

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KHALSA COLLEGE FOR WOMEN

CIVIL LINES, LUDHIANA

Session: 2015-16

Date of Meeting: 4th July, 2015

AGENDA

- 1. Review of activities of the last session (2014-15)**
- 2. Plan of action for present session (2015-16)**

Discussion

1. The committee stressed on the need to review the activities of the last session (2014-15). It was realized that reaching out to the community needs to be increased in comparison to the last years. The real aim of education is to disseminate knowledge to the community at large.
2. A new plan of action was chalked out which is as follows:
 - a) Conducting more FDP's, workshops and lectures for faculty development and student enrichment.
 - b) Need to train the administrative staff was felt. It was decided to hold orientation programs for non-teaching staff to make them proficient in communication skills and in the usage of computers.
 - c) It was also decided that renovation of hostels and various departments would be taken up as and when required.
 - d) Research among faculty would be facilitated with a view to enhance quality education.
 - e) Teachers were instructed to ensure the participation of students in NCC, NSS and various other clubs and cells.
 - f) It was also decided that assistance to economically weak students would be increased.
 - g) Laboratories would be upgraded and modernized.

Members Present

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Dr Sukhpal Kaur

Ms Sabina Bhalla

Ms Sangeeta Sharma

Ms Kamaljit Kaur Grewal

Ms Shaveta Chugh

Ms Khushdeep Kaur

Ms Honey Walia

Ms Prabhleen Kaur

Ms Gurdeep Kaur

Ms Rasil Kaur

Ms Anita Dhillon

Date of Meeting: 11th July, 2015

The meeting began with the confirmation of the minutes of the last meeting's action plan.

AGENDA

- 1. Meeting with HODs**
- 2. Meeting with Youth festival Incharges**
- 3. Planning of Teej Festival**
- 4. Selection of Student Council**

Discussion

1. The ultimate aim of education is the welfare of the entire community. The benefit of community is the measure of educational upliftment. Stepping up of activities according to the new action plan is the need of the hour.
2. A meeting with incharges of various items resulted in strategies to hone the hidden talent of students who would participate in the youth festival.
3. Duties assigned for the upcoming Teej Festival.
4. Fresh election/selection of students for the post of vice president and president along with class representatives should be done in the next 10 days

Members present:

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Kamaljit Grewal

Ms Renu Saini

Dr Priyaka Khanna

Ms Ritu Ahuja

Dr Kamini Sahir

Ms Khushdeep Kaur

Ms Parminder Kaur

Dr Aditi Satija

Ms Sangeeta Sharma

Ms Anita Dhillon

Ms Gurdeep Kaur

Ms Sabina Bhalla

Date of Meeting: 2nd Sep, 2015

Confirmation of minutes of the last meeting. Plan of action discussed in the last meeting was re-confirmed. Preparation for youth festival found satisfactory.

AGENDA:

- 1. Short listing of Applications**
- 2. Mid Semester Exams**

Discussion

1. Scrutiny of applications received for contractual posts in various departments. Applications to be shortlisted as per UGC norms. Posts are vacant in the departments of Geography, Zoology, History, Political Science, English and Functional English.
2. Meeting with the registrars for the smooth conduct of mid-semester exams from 3rd Oct to 10th Oct, 2015. Lectures should be counted and the shortage list prepared.

Members present:

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sukhpal Kaur

Ms Parminder Kaur

Dr Priyaka Khanna

Ms Kamaljit Kaur Grewal

Ms Ritu Ahuja

Ms Sarvjit

Ms Prabhleen

Ms Honey Walia

Ms Sabina Bhalla

Dr Kamini Sahir

Dr Rasil Kaur

Date of Meeting: 4th November, 2015

Minutes of the last meeting were confirmed. Interviews were conducted and selected candidates have joined their respective departments.

AGENDA:

- 1. Meeting conducted with Examination coordinators to ensure smooth conduct of Exams.**
- 2. A meeting with Executive committee of old student association, to discuss the programme of Alumni Meet.**
- 3. Preparation for Gurburab celebrations in the offing.**

Discussion

1. Examination coordinators for morning and evening sessions should notify the examinees not to carry their cell phones, to carry their roll no cards each day, to reach the examination center half an hour before the start of examination and not to use any unfair means. They should be instructed to abide by the rules of University.
2. It would be pertinent to invite one of the alumnae of the college as the chief guest for the function. The cultural programme of the function by alumni to give them nostalgic moments. They should also be given a memento to cherish in the near future. The cultural function would be followed by high tea.
3. Duties for Gurburab have been listed. Incharges will take care of kirtan, preparation and distribution of langar.

Members present:

Dr Mukti Gill

Ms Sarvjit Kaur

Ms Rachna Sharma

Dr Aditi Satija

Ms Shaveta Chugh

Ms Rasil Kaur

Ms Honey Walia

Dr Khushdeep Kaur

Dr Aditi Satija

Dr Kamini Sahir

Ms Kamaljit Kaur Garewal

Ms Sumedha Wadhwa

Dr Vani Thapar

Date of Meeting: 11th Dec, 2015

Meeting began with the confirmation of minutes of the meeting held on 4th Nov, exams are being conducted smoothly.

AGENDA:

- 1. Cycle II NAAC inspection**
- 2. FDP on Research Funding Agencies**

Discussion

1. Decision to get accreditation gets unanimous approval. Members should come up with suggestions for compilation of data which should begin as early as possible. It is compulsory to go in for accreditation to avail grants for major/minor projects, seminars and workshops.
2. A FDP on Research Funding agencies will be organized to acquaint the faculty with sources of funding their research.

Members present:

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn Sarbrinder Kaur Grewal

Dr Ashwani Bhalla

Ms Sumedha Wadhwa

Ms Anita Dhillon

Dr Sukhpal Kaur

Ms Sabina Bhalla

Dr Priyaka khanna

Dr Khushdeep Kaur

Ms Kamini Sahir

Dr Aditi Satija

Ms Honey Walia

Ms Parminder Kaur

Ms Ritu Ahuja

Ms Sarvjit

Ms Shaveta Chugh

Date of Meeting: 14th Dec,2015

Confirmation of the minutes of the last meeting resulted in a discussion on how to collect quality data. Collection of data has already begun. FDP by Dr Sanjeev Sharma was a great success.

AGENDA

- **Guidelines for AQAR.**

Discussion

In-depth discussion of AQAR will involve categorizing the report according to each criterion. Data for the seven criteria should be compiled before the actual writing of AQARs for each session. The work involves precision, accuracy and commitment for it to be perfect in every aspect. Different committees should be set up to take care of each criterion. Different departments clubs and cells will hand over the report of their activities for each session. All the departments will also complete their evaluative reports from session 2011-12 to 2015-16.

Members present

Dr Mukti Gill

Dr Khushdeep Kaur

Dr Rasil Kaur

Ms Sangeeta Sharma

Dr Sukhpal Kaur

Dr Aditi Satija

Ms Sarvjit

Ms Parminder Kaur

Ms Gurdeep Kaur

Ms Kamaljit Kaur Grewal

Ms Sabina Bhalla

Dr Kamini Sahir

Date of Meeting: 31st Dec, 2015

After the confirmation of minutes of last meeting a sense of exuberance prevailed as the first AQAR for the session 2013-14 was ready.

AGENDA

- **Review of AQAR for 2013-14.**

Discussion

The efforts of teachers on duty to complete the first AQAR applauded. The compiled report is being scanned for probable errors or omissions. After the report is found satisfactory in all respects, it will be uploaded.

Members present

Dr Mukti Gill

Ms Gurdeep Kaur

Ms Sukhpal Kaur

Ms Sangeet Sharma

Ms Priyaka Khanna

Ms Khushdeep Kaur

Dr Kamini Sahir

Ms Ritu Ahuja

Dr Gurdeep Kaur

Ms Anita Dhillon

Ms Honey Walia

Ms Prabhleen Kaur

Ms Paramjit Kaur

Mr Anil Babbar

Date of Meeting: 26th Jan, 2016

Minutes of the last meeting were read and confirmed by the committee members. AQAR for 2013-14 submitted on 31/12/2015

AGENDA

- 1. Submission of AQAR for the session 2014-15.**
- 2. Proposal to organize another FDP.**

Discussion

1. Details of AQAR for session 2014-15 to be filed. Any query regarding the report should be taken up in the next week to facilitate submission at the earliest.
2. Decision to organize another FDP by IBS taken. It would be held on 25th January.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Parminder Kaur

Ms Sarvjit

Ms Prabhleen Kaur

Ms Gurdeep Kaur

Ms Sabina Bhalla

Ms Kamaljit Kaur Grewal

Ms Honey Walia

Dr Sukhpal Kaur

Ms Ritu Ahuja

Dr Aditi Satija

Dr Khushdeep Kaur

Mr Anil Babbar

Date of Meeting: 3rd Feb, 2016

Minutes of the last meeting were confirmed. Enthusiasm for the early completion of all the AQAR's. AQAR (2014-15) uploaded on 29/01/2016.

AGENDA

- 1. Orientation on 12th Feb, 2016**
- 2. AQAR check**
- 3. Sports Day celebrations**
- 4. UGC sponsored seminar**

Discussion

1. Orientation for students and teachers on “Enhancing teaching-learning Skills” Scheduled for 12th feb. Such orientations ensure and promote quality in academic arena. Student satisfaction should be priority.
2. Checking of AQAR session (2006-07) taken up. All the steering committee members given additional staff to procure and disseminate data for the rest of the AQAR's
3. Duties for Sports Day were finalized (from 26th to 27th Feb). Chief guest would be finalized in a few days.
4. Discussion on UGC sponsored seminar on Marketing Brands India Globally- Opportunities and Challenges to be organized by the department of commerce on 24th Feb, 2016.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Dr Priyaka Khanna

Dr Khushdeep Kaur

Ms Gurdeep Kaur

Ms Sabina Bhalla

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Anita Dhillon

Ms Sangeeta Sharma

Ms Honney Walia

Ms Prabhleen Kaur

Mr. Anil Babber

Date of Meeting: 29th Feb 2016

Went through the minutes of the last meeting. AQAR was submitted on 20th Feb, 2016. Sports meet drew large crowds and seminar evoked a good response.

AGENDA

- 1. Allotment of duties for the remaining AQARs**
- 2. Prize Distribution Function**
- 3. Annual Convocation**

Discussion

1. Allotment of duties for preparing of AQAR's for different sessions. Work areas for the team members specified for better coordination.
2. Another major activity i.e. prize distribution finalized and dates for convocation considered. Duties assigned for these functions ahead of time.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sarvjit

Ms Sabina Bhalla

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Dr Aditi Satija

Dr Gurdeep Kaur

Mr Anil Babbar

Date of Meeting: 12th March, 2016

Minutes of the last meeting were read out and confirmed by the members. Prize distribution scheduled for 5th of March and convocation.

AGENDA

1. AQAR (2005-06) discussed and found satisfactory for submission.
2. On deliberation, next four AQARs required additional data and it was decided to upload them after they were complete in every respect. They would be uploaded in the next few days.

Attendance

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sukhpal Kaur

Ms Sangeet Sharma

Ms Priyaka Khanna

Ms Khushdeep Kaur

Dr Kamini Sahir

Ms Ritu Ahuja

Ms Honey Walia

Dr Aditi Satija

Ms Honey Walia

Ms Prabhleen Kaur

Ms Paramjit Kaur

Mr Anil Babbar

Date of Meeting: 5th April, 2016

- Minutes of last meeting Confirmed.
- AQARs submitted:

2005-06 on 15/03/2016

2004-05 on 30/03/2016

2007-08 on 31/03/2016

2008-09 on 31/03/2016

2009-10 on 31/03/2016

2010-11 on 01/04/2016

AGENDA

- 1. Composition of Steering Committee.**
- 2. Discussion for the writing of SSR.**

Discussion

1. Steering committee for the SSR has been formed. The steering head would be the coordinator followed by co- coordinator and members.
2. Bearing in mind the importance of Self Study Report (SSR), the need for procuring quality data and disseminating information for various criterions was considered. Different members were given different criterions to work upon according to their aptitude. A record would be maintained of the available infrastructure and the laboratory equipments to facilitate the writing of various criterions.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sarvjit

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Honey Walia

Ms Ritu Ahuja

Ms Kamaljit Grewal

Dr Aditi Satija

Dr Gurdeep Kaur

Dr Sukhpal Kaur

Ms Sabina Bhalla

Ms Sangeeta Sharma

Ms Parminder Kaur

Mr Anil Babbar

Date of Meeting: 26th April, 2016

Minutes of last meeting were confirmed.

AGENDA

- 1. Shedding light on different criterions**
- 2. Queries of the members taken up**

Discussion

1. Intensive discussions on the criterions to be written about. Criterion II about teaching and learning discussed.
2. Resolved problems faced by steering committee at initial stages. After the discussion the criterions seem to be streamlined.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sarvjit

Ms Sabina Bhalla

Ms Honey Walia

Ms Parminder Kaur

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Dr Aditi Satija

Dr Gurdeep Kaur

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Mr Anil Babbar

Date of Meeting: 17th May, 2016

Minutes of last meeting confirmed.

AGENDA

- **Review of Criterion III**

Discussion

Criterion III of SSR was not found satisfactory. After reviewing lacunas it was decided to reshape it. Suggestions made by the members would be incorporated in the final draft. Another revision of the criterion was proposed.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Kamaljit Grewal

Ms Sarvjit

Ms Sabina Bhalla

Dr Aditi Satija

Dr Gurdeep Kaur

Date of Meeting: 30th May, 2016

Minutes of the last meeting were reviewed and criterion III found satisfactory.

AGENDA

- **Rough Draft of criterion VII ready**

Discussion

Criterion VII taken for general discussion. Suggestions for improvement were invited. Found satisfactory by general consensus.

Members Present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sarvjit

Ms Sabina Bhalla

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Dr Aditi Satija

Dr Gurdeep Kaur

Date of Meeting: 13th June, 2016

Rough draft of criterion VII was discussed in the last meeting

AGENDA

- 1. Rough draft of criterion II ready**
- 2. Admission policy**
- 3. Students counseling**
- 4. Review of Action Plan (2016-17).**

Discussion

1. Detailed discussion was carried out on criterion II, which is related to teaching and learning. The criterion seems to be cohesive. Decision was taken for proof reading.
2. Instructions regarding upcoming admissions were given to staff on duty. New Teachers were put on duty in place of retirees. It was decided to increase the number of faculty at the help desk.
3. Admission Counseling of students to continue. This would provide guidance to the fresher's as to what stream they should take up.
4. Action plan for the session 2015-16 was reviewed. It was observed number of FDPs has significantly increased. Stress management workshop for the administrative staff was also organized. Some departmental repairs were undertaken. Hostel and washrooms underwent renovation and some furniture was replaced. New books, Journals, magazine and periodical were added to the Library store. Increase in community enrichment programmes through cells clubs and societies. Computers labs have been updated.

Members present

Dr Mukti Gill

Ms Sumedha Wadhwa

Ms Sarvjit

Ms Sabina Bhalla

Dr Priyaka Khanna

Dr Khushdeep Kaur

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Dr Aditi Satija