

Khalsa College for Women, G.T. Road, Amritsar 2018-19

IQAC Meeting I (16.07.2018)

Members Present

Dr. Manpreet Kaur (Chairperson)

Dr. Amarjit Kaur (Coordinator)

Dr. Jitender Kaur (Member IQAC)

Mrs. Ravinder Kaur (Member IQAC)

Dr.ChanchalBala(Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

S. Mahal Singh (MOMR)

Agenda

- To conduct Students Induction Programme
- To finalize academic calendar.
- To promote academic interactions by organizing seminars/workshops in various departments.
- To enhance skills of students by introducing skill related courses.
- To discuss regarding green audit, Energy Audit and environment audit
- To discuss regarding MOUs
- To discuss regarding convocation for the session 2017-18
- To discuss regarding IIC star Rating

Minutes of the IQAC meeting held on 16.07.2018

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 2018-19.

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.

Skill Related Courses

In order to enhance the skills of students, it was proposed to introduce more skill related courses in all the departments. Dr. Suman Nayyar and Mrs. Shrini were assigned the responsibility to work on the same.

Green Audit, Energy Audit and Environment Audit

The principal directed the IQAC members to ensure green audit, energy and environmental audit.

It was further decided that IQAC members will take care of following constructs in the college:

Eco friendly orientation of students and staff members

Environment quality of the institution

Waste management practices

Water resources management by the institution

Energy efficiency of the institution.

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. She directed the IQAC members to put efforts for the same.

To discuss regarding convocation for the session 2017-18

Principal discussed with the committee members that the Convocation (2017-18) will be held in the month of March. A discussion regarding the assignment of duties for same was held with the committee members.

To discuss regarding IIC star Rating

The Principal informed the members that the college is going to apply for IIC star rating and Mr. Nirmal was given the responsibility to study the guidelines for the same and discuss with IQAC members. The Principal explained that the main aim of IIC is to identify the issues regarding developing and implementing entrepreneurship skills among the students.

Action Taken Report for the Ist IQAC held on 16.07.2018

With the help of team members, IQAC coordinator conducted students induction programme for the first year students from 23rd July to 28th July 2018. 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.

A lecture on Job Prospects in the field of Commerce was organised on 17th August, 2018 in the College.

A workshop on waste Material was organized by P.G. department of Fashion Designing on 21st Aug. 2018.

In order to promote academic interactions, an ICSSR Sponsored National Seminar on “The Making of Digital India” was coordinated by Dr.Ritu Dhawan and organized by P.G. department of commerce and Management on Aug, 29-30, 2018.

A lecture on GST and Tally in Business was held on 12th Sept. 2018 by P.G. department of commerce and Management.

To enhance skills of students, short term skill development courses namely, Diploma in Stitching and Tailoring, Diploma in Cosmetology and Diploma in Aviation and Catering were introduced. A new degree course “B.Voc in Nutrition and Diet Planning” was also started.

As far as Green Audit, Energy Audit and Environment Audit are concerned water conservation has been achieved through rain water harvesting. For conservation of energy,solar energy panels were installed. It was decided to collect solid waste separately as biodegradable and non-biodegradeable waste.

Principal informed the committee members that as per the discussion in the meeting that the college has entered into following MOUs for a period of five years:

Mission Aagaaz	July 3,2017
Preet Vocational Charitable School	July 10, 2017
Waves Hair and Beauty	Aug 1, 2017
Khalsa College for Education GT Road	July 10, 2017
Khalsa College of Education Ranjit Avenue Amritsar	July 10, 2017

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

For IIC Star Rating, a team of 10 members was composed and roles and responsibilities were assigned to them.

IQAC Meeting II (11.01.2019)

Members Present

Dr. Manpreet Kaur (Chairperson)

Dr. Amarjit Kaur (Coordinator)

Dr. JitenderKAur (Member IQAC)

Mrs. Ravinder Kaur (Member IQAC)

Dr. ChanchalBala(Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

S. Mahal Singh (MOMR)

Agenda

- Feedback regarding activities of the first IQAC Meeting held on **16.07.2018**
- To discuss academic rules to ascertain discipline in and outside the classroom
- Training to students to enhance verbal and soft skills.
- To discuss the Infrastructural Requirements
- Preparing the college for Swaach Bharat Abhiyan
- Alumnae meet
- Use of ICT in teaching and learning process
- Yearly student feedback

Minutes of the IQAC meeting held on 11.01.2019

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.

Academic rules

To ensure discipline in and outside the classroom, the principal expressed that students will not be allowed to use mobile phones in the academic area of the institute. The discipline committee was given the responsibility to maintain discipline in the college.

Enhancement of verbal and soft skills

In order to enhance the verbal and soft skill of the students, English and Punjabi department were assigned the responsibility to organize workshops to improve the verbal and soft skills of the students.

Use of ICT in teaching and learning process

The Principal stated that in this competitive age, there is a dire need for the faculty and students to be technically advanced in all aspects. She further suggested to organise Workshops and Faculty Development Programmes to encourage the use of ICT for the students as well as for the teachers.

To discuss the Infrastructural Requirements

A discussion regarding the requirement of books in different departments was held. Mr. Rakesh was given the responsibility to take the requirement from different departmental heads and make necessary arrangements to purchase the books.

Swaach Bharat Abhiyan

Mrs. Ravinder Kaur was asked to prepare the College for Swaach Bharat Abhiyan with the help of NSS unit of the college.

Alumnae meet

IQAC coordinator directed Dr. Chanchal Bala to put efforts to plan and organise Alumnae Meet

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

Action Taken Report for the Ist IQAC held on 11.01.2019

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.

The departmental head and discipline committee ensured that discipline is maintained in and outside the classrooms and the rules regarding use of mobile phones are followed diligently.

To enhance the verbal and soft skills of the students, a workshop on Poetical Recitation and creative writing was conducted by English department.

Maat Bhasha Divas was organised by Punjabi Department on 27th Feb., 2019

In order to enhance the knowledge of faculty members, a Faculty Development Programme was conducted on 2nd Feb. 2019 in the college Conference Hall. Dr. Surinder Kaur (Prof., Khalsa College of Education, Amritsar) was invited to provide hands on information on latest ICT tools to the faculty members.

The requirement for the books was assessed and books worth rupees 50777/- were purchased for different departments.

Under the guidance of Principal, IQAC members organised an Alumnae meet in the college on 9th March 2019 to build a strong bond with the alumnae.

Students' feedback was taken by the faculty members and it was revealed that students are fully satisfied with the academic and administrative machinery of the college.