

**MINUTES OF THE MEETING OF IQAC**

held on October 09, 2021  
at 2:00 PM in SEMINAR HALL

**MEMBERS PRESENT**

- **Dr. Maneeta Kahlon** (Principal)
- **Dr. Kuldeep Kaur** (IQAC Coordinator)
- **Dr. Anupam Vatsyayan** (IQAC Co-coordinator)
- Mrs. Balbir Kaur
- Mrs. Manmeet Kaur
- Mrs. Prabhjot Kaur
- Mrs. Seema Dua
- Dr. Parveen Arora
- Dr. Neetu Prakash
- Mrs. Punpreet Kaur
- Dr. Nidhi
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Dr. Madhu Bala
- Mrs. Harpreet Kaur
- Mrs. Kirti Loomba
- Mrs. Surjit Kaur
- Mrs. Gagneet Pal Kaur
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

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**AGENDA**

1. To officially welcome Madam Principal Dr. Maneeta Kahlon as Chairperson of IQAC
2. To prepare for SAP inspection to be held in the month of October
3. To discuss the NAAC proforma of AQAR
4. To discuss the Academic / Administrative Audit
5. To organize Superannuation Party of the former Principal Mrs. Manjit Kaur
6. To discuss regarding the Fresher's Party and Hostel Night
7. To discuss various activities of Clubs and Societies of the college including NSS, NCC, and Youth Club
8. To give a boost to webinars and extension lectures
9. Talent Hunts to be organized for the selection of students in the forthcoming Zonal Youth and Heritage Festival
10. To plan for the annual Diwali program of the college
11. To celebrate important national/international days
12. To organize a series of free COVID vaccination camps
13. To try to sign MOUs with companies for the benefit of students
14. Maintenance and augmentation of the infrastructure
15. To discuss fee concessions and scholarships being given by the Management and other bodies
16. To conduct mid-semester exams
17. To hold PTM
18. To send proposals to various Government agencies for sponsoring seminars

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**PROCEEDINGS**

1. Madam Principal Dr. Maneeta Kahlon joined on September 01, 2021. In the meeting, the members of IQAC officially welcomed her as the Chairperson of the Internal Quality Assurance Cell.
2. SAP inspection will be held on October 19. The SAP co-ordinator Dr. Parveen Arora apprised the sub-committees regarding various activities such as water conservation, energy management, hygiene and sanitation, waste management etc. Water audit and Green audit was planned.
3. New guidelines for NAAC proforma were discussed and duties were assigned.
4. Regarding Academic / Administrative Audit, Principal Dr. Maneeta Kahlon stated that internal Academic / Administrative Audit will be conducted for different faculties starting from the second week of November by the Heads of all the departments.
5. Planning was done for the Superannuation Party of the former Principal Mrs. Manjit Kaur to be held in the first week of December.
6. Minute-to-minute program was discussed for the Hostel Night and the Freshers' Party to be held in October.
7. It was decided that NCC cadets will attend Annual Training Camps-82 and ATC-83 to be held at Khalsa College for Women, Civil Lines, Ludhiana. This will be executed under the guidance of Mrs Satwant Kaur (NCC Caretaker) in the absence of Mrs. Sukhjit Kaur, ANO of the college who is undergoing training at Gwalior. Activities were planned in collaboration with Punjab Youth Development Board, Government of Punjab to motivate the players of the college. Extension activities were discussed with all the Societies and Clubs.
8. Departments of Fashion Designing, Business Management and Commerce, and Social Sciences were asked to organize Webinars / extension lectures/ workshops in their respective fields.
9. Different departments were asked to arrange talent hunts in their respective fields. The winners of these talent hunts will be shortlisted to participate in the forthcoming Zonal

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Youth and Heritage Festival. Literary items, Music items, Home Science items, Fine Arts items, Quiz, and Heritage items were specifically covered in the discussion.

10. As a part of "Roshni", the Annual Diwali program of the college, it was decided to organize a two-day exhibition-cum-sale on the campus. Various departments will conduct activities under the program. The stress would be on green "eco-friendly" Diwali celebration. e-banners will be designed and circulated to sensitize students about the theme. Re-cycling of the waste products will be encouraged and students will participate in the salvaging of those items. Home-made, hand-made, and re-cycled products will be exhibited and sold under "Earn while you Learn" Scheme. Other activities will include awareness lectures and contests.
11. It was decided to closely follow and strictly observe all the important national/international days. Students should be directly involved in such activities for knowledge enhancement and to make them aware of the objectives behind celebrating such days.
12. Since the college has opted for face-to-face teaching mode and students come to the college, a firm decision was taken in the meeting to collaborate with UPHC, Model Town, Ludhiana under the guidance of the SMO, Ludhiana for a series of COVID Vaccination Camps and COVID Testing camps.
13. Placement co-coordinators Dr. Neetu Prakash and Dr. Nidhi were asked to initiate a Certificate program in Banking, Finance and Insurance (CPBFI) by signing MOU with Bajaj Finserv and motivate the students of all the streams to join the same.
14. Madam Principal suggested that the augmentation and maintenance of infrastructure will be a continuous process in the college. Repair of lights, maintenance of the coolers under AMC, replacement of pipes etc. should be taken care of to conserve energy and water.
15. Dr. Balbir Kaur and Mrs. Manmeet Kaur were asked to conduct interviews for fee concession for deserving students. Students should be apprised with different National/International/Private Scholarship schemes.
16. It was decided that the mid-semester examination will be held in the month of November.
17. MSTs will be followed by Parent Teacher Meet in the month of December to discuss the academic growth of the students. Feedback will also be taken from the parents. The PTM

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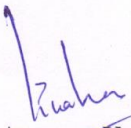
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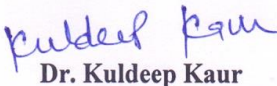
will be conducted under the supervision of PTA Coordinator Mrs. Manpreet Kaur and Co-coordinator Dr. Madhu Dhawan.

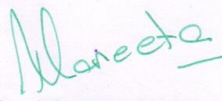
18. It was planned that proposals to various Government agencies must be sent by the Departments of Sociology and History for sponsoring seminars.

**PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL**

The committee members highly appreciated the proposal and approved the decision. The meeting ended with a formal vote of thanks by Dr. Kuldeep Kaur, Coordinator IQAC to the Honorable Chairperson, Dr. Maneeta Kahlon and to all the members of IQAC for their valuable suggestions.

  
Dr. Anupam Vatsyayan  
Co-Coordinator, IQAC  
IQAC  
Co-coordinator

  
Dr. Kuldeep Kaur  
Co-ordinator, IQAC  
IQAC  
Coordinator

  
Dr. Maneeta Kahlon  
Principal &  
Chairperson, IQAC  
Principal  
G.N. Kh. College for Women,  
Model Town, LUDHIANA.