

**MINUTES OF THE MEETING OF IQAC**

**Date: July 10, 2023**

**Time: 11:00 am**

**Venue: Seminar Hall**

**MEMBERS PRESENT**

- **Dr. Maneeta Kahlon** (Principal)
- **Dr. Kuldeep Kaur** (IQAC Coordinator)
- **Dr. Anupam Vatsyayan** (IQAC Co-coordinator)
- Dr. Balbir Kaur
- Mrs. Maninder Kaur
- Mrs. Manmeet Kaur
- Mrs. Prabhjot Kaur
- Mrs. Seema Dua
- Dr. Neetu Prakash
- Dr. Punpreet Kaur
- Dr. Nidhi
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Dr. Madhu Bala
- Mrs. Harpreet Kaur
- Mrs. Kirti Loomba
- Mrs. Gagneet Pal Kaur
- Ms. Daisy Wadhwa
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

**GURU NANAK KHALSA COLLEGE FOR WOMEN**  
**GUJARKHAN CAMPUS 2023-24**

---

**AGENDA**

1. Review of the previous academic session to be done
2. Induction/Orientation Programs
3. On-going admission process to be discussed
4. Stress on and incorporation of Bhartiya Gyan Parampara (Indian Knowledge System)
5. Provide optimal learning environment to the students
6. Academic Calendar, Time table, Teaching plans, work load to be prepared for the session 2023-24
7. Anti- ragging policy of the college
8. Annual duties to be assigned
9. Arrange celebrations of important National and International Days
10. Organize Talent Hunts
11. Various departments to plan academic audits in the current session
12. Student Progression Reports must be drawn for all departments
13. To continuously energize and motivate faculty to upgrade knowledge
14. To issue directions to upload AQARs for the last four sessions 2018-19, 2019-20, 2020-21, and 2021-22
15. Guidelines for filling AQAR for the session 2022-23
16. To assess the academic results of PU examinations held in May 2023
17. Code of Conduct and Professional Ethics to be discussed with teaching and non-teaching staff
18. Continuous upgradation of infrastructure

**PROCEEDINGS**

1. The members of the IQAC reviewed the activities of the previous academic session. The results were discussed and various achievements were highlighted during the course of the meeting.
2. Plans were made to organize orientation programs for new entrants in which mentors will make the new entrants aware about the rule and regulations and code of conduct practiced in the college. It was also specified that these programs must be conducted separately for all UG and PG classes, keeping in view the distinct requirements of their courses/streams. In addition, Ice-breaking sessions will also be organized by various departments for all the newcomers to acclimatize them and to improve interaction and team-building.

GURU NANAK KHALSA COLLEGE FOR WOMEN  
GUJARKHAN CAMPUS 2023-24

---

3. The on-going admission process was discussed with the Admission Committee and plans were chalked out as per the notifications of Panjab University, Chandigarh.
4. It was decided that emphasis should be laid on Bhartiya Gyan Parampara (Indian Knowledge System) while preparing the Pos and Cos of various streams and subjects. The incorporation of IKS in the teaching-learning process will lead to holistic development of the students. This will also be in line with the policies of the Government of India.
5. The faculty was instructed to make requisite arrangements for providing optimal learning environment to the students. Experiential learning and maximum exposure must be provided to the students through industrial/ educational/ heritage visits, seminars, workshops, competitions etc. To equip students with the knowledge, skills, and competencies required to excel in today's world, the faculty members were asked to draft course and program outcomes aligned with the industry standards. NSS, Red Ribbon Club, and Placements Cell were guided to actively work in this direction.
6. All the teachers-in-charge and Heads of the Departments were directed to prepare Academic Calendar, Time table, Teaching plans, work load for the session 2023-24. Besides, the teachers were solicited to diligently prepare a well-structured timetable to ensure optimal class scheduling as well as to maximize learning potential.
7. Dr. Punpreet Kaur, Coordinator, Anti- ragging Committee was asked to prepare the zero-tolerance policy of the college against ragging. It was articulated that the Anti-ragging week will be observed in the campus comprising a number of activities to generate awareness among the students. Madam Principal also emphasized that the college will be against all forms of discrimination. For the same, a sensitization program will be organized in the up-coming semester.
8. Annual duties for the session 2023-24 were assigned to the teaching staff. The Coordinators and Controllers of Clubs and Cells were apprised about their respective responsibilities.

GURU NANAK KHALSA COLLEGE FOR WOMEN  
GUJARKHAN CAMPUS 2023-24

---

9. It was declared that all important National and International Days must be celebrated without fail. Observance of significant days/events like World Youth Skills Day, Income Tax Day, Kargil Vijay Diwas, Independence Day, and International Youth Day should be deliberated well ahead of time.
10. All departments were instructed to conduct talent hunt competitions across various categories and events. The main aim would be to identify and nurture exceptional talent among students as part of the preparations for the forthcoming Panjab University Youth and Heritage Festival. A timely initiative would ensure enthusiastic participation and a strong representation from the institution.
11. Mrs. Maninder Kaur (PG Department of Commerce) and Dr. Nidhi Sharma (Department of Business Administration) will conduct academic audits for their respective departments for the session 2022-23.
12. Student Progression Reports must be drawn for all departments to gauge the career advancement of the students of our college. Moreover, Mrs. Rajwinder Dean, Alumni Association, was directed to keep a record of the passed out students along with their achievements.
13. The faculty was encouraged to engage in continuous learning and professional development to ensure their knowledge base and skill set remain current and relevant. This involves regularly seeking opportunities for growth through activities such as attending workshops, pursuing advanced courses, participating in conferences, and staying updated with the latest trends and advancements in their respective fields.
14. Directions were issued to upload AQARs for the last four sessions 2018-19, 2019-20, 2020-21, and 2021-22 under the guidance and supervision of the IQAC Coordinator Dr. Kuldeep Kaur and IQAC Co-coordinator Dr. Anupam Vatsyayan.
15. Guidelines for filling AQAR for the session 2022-23 were also shared during the meeting so that teachers may start collecting and compiling data for their respective criterion.

**GURU NANAK KHALSA COLLEGE FOR WOMEN  
GUJARKHAN CAMPUS 2023-24**

---

16. The academic results of PU examinations held in May 2023 were assessed by the members of IQAC. It was also pronounced that the IQAC will duly felicitate the position holders and University toppers of these examinations as per the college tradition.
17. It was also declared that meetings will be conducted to discuss the Code of Conduct and Professional Ethics of the college with teaching and non-teaching staff of the college, as well as the students. Mrs. Seema Dua, Coordinator, Code of Conduct Committee will arrange for the same.
18. The institution emphasizes the ongoing enhancement and modernization of its infrastructure to create a more conducive and comfortable environment for all stakeholders. Installation of air conditioning units, renewal of AMCs of water filters, renovation and refurbishment of rooms will be integral to this initiative, upgrading facilities to meet contemporary needs.

**PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL**

**The committee members unanimously agreed to all the points of proceedings. The meeting ended with a formal vote of thanks by Dr. Kuldeep Kaur, Coordinator IQAC to the Honorable Chairperson, Dr. Maneeta Kahlon and to all the members of IQAC for their valuable suggestions.**

**Dr. Maneeta Kahlon  
Principal &  
Chairperson, IQAC**

**Dr. MANEETA KAHLON  
Principal  
G.N.Kh. College for Women  
Gujarkhan Campus, Model Town,  
Ludhiana.**

**Dr. Kuldeep Kaur  
Coordinator, IQAC**

**IQAC  
Coordinator**

**Dr. Anupam Vatsyayan  
Co-Coordinator, IQAC**

**IQAC  
Co-coordinator**