

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2021-22

MINUTES OF THE MEETING OF IQAC

held on January 01, 2022
at 10:20am in SEMINAR HALL

MEMBERS PRESENT

- **Dr. Maneeta Kahlon** (Principal)
- **Dr. Kuldeep Kaur** (IQAC Coordinator)
- **Dr. Anupam Vatsyayan** (IQAC Co-coordinator)
- Mrs. Balbir Kaur
- Mrs. Maninder Kaur
- Mrs. Prabhjot Kaur
- Mrs. Jaswinder 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
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj
- Mrs. Sukhjot Kaur

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AGENDA

1. Review of the MOM of the previous IQAC meeting held on October 09, 2021
2. To discuss strategy after Panjab University, Chandigarh announced the postponement of Semester Examinations
3. To fill AISHE Web DCF 2020-21 before the last date February 28, 2022
4. To discuss table evaluation process for upcoming semester examinations
5. To formulate Academic Calendar for even semester of 2022
6. Discussion of activities and academic strategies for the even semester most probably commencing in February
7. To calculate the work load and evaluate the requirement of the teaching staff for the next (even) semester
8. Formulation of the new time tables for various streams, if change in subjects of even semester
9. To take an account of requirement of any particular books/journals needed in the even semester for the library
10. To discuss the progression of the ongoing rain harvesting project on the campus
11. Extra efforts to be put on activities of NSS/NCC/ Red Cross/ Red Ribbon/ SAP and celebration of days of National importance
12. Scholarships and concessions
13. Skill Enhancement workshop for the faculty

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GUJARKHAN CAMPUS 2021-22

PROCEEDINGS

1. The Chairperson, in discussion with all the members present, reviewed the MOMs of the meeting held in October. The success of the SAP inspection and the feedback taken from the parents during PTM were particularly taken up.
2. The uncertainty revolving around the Semester Examinations by Panjab University, Chandigarh was highlighted. Strategies adopted by other colleges were discussed and decision was taken to wait for the University notifications.
3. Dean IT Ms. Daisy Wadhwa was instructed to fill AISHE web DCF 2020-21 before the last date i.e. February 28, 2022. She should update the data on different parameters such as teachers, student enrollment, programs, examination results and infrastructure and upload on the AISHE portal.
4. It was decided that the method of table evaluation for semester examinations will be adopted to maintain uniformity and efficiency. The Chairperson underlined the observation of proper decorum during the evaluation process as these scores would be crucial in marking out the future/ careers of our students.
5. All the members of the faculty were asked to prepare the Academic Calendars for the even semester.
6. It was contemplated that keeping in mind the current circumstances of COVID, the teaching in the forthcoming semester might take place in the online mode. So, necessary preparations must be made. It was suggested that different pedagogies should be adopted and experimented with for enhancing teaching-learning.
7. Teachers in-charge of various streams were directed to prepare the time-tables for the next semester.

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GUJARKHAN CAMPUS 2021-22

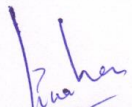
8. Different Head of the Departments were instructed to calculate work load for the upcoming semester which will facilitate and speed up the process of interviews and appointments of teaching staff on adhoc basis.
9. To plan for the next semester and to ensure smooth teaching and learning, the teachers were asked to give their requirement of any particular books/journals needed for the library. The requirement is to be given to Dr. Balbir Kaur, Librarian of the college well in advance.
10. Keeping in mind the purpose of using scarce water resources up to optimum level, the Rain Water Harvesting Project was initiated on December 4, 2021. The layout and location of the tank and pipelines were determined by inspecting the lawn areas so as to maximize the use of collection surfaces. Through this project, the collected rainwater will be used to recharge the groundwater levels by using structures like dug wells, borewells, recharge trenches and recharge pits. The project is soon to be completed and discussions to be held for another rain water harvesting project on the shred campus of the Trust.
11. It was decided that extra efforts should be put on activities of NSS/NCC/ Red Cross/ Red Ribbon/ SAP and important days like, Gurupurab, National Youth Day, Lohri and Maghi, Indian Army Day, Republic Day, National Girl Child Day, National Voters' Day, Martyr's Day, World Wetlands Day, Basant Panchmi, etc. must be observed with full zeal and fervour.
12. Scholarship scheme for single girl child by Panjab University, Chandigarh and internet allowance to the students by the Government of Punjab were announced recently. The Principal directed all the teachers to collect the necessary documents from the eligible students of the college. Senior Citizen's Conclave Scholarship (Girls) has also been announced by Nehru Sidhant Kender Trust. Dr. Balbir Kaur and Mrs. Manmeet Kaur, the Coordinators of Scholarship Committee, were asked to make the necessary arrangements.

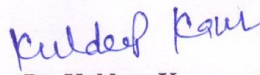
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13. A decision was taken that the Department of Home Science will conduct a series of demonstrations on the theme 'Ab Healthy Living Ki Zimmidari Hamari' demonstrating Immunity Boosting Recipes. It will a seven day Skill Enhancement program for Teaching and non-teaching staff from January 05-12, 2022.

PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL

The committee members 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
Coordinator, IQAC
IQAC
Coordinator


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Principal &
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Principal
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