

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2022-23

MINUTES OF THE MEETING OF IQAC

Date: August 01, 2022

Time: 12:30 pm

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. Kirti Loomba
- Mrs. Surjit Kaur
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

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AGENDA

1. Review of the previous academic session
2. Review of the PU Examination results of the odd semester of session 2021-22. 45 University positions earned by the college in all the streams to be acknowledged
3. Inclusion of National Educational Policy 2022 in our teaching pedagogies and extension activities
4. Review and discussion of the on-going Admission process and chalk out the plan for different types of scholarships and concessions
5. Formulation of Academic Calendar, Time table, Teaching plans
6. Induction of all classes
7. Anti- ragging forms to be filled by all the students
8. Promote use of ICT in teaching
9. Annual duties to be discussed
10. Arrange celebrations of various days – Sangrand, Rakhi, Independence Day etc.
11. Mentor-mentee Meets to be organized regularly
12. Work out plans for Teej and Freshers Day programs
13. IQAC to provide incentives to teachers to upgrade their knowledge through research, seminars etc. by way of providing duty leave and internet facilities
14. To improve Research Culture, initiatives to be taken by the college in the form of FDPs/ Seminars/ Workshops either funded by external agencies or internally organized by IQAC of the college
15. To make preparations for ICSSR sponsored National Seminar organized by the PG Department of Commerce and the Department of Business Management
16. Department of Social Sciences to organize a seminar on IPR
17. To prepare for Infrastructural Audit
18. Social media accounts to be updated daily
19. Complete digitization – create whatsapp groups, mentoring groups for the new session
20. To form Central Association for the new session along with all other Clubs and Committees
21. Experiential and student centric learning to be provided by practical training/ internships/ projects
22. Participative and collaborative learning – encourage students to attend workshops, Inter & Intra-college competitions etc.
23. Heads to prepare Student Progression Reports for their respective departments
24. To increase the Industry-Institute Interaction through Membership & MoUs by conducting various activities through them

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25. Issue directions to upload AQARs for the last four sessions 2018-19, 2019-20, 2020-21, and 2021-22. The data must be updated and accurate for an External review and final audit
26. Formulate plans to hold Code of Conduct meetings with teaching and non-teaching staff
27. Invite innovative ideas for Best Practices justifying Vision and Mission of the college

PROCEEDINGS

1. The Chairperson, in the presence of all the members, reviewed the previous academic session. The teaching pedagogies, seminars, workshops, various camps attended, and the feedback of the students were discussed.
2. A review of the PU Examination results of the odd semester of session 2021-22 was done. 45 University positions earned by the college in all the streams were celebrated and strategies were formulated to maintain and better the results in the session 2022-23.
3. It was decided that teaching pedagogies and extension activities should align with the National Educational Policy 2022. In line with NEP 2020 vision on skill development and vocational training, our college is already offering several subjects for empowering the youth through a set of vocational, employable, and entrepreneurial skills, like Computer skills, Functional English, Home Science, Fine Arts, Music, Journalism and Mass Communication, and Office Management and Secretarial Practices. It was also announced that this year Fashion Designing will be offered as an Elective subject, along with the on-going Add-on Courses.
4. Admission Committees of all the streams were directed to evaluate the on-going Admission process and chalk out the plans for different types of scholarships and concessions.
5. The Heads were instructed to prepare Academic Calendars, Time table, Teaching plans for their respective departments.
6. Induction of all classes will be done on August 17, 2022 by the teachers. The students should be guided about the registration to and membership of Clubs, Committees, NSS

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Unit, and NCC Wing etc. They must be informed about attendance criterion and orientation of various courses must be done.

7. Coordinator Anti-ragging Cell, Mrs. Punpreet Kaur, was asked to convey to all students that it is mandatory for them to fill the anti-ragging forms available on UGC portal. She was also instructed to formulate an anti-ragging squad to ensure that no incident of ragging takes place in the college premises.
8. It was decided that in this year students as well as teachers should make an increased use of ICT in the classrooms.
9. Annual duties for the session 2022-23 of all the Cells/ Clubs/ Committees were announced. It was also decided that the final duty list must be uploaded on the college website.
10. Important days and festivals were identified and plans were made for celebrations of Sangrand, Rakhi, and Independence Day etc. Teachers were asked to encourage students for maximum participation in all these events.
11. Mentor-mentee Meets were scheduled to be held on the last working day of every month. The co-ordinators of the Mentoring Group, Dr. Madhu Dhawan and Mrs. Manpreet Kaur, were asked by the Chairperson to plan the agenda in advance.
12. Dates were settled for Teej celebrations and Freshers' Day programs on September 03, 2022 and September 17, 2022, respectively.
13. The Chairperson informed the teachers that they must continue to upgrade their knowledge through research, seminars etc. They were also told that the IQAC will provide incentives to them by way of extending duty leave and internet facilities.
14. The members of the staff were apprised about the improved Research Culture in the college. Initiatives will be taken by the college in the form of FDPs/ Seminars/ Workshops either funded by external agencies or internally organized by IQAC of the college. This will benefit the faculty in career advancement and skill improvement.
15. The preparations for ICSSR sponsored National Seminar organized by the PG Department of Commerce and the Department of Business Management must begin timely. Dr. Neetu Prakash (Project Co-ordinator) and Dr. Kuldeep Kaur and Dr. Nidhi (Co-coordinators) were directed to look into the execution of the project plan.

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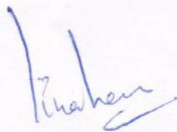
16. Department of Social Sciences was asked to organize a seminar on IPR in the month of September.
17. The teachers were asked to prepare for the Infrastructural Audit for the session. The Heads of the Departments must provide their requirement regarding furniture, equipment, books etc. to the Chairperson.
18. Social media accounts of the college like Instagram and Facebook should be updated on the daily basis. This would encourage the students to be regular in the college and to participate in all the activities organized by the college.
19. The staff was solicited to achieve complete digitization in the current session. The teachers must create whatsapp groups and mentoring groups for smooth functioning and instant communication. Such groups would be a means of two-way correspondence and an immediate source of feedback.
20. The teachers in-charge of the Central Association were asked to form the Central Association for the new session. For the purpose, elections of Class Representatives and the Deputy Head Girls and Head Girl should be conducted in the month of August.
21. The college will lay emphasis on experiential and student centric learning through practical training/ internships/ projects in all the streams to give them hands-on exposure for better future prospects.
22. A boost should be given to participative and collaborative learning. The students should be motivated to attend workshops and participate in Inter & Intra-college competitions etc. for a holistic personality development.
23. Heads to prepare Student Progression Reports of the pass-out students of their respective departments. This will also help in updating the database of Alumni Association of the college.
24. The Chairperson highlighted that in the current session, stress must be laid on an increase in the Industry-Institute Interaction through Membership & MoUs by conducting various activities through them. Efforts will be made to sign fresh MoUs to increase employability skills of our students. It was also mentioned that the MoUs with Bajaj Finserv, Bulls Eye, and TIME Institute must be renewed for the current session, too.

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25. The chairperson set the target to upload AQARs for the last four sessions 2018-19, 2019-20, 2020-21, and 2021-22 by the month of November, 2022. The teachers must ensure that the data must be updated and accurate for an External review and final audit. For any queries and clarification, the teachers were asked to contact Dr. Kuldeep Kaur, IQAC Coordinator and Dr. Anupam Vatsyayan, Co-coordinator.
26. During the meeting, Mrs. Seema Dua, College Registrar, was directed to formulate plans to hold Code of Conduct meetings (Under Professional Ethics Program) with the teaching and the non-teaching staff on August 20 and 22, 2022, respectively. She was also asked to make a banner of the code of conduct for the students which will also be shared with them during the first Mentoring Meet scheduled for August 31, 2022.
27. Innovative ideas for Best Practices justifying Vision and Mission of the college were invited during the meeting.

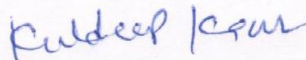
PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL

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**



**Dr. Maneeta Kahlon
Principal &
Chairperson, IQAC**

**Dr. MANEETA KAHLON
Principal
G.N.Kh. College for Women
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