

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2023-24

IQAC Meeting
AGENDA OF THE MEETING

Date: January 09, 2024

Time: 2:00 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. Prabhjot Kaur
- Mrs. Seema Dua
- Dr. Parveen Arora
- 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
- Mrs. Sukhjit Kaur

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AGENDA

1. Planning for the smooth conduct of the new semester starting from January 08 to April 22, 2024 (as per Panjab University Guidelines)
2. Time table and teaching plans for the new semester
3. Alumni Association to organize the Valentine Carnival in association with Women Development cell on February 14, 2024
4. To make preparations for Prof. Gurbir Singh Sarna Memorial Inter-college competitions scheduled in the month of March, 2024.
5. Mid Semester Tests to be held tentatively from March 18 to April 02, 2024. Teachers to cover 75% syllabus for the same
6. Activities to be planned under 'Earn While You Learn' scheme of the college
7. Heads of all the departments to organize activities/ workshops/ extension lectures during the term.
8. Invite suggestions from the house to hold the Annual Convocation for the session
9. To motivate teachers to enhance their academic and research record by presenting and publishing papers or also by conducting sessions as Resource Persons
10. Mentoring Meets to be held at the end of every month
11. One day trips and industrial visits to be scheduled at the earliest
12. Scholarship interviews to be conducted
13. To motivate students to participate in Inter-college competitions
14. Placement drives to be organized by the Placement Cell
15. Activities by various Clubs and societies – NCC/NSS/ Red Ribbon/ WDC/ Red Cross, Eco Club
16. For admission in the session 2024-25, admission committee to plan visits to schools in January-February

PROCEEDINGS

1. It was unanimously emphasized that all measures should be taken to ensure smooth conduct of the new semester starting from January 08 to April 22, 2024 (as per Panjab University Guidelines). All Heads of Departments (HODs) and Coordinators of various Clubs/Committees were directed to develop comprehensive activity plans to be executed during the semester.
2. Time table and teaching plans for the new semester were thoroughly reviewed. Dr. Kirti Loomba, PRO of the college and Website Development In-charge was instructed to ensure the timely uploading of all relevant academic and administrative documents on the college official website for easy access.

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3. Mrs. Rajwinder Kaur, Dean of the Alumni Association, in collaboration with Women Development Coordinators, Mrs. Seema Dua and Dr. Shikha Bajaj, was tasked with organizing the Valentine Carnival on February 14, 2024. They were advised to book stalls and engage with alumni members, local entrepreneurs, and student entrepreneurs to ensure a vibrant and inclusive event.
4. The members of the Cultural Committee were requested to brief the staff about the Prof. Gurbir Singh Sarna Memorial Inter-College Competitions scheduled for February 2024. Departments were instructed to delineate the areas of competition, draft clear rules, prepare respective venues, and ensure wide participation.
5. Controller of Examination Mrs. Prabhjot Kaur and College Registrar Mrs. Seema Dua were asked to arrange for the Mid-Semester Tests, tentatively set from March 18 to April 2, 2024. Faculty members were reminded to complete 75% of the syllabus before the tests.
6. Departments of Home Science, Fashion Designing, and Fine Arts were encouraged to plan timely activities under the college's "Earn While You Learn scheme" to provide practical exposure and skill-building opportunities for students.
7. During the meeting, all the HODs were instructed to organize workshops, extension lectures, and departmental activities during the semester to promote holistic learning.
8. Suggestions were invited from the house to determine the most suitable schedule for organizing the Annual Convocation for the session.
9. Faculty members were encouraged to enhance their academic and research credentials by presenting papers, publishing articles, or serving as Resource Persons in various forums.
10. It was resolved that monthly mentoring sessions should be conducted to address the concerns and progress of students.
11. Trips and Tours In-charge, Dr. Kuldeep Kaur and Mrs. Seema Dua, were asked to plan one-day trips and three-day industrial visits at the earliest to enhance practical exposure for students.
12. The Scholarship Committee was tasked with conducting interviews to identify eligible and deserving students for scholarships and fee concessions under various categories, including orphan, fatherless, Defence Personnel wards, and alumni wards.
13. Teachers were urged to motivate students to actively participate in inter-college competitions to showcase their talents. Faculty members were advised to guide students in identifying suitable events, preparing them thoroughly through training sessions or rehearsals, and ensuring their participation. This initiative aims to enhance the visibility of the institution while building the confidence and skill set of students.
14. The Placement Cell was entrusted with the task of organizing placement drives to provide students with opportunities to secure employment and internships with reputed organizations. Placement Coordinator, Dr. Nidhi Sharma, was instructed to engage with industry

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professionals, invite companies for campus recruitment, and prepare students for pre-placement training sessions.

15. All clubs and societies, including NCC, NSS, Red Ribbon, Women Development Cell (WDC), Red Cross, and the Eco Club, were encouraged to design and execute impactful activities during the semester. These initiatives should focus on community engagement, awareness campaigns, and skill development programs to promote social responsibility among students.
16. To boost enrollment for the upcoming academic session, the Admission Committee was tasked with organizing outreach visits to schools in January and February 2024. These visits will focus on promoting the college's academic programs, extracurricular offerings, and campus facilities to prospective students and their parents. The committee was advised to prepare engaging presentations, distribute informative brochures, and address queries to attract high-performing candidates and strengthen the institution's academic community.

PLACED BEFORE IQAC FOR CONSIDERATION AND APPROVAL

The committee members collectively approved all the points discussed during the proceedings. The meeting concluded with a formal vote of thanks delivered by Dr. Kuldeep Kaur, Coordinator IQAC, expressing gratitude to the Honorable Chairperson, Dr. Maneeta Kahlon, and all the IQAC members for their insightful suggestions and active participation.

Dr. Maneeta Kahlon
Principal &
Chairperson, IQAC

Dr. Kuldeep Kaur
Coordinator, IQAC
IQAC
Coordinator

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

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