

# **IQAC, Khalsa College for Women, Civil Lines, Ludhiana**

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## **Minutes of IQAC Meetings: 2019-20**

### **Meeting 1**

**Venue:** Principal Office

**Date:** 18/07/2019

**Time:** 11:00 AM

### **Agenda:**

1. To confirm the minutes of the last IQAC meeting.
2. Re-constitution of various sub-committees for the year 2019-20.
3. Framing of Academic Calendar for the new Academic Session
4. Review the ongoing admission process for various courses including Add On and Vocational courses for the session 2019-20.
5. Organization of the Orientation Programme for newly inducted students and ongoing classes
6. Explore ways to strengthen Communication Skills of the Students.
7. Plan for the enrollment of students in NCC, NSS, LLC and YRC and various club and societies
8. Discuss any other issues with the permission of the chairperson.

### **Members Present:**

| <b>Sr. No.</b> | <b>Name of the Member</b> | <b>Designation</b> |
|----------------|---------------------------|--------------------|
| 1              | Dr. Mukti Gill            | Chairperson        |
| 2              | Dr. Priyaka Khanna        | Coordinator        |
| 3              | Ms. Sabina Bhalla         | Co-Coordinator     |
| 4              | Dr Paramjit Passi         | Member             |
| 5              | Dr Sukhpal Kaur           | Member             |
| 6              | Ms. Sangeeta Sharma       | Member             |
| 7              | Ms. Sarvjit Kaur          | Member             |
| 8              | Ms. Kamaljit Kaur         | Member             |
| 9              | Dr. Parminder Kaur        | Member             |
| 10             | Mrs Nirupma Sood          | Member             |
| 11             | Dr. Khushdip Kaur         | Member             |
| 12             | Dr. Honey Walia           | Member             |
| 13             | Dr. Prabhleen Toor        | Member             |
| 14             | Ms. Ritu Ahuja            | Member             |
| 15             | Dr. Kamini Sahir          | Member             |

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|----|--------------------|--------------------------|
| 16 | Dr. Aditi Satija   | Member                   |
| 17 | Dr. Pooja Chatley  | HOD, Business Management |
| 18 | Dr. Monica Mahajan | HOD, Biotechnology       |

IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To confirm the minutes of last IQAC meeting

The Coordinator welcomed all the members and read the minutes of the previous IQAC meeting. The minutes were then confirmed by all the members.

**Agenda Item 2:** Re-constitution of various sub-committees for the year 2019-20.

**Resolution:** The constitution of various committees and clubs responsible for conducting various college activities was discussed and finalized.

**Agenda Item 3:** Framing of Academic Calendar for the new Academic Session

**Resolution:** The IQAC Co-ordinator proposed framing of academic calendar after consultation with the members of the newly constituted committees and HOD's. The celebration of certain days of National and International importance be made a part of the activity calendar was also discussed.

**Agenda Item 4:** Review of the ongoing admission process for various courses including Add- On and Vocational courses for the session 2019-20

**Resolution:** The members expressed satisfaction at the ongoing admission process. Measures to further enhance and facilitate the admission process were discussed. Possible avenues and strategies for wider publicity of admission to various Add-on and Vocational Courses were explored.

**Agenda Item 5:** Organizing Orientation Programmes for newly inducted students and students of ongoing classes.

**Resolution:** In order to familiarize the new comers with the infrastructure, faculty members and rules and regulations required to be followed by them during their stay in the college, Induction programme for first year students was planned and Dr Parminder Kaur (Head Department of Computer Sciences) and Dr. Aditi Satija (Head Dept. of Psychology) were

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given the responsibility for the same. The orientations for ongoing classes were also planned and tentative plan for Freshers' get-togethers were prepared.

**Agenda Item 6:** Explore ways to strengthen Communication Skills of the Students.

**Resolution:** The Head of English Department and members of the IQAC decided to organize short term Workshops to enhance the Communication skills of students.

**Agenda Item 7:** To plan for the enrollment of students in NCC, NSS, LLC and YRC and other clubs and societies

**Resolution:** It was recommended by all the members that students from all departments be encouraged for enrolling themselves in these cells. Schedules for enrollment in these cells was also discussed.

**Agenda Item 8:** Any item with the permission of the chairperson

**Resolution:** The Chairperson suggested that all HODs conduct departmental staff meetings for drafting tentative timetables for the semester and plan for effective implementation of the curriculum. The members proposed organizing more environmental activities to help students acquire an awareness and sensitivity to the total environment and its allied problems.

Lastly, it was reminded to all that we must adhere to the decision already taken regarding observance of days/events of national/international importance.

### **Action Taken Report:**

The IQAC meeting of the Khalsa College for Women, Civil Lines, Ludhiana was convened on 18/07/2019.

| <b>Point</b>                  | <b>Action Taken</b>  |
|-------------------------------|--|
| Orientation Programme         | Orientation Programs for newly admitted students and the ongoing classes were organized along with specific subject related orientations at the departmental levels. |
| Academic Calendar             | Academic Calendar incorporating the major activities was framed for the session 2019-20  |
| Re-Constitution of Committees | The Committees were finalized for the academic   |

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|---|---|
|   | year 2019-20.   |
| Observe 72 <sup>nd</sup> Independence Day and Teachers' Day | The 72 <sup>nd</sup> Independence Day on 15 <sup>th</sup> August, 2019 and Teachers' Day on 5 <sup>th</sup> Sept, 2019.   |
| Developing language & Communication skills                  | A Seven-day Workshop (beginning 22/07/2019) was organized by Department of English to revise and polish the English grammar skills of the students for academic contexts. |
| Environmental awareness initiative                          | Waste Segregation Campaign was organized by Eco-club on 31/07/2019 to make aware about various programmes of Govt. of India as well as Punjab Govt.                       |

**IQAC Co-ordinator**

**IQAC Chairperson**

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## **Minutes of IQAC Meetings: 2019-20**

### **Meeting 2**

**Venue:**Room No-41

**Date:** 06/08/2019

**Time:** 10:30 AM

### **Agenda:**

1. To read and confirm the minutes of last IQAC meeting held on 18/07/2019.
2. To discuss on the active participation of students in Zonal Youth Festival to be held from 25<sup>th</sup> to 28<sup>th</sup> September 2019.
3. To discuss the revised NAAC Accreditation Framework.
4. To appoint Conveners for different AQAR criterions.
5. To organize 'Talent Hunt Program' for identifying the hidden talent among students.
6. To organize the Orientation Programme for the Staff members.
7. To encourage the students and teaching staff for NPTEL Enrolment.

### **Members Present:**

| <b>Sr. No.</b> | <b>Name of the Member</b> | <b>Designation</b> |
|----------------|---------------------------|--------------------|
| 1              | Dr. Mukti Gill            | Chairperson        |
| 2              | Dr. Priyaka Khanna        | Coordinator        |
| 3              | Mrs. Sabina Bhalla        | Co-Coordinator     |
| 4              | DrParamjitPassi           | Member             |
| 5              | DrSukhpal Kaur            | Member             |
| 6              | Ms. Sangeeta Sharma       | Member             |
| 7              | Mrs. Sarvjit Kaur         | Member             |
| 8              | Mrs. Kamaljit Kaur        | Member             |
| 9              | Dr. Parminder Kaur        | Member             |
| 10             | MrsNirupmaSood            | Member             |
| 11             | Dr. Khushdip Kaur         | Member             |
| 12             | Dr. Honey Walia           | Member             |
| 13             | Dr. PrabhleenToor         | Member             |
| 14             | Ms. Ritu Ahuja            | Member             |
| 15             | Dr. KaminiSahir           | Member             |
| 16             | Dr. AditiSatija           | Member             |
| 16             | MrsReema                  | HOD, Music(V)      |
| 17.            | Ms Ashley                 | Student Nominee    |

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| 18. | MsSulekha | Student Nominee |
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IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To read and confirm the minutes of IQAC meeting held on 18/07/2019. The Coordinator read the minutes of the IQAC meeting held on 18/07/2019. The minutes were then confirmed.

**Agenda Item 2:** To discuss the duties for active participation of students in Zonal Youth Festival to be held from 25<sup>th</sup> to 28<sup>th</sup> September 2019.

**Resolution:** It was resolved by Mrs. Sabina Bhalla (In-charge, Cultural and Heritage Club) that all Heads of Departments along with their faculty members should encourage the students for maximum participation in Youth Festival Items. It was proposed to organize competitions at departmental level based on themes related to Youth festival items like quiz, debate, declamation and essay writing competitions etc. to develop reading, writing and speaking skills and to instill confidence, poise and self-esteem among students. It will also help in selection of students for different youth festival items.

**Agenda Item 3:** To discuss Revised NAAC Accreditation Framework

**Resolution:** The members were informed about the revised NAAC framework and guidelines for submission of AQAR. The hard copy for the same was provided to all the members.

**Agenda Item 4:** To re-appoint the Conveners for different AQAR criterions for the session.

**Resolution:** The list of conveners for different AQAR criterions for the session was finalized after discussion.

**Agenda Item 5:** To Organize Talent Search Program for identifying the hidden talent among students.

**Resolution:** It was discussed about **organizing ‘Talent Hunt Program’** on the occasion of Teej Celebration to identify the hidden talent among the students (for Music, Giddha and few items of Fine Arts) so that students could be selected for participation in the Youth Festival later. Item wise duty was assigned to various faculty members to guide and select the students. Department of Music Vocal proposed to organize Talent Hunt Competition for students.

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**Agenda Item 6:** To organize the Orientation programme for the Staff members for the session.

**Resolution:** The members of the IQAC decided to organize an Orientation programme for the teaching faculty in the second fortnight of the month of August with the objective to reiterate the functioning of the Institution and review the latest teaching learning paradigms.

**Agenda Item 7:** To encourage the students and teaching staff for NPTEL Enrolment.

**Resolution:** Successful one year of Swayam NPTEL-Local Chapter in the college was applauded. Different heads (of various streams) were directed to work towards enrolment of students and the faculty members in various NPTEL courses.

### **Action Taken Report:**

| <b>Point</b>  | <b>Action Taken</b>   |
|---|---|
| Revised NAAC Accreditation Framework                        | The revised NAAC Accreditation Framework and guidelines for submission of AQAR were discussed and a hard copy of the same was provided to all the members |
| To re-appoint the Conveners for different criteria          | The duties for different criterion were re- allocated to ensure smooth functioning.   |
| To Organize Talent Hunt programmes.                         | ‘SaatSuronke Rang KCWKe Sang’ a Talent Hunt was organized by Deptt. of Music Vocal on 08/08/2019 and Teeyan Teej Diyan was held on 10/08/2019.            |
| Organizing the Orientation programme for the Staff members. | Orientation of the staff members was organized on 31/08/2019 (Convenors-Dr Parminder Kaur & Dr. Aditi Satija)   |

**IQAC Co-ordinator**

**IQAC Chairperson**

## Minutes of IQAC Meetings: 2019-20

### Meeting 3

**Venue:** Auditorium

**Date:** 11/09/2019

**Time:** 12:30 PM

### Agenda:

1. To read and confirm the minutes of IQAC meeting held on 06/08/2019.
2. To discuss the results of previous academic year of all streams.
3. To Organize Expert lectures related to Environment and Health Issues
4. To discuss Evaluation Strategies with various Heads of the Departments and the Registrar Office.
5. Celebrating days of National Importance to spread awareness.
6. Any other issues with the permission of the chairperson.

### Members Present:

| Sr. No. | Name of the Member            | Designation            |
|---------|-------------------------------|------------------------|
| 1       | Dr. Mukti Gill                | Chairperson            |
| 2       | Dr. Priyaka Khanna            | Coordinator            |
| 3       | Mrs. Sabina Bhalla            | Co-Coordinator         |
| 4       | DrParamjitPassi               | Member                 |
| 5       | DrSukhpal Kaur                | Member                 |
| 6       | Ms. Sangeeta Sharma           | Member                 |
| 7       | Mrs. Sarvjit Kaur             | Member                 |
| 8       | Mrs. Kamaljit Kaur            | Member                 |
| 9       | Dr. Parminder Kaur            | Member                 |
| 10      | MrsNirupmaSood                | Member                 |
| 11      | Dr. Khushdip Kaur             | Member                 |
| 12      | Dr. Honey Walia               | Member                 |
| 13      | Dr. PrabhleenToor             | Member                 |
| 14      | Ms. Ritu Ahuja                | Member                 |
| 15      | Dr. KaminiSahir               | Member                 |
| 16      | Dr. AditiSatija               | Member                 |
| 16      | Secretary, Managing Committee | Member from Management |
| 17.     | MsRachna Sharma               | Alumni Nominee         |

At the outset, theCo-ordinatorwelcomed theIQAC memberswhoafter exchange of ideas and thoughts, made the following resolutions:

**Agenda Item 1:** To read and confirm the minutes of IQAC meeting held on 06/08/2019.

The Co-Coordinator read the minutes of the IQAC meeting held on 06/08/2019. The minutes were then confirmed.

**Agenda Item 2:** To discuss the results ofPanjab University Exams 2018-19.

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**Resolution:** University Examination results for the academic year 2018-19 were discussed. The students and staff were appreciated for the excellent results. The IQAC coordinator and co-coordinator presented the results.

The consistent endeavour of students reaped rich dividends and during the session 2018-19. The college students bagged **93 Top ten** University Positions. **8 students clinched First University position; 13 students secured Second University Position** and **12 students were placed at Third position** in the University.

| S.No. | Name              | Class                        | University position |
|-------|-------------------|------------------------------|---------------------|
| 1     | Tarika Jain       | M.Sc(IT) Sem I               | Ist                 |
| 2     | Nehal             | B.sc I Bio-tech Sem I        | Ist                 |
| 3.    | GurleenKaur       | M.A(English) I Sem I         | Ist                 |
| 4.    | Arshdeep Kaur     | B.A I Sem I                  | Ist                 |
| 5     | Madhurya Jain     | MA(Fine Arts)II Sem III      | Ist                 |
| 6     | PurwaDuggal       | Diploma in Beauty & Wellness | Ist                 |
| 7     | Komal             | PGDCA Sem II                 | Ist                 |
| 8     | Gurleen Kaur      | M.A(English) I Sem II        | Ist                 |
| 9     | Komal             | PGDCA Sem I                  | IInd                |
| 10    | Sanjana Arora     | PGDCA Sem II                 | IInd                |
| 11    | Henna Jain        | MA(Fine Arts)I Sem I         | IInd                |
| 12    | Gurpreet Malhotra | M.Sc(IT) ISem II             | IInd                |
| 13    | Arshdeep Kaur     | MA(Fine Arts)II Sem IV       | IInd                |
| 14    | Henna Jain        | MA(Fine Arts) I Sem II       | IInd                |
| 15    | RadhaKumari       | PGDFD SEM I                  | IInd                |
| 16    | Pragtitandon      | MA(Pol Sci) II Sem III       | IInd                |
| 17    | RadhaKumari       | PGDFD SEM II                 | IInd                |
| 18    | Deeviya           | M.A(History) I Sem I         | IInd                |
| 19    | Beant Kaur        | M.A(History) I Sem I         | IInd                |
| 20    | RuchikaKhurana    | Diploma in Beauty & Wellness | IInd                |
| 21    | Eshita Jain       | B.sc III Bio-tech Sem VI     | IInd                |
| 22    | Gurpreet Malhotra | M.Sc(IT) I Sem I             | IIIrd               |
| 23    | Tarika Jain       | M.Sc(IT) I Sem II            | IIIrd               |
| 24    | Arshdeep Kaur     | MA(Fine Arts)II Sem III      | IIIrd               |
| 25    | Madhurya Jain     | MA(Fine Arts)II Sem IV       | IIIrd               |
| 26    | Harmanjot Kaur    | MA(Fine Arts) I Sem II       | IIIrd               |
| 27    | Eshita Jain       | B.sc III Bio-tech Sem V      | IIIrd               |
| 28    | Malaika Goel      | M.A(History) I Sem I         | IIIrd               |
| 29    | Priya Saini       | Diploma in Beauty & Wellness | IIIrd               |
| 30    | Bangeet Kaur      | Diploma in Beauty & Wellness | IIIrd               |
| 31    | Deeviya           | MA(History) Sem II           | IIIrd               |
| 32    | Nikita            | PGDCA Sem II                 | IIIrd               |
| 33    | Anjali Bhatt      | M.A(English)II Sem IV        | IIIrd               |

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**Agenda Item 3:** Organizing expert lectures related to Environment and Health Issues

**Resolution:** It was discussed and resolved to organize expert lectures on Environment and Health related issues.

**Agenda Item 4:** To discuss Evaluation Strategies with various Heads of the Departments and the Registrar Office.

**Resolution:** The Evaluation Strategies were discussed and it was suggested that remedial classes be conducted for academically weak students and to organize more 'Expert Talks' so that students can be enriched with practical knowledge of their courses.

**Agenda Item 5:** Celebrating National Important Day for general information and awareness.

**Resolution:** It was proposed by Ms. Ritu Ahuja, Head, Department of Mathematics to celebrate National Mathematics Day based on mathematician Ramanujan's life and thought.

**Agenda Item 6:** Any other issues to the permission of the chair.

**Resolution:** It was suggested by the members to organize competition in the form of quiz, debate/declamation and essay writing to develop confidence and speaking skills among students.

### **Action Taken Report:**

| Point   | Action Taken   |
|---|--|
| To Organize workshop on IPR or Entrepreneurship skills  | Department of Botany, in collaboration with Regional Centre for Entrepreneurial Development, Chandigarh organized three days' workshop (19/09/2019 to 21/09/2019) on entrepreneurship skills where 80 students participated. |
| Organizing competitions to spread awareness about economic issues of national and international importance. | Department of Economics organized A.D. Shroff Memorial/ Elocutionary Competition as on 20/09/2019.   |
| Organizing lectures on Environment and Health Issue etc.  | Many drives were initiated by Youth Club (SWACHH YOG), National Nutrition Week (Home Science), Road Safety (Traffic Club), Say No to Plastic (Eco Club), Say NO to E-Waste (Computer Science).                               |
| Celebrating days of National Importance   | Department of Mathematics resolved to celebrate National Mathematics Day at Govt. Smart School PAU, Ludhiana.  |

**IQAC Co-ordinator**

**IQAC Chairperson**

## Minutes of IQAC Meetings: 2019-20

### Meeting 4

**Venue:**Principal Office

**Date:** 12/10/2019

**Time:** 12:30 PM

### Agenda:

1. To read and confirm the minutes of IQAC meeting held on 11/09/2019.
2. To Organize National Seminar on 'Hindi Sahitya Mein Vibhinn Vimarshon ki Bhoomika'.
3. To encourage students to participate in Community outreach programmes.
4. Data collection and Verification for compilation of AQAR-2018-19.
5. To provide platform to the students to interact with the industry professionals.
6. To organize Prof. Mohan Singh Memorial Inter-College Competition.
7. To discuss augmentation of college website.
8. To organize Seminars on Start-ups, Entrepreneurship and Intellectual Property Rights
9. To take the initiative to celebrate Pollution-free Diwali.
10. To organize workshop to develop scientific aptitude among students.
11. To redress any other issues with the permission of the chairperson.

### Members Present:

| Sr. No. | Name of the Member  | Designation    |
|---------|---------------------|----------------|
| 1       | Dr. Mukti Gill      | Chairperson    |
| 2       | Dr. Priyaka Khanna  | Coordinator    |
| 3       | Mrs. Sabina Bhalla  | Co-Coordinator |
| 4       | Dr. Paramjit Passi  | Member         |
| 5       | Dr. Sukhpal Kaur    | Member         |
| 6       | Ms. Sangeeta Sharma | Member         |
| 7       | Mrs. Sarvjit Kaur   | Member         |
| 8       | Mrs. Kamaljit Kaur  | Member         |
| 9       | Dr. Parminder Kaur  | Member         |
| 10      | Mrs. Nirupma Sood   | Member         |
| 11      | Dr. Khushdip Kaur   | Member         |

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|----|--------------------|--|
| 12 | Dr. Honey Walia    | Member   |
| 13 | Dr. Prabhleen Toor | Member   |
| 14 | Ms. Ritu Ahuja     | Member   |
| 15 | Dr. Kamini Sahir   | Member   |
| 16 | Dr. Aditi Satija   | Member   |
| 17 | Mrs Harveen Kaur   | HoD, Sociology and In-charge,<br>Rotaract Club |
| 18 | Ms. Ashley         | President of Student Council.                  |

IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To read and confirm the minutes of IQAC meeting held on 11/09/2019.

The Coordinator read the minutes of the IQAC meeting held on 11/09/2019. The minutes were then confirmed.

**Agenda Item 2:** To Organize National Seminar on 'Hindi Sahitya Mein Vibhinn Vimarshonki Bhoomika'.

**Resolution:** To coordinate with The Head, Department of Hindi and discussion of the plan to organize National Seminar Hindi Sahitya Mein Vibhinn Vimarshonki Bhoomika' in the month of November. All the members congratulated Dr. Kamini Sahir for receiving the grant from Central Institute of Hindi Agra with respect to approval of proposal sent.

**Agenda Item 3:** To encourage students to participate in Community outreach programmes.

**Resolution:** With the objective to develop leadership skills, resilience, empathy and zeal for service among students, an initiative was taken to conduct Community Outreach Programmes more frequently and encourage students to get actively engaged in such activities.

**Agenda Item 4:** Data Collection and Verification for Compilation of AQAR 2018-19

**Resolution:** New format for AQAR 2018-19 was discussed by IQAC Coordinator and it was suggested that a separate meeting with all Department Heads and Committee in charges be organised to discuss and plan the methodologies for data collection and verification.

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**Agenda Item 5:** To provide platform to the students to interact with the industry professionals.

**Resolution:**The Head, Department of Computer Science proposed to organize industry interaction week under title ‘i-Connect’ which would help the students to know the skills expected by the software industry.

**Agenda Item 6:** To organize Prof. Mohan Singh Memorial Inter-College Competition.

**Resolution:**An Inter-College Competition was planned to be organized by Punjabi department in the memory of Dr. Mohan Singh, a renowned poet and multi-dimensional personality who is inspiration for the masses.

**Agenda Item 7:** To discuss augmentation of college website.

**Resolution:**Augmentation of the college website with respect to providing provision for online admission and fee payment in the next session was discussed.

**Agenda Item 8:** To organize Seminar on Start-ups, Entrepreneurship and Intellectual Property Rights.

**Resolution:**The Head of Computer Science Department suggested organizing a Seminar on Start-ups, Entrepreneurship and Intellectual Property Rights with the objective to sensitize the participants about the role of IPR in innovation & invention and make them familiar with the prerequisites in planning a start-up.

**Agenda Item 9:** To take initiative to celebrate Pollution-free Diwali.

**Resolution:**In this alarming phase of Global Warming, The Rotaract Club in charge and all the members resolved to initiate steps to sensitize students and community to celebrate Green Diwali to avoid environmental pollution.

**Agenda Item 10:** Organize workshop to develop scientific aptitude of students

**Resolution:**It was resolved that Dept. of Physics would organize One Day Workshop on innovation in Experimental Physics in the first week of November.

**Vote of thanks to all the members present was proposed by IQAC Coordinator.**

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### **Action Taken Report:**

The IQAC meeting of the Khalsa College for Women, Civil Lines, Ludhiana was convened on 12/10/2019.

| <b>Point</b>   | <b>Action Taken</b>   |
|--|---|
| To organize “i-Connect” Student-Industry Interaction Week.               | Department of Computer Science organized ‘I-Connect’ week w.e.f. 18/10/2019 to 25/10/2019 during which students interacted with the industry professionals. Expert talks on -Digital Marketing, Internet of Things, Web Development, Cyber Security etc., were also held. |
| Organizing Prof. Mohan Singh Memorial Inter-College Competition          | The competition was held on 18/10/201. Dr. Iqbaal Singh Godara deliberated upon the various aspects of the poetry of Prof. Mohan Singh and a variety of competitions were held.   |
| Seminar on Start-ups, Entrepreneurship and Intellectual Property Rights. | Computer Science Department successfully conducted the Seminar on Start-ups, Entrepreneurship and IPR on 26/10/2019. Mr. Sukhminder Singh Rekhi deliberated on the need of IPR in innovation and invention.   |
| Initiative to celebrate Pollution-free Diwali.                           | ‘Green Diwali and Nature Conservation’ Activities were organized during the Diwali Mela on 24/10/2019.  |
| To organize workshop to develop scientific aptitude among students.      | One Day Workshop on “Development and Innovation in Experimental Physics and Allied Concepts” in collaboration with IAPT was organized and participants from various schools and colleges were invited.  |

**IQAC Co-ordinator**

**IQAC Chairperson**

## **Minutes of IQAC Meetings: 2019-20**

### **Meeting 5**

**Venue:** Principal Office

**Date:** 04/11/2019

**Time:** 10:00 AM

### **Agenda:**

1. To read and confirm the minutes of last IQAC meeting.
2. Discussion on duties for smooth conduct of National seminar titled “Hindi Sahitya Mein Vibbin Vimarshon Ki Bhumika”.
3. To decide upon the conduct of Parent-teacher Meet.
4. Preparation of Internal assessment by Departments for odd semester exams.
5. To encourage the students to enroll for Online certification courses
6. To organize Faculty Development Programme on financial literacy and NAAC-RAF.
7. To organize a Workshop on Research Methodology.
8. Any item with the permission of the chairperson.

### **Members Present:**

| <b>Sr. No.</b> | <b>Name of the Member</b> | <b>Designation</b> |
|----------------|---------------------------|--------------------|
| 1              | Dr. Mukti Gill            | Chairperson        |
| 2              | Dr. Priyaka Khanna        | Coordinator        |
| 3              | Mrs. Sabina Bhalla        | Co-Coordinator     |
| 4              | Dr Paramjit Passi         | Member             |
| 5              | Dr Sukhpal Kaur           | Member             |
| 6              | Ms. Sangeeta Sharma       | Member             |
| 7              | Mrs. Sarvjit Kaur         | Member             |
| 8              | Mrs. Kamaljit Kaur        | Member             |
| 9              | Dr. Parminder Kaur        | Member             |
| 10             | Mrs Nirupma Sood          | Member             |
| 11             | Dr. Khushdip Kaur         | Member             |
| 12             | Dr. Honey Walia           | Member             |

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|----|--------------------|--------------------------|
| 13 | Dr. Prabhleen Toor | Member                   |
| 14 | Ms. Ritu Ahuja     | Member                   |
| 15 | Dr. Kamini Sahir   | Member                   |
| 16 | Dr. Aditi Satija   | Member                   |
| 17 | Dr. Pooja Chatley  | HOD, Business Management |
| 18 | Dr Paramjit Kaur   | In-charge, NCC           |

IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1:** To read and confirm the minutes of last IQAC meeting

The coordinator read the minutes of the IQAC meeting held on 12-10-2019. The minutes were then confirmed.

**Agenda Item 2:** Discussion on duties for smooth conduct of National seminar titled “Hindi Sahitya Mein Vibhin Vimarshon Ki Bhumika”.

**Resolution:** For the smooth conduct of the seminar, a committee was formed to furnish detailed duty list required for the organization of the seminar.

**Agenda Item 3:** To decide upon the conduct of Parent-teacher Meet.

**Resolution:** The members deliberated on plan to organise Parent-Teacher Meet to recognize and celebrate the efforts of the various stakeholders- Students, Teachers and Parents for their effective collective work. It was decided to honour Winners of Youth festival (Zonal and Inter- Zonal) on the occasion. The members were of the unanimous opinion that such kind of meets lead to building stronger bonds between parents and teachers and collective inputs from teachers, students and their parents helps in enhancing quality of education.

**Agenda Item 4:** Preparation of Internal Assessment by departments for odd semester exams.

**Resolution:** It was resolved that guidelines be issued by College Registrar office for preparation of internal assessment based on both formative and summative assessment for uploading the same on the University portal between second week of November and first week of December.

**Agenda Item 5:** To encourage the students to enroll for online certification courses.

**Resolution:** It was deliberated that students must be encouraged to enroll themselves for online Certification courses which provide students with an opportunity to learn and up skill themselves at their own pace and convenience. Dr Priyaka Khanna also suggested encouraging students to enroll for MOOC courses offered by SWAYAM as it is a government-initiated programme which aims to offer the best teaching learning resources to all, including the most disadvantaged.

**Agenda Item 6:** To organize Faculty Development Programme on financial literacy and NAAC-RAF.

**Resolution:** It was proposed to organize Faculty Development Program on NAAC-RAF to make faculty members aware about the quantitative and qualitative matrix under revised framework of NAAC and Mrs. Sabina Bhalla (Co-coordinator IQAC) proposed for the need to organize workshop on Financial Literacy as it will help the staff to understand and manage finances in better way.

**Agenda Item 7:** To organize the Workshop on Research Methodology.

**Resolution:** With the objective to familiarize the PG students with the process of interpreting data by using SPSS software, a workshop was proposed to be organized by the Heads of Commerce and Management departments. Dr. Priyaka Khanna emphasized the need of organizing the workshop as it will help them in completion of their 6 to 8 week Project Report.

**Agenda Item 8:** Any item with the permission of the chairperson.

**Resolution:** NCC In-charge suggested conducting a seminar on Drug Abuse to spread awareness regarding Substance Abuse.

The faculty members were encouraged to organize and participate in workshops on research methodology and FDP which aim to inculcate and enhance the abilities of the faculty members to carry out independent research, write successful research projects, and finally to enable them for the technical communication for national/international journals and conferences.

# **IQAC, Khalsa College for Women, Civil Lines, Ludhiana**

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## **Action Taken Report:**

The IQAC meeting of the Khalsa College for Women, Civil Lines, Ludhiana was convened on 04/11/2019.

| <b>Point</b>                                    | <b>Action Taken</b>   |
|---|---|
| Faculty Development Programme                   | -Workshop on Financial literacy was held on 27/11/2019. Mr. Gaurav Minocha deliberated on various investment instruments especially available for women.<br>-FDP on NAAC Revised Framework was finalized to be organized in the first fortnight of January after final semester exams and winter break. |
| Parent-Teacher Association                      | Parent-Teacher Association Meet was held on 16/11/2019.   |
| Any item with the permission of the chairperson | Seminar on Drug Abuse was held on 22/11/2019 for addressing the social issues of the society.   |
| Workshop on Research Methodology                | To be initiated by the Department of Commerce and Management during winter break for P.G Students and faculty members.  |

**IQAC Co-ordinator**

**IQAC Chairperson**

# **IQAC, Khalsa College for Women, Civil Lines, Ludhiana**

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## **Minutes of IQAC Meetings: 2019-20**

### **Meeting 6**

**Venue:** Principal Office

**Date:** 10/01/2020

**Time:** 1:00PM

### **Agenda:**

1. To read and confirm the minutes of last IQAC meeting.
2. To plan for timely submission of AQAR 2018-19.
3. To ensure smooth conduct of Workshop on Revised Framework of NAAC Accreditation.
4. Review of Time tables.
5. To Promote student centric departmental activities.
6. To identify students for the various Scholarship schemes.
7. To conduct workshops, seminars/FDP for faculty and student's enrichment.
8. To organize value added and skill-oriented courses for the students.
9. Any other issues with the permission of the chairperson.

### **Members Present:**

| <b>Sr. No.</b> | <b>Name of the Member</b> | <b>Designation</b> |
|----------------|---------------------------|--------------------|
| 1              | Dr. Mukti Gill            | Chairperson        |
| 2              | Dr. Priyaka Khanna        | Coordinator        |
| 3              | Mrs. Sabina Bhalla        | Co-Coordinator     |
| 4              | DrParamjitPassi           | Member             |
| 5              | DrSukhpal Kaur            | Member             |
| 6              | Ms. Sangeeta Sharma       | Member             |
| 7              | Mrs. Sarvjit Kaur         | Member             |
| 8              | Mrs. Kamaljit Kaur        | Member             |
| 9              | Dr. Parminder Kaur        | Member             |
| 10             | MrsNirupmaSood            | Member             |
| 11             | Dr. Khushdip Kaur         | Member             |
| 12             | Dr. Honey Walia           | Member             |
| 13             | Dr. PrabhleenToor         | Member             |
| 14             | Ms. Ritu Ahuja            | Member             |

## IQAC, Khalsa College for Women, Civil Lines, Ludhiana

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|----|------------------|--|
| 15 | Dr. KaminiSahir  | Member                                 |
| 16 | Dr. AditiSatija  | Member                                 |
| 17 | MrsJanakKumari   | HOD, Chemistry & Incharge-Scholarships |
| 18 | MrsPoonam Pathak | HOD, Economics                         |

IQAC members, after exchange of ideas and thoughts made the following resolutions:

### **Agenda Item 1: To read and confirm the minutes of last IQAC meeting**

The Coordinator read the minutes of the IQAC meeting held on 04/11/2019. The minutes were then confirmed.

### **Agenda Item 2: Timely submission of AQAR 2018-19.**

**Resolution:** The AQAR for the session 2018-19 was uploaded timely. The co-coordinator appreciated and thanked the administration and computer department for their unwavering support and cooperation. The Co- Coordinator also expressed her deep gratitude for the efforts of the faculty members in documenting data of different criterions.

### **Agenda Item 3: Smooth conduct of Workshop on Revised Framework of NAAC.**

**Resolution:** Duties were assigned and it was decided that Certificates of participation be given to all the participants who attend all the sessions of the workshop.

### **Agenda Item 4: Review of Time Tables**

**Resolution:** The timetables were reviewed and finalized. The chairperson requested all Heads of departments to discuss the effective timetable implementation in departmental meetings and initiate the timely preparation of Modular/Lesson plans and learning resources by all teachers.

### **Agenda Item 5: To Promote Student Centric Departmental Activities.**

**Resolution:** The discussion on Departmental activities focused on the quality of student-centric activities to be planned and the level of participation required in those activities. The coordinator emphasized that departments' visions should be coherent from the perspective of NAAC, and that activities/workshops/seminars should be designed to realize them.

**Agenda Item 6: To identify students for the various Scholarship schemes.**

**Resolution:** Information about various kinds of scholarship for meritorious and needy students was given by Ms. Janak (Scholarship In charge) in the meeting. Further she suggested to make the students aware regarding these scholarships.

**Agenda Item 7: To conduct few workshops, seminars /FDP for enrichment of the faculty and students.**

**Resolution:** The IQAC members proposed to initiate skill oriented, value added, Co-curricular and extension Programmes for the capacity enhancement of students and the staff. In this regard, it was proposed to organize One Day Faculty Development Programme on “Publication Ethics and Plagiarism” and to conduct workshop on “Innovative Pedagogical Techniques for effective classroom”.

IQAC members from the Commerce and Psychology departments put forward the proposal to conduct workshops on money management and Psychological Empowerment, respectively. Head, Department of Economics recommended conducting program on financial literacy.

**Agenda Item 8: To organize value added and skill-oriented courses for the students.**

**Resolution:** It was discussed in the meeting that different departments should take initiatives to organize value-added courses for the students by external experts. Members from Commerce department suggested initiating 30 Hours’ skill-based courses on Advance Excel and E- Filing (Income tax returns) for students which was accepted by all the members.

**Agenda Item 9: Any other issues with the permission of the chairperson**

**Resolution:**

a)Tutorials /Remedial Classes are an important factor and Faculty guidance may accordingly be provided.

b)It was also proposed to enhance internet bandwidth and to provide Wi-Fi access in the entire campus for proper utilization of ICT based resources and facilities.

# IQAC, Khalsa College for Women, Civil Lines, Ludhiana

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## Action Taken Report:

| Point  | Action Taken   |
|--|--|
| Timely submission of AQAR 2018-19  | AQAR was timely submitted in December, 2020 and the efforts of various faculty members in documenting data for different criterions were appreciated.  |
| Smooth conduct of Workshop on Revised Framework of NAAC                      | One day workshop on Revised framework on NAAC Accreditation held on 11/01/2020 and   |
| To Promote Student Centric Departmental Activities                           | -One Day Workshop on 'Becoming Psychologically Empowered through Personality Development' was organized on 15/01/2020 by Department of Psychology.<br>-Also 'Skill development Workshop on Mood Board' and 'Workshop on Drama and Theatre' were conducted by the department of Fashion Designing and Punjabi respectively.   |
| To conduct few workshops, seminars /FDP for faculty and student's enrichment | In order to promote savings and Wise Spending among participants, 'Financial Literacy Workshop on Soft Skills and Money Management' and 'Workshop on Money Management and Investing' was organized in the month of January by the Department of Economics and Commerce respectively.<br>-“Also, FDP on Publication Ethics and Plagiarism and Teaching pedagogies” was finalised to be initiated in the next month. |
| To organize value added and skill-oriented courses for the students          | In order to incorporate Industry related skills into the student's various skill-based Courses (30 hours) on 'E-filing Income tax Returns' and 'Office Automation and advanced excel' were initiated in the month of February.   |

**IQAC Co-ordinator**

**IQAC Chairperson**

## Minutes of IQAC Meetings: 2019-20

### Meeting 7

**Venue:** Principal Office

**Date:** 19/02/2019

**Time:** 12:00 Noon

### Agenda:

1. Briefing on the minutes of last meeting.
2. HOD's to submit budgetary requirements for library.
3. To re-formulate Research promotion policy.
4. Organize 59<sup>th</sup> Athletic meet.
5. To Organize career guidance sessions for students, with a focus on soft skills and marketing skill enhancement activities.
6. To finalize new mechanisms and system for collection of AQAR data.
7. To assess students' participation in intra-college and inter-college activities.

### Members Present:

| Sr. No. | Name of the Member  | Designation    |
|---------|---------------------|----------------|
| 1       | Dr. Mukti Gill      | Chairperson    |
| 2       | Dr. Priyaka Khanna  | Coordinator    |
| 3       | Mrs. Sabina Bhalla  | Co-Coordinator |
| 4       | Dr Paramjit Passi   | Member         |
| 5       | Dr Sukhpal Kaur     | Member         |
| 6       | Ms. Sangeeta Sharma | Member         |
| 7       | Mrs. Sarvjit Kaur   | Member         |
| 8       | Mrs. Kamaljit Kaur  | Member         |
| 9       | Dr. Parminder Kaur  | Member         |
| 10      | Mrs Nirupma Sood    | Member         |
| 11      | Dr. Khushdip Kaur   | Member         |
| 12      | Dr. Honey Walia     | Member         |
| 13      | Dr. Prabhleen Toor  | Member         |
| 14      | Ms. Ritu Ahuja      | Member         |
| 15      | Dr. Kamini Sahir    | Member         |

## IQAC, Khalsa College for Women, Civil Lines, Ludhiana

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|----|--------------------|--------------------|
| 16 | Dr. Aditi Satija   | Member             |
| 17 | Dr. Monica Mahajan | HOD, Biotechnology |

IQAC members, after exchange of ideas and thoughts made the following resolutions:

**Agenda Item 1: Briefing on the minutes of last meeting.**

The IQAC coordinator read the minutes and confirmed with the members.

**Agenda Item 2: HOD's to submit budgetary requirements for library.**

**Resolution-** It was resolved that all HODs prepare budget for the next session with respect to books and journals as per the requirement of the departments and also purchase books according to the changing needs. All HOD's of the respective department were directed to submit the budget within a week.

**Agenda Item 3: Promoting Research Acumen amongst the faculty and students.**

**Resolution-** The committee members suggested that in order to encourage Faculty members for publishing research publications, an Award of Appreciation should be introduced for which the Research Committee was assigned the responsibility. It was proposed by all the members to organize Faculty Development Program on Intellectual Property Rights to make the staff aware about Copyrights and Patent Laws with respect to the management of Academic Intellectual Property. It was recommended by Ms. Sabina Bhalla (Co-coordinator IQAC) to introduce an appreciation award for the department with maximum university positions to strengthen the quality of education and recognize the efforts of department for academic excellence.

**Agenda Item 4: Organize 59<sup>th</sup> Athletic meet.**

**Resolution-** The Chairperson alongwith all other IQAC members appreciated the sincere efforts made by the Sports Department in bringing laurels to the college by winning 40 Gold medals, 41 Silver and 58 Bronze medals in various tournaments at International, National, Inter-University and State level. Dr. Sukhpal (Head of Sports Department) particularly lauded two students, Renu and Vinita, who took part in the World University Games in Italy. It was further resolved to hold 59<sup>th</sup> Athletic meet at the end of the month.

**Agenda Item 5: To organize career guidance sessions for students, with a focus on soft skills and marketing skill enhancement activities.**

**Resolution-** Dr. Priyaka Khanna, in-charge of the Placement Cell, proposed that sessions on career counseling and employment prospects in various industries be held on a regular basis and that students be encouraged to attend the same. Members present proposed organizing training courses for students on various aspects of personality development, such as communication and Grooming skills, Time management and Do's and Don'ts of Body Language etc.

**Agenda Item 6: To finalize new mechanisms and system for collection of AQAR data.**

**Resolution-**On the basis of challenges encountered in collecting and organizing data for the previous year's AQAR, the IQAC developed new plans and processes to gather and arrange data for the current year's AQAR. The proposed proforma was debated and finally approved. An Action Plan was created to collect up-to-date information and data on each department's plans, accomplishments, actions and activities.

**Agenda Item 7: To assess students' participation in intra-college and inter-college activities.**

**Resolution-**The house suggested that students should be encouraged to participate in activities at both levels for their holistic development.

**The Vote of thanks was proposed by the Co-coordinator.**

# IQAC, Khalsa College for Women, Civil Lines, Ludhiana

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## Action Taken Report:

The IQAC meeting of the Khalsa College for Women, Civil Lines, Ludhiana was convened on 19/02/2020.

| Point  | Action Taken  |
|--|---|
| Research Promotion Policy.   | It was decided to honor the faculty member having maximum research publications in peer-reviewed and UGC Approved Journals with 'Award of Appreciation' at Prize Distribution Function to be held in March.   |
| 59 <sup>th</sup> Athletic meet to be organized.  | The 59 <sup>th</sup> Athletic Meet was held on the 27 <sup>th</sup> and 28 <sup>th</sup> of February, as planned, and went off successfully.  |
| To Organize career guidance sessions for students, with a focus on soft skills and marketing skill enhancement activities. | On 26/02/2020, an extension lecture on <b>“Career Guidance and Self Employment Opportunities”</b> was conducted with the objective of enhancing students' capabilities and developing their soft skills.<br>To enhance their marketing skills, various Programmes and workshops such as <b>‘Soft skill Training programme’</b> ; Workshop on <b>‘Digital Marketing’</b> and <b>‘Search Engine Optimization and Social Media Marketing’</b> were also organized. |
| To finalize new mechanisms and system for collection of AQAR data.   | A new Proforma was prepared as per the revised format of AQAR-and all heads were informed to collect the relevant data.   |
| To assess students' participation in intra-college and inter-college activities  | Students bought laurels to the college by winning 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Prizes in various inter- college competitions such as <b>“AD-MAD SHOW- 7th Prof. Gurbir Singh Sarna Memorial Inter College Competition 2020”</b> , <b>“Power Point Presentation at HUNAR 2020”</b> and <b>“Code Development Competition”</b> held at Guru Nanak   |

## IQAC, Khalsa College for Women, Civil Lines, Ludhiana

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|--|---|
|  | Khalsa College for Women, Gujarkhan Campus;<br><b>“Statics Model Making in Mathematics at SCI-FEST”</b> held at Thapar Institute of Engineering and Technology, Patiala and <b>“AD-MAD SHOW-METTLE 2020- The Business Fest”</b> held at Sri Aurobindo College of Commerce and Management, Ludhiana. |
|--|---|

**IQAC Co-ordinator**

**IQAC Chairperson**