

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2023-24

IQAC Meeting
AGENDA OF THE MEETING

Date: September 29, 2023

Time: 1:40 PM

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. Seema Dua
- Dr. Parveen Arora
- Dr. Neetu Prakash
- Dr. Punpreet Kaur
- Dr. Nidhi
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Dr. Madhu Bala
- Mrs. Harpreet Kaur
- Dr. Kirti Loomba
- Mrs. Surjit Kaur
- Mrs. Gagneet Pal Kaur
- Ms. Daisy Wadhwa
- Mrs. Satwant Kaur
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

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AGENDA

1. To work upon NAAC pro forma of **AQAR** for the previous session 2022-23
2. To fill **AISHE Web DCF** for the session 2022-23
3. Preparation for the **Panjab University Zonal Youth and Heritage Festival 2023** to be held in the college from October 09-12, 2023
4. Formation of Committee to conduct interviews/presentations of the eligible members of the faculty who are due for the next step-up under **CAS (as per UGC 2018 Guidelines)**
5. To plan for '**Roshni**' – **the Annual Diwali program of the college**
6. To manage stalls and exhibitions on the occasions of *Karwachauth* and *Diwali* under the '**Earn while you Learn**' program of the college
7. To make preparations for the smooth conduct of **Mid-Semester Exams** scheduled from October 25, 2023
8. Conduct **Mentor-Mentee Meet**
9. To discuss the **evaluation process of table marking** to be followed, and subsequently, to organize a **Parent-teacher Meet** in the month of November to inform the parents about the performance of their ward – all this to be done in the wake of **End-Semester Examinations**
10. All departments to initiate the process of **Internal Assessment** and make adequate arrangements for the conduct of **University Practical Exams**
11. To celebrate important **national/international days**
12. Maintenance and augmentation of the **infrastructure**
13. Teachers to **visit schools for career counseling sessions**
14. **Staff Welfare Society** to maintain healthy communication with the members of the staff

PROCEEDINGS

1. The IQAC members were advised to collect and systematically prepare data for their assigned criteria to meet the requirements for uploading the **AQAR 2022-23**.
2. Ms. Daisy Wadhwa, Dean IT, was directed to upload the necessary data on **AISHE (All India Survey on Higher Education) Web DCF** for the academic session 2022-23.
3. Mrs. Prabhjot Kaur and Dr. Punpreet Kaur, College Contingent In-charges for **Panjab University Zonal Youth and Heritage Festival 2023** were guided to initiate preparations and make arrangements for hosting the event at the college from October

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- 09-12, 2023. They were suggested to coordinate with various departments, manage logistics, and oversee the infrastructure and other requirements for successfully hosting the festival.
4. The IQAC resolved to conduct interviews and presentations for eligible faculty members seeking promotion under the **Career Advancement Scheme (CAS)** as per UGC 2018 guidelines. The candidates will be notified about the format and schedule of the interviews in advance.
 5. The college must spark off preparations for '**Roshni**' – **the Annual Diwali program of the college**. The Departments of Home Science, Fine Arts, and Fashion Designing along with the Women Development Cell and NSS Unit were tasked with organizing the two-day Diwali exhibition scheduled for November 9-10, 2023.
 6. To manage stalls and exhibitions on the occasions of *Karwachauth* and *Diwali* under the '**Earn while you Learn**' program of the college. This will provide platform the young entrepreneurs to showcase their skills by setting up counters of cakes and chocolates, nail treatments, candles, planters etc.
 7. Controller of Examination Mrs. Prabhjot Kaur and College Registrar Mrs. Seema Dua were asked to make preparations for the smooth conduct of **Mid-Semester Exams** scheduled from October 25, 2023
 8. The Coordinator of Mentoring Group Dr. Madhu Dhawan was directed to conduct **Mentor-Mentee Meets** for the months of September, October, and November.
 9. The **evaluation process of MSTs through table marking** was thoroughly discussed with all the members. It was further decided that the **Parent-teacher Meet** should be

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conducted in the month of November to update parents about their wards' academic performance and address any concerns. Mrs. Manpreet Kaur, Coordinator, Parent Teacher Association must make arrangements for an effective interaction session with the parents. These initiatives are to be undertaken as part of the preparatory phase for the End-Semester Examinations.

10. All Heads of Departments were asked to initiate the process of **Internal Assessment** and make adequate arrangements for the seamless conduct of **University Practical Exams**. The date sheet and practical groups/slots should be framed and shared with the students well ahead of time to ensure clarity and proper organization.
11. The IQAC emphasized the importance of celebrating significant **national and international days** to foster awareness and instill values among students. Departments and committees were encouraged to organize events, seminars, and activities commemorating these occasions, focusing on their cultural, social, or global significance.
12. Continuous attention is directed towards the **maintenance and enhancement of the college infrastructure** to ensure a conducive learning environment. Regular upkeep of existing facilities and augmentation of resources were prioritized, including the upgrading of classrooms and laboratories, and maintenance of energy and water resources.
13. Teachers were assigned the responsibility to **actively engage with local schools** by visiting them and organizing sessions to invite school students to visit the campus. The purpose of these visits should be to provide students with valuable insights into higher

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education opportunities, helping them make informed and strategic decisions regarding their career paths.

14. The **Staff Welfare Society** was tasked with fostering positive and open communication channels with the staff members. The society was given responsibility for organizing regular meetings, feedback sessions, and social events that encourage staff engagement and create a supportive work environment.

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

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Dr. Kuldeep Kaur
Coordinator, IQAC

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Coordinator

Dr. Anupam Vatsyayan
Co-Coordinator, IQAC

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Co-coordinator