

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2022-23

IQAC Meeting
AGENDA OF THE MEETING

Date: March 10, 2023

Time: 12:15 pm

Venue: Seminar Hall

MEMBERS PRESENT

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

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AGENDA

1. To review preparations for the 8th Prof. Gurbir Singh Sarna Inter-college Competitions to be held on March 11, 2023
2. To get suggestions and generate ideas for the conduct of the Annual Convocation and Roll of Honour of students
3. To appraise the performance of the students in the PU examinations held in December 2022-2023
4. Placement Cell to conduct placement drives and training sessions for the students
5. Plan for the Mid-semester Examinations scheduled from March 24, 2023
6. Mrs. Maninder Kaur, Bursar of the college to work upon the annual budget
7. Organizing a mentor-mentee meet before the commencement of MSTs
8. Parent-teacher meet to be held after the MSTs to evaluate the performance of the students with the parents
9. Remedial classes for weak students
10. Scheduling a Farewell Party for the final year students of all streams
11. Concerned subject teachers to plan University practical examinations and then make preparations for end semester theory exams
12. To plan celebrations/ observance of important days of April like, Memory of Jallianwala Bagh Massacre, Baisakhi, and Sangrand
13. To plan in advance for new admission as the new schedule is expected to arrive shortly
14. To come up with the Prospectus for the session 2023-24

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PROCEEDINGS


1. All the departments were asked to take a review of the preparations for the 8th Prof. Gurbir Singh Sarna Inter-college Competitions scheduled on March 11, 2023. In addition the items in-charge were instructed to set-up the venue for various competitions.
2. Suggestions were invited for the conduct of the Annual Convocation and ideas were generated for according the Roll of Honour to the deserving students.
3. The performances of the students of different streams in the PU examinations held in December 2022-2023 were appraised. University position holders should be duly felicitated by the IQAC of the college.
4. Placement Officers Dr. Neetu Prakash and Dr. Nidhi were guided to conduct placement drives and training sessions for the students of outgoing classes.
5. Mrs. Prabhjot Kaur (Controller of Examinations) and Mrs. Seema Dua (College Registrar) were asked to plan for the Mid-semester Examinations scheduled from March 24, 2023.
6. Mrs. Maninder Kaur, Bursar of the college, along with her team was given directions to work upon the annual budget of the year 2023-24. It was decided that once the budget is ready, the team shall present it before the General Secretary, College Governing Body, Er. Gurvinder Singh Sarna.
7. It was ordained that a mentor-mentee meet should be organized before the commencement of MSTs. During the Mentoring Meet, all the guidelines and rules pertaining to the MSTs must be shared with the students.
8. The members agreed that the Parent-teacher meet must be held after the MSTs to evaluate the performance of the students with the parents. Necessary measures should be taken to identify the advance learners and slow learners.
9. Equal Opportunity Cell was instructed to plan Remedial Classes for slow learners at the end of the semester.

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10. Final Year Mentors were asked to make arrangements for Farewell Parties for the final year students of all streams.
11. Concerned subject teachers were told to prepare the schedule/date sheet for the University practical examinations and then make preparations for end semester theory exams.
12. Important days of April like, Memory of Jallianwala Bagh Massacre, Baisakhi, and Sangrand should be observed/ celebrated in the college.
13. Admission Committee was asked to plan in advance for new admission as the new University schedule for the session 2023-24 is expected to arrive shortly.
14. Prospectus Committee was also cautioned to prepare the College Prospectus for the session 2023-24 in advance.

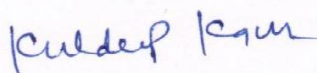
PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL

The committee members highly appreciated the proposal and approved the decision. The meeting ended with a formal vote of thanks by Dr. Anupam Vatsyayan, Co-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
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