

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**KHALSA COLLEGE FOR WOMEN**

**CIVIL LINES, LUDHIANA**

**Session: 2016-17**

**Date of Meeting: 6<sup>th</sup> July, 2017**

Plan of action was reviewed for further improvement taking stock of the present scenario, activities were hiked and repairs undertaken.

**AGENDA**

- 1. Action plan for the new session (2016-17)**
- 2. Dead line for Criterion V and VI**

**Discussion**

1. Action plan for the new session 2016-17 chalked out.
2. It has been decided to procure additional audio visual aids and ICT based tools for effective teaching and learning. The impact of such aids go a long way in retaining what has been taught.
3. In the coming session upgradation of computer/science labs will be done as and when required. Computers will be provided to departments not using them earlier for easy exchange of emails and assignments.
4. Proposal for construction of additional classrooms to accommodate the increasing students strength.
5. Our sports department is the crowning glory of our college. It has brought us so many laurels. It would be appropriate to hike the sports facilities available to the players.
6. It would be in the interest of the college and self, to avail grants for conducting seminars / conferences / workshops / FDP / Orientations for the teacher and the taught. Summer and skill development workshops

should be organized for the college students as well as outsiders in the coming session.

7. In chapter V, it should be ensured that entire data for student support such as scholarship, fee concession etc. should be carefully prepared.

**Members present**

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Dr Ashwani Bhalla

Ms Sarvjit

Dr Priyaka Khanna

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit kaur Grewal

Ms Sabina Bhalla

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Honey Walia

Dr Aditi Satija

## **Date of Meeting: 25<sup>th</sup> July, 2016**

Minutes of the last meeting were reviewed. New plan of action met with approval of the committee.

### **AGENDA**

- 1. Overview of criterion III and IV**
- 2. Meeting with HODs**
- 3. Teej celebrations**

### **Discussion**

1. Criterion III: **Research, Consultancy and Extension** and criterion IV: **Infrastructure and Learning Resources** was put before the house for detailed discussion. Extension activities, MoUs and activities regarding social responsibility should be written in tabular form. Same goes for research publications also.
2. Meeting with HODs and incharges to acquaint them with the shortcomings of their last action plan. They were asked to prepare the action plan for the new session to cover up the deficiencies of the previous session such as field work activities. Seminars and workshops should be applied for by all the major departments.
3. Teej celebrations was scheduled for 13<sup>th</sup> aug, 2016 and duty list was circulated. Sukhwinder kaur Sukhi would be the chief guest for the occasion.

### **Members present**

Dr Mukti Gill

Ms Sarvjit

Ms Sumedha Wadhwa

Dr Priyaka Khanna

Dr Rasil Kaur

Dr Kamini Sahir

Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Sabina Bhalla

Dr Aditi Satija

## **Date of Meeting: 4<sup>th</sup> Oct, 2016**

Minutes of the last meeting were confirmed. All the HOD's have submitted their departmental action plans. Teej was a huge success. Time to gear up for the next activity.

### **AGENDA**

- 1. Conduct of October examination**
- 2. Celebration of Gurupurab**
- 3. Proofreading of first draft of SSR**
- 4. Planning of Alumni Meet**

### **Discussion**

1. Meeting with registrars regarding smooth conduct of October exams (MST). Answer sheets should be examined and the result submitted within 07 days. Thereafter the syllabus should be completed as early as possible to give students time to prepare for semester exams to be held in the month of December.
2. For the celebration of Gurpurab on 14<sup>th</sup> November, 2016 the duty list was circulated amongst teaching and non-teaching staff.
3. First draft of SSR is ready for proof reading and discussion. Steering Committee were assigned the task of carefully scrutinizing all the chapters.
4. Next event to be taken up would be the alumni meet on 19<sup>th</sup> Nov, 2016. Plans about the cultural programme, high tea and Alumnae interaction finalized.

### **Present**

Dr Mukti Gill

Ms Sarvjit

Ms Rachna Sharma

Ms Kamaljit kaur Grewal

Ms Sabina Bhalla

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Parminder Kaur

Ms Honey Walia

Ms Ritu Ahuja

Ms Sangeeta Sharma

Dr Aditi Satija

**Date of Meeting: 30<sup>th</sup> Dec, 2016**

Minutes of the last meeting confirmed. Lacunas found in SSR which have been reviewed and rectified.

**AGENDA**

**Uploading of SSR on the college website**

**Discussion**

After a careful reading of the report to rule out any anomalies it was decided to upload the SSR on the college website by 31<sup>st</sup> Dec, 2016.

**Members present**

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Ms Sarvjit

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Kamini Sahir

Ms Sumedha Wadhwa

Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Kamaljit Grewal

Dr Aditi Satija

Ms Parminder Kaur

Mr Anil Babbar

**Date of meeting: 15<sup>th</sup> February, 2017**

Minutes read and confirmed. SSR uploaded.

**AGENDA**

- 1. Planning for sports day (22 to 23<sup>rd</sup> Feb, 2017)**
- 2. Prize distribution and convocation schedule**
- 3. Proposal to send Letter of Intent (LOI)**

**Discussion**

1. The dates for sports day were deliberated upon. It was decided to hold it on 22<sup>nd</sup> and 23<sup>rd</sup> of February. Proposal for inviting Dr Parminder Singh, Director Sports, PU and S. Sukhvir Singh Grewal, Director Training, PIS, Mohali was considered.
2. It was decided to hold the prize distribution and convocation by the end of March or first week of April, so as to cover the maximum syllabus by that time. Accordingly prize distribution was planned for the 25<sup>th</sup> of March and convocation for 5<sup>th</sup> of April.
3. It was proposed to send a letter of intent by March and if accepted, to send hard copies of SSR to NAAC by April.

**Members present**

Dr Mukti Gill

Ms Sarvjit

Ms Sabina Bhalla

Dr Priyaka Khanna

Dr Khushdeep Kaur

Ms Parminder Kaur



Ms Honey Walia

Ms Ritu Ahuja

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Mr Anil Babbar

## **Date of Meeting: 9<sup>th</sup> April, 2017**

Minutes of last meeting read and found in order. Sports day a huge success. Prize distribution and convocation went well. Letter of Intent accepted.

### **AGENDA**

- 1. Upcoming Semester Exams**
- 2. Submission of SSR**
- 3. Proposal for conducting of Skill Development summer workshops.**

### **Discussion**

1. Semester exams will begin from 17<sup>th</sup> May. Examination duties assigned for the exams.
2. After acceptance of LOI, the copies of SSR ready for submission.
3. Departments to conduct workshops during the summer vacations have been shortlisted. Enrolment should begin and banners put up.

### **Members present**

Dr Mukti Gill

Ms Sarvjit

Ms Sabina Bhalla

Dr Priyaka Khanna

Ms Sangeeta Sharma

Ms Kamaljit Grewal

Dr Khushdeep Kaur

Ms Honey Walia

Ms Sumedha Wadhwa

Dr Sukhpal Kaur

Dr Aditi Satija

Ms Parminder Kaur

Mr Anil Babbar

## **Date of Meeting: 30<sup>th</sup> May, 2017**

Minutes of last meeting confirmed exams were conducted smoothly. There were 5 examination centers. Question papers were out of syllabus and many other anomalies found in the University question papers. Representations have been forwarded to the University. Dates of exams were overlapping.

### **AGENDA**

#### **Review of action plan of last session**

#### **Discussion**

1. Review of the action plan for session 2016-17 was taken up. Most of the plans have materialized such as:
  - a) Departments that required upgrading of visual aids have been upgraded.
  - b) Labs have been provided the requisite equipment.
  - c) Number of seats in the wings have been increased and two excellency seats have been granted to the sports department. Funding for diet has been increased for the sports students.
  - d) No grant received from UGC for organizing seminars and conferences because of no accreditation by NAAC.
  - e) Minor projects have been approved but no aid received because of no accreditation by NAAC.
  - f) Orientations have been conducted.

Suggestions came up to complete the proposals that could not be taken up in the session 2016-17 by the next session.

#### **Members present**

Dr Mukti Gill

Ms Sarvjit

Dr Priyaka Khanna

Dr Khushdeep Kaur

Dr Sukhpal Kaur

Ms Sangeeta Sharma

Ms Parminder Kaur

Ms Honey Walia

Ms Ritu Ahuja

Ms Kamaljit Grewal

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Dr Aditi Satija