

**MINUTES OF THE MEETING OF IQAC**

held on March 05, 2022

at 02:20pm in SEMINAR HALL

**MEMBERS PRESENT**

- **Dr. Maneeta Kahlon** (Principal)
- **Dr. Kuldeep Kaur** (IQAC Coordinator)
- **Dr. Anupam Vatsyayan** (IQAC Co-coordinator)
- Dr. Balbir Kaur
- Mrs. Maninder Kaur
- Mrs. Manmeet 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. Gagneet Pal
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra

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**AGENDA**

1. Review of the MOM of the previous IQAC meeting held on January 01, 2022
2. To incorporate the provisions of NEP 2020, Fashion Designing to be introduced as an Elective subject in B.A; preparation for the arrival of the Inspection Committee in the same context to be done.
3. Formulation of the academic plan for the even semester of 2022 with emphasis upon regular testing and evaluation strategies
4. Stress on time-to-time review of the syllabi
5. Two Day ICHR Sponsored National Seminar on Guru Teg Bahadur Ji on the topic “Paragon of Humanity and Sacrifice- Shri Guru Teg Bahadur Ji”
6. Superannuation Party for Mrs. Jaswinder Kaur (Head, Department of Hindi)
7. Encourage students to visit library
8. Celebration of important days like the upcoming International Women's Day, Holi, World Poetry Day, etc
9. Ensure student participation in various Inter-college Competitions
10. Organize Special Alumni Meet as per the guidelines of Government of Punjab
11. The Bursar and team to finalize the Annual College Budget and to present it
12. To initiate *Unnat Bharat Abhiyan* scheme in adopted villages
13. To launch second Certificate program in Banking, Finance, and Insurance (CPBFI) under the MOU signed with Bajaj Finserv Ltd.
14. Organize one-day educational trips and industrial visits
15. Boost to the “Earn While you Learn” program
16. To celebrate April as National Stress awareness month
17. To propel members of the staff to constantly upgrade their skills and academic qualifications.
18. Organize health check-up Camps

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**PROCEEDINGS**

1. The Chairperson, in discussion with all the members present, reviewed the MOMs of the meeting held in January. The successful conduct of the online Semester PU Examination was appreciated.
2. Dr. Shikha Bajaj (Department of Fashion Designing) was directed by the Chairperson to make due preparations for the arrival of Inspection Committee from Panjab University with regards to the inclusion of 'Fashion Designing' as an Elective Subject in BA. The introduction of this new course will impart skill-based learning, enhance employability and will justify the MISSION-VISION of the college (job-oriented, value based education).
3. The faculty was guided to formulate academic plans for their respective subjects. Teachings plans for the even semester should also be uploaded on the website. It was directed that the students should be evaluated in the class on regular basis. Classroom activities must be intensified and regular tests should be conducted so that the students prepare themselves for offline end Semester Examination after a gap of two years (due to COVID).
4. The Chairperson underlined the importance of holding time-to-time review of the syllabi progression. The Heads of the various departments must keep a track of the classes as per the Teaching Plans. It was highlighted that the semester is comparatively short and such timely reviews are imperative.
5. A two day ICHR Sponsored National Seminar on Guru Teg Bahadur Ji will be held on March 25-26, 2022 on the topic "Paragon of Humanity and Sacrifice- Shri Guru Teg Bahadur Ji" to commemorate the 400th Birth anniversary of Shri Guru Teg Bahadur Ji.

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Heads of the Departments of Punjabi and History, Mrs. Prabhjot Kaur and Mrs. Sandeep Kaur were asked to make necessary arrangements.

6. Arrangements were finalized for the Superannuation party in honor of Mrs. Jaswinder Kaur (Head, Department of Hindi) to be held on March 31, 2022. The representatives of Staff Welfare Society, Mrs. Punpreet Kaur and Dr. Madhu, should look into the details of the party and Ms. Daisy Wadhwa, Head, Department of Computer Science and Applications was assigned the task of preparing a PowerPoint presentation on the career path of Mrs. Jaswinder Kaur in the college.
7. Teachers were asked to motivate students to visit the library often. They should consult the reference books and journals relevant to their subject, read newspapers and access the internet facility made available.
8. Plans were made to celebrate important days like the upcoming International Women's Day, Holi, World Water Day, World Poetry Day, Intellectual Property Rights Day etc.
9. Teachers were directed to encourage students for participation in various Inter-college Competitions to be held in the months of March and April. This would give them exposure and improve their confidence and skills. The spirit of healthy competition will be instilled in them.
10. It was decided that the Special Alumni Meet would be held on March 12, 2022 as per the ruling of Government of Punjab. The Alumni of the college who are working as teachers/ facilitators/ Administrators in various Government and Private CBSE, PSEB, and ICSE schools of the city and nearby surrounding areas should be identified and contacted. On the day of the Meet, they would be felicitated with the 'Teacher Appreciation Award' for their contribution in the field of education. Mrs. Rajwinder Kaur (Dean, Alumni Association) and Mrs. Seema Dua, the College Registrar were asked to manage the conduct of the event.

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11. Mrs. Maninder Kaur (College Bursar) and Mrs. Manmeet Kaur (Finance Officer) were guided to finalize the Annual College Budget for the session 2022-23 along with CA Mr. Gurbir Singh, which will be presented to the General Secretary, College Governing Body, Er. Gurvinder Singh.
12. Dr. Balbir Kaur (Unnat Bharat Abhiyaan Nodal Officer), Dr. Praveen Arora (SAP Nodal Officer), Dr. Neetu Prakash (NSS Programme Officer), and Lt. Sukhjit Kaur (ANO) were asked to collaborate for the initiation of *Unnat Bharat Abhiyan*. The college decided to conduct a two-day Tree Plantation Drive as a part of UBA. On the occasion of Baisakhi, volunteers will plant trees in the villages of Kakowal, Kheri and Jhmeri area. It was also decided that workshops would be organized by the Departments of Home Science and Fine Arts for rural women of villages adjoining Ludhiana city.
13. Dr. Neetu Prakash and Dr. Nidhi, Placement Coordinators were asked to co-ordinate with Bajaj Finserv Ltd. and make preparations for the launch of the second Certificate program in Banking, Finance, and Insurance (CPBFI) for fresh graduates and final year students aspiring to build a career in the financial service sector.
14. A number of One-day Educational trips to Kasauli, Chandigarh, Jalandhar, Amritsar, Bhaini Sahib etc. were planned. Heads of the Departments were asked to plan visits to local industrial units to provide practical knowledge to the students. Tours and Trips Coordinators, Dr. Kuldeep Kaur and Mrs. Seema Dua should conduct meetings with the tour operators to make arrangements regarding the same.
15. It was decided to conduct more activities under “Earn while you Learn” program. Departments of Home Science and Fashion Designing must become more actively involved and take initiatives.

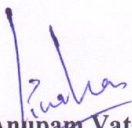
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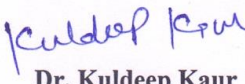
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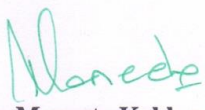
16. Decision to celebrate the month of April as National Stress awareness month was taken. Psychology Club of the college was asked to carry out innovative and healthy activities to better cope with day-to-day stress.
17. Members of the teaching faculty were encouraged to upgrade and engage in research pursuits and other academic activities. They must get enrolled in MOOCs, Refresher Courses, participate in Webinars/ Seminars, publish research papers in UGC listed Journals etc.
18. The college decided to organize Health Camps like Dental Check up camp, Blood Donation camp, Stress Management workshop etc. to safeguard to physical and mental health of the human resources of the college. For this, the NSS program Officers and Co-ordinators of Red Ribbon Club have to collaborate with Health Officers and Doctors of different hospitals.

**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  
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.