

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2021-22

MINUTES OF THE MEETING OF IQAC

Date: May 02, 2022

Time: 02:30pm

Venue: 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. 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
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj
- Mrs. Sukhjit Kaur

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2021-22

AGENDA

1. Review of the MOM of the previous IQAC meeting held on March 05, 2022
2. Discuss the upcoming Mid-Semester Examinations scheduled for May 9, 2022
3. The Code of conduct and Professional Ethics for teachers and students in the light of the upcoming Mid-Semester Examinations
4. Plan the next Mentoring Meet
5. Arrangements for the Convocation Ceremony set for May 13, 2022
6. Discuss the agenda of Parent-teacher Meet
7. Celebrations of the International Day for Biological Diversity (as per the directions of the Punjab Biodiversity Board)
8. International Yoga Day-2022
9. To start the process of filling up of online feedback forms by all the stakeholders i.e. students, parents, alumni, teachers
10. Self appraisal forms to be filled by the teachers before the session ends
11. Plan to send proposal to CDC, Punjab/ICSSR for upcoming Seminars

PROCEEDINGS

1. The Chairperson, in discussion with all the members present, reviewed the MOMs of the meeting held in January. The success of the Two Day ICHR Sponsored National Seminar on Guru Teg Bahadur Ji on the topic “Paragon of Humanity and Sacrifice- Shri Guru Teg Bahadur Ji” was acknowledged. The permission to include Fashion Designing as an Elective Subject granted by the inspection committee which visited the college on April 21, 2022 was also celebrated.
2. Teachers were briefed about the conduct of Mid-semester examinations to commence w.e.f. May 09, 2022 in the offline mode. It was decided by the Chairperson, in consultation with the Controller Examination Mrs. Prabhjot Kaur, that full three hour paper will be set based on the University examination pattern. The students have become

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2021-22

accustomed to the online mode of examination during the last two years of pandemic. To prepare them for the upcoming end-semester offline University Examination, due practice must be given to them now.

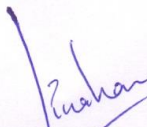
3. The code of conduct to be observed during the Mid-semester examination was also framed. The teachers were apprised of the professional ethics and a code of conduct was formulated for the students. It was decided that these points should be raised by the mentors in the coming Mentor-mentee meet.
4. The Mentoring Meet was scheduled for May 4, 2022 under the guidance of Co-ordinators Dr. Madhu Dhawan and Mrs. Manpreet Kaur. It was planned that the Mentors will inform their mentees about the guidelines related to the upcoming Mid Semester Examination scheduled from May 9, 2022. The issues regarding payment of fees of mentees should also be resolved by mentors during the meet.
5. Duties were assigned for the Convocation Ceremony set for May 13, 2022. The Chairperson Madam Principal and the overall in-charge of the event Dr. Kuldeep Kaur discussed the arrangements for the event in which degrees will be awarded to the students who graduated in 2019 and 2020. Fine Arts Exhibition to be held on the same day as a part of the event was also planned with Mrs. Harpreet Kaur, Head, Department of Fine Arts. Final draft of the College Annual Report prepared by Dr. Anupam Vatsyayan was passed. Ms Daisy Wadhwa, Head, Department of Computer Science & Applications was asked to prepare a PowerPoint presentation highlighting the achievements of the students and the members of the faculty in curricular and co-curricular activities.
6. PTA Coordinators Mrs. Manpreet Kaur and Dr. Madhu Dhawan were guided to organize Parent-teacher Meet on May 31, 2022. The highlight of the PTM will be an open interaction with parents of students from different streams. The academic performance of the students in the mid-semester examinations will be shared by the subject teachers. The Chairperson Madam Principal asked the Heads of various departments to conduct review meetings with their faculty analyzing the performance of the students in the MSTs, while identifying the advance learners and slow learners. These review meetings should be held at least a week prior to the scheduled date of PTM.
7. The college planned several activities to mark International Day for Biological Diversity (which falls on May 22). These activities are sponsored by the National Biodiversity Authority, Government of India. As per the directions of the Punjab Biodiversity Board (PBB), this year's theme 'Building a shared future for all life on earth' will be followed by the college. Under the guidance of Dr. Parveen Arora, SAP Nodal Officer of the college, these activities will continue for a fortnight, starting from May 15.

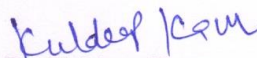
**GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2021-22**


8. As the upcoming 8th International Day of Yoga is falling in “Azadi Ka Amrit Mahotsav” year, the Ministry of Ayush, Government of India has proposed to observe *IDY 2022*. As a countdown to the International Day of Yoga, the NSS Unit and the NCC Wing of the college is organizing special yoga sessions for students under the ‘*Ek Bharat Shreshtha Bharat*’ program. The sessions are organized from time to time since April. The Department of Physical Education also collaborated in the conduct of these sessions.
9. It was decided that the students should fill online feedback forms and Student Satisfaction Survey (SSS) before the closing of the session. All the Mentors were asked to take necessary action to complete the whole process of taking feedback from the students.
10. The members of the faculty were asked to fill their respective self appraisal form for the session 2021-22.
11. The house decided that proposals should be sent to various government / state bodies for sponsoring seminars in next session.

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
Co-ordinator, IQAC
IQAC
Coordinator


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