

Khalsa College for Women, G.T. Road, Amritsar 2019-20

IQAC Meeting I (25.07.2019)

Members Present

Dr. Manpreet Kaur (Chairperson)

Dr. Amarjit Kaur (Coordinator)

Dr. Jitender Kaur (Member IQAC)

Mrs. Ravinder Kaur (Member IQAC)

Dr. Chanchal Bala (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

Dr. Ishwar Singh (L.S.N.)
Ms. Sugandh (Student)

Agenda

- To conduct Students Induction Programme
- To finalize academic calendar.
- To discuss about Re-constitution of various sub-committees for the year 2019-20
- To revise the ongoing admission process for the session 2019-20.
- To focus on Student Centric Activities
- To organize Talent Hunt Function in the College for fresher's.
- To organise lectures/activities for 550th birth anniversary of Guru Nanak Dev ji.
- To celebrate 50th Anniversary/Golden Jubilee of the College
- To take the initiative to celebrate Pollution-free Diwali.
- To Discuss Regarding MOU's
- To plan Convocation

Manpreet Kaur

Principal
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Amritsar

Minutes of the IQAC meeting held on 25.07.2019

Student Induction Programme

It was proposed to conduct Student Induction Programme for first year students. Dr. Jitender 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 2019-20.

Re-Constitution of Various sub-committees

The constitution of various committees and clubs responsible for conducting various college activities was discussed and finalized.

Revision of ongoing Admission Process

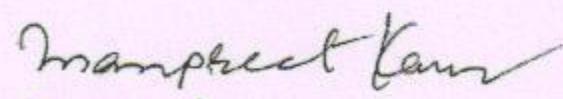
The Principal expressed the need to take important measures to further enhance and facilitate the admission process. Possible avenues and strategies for wider publicity of admission in various Add-on and Vocational Courses were explored.

Student Centric Activities

Principal expressed the need for more student centric activities. She stated that the main goal of the college is to enhance the skills of self-direction, creativity and collaboration among the students along with academic knowledge. To make the students more flexible and adaptable, more student centric activities are required. Dr. Jatinder Kaur was given the responsibility to guide the all the departments for the same.

Talent Hunt Programmes

It was decided to organise 'Talent Hunt Program' so that hidden talent among the students can be identified. Dr. Jatinder Kaur (HOD Music Department) has been assigned the responsibility to organise and coordinate the Programme. So that students could be selected for participation in


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the Youth Festival later. Item wise duty was assigned to various faculty members to guide and select the students.

550th birth anniversary of Guru Nanak Dev ji

Guru Nanak Jayanti is a sacred festival of Punjab and is widely celebrated all around the world. To commemorate the 550th birth anniversary of Guru Nanak Dev Ji, Dr. Ravinder Kaur was assigned the task to organise lectures on the preachings of Guru Sahib Ji.

50th Anniversary/Golden Jubilee of the College

It was decided to celebrate diamond jubilee of the college by organising seminars, Kirtan Darbar, cultural programmes and other inter departmental competitions.

Green Diwali

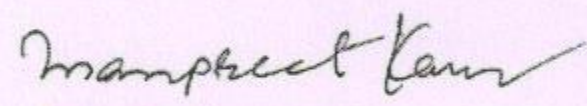
The Principal expressed that it is high time to create awareness among the students to maintain a healthy and balanced environment due to global warming. The Nature Club has been given the task to organise lectures/activities and sensitise to celebrate Green Diwali.

To discuss regarding MOUs

The principal expressed that in order to bridge the gap between the academic deliveries and industry needs and to improve employability skills of the students, the college must have inked Memorandum of Understanding with various industries. She directed the IQAC members to put efforts for the same.

To discuss regarding convocation

The Principal discussed with the committee members that the Convocation will be held in the month of March. A discussion regarding the assignment of duties for same was held with the committee members.


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Action Taken Report for the Ist IQAC held on 25.07.2019

With the help of team members, IQAC coordinator conducted students' induction programme for the first year students from 30th July to 3rd Aug. 2019. The incumbents learnt about the institutional policies, processes, practices, culture and values. Around 250 students participate in this programme.

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

The Committees were finalized for the academic year 2019-20.

Admission process was revised and strategies were formulated to increase the strength of the college.

Guest Lecture on Job prospects in Banking Sector was organised for the students on 17th August, 2019.

A quiz competition on 'National Nutrition Week' was organised by Home Science Department on 20th September 2019.

A Seminar on "Anaemia in view of POSHAN MAAH" was organised on 18th September 2019 and Mrs Suri was invited to deliver the talk.

Visit to Rose Garden for nature study was organised for the students on 18-january-2020

An Inter Departmental discussion on theme "Think Equal, Build Smart: innovate for change" on Women's day was organised on 8th March 2020.

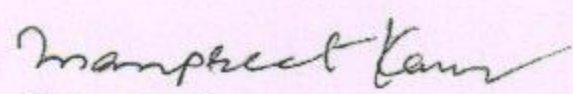
Webinar on Copyrights and Patents was organised on 20th June 2020

Feedback has been taken by the coordinator and it was decided that AQAR for the year 2019-20 will be submitted in Feb., 2020

For Talent Hunt programme, item wise duty was assigned to various faculty members to guide and select the students. It was organised in the month of August 2019. Selection of the students for participation in the Youth Festival was also done.

To celebrate the 550th birth anniversary of Guru Nanak Dev ji, the college organised various seminars and other activities to sensitise the students about the path of enlightenment shown by Guru Ji.

Dr. Inderjeet Singh Gagoani Delivered a lecture on Preaching's of Shri Guru Nanak Dev ji for the faculty members as well as teachers on 20th August 2019.


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A lecture on "Guru Nanak, Science & Religion" to mark 550th birth anniversary of Guru Nanak Dev Ji was delivered on 24.10.2019 by Dr. Arvind Dhillon, Prof. in Physical Sciences, Mohali (IISER). About 250 students attended the lecture.

A lecture on 'Life and Teachings of Guru Nanak Dev Ji' was delivered by the student, Manisha Sharda (BA III SEM) on 20th September 2019.

To celebrate the Golden Jubilee of the college, various cultural, academic and religious events were organised.

A seminar was organised entitled "A Journey of College since 1968" to highlight the achievements of college to celebrate the 50th anniversary of the college.

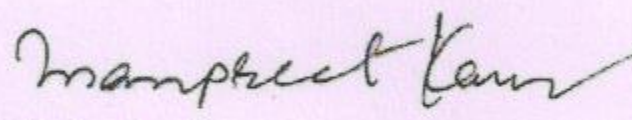
A webinar on "Hope is the Decision" was organised on 17-06-2020

Various lectures and activities were organised on the theme of Green Diwali. The students were sensitised on the issue of environment pollution to persuade them to celebrate pollution free Diwali. A quiz and Debate competition was organised on the Theme: Green Diwali, Clean Diwali on Oct. 26th 2019.

Principal informed the committee members that as per the discussion in the meeting that the college has entered into following new MOUs with two different agencies in addition to earlier signed MOU's:

- Nikhar Saloon on July 13, 2019
- Be Fashion Boutique July 18, 2019.

The date for the convocation was finalised and duties for the same were assigned to the faculty members by the IQAC coordinator.


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IQAC Meeting II (16.01.2020)

Members Present

Dr. Manpreet Kaur (Chairperson)

Dr. Amarjit Kaur (Coordinator)

Dr. Jitender KAur (Member IQAC)

Mrs. Ravinder Kaur (Member IQAC)

Dr.Chanchal Bala (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

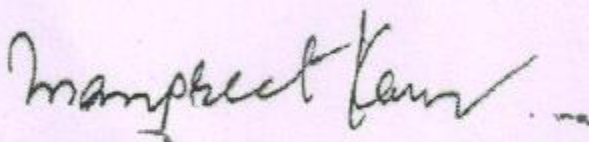
Dr. Mehal Singh (S. A. O.)

Ms. Sharanjit K. (Student)

S. Ajmer Singh (Member of M.C)

Agenda

- Feedback regarding activities of the first IQAC Meeting held on **25.07.2019**
- To plan career vision for the session
- To discuss regarding contribution of Alumnae and Alumnae meet.
- To discuss augmentation of college website
- To plan Faculty Development Programmes
- Update Classrooms and Computer Labs
- Enrichment of Library
- To decide upon the conduct of Parent-Teacher Meet
- Tutorials /Remedial Classes
- Yearly student feedback


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Minutes of the IQAC meeting held on 16.01.2020

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 so far.

To plan Career Vision for the Session

Mr. Manjit Singh and Mr. Rakesh Kumar were given the responsibility to organise career vision in college for the students of various senior secondary schools.

Contribution of Alumnae and Alumnae meet

The coordinator emphasised the role and contribution of alumnae in the promotion of academic values of the College among society. IQAC coordinator directed Dr. Chanchal Bala to put efforts to plan and organise Alumnae Meet and also organise lectures for the students where the resource person will be the alumnae.

Augmentation of college website

Augmentation of the college website with respect to providing provision for online admission and fee payment in the next session was discussed.

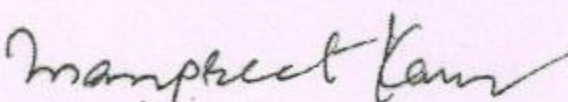
To Plan Faculty Development Programmes

Ms. Manbir Kaur was directed to plan various activities for faculty Development in college and maintain a record of the teachers who have attended FDP/Refresher courses from outside agencies.

Update Classrooms and Computer Labs

It was decided that classrooms must be updated with latest IT gadgets and teachers should be encouraged to use ICT tools for teaching so as to cope up with changing environment. Mr. Rakesh was given the responsibility to update the labs and classrooms.

Enrichment of Library


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It was decided to enrich the library for faculty as well as for the students. Mr. Manjit Singh was given the responsibility to take the requirement from different departmental heads and make necessary arrangements to purchase the books. It was also suggested that each department should have its own library and reading room to inculcate the habit of reading among the students.

Conduct of Parent-Teacher Meet

The members deliberated on plan to organise Parent-Teacher Meet to recognize and celebrate the efforts of the various stakeholders- Students, Teachers and Parents for their effective collective work. The members were of the unanimous opinion that such kind of meets lead to building stronger bonds between parents and teachers and collective inputs from teachers, students and their parents helps in enhancing quality of education.

Tutorials /Remedial Classes

Co-ordinator directed the HOD's to conduct remedial classes for the students in their respective departments so that results can be improved.

Yearly student feedback

Dr. Amarjit Kaur was assigned the responsibility of taking feedback from the students of the different streams. Dr. Jatinder Kaur along with other faculty members was assigned the responsibility to construct the feedback Performa and get feedback from the students

Manpreet Kaur

Principal
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Amritsar

Action Taken Report for the IInd meeting of IQAC held on 16.01.2020

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.

Career Vision was successfully conducted on 25/2/2020. And 620 students from various schools attended the programme.

It was decided to organise Alumnae meet on 3rd March 2020.

A seven day Faculty Development programme on "Effective Working Process was organised from 23rd June 2020 to 30th June 2020 in the college for the faculty members.

Dr. Suman Nayyar attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

Dr. Ritu Dhawan attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

Dr. Namrata attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

Dr. Kamalpreet attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

Dr. Neeru Kapoor attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

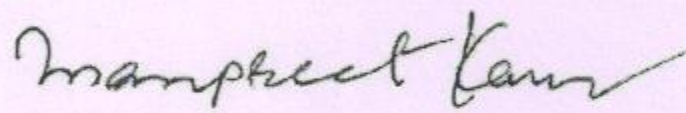
Ms. Samanpreet attended a Faculty Enrichment Programme (under UGC-CPE Phase III Scheme)

Dr. Suman Nayyar attended a 7 days FDP conducted at CKD Institute of Management and Technology Amritsar.

Dr. Ritu Dhawan attended a 7 days FDP conducted at CKD Institute of Management and Technology Amritsar.

Dr. Mandeep Kaur Gulati attended UGC sponsored Winter School held at HRDC GNDU, Amritsar

Dr. Kamalpreet Attended UGC sponsored Summer School held at HRDC GNDU, Amritsar.


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Necessary steps were taken to improve the college website.

Computer labs have been upgraded with latest communication tools. Provision has been made to provide portable projectors with multi-facility to various classrooms so that teachers can run files in their respective classrooms.

Library was enriched with the books approximately worth Rs 30,000 and departmental libraries were maintained. A photocopier has been installed in the college to provide the facility of photocopy to the students as well as teachers.

Parent-Teacher Association Meet was held in the month of Feb. 2020.

Students feedback Performa's were analysed and various steps were taken to improve the system.

Mampreet Kaur
Principal
Khalsa College for Women
Amritsar