



Khalsa College for Women, Civil Lines, Ludhiana.

Affiliated to Panjab University, Chandigarh.

Website: www.kcwludhinana.org Email: kcwldh@outlook.com

Minutes of IQAC Meetings: 2022-23

Meeting 1

Venue: Principal Office

Date: 01-08-2022

Time: 11:00 AM

AGENDA

1. Confirmation of Minutes of the Previous IQAC Meeting (Session 2021-22).
2. Framing of Academic Schedule for the New Academic Session 2022-23.
3. Review of the Admission Process for Various Courses, including Add-On and Vocational Courses, for the Session 2022-23.
4. Preparation of Teaching Plan and Workload Preformat by HODs for the Academic Year 2022-23.
5. Commencement of Regular Classes for Undergraduate Students.
6. Discussion on Orientation Programme for Newly Inducted Students and Ongoing Classes.
7. Discussion of various activities organized during the month of August and September.
8. Evaluation and Review of Committees and Cells for the Academic Year 2022-23.
9. Any other discussion with the Permission of the Chairperson.

DISCUSSION

- Dr. Priyaka Khanna warmly welcomed all the members and proceeded to review the minutes of the previous IQAC meeting, which were subsequently confirmed by all attendees.
- It was unanimously agreed during the meeting to integrate the observance of specific national and international days of significance into the Academic Schedule for the academic year 2022-23. The importance of active community engagement by various departments, cells, and clubs in celebrating these days was emphasized. The college's Academic Calendar for the session 2022-23 was drafted to include these major activities.
- The admission process was thoroughly reviewed, and a plan was devised for its smooth execution. It was recommended that admission forms be meticulously scrutinized, and students informed promptly in case of any discrepancies.



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- A timetable committee was established to manage the workload of teachers effectively through careful planning. Heads of departments were advised to ensure that individual faculty members prepare prospective lesson plans and semester unitization for the odd semester.
 - An induction program for first-year students was planned to familiarize them with the college's infrastructure, faculty, and regulations. Dr. Parminder Kaur (Head, Department of Computer Sciences) and Dr. Aditi (Head, Department of Psychology) were entrusted with organizing the program.
 - In response to directives from the DPI Colleges to celebrate Independence Day under the theme "Har Ghar Tiranga" (Every Home, the Tricolor), the Ek Bharat Shrestha Bharat (EBSB) Club was tasked with coordinating various activities in collaboration with NCC and NSS.
 - The reconstitution of various committees and clubs responsible for college activities was discussed to provide new recruits with opportunities and exposure.
 - The Coordinator proposed celebrating Teacher's Day by educating students about the birth anniversary of Dr. Sarvepalli Radhakrishnan, a renowned teacher and scholar, Bharat Ratna awardee, and the first Vice-President and second President of independent India. This initiative aimed to help students appreciate the efforts made by their teachers in providing them with quality education.
 - The Teej festival, celebrated annually by the Punjabi department to welcome the new season, had its action plan put forth, including the issuance of duty lists for organizing the event. This festival aims to instill cultural awareness among students by acquainting them with their rich heritage.
 - A meeting was convened as directed by the Director, Youth Welfare Department, Panjab University, to finalize the venue for the Zonal Youth and Heritage Festival (Ludhiana Zone-B).

ACTION TAKEN

- The Admission Committee was established and briefed on the entire admission process. Faculty members assigned to oversee admissions for various courses were informed about the date for displaying the provisional list of eligible applicants. Various avenues and strategies for enhancing publicity for admissions to Add-on and Vocational Courses were explored. Many present members proposed strengthening admissions through visits to various schools.
- The timetable was finalized by the committee, and department heads ensured that faculty prepared lesson plans and unitization.
- The Department of Political Science organized an event, "Jashn-e-Rekhta," on 8th August 2022, commemorating the sacrifices of freedom fighters and political visionaries.



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Additionally, the EBSB Club organized a webinar titled “Our National Flag” to deepen students' understanding and appreciation of the national flag as a symbol of unity and excellence, fostering a sense of responsibility towards the nation's progress. A "Selfie with Tiranga" contest was also held by the EBSB Club to promote patriotism, creativity, and community spirit among female students. Furthermore, an NCC flag hoisting ceremony celebrated India's 75th Independence Day on 15th August 2022 at the Ludhiana group level.

- The Department of Punjabi organized the Teej festival on 17th August 2022 with the participation of the entire college community.
- Various celebrations including Teachers' Day, International Youth Day, Partition Horrors Remembrance Day, and International Charity Day were organized by relevant departments, clubs, and cells.
- Orientations for ongoing classes and an Induction Program for new entrants were scheduled for the month of September.
- A meeting of directors and principals of the Ludhiana-B zone was held on 12th August 2022 in the Principal's office to discuss the Zonal Youth and Heritage Festival. The dates and venue for the festival were finalized: 15th October to 19th October at Ramgarhia Girls College, Ludhiana.

Members Present:

Sr. No.	Name of the Member	Designation
1	Dr. Iqbal Kaur	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3	Ms Ritu Ahuja	Co-Coordinator
4	Ms. Sarvjit Kaur	HOD, Political Science
5	Ms. Sangeeta Sharma	HOD, Physics
6	Ms. Kamaljit Sidhu	HOD, Botany
7	Dr. Kamini Sahir	HOD, Hindi
8	Dr. Parminder Kaur	HOD, Computer Science
9	Ms. Sabina Bhalla	HOD, English
10	Dr Khushdip Kaur	Member
11	Dr. Monica Mahajan	HOD, Bio-Tech
12	Dr. Pooja Chatley	HOD, Business Management

IQAC Co-ordinator

IQAC Chairperson



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Minutes of IQAC Meetings: 2022-23

Meeting 2

Venue: Room No-41

Date: 3th September 2022

Time: 12:30 PM

AGENDA

1. To read and confirm the minutes of IQAC meeting held on 01-08-2021.
2. Talent Search Program for identifying the hidden talent amongst students.
3. To discuss about the duty list of incharges of various items for participation in 63rd Zonal Youth Festival to be held from 15th to 19th October 2021.
4. Discussion regarding Mid Semester Examination-I and other important notice regarding shortage and assessment.
5. To plan Extension activities by the departments for the students regarding their curriculum in the month of September and October.
6. Discussion regarding the celebrations of the days of National importance coming in the month of September and October.
7. To pacify the after effects on the mental health it was suggestion to organize activities related to health .
8. Celebration of 115th day of NCC.
9. To Plan the organization of Diwali mela.
10. Any other issues with the permission of the chairperson.

DISCUSSION

- The Coordinator presented and confirmed the minutes of the IQAC meeting held on 01 August 2022.
- Discussions were held regarding the organization of a 'Talent Hunt Program' to select participants for the upcoming Youth Festival. Specific responsibilities were assigned to various faculty members to guide and select students for different program segments. The Department of Fine Arts and Music took the initiative to coordinate this event in the near future.
- Dr. Iqbal Kaur (Principal) emphasized that all Heads of Departments, along with their faculty members, should actively encourage maximum student participation in the Youth



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Festival events. Duty assignments for item Incharges were discussed and issued to ensure proper coordination and execution of respective festival items.

- Various activities were suggested by department heads to enhance the course curriculum. Consequently, department heads were instructed to organize these activities under different categories such as extension lectures, webinars, visits, and workshops. Following the completion of each activity, reports are to be submitted to the Activity Record Committee for assessment.
- As per discussion with the Principal and registrar the dates for the MST-I was decided and it was directed to the registrar office that the notices regarding the lecture shortage, assessment etc and duty list for the conduct of examination circulated in time.
- During September and October, several days and weeks of national importance and remembrance are scheduled. Departments associated with these commemorative occasions were tasked with organizing suitable celebrations.
- In response to post-COVID health concerns, the college is prioritizing health awareness initiatives. Concerned departments like Zoology, along with interested clubs and cells, are expected to collaborate on health awareness projects and submit comprehensive reports.
- The annual NCC anniversary celebration plans were briefed to Dr. Parminder (NCC officer) for implementation.
- The Diwali celebration plan, termed 'Diwali Bonanza,' was assigned to the Department of Fine Arts.
- Additionally, discussions with the Registrar were held to finalize the October Mid-Semester Test (MST) dates. Various notices, including those regarding shortages and duty assignments, were issued to ensure the smooth conduct of house tests.

ACTION TAKEN

- A Talent Hunt Competition was organized by the Fine Arts Department on 25th September 2021 to identify hidden talents among the college students.
- A duty list for the Youth Festival was prepared and signed by the faculty on duty. Departmental-level competitions such as quiz, debate, declamation, and essay writing were conducted to enhance students' reading, writing, and speaking skills, and to build confidence, poise, and self-esteem among them. Practice sessions were initiated by all item incharges at the designated Youth Festival venues.
- The dates for the MST-I was decided (27/10/22 to 07/11/22) and the duty list for invigilation was circulated among faculty. The notice for lecture shortage and assessment was also circulated for timely update the record of data registers in the registrar office.



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- All departments were actively engaged in planning and organizing extension activities under the guidance of IQAC:

Extension Lectures: The Department of Commerce, Psychology, and Punjabi organized extension lectures related to their curriculum on 21st and 22nd September respectively. Additionally, a webinar on Cyber Security was conducted for students by the Computer Science Department.

Visits: An industrial visit by the Department of Chemistry (21/09/22), an experiential visit to a Radio Station by the Department of English, and an educational visit to the Central Research Institute, Kasauli by the Department of Biotechnology (30/09/2022) were organized in September.

Workshops: Workshops on makeup, hairstyle basics, and mehndi art by the Beauty Wellness Department (30/9/22), resume writing by the Commerce Department (28/9/22), and "Unlocking the Potential of Digital Technologies: Career Opportunities Ahead" by the Computer Science Department (19/10/2022) were conducted.

- The Student Council organized community service activities such as awareness programs and donations.
- Various national days were celebrated including International Day of Charity (5/09/22), World Peace Day (21/9/22), Birth anniversary of Sardar Bhagat Singh Ji (28/9/22), Lata Ji's Birthday (1/10/22), International Day of Non-Violence (2/10/22), and National Unity Day (31/10/22) by the Rotaract Club, NSS, Sociology, History, Music, and History departments respectively. The Computer Department also observed E-Waste Awareness Week with activities aimed at raising awareness about electronic waste. The Department of Zoology celebrated National Wildlife Week to raise awareness about the importance of wildlife. Similarly, the Physics Department celebrated World Space Week.
- Health-related issues were addressed through activities such as a blood donation drive and awareness campaigns on Mental Health Day (10/09/2022), Dengue Awareness (13/09/22), AIDS Awareness (21/09/22), and Dyslexia Awareness (21/10/22) organized by various departments and clubs including NSS, Youth Red Cross, Counselling Cell, and Zoology Department.
- Diwali Bonanza (Exhibition-cum-Sales) was organized by the Department of Fine Arts on 20/10/22 featuring 86 stalls selling various items. Special stalls showcasing Diwali items by self-help groups and the gardening club were highlighted.



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- Mid-Semester Tests (MST) were conducted smoothly in October and marks along with any shortages were uploaded to the registrar's data registers.

Members Present:

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1	Dr. Iqbal Kaur	Chairperson
2.	Dr. Paramjit Passi	Vice-Principal
3.	Dr. Priyaka Khanna	Co-ordinator
4.	Dr. Khushdip Kaur	Member
6.	Ms. Nirupma Sood	Member
7.	Ms. Sangeeta Sharma	HOD, Physics
8	Ms. Kamaljit Sidhu	HOD, Botany
9	Dr. Kamini Sahir	HOD, Hindi
10	Dr. Parminder Kaur	Member
11	Dr. Khushdip Kaur	Member
12	Dr. Honey Walia	Member
15	Dr. Aditi Satija	Member
16	Dr. Pooja Chatley	HOD, Business Management
17	Dr. Monica Mahajan	HOD, Biotechnology
18	Dr Monita Dhiman	Co-coordinator

IQAC Co-ordinator

IQAC Chairperson



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Minutes of IQAC Meetings: 2022-23

Meeting 3

Venue: Principal Office

Date: 1st November, 2022

Time: 11:30 AM

AGENDA

1. To read and confirm the minutes of IQAC meeting held on 03-09-2022.
2. Discussion on Documentation of all 7 Criteria's of AQAR for the session 2021-22.
3. To appreciate overall results of Panjab University of various semesters of all streams.
4. To appreciate the results of zonal youth and heritage festival and preparation for the participation of the winners in the Interzonal youth and heritage festival.
5. Preparation regarding upcoming end semester examination.
6. Make students aware of various career opportunities and to proactively promote soft skills among students.
7. To plan activities to celebrate "Punjabi Mahina" as directed by DPI Higher education.
8. To encourage youngsters to become socially conscious.
9. Celebrating the days of National and International Importance.
10. To provide students with opportunities to develop entrepreneurial skills.
11. Any other issues with the permission of the chairperson.

At the outset, the Coordinator welcomed the IQAC members, and following ere the discussion and Action taken points:

DISCUSSION:

- The Co-ordinator read the minutes of the IQAC meeting held on 3rd September, 2022. The minutes were then confirmed.
- IQAC coordinator appreciated the work done by all criterion convenors and it was proposed that each convenor shall devise an action plan based on recommendations made by peer team in their respective criterion. Convenor of the first criterion proposed



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along the we need to start with more skill development courses, based on feedback given by 90 percent of students, and criterion 3 convenors proposed to strengthen entrepreneurial and research parameters.

- The overall results of the Annual University Examination for the academic year 2020-21 were discussed during a meeting led by the IQAC Coordinator. Students and staff were acknowledged and appreciated for their achievements that brought honor to the campus. Our students excelled and secured positions in the Panjab University merit list for both undergraduate (UG) and postgraduate (PG) courses. The IQAC Coordinator and Co-coordinator presented the examination results to the attendees during the session.
- The results of Zonal Youth Festival were also appreciated by everyone. And it was directed to the coordinator of youth festival Dr. Kamaljit Grewal, to plan for the interzonal youth festival for the winner items dates for which is going to be held from 10th To 13th , November, 2022 At Swami Premanand Mahavidyalya, Mukerian.
- It was suggested to the computer department to organize few extension activities related to the computer education.
- End Semester Examination dates were from 28th November to 31st December so the proper plan of action was asked during the meeting.
- Recognizing the growing importance of skills departments were directed to organize workshops. The English Department advised organizing a session demonstrating their hands on experience with the radio anchor.
- As per DPI Colleges the month of November should be celebrated as “Punjabi Mahina” so the department of Punjabi was directed to organize various activities.
- Celebration of Birth Anniversary of Bhagwan Birsa Munda as Janjatiya Gaurav Diwas and Tribute to Kartar Singh Sarabha on his Martyrdom Day for these days department of history took the initiatives.
- The National constitution day was decided to be celebrated so departments were asked to plan and execute activities accordingly. Department of Mathematics planned to celebrate the National mathematics day by visiting school.
- Social awareness is an essential skill for college and job preparation since it aids in student growth, allowing them to become a better person or colleague. The members, therefore, agreed to plan activities/talks/visits for the students in order to sensitize them about the societal issues and concerns and the ways they can adopt to solve the same.
- To start a new chapter of health and fitness with enthusiasm and dedication physical education department opened a gymnasium in the college campus so the inauguration



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programme for the same was discussed.

ACTION TAKEN:

- **Schedule for checking the criteria was chalked out.**
- Criteria 1: 21th November 2022
- Criteria 2: 12th December 2022
- Criteria 3: 15th December 2022
- Criteria 4: 21th December 2021
- Criteria 5: 22nd December 2021
- Criteria 6: 24th December 2021
- Criteria 7: 24th December 2021

- The consistent endeavor of students reaped rich dividends and during the session 2021-22, we had 75 top ten university positions. 14 students got First University position; we had 9 Second University positions and 14 Third positions in the University.
- Duty list for the Interzonal youth festival was prepared and circulated for the signature of the faculty.
- **Extension activities by computer department:**
- An expert lecture was organized on “Interactive graphics and animations” on 03/11/2022.
- An Interactive session regarding “The Future of Digital Marketing: Emerging Trends and Technologies” was organized on 2/11/22.
- A workshop on “3D Modelling and Animation for Product Visualization” conducted on 04/11/22
- On 7/11/2022 a workshop related to the career opportunities in Python Programming was also organized.
- For the smooth conduct of End Semester Examination it was decided to run three centers and every important instruction by the controller examination was followed.
- Department of Beauty and wellness organized two workshop on the topics hair styling and Hydra facial and Mole removal on 22/11/22. A Youth forum was organized by the functional English where there was the recording at the radio station FM gold 100.1 MHz to Student’s appraisal of: Various aspects of Radio Journalism, Process of Writing for Radio, Handling and operation of technical equipments used in Radio Broadcast.
- From 1st Nov to 30th Nov, activities related to Punjabi language were planned. All the teachers of Punjabi department inspired the students to play a primary role in the service of the mother tongue. These activities focused on the respect and love in students towards their mother tongue and connect them with the mother tongue.



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- The Political Science Department held an Intra-Departmental contest in honor of India's Constitution Day on November 26, 2021, with the purpose of promoting constitutional ideals amongst young people. Department of mathematics visited various schools and given a presentation on life and achievements of Great Indian Mathematician to make students aware about history and life achievements of Sir Ramanujan on 20th and 22nd December, 2022..
- Celebration of Birth Anniversary of Bhagwan Birsa Munda as Janjatiya Gaurav Diwas was celebrated on 15/11/22 and on 16/11/22 a Tribute to Kartar Singh Sarabha on his Martyrdom Day given by history department motive was to bring forth the extreme gallant of the young son who laid his life of the mother land. To be protected against the marketing of goods and services which are hazardous to life and property. To be informed about quality, quantity, potency, purity, standard and price so as to protect the consumer against unfair trade practices National Consumer Day was celebrated on 24th December, 2021.
- Electoral club organized a registration drive to register young voters of the college for their votes from 1st to 15th December.
- College gym was inaugurated in the presence of noted theater artist and the former head Ms. Nirmal Rishi, Ms. Amarjit Kaur, Dr.Sukhpal Kaur (Former Head, Physical Education Department) on 26/12/22.

Members Present:

Sr. No.	Name of the Member	Designation
1	Dr. Iqbal Kaur	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3	Dr. Khushdip Kaur	Member
4	Dr. Parminder Kaur	HOD, Computer Science
5	Ms. Sabina Bhalla	HOD, English
6	Dr. Monica Mahajan	HOD, Biotechnology
7	Ms Ritu Ahuja	Co-Coordinator
8	Dr. Kamini Sahir	HOD, Hindi
9	Dr. Honey Walia	Member
10	Dr. Prabhleen Toor	Member
11	Dr. Monita Dhiman	Co-Coordinator

IQAC Co-ordinator

IQAC Chairperson



Minutes of IQAC Meetings: 2022-23

Meeting 4

Venue: Principal Office

Date: 10th January 2022

Time: 01:00 PM

AGENDA

- 1. To read and confirm the minutes of IQAC meeting held on 1-11-2022.**
- 2. Discussion on uploading data on portal.**
- 3. To discuss the celebrations of various national and international importance days.**
- 4. MOUs with different institutions for skill enhancement and organizing industry-academia interactions.**
- 5. Conduct of short term courses.**
- 6. Planning of NSS Camp.**
- 7. Suggestion regarding any health related activity**
- 8. Enhancement of Library infrastructure in the form of books and online Library.**
- 9. Organization of the Annual Alumni Meet.**
- 10. To redress any other issues with the permission of the chair.**

DISCUSSION

- IQAC members, after exchange of ideas and thoughts made the following resolutions:
- The Co-ordinator read the minutes of the IQAC meeting held on 1st November, 2022. The minutes were then confirmed.
- It was discussed in the meeting that the analyst uploaded various criteria and it was found that all members completed their annexure data on the NAAC portal.
- It was discussed in the meeting that college signed MOUs. All the head of departments were advised to sign MOU with the concerned industries for the purpose of training and employment of our students. In order to give the students practical information and educate them about industrial aspects, the members decided to conduct workshops and seminars for them by professionals in the field in subsequent months.
- With the discussion with all members it was decided to start few short term courses and the department of commerce and computer science agreed to conduct related to computer language.
- The days for the celebration was discussed and finally following were decided to celebrate : Global family day, National youth day, Lohri festival celebrations, army day, parakram Diwas, National Girl Child day and National Science day. The department heads were



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directed by the chair to organize various activities.

- It was decided to enrich the library resources by adding the latest handpicked editions of books by eminent national and international publishers for the benefit of the students and the teaching faculty alike. And it was also suggested that
- Convenor informed the house about the upcoming Annual Alumni Meet. She also asked the members of the House to forward the message to old students and sought the cooperation of the members in inviting a large number of Alumni to the meet.
- The members advocated holding more competitions at the college to offer students an opportunity to demonstrate their talents.

ACTION TAKEN

- Criteria conveners for the AQAR 2021-22, provided their annexures and the recommended data of all criteria were successfully uploaded.
- Heads of various Departments will establish contact with concerned industries for the purpose of the same. A 40 hrs employability Skill Training was organized by Commerce department from 23rd to 14th February, 2023. Department of Commerce organized an added course Basics to Advance Excel, from 5th to 28th jan, 2023 in collaboration with Sapphire Info Solution (P) Ltd. A 3day workshop on video editing was also arranged for students to equip them with the recent and useful technology. In addition to this a short term certificate course on Python Programming was run by computer department. One more course on digital marketing was also conducted by commerce department.
- Various extension activities by different department was held during the month of January and February such as Typing workshop for non-teaching staff from 4th to 14th jan, 2023 by office management department, dance and music therapy by department of music and psychology on 25th jan , a gatka workshop to empower girls and self-defense by physical education department
- A meeting of the programme officers of NSS carried out to decide the dates and the programme for the camp. 7 Day camp began on 14 January 2023, with the registration of 68 students on the theme "SWACCH BHARAT ABHIYAN AND FIT INDIA CAMPAIGN" and successfully compiled on 20th January, 2023.
- Many new books were added to the reference section of the library suggested by various departments and competition "Write a book review" organized to instil the habit of reading in the students on 27/02/23.
- As per discussion in the meeting the Global family day was celebrated by organizing Ppt making competition on 1/1/23 by sociology department. National youth day was celebrated by the youth club on 12/02/23 to make student aware about the philosophy of Vivekananda. Lohri was also celebrated in the college. On army day (15/01/23) NCC organized a webinar to celebrate Indian Army Day together by saluting all the Army men for their bravery,



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dedication, and patriotism. Department of history took initiative to celebrate parakram diwas on 23/01/23. National Science day “Sci-Amalgam 2023”, (28th Feb, 2023) was celebrated by department of sciences by organizing various competition to provide young brains with the chance to better comprehend scientific principles.

- The meeting of the old student association was held and the date and the programme was decided. The Alumni meet, 2022-23 entitled “Yaadgaar- a homecoming” was held successfully on 11th Feb, 2023 to appreciate the alumnae of KCW who are the future nation builders. Mr. Rohit Mehra, an IRS officer, Commissioner of Income Tax was the guest of honor on this occasion.
- The Department of Economics organized a career opportunities in banking and Finance on 28th feb. Students from the youth club attended a leadership camp at RGNIYD, Chd . A medicine distribution camp was also organized by Youth red cross to help the needy students.

Members Present:

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1	Dr. Iqbal Kaur	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3.	Dr Paraminder Kaur	HOD, Computer Science
4.	Dr Honey Walia	Member
5.	Dr. Kamaljit Grewal	HOD, Botany
6.	Dr. Kamini Sahir	HOD, Hindi
7.	Dr Nirupama Sood	Member
8	Dr. Pooja Chatley	HOD, Business Management
9.	Dr. Aditi Satija	HOD, Psychology
10	Ms Ritu Ahuja	Co-Cordinator
11	Mr Anil Babber	Computer administrator
12	Mr Navdeep Singh	Office superintendent
13	Ms. Shruti (Special Invitee)	President of student council.

IQAC Co-ordinator

IQAC Chairperson



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Minutes of IQAC Meetings: 2021-22

Meeting 5

Venue: Principal Office

Date: 1st March, 2023

Time: 10:00 Am

AGENDA:

1. To read and confirm the minutes of last IQAC meeting.
2. To discuss about the Scholarships and fee concessions.
3. To impart experiential learning to the students.
4. To discuss the MST-II, the Internal assessment and conduct of Final Practical exam.
5. To discuss the work regarding the infrastructural changes in commerce Department.
6. Celebrating Days of National Importance.
7. Preparation regarding CDC sponsored National seminar.
8. Organization of the Annual Athletic Meet.
9. Discussion on Annual Prize distribution.
10. Discussion on Annual Convocation.
11. Any item with the permission of the chair.

At the outset, the Principal welcomed the IQAC members and after exchange of ideas and thoughts, made the following resolutions:

DISCUSSION

- The Principal read the minutes of the IQAC meeting held on 10th January, 2023. The minutes were then confirmed.
- The college is persistently engaged in motivating academically brilliant, needy students and offers scholarships and fee concessions.
- Experiential Learning can lead to students experiencing greater gratification in learning. Therefore, the members proposed organizing more Educational and Industrial Trips in order to provide an opportunity to students to apply data and ideas in a real-world setting.
- The discussion regarding dates and conduct of MST –II was discussed by the chair with the registrar.
- Mr Navdeep Singh (Office Superintendent) apprised the committee about the up gradation and expenditure done in the commerce department and its expenditure thereof.



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- The members took the initiative to commemorate significant days and milestones by planning events or contests with the goal of raising students' IQs and sharpening their general awareness abilities by being aware of important dates and days.
- The discussion regarding the organization of CDC sponsored National seminar about the venue, guest speakers, duty list etc.
- The Convenor informed the house about organizing the Annual Athletic Meet to provide a best environment for the physical development of the students.
- It was discussed that the students who hold positions/prizes during the session 2022-23 for various events/competitions in the college will be awarded certificates.
- It was discussed to conduct the annual convocation for the session 2022-23.

ACTION TAKEN

- The college is persistently engaged in motivating academically brilliant, needystudents and offers scholarships and fee concessions;

Sr. No.	Name of the Scholarships	No. of Students
1	Ravi Nandan Charitable Trust Scholarship	8
2	Khalsa Dewan Scholarship	11
3	A.S.Grewal Scholarship	4
4	Mittal Panday Scholarship	13
5	Mrs. Sumedha Jaiswal Scholarship	4
6	Mrs. Usha Rani Sehgal scholarship	5
7	Meritorious Students Scholarship	41
8	Rural Background Students Scholarship	10
9	Central Sanskrit University Scholarship	14
Total		110

- **Experiential Platform for Students:**
- The commerce department organized two inter college competition Maestro 2k23 on 6/3/23 and komercio Fete 2k23 on 17/03/23.
- Skill Enhancement workshop on Beauty and Makeup was conducted by beauty and Wellness department on 15/03/23)
- Students of **Fashion Designing** showcased their designing potential during the annual fashion show “Glam girls 2023” organised on 22nd March 2023. Various interactive sessions were organised for students of diploma in Beauty and Wellness.
- Exhibitions such as CREATIONS-2023 by fine arts (28/03/23) and Photo exhibition by painting and photography club (29/03/23) for the students to showcase their creativity.
- The dates for MST-II was decided and the duty list was prepared and datasheet put up on the



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college notice board. Various notices regarding internal assessment, lecture shortage was also publicized.

- IQAC, Coordinator and Head, Department of the commerce, Dr Priyaka Khana, thanked for this great initiative taken by the management in interest of the students and faculty.
- **Days of National Importance**
 - NCC in association with NCC Ludhiana Group Level observed zero discrimination day on 01/03/23 to sensitize the Cadets about their right to live with dignity, regardless of appearance, race, geography or belief and also to upload the ideas of G20.
 - Online Awareness Session on the theme PARTNERSHIPS FOR WILDLIFE CONSERVATION by Ms Kalpana K (IFS), Director at Mahendra Chaudhary Zoological Park, Chhatbir.. on Wildlife Day (03/03/23).
 - Women's Day celebrated by the college to inculcate a sense of respect and pride towards women among students. Sapno ki Udaan , a skit was organized by computer science on 7th march to observe Women's Day.
 - Pi day was celebrated by department of Maths on 14/03/2023 to promote mathematics education and awareness about history of Pi- Day.
 - A college level competition was organized by the Department of Geography to celebrate the World Earth Day on 22nd April, 2023 and meteorological Day on 23rd April, 2023.
 - Our students participated in the Zonal, State and Interstate level Geography quiz contest on 4/03/23, 28/03/23 and 30/04/23 respectively.
 - A National Seminar, "Urban Green Spaces, Climate change and Environment Sustainability: A Critical acclaim" marked the International Day of Forests (21-03-2023) Eminent Scholars Dr. R.K Kohli, VC Amity University, Mohali, Dr. Daizy Batish, P.U, Dr. Manish Kapoor, Punjabi University, Patiala, Dr. Parminder Singh, PAU, Dr. Jagreeti Gupta, Nauni University, Solan, Dr. Mawalvindra from PAU shared their thoughts.
 - The sincere endeavor of the department culminated in Annual Athletic Meet on March 3, 2023 & March 4, 2023.
 - The 60th Annual Prize distribution was organized on 21st May, 2023. Dr Jayanti Dutta, Deputy Director Human Resource Development Centre, PU Chd graced the occasion.
 - 48 students were awarded with College colour.
 - 75 students were awarded the Merit certificates for their outstanding performance in academic and co-curricular activities.
 - The annual convocation for the session 2021-22 was organized on April 29, 2023 wherein 994 students were awarded degrees, Dr Satbir Singh Gosal, Vice-Chancellor, PAU Ldh. Delivered the convocation address. 14 students were decorated with Roll of Honour for achieving academic excellence. 28 students were decorated with Roll of Honour for excelling in NCC, NSS, Sports and co-curricular activities.



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Members Present:

Sr. No.	Name of the Member	Designation
1	Dr. Iqbal Kaur	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3	Mrs Janak Kumari	HOD, Chemistry
4	Ms. Sarvjit Kaur	HOD, Pol. Science
5	Ms. Sangeeta Sharma	HOD, Physics
6	Ms. Kamaljit Sidhu	HOD, Botany
7	Dr. Parminder Kaur	HOD, Computer Science
8	Ms. Sabina Bhalla	HOD, English
9	Ms. Ritu Ahuja	Co-Coordinator
10	Dr. Aditi Satija	HOD, Psychology
11	Dr. Pooja Chatley	HOD, Business Management
12	Dr. Monica Mahajan	HOD, Biotechnology
13	Dr Monita Dhiman	Co-Coordinator
14	Mr Navdeep Singh	Office Superintendent

IQAC Co-ordinator

IQAC Chairperson



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Meeting 6

Venue: Principal Office

Date: 1st May, 2023

Time:11:00 Am

AGENDA:

- 1. To read and confirm the minutes of last IQAC meeting.**
- 2. To discuss the plan of action for the smooth conduct of the end semester examination.**
- 3. To discuss with all the heads regarding the conduct of workshops during the summer vacations.**
- 4. Any item with the permission of the chair.**

At the outset, the Principal welcomed the members. IQAC members, after exchange of ideas and thoughts, made the following resolutions:

DISCUSSION

- The IQAC coordinator read the minutes of the IQAC meeting held on 1st May,2023. The minutes were then confirmed.
- End Semester Examination dates were from 2nd May to 03 June, 2023 so the proper plan of action was asked during the meeting.
- Department Heads were asked to organize workshops that should be skill based during the months of June and July.

ACTION TAKEN

- As directed by the chair all the essential steps like display of date sheet on the notice board, notice regarding rules of examination was circulated among students. It was ensured from the office superintendent about the issuing of the university roll no. cards to the all students taking the exam.
 - Department of Commerce organized two, 3-days workshops on Personal Grooming and self makeup (18th May to 20th May) and Professional graphics designing for Business (22nd to 25th May).
 - Music vocal conducted a 10-days Guitar classes from 1st to 10th June, 2023.
 - Department of commerce organized 2-days workshop on professional chocolate making on 2nd and 3rd June and a 5-day workshop on video editing in collaboration with Brilliko Institute of Multimedia from 16th to 21st June, 2023.
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- To inculcate in students a sense of belongingness to their rich heritage and culture. Punjabi department organized a 7 days workshop on Punjabi Virasati Khedan from 19-06-2023 to 24-06-2023.
- To deal with various aspects of psychology three workshops were conducted by psychology department on Personality development (23/06/23), psychological first-aid for stress (22/06/23) and Body language and Etiquette (26/06/23) to impart soft skills to the students.
- E-VIDYA: A COMPUTER LITERACY PROGRAMME for seven days (01-07-2022 to 07-07-2022) by computer department. The primary objective of this initiative was to provide computer literacy to underprivileged school girls in the local community, who may not have had access to such resources otherwise.

Members Present:

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1	Dr. Iqbal Kaur	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3	Ms. Ritu Ahuja	Co-Coordinator
4	Mrs Janak Kumari	HOD, Chemistry
5	Ms. Sarvjit Kaur	HOD, Pol. Science
6	Ms. Sangeeta Sharma	HOD, Physics
7	Ms Nirupama Sood	Member
8	Ms. Kamaljit Sidhu	HOD, Botany
9	Dr. Parminder Kaur	HOD, Computer Science
10	Ms. Sabina Bhalla	HOD, English
12	Dr. Aditi Satija	HOD, Psychology
13	Dr. Monica Mahajan	HOD, Biotechnology
14	Dr Monita Dhiman	Co-Coordinator
15	Mr Ramesh Kumar	Office Superintendent

IQAC Co-ordinator

IQAC Chairperson