

Khalsa College for Women, G.T. Road, Amritsar 2017-18

## **IQAC Meeting I (10.07.2017)**

### **Members Present**

Dr. Sukhbir Kaur Mahal (Chairperson)

Dr. Manpreet Kaur (Coordinator)

Dr. Amarjit Kaur (Member IQAC)

Dr. Jitender KAur (Member IQAC)

Mrs. Ravinder Kaur (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

S. Mahal Singh (MOMR)

### **Agenda**

- Seven Days Workshop for the students;
- Development of innovative Practices of Internship Programme;
- Framing of research policies for promoting research among Faculty;
- Sensitizing Students towards gender equality;
- Planning of transport facility for non-residential students;
- Planning of NSS activities.

## **Minutes of the IQAC meeting held on 10.07.2017**

### **Seven days Workshop for the Students**

It was proposed to conduct Seven days Workshop for the Students. Dr. Jitender Kaur was assigned the responsibility to plan and conduct workshop for the students.

### **Development of Innovative Practices of Internship Programme**

It was proposed to take necessary steps to improve the internship performance of the students so as to achieve 100% placement. Mrs. Ravinder Kaur was assigned the responsibility to organize a group Discussion on the development of Innovative Practices of Internship Programme.

### **Framing of Research Policies for Promoting research Culture among Faculty**

A grant of Rs. 5, 00,000 was sanctioned to Dr. Saurabh and Dr. Suman Nayyar from ICSSR for the major Research Project. To promote research culture among the faculty, Dr. Ritu Dhawan was asked to prepare a research proposal and apply to various agencies.

### **Sensitizing students towards Gender Equality**

Mrs. Manbir Kaur was assigned the responsibility to organize a seminar on the issues related to gender equality. It was decided that she will arrange an expert from the field and organize the event to sensitize students towards gender equality.

### **Planning of Transport facility for the students coming from rural areas**

Dr. Manpreet Kaur, coordinator, IQAC and other faculty members informed that the students who are coming from distant places have a problem about travelling to reach campus in time due to poor public transport services specially in rural areas. Mr. Niramaljit Singh was assigned responsibility to look after this matter.

### **Planning of NSS activities**

Dr. Chanchal Bala was asked to conduct NSS activities in near future namely Awareness about the use of Eco-friendly Practices, Improvement in Mental Health and Road safety programme on the basis of suggestions from all the committee members.

## **Action Taken Report for the Ist IQAC held on 10.07.2017**

With the help of team members IQAC Music Department organized a seven day workshop for the students from 26<sup>th</sup> July 2017 to 2<sup>nd</sup> Aug. 2017. A music, society and cultural are closely related. To promote cultural values among students, such type of workshops is need of the hour

Students were acquainted with the modifications and enhanced internship practices for effective teaching learning outcomes. Use and need of appropriate tools for teaching were made clear to the students.

Teachers were motivated to undertake maximum research oriented tasks and projects. This was done to encourage reliability and authentication in the field of teaching education.

A seminar on 7<sup>th</sup> Aug. 2017 was conducted to guide the students towards gender equality. Legal provisions and legislative rights were discussed with the students to ensure awareness amongst the students.

Necessary arrangements were made to ensure smooth transportation for the students by respective members of the college. The college took an initiative to provide college transportation to curb all challenges faced by the students coming from distant places.

The college NSS unit, various club and committees worked in collaboration for the eco-friendly practices, conducted periodic counseling session to discuss issues regarding mental health and road safety with the students. Students pledged to use environment friendly behavior for the sustainable growth of the nation as a whole.

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## **IQAC Meeting II (22.12.2017)**

### **Members Present**

Dr. Sukhbir Kaur Mahal (Chairperson)

Dr. Manpreet Kaur (Coordinator)

Dr. Amarjit Kaur (Member IQAC)

Dr. Jitender Kaur (Member IQAC)

Mrs. Ravinder Kaur (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 10.07.2017
- Provide necessary ICT training to faculty
- Tie-ups with the industries
- Yearly student feedback

## **Minutes of the IQAC meeting held on 22.12.2017**

### **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.

### **Provide necessary ICT training to faculty**

It was proposed to provide necessary training to the faculty regarding ICT tools so that teachers can move from traditional 'teacher-centric' teaching styles to more 'learner-centric' methods. S. Manjit Singh was assigned the responsibility to organize workshop on latest ICT tools for the faculty members.

### **Tie-ups with the industries**

Chairperson directed the co-ordinator of IQAC to work on developing tie ups with various industries for professional training and placement of the students.

### **Yearly student feedback**

Dr. Amarjit Kaur was assigned the responsibility of taking feedback from the students of the different streams. Dr. Chanchal Bala 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 IInd IQAC Meeting held on 22.12.2017**

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.

In order to enhance the knowledge of faculty members, a Faculty Development Programme was conducted on 23<sup>rd</sup> Jan. 2018 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 P.G. Department of Commerce and Management had tie-up with Trip Jinnies in order to provide the students with a learning environment that challenges them and helps them develop their knowledge, practical and social skills holistically.

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.