



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.

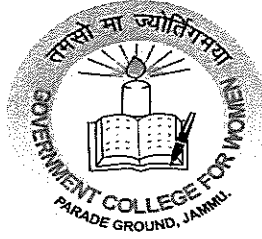
IQAC to prepare the Action Plan of 2019-20 for approval from the Governing Body which will submitted to the Higher Education Department.

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.



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 2 and 3 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 arising out of the reorganization of the state of Jammu and Kashmir. The workshop was later on organized from 15-19 Feb. 2020

IQAC , Coordinator

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:

- I. 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 ^{Admission} 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 IQAC)



**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

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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 ~~(Co-coordinator)~~

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 | Jeendli | 38. Sociology | Mangal |
| 26. Physics | | 39. Psychology | |
| 27. Chemistry | | 40. Biotechnology | |
| 28. Botany | | 41. Hindi | |
| 29. Zoology | | 42. Urdu | |
| 30. Education | S Gupta | 43. Punjabi | |
| 31. Political Science | | 44. Dogri | |
| 32. Economics | | 45. Geography | Malachis |
| 33. Home Science | | 46. Statistics | |
| 34. Electronics | | 47. Sanskrit | |
| 35. Computer Applications (BCA) | Li | 48. EVS | |
| 36. Music | | 49. Commerce | Deep |
| 37. Mathematics | | 50. History | |


--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 Dhat
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
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(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



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Minutes of the meeting

24th Jan. 2020

A meeting of the Principal of the College with the members of the Internal Quality Assurance Cell was held on 24th Jan. 2020 at 11:00 AM to discuss about the preparations with respect to the forthcoming NAAC inspection.

The committee apprised the Principal about the preparedness of the College and arrived at initiating the following measures.

1. The meetings of 'Board of Study' in different subjects for revision of syllabi from 2020 onwards to be taken up for both UG (semesters 1st and 2nd) and PG (semesters 1st to 4th) under Choice Based Credit System for the academic session 2020-21. The departments to be instructed to initiate the exercise from 1st Feb. 2020 and complete it by 15th March 2020.
2. The heads of departments to be directed to upload the previous syllabi of their respective subjects as per the instructions already given.
3. Alumni meet and Parent-Teacher Meet for the session 2019-2020 to be organized in the month of Feb. 2020.
4. The faculty members to be reminded to submit their self-appraisal, as per the format already circulated, by 28th Jan. 2020.
5. The departments who have already signed MOUs with other agencies to renew the same and other departments be encouraged to establish such arrangements, wherever feasible.
6. The departments be prompted to organize academic programs (workshops, extension activities etc.). The funds for the same can be provided by the College from the Resource Mobilization Fee/DIQA.
7. A Student Counselor to be outsourced and applications to be invited for the same.
8. The Women Study Centre to be revived.
9. The research activities in the College to be given impetus and for this the faculty to send proposals for major/minor research projects to different funding agencies. Further, the College to establish an integrated Research Centre and the proposal for the same shall be forwarded to the University of Jammu for approval/affiliation.
10. A proposal shall be sent for sanction of NAAC sponsored Seminar Dr. Pragya Khanna shall initiate the process for 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. Sapna Sharma, member
8. Dr. Shivani Suri, member
9. Dr. Piyali Arora
10. Dr. Preeti Dubey

Minutes approved.
Convener IQAC to issue
necessary notification
27/01/2020

--Principal



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

Action Taken Report

As a follow up to the decisions arrived at in the IQAC meeting held on 24 Jan. 2020 the actions were initiated.

1. Revision of the syllabi of the courses offered in Sem.1st. and 2nd. of all UG and PG programmes offered in the College was undertaken.
2. Syllabi were updated on the College Website
3. Parent-teacher and Alumnae association meets could not be organized because restrictions imposed due to of the Covid-19 pandemic.
4. Measures with regard to item Nos4-10 were initiated. Some of them were accomplished and others could not be because of the prevailing conditions.

IQAC, Coordinator

Principal

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

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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. *w/o to*

→ 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. Secma 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 *Shivani*
9. Dr. Piyali Arora *CCL*
10. Dr. Preeti Dubey

Heads of Departments

1. English *Jee*
2. Physics *Indus*
3. Chemistry *Sudh*
4. Botany *Sudh*
5. Zoology *Sudh*
6. Education *Sudh*
7. Political Science *Ram*
8. Economics *H*
9. Home Science
10. Electronics *W*
11. Computer Applications (BCA) *R*
12. Music *R*
13. Mathematics *A*
14. Sociology *V*
15. Psychology *R*
16. Biotechnology
17. Hindi *B*
18. Urdu *H*
19. Punjabi *S*
20. Dogri *S*
21. Geography *T*
22. Statistics
23. Sanskrit *A*
24. LVS *H*
25. Commerce *A*
26. Philosophy *A*
27. History

SPS

--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

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

Minutes of the Meeting



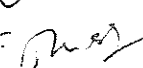


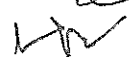


A meeting of the IQAC members was held in the principal's chamber under the chairmanship of Prof. (Dr.) S.P.Sarswat on 16TH March 2020 to discuss the progress of payments made to the vendors and resource persons of the five day workshop on MOOC from 15th-19th January 2020.

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
SPS
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) 
2. Dr. Nidhi Kotwal Member 
3. Dr. Sonia Khajuria Member 
4. Dr. Shivani Suri Verma Member 
5. Dr. Sapna Sharma Member 
6. Dr. Piyali Arora Member 
7. Dr. Preeti Dubey Member 
8. Dr. Rakesh Pandit Member 



Principal

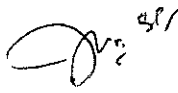


OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE FOR WOMEN PARADE GROUND, JAMMU

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 propositions 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 1 /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 1 /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

SPS

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







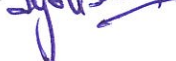
Govt. College for Women Parade ground, Jammu.
(Autonomous College)

Minutes of the online meeting held on 11/8/2020

A meeting of the members of IQAC of the College was convened through online mode 11/8/2020 to discuss the fall out of Covid-19 Pandemic pertaining to the timely completion of the course content, and the assessment activities with regards the academic session 2019-20, and to suggest measures to facilitate the completion of academic session thereby paving the way for conduct of examination.

The matter was discussed in detail and the members unanimously proposed that one time exemption of the provision i.e. Passed internal assessments in 75% subjects/courses of Sem.II/IV (as the case may be) as an eligibility for promotion from Sem.II to III or IV to V of BA, B.Sc. B.Com, BCA (UG programmes under CBCS Pattern) for the academic session 2020-21 be extended to the students of session 2019-20. It is further proposed that this exemption be granted subject to the approval by the academic council.

IQAC

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

The proposal was submitted to the principal for consideration.

Coordinator, IQAC



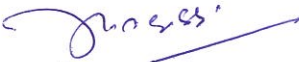
Principal



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

Action Taken Report.

AS a follow up to the minutes of IQAC meeting held on 11/8/ 2020 a notification was issued by the Principal of the College to facilitate the students to acquire eligibility for appearing in theory examination of UG programmes of session 2019-20.


Coordinator, 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 Duđey | 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 Dube | HoD, Home Science. | <i>Aruna</i> |
| 2. Prof Geenanjali Multani | HoD, English | |
| 3. Prof. Romila Gularia. | HoD, Music | |
| 4. Prof. Aunradha Gupta | HoD, Zoology. | <i>Aunradha</i> |
| 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 | <i>Sapna</i> |
| 7:- Dr. Rakesh Kumar Pandit | Member | <i>Rakesh</i> |
| 8:- Dr. Preeti Dubey | Member | <i>Preeti</i> |
| 9:- Ms. Jyoti Bahl | Member | <i>Jyoti Bahl</i> |

Examination Incharge

Prof. Dharvinder, Associate Professor Zoology.

Submitted to the Principal for approval

Approved
The process is 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

Member

Member

Member

Member

Member

Member

Member



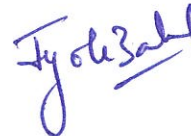
Principal













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
Spse
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.

IQAC

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

Minutes of the web-Meet held on 25/8/2020

A meeting of the members of IQAC , Controller of examinations and HoD of Music was convened through online mode 25/8/2020 to work out the procedure for conduct of examination and computation of the result of the students music of Sem. 2nd & 4th of academic session 2019-20. This was necessitated as the distribution of the marks of the Courses pertaining to music is different from that of others.

After threadbare discussions a comprehensive procedure is formulated for the purpose of computation and declaration of results of students of semester-II & IV (Music courses only) for the session 2019-20. This procedure is proposed subject to the approval by the Academic Council of the College.

Component of the curriculum	Internal assessment(50% of the total marks)	External examination (50% of of the total marks)
Theory	20	20
Practical	30	30
Total	50	50

- External component both theory and practical shall be assessed as per the previous performance.

Internal Assessment

Theory – Assignment-12 marks

Attendance-5 marks

Viva voce- 3 marks

Practical- Attendance-5 marks

Daily assessment of performance of practicals-12 marks

Viva voce 13 marks.

IQAC

1 Prof Shayat Kumar	Convenor	
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	

Controller of Examinations

HoD, Music

Prof. Dharvinder, Associate Professor Zoology.

Submitted to the Principal for consideration


Approved
SPS
25/08/2020



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 meeting of IQAC, Controller of examinations and HoD, Music a notification was issued on 25/8/2020 to facilitate the students of semester 2nd.and 4th to appear in the theory papers of music courses of the session 2019-20


Coordinator, IQAC


Principal

IQAC

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

Minutes of the online meeting held on 31/8/2020

A meeting of the members of IQAC of the College was convened through online mode on 31/8/2020 to discuss the fall out of Covid-19 Pandemic pertaining to the timely completion of the course content, and the assessment activities with regards the academic session 2019-20, and to suggest measures to facilitate the completion of academic session thereby paving the way for conduct of examination.

The matter was discussed in detail and the members unanimously proposed that one time exemption of the provision, that "a student shall have to perform at least fifteen practical in the practical courses offered in various UG programmes (B.A, B.Sc., B.Com, BCA) as an eligibility to appear in the end semester examination" be extended to the students. It is further proposed that this exemption be granted subject to the approval by the academic council.

IQAC

1 Prof Shayat Kumar	Convenor	
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	

The proposal was submitted to the principal for consideration.

Approved
SPS
31/08/2020



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

Action Taken Report

AS a follow up to the minutes of IQAC meeting held on 31/8 2020 a notification was issued by the Principal of the College to facilitate the students to acquire eligibility for appearing in practical examination of UG programmes of session 2019-20.

IQAC, Coordinator

Principal

IQAC

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

Minutes of the web-Meet held on 4/9/2020

A meeting of the members of IQAC and controller of examination was convened through online mode on 4/9/2020 to work out the procedure for the conduct of the examination of the students of B.A, B.Sc. B.Com. BCA, semester 6th (Regular/ Private CBCS) of the academic session 2019-20.

After threadbare discussions a comprehensive procedure was worked out the details of which are given as under.

1. The terminal semester (6th.Semester) end examination shall be conducted in the campus itself (As any other examination used to be conducted Prior to Covid-19 Pandemic)
2. Details about the mode of examination in theory courses are given in A, B & C tables below.

Table: - A

For all courses other than English, Hindi, Urdu, Dogri , Punjabi , Sanskrit and Music

Type of the course	Type of question to be asked	Each paper shall comprise of	Each student shall have to attempt	Each question carries	Duration of the paper
100 marks theory courses/Skill course	Objective Type- MCQ(multiple choice questions)	80 questions	50 questions	2 marks	90 minutes
50 marks theory courses /skill course	Objective Type- MCQ(multiple choice questions)	40 questions	25 questions	2 marks	45 minute

Note:-

- a) A student shall have to attempt only 50 questions in courses having maximum weightage of 100 marks. In case the number of questions attempted by a student are more than 50, the first 50 questions attempted by the candidate shall only be evaluated

b) A student shall have to attempt only 25 questions in courses having maximum weightage of 50 marks. In case the number of questions attempted by a candidate are more than 25, the first 25 questions attempted by candidate shall only be evaluated.

c) Mathematics paper shall be of 2 hours duration.

**Table B:-
For English, Hindi, Urdu, Punjabi, Dogri and Sanskrit courses**

Type of the course	Type of questions to be asked	Each paper shall comprise of	Each paper shall comprise of	Each student shall have to attempt	Each question carries	Duration of the paper for both papers
100 marks theory paper/ Skill courses	MCQ objectives	80 marks	64 questions	40 questions	2 marks	120 minutes
	Descriptive long/ short answer questions	20 marks	The questions shall be set from that component of the course curriculum which demand descriptive answers			
50 marks Theory paper/Skill courses	MCQ objectives	40 marks	32 questions	20 questions	2 marks	60 minutes
	Descriptive long/ short answer questions	10 marks	The questions shall be set from that component of the course curriculum which demand descriptive answers,			

Note:

- a) A student shall have to attempt only 40 MC questions in papers having maximum Weightage of 80 marks. In case the number of questions attempted by a student are more than 40, the first 40 questions attempted by the candidate shall only be evaluated
- b) A student shall have to attempt only 20 MC questions in papers having maximum weight age of 40 marks. In case the number of questions attempted by a candidate are more than 20, the first 20 questions attempted by candidate shall only be evaluated.

- c) Both objective and descriptive type examinations shall be conducted on the same day and in the same session (sitting) . Total time allotted collectively for both papers is 120 minutes (2 hours) only.
- d) 50% choice shall be given to the students for selecting questions from the question paper framed from the component of the curriculum earmarked for descriptive questions.

**Table C:-
For Music Courses both theory and practical**

Type of the paper	Type of questions to be asked	the paper shall comprise of	Each paper shall comprise of	Each student shall have to attempt	Each question carries	Duration of the paper for both papers
Theory paper	Objective MCQ based	40 marks	32 questions	20	2 marks	50 minutes
Practical paper	Internal assessment (Max. Marks=30)			External examination Max. Marks =30		
	The department shall assess the students as per the approved practice being followed in the curriculum for music courses.			Proper date sheet shall be framed for the conduct of external examination <ol style="list-style-type: none"> 1. No. of examinees called for practical examination per session per lab. Shall not be more than 10 2. The duration of the practical examination shall be restricted to one and a half hour (90 minutes) 3. All SOP with regard to Covid-19 Pandemic shall be followed while giving the test. 		

Note:-

A student shall have to attempt only 20 MC questions in papers having maximum weightage of 40 marks. In case the number of questions attempted by a candidate are more than 20, the first 20 questions attempted by candidate shall only be evaluated

The detailed procedure for the conduct of examination in the Practical course is reflected below

Table D:-

Internal Assessment (Max. Marks =25)			External Examination (Max. Marks=25)
Marks allotted for attendance=5	Marks allotted for daily performance in the labs.(PreCovid-19)=12	Marks for internal assessment test=8	Proper date sheet shall be framed for the conduct of external examination 4. No. of examinees called for practical examination per session per lab. Shall not be more than 10 5. The duration of the practical examination shall be restricted to one and a half hour (90 minutes) 6. All SOP with regard to Covid-19 Pandemic shall be followed while giving the test.
Record available	Record available	Students shall be given a test mostly viva voce type on the day they are called for external examination	

IQAC

1 Prof Shayat Kumar

Convenor

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

Examination Incharge

Prof. Dharvinder, Associate Professor Zoology.

Submitted to the Principal for approval

Approved
SPS



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

Action Taken Report.

As a follow up to the minutes of the meeting of the members of IQAC and controller of examinations, a notification for the conduct of the examination of the students of B.A, B.Sc. B.Com. BCA, semester 6th (Regular/ Private CBCS) of the academic session 2019-20 was issued on 4/9/2020. The examinations were conducted as per the procedures laid down in the notification based on the recommendations expressed in the minutes of the meeting organized by IQAC with the controller of examinations.

Coordinator, IQAC

Principal

IQAC

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

Minutes of the web-Meet held on 15/9/2020

A meeting of the members of IQAC and Controller of examination was held on 15/9/2020 to discuss the recommendations of the committee constituted vide minutes of the meeting dated 14/8/2020 to suggest the procedure for conduct of examination of the students of 2nd & 4th semesters of PG programmes in Zoology, Home science, English and Music.

After detailed deliberations a comprehensive procedure for the conduct of the examination of the students of the above referred semesters was worked out. The details proposed are reflected as under

A.) Procedure for the conduct of examination of the students of 2nd semester of PG programmes (Except MCA) of the session 2019-20.

S NO.	Type of the Test	Maximum Marks and procedure of the test
1	Minor test -1	20 marks(Concerned departments to devise the procedure)
2	Minor Test- 2	20 marks (Concerned departments to devise the procedure)
3	Major Test	60 Marks I) 50% (30marks) weightage for the performance in the Major test of the immediate previous semester II) a). 20 marks weightage shall be for assignments b). 10 marks for the viva voce using any online platform

B.) Procedure for the conduct of examination of the students of 4th. semester of the PG programmes (Except MCA) of the academic session 2019-20

S.No	Type of the Test	Maximum Marks and procedure of the test
1	Minor test -1	20 marks(Concerned departments to devise the procedure)
2	Minor Test- 2	20 marks(Concerned departments to devise the procedure)
3	Major Test:-	60 marks the procedure for the conduct of the test shall be:- 1. The test shall be open book type 2. 40 marks shall be for written component. 3. 20 marks shall be for oral component Procedure for conducting the written part of the test(40 marks) a) Question paper comprising of 10 questions set from the entire syllabus of the course shall be communicated to the students electronically (e-mail, whatsapp, etc) 5 minutes prior to the start of the examination

<p>b) The student shall have to attempt any five questions</p> <p>c) The time allotted for writing the test shall be 2 hours and 30 minutes</p> <p>d) The students shall have to write the answers on self attested white pages and are required to mark page numbers on the pages.</p> <p>e) The students shall have to submit the written pages electronically within 15 minutes of the completion of the examination.</p> <p>Procedure for conducting the oral part of the test(20 Marks)</p> <p>a) Viva voce shall be conducted through online plat forms like Google meet/webex/ Skype etc</p> <p>b) Project works shall be presented through PPTs using any online platform.</p>

C) Procedure for the conduct of Practical examinations of the students of different semesters of PG programmes of the session 2019-20.

S.NO	Type of the test	Maximum marks and procedure for the test
1	Written part	50% of the total marks Procedural details:- a) Open book type similar to that of the theory b) Time allowed shall be one hour for writing the test and 15 minutes for submitting the written material electronically.
2	Viva Voce	50% of the total marks Procedure for conducting viva voce a) Viva voce shall be conducted through online plat forms like Google meet/webex/ Skype etc Project works if any in the practical shall be presented through PPTs using any online platform.

IQAC

1 Prof Shayat Kumar	Convenor	
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	

Controller of examinations

Prof. Dharvinder, Associate Professor Zoology.



Submitted to the principal for consideration

Approved




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

Action Taken Report.

As a follow to the meeting of the members of IQAC and Controller of examination a notification for conduct of examination of the students of 2nd & 4th semesters of PG programmes in Zoology, Home science, English and Music was issued on 15/9/2020. The examinations were later on conducted as per the procedures laid in the minutes of the meeting of IQAC and controller of examination.

IQAC, Coordinator

Principal

IQAC

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

Minutes of the web-Meet held on

A meeting of the members of IQAC and controller of examination was convened through online mode on 17/9/2020 to work out the procedure for the conduct of the practical examination of the students of semester 6th.NON-CBCS casual candidates of the session 2019-20.

After threadbare discussions a comprehensive procedure was worked out, the details of which are given as under. It was proposed that the students of Sem.6th (Non-CBCS Casual candidates)shall be evaluated for concerned practical course as per the following scheme

Nature of the Course	Maximum marks	a) 50% Weightage for previous performance (Marks)	b). 50% Weightage for Internal Assessment (Marks)
Science Practical/Practical	50/ As prescribed for the Course	25/or proportionate to the maximum marks prescribed for the course	(25/or proportionate to the maximum marks prescribed for the course.) The marks shall be allotted proportionate to the marks obtained in the external marks

Note:-

- 50% weightage shall be for the performance of a student in the external examination of the same subject of the previous semester i.e. Sem. 5th.
- Marks computed for internal assessment shall be proportionate to the marks secured in the external practical examination as per provision(a) highlighted above.

IQAC

1 Prof Shayat Kumar	Coordinator
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

Controller of Examinations

Prof . Dharvinder, Associate Professor Zoology.

Submitted to the Principal for consideration

Approved
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18/09/2020



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

Action Taken Report.

As a follow up action to the meeting of the members of IQAC and controller of examination, a notification for the conduct of practical examination of Non-CBCS casual students of the semester 6th of UG programmes of session 2019-20 was issued on 17/9/2020. The examinations were later on conducted as per the rules laid down in the meeting of the IQAC and Controller of Examinations.

IQAC, Coordinator

Principal