as offline mode simultaneously.

SPS
18/09/2020



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (8th Sept. 2020)

As a follow up action to the decisions arrived at in the meeting of IQAC held on 8/9/2020 the following actions were taken.

1. Students of 6th semester were asked through Google forms to give their choices as to whether the MCQ based examination should be conducted by online or offline mode (the survey data is attached with the minutes)
2. In the interest of the students the examination was conducted through both online and offline modes.
3. The details for conduct of the examination were worked out by the examination wing of the college.

Convener, IQAC

Principal.

MINUTES OF MEETING

A meeting of IOAC was held in the Conference Hall at 10:30 A.M., on 23rd Feb'2019, with the External IOAC members, HODS & Principal of the College. The agenda of the meeting was to ponder upon the letter received by UGC, Dated:- 22nd Feb'2019, through mail, in connection with the declaration of recent accreditation result of the College.

t. Members present &

1. DR. Ginni Dogra, (DICA)
2. Padam Shri. S.P. Verma
3. MR. Anil Sui (Industrialist)

Dr. Ginni Dogra
23/2

Anil Sui

HODS

- Prof. DR. Avinash Gupta (Chemistry) _____
Prof. Hans Raj (Physics) _____
Prof. DR. Aruna Dubey (H. Sci) _____
Prof. DR. B.B. Anand (P. Sci) _____
Prof. DR. Vipul Sarraf (Electronics) _____

Members of IOAC

- DR. Neeraj Kumar - Convenor
- DR. Pragya Khanna
- DR. Nidhi Kotwal (CCL)
- DR. DR. Sonia Khajuria (on leave)
- DR. Archana Gupta
- DR. Sapna Sharma
- DR. Yash Paul
- DR. Shivani Sui Verma

Sub Comm. of IOAC

- DR. Shobha Sanjyal
- DR. Satinder Jureja
- DR. Bandan Sharma
- DR. Anju Kaul
- DR. Gaurav Gupta
- DR. Anamika Bauri

IOAC members both Internal and External fully endorsed to go in for the option of going in for extending the validity period, after taking the view points of Heads of various departments & other faculty members.

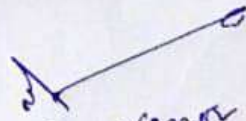
OFFICE OF THE PRINCIPAL GCW, PARADE GROUND, JAMMU
Autonomous College

Action Taken Report

Acting upon the resolution passed in the meeting of IQAC (external and internal members) and the HoDs of different departments of the college convened by the Principal on 23rdFeb.,2019, about exercising the option of extension of validity period of the NAAC accreditation cycle II. The college applied for the extension which was granted vide circular of Director NAAC Bangaluru, dated:-12/3/2019. The validity period was extended to 31/12/2019.



Principal
GCW, Parade ground, Jammu.



Convenor IQAC.

OFFICE OF THE PRINCIPAL
GOVT. COLLEGE FOR WOMEN, PARADE GROUND JAMMU

MINUTES OF MEETING

A review meeting of the IQAC was held in the office chamber of Principal on 16th April, 2019 in which action plan of IQAC for the year 2018-19 and their achievements were discussed. Beside that number of decisions was taken.

1. Meeting of HoD's was held as per the direction of the Higher Education Department in which number of clubs were framed like Sports & Health, Literary club, Mathematics club, Eco club, Science, Arts and culture activity club. All the curricular and extracurricular activities of the college would come under these clubs.
2. As per Action Plan and their achievements, National seminar, Workshops, extension activities under NSS, NCC, Literary activities, SVEEP activities which are organized, their monthly report would be compiled by the IQAC and will be reflected on the AQAR of 2019 and submitted to the NAAC online.
- ✓3. It was also decided that a workshop on start up and incubation will be held on 23rd April 2019 under the aegis of IQAC and Dr. Preeti Dubey will be organizing Secretary for the event.
- ✓4. It was also decided that a National level workshop on IPR will be organized in collaboration with the Science & Technology J&K.
- ✓5. On Quality initiative Principal suggested that number of committees should be framed like :
 - Academic Monitoring Committee
 - Examination Monitoring Committee
 - A committee also be formed for the preparation of Hand book of rules & regulations of Autonomous Status and their implementation.

The following members of the IQAC were present:

1. Dr. Neeraj Gupta - Convener
2. Dr. Pragya Khanna - Member
3. Dr. Nidhi Kotwal- Member
4. Dr. Sonia Khajuria- Member
5. Dr. Yash Paul- Member
6. Dr. Sapna Sharma- Member
7. Dr. Shivani Suri Verma- Member
8. Dr. Shabnam Ara- Member

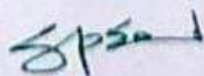

Principal
GCW Parade, Jammu

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, PARADE GROUND,
JAMMU,


ACTION TAKEN REPORT (16th April, 2019)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 16th April 2019. The agenda of the meeting was to identify quality initiatives to be implemented in future. In this regard the following initiatives were taken:

1. Various clubs like Sports, Health, Science , Eco, etc. were constituted and extracurricular activities were conducted under the guidance & supervision of these clubs.
2. Report of activities like seminars, workshops, extension activities under NSS and NCC etc. have been compiled and reflected in AQAR 2018-19, which shall be submitted to NAAC shortly.
3. The college organised two workshops namely 'Start up and Incubation' and 'National level workshop on IPR' in collaboration with Science & Technology in which large number of students & faculty participated.
4. All the other suggestions were appropriately considered.



Principal


Convenor IQAC.



OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE FOR WOMEN PARADE GROUND, JAMMU

MINUTES OF MEETING

The meeting of the IQAC was held in the Principal's chamber on 23rd of July 2019 under the chairmanship of Principal Hemla Aggarwal. The meeting was held to prepare the agenda items for the 5th Governing Body meeting to be held on 28th July 2019.

The agenda items for the 5th Governing Body are as under:

1. Approval of the statutes of the Autonomous College as per the UGC guidelines 2018.
2. Action Plan for the Autonomous College as the prerequisite preparation for the forthcoming NAAC Accreditation as the validity period of the NAAC accreditation has been extended upto December, 2019 and besides that the extension of Autonomous Status of the college is going to be completed next year.
3. To appoint IT Manager for multitasking purpose.

The committee has decided that the refreshment for the members of the governing body and others will be arranged from "Grill & Chill" Restaurant opposite Govt. Women College Parade.

It was also decided in the meeting that the College is going to conduct the six days workshop on MOOC (Massive online open course) as per direction from the secretary Higher Education in Coordination with MHRD from 4th of August 2019 under the aegis of IQAC.

IQAC to prepare the Action Plan of 2019-20 for approval from the Governing Body which will submitted to the Higher Education Department.

The following members were present in the meeting

1. Dr. Neeraj Kumar, Convener IQAC
2. Dr. Pragya Khanna, member
3. Dr. Nidhi Kotwal, member
4. Dr. Sonia Khajuria, member
5. Dr. Yashpaul Sharma, member
6. Dr. Sapna Sharma, member
7. Dr. Shivani Suri, member
8. Dr. Shabna Ara, member

Approved as suggested

Principal
GCW, Parade Jammu.

Hemla Aggarwal



**OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE for WOMEN, PARADE GROUNG,
JAMMU.**

Action Taken Report.

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 23rd.July, 2019 the following actions were taken:-

1. The agenda items for 5th. Governing body meeting were formulated. The 5th. Governing body meeting of the College was held on 28th. July, 2019 as per the agenda framed during the deliberations of the IQAC meeting convened on 23/7/2019
2. With regard to the agenda items of 1 and 25 the suitable initiatives have been initiated.
3. Workshop on MOOCs was scheduled from 4th. August 2019 but could not be continued from 5 /8/2019 due the uncertainties developing because of the reorganization of the state of Jammu and Kashmir. The workshop was later on organized from 15-19 Feb. 2020

Principal.

Govt. College for Women, Parade GROUND, Jammu, J&K

(An Autonomous College)
'College with Potential for Excellence'
Erstwhile Maharani Mahila College, estd. 1944
(NAAC Accredited)

Minutes of the meeting

11th Nov. 2019

An emergency meeting of the Principal of the College with the members of the Internal Quality Assurance Cell and the Heads of Departments of different subjects was held on 11th Nov. 2019 at 1:00 PM to discuss and highlight the instructions given by the worthy Secretary, Higher Education, J&K Govt., vide letter No. HE/Coll/Gen/75/2019 dated 8.11.2019 in which he has stressed on the urgent need to get the CGPA of the College augmented on the grade sheet to be issued by the NAAC authorities after the forthcoming visit. The following agenda was discussed and resolved during the meeting:

1. As per the previous grade sheet issued by the NAAC, the College stood at CGPA 2.36 with Grade 'B'. In order to upgrade the CGPA up to minimum 3.0 (necessary for maintaining the Autonomous status of the Institution) the various criteria and key indicators of NAAC were discussed and agreed point wise.
 - i) In the first criterion, 'Curricular aspects' under the subhead, 'Curriculum designing and development', the panel of 'Board of Studies' shall be reframed in every subject area incorporating an expert from the corporate sector/industry and other members as per the recommendation of the UGC.
 - Under the aspects of 'Curriculum enrichment' and 'Academic flexibility' the syllabi of the newly started Post-Graduate courses for the forthcoming session (2020) shall be redesigned as per the guidelines of UGC, RUSA, EQUIP, NEP, IECT considering a multidirectional approach encompassing digital content, skill oriented courses with hands-on training and employability outcome.
 - It was also emphasized that the faculty from reputed institutes like IITs, IIMs and other allied areas be invited as resource persons/guest faculty for wider interface/interaction with the students.
 - Student feedback of the teachers be shifted from manual to online mode.
 - ii) Under the criterion, 'Teaching, Learning and Evaluation' the following measures need to be adopted so as bring about an improvement:
 - The intake capacity of the College to be fixed for every program and should be in line with the available infrastructure and faculty and that a committee shall be framed to discuss the same.
 - For the maintenance of student diversity under different categories pertaining examinations, the guidelines to be followed shall be in accordance to that of the Union Territory laws.
 - To shift the teaching/learning from conventional to ICT enabled mode, a total of 52 interactive boards be procured/purchased and installed in the classrooms and further training on the usage of the same be imparted to the faculty by the Dept. of BCA.
 - A workshop on 'Psychometric Test and Continuous Assessment' shall be organized by the departments of Sociology and Psychology in collaboration with the National Skill Development Council (NSDC) in the third week of November 2019.
 - To streamline the process of Evaluation and assessment an updated Examination Calendar shall be framed highlighting the significant dates.

- An updated panel of Question paper setters and Evaluators be submitted to the Examination Cell at the beginning of each academic session.
- To strengthen and facilitate the efficient working of the Examination cell the following infrastructural and trained support staff be provided:
 - i) Strong room/Secrecy unit
 - ii) One Accounts officer and two accounts assistants
- The printing of the question papers be carried out from any reputed agency outside the Union Territory of J&K after fulfilling the codal formalities.

iii) The statutes of the Autonomous College be revisited and vetted through an authorized agency.

iv) Each department to organize a Guest/Extension lecture every month. For the purpose an amount of Rs. 2000/- and Rs. 1500/- (out of which Rs. 1000/- shall be paid as remuneration to the resource person) shall be extended to the major and minor departments respectively.

The meeting was attended by the following members:

1. Dr. Neeraj Kumar, Convener IQAC
2. Dr. Pragya Khanna, member
3. Dr. Nidhi Kotwal, member
4. Dr. Sonia Khajuria, member
5. Prof. Shayat Dhar
6. Dr. Yashpaul Sharma, member
7. Dr. Sapna Sharma, member
8. Dr. Shivani Suri, member
9. Dr. Shabna Ara, member
10. Dr. Preeti Dubey

Heads of Departments

- | | |
|---------------------------------|-----------------------------|
| 1. English | 14. Sociology |
| 2. Physics | 15. Psychology |
| 3. Chemistry | 16. Biotechnology |
| 4. Botany | 17. Hindi |
| 5. Zoology | 18. Urdu |
| 6. Education | 19. Punjabi |
| 7. Political Science | 20. Dogri |
| 8. Economics | 21. Geography |
| 9. Home Science | 22. Statistics |
| 10. Electronics | 23. Sanskrit |
| 11. Computer Applications (BCA) | 24. EVS |
| 12. Music | 25. Commerce |
| 13. Mathematics | 26. Philosophy |
| | 27. History |
| | 28. Shivani Suri |

(Convener)



**OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE for WOMEN, PARADE GROUND,
JAMMU.**

Action Taken Report.

As a follow up action to the decisions arrived at in the meeting of IQAC and the heads of the departments of the college convened by the Principal on 11 Nov.2019 the following actions were taken:-

1. Heads of the departments of the college were instructed to reframe the Board of studies of their respective departments as per the decisions taken in the meeting. All departments framed the board of studies as per the given instructions.
2. The feedback of students of teachers has been conducted by online mode.
3. The intake capacity of each subject has been reframed
4. The admissions for the session 2020-21 were conducted considering all reservation provisions as per the UGC guidelines.
5. The installation of interactive boards in different classes is in the active consideration of the College development committee.
6. The issues pertaining to evaluation and printing of question papers have been taken into consideration by the departments and the examination section of the college considering all secrecy issues associated.
7. The setting up of Strong room in the secrecy section of the examination wing of the college is being actively pursued.
8. Two day workshop on "Psychometric Test and Continuous Assessment" was organized on 25-26th. of November 2019.
9. All other decisions are being actively pursued by the college authorities.

Principal

Govt. College for Women, Parade GROUND, Jammu, J&K

(An Autonomous College)
'College with Potential for Excellence'
Erstwhile Maharani Mahila College, estd. 1944
(NAAC Accredited)

Minutes of the meeting

16th Nov. 2019

In continuation to the meeting held on 11th Nov. 2019, a meeting of the Principal of the College with the members of the Internal Quality Assurance Cell and the Heads of Departments of different subjects was held on 16th Nov. 2019 at 1:00 PM to further discuss and highlight the instructions given by the worthy Secretary, Higher Education, J&K Govt., vide letter No. HE/Coll/Gen/75/2019 dated 8.11.2019. The following agenda was discussed and resolved during the meeting:

1. Under the Criterion 'Research, Innovation and Extension' in order to fulfill the need for mobilization of resources, the Heads of departments of different subjects were requested to exhort their respective faculty members to send proposals for Minor/Major Research Projects to UGC and other funding agencies.
2. The College authorities to discuss the matter regarding the Consultancy services and their implications thereof with the officials of the Dept. of Higher Education and RUSA.
3. Dept. of Home Science and NSS to adopt new villages for carrying out extension activities with respect to execution and evaluation of social issues.
4. Students from NSS wing and the Dept. of Political Science to visit the Halqa Panchayat, Marh block to create awareness about the functioning of the Panchayat system.
5. The Dept. of Political Science to organize a Workshop on 'Panchayat Raj' in collaboration with 'Municipal Corporation of Jammu' and 'Directorate of Rural Development' in the month of January 2020; a comprehensive report of the same shall also be prepared.
6. The functioning of the EDUSAT Cell to be discussed in the next meeting.
7. Placement drives to be given impetus and more companies of national status to be invited on campus for easy placement and exposure to the students.
8. In order to establish the track record of the students after they have passed out from the College, a database shall be created at the time of giving away the migration certificates/mark sheets.
9. A proper record to be maintained for Remedial classes according to the time schedule, thereby, signifying the subject, teacher concerned and attendance of the enrolled students.
10. A meeting of the non-teaching staff with the IQAC shall be organized in order to apprise the former about the documentation and other requisites as per NAAC parameters.
11. The College shall establish an MoU with NSDC, J&K so as to get funding support, technical assistance and other resources to build capacity/knowledge management to strengthen the skill development initiatives and ensuring long-term stability and spurring growth
12. The following faculty members to act as Academic program Coordinators:

Faculty of Science:

Prof. Avinash Kumar Gupta

Prof. Pallavi Jamwal

Faculty of Arts:

Prof. Hardeep Kaur

Prof. Yogesh Kumar

Faculty of Commerce:

Prof. Jyotsana Mohan

Prof. Jyoti Behl

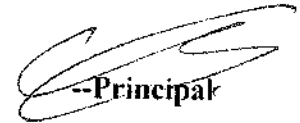
The meeting was attended by the following members:

1. Dr. Neeraj Kumar, Convener IQAC
2. Dr. Pragya Khanna, member
3. Dr. Nidhi Kotwal, member
4. Dr. Sonia Khajuria, member
5. Prof. Shayat Dhar
6. Dr. Yashpaul Sharma, member
7. Dr. Sapna Sharma, member
8. Dr. Shivani Suri, member
9. Dr. Shabna Ara, member
10. Dr. Preeti Dubey

Heads of Departments

25. English
26. Physics
27. Chemistry
28. Botany
29. Zoology
30. Education
31. Political Science
32. Economics
33. Home Science
34. Electronics
35. Computer Applications (BCA)
36. Music
37. Mathematics

38. Sociology
39. Psychology
40. Biotechnology
41. Hindi
42. Urdu
43. Punjabi
44. Dogri
45. Geography
46. Statistics
47. Sanskrit
48. EVS
49. Commerce
50. Art


--Principal



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

Action Taken Report (16th November 2019)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 16th November 2019, regarding the instructions by the Secretary, HED vide letter number No. HE/Coll/Gen/75/2019 dated 08.11.2019. The following actions were initiated.

1. The process of creating data base of pass out students of both UG & PG is initiated.
2. All the other suggestions could not be taken up because of disturbances due to Covid-19 pandemic.

Convener IQAC

Principal









Minutes of the meeting

20th Nov. 2019

In continuation to the meeting held on 16th Nov. 2019, a meeting of the Principal of the College with the members of the Internal Quality Assurance Cell and the Heads of Departments of different subjects was held on 20th Nov. 2019 at 1:00 PM to further discuss and highlight the instructions given by the worthy Secretary, Higher Education, J&K Govt., vide letter No. HE/Coll/Gen/75/2019 dated 8.11.2019. The following agenda was discussed and resolved during the meeting:

1. As per the criteria pertaining to NAAC, it was resolved that following measures would be taken immediately to strengthen the Board of Studies, viz., two Special Invitees/subject experts from outside the UT of J&K shall be inducted in the panel. The TA/DA to such out-stationed experts shall be arranged from the College CPE fund and other modalities with respect to the issue shall be worked out later.
2. The syllabi in each course to be redesigned as per the requirements of UGC thereby introducing the Learning outcomes, Marketability of each course at the beginning of the course module.
3. Student feedback proforma for Curriculum and its outcome shall be designed and made available to the students in the online mode with restricted date schedule.
4. Student satisfaction survey shall be conducted before the submission of the SSR and the services of an external agency shall be hired for the purpose.
5. Every department to maintain a record of all the activities undertaken and a log of visiting experts.
6. The departments having student/s excelling in any field/activity to maintain a complete record of her/their performance in text and pictorial mode including any Newspaper clippings, photocopies of award certificates or the like and displaying them for perusal by others.
7. HoDs to ensure that the sessional teaching plan is adhered to by every faculty member and the HOD shall maintain a record of the same.

The meeting was attended by the following members:

1. Dr. Neeraj Kumar, Convener IQAC 
2. Dr. Pragya Khanna, member 
3. Dr. Nidhi Kotwal, member 
4. Dr. Sonia Khajuria, member 
5. Prof. Shayat Dhar
6. Dr. Yashpaul Sharma, member 
7. Dr. Sapna Sharma, member 
8. Dr. Shivani Suri, member 
9. Dr. Shabna Ara, member
10. Dr. Preeti Dubey 

Heads of Departments

- | | |
|--|---|
| 1. English  | 7. Political Science  |
| 2. Physics  | 8. Economics  |
| 3. Chemistry | 9. Home Science |
| 4. Botany  | 10. Electronics  |
| 5. Zoology | 11. Computer Applications (BCA)  |
| 6. Education  | 12. Music |

13. Mathematics

14. Sociology

15. Psychology

16. Biotechnology

17. Hindi

18. Urdu

19. Punjabi

20. Dogri

21. Geography

22. Statistics

23. Sanskrit

24. EVS

25. Commerce

26. Philosophy

27. History



--Principal



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN
PARADE GROUND, JAMMU

ACTION TAKEN REPORT(20th of November 2020)

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **20 November 2019** , the following actions were initiated.

1. Board of Studies of different subjects have been strengthened by inducting subject experts from outside UT of J&K.
2. The syllabi of various courses and course modules have been revised by adhering to the guidelines of UGC.
3. Student feedback have been taken.
4. HODs of all departments are maintaining record of departmental activities undertaken and students achievements, progress etc.
5. All the other suggestions were appropriately implemented.

Convener IQAC

Principal

OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE FOR WOMEN PARADE GROUND, JAMMU

Minutes of the Meeting

A meeting of IQAC was held in the office chamber of the Principal on 24th October 2018 at 12:30 P.M in which a number of issues pertaining to the development of the institution with respect to the forthcoming NAAC inspection were discussed and are as under.

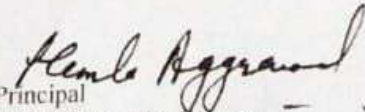
1. Students charter to be prepared and put up in the visible places for the students.
2. Meeting of the IQAC with the external members would be held in the first fortnight of November in which the following external members shall be invited.
 - a) Director Colleges (form management/employer)
 - b) Two Senior Administrative Officers (Special Secretary of H.E Department and SO of the College.
 - c) Padam Sh. S.P Verma (Global Gandhi Family)
 - d) Mr. Anil Suri (Industrialist)
 - e) Ms. Arti Sharma (Hostel Student)
 - f) Ms. Pooja Diwan (Alumni Home Science Department)
 - g) Parents of a Student
3. Meeting of the Academic Council would be held in the 2nd week of November 2018.
4. Meeting of the Governing Body to be organized in the month of December.
5. Ms. Ginni Dogra, DIQA, University of Jammu shall be invited over for inspection along with her team.
6. Hoardings with slogans "Say No to Plastics", "Mobile Zone" and "Keep Your Campus Clean" shall be put up at different places also facelifting/vinyl lamination of already existing signboard shall be undertaken.
7. Blue and Green dustbin to be installed at different places.

Prof. Ghanjit Singh of Environmental and Cleanliness Committee to be given the charge to look after the points 6 and 7.

8. Two Rooms from the Sports Complex to be made available for creating the space for girls common room/indoor sports.

Members of IQAC Committee

- | | |
|-----------------------|------------|
| 1. Dr. Neeraj K Gupta | (Convenor) |
| 2. Dr. Pragya Khanna | (Member) |
| 3. Dr. Nidhi Kotwal | (do) |
| 4. Dr. Sonia Khajuria | (do) |
| 5. Dr. Archana Gupta | (do) |
| 6. Dr. Yash Paul | (do) |
| 7. Dr. Sapna Sharma | (do) |
| 8. Dr. Shivani Suri | (do) |
| 9. Dr. Shabnam Ara | (do) |


Principal
Govt. College for Women
Parade Ground, Jammu

OFFICE OF THE PRINCIPAL GCW, PARADE GROUND, JAMMU
Autonomous College.

Action Taken Report

As a follow up to the decisions arrived at in the IQAC meeting held on 24/10/2018 the following measures and actions were initiated in the college.

- 1 The student charter has been prepared and displayed.
- 2 A meeting of the external members of the IQAC was convened on 16/11/2018 under the chairmanship of the Principal of the college in which the Issues concerning overall functioning of the college including the areas which require up gradation were discussed in detail. Also an assessment of the state of preparedness of the college with regard to the NAAC accreditation Cycle III was made.
- 3 Meeting of the Academic Council was organized on 27/3/2019
- 4 Ms. Ginni Dogra , Director Internal Quality Assurance(DIQA) university of Jammu was approached for fixing the schedule for interaction with the staff but she was not available. Dr. Sham Lal ^{Gupta} Sharma, former Director colleges, Higher Education Dept.(J&K) was invited to interact with the staff as Ms. Ginni Dogra was not available . He deliberated in detail with the staff about the various quality parameters, assessed during NAAC Peer team visit.
- 5 The actions pertaining to maintenance of cleanliness and environmental concern have been initiated.
- 6 Girls common room/ indoor sports facility has been created

Principal
GCW, Parade ground, Jammu.

Convenor IQAC


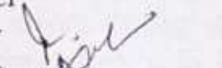
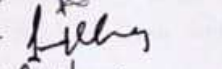

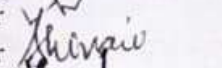
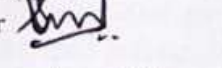
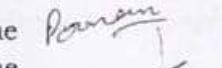

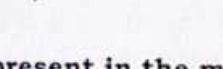
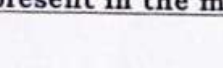

**Minutes of the meeting of IQAC with External Members of IQAC
of an Autonomous College, Govt. College for Women Parade
Ground, Jammu**

The meeting of IQAC, Govt. College for Women Parade Ground, Jammu was held with External Members of IQAC on 16th November 2018 at 3:00p.m in the Conference Hall, under the Chairpersonship of the Principal of College.

Following members were present in the meeting:

1. Dr. Zahoor Ahmed Chat, Director Colleges, HED (J&K)
2. Dr. Hemla Aggarwal, Principal GCW Parade, Jammu
3. Dr. Shashi Koul, Former HOD Home-Science (GCW Parade, Jammu)
4. PadamShree S.P Verma
5. Mr. Anil Suri

Members of IQAC:

1. Dr. Neeraj Kumar	Convener	
2. Dr. Pragya Khanna	Member	
3. Dr. Nidhi Kotwal	Member	
4. Dr. Sonia Khajuria	Member	
5. Dr. Archana Gupta	Member	
6. Dr. Yash Paul	Member	
7. Dr. Sapna Sharma	Member	
8. Dr. Shivani Suri Verma	Member	
9. Dr. Shabnam Ara	Member	
10. Mr. Vikas Verma	Parent	
11. Mrs. Poonam Abrol	Alumnae	
12. Mrs. Pooja Langer	Alumnae	
13. Ms. Arti Khajuria	Student	

External Members/ Staff

Following External Members of IQAC present in the meeting were:

The Agenda Items of the meeting were:

1. Functioning of the College.
2. Activities and Salient Achievements of the College IQAC
3. Up gradation/ Development Activities of the College
4. Preparedness for NAAC Accreditation (3rd Cycle)
5. Suggestions by the External members of the IQAC

Appreciation:

The External members placed on record their appreciation of the following initiatives taken by the College:

- Initiative for Go-Green Campus.
- Ist institution of Jammu and Kashmir to take initiative for re-accreditation and got approval of SSR by UGC.
- Academic Healthy Practices of Smart Classes.

Resolution and Decision take:

- Padamshree S.P. ^{Vishwa} ~~Vaid~~ asked Convener IQAC to mention about National and International Programmes in PPT where College has participated and promoted Global peace. He said Colleges Association with UN, MHRD and Deewane Aam needs to be projected in PPT for NAAC. This would surely go in favour of the institution.
- Mr. Annil Suri that college should remove 'Grade-A' from website as the re-accreditation is due since 2016. On his Query about the institution whether still being affiliated with University of Jammu after getting an autonomous status, the query was resolved by informing him that college is still affiliated with University of Jammu. As the degree has been issued by the University of Jammu.
- Dr. Zahoor Ahmed Chat historical evolution of college since 1944, (Pre-independence) in PPT for NAAC, as it is a matter of Pride for the Institution. He also advised the administration to call the institution as Graduate College instead of under Graduate College.
- Mr. Suri suggested that as the institution gives admission to only girls, therefore, college should remove the word girl students from PPT for NAAC.
- Mr. Suri asked the convener IQAC to specify the scope of Academic Audit Committee. He also added that each committee and each healthy practice should be specified in detail. As NAAC peer team might ask them questions based on it.
- Dr. Shashi Koul too recommended for specification of each committee and its work in detail.
- Dr. Shashi Koul suggested that fount size of indoor/outdoor activities of college needs to be increased in size a important activities needs to be put in bold fount. Principal can read 2-3 important activities and rest be left for Peer Team to read them self during NAAC visit.

➤ She asked to make correction of P.G Home-Science to M.Sc in Home-Science in PPT.

Mr. Annil Suri suggested that for better PPT college should opt for objective PPT, which might be decorated with Pictures, Titles etc.

➤ Dr. Zahoor Ahmed Chat was of the opinion that instead of two presentation by the institution for NAAC Peer Team, College should have only one comprehensive presentation from the office of the Principals' Desk. It should be backed by all documentary evidences. This PPT should defend all points that is sent in SSR.

➤ Dr. Zahoor Ahmed Chat advised college to share only those ideas which are based on facts and findings. He also emphasized on the need of oneness, Integrity and Atmosphere of units in college which will be of great significance to get the institution re-accredited with a dignified grade.

Chairperson Prof (Dr) Hemla Aggarwal welcomed the suggestions put forward by the External Members of IQAC.

Meeting concluded with a vote of thanks by Prof. (Dr) Sonia Khajuria Deptt. of English.

Minutes of meeting are submitted for approval to Prof. Zahoor Ahmed Chat, Director Colleges, Deptt. of Higher Education.

Director Colleges
Prof (Dr) Zahoor Ahmed Chat
Deptt. of Higher Education
J&K

Hemla Aggarwal
Principal
Prof (Dr) Hemla Aggarwal) 16/10/2018
Govt. College for Women
Parade Ground, Jammu

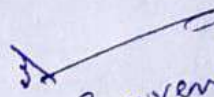
OFFICE OF THE PRINCIPAL GCW, PARADE GROUND, JAMMU
Autonomous College.

Action Taken Report

The suggestions extended by the external members of the IQAC in the meeting convened by the principal on 16th Nov. 2018 with regard to the compilation of SSR for the ensuing NAAC inspection (reaccreditation Cycle III) were adhered to in letter and spirit. All suggestions were incorporated while framing the final draft



Principal
GCW, Parade ground, Jammu.


Convenor IQAC.



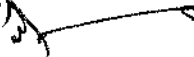

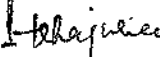

Minutes of meeting

A meeting of the college IQAC was held on 28/01/2017 under the chairmanship of the Principal of the college to formulate details about one day symposium on the theme "Sheroes of Indian Freedom Struggle". Representatives from the departments of History and Political Science were also invited for their expert views on the theme and programme.

It was discussed and resolved that this programme will be organised in the month of February on a convenient date. The aim of this programme is to highlight the role of Heroes of Freedom struggle and historic events related of these Heroes.

The modalities and scale of the programme was discussed in detail

Members of IQAC:

1. Prof. Neeraj Gupta (Convener) 
2. Prof. Pragya Khanna
3. Prof. Nidhi Kotwal 
4. Prof. Sonia Khajuria 
5. Prof. Sapna Sharma
6. Prof. Shivani Suri Verma 
7. Prof. Yash Paul Sharma
8. Prof. Shabnam Ara
9. Prof. Archana kak

Members (Other Departments):

1. Prof. Surinder Singh Parihar
2. Prof. Neena Kumari



**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**

Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 28.01.2017, regarding the symposium on 'Sheroes of Indian Freedom Struggle'. The following action has been taken.

1. The symposium was held on 22.02.2021 in which 200 students participated. The teachers from History and Political Science departments highlighted the role of freedom fighters in the Independence Struggle Movement of India.

3. The students spoke on various freedom fighters in the symposium, that was the highlight of the programme.

Principal

(Conv. Jammu)

Minutes of Meeting

A meeting of IQAC was held in the Principal Chamber on 16-05-2017. The agenda of the meeting was:-

1. Introduction of New Subjects
2. Number of seats to be allotted in each new subjects
3. Combinations of new subjects

In view of the above said agenda it was unanimously decided in the meeting that:-

- I. The new subjects to be introduced in the coming session will be –Geography, Textile Dyeing and Designing and NCC & Military Science.
- II. The seats in Geography and Textile Dyeing and Designing will be limited to 30 whereas seats in NCC & Military Science will be 50 which will be filled purely on merit basis.
- III. The new combinations with geography will be
 - a) Geography with History 10 Seats
 - b) Geography with Political Science 10 Seats
 - c) Geography with Science 10 Seats
- IV. It was desired by the Principal of the college that Textile Dyeing and Designing should be introduced as a basic course in Semester I & II whereas in IIIrd and IVth Semester it should be kept as an additional skill based course so that it augments the students to take it up as their whole time profession, if they desire. This subject will also cater to the needs of 30 students on merit basis.
- V. Regarding NCC & Military Sciences, it was decided by the chair and members of IQAC that the directorate of NCC should be approached for preparing the syllabus and also ask them to provide the faculty to conduct the classes of this special subject and training programme.

The criterion for the students to apply for this course will be strictly on the basis of the previous NCC certificate produced by them as NCC cadets upto class XII.

Following members attended the meeting under the chairmanship of Dr. Anita Sudan.

1. Dr. Neeraj Gupta
2. Dr. Geetanjali A.Rana
3. Dr. Aruna Dubey
4. Prof. Nidhi Kotwal
5. Dr. Pragya Khanna
6. Dr. Sonia Khajuria
7. Dr. Yash Paul
8. Dr. Archana Gupta
9. Dr. Sapna
10. Prof. Shivani Suri

- Convenor *[Signature]*
Advisor *[Signature]*
HoD Home Science *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*
Member *[Signature]*

[Signature]
Principal
Baba College for Women
Parvata Ground, Jammu

OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE for WOMEN, PARADE GROUNG,
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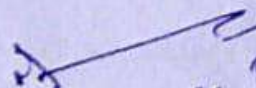
Action Taken Report.

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 16/5/2017 regarding the introduction of new courses/subjects the following actions were initiated

1. Geography, Textile Dyeing & Designing and NCC& Military Sciences were introduced as new subjects from the academic session 2017-18.
2. New combinations like Geography with Political science, Geography with History and Geography with other Science were introduced for the benefit of the students
3. All other relevant decisions taken in the meeting regarding the introduction of these courses were considered accordingly.



Principal.


Convenor IQAC.

Minutes of Meeting

A meeting of IQAC was held on 16 August 2017 in the Principals Chamber. Madam Principal Dr. Anita Sudan was on the Chair. The agenda of the meeting was to discuss the submission of LOI and SSR Report to the NAAC.

Members present in the meeting were:-

- | | |
|---------------------------|------------|
| 1. Dr. Geetanjali A. Rana | (Advisor) |
| 2. Dr. Neeraj K. Gupta | (Convenor) |
| 3. Dr. Pragya Khanna | (Member) |
| 4. Dr. Nidhi Kotwal | (Member) |
| 5. Dr. Sonla Khajuria | (Member) |
| 6. Dr. Sapna | (Member) |
| 7. Dr. Yash Paul | (Member) |
| 8. Dr. Archana Gupta | (Member) |
| 9. Dr. Shivani Suri | (Member) |

➤ In the meeting it was decided that the LOI and SSR forms will be filled and submitted to NAAC by end of August 2017.


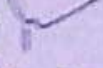
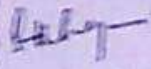
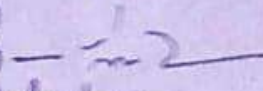


➤ The SWOC analysis and Future Plan of the college was discussed and it was decided that:-


1. The ICT teaching needs to be upgraded.
2. Automation of Library is partial and needs to be upgraded. The Librarian was instructed by the Chair to make catalogue and automate the library completely.
3. Journals which would benefit the students at UG level from the reading room fund should be subscribed by all the departments. For this notification will be issued by the IQAC.
4. Audit report of last 5 years should be compiled. For this Mr. Majid was asked to submit the record of last 5 years.
5. The Solar Plant in the Hostel should be repaired and made functional.
6. Department of Science Language, Home Science and BCA should take out a News Letters in a complete form for last three years i.e. 2014, 15 and 2016. A Compiled College Magazine should also to be printed. BCA and Electronics departments to take out one Newsletter. Ms. Preeti and Mr. Vipul Saraf to be incharge of this.
7. MOU's to be signed with different Govt. and Non Govt. institution especially in Bio-Technology & Skill Enhancement Courses.

8. The college is already holding coaching classes (JUET & KAS) for the Rural Students. More needs to be done.
9. Skill enhancement courses running in the college were also discussed.
10. Internet facilities and ICT provided to all the departments and the Hostel to be strengthened so that technology reaches to all students.
11. Feedback from the stakeholders should be taken from time to time

Finally the meeting ended with a vote of thanks to the Chair.

Members who agreed with the decision were:-

- | | | |
|---------------------------|------------|---|
| 1) Dr. Geetanjali A. Rana | (Advisor) | |
| 2) Dr. Neeraj K. Gupta | (Convener) |  |
| 3) Dr. Pragya Khanna | (Member) |  |
| 4) Dr. Nidhi Kotwal | (Member) | |
| 5) Dr. Sonia Khajuria | (Member) |  |
| 6) Dr. Sapna | (Member) | |
| 7) Dr. Yash Paul | (Member) |  |
| 8) Dr. Archana Gupta | (Member) |  |
| 9) Dr. Shivani Suri | (Member) |  |


Principal
Govt. College for Women
Parade Ground, Jammu

**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**


Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on 16 August, 2017 regarding the submission of LOI & SSR to NAAC. The following actions were initiated.

1. LOI and SSR were compiled and submitted to NAAC, Bangalore.
2. The ICT based teaching tools Smart class rooms have been setup and made functional.
3. The facilities in the library have been augmented by subscribing to student specific journals, research journals and newspapers. The process of making the central library fully automated was also initiated.
4. Audit inspections reports of the last five years have been compiled for the purpose of NAAC inspection.
5. MOUs were signed with some Govt./Semi Govt. institutions for imparting skill oriented training to the students.
6. Coaching for various competitive exams were organized for the benefit of the students.
7. Internet facilities in some departments, hostel and library provided an opportunity to the students to use technology in learning.
8. The infrastructure shortcomings in the hostel were addressed to the utmost satisfaction of the hostellers.
9. All the other suggestions were appropriately considered for implementation.



Principal


Convener IQAC

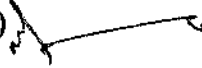

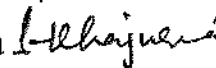



Minutes of meeting

A meeting of the college IQAC was held on 20/9/2017 under the chairmanship of the Principal of the College. The agenda of the meeting was to familiarize the students with various ' Digital Payment methods'. It was unanimously decided:

1. That a 'Mela' type programme needs to be organised inside the campus.
2. That various banks like J&K, SBI and HDFC may be invited to set up counters on that day, to train the students about online mode of payments etc.

Members of IQAC:

10. Prof. Neeraj Gupta (Convener) 
4. Prof. Pragya Khanna
5. Prof. Nidhi Kotwal 
6. Prof. Sonia Khajuria 
7. Prof. Sapna Sharma
8. Prof. Shivani Suri Verma 
9. Prof. Yash Paul Sharma
10. Prof. Shabnam Ara
11. Prof. Archana Kak



**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**

Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **20.09.2017**, regarding the 'Digital Payment Method'. The following action has been taken.

1. A Digi-Dhan Mela was organized inside the campus on **01.10.2017**. The various banks like J&K Bank, SBI and HDFC put up their counters in the Mela. The students were made aware by bank professionals about various online payment modes and security aspects of these modes.

Principal

Minutes of IQAC Meeting held on 2nd November 2017

Meeting of IQAC was held on 2nd November 2017 in the committee room under the Chairpersonship of **Dr. Hemla Aggarwal, Principal**, Govt. College for Women, Parade Ground, Jammu.

Agenda of the meeting:-

To submit LOI and SSR
to discuss other issues of college.

Resolution:- it was unanimously resolved in the meeting:

1. That HoD's of various departments of Science shall organize extension activities, Model Exhibitions and Model presentations by the students within college. The chair also directed Dr. Pragya Khanna, Department of Zoology to organize workshop on "Awareness of Equipments", for staff of the college.
2. That Dr. Preeti Dubey, Asstt. Prof. Department of BCA was appointed as Nodal Officer by the Principal. She was directed to upload data for participation of the college in NIFR-National Institutional Ranking Framework also act as sub-committee member of the IQAC.
3. That member of IQAC Dr. Nidhi Kotwal, Department of Home Science and Dr. Yash Paul, Department of Chemistry were directed to organize one week workshop in the month of December 2017, on 'Research Methodology:
4. That Dean Student Welfare Committee and Convenor, IQAC with presidium of the college arrange Parents-Teacher meet within the month of December.
5. That former Principal of GCW, Parade, Prof. Indira S. Rathore be invited to the college to seek her suggestions before conducting Alumni Meet, so that this meet can be more fruitful.
6. That Office of the college should submit detail of committee members to the IQAC. Conveners of different committees should submit record of work done by them and their members in the previous session to IQAC, so that IQAC can verify API scores of the faculty in time.
7. That smart classes with equipments be made functional on priority basis to ensure proper utilization of equipments to facilitate students.
8. That Department of BCA and the Development Committee in collaboration with Department of Music should convert one room into smart class, on priority basis.
9. That smart class should have enclosures in it (Aluminum Shuttering) for safe storage of its equipments.

10. That Newsletter of various departments and Magazine of the college be taken out at the earliest.
11. Dr. Pragya Khanna will be incharge of the activities of the college and published all the departmental activities in the newsletter.
12. That it was verbally asked by the Principal to the concerned members about relevant documents regarding Examination but as no one possessed the documents after being repeatedly asked therefore, new tenders will be floated so that college can conduct final examination smoothly. It was also directed by the chair that each and every documents by the Convenor of various committees (Confidential and non-confidential) should lie in the office and also with IQAC at the earliest.
13. That there is a need to immediately frame a Sub-Committee to review the statutes pertaining to Examination and Admission Procedure of Autonomous College. Prof Sambodh Kumar was appointed as incharge to review the statues in consultation with the University.
14. That as the college has attained Autonomous status; institution should have minimum Post-Graduate Programmes. Music PG needs to be revived. As the college is already running PG Home Science, it should start Ph.D Programme in Community Resource Management and Extension (CRME) PG Zoology, PG English and PG Commerce should also be started.
15. That at the earliest maximum no. of Students should have access to internet in their respective Labs and in the campus of the college. The Electronics Lab be connected with the Commerce Lab, so that students can have easy access to the internet facilities available in those labs.
16. That Hostel Committee be directed to set up a recreational room where students can enjoy indoor games in their leisure time. Warden of the Hostel to be directed to space 1 room for indoor activity. Washing machines should be installed and made functional at the earliest for the convenience of students. Hostel committee should also check number of ironing stands, Induction, stoves and other stock present in the Hostel and make them functional.
17. That Prof. Tasleem was appointed as a member of Sub-Committee for IQAC under Criterion IV- Infrastructure and Learning Resources. She will supervise the work of Library, under the above Criteria.
18. That 4 year financial Budget and its utilizations certificate should be made at the earliest with the help of Finance Committee and CA of the college.

19. That UGC Committee should frame a statement Budget of College with Potential for Excellence, at the earliest.
20. That UGC Committee was directed to send Community College expenditure statement to UGC, at the earliest. Dr. Preeti Dubey to Assist the process.
21. Dr. Geetanjali Andotra Rana, Dean Humanities and Arts, was requested to suggest for some job oriented courses for the college students.
22. That the college should organize one week workshop on for faculty curriculum designing under CBCS and by inviting resource person from different institutions.
23. That the chair has appointed two external members of IQAC a) Prof. Veena Pandita, Department of Chemistry b) Prof. Shashi Kaul, former HoD, Home Science, GCW Parade.
24. That AQR for the session 2016-17 be submitted on priority basis.

The meeting ended with vote of thanks to the chair.

Members present in the meeting

- | | |
|--------------------------|--|
| 1. Dr. Geetanjali A Rana | as a special invite advisor of NAAC Steering Committee |
| 2. Dr. Neeraj Kumar | Convener of IQAC |
| 3. Dr. Pragya Khanna | Member |
| 4. Prof. Nidhi Kowal | Member |
| 5. Dr. Sonia Khajuria | Member |
| 6. Dr. Archana Gupta | Member |
| 7. Dr. Yash Paul | Member |
| 8. Prof. Sapna Sharma | Member |
| 9. Dr. Shivani Suri | Member |
| 10. Dr. Preeti Dubey | as a Sub-Committee member for NIRF |

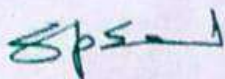
Heemlo Aggarwal
 Principal
 Govt. College for Women
 Parade Ground, Jammu

**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**

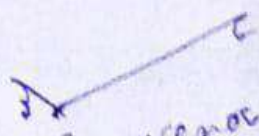
Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **02 November 2017** regarding the submission of LOI & SSR and to discuss other issues of the college in connection with NAAC inspection cycle-III. The following actions were initiated and accomplished.

1. The college organized extension activities like quizzes, conducted field trips/education tours at departmental level. Science Models were prepared by students of biology stream to display their creative talent.
2. The college participated in NIRF by uploading the required data and got enlisted in NIRF in 2018.
3. Three Days National Workshop on Research Methodology was organized by the College in which 163 faculty from various institutions and colleges participated.
4. A parent - teacher meet was organized in the college in which parents were apprised of the progress of their wards.
5. The ICT based teaching tools/Smart class rooms have been setup and made functional.
6. The college magazine and news letter were published (Copies available on the college website).
7. The college started three more PG courses in English, Zoology and Computer Science taking the total number of PG programmes offered by the college to five.
8. The internet facility has been provided to most of the departments..
9. The AQAR for the session 2016-17 was submitted to the concerned quarter.
10. All the other suggestions were appropriately considered.



Principal


Convenor IQAC

Meeting of IQAC was convened by Dr. Hemla Aggarwal, Principal of Govt. College for Women, Parade on 20th November 2017, in the Committee room of the college

Agenda of the Meeting:-

To Submit LOI & SSR

To discuss other issues of the college

Resolution

It was unanimously resolved in the meeting

1. That according to order of ^{NAAC} UGC date 17th July to 2017 the guidelines to submit LOI&SSR has changed and as per present guidelines instead of LOI , IIQA & SSR has to be submitted. All necessary documents and important certificates have to be attached with IIQA .
2. Each criterion should be filled as per the new division of marks mentioned in UGC order dated 17th July 2017.
3. That executive summery needs to be reframed on priority basis according to the changes as per the latest UGC guidelines.
4. That departmental dairies should be maintained positively and several clubs should be established for the various academic activities for students .
5. Chairperson stressed upon the publishing of news letter of Science, Commerce and Arts as per past practice. She also said that the news letter should come out within 15 days.
6. Principal adviced Committee members that the Experts can be invited to upgrade, and frame Syllabus of Core subject and skilled courses respectively . She also directed that each Healthy Practice should be maintained in the record.
7. Professor Rakesh Gupta, special invitee from MAM College suggested that in house seminars should be conducted in the class itself as this will boost the confidence and enhance the speaking skills of students and make them successful in their future life.
8. That broad guideline should be given to each HOD of different Department from IQAC for the maintenance of diaries.

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9. That in healthy Practices more subject oriented quiz, Guest Lectures field visits, group discussions, Inter departmental activities and research oriented activities of students and faculty should be conducted to enhance and promote a better work culture in the institution.
10. Prof. Rakesh Suggested that Monitoring Committee of four to five Senior faculty members should be constituted who could pay surprise visit to each department to check departmental diaries, and Action Taken Report of the same.
11. The Principal directed convenor of IQAC to ensure that all departments should label their equipments with the name of equipment ,its purchase rate, manufacturer with their contact no. on the equipments.

RESOLUTION FOR LIBRARY:

1. That Library should maintained issue register of faculty on regular basis. IQAC should ensure that faculty of each department be encouraged to consult more and more books from the Library on regular basis .
2. That entry register of library be maintained on priority basis subscription of good magazines and latest journals be brought to its treasure.
3. That library should maintained separate journals issue register.
4. That hostel students must have access to library after 3 P.M. which will help them to prepare their assignments, and notes for their exams.
5. That Library should issue separate papers and magazines to the students of hostel which will keep them abreast with the National and International news .
6. That Hostel should have two - three new indoor games as the source of recreation for the students.

College campus resolution

1. Principal stressed upon the need to keep the campus clean and green, and for this she directed that at some distance green, red and blue dustbins be arranged. Each faculty of the college should donate a pot with plant to make campus beautiful and pollution free.
2. That each teacher of the college should create student friendly atmosphere in the campus.

NA

- 3 The chairperson asked the committee to give requisition for the closet and/50 chairs for the establishment of Smart Class in the Hall of Music Department. The Committee decided that the order for the purchase of chairs be placed to the SICOP; a reputed firm.
- 4 It was also directed by the Principal that one Projector should be permanently fixed in the Auditorium for the smooth conduct of Seminars and other Academic Activities.
- 5 That a language lab be made and necessary equipments be used constructively to enhance speaking skills of the students.
- 6 That each department should give small project work to the students which can help in inculcating skills for jobs in future .
- 7 Some meritorious students from PG departments should be invited to participate in up grading and designing of UG Syllabus.
- 8 That all information of various department of the college be uploaded on college website from time to time .

EXAMINATION RESOLUTION

1. That different Registers for examination sections be maintained and no. of Revaluation, no. of Dropout and no. of Pass out be properly maintained.
2. Principal of college directed that Mrs. Neeta will take complete charge of Ist and IInd Semesters ,Examination & related work.
3. Mrs. Jyoti Choudhary will take complete charge of 3rd and 4th Semesters , Examination & related work . Mrs Mannu will take complete charge of 5th and 6th Semesters, Examination & related work as well as work related to degrees whereas in absence of Mrs. Mannu , Mr. Aman will take charge of 5th and 6th Semester with the works related to Examination and Degrees.
4. Principal directed that lay out plan of the college be made and placed on the Notice boards on priority basis, Honour list be framed at the earliest and KIOSK should be built for all necessary information for the students.
5. That Prof. Samriti Manchanda, Convener of Alumnae meet will frame Performa for Alumnae suggestions.

HA

6. That Alumnae meet will be conducted on 19th December 2017 at 1 P.M. lunch would be served to them and cultural programme will be a part of meet.

The meeting ended with vote of thanks to the chair.

Members present in the meeting:

1. Prof. Rakesh Gupta as special invitee. *and Prof. Sambodh as special invitee.*
2. Dr. Neeraj Kumar Convenor of IQAC *[Signature]*
3. Dr. Pragya Khanna, member *[Signature]*
4. Prof. Nidhi Kotwal, member *[Signature]*
5. Prof. Samriti Manchanda, Convener Alumnae Committee *[Signature]*
6. Dr Sonia Khajuria, Member *[Signature]*
7. Dr Archana Gupta, Member
8. Dr Yash Paul, Member *[Signature]*
9. Prof. Sapna Sharma, Member
10. Dr. Shivani Suri Verma, Member *[Signature]*

approved

Hemle Aggarwal
Principal
GCW, PARADE, Jammu

OFFICE OF THE PRINCIPAL
GOVT. COLLEGE for WOMEN, PARADE GROUNG,
JAMMU

Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **20/11/2017** regarding the submission of LOI & SSR and to discuss other issues of the college in connection with NAAC inspection cycle-3. The following actions were initiated.

1. All the latest guidelines have been adhered to for the submission of LOI and SSR mentioned in the UGC order dated 17th July 2017.
2. The syllabi of core courses and skill courses have been framed by BOS for various courses and programmes. The members of the BOS included subject experts from University, members from Industries and Corporate sector besides the faculty.
3. News letter of the College have been published and is available online on college website.
4. In-house seminars have been conducted at the departmental level and institution level, the details of which are reflected in the AQAR.
5. Departmental quizzes, guest lectures, and field visits were conducted and the proper record is maintained by the respective departments.
6. The suggestions for maintaining, upgrading and utilisation of library resources by students and faculty were conveyed to the concerned and acted upon accordingly.
7. The beautification of campus and maintenance of student centric facilities have been initiated. All other suggestions regarding the up gradation of ICT facilities in the campus are progressively being enriched.
8. All the suggested reforms in examinations have been appropriately considered.
9. The alumnae meet have also been organised in the college.

Principal

BPS

Command IQAC

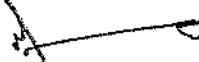





Minutes of meeting

A meeting of the college IQAC was held on 01/4/2016 under the chairmanship of Principal of the College. The agenda of the meeting was to organise One day workshop on Job /skill oriented courses. It was desired by the Principal of the college to introduce the students to various Job /Skill oriented Courses that will be offered by the college from the next academic session.

In view of the above said agenda it was unanimously decided to involve different subject teachers to sensitize the students about these courses and their utility. The criterion of these courses will be strictly on the basis of the CBCS scheme introduced by the college.

Members of IQAC:

1. Prof. Neeraj Gupta(Convener) 
2. Prof. Pragya Khanna
3. Prof. Nidhi Kotwal 
4. Prof. Sonia khajuria 
5. Prof. Sapna Sharma
6. Prof. Shivani Suri Verma 
7. Prof. Yash Paul Sharma
8. Prof. Shabnam Ara
9. Prof. Archana kak



**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**

Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **01 April, 2016** regarding the workshop on Job/Skill oriented courses. The following action was initiated.

1. The workshop was organized on **16.04.2016**. This was sort of an orientation programme about skill courses, that will be offered under CBCS in the college from the next academic session.
2. Teachers from different departments and nearly 150 students participated in this orientation programme.

Principal

(Gov IQAC)

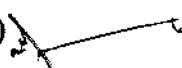

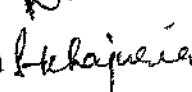



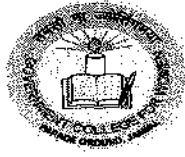
Minutes of meeting

A meeting of IQAC was held on 25/12/2016 in the Committee room under the chairmanship of Principal of the college. The agenda of the meeting was to organise 'One day Seminar on Good Governance'. It is being felt by the Principal and IQAC members that all the employees teaching, non-teaching and student representatives need to have awareness about accountability and responsibility in government institution.

In view of this, it was decided to organise one day workshop on 'Good Governance'. The modalities to organise this program was discussed and duties have been assigned for its smooth conduct.

Members of IQAC:

1. Prof. Neeraj Gupta(Convener) 
2. Prof. Pragya Khanna
3. Prof. Nidhi Kotwal 
4. Prof. Sonia khajuria 
5. Prof. Sapna Sharma
6. Prof. Shivani Suri Verma 
7. Prof. Yash Paul Sharma
8. Prof. Shabnam Ara
9. Prof. Archana kak



**OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE FOR WOMEN PARADE JAMMU**

Action Taken Report

As a follow up action to the decisions arrived at in the IQAC meeting convened by the Principal on **25 December, 2016** about organizing a workshop on 'Good Governance' in the college. The following action has been taken.

1. The workshop has been conducted on **01.01.2017**, in which nearly 150 people from teaching, non-teaching and student representatives participated.
2. The programme highlighted the aspects of accountability, integrity and responsibility in the government institution.

Principal

(IQAC)



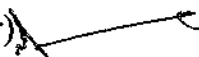



Minutes of meeting

A meeting of the department of English and members of IQAC was held on 01/12/2016 under the chairmanship of the Principal of the College. The agenda of the meeting was to organise a workshop on 'Radio and Broadcasting Skills' for the functional English students of the department of English.

The members present in the meeting thoroughly discussed the modalities for conducting this programme. It was resolved that:

1. Department of English will chalk out the schedule and mode of conducting this workshop as per availability of space and infrastructure.
2. HOD of English will frame internal committee of the department for its smooth conduct.

Members of IQAC:

1. Prof. Neeraj Gupta(Convener) 
2. Prof. Pragya Khanna
3. Prof. Nidhi Kotwal 
4. Prof. Sonia khajuria 
5. Prof. Sapna Sharma
6. Prof. Shivani Suri Verma 
7. Prof. Yash Paul Sharma
8. Prof. Shabnam Ara
9. Prof. Archana kak

Members (English Department):

1. Prof. Seema Mir
2. Prof. Geetanjali Multani
3. Prof. Shalini Sharma