



Khalsa College for Women, Civil Lines, Ludhiana.
Affiliated to Panjab University, Chandigarh.
Website: www.kcwludhinana.org Email: kcwldh@outlook.com

Minutes of IQAC Meetings: 2023-24

Meeting 1

Venue: Principal Office

Date: 10-07-2023

Time: 10:00 AM

AGENDA

1. Approval of the minutes from the previous IQAC meeting (Session 2022-23).
2. The Formulation of the Academic Schedule and calendar for the forthcoming session 2023-24.
3. The Formation of the Admission Committee and allocation of responsibilities to its members.
4. Evaluation of the admission process for various programs, including Add-On and Vocational Courses, for the session 2023-24.
5. Discussion of any other matters with the Chairperson's consent.

DISCUSSION

- Dr. Prabhleen Toor, Coordinator IQAC, warmly welcomed all the members and reviewed the minutes of the previous IQAC meeting, which were subsequently confirmed by all attendees.
- The members discussed the framework for developing the Academic Schedule and Academic Calendar for the session 2023-24. It was emphasized that the schedule should align with the academic requirements set by Panjab University while incorporating key national and international observances to promote holistic education.
- Departments were encouraged to submit their proposed activities and schedules well in advance to ensure seamless integration into the Academic Calendar. It was agreed that regular monitoring of the implementation of the calendar would be conducted to address any discrepancies and ensure adherence to timelines.



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- Framing of the Admission committee and all the in-charges of the various classes were introduced with the university rules and regulations of the admission process.
 - The admission process for the academic year 2023-24 was reviewed in detail. Suggestions were made to simplify the process, ensure timely communication with applicants regarding discrepancies, and focus on promoting Add-On and Vocational Courses. Many present members proposed strengthening admissions through visits to various schools.

ACTION TAKEN

- The Academic Schedule and Academic Calendar for the session 2023-24 were finalized, incorporating key academic, co-curricular, and extracurricular activities. National and international observances were integrated to promote a well-rounded educational experience.
- A dedicated team was assigned to monitor the implementation of the Academic Calendar to ensure adherence to timelines and address any discrepancies promptly.
- Departments submitted their proposed activities and schedules, which were reviewed and incorporated into the calendar for seamless execution.
- 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.



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ATTENDEES

Sr. No.	Name of the Member	Designation
1	Dr. Iqbal Kaur	Chairperson
2	Dr. Prabhleen Toor	Coordinator
3	Dr. kamini Sahir	Co-Coordinator
4	Dr. Kamaljit Sidhu	HOD, Botany
5	Dr. Sarvjit Kaur	HOD, Political Science
6	Dr. Parminder Kaur	HOD, Computer Science
7	Ms. Sabina Bhalla	HOD, English
8	Dr Khushdip Kaur	Member
9	Dr. Monica Mahajan	HOD, Bio-Tech
10	Dr. Pooja Chatley	HOD, Business Management
11	Dr Monita Dhiman	Co-Coordinator

IQAC Co-ordinator

IQAC Chairperson



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Meeting 2

Venue: Room No-41

Date: 20.07.2023

Time: 12:30 PM

AGENDA

- 1. Review and approval of the minutes from the IQAC meeting held on 10-07-2023.**
- 2. The planning and submission of teaching plans and workloads format by Heads of Departments (HODs) for the academic session 2023-24.**
- 3. Commencement of regular undergraduate classes for the new academic year.**
- 4. Discussion on the orientation program for newly admitted students and ongoing classes.**
- 5. The planning and deliberation of activities scheduled for the month of August, including National and International Days of Significance.**
- 6. Assessment and review of the committees and cells for the academic session 2023-24.**
- 7. Organizing the celebration of the Teej festival.**
- 8. Implementation of a Talent Search Program to identify and nurture students' hidden talents.**

DISCUSSION

- The Coordinator presented the minutes of the IQAC meeting held on 10-07-2023, which were reviewed and approved by the members.
- Heads of Departments (HODs) were directed to prepare and submit teaching plans and semester-wise unitization schedules to ensure efficient workload management for each faculty members. The timetable committee was assigned the responsibility of overseeing and coordinating this process.
- An induction program for new students was proposed, focusing on familiarizing them with the college infrastructure, faculty, and guidelines. It was recommended to involve senior students in the program to share their experiences and inspire the newcomers.
- The organization of a 'Talent Hunt Program' was discussed as a platform to identify and prepare students for participation in the upcoming Youth Festival. Faculty members were



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assigned specific roles, with the Department of Fine Arts and Music taking the lead in coordinating the event.

- The Punjabi department suggested hosting the annual Teej festival as an initiative to celebrate and preserve cultural heritage.
- A comprehensive action plan, including the assignment of responsibilities to various committees, was outlined for the session 2023-24.

ACTION TAKEN

- The timetable was finalized by the committee, and department heads ensured that faculty prepared lesson plans and unitization.
- The reconstitution of committees and clubs was planned to provide new members with opportunities for engagement and leadership, ensuring their active involvement in college activities.
- The Psychology Department of Khalsa College for Women, Civil Lines, Ludhiana, took the initiative to organize an **Orientation Program** for the newly admitted students of the academic session 2023-24. The program, held on 26-07-2023, aimed to familiarize the students with the college's academic framework, infrastructure, and co-curricular opportunities while also addressing their transitional challenges.
- Various academic departments and clubs organized diverse activities from July to August 2023, focusing on skill development, awareness campaigns, cultural events, and student engagement initiatives. For example, the **Computer Science Department** conducted a "Short Term Course on Website Designing using Word Press" from **10-07-2023 to 22-07-2023** and a course on Adobe Illustrator from **17-07-2023 to 27-07-2023**.
- Special efforts were made to celebrate important days, including **Vanmahotsav** by the **Gardening Club** on **27-07-2023**, **World Mosquito Day** by the **Zoology Department** on **20-08-2023**, **National Sports Day** by the **Physical Education Department** on **29-08-2023**, and **Anti-Ragging Week** from **12-08-2023 to 18-08-2023** by the **Anti-Ragging Cell with Legal Literacy Club & Student Council**. These events fostered environmental consciousness, cultural pride, and ethical values among students.



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- Skill-building workshops, talent hunts, and creative competitions were organized across departments, such as the **Rakhi and Nail Art Exhibition** on **24-08-2023 to 25-08-2023** by **Home Science, Fashion Designing, and B&W** and the **Creative Writing Contest** by the **English, Hindi, and Punjabi Departments** on **26-08-2023**, providing students with opportunities to explore their creativity and gain practical skills.
 - The **Teej Festival**, celebrated on **06-08-2023**, was a vibrant cultural event showcasing traditional Punjabi music, dance, and customs. It promoted Punjab's rich heritage while bringing the college community together in a spirit of joy and festivity.



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2.	Dr. Prabhleen Toor	Coordinator
3.	Dr. Kamini Sahir	Co-cordinator
4.	Ms. Sarvjit Saini	HOD, Political Science
5.	Dr. Priyaka Khanna	HOD, Commerce
6.	Ms. Janak Kumari	HOD, Chemistry
7.	Dr. Khushdip Kaur	Member
8.	Ms. Nirupma Sood	Member
9.	Ms. Sangeeta Sharma	HOD, Physics
10.	Dr. Kamaljit Sidhu	HOD, Botany
11.	Dr. Parminder Kaur	HOD, Computer Science
12.	Dr. Honey Walia	Member
13.	Dr. Aditi Satija	HOD, Psychology
14.	Dr. Pooja Chatley	HOD, Business Management
15.	Dr. Monica Mahajan	HOD, Biotechnology
16.	Ms. Raman Kaur	HOD, History
17.	Dr Monita Dhiman	Co-coordinator

IQAC Co-ordinator

IQAC Chairperson

Meeting 3



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Venue: Principal Office

Date: 09.09. 2023

Time: 11:30 AM

AGENDA

- 1. Review and approve minutes from the IQAC meeting on 20-07-2023.**
- 2. Finalize duty roster for in-charges for the 64th Zonal Youth Festival (9-12 October 2023).**
- 3. Review schedule, attendance issues, and internal assessments for MST-I.**
- 4. Plan curriculum-aligned departmental extension activities for September and October 2023.**
- 5. Discuss arrangements for celebrating significant national days in September and October 2023.**
- 6. Address additional matters with the Chairperson's permission.**

DISCUSSION:

The **Coordinator** welcomed the IQAC members and led the discussion on the following points:

- The minutes of the IQAC meeting held on 20-07-2023 were read and confirmed.
- Dr. Iqbal Kaur (officiating Principal) emphasized that all Heads of Departments, along with their faculty members, should actively encourage maximum student participation in the Youth Festival events. Duty assignments for item in-charges were discussed and issued to ensure proper coordination and execution of respective festival items.
- Discussion on the preparation and implementation of the Youth Festival duty list, the conduct of departmental-level competitions to enhance students' skills, and the progress of practice sessions led by item in-charges at designated venues.
- Various activities were suggested by department heads to enhance the course curriculum. Department heads were instructed to organize activities such as extension lectures, webinars, visits, and workshops. Following the completion of each activity, reports were to be submitted to the Activity Record Committee for record.
- In consultation with the Principal and Registrar, the dates for the MST-I were decided. The Registrar's office was directed to circulate notices regarding lecture shortages, assessments, and duty lists for conducting examinations.



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- Nationally significant days in September and October 2023 were discussed, and the departments associated with these events were tasked with organizing suitable celebrations.

ACTION TAKEN:

- A duty roster for the Youth Festival was created and signed by the assigned faculty members. Departmental competitions, including quiz, debate, declamation, and essay writing, were organized to improve students' reading, writing, and speaking abilities, while also boosting their confidence, poise, and self-esteem. Practice sessions were initiated by each event in-charge at their respective Youth Festival venues.
- All departments actively engaged in planning and organizing extension activities under the guidance of IQAC:
 - **Extension Lectures:** The **Economics Department** hosted **ECONOVERSE**, The **Chemistry Department** held a lecture on **Chromatography** on September 22, 2023, and the **Botany Department** introduced **millets**.
 - **Celebrations:** Various departments celebrated **important days** with enthusiasm, such as **Sanskrit Day**, **Chandrayaan Utsava**, **Hindi Divas** on September 14, 2023, and **World River Day** on September 25, 2023.
 - **Workshops:** **Home Science** conducted a **Baking with Millets** workshop, **Computer Science** organized a **Computer Vision** workshop on September 29, 2023, and an **E-Waste Awareness Week** from October 9-13, 2023.
 - **Competitions:** The **Home Science**, **Fashion Designing**, and **Beauty Wellness Departments** hosted a **Cooking and Food Craft Competition**, the **Mathematics Department** held a **Mathematical Rangoli and Collage Making Competition** on September 20, 2023.
 - **Visits and Trips:** The **Zoology** and **Botany Departments** arranged visits to **Chandigarh Bird Park** and **Botanical Garden**. The **Geography** and **Physical Education Departments** organized a trip to **Morni Hills**. The **Placement Cell** arranged an industrial visit to **Tech Auto Private Limited** on September 29, 2023.



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- **Community Engagement:** NCC cadets participated in the **Puneet Sagar Abhiyan**, and the **Swachhta Abhiyan** on September 28, 2023. The **NSS** organized the **Swachhata Hi Seva Abhiyan** from September 28-30, 2023.
 - The **Mid-Semester Tests (MST)** were held successfully in October, and the marks, along with any discrepancies, were promptly updated in the registrar's data registers.



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3.	Dr. Kamini Sahir	Co-cordinator
4.	Dr Kamaljit Grewal	Registrar
5.	Dr Priyaka Khanna	HOD, Commerce
6.	Dr. Khushdip Kaur	Member
7.	Dr. Parminder Kaur	HOD, Computer Science
8.	Ms. Sabina Bhalla	Youth Festival Coordinator
9.	Dr. Monica Mahajan	HOD, Biotechnology
10.	Ms Ritu Ahuja	HOD, Mathematics
11.	Dr. Honey Walia	Member
12.	Dr. Monita Dhiman	Co-Coordinator

IQAC Co-ordinator

IQAC Chairperson



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Meeting 4

Venue: Principal Office

Date: 02.11.2023

Time: 01:00 PM

AGENDA

- 1. To read and confirm the minutes of IQAC meeting held on 09-09-2023.**
- 2. Discussion on Documentation of all 7 Criteria's of AQAR for the session 2022-23.**
- 3. Preparation regarding upcoming end semester examination and the final practical of few courses.**
- 4. Regarding the updating of the library resources.**
- 5. To discuss regarding the MoU.**
- 6. Planning of the extension activities for the month November and December.**
- 7. Celebrations of the national and international important days for these months.**
- 8. Acknowledge overall results of Panjab University across semesters and streams.**
- 9. Recognize Zonal Youth and Heritage Festival achievements and plan Interzonal participation.**
- 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 09.09.2023. The minutes were then confirmed.
- The meeting addressed that the deadline for submitting the AQAR for the 2022-23 session is at the end of December, necessitating immediate collaborative efforts on the various criteria.
- End Semester Examination dates were from 27th November to 30th December, 2023 so the proper plan of action was asked during the meeting.
- 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.
- 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



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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.

- The Diwali celebration plan, termed 'Diwali Bonanza,' was assigned to the Department of Fine Arts.
- 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 in-charge, Dr Reema of result record-keeping highlighted the students' achievements in university examinations, including university positions, college toppers, and students who achieved 100% marks in specific subjects.
- Ms Sabina Bhalla, Coordinator of Youth Festival, also presented students achievements in the zonal and interzonal youth and heritage festivals.

ACTION TAKEN

- Schedule for checking the criteria was chalked out and dates were decided to submit the first draft of the seven criterions.
- All departments actively engaged in planning and organizing extension activities under the guidance of IQAC. The activities were organized in various categories, including Extension Lectures, Celebrations, Workshops, Competitions, Visits and Trips, and Community Engagement.
- The **Extension Lectures** organized included the Economics Department's seminar on 'India's G20 Presidency' on 03-11-2023, the Computer Science Department's expert lecture on 'Artificial Intelligence and Machine Learning' on 06-11-2023, and the Biotech Department's seminar on 'Frontiers in Biotechnology for Research & Development' on 07-11-2023.
- Several **Workshops** were also conducted, such as the Fine Arts Department's Three Days Wall Graffiti Art Workshop from 03, 04 and 06-11-2023, the Home Science Department's Exhibition of Handmade Materials on 08-11-2023, and a One-Day Workshop on Nail Art Designs by Home Science, Fashion Designing & B&W on 22-11-2023.



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- The **Competitions** included the Fine Arts Department's Poster Making Competition on 'Say No to Drugs' on 11-11-2023, and the Red Ribbon Club's Poster Making & Slogan Writing Competition on 24-11-2023.
 - **Community Engagement** activities included the NCC Cadets' seminars on 'Say No to Corruption' on 02-11-2023 and 'Communal Harmony' on 24-11-2023, as well as participation in Armed Forces Flag Day on 07-12-2023. The Youth Red Cross Unit organized National Cancer Day on 07-11-2023, and the Gardening Club promoted the message of Green Diwali on 08-11-2023. The Counselling Cell & Psychology Department led a Mental Health Drive for Mindful Diwali on 08-11-2023. Additionally, the Student Council participated in Asia's largest Anti-Drug Cycle Rally on 16-11-2023.
 - In terms of **Visits and Trips**, the Computer Science Department conducted industrial visits to Brilliko and Ansh Infotech on 21-12-2023, and to CS Soft Solutions Pvt. Ltd. And TechLive on 22-12-2023.
 - **Celebrations and Awareness** programs included the Fine Arts Department's Diwali Mela Exhibition on 08-11-2023, the Rotaract Club's Scholarship Distribution & Nation Builder Award on 25-11-2023, the Mathematics Department's National Mathematics Day on 26-11-2023, and the Political Science Department's National Constitution Day on 26-11-2023.
 - Finally, **Health and Wellness** initiatives included the Counselling Cell's Mental Wellness Month throughout January 2024, and the Physical Education Department's Physical Fitness Winter Camp from 24-12-2023 to 03-01-2024.

This diverse range of activities reflects the departments' commitment to academic, environmental, and community development.

- The Department of Fine Arts organized the Diwali Bonanza (Exhibition-cum-Sales) on November, 08, 2023, featuring 86 stalls showcasing a variety of items. Special stalls highlighted Diwali-themed products from self-help groups and the Gardening Club, adding a unique and community-focused touch to the event.
- 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.



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- Several short-term activities were planned and executed. The **Skill Development Cell** organized a workshop on “Business Intelligence using Power BI,” while the **Music Instrument Department** conducted a five-day workshop on “Introduction to Instrumental Music” from January 3-8, 2024. On January 4, 2024, the **Psychology Department** initiated a seven-day internship program. Additionally, from January 11 to April 30, 2024, the **Skill Development Cell** and **Placement Cell** collaboratively launched a certificate course titled “Mastering Excel: Tour from Beginners to Advance.”
 - The departments implemented academic support initiatives, including regular mentoring, specialized workshops, and mock assessments, contributing to students’ outstanding academic performance in the 2023-24 session. The results include **92 top ten university positions**.
 - Youth Cultural Club successfully harnessed students’ talent potential and skills, securing the **I Runners-up trophy** at the **P.U Zonal Youth Festival** at Guru Nanak Khalsa College for Women, Gujarkhan Campus, Ludhiana. The college won **43 prizes**, including **11 First**, **14 Second**, and **18 Third** prizes.



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3.	Dr. Kamini Sahir	Co-cordinator
4.	Dr. Priyaka Khanna	HOD, Commerce
5.	Dr Parminder Kaur	HOD, Computer Science
6.	Ms Sabina Bhalla	HOD, English
7.	Dr Honey Walia	Member
8.	Dr. Kamaljit Grewal	HOD, Botany
9.	Dr Narinderjit Kaur	HOD, Punjabi
10.	Dr. Pooja Chatley	HOD, Business Management
11.	Dr. Aditi Satija	HOD, Psychology
12.	Dr. Reema Sharma	HOD, Music
13.	Ms Ritu Ahuja	HOD, Math
14.	Dr Monita Dhiman	Co-cordinator

IQAC Co-ordinator

IQAC Chairperson



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Meeting 5

Venue: Principal Office

Date: 10.01.2024

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. Discussion on status of AQAR.**
- 4. To discuss the celebrations of various national and international importance days.**
- 5. Discussion regarding the conduct of MST-II.**
- 6. Organization of the Annual Alumni Meet.**
- 7. Organization of the Annual Athletic Meet.**
- 8. 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 IQAC coordinator, Dr Prabhleen Toor read the minutes of the IQAC meeting held on 02.11. 2023. The minutes were then confirmed.
- The college is persistently engaged in motivating academically brilliant, needy students and offers scholarships and fee concessions.
- The discussion focused on the pending work related to the AQAR, and the criteria convenors were requested to ensure its completion.
- The discussion regarding dates and conduct of MST –II was discussed by the chair with the registrar.
- 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.



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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 Convener informed the house about organizing the Annual Athletic Meet to provide a best environment for the physical development of the students.
 - The discussion regarding the duty list and plan for organizing the Annual Alumni meet.

ACTION TAKEN

- The college consistently motivated academically brilliant and needy students by offering scholarships and fee concessions. Information regarding various scholarships was disseminated through the scholarship in-charge and displayed on the notice board from time to time.
- Criteria conveners were actively engaged in the compilation of their respective data.
- **Workshops, Seminars, and Lectures**

Various departments had hosted workshops, seminars, and extension lectures to enhance learning and awareness. Notable events included the **Workshop on Power BI** by the Computer Science department from January 22-23, 2024, the **Photoshop Certificate Course** from January 22 to February 29, 2024, and an **Awareness Drive on Eating Disorders** by the Counseling Cell from February 1-7, 2024. The **Career Guidance and Counselling** workshop on February 2, 2024, offered career prospects, and a **Cybernetics Skill Development Workshop** took place on February 6, 2024. The “**Women in Science: Their Contribution and Empowerment**” workshop on February 10, 2024, by Chemistry had celebrated the significant role women play in science. The **Pre-Placement Session with CANAM** on February 10, 2024, had prepared students for industry expectations. Additionally, **Healing through Mind and Music** by the Psychology department was held on February 20, 2024.

- **Extension Lectures and Awareness Campaigns**

Extension lectures had covered various aspects, including the **Art of Success** by the Career Coaching Cell on February 22, 2024, and **Women and Girls in Science Leadership** extension



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lecture by the Physics department on February 10, 2024. Awareness campaigns, such as the **Cancer Awareness Campaign** by the Youth Red Cross Club on February 13, 2024, and the **Seminar on Prevention of Incest Sexual Abuse** by the Counseling Cell on February 29, 2024, were also organized.

- **Competitions and Exhibitions**

The college had hosted several competitions to encourage student participation and creativity. These included a **Rangoli Competition** on January 20, 2024, on the theme “Nothing like voting, I vote for sure,” a **Slogan Writing Contest** on National Girl Child Day, and an **E-Quiz** contest for **Republic Day**. The **“Zoographia” Photography Competition** by Zoology on February 28, 2024, and a **Poster Making Competition** by the Mathematics department showcased the artistic and scientific talents of students. The **Model Making Contest** by Botany, **“Colours of Chemistry”** by the Chemistry department, and **“Indigenous Technologies for Viksit Bharat”** by Botany on February 27, 2024, highlighted scientific innovation.

- **Industrial Visits and Educational Trips**

Students had also engaged in industrial visits to broaden their knowledge. On February 7, 2024, students from the Botany department visited a Plywood Industry, and the **Khanna Paper Mill and Sadda Pind** were visited by the Commerce students on February 3, 2024. The **Visit to Fortis Hospital** by the Youth Red Cross Club had taken place on February 5, 2024.

- **Skill Development Programs**

The **Skill Development Cell** had run the **Accounts Executive Course**, certified by NSDC, from March 1 to May 31, 2024. The **Power BI Workshop** and **Data Analytics using Tableau** courses were also offered to students, enhancing their skills in these areas.

These celebrations, activities, and programs had aimed to foster a comprehensive learning environment, encouraging students to explore, create, and gain valuable life and career skills.



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- **National and International Day Celebrations**

The college had hosted various celebrations for national and international days throughout the year. The year began with the **National Youth Day** on January 12, 2024, followed by **Indian Army Day** on January 13, 2024. **Hindi Day** was observed on January 15, 2024, with a session on "Ram Adarsh Kaise?" In honor of **Punjab, Punjabi, and Punjabi Virasat**, an international seminar was held on January 16, 2024. Other major celebrations included the **National Girl Child Day** on January 24, 2024, which featured a slogan writing contest, **Republic Day** on January 26, 2024, commemorated by an **E-Quiz** organized by the Political Science department, and **World Wetland Day** on February 2, 2024, organized by the Geography department. **International Women's Day** had been celebrated with various activities across the college, and **Basant Panchami** was marked by performances from the Music Department. **National Productivity Day** on February 12, 2024, featured a PowerPoint presentation by the Commerce department.

- The sincere endeavor of the Department of Physical Education under the able guidance of Dr Mandeep Kaur, culminated in the annual athletic meet organised on March 6, 2024 and March 7, 2024.
- The Alumni Meet titled, "Purane Din Naya Safar" was held at the college campus on 9th March, 2024. More than 250 members registered for the event. Live concert by the musical band, 'KARINDAY' was the highlight of the event.
- IQAC, Coordinator, Dr Prabhleen Toor, thanked for this great initiative taken by the management in interest of the students and faculty.



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5.	Ms. Sarvjit Kaur	HOD, Pol. Science
6.	Ms. Sangeeta Sharma	HOD, Physics
7.	Dr. Kamaljit Sidhu	HOD, Botany
8.	Dr. Parminder Kaur	HOD, Computer Science
9.	Ms. Sabina Bhalla	HOD, English
10.	Ms. Ritu Ahuja	HOD, Maths
11.	Dr. Aditi Satija	HOD, Psychology
12.	Dr. Pooja Chatley	HOD, Business Management
13.	Dr. Monica Mahajan	HOD, Biotechnology
14.	Dr Mandeep Kaur	HOD, Physical Education
15.	Dr Monita Dhiman	Co-Coordinator

IQAC Co-ordinator

IQAC Chairperson



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Meeting 6

Venue: Principal Office

Date: 04. 03. 2024

Time:11:00 AM

AGENDA:

- 1. To read and confirm the minutes of last IQAC meeting.**
- 2. To impart experiential learning to the students.**
- 3. To discuss the MST-II, the internal assessment and conduct of Final Practical exam.**
- 4. To discuss the work regarding the infrastructural change in various departments.**
- 5. Celebrating Days of National Importance.**
- 6. Discussion on Annual Prize distribution.**
- 7. Discussion on Annual Convocation.**
- 8. 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 10. 01.2024. The minutes were then confirmed.
- The dates for MST-II were finalized, and the duty list was prepared. The datasheet was displayed on the college notice board. Various notices regarding internal assessments and lecture shortages were also published. Departments conducting practical examinations were instructed to ensure the smooth conduct of these examinations as per university directives.
- All members appreciated the ongoing infrastructure developments on the campus.
- The organization of various extension activities was discussed, and important national and international days to be celebrated in the coming months were also finalized.
- It was discussed that students who achieved positions or prizes in various events and competitions during the 2023-24 session will be awarded certificates at the Annual Prize



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Distribution Function. The discussion also included finalizing the dates and duty list for the event.

- The discussion also included conducting the annual convocation for the session 2023-24. The date was finalized, and the in-charge was instructed to prepare and circulate the duty list to ensure the smooth conduct of the event.

ACTION TAKEN

- As directed by the chair all the essential steps like display of date sheet on the notice board, notice regarding rules for MST-II was circulated among students.
- The final practical examinations were conducted by the departments, and the results were uploaded on the university website.
- All departments actively participated in planning and organizing a wide range of activities under the guidance of the Internal Quality Assurance Cell (IQAC). These activities spanned across various categories, including Extension Lectures, Workshops, Competitions, Trips, and Community Engagement initiatives.
- **Extension Lectures:** The Economics Department conducted a webinar on "What Next After Graduation" on March 13, 2024, while the Legal Literacy Club organized a session on "Breaking the Silence: Understanding and Addressing Incest Abuse" on March 19, 2024. The English Department organized a Talk Show at Akashwani on April 9, 2024.
- **Workshops:** The Placement Cell organized a workshop on "Grow with LinkedIn" on March 13, 2024, and another workshop on "Becoming a Pioneer in Digital Marketing" on March 15, 2024. The Economics Department hosted a Documentary Making Competition on "Jago Grahak Jago" on March 15, 2024. Additionally, the Home Science, Fashion Designing, and Beauty and Wellness Departments conducted a Mehendi Application workshop from March 15 to 18, 2024.
- **Competitions:** The Music Vocal & Instrument Department held the "Musical Discourse: Inter-Class Paper Presentation Competition" from March 13 to 20, 2024, and the Photography and Painting Club organized a Lippan Art Competition on March 21, 2024.



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The Commerce Department hosted a Budget Quiz 2k24 - Unlock the Genius Within on March 20, 2024.

- **Trips:** The Computer Science Department arranged a trip to Solan on March 17, 2024, and the Placement Cell organized an industrial visit to Tech Auto Private Limited on March 29, 2024.
- **Community Engagement:** The NCC cadets participated in the BEE's Certificate Examination on March 10, 2024, and the Red Ribbon Club carried out an awareness drive titled "Drugs End All Dreams" on March 20, 2024. The NSS organized a Free Health Care Medical Camp on March 13, 2024, and a 7-day Special Camp from March 13 to 20, 2024. The Eco Club celebrated the International Day of Forest on March 21, 2024.

This wide range of activities highlights the departments' commitment to fostering academic development, environmental awareness, and community engagement.

- The 61st annual prize distribution was organised on April 10, 2024, Sardar Gursharan Singh Sandhu, IPS graced the occasion. 61 students were awarded the college colour, 66 students were awarded with merit certificate for their outstanding performance in academic and co-curricular activities.
- The annual convocation for the session 2022-2023 was organised on April 20, 2024, where in 835 students were awarded degrees Dr Sanjay Kaushik ,Dean,College Development Council and Dr Ashwani Bhalla, Deputy Director ,Higher Education, graced the occasion. 11 students were decorated with the roll of honour for achieving academic excellence. 21 students were decorated with roll of honour for excelling in NCC, NSS, sports and co-curricular activities.



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ATTENDEES:

Sr. No.	Name of the Member	Designation
1	Dr. Iqbal Kaur	Chairperson
2	Dr. Prabhleen Toor	Coordinator
3	Dr Kamini Sahir	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	Dr. Kamaljit Grewal	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

IQAC Co-ordinator

IQAC Chairperson



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Meeting 7

Venue: Principal Office

Date: 30.04. 2024

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 04.03.2024. The minutes were then confirmed.
- End Semester Examination dates were from 02 May to 03 June, 2023 so the proper plan of action was asked during the meeting. 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 Heads were asked to organize workshops that should be skill based during the months of June and July.

ACTION TAKEN

- The End Semester examinations were conducted smoothly, with all tasks executed flawlessly under the supervision of the center coordinators, Dr. Priyanka Khanna and Dr. Khushdip Kaur.
- **Activities:**



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The **Eco Club** organized the **World Biodiversity Day** on May 22, 2024, to raise awareness about the importance of biodiversity. The **Science Department** hosted **Science Sparkles** from May 24-25, 2024, a science exhibition and competition showcasing student projects. The **Beauty & Wellness Department** conducted a **Makeup and Baking Workshop** on May 28, 2024, offering students a chance to learn the art of makeup and cake decoration. From May 6-24, 2024, the **Placement Cell** and **Skill Development Cell** offered an **Office Bootcamp: Master MS Office in Two Weeks**, helping students enhance their office software skills. On May 24, 2024, the **Placement Cell** held a workshop on **Artificial Intelligence Tools in Digital Marketing**, introducing students to AI technologies used in the marketing field. In June, the **Skill Development Cell** and **Commerce Department** conducted a **2-Day Workshop on "Beauty Unleashed: Self Makeup Essentials"** from June 4-5, 2024, while the **Commerce Department** organized a session on **Unlocking the Digital Library: Mastering E-Resources** on June 6, 2024. The **Physical Education Department** ran a **Self Shielding Workshop** from June 19-29, 2024, to promote personal safety and well-being.

- The **NCC** organized a **10-Day NCC Camp** from June 7-16, 2024, which provided students with an opportunity to enhance their leadership and military skills. The **NCC** also observed **International Yoga Day** in collaboration with the **Yoga Club** on June 21, 2024, promoting physical health and mindfulness.
- **E-VIDYA: A Computer Literacy Programme** – The Computer Science Department conducted four batches of this computer literacy initiative in May 2024. The primary goal of this program was to enhance digital literacy and provide underprivileged school girls with essential computer skills.
 - **Batch 1:** May 1-8, 2024
 - **Batch 2:** May 6-14, 2024
 - **Batch 3:** May 15-22, 2024
 - **Batch 4:** May 23-30, 2024
 - **Batch 5:** June 3-8, 2024



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The programme aimed to bridge the digital divide by equipping participants with fundamental computer knowledge, thus empowering them for better educational and career opportunities.

- **CodeCamp: A Coding Skill Development Programme** – The Computer Science Department organized four batches of the CodeCamp program between May and July 2024, aimed at enhancing coding skills and promoting programming proficiency among students. This initiative was designed to introduce participants to various programming languages and coding techniques.
- **Batch 1:** June 11-14, 2024
- **Batch 2:** June 18-21, 2024
- **Batch 3:** June 25-29, 2024
- **Batch 4:** July 3-6, 2024

Through these intensive workshops, participants gained hands-on experience in coding, helping them develop the skills required for various technical careers. The program encouraged students to explore their interest in technology and become proficient in essential programming tools.



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2	Dr Prabhleen Toor	Coordinator
3	Dr Kamini Sahir	Co-cordinator
4	Ms. Ritu Ahuja	HOD, Maths
5	Ms. Sarvjit Kaur	HOD, Pol. Science
6	Dr Honey Walia	Member
7	Ms. Kamaljit Sidhu	HOD, Botany
8	Dr. Parminder Kaur	HOD, Computer Science
9	Ms. Sabina Bhalla	HOD, English
10	Dr. Aditi Satija	HOD, Psychology
12	Dr Monita Dhiman	Co-Coordinator
13	Mr Ramesh Kumar	Office Superintendent

IQAC Co-ordinator

IQAC Chairperson