

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
KHALSA COLLEGE FOR WOMEN  
CIVIL LINES, LUDHIANA**

**Session: 2018-19**

**Date of Meeting: 15<sup>th</sup> July, 2018**

Plan of action was reviewed for further improvement taking stock of the present scenario.

**AGENDA**

**To chalk out the action plan for the new session i.e. 2018-19 with the heads of all the departments.**

**Minutes**

Suggestions were put forward by the heads regarding steps to be taken for the smooth functioning of the institution in the coming session. Outline of the academic calendar was prepared and discussed. Some plans suggested were:

- Procurement of additional audio-visual aids and ICT based tools for teaching.
- Up gradation of computer labs, science labs.
- Improve sports facilities.
- Avail grants for seminars/conferences/workshops etc.
- Promote research amongst teachers and students.
- Organize extension lectures for students.
- Streamline services provided by placement and consultancy cell.
- Adopt eco-friendly best practices.

**Members Present**

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Dr Ashwani Bhalla

Dr Rasil Kaur

Dr Sumedha Wadhwa

Ms Sarvjit

Dr Parminder Kaur

Dr Khushdip Kaur

Dr Priyaka Khanna

Ms Sabina Bhalla

Dr Kamini Sahir

Ms. Sangeeta Sharma

Ms Kamaljit Sidhu

Dr Aditi Satija

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

**Date of Meeting: 15<sup>th</sup> October, 2018**

Pervious meeting's minutes were verified and assessed.

**AGENDA**

**To take an overview of the work done by departments throughout the session and working of the clubs and the committees.**

**Minutes**

- The heads of various departments discussed the plans that had materialized during the new semester in their respective departments.
- The various in-charges of the club and committees working in the college presented a report of work done by them and proposed some new plans.
- A suggestion towards conducting more field work and extension activities was also made to ensure more connection with the society.

**Members Present**

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Dr Sumedha Wadhwa

Dr Parminder Kaur

Dr Khushdip Kaur

Dr Priyaka Khanna

Ms Sabina Bhalla

Dr Kamini Sahir

Ms. Sangeeta Sharma

Ms Kamaljit Sidhu

Dr Aditi Satija

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

**Date of Meeting: 14<sup>th</sup> January, 2019**

The minutes of the previous meeting were confirmed.

## **AGENDA**

**To discuss the dates of the Alumni Meet, Sports Day, Prize Distribution and Annual Convocation.**

**To discuss the planning of the International Seminar.**

### **Minutes**

- The new coordinator of IQAC was selected. Dr Khushdip Kaur was the unanimous choice.
- Important functions of the college were planned and tentative dates were finalized for the Alumni Meet, Sports Day, Prize Distribution and Annual Convocation.
- The upcoming International seminar (to be held on 6<sup>th</sup> February) was focused upon. Duty List was discussed.
- Dr. Monita Dhiman, nominated as SPOC from KCW for NPTEL.

### **Members Present**

Dr Mukti Gill

S. Gurdish Singh Grewal

Sdn. Sarbrinder Kaur Grewal

Dr Khushdip Kaur

Dr Sumedha Wadhwa

Dr Parminder Kaur

Dr Priyaka Khanna

Ms Sabina Bhalla

Dr Kamini Sahir

Ms. Sangeeta Sharma

Ms Kamaljit Sidhu

Dr Aditi Satija

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

Dr Monita Dhiman

**Date of Meeting: 30<sup>th</sup> January, 2019**

A confirmation for the minutes of the previous meeting was sought.

**AGENDA**

**To discuss the prospects of setting up a student research centre.**

**Minutes**

- Principal Madam proposed the setting up of a student research centre. It was pointed out that the postgraduate departments should actively participate in encouraging this move where in students shall be encouraged to undertake research, write research papers, the guidance for which shall be provided by the PG teachers.
- The departments of languages-English and Hindi were advised to work on the seminar proposal.
- A suggestion was made to organize a workshop under Hindi Shabdavali Aayog and for two more computers to be installed in labs.

**Members Present**

Dr Mukti Gill

Dr Khushdip Kaur

Dr Sumedha Wadhwa

Dr Parminder Kaur

Dr Priyaka Khanna

Ms Sabina Bhalla

Ms. Sangeeta Sharma

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

Dr Monita Dhiman

**Date of Meeting: 23<sup>rd</sup> February, 2019**

The minutes of the previous meeting were read and confirmed.

**AGENDA**

**To review the development made on seminars to be conducted by department of languages and on the student research centre.**

**To decide dates for prize distribution and convocation.**

**Minutes**

- The progress made on the setting up of the student research centre was evaluated and suggestions were sort.
- The tentative dates for the seminar by department of languages were put forward. Feb/March 2020 were finalized for the same. Suggestions were put forward for materialization of a seminar in the science stream.
- Dates for prize distribution and convocations were finalized.

**Members Present**

Dr Mukti Gill

Dr Khushdip Kaur

Dr Sumedha Wadhwa

Dr Parminder Kaur

Dr Priyaka Khanna

Ms. Sangeeta Sharma

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

**Date of Meeting: 30<sup>th</sup> March, 2019**

A confirmation for the minutes of the previous meeting was sought.

**AGENDA**

**To decide the deadline for submission of records of publication.**

**Reminder for seminar proposal to be sent by English and Hindi departments.**

**To nominate incharge of the student research centre.**

**Minutes**

- It was decided that records of research publications must be sent to IQAC by 20<sup>th</sup> April 2019. The soft copies of all departmental activities must also be sent to IQAC regularly.
- It was confirmed that Hindi department has sent the proposal for a seminar to the Kendriya Hindi Nideshalya, Agra branch.
- The head of the student research centre was nominated along with the other members.
- ✓ Head: Dr. Parminder Kaur
- ✓ Members: Ms Ritu Ahuja, Dr Paramjit, Dr. Sukhjeet.

A suggestion for the cleanliness and repair of washrooms was put forward.

**Members Present**

Dr Mukti Gill

Dr Khushdip Kaur

Dr Priyaka Khanna

Dr Kamini Sahir

Ms. Sangeeta Sharma

Dr Aditi Satija

Ms Ritu Ahuja

Dr Honey Walia

Ms Prabhleen Toor

Dr Monita Dhiman