

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2022-23

IQAC Meeting
AGENDA OF THE MEETING

Date: October 15, 2022

Time: 2:00 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. 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. Surjit Kaur
- 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 work upon NAAC proforma of **AQAR** for the previous sessions
2. To fill AISHE Web DCF for the session 2021-22
3. Review preparations for the **Youth and Heritage Festival 2022**
4. To plan for '**Roshni**' – the **Annual Diwali program of the college** – Various departments/clubs to organize activities under the program w.e.f. October 17, followed by the Annual Diwali Exhibition on October 20-21, which will culminate in the **Diwali Bumper Lucky Draw** to be held on October 22, 2022.
5. To manage stalls and exhibitions on the occasions of *Karwachauth* and *Diwali* under the '**Earn while you Learn**' program of the college
6. To make preparations for the smooth conduct of **Mid-Semester Exams** scheduled from October 27, 2022
7. To discuss the **evaluation process of table marking** to be followed, and subsequently, to organize a **Parent-teacher Meet** in the month of November to inform the parents about the performance of their ward – all this to be done in the wake of **End-Semester Examinations**
8. To create **Network Resource Centre** in the college for creating a conducive environment for the promotion of Research among the faculty and students
9. Different departments to apply for **sponsorship to various Government agencies**
10. To observe **Cyber Jagrukta Month** and organize activities under **Vigilance Awareness Week**
11. To observe October 27 as the **National Mentoring Day**
12. To discuss various activities of Clubs and Societies of the college including **NSS, NCC, Youth Club/ UBA/ EBSB**
13. All departments to initiate the process of **Internal Assessment** and make adequate arrangements for the conduct of **University Practical Exams**
14. To organize long **Trip for the students in the Winter Break**
15. To prepare for the **Academic /Administrative Audit**
16. To celebrate important **national/international days**
17. Maintenance and augmentation of the **infrastructure**
18. To discuss various **scholarships and fee concessions**
19. Teachers to **visit schools keeping in mind admission** for the next session 2023-24
20. **Staff Welfare Society** to maintain healthy communication with the members of the staff

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PROCEEDINGS

1. All the teachers brought their queries regarding filling the **AQARs** for the previous sessions. The Chairperson made valuable suggestions and resolved the queries.
2. IT Dean Ms. Daisy Wadhwa was asked to keep a track of AISHE portal for timely submission of the AISHE Web DCF for the session 2021-22.
3. Madam Principal did a last minute review of preparations for the **Youth and Heritage Festival 2022** with all the teachers in-charge. The Convener, Mrs. Prabhjot Kaur, was asked to co-ordinate with all the participating teams to ensure that all authority letters for the next four days are ready.
4. Activities were planned for '*Roshni*' – **the Annual Diwali program of the college**. Various departments/clubs were asked to organize activities under the program w.e.f. October 17. It was also pronounced that all these activities will be followed by the Annual Diwali Exhibition on October 20-21, which will culminate in the **Diwali Bumper Lucky Draw** to be held on October 22, 2022.
5. Departments of Home Science, Fashion Designing and Fine Arts were asked to manage stalls and exhibitions on the occasions of *Karwachauth* and *Diwali* under the '**Earn while you Learn**' program of the college. The budding entrepreneurs of our college should be encouraged to participate in the exhibition. The objective of this activity is to give maximum exposure of real business situations and enterprising skills to the students.
6. Controller of Examination Mrs. Prabhjot Kaur and College Registrar Mrs. Seema Dua were instructed to make preparations for the smooth conduct of **Mid-Semester Exams** scheduled from October 27, 2022. They were also guided to share Code of Conduct with teachers and students through a series of meetings for the same.
7. **Evaluation process** to be used for the MSTs was discussed by the house. Table-marking was chosen as the mode of evaluation for the internal examination. To inform the parents about the performance of their ward and to assess the progress of the students, it was decided that a **Parent-teacher Meet** must be organized in the month of November. This would also check the regularity of students in classes and would even allow them to conduct a SWOC analysis of themselves.

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8. The entire house strongly supported the creation of a **Network Resource Centre** in the college for creating a conducive environment for the promotion of Research among the faculty and students. This would also be in agreement with the **NEP 2020** in which education should be more research oriented.
9. Different departments were asked to prepare proposals for seminars and apply for **sponsorship to various Government agencies**. The IQAC opined that the Research culture of the college must be enhanced and the quality and reliability of the research work must be underscored.
10. Department of Computer Science and Applications was guided to collaborate with NSS unit and Unnat Bharat Abhiyaan Club to observe **Cyber Jagrukta Month** and organize activities under **Vigilance Awareness Week**.
11. It was decided that on the occasion of **National Mentoring Day** (October 27), a special mentoring session should be organized to strengthen the mentor-mentee relationship. Mrs. Manpreet Kaur, Coordinator, Mentoring Group was asked to plan the activity.
12. Various activities of Clubs and Societies of the college including **NSS, NCC, Youth Club/ UBA/ EBSB** were discussed with the teachers in-charge/ Coordinators.
13. All HODs were asked to initiate the process of **Internal Assessment** and make adequate arrangements for the conduct of **University Practical Exams**.
14. Tour and Trips coordinators Dr. Kuldeep Kaur and Mrs. Seema Dua were asked to organize a **long Trip to Rajasthan for the students during the Winter Break**. For seamless execution of the plan, they were asked to conduct meetings with Travel agents, students as well as the parents. It was also concluded that since the trip is scheduled in January, 2023, all the preparations must be finalized before the commencement of the End semester University Examinations.
15. The Chairperson declared that a series of meetings would be held in the next month to conduct an **Academic /Administrative Audit** for the odd semester.
16. Important **national/international days and festivals** should be celebrated on campus. The faculty members were directed to plan activities and schedule for the same.
17. It was discussed that regular maintenance and augmentation of the **infrastructure** should be done under the supervision of Mrs. Maninder Kaur, Coordinator, Infrastructure Maintenance and Development Committee.

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18. Dr. Babir Kaur and Mrs. Manmeet Kaur were to coordinate with the students for **scholarships and fee concessions**. A detailed check of the particulars is required and documents should be carefully attached and/or uploaded along with the form.
19. Admission Committee was asked to plan for the next session 2023-24. Teachers must plan the schedule to **visit schools/ invite schools** in November-December, 2022.
20. The coordinators of the Staff Welfare Society, Dr. Punpreet Kaur and Dr. Madhu Dhawan, were asked to communicate with the staff on regular basis. This would allow the college to record the changes and developments in the personal and professional lives of the staff that, eventually, will better the employee-employer relationship.

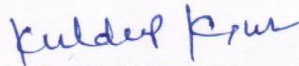
PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL

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

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