

GURU NANAK KHALSA COLLEGE FOR WOMEN
GUJARKHAN CAMPUS 2023-24

IQAC Meeting
AGENDA OF THE MEETING

Date: March 27, 2024

Time: 10:15 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. Punpreet Kaur
- Dr. Nidhi
- Mrs. Manpreet Kaur
- Dr. Madhu Bala
- Mrs. Harpreet Kaur
- 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. To plan for the Annual Prize Distribution Function slotted in the month of April
2. To get suggestions and generate ideas for the conduct of the Annual Convocation and Roll of Honour of students
3. Identification of the Advanced learners and Slow learners on the basis of the result of the MSTs
4. Parent-teacher meet to be held on April 07, 2024 after the MSTs to evaluate the performance of the students with the parents.
5. Remedial classes for weak students
6. Placement Cell to conduct placement drives and training sessions for the students
7. One day trip on April 02, 2024
8. Scheduling a Farewell Party for the final year students of all streams on April 06, 2024
9. Budget
10. Concerned subject teachers to plan University practical examinations and then make preparations for end semester theory exams
11. National and International Days
12. To plan in advance for new admission as the new schedule is expected to arrive shortly
13. To come up with the Prospectus for the session 2024-25

PROCEEDINGS

1. The IQAC announced that the Prize Distribution Ceremony would be organized by the end of April 2024. It was further mentioned that the prizes would be awarded for both the semesters – Odd as well as Even. All the mentors and subjects in-charge were assigned the responsibility of preparing prize lists for various classes and subjects to acknowledge academic and extracurricular excellence.

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2. Suggestions were invited for the conduct of the Annual Convocation to be held in the month of May. Ideas were generated to hold a seamless function with an appropriate rehearsal schedule. Proper rehearsal schedule, seating arrangements, and other logistical preparations were discussed to ensure a comfortable experience for our prized alumni.
3. Based on the MST results, advance learners and slow learners for each class will be identified. It was decided that the advance learners would be felicitated in the Annual Prize Distribution function to be held in April 2024. Lists of the prize winners and University toppers would be compiled by the mentors/ subjects in-charge.
4. The members agreed that the Parent-teacher meet must be held after the MSTs to evaluate the performance of the students with the parents. Parents will be notified via phone calls. Necessary measures will be taken to improve the slow learners and boost the advance learners.
5. Dr. Nidhi Sharma, Coordinator, Equal Opportunity Cell was instructed to plan Remedial Classes for slow learners at the end of the semester. All the HODs were instructed to prepare and share the time table for remedial classes with the Coordinator as well as the students.
6. Placement Officers of the college were guided to conduct placement drives and training sessions for the students of outgoing classes to enhance their career prospects.
7. Coordinators of the Trips and Tours Committee, Dr. Kuldeep Kaur and Mrs. Seema Dua, proposed organizing multiple one-day trips and a three-day excursion in the coming month. Their suggestions were considered for final approval
8. Final Year Mentors were asked to make arrangements for Farewell Parties for the for the graduating students of all streams, ensuring a memorable send-off.
9. Mrs. Maninder Kaur, Bursar of the college, along with her team was directed to prepare the Annual Budget for 2024-25. Once finalized, the budget will be

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presented to the General Secretary of the College Governing Body, Er. Gurvinder Singh Sarna, for approval.

10. Concerned subject teachers were instructed to prepare the schedule/date sheet for University practical examinations and make arrangements for the end-semester theory exams.
11. The college will observe and celebrate significant days in April, such as the Jallianwala Bagh Massacre anniversary, Baisakhi, and Sangrand, through meaningful programs and activities.
12. Admission Committee was asked to plan for the upcoming admissions cycle in anticipation of the new University schedule for the session 2024-25.
13. The Prospectus Committee was reminded to prepare the College Prospectus for the 2024-25 session in advance, ensuring all details are updated and ready for distribution.

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. MANEETA KAHLON
Principal

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