

IQAC
Meeting I
Held on July 5th (Tuesday), 2022

Internal Members:

Dr. Surinder Kaur (Chairperson)
Mrs. Manbir Kaur (Coordinator)
Mrs. Ravinder Kaur (Member IQAC)
Dr. Chanchal Bala (Member IQAC)
S. Manjit Singh (Member IQAC)
Dr. Suman Nayyar (Member IQAC)
Dr. Ritu Dhawan (Member IQAC)
Ms. Sharanjit Kaur (Student Alumni)
Ms. Navjot Kaur (Student Alumni)

External Members:

S. Gunbir Singh
Dr. Mehal Singh
Dr. Sharanjeet Singh Dhillon
S. Daljeet Singh Kohli
S. Rajbir Singh
S. Kuljinder Singh Bhullar
Mrs. Dapinder Kaur
Mrs. Anjali Bhandari

Agenda

- To plan orientation programme for the new students.
- To finalize academic calendar
- To review admission process
- To plan activities for the holistic development of the students
- To review working of committees constituted to work on different parameters of SSR in order to apply for 3rd cycle of Re-accreditation to NAAC.
- To plan activities for promoting academic/industrial interactions for the better placements of the students.
- To discuss with Curriculum Development Committee the need to propose new add on and degree courses and subjects in the curriculum for the upcoming coming session.
- To consider the need for new MOUs with national and international agencies.
- To discuss infrastructural requirements like construction of new washrooms and installation of more units of drinking water in the college.
- To plan activities for promoting research among faculty members and review the progress of e-journal.

Minutes of Meeting

Student Induction Programme

It was proposed to conduct Student Induction Programme for first year students. Mrs. Ravinder Kaur was assigned the responsibility to plan and conduct programme for the students.

Academic Calendar

The Principal directed the IQAC members and Academic committee to finalize the academic calendar for the session 2022-2023.

Reviewing of Admission Process

It was felt by the Principal and IQAC members that there is a need to review the admission process for the growth of the college. S. Manjit Singh and Dr. Jaswinder Singh with the help of other faculty members have been assigned the responsibility to take necessary efforts to increase admission in the college.

Activities for the holistic development of the students

The Principal expressed the need for student centric activities. She stated that the main goal of the college is to enhance the skill of self-direction, creativity and collaboration among the students along with academic knowledge. Therefore, more activities for the holistic development of the students are required in the college. Dr. Chanchal was given the responsibility to guide all the departments for the same.

Status of Self-Study Report

The members were apprised of the status of self-study Report (SSR) that was to be submitted to the National Assessment and Accreditation Council (NAAC) for the 3rd cycle of Accreditation. Mrs. Manbir Kaur (coordinator IQAC) and Dr. Ritu Dhawan Co-coordinator IQAC) were asked to review the working of various committees.

Promotion of Academic interactions

It was proposed to promote academic interactions by organizing seminars/workshops in various departments for the teachers as well as for the students. Dr. Chanchal Bala was assigned the responsibility to encourage different departments to organise workshops and seminars in their departments to improve the performance of the students.

New Graduation and Diploma Courses

The principal expressed the need to start new graduation and diploma courses in the curriculum to meet the requirements of NEP2020 and for the overall development of the students. Mrs. Shrina and Dr. Jaswinder has been assigned the responsibility to do the needful in this regard.

To Discuss regarding MOUs

The Principal expressed that there is a need to bridge the gap between the academic deliveries and industry. Therefore, to improve the employability skills of the students, the college must have inked Memorandum of Understanding with various industries (National and International). She directed the IQAC members to put efforts for the same.

Infrastructural Requirements

A need for to construct more washrooms and installation of drinking water facilities was felt in the college. S. Nirmaljit Singh has been assigned the responsibility to contact with construction office of the managing committee and take the necessary steps in this regard.

Activities for Promoting Research among Faculty Members

To promote research among faculty members, Dr. Ritu Dhawan was given the responsibility to organize lectures on research methodology and motivate the faculty members to apply for research projects (major and minor) as well as seminars/workshops to different funding agencies. It was also proposed that a Multi-Disciplinary College Journal should be launched to meet the global challenges in the field of research.

Action Taken Report

With the help of team members, IQAC coordinator conducted students' induction programme for the first year students on 14/09/21. The incumbents learnt about the institutional policies, processes, practices, culture and values. Around 250 students participated in this programme

The academic calendar was prepared by Academic Committee and it was reviewed and finalized by the IQAC members.

Admission process was revised and strategies were formulated to increase popularity of the college among the masses. More concessions and scholarships for the deserving/needly students were introduced by the management.

A lecture on career opportunities in securities market was held on 07 July 2022.

An e-FDP on basics of questionnaire design was held on 16 July 2022 for the students of P.G classes.

On 9th August, 2022 PG Dept. of fashion designing, Amritsar celebrated '75th Independence Day with Raksha Bandhan'. On this occasion many theme based competitions such as Card making, Rakhi making, best dress up, Eye make-up and nail art were organised.

A session on career counselling programme was held on 16 Sept 2022 for outgoing classes.

Commerce fest was organized by the PG Department of Commerce on 08 Oct 2022

To provide more exposure and for the holistic development of the students, a trip to wonderland 03 Sept 2022.

It was informed that after tremendous efforts by the faculty members, along with cooperation from non-teaching staff and students, the information sought by SSR has been collected and the process of feeding the same on the NAAC portal along with supporting documents has been started.

A workshop on practical aspects of digital marketing was organized on 20 Aug 2022 for the students of all streams. The eminent scholar from Lovely Professional university, Mr. Suraj Parkash was invited to provide practical exposure to the students in order to survive in this digital era.

P.G. Department of Commerce and Management organized a Workshop on TALLY for their students. The students interacted with Ms. Paras Mehak from Jalandhar and get their doubts cleared.

The PG Dept. Of Fashion Designing organized Guest Lecture on “Basic Sustainable Fashion Terminology & Paradigms Of Zero Waste Techniques In Fashion” on 9th Sept. 2022. The invited speaker Dr. Harpreet Kaur who is working as Assistant Professor in Kanya Mahavidyalaya, Jalandhar gave a presentation which focused on adaptation of desired practices of Upcycling and Recycling of fabrics and garments and spread awareness among students towards emerging design strategies i.e. Zero Waste.

To improve/strengthen the skills of students, various departments have given the requirement for introducing short term skill development diploma courses and graduation courses. Necessary information has been collected and arrangements have been made for applying various courses to Guru Nanak Dev University. It was informed that two new diploma courses viz., P.G. Diploma in Cosmetology, Diploma in Computer Applications and one subject of Fashion Designing and Garment Construction in B.A. has been introduced in the current session.

For providing more exposure and practical knowledge to the students of different departments, new MOU's were signed with Verka Milk Plant, Amritsar, Khanna Paper Mill, Amritsar and Sanvi Technologies along with previous collaborations.

The requirement for the books was assessed and books worth Rupees 90140/- were purchased for different departments. The proposal for construction of new washrooms has been completed and Photostat shop has been opened for the convenience of the students. A drinking water unit with 6 water taps has also been introduced.

With the perspective to engage more faculty members in research, a multi-disciplinary research e-journal of college has been launched. Faculty was asked to apply for the best researcher and best teacher award as initiated by the management of the college. Dr. Ritu Dhawan has informed the members that three faculty members have applied for grant of sponsored seminars to ICSSR and three have applied for research projects to ICSSR. And an 2nd issue of college online journal has been successfully uploaded.

IQAC

Meeting II

Held on Nov. 8th (Thursday), 2022

Internal Members:

Dr. Surinder Kaur (Chairperson)
Mrs. Manbir Kaur (Coordinator)
Mrs. Ravinder Kaur (Member IQAC)
Dr. Chanchal Bala (Member IQAC)
S. Manjit Singh (Member IQAC)
Dr. Suman Nayyar (Member IQAC)
Dr. Ritu Dhawan (Member IQAC)
Ms. Sharanjit Kaur (Student Alumni)
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External Members:

S. Gunbir Singh
Dr. Mehal Singh
Dr. Sharanjeet Singh Dhillon
S. Daljeet Singh Kohli
S. Rajbir Singh
S. Kuljinder Singh Bhullar
Mrs. Dapinder Kaur
Mrs. Anjali Bhandari

Agenda

- To take feedback regarding activities of the first IQAC meeting held on July 5, 2022
- To plan seminars on NEP 2020.
- To sensitize students towards gender equality, constitutional, moral and religious values.
- To discuss academic infrastructural requirements of college like purchase of new books and computers.
- To plan Career Vision for the session.
- To plan Workshops/Seminars in collaboration with industry or sponsored by funding agencies.
- To direct faculty to conduct remedial classes for the weak students and plan P.T. meet
- To discuss regarding Green Audit and Environment Audit.
- To plan Community Service activities.
- To organize Alumnae meet.

Minutes of Meeting

Feedback Regarding Activities of the First IQAC meeting

Feedback regarding all the proposals that were put forward in first meeting of IQAC was taken by the co-ordinator of IQAC. It was followed by monitoring of the targets achieved.

Seminars on NEP 2020

It was decided to organize lectures on NEP 2020 for students as well as teachers to make them understand the reforms in education system. Dr. Suman Nayyar has been assigned the duty to organize extension lecture or discussions on National Education Policy 2020.

Sensitize students towards gender equality, constitutional, moral and religious values.

To sensitize students towards gender equality, constitutional, moral and religious values., Dr. Jaswinder and Dr. Ritu Dhawan has been assigned the duty to plan and organize various activities for the students as well as for the faculty members.

Purchase of and computers

To augment the IT infrastructure of the college, Dr. Rakesh has been asked to assess the need for computers, projectors, LED and smart boards in the college and make necessary arrangements for the purchase of the same.

To plan Career Vision for the session

Dr. Kamalpreet and Ms. Sumit were given the responsibility to plan and organize career vision for the students of various schools in the college.

To plan workshops for the students in collaboration with various industries

The Principal expressed the need to conduct various workshops and seminars to enhance the employability of the students. Therefore, the co-ordinator of IQAC was asked to plan and organize various workshops for the students in collaboration with various industries with the help of faculty members

To conduct Remedial classes

The IQAC Co-ordinator directed all the HOD's to conduct remedial classes of weak

students so that their performance in final examinations can be improved.

To make campus Eco-friendly

To make campus Eco-friendly and conduct Green Audit, Energy Audit and Environment Audit, Dr. Kumari Sita and Dr. Rajwinder Kaur were given the responsibility.

To promote Community Service

To encourage service to humanity among the students, the incharges of NSS, NCC and Red Ribbon Club were asked to provide practical exposure to the students.

Alumnae Meet

IQAC coordinator directed, Mrs. Kirandeep to make efforts to plan and organise Alumnae Meet.

Action Taken Report

In the IInd meeting of the IQAC, feedback of the Ist IQAC meeting was sought and it was confirmed that all the activities proposed for the growth and development of the college during Ist meeting were duly attained and no action was pending.

An FDP on National Educational Policy was organized by Faculty Development Committee in collaboration with Research and Development Cell. A well planned lecture was delivered by Prof Dr. Jain (Director ODL) Department of Pharmaceutical Sciences from Guru Nanak Dev University, Amritsar. All the faculty members along with Principal Mam attended the lecture.

Career Vision was successfully conducted on **April 6th, 2022**. Around 240 students from different schools attended the event.

Different workshops/seminars were conducted in the college for the benefit of students. Remedial classes were conducted in every department as per the need of the students. The requirement for the books was assessed and books worth Rupees 90140/- were purchased for different departments.

As far as Green Audit, Energy Audit and Environment Audit were concerned, water conservation was done through rain water harvesting. For conservation of energy, more solar energy panels were installed. Solid waste was collected separately as biodegradable and non-biodegradable waste. The students were sensitized on the issue of environment pollution through various lectures by experts. An informal meeting with external Green and Environment, energy audit and academic audit members was also held in Principal's office to take their suggestion for making possible improvements in the system.

7 days NSS Camp was organized by NSS department at the adopted village Kot Khalsa , Amritsar. Oath Taking Ceremony on Rashtriya Ekta Diwas was organized by NSS department on Nov 9, 2021.

Red Ribbon Club organized an online lecture on Mental and Physical well-being of the students

Training Parade was organized from by NCC contingent for the holistic development of students. Our two NCC cadets were got selected for the Republic day parade. The teacher in charge of NCC wing Dr. Jaswinder Singh has got selected to attend one month training camp at Nagpur organized by Indian Army.

Under the guidance of the Principal, IQAC members organised an Alumnae meet in the month of March 2023 to build a strong bond with the alumnae.

IQAC
Meeting III
Held on April 1 (Saturday), 2022

Internal Members:

Dr. Surinder Kaur (Chairperson)
Mrs. Manbir Kaur (Coordinator)
Mrs. Ravinder Kaur (Member IQAC)
Dr. Chanchal Bala (Member IQAC)
S. Manjit Singh (Member IQAC)
Dr. Suman Nayyar (Member IQAC)
Dr. Ritu Dhawan (Member IQAC)
Ms. Sharanjit Kaur (Student Alumni)
Ms. Navjot Kaur (Student Alumni)

External Members:

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Dr. Sharanjeet Singh Dhillon
S. Daljeet Singh Kohli
S. Rajbir Singh
S. Kuljinder Singh Bhullar
Mrs. Dapinder Kaur
Mrs. Anjali Bhandari

Agenda

- To take feedback regarding activities of the first IQAC meeting held on Nov. 8th, 2022
- To discuss regarding visit of NAAC peer team and assignment of duties for the same.
- To discuss the infrastructural requirements in the girls hostel.
- To plan academic audit i.e., Internal as well as External Audit
- To discuss regarding IIC star rating
- To monitor the working of NCC unit and NSS Unit
- To discuss the need to conduct detailed result analysis.
- To conduct meeting with departmental Heads regarding attainment of POs and COs
- To collect feedback of the outgoing classes

Minutes of Meeting

Feedback Regarding Activities of the First IQAC meeting

Feedback regarding all the proposals that were put forward in first meeting of IQAC was taken by the co-ordinator of IQAC. It was followed by monitoring of the targets achieved.

Visit of NAAC Peer Team

The principal informed all the committee members that SSR has been approved by NAAC and all other formalities have been fulfilled. Now, NAAC –peer team will visit the campus any time or the date will be announced by NAAC. So, coordinator IQAC was directed to make necessary arrangements with the help of co-coordinators Dr. Suman Nayyar and Dr. Ritu Dhawan to ensure smooth visit of the team.

Infrastructural requirements for the girls hostel

Mrs. Warden has been asked to inform the infrastructural requirements for the girls hostel to Dr. Rakesh Mahajan

Rating of IIC

S. Nirmaljit Singh has been given the responsibility to prepare the college for IIC star rating and organize different activities to maintain the high IIC rating of the college.

Plan external and Internal Academic Audit

Academic Audit committee was instructed to make necessary arrangement to conduct internal and external audit.

Result Analysis

An extended committee was constituted for detailed result analysis. Dr. Jaswinder will be the in charge of result analysis. The reports of result analysis to share with departments. All departments should conduct staff meetings to review the results. Also the parents are to be informed during the parents meeting.

Attainment of POs and COS

All Departmental Heads are instructed to conduct regular meetings with their respective staff members for the attainment of POs and Cos. Dr. Ritu Dhawan has been directed to

guide the teachers regarding the same.

Feedback of Outgoing Classes

Dr. Ravinder Kaur has been assigned the responsibility to collect feedback from the outgoing classes.

Action Taken Report

In the IIIrd meeting of the IQAC, feedback of the IInd IQAC meeting was sought and it was confirmed that all the activities proposed for the growth and development of the college during IInd meeting were duly attained and no action was pending.

As the final date of the visit of NAAC peer team was announced, therefore, necessary arrangements have been made for the visit of NAAC Peer Team. Duty list has been prepared and each faculty member has been informed about their duties.

Necessary activities have been conducted by IIC team to ensure and maintain the rating of IIC.

Dr. Mandeep Gulati and her team submitted a full-fledged report of internal academic audit and the report has been presented before external academic audit team by IQAC coordinator. The suggestions given by the external team have been fully forwarded to all the departmental HOD's for necessary action.

A complete result analysis report has been submitted by Dr. Jaswinder Singh to IQAC team. HOD's were informed about the analysis. A P.T. meet has been organized by the Student Advisory Committee to interact with the parents and to tell them about the progress of their ward before final examinations.

A criteria for the attainment of POs and Cos has been framed and all the departments had prepared files based on that criteria. A 7-day FDP has also been organized to guide the teachers to provide complete understanding to the teachers.

A feedback form has been designed for outgoing classes and complete report has been prepared.

