

**INTERNAL QUALITY ASSURANCE CELL(IQAC)  
KHALSA COLLEGE FOR WOMEN,  
CIVIL LINES, LUDHIANA  
MINUTES OF IQAC MEETINGS (Session:2020-21)**

**Meeting 1**

Venue: Principal's Office

Date: 01/08/2020

Time: 1:00 PM

**Attendees List :**

Dr. Mukti Gill  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Ms. Nirupama  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur  
Dr. Kamini

**AGENDA AND DISCUSSION :**

- To confirm the minutes of the last meeting. All the members were welcomed and minutes of the previous IQAC meeting were discussed. The minutes were then confirmed by all the members.
- Framing of Academic schedule for the new Academic session.  
To ensure smooth functioning, it was discussed that various events be chalked out well in advance.
- Drafting of the time table of the College for the new session.  
It was suggested that time table should be framed according to university guidelines of online teaching. Ms. Sangeeta Sharma (Head, deptt of Physics), Dr. Parminder Kaur (Head, deptt. of computer science), Dr. Priyaka Khanna (Head, deptt. of Commerce), Ms. Ritu Ahuja (Head, deptt. Of Mathematics) were given responsibility of drafting the time table for science, computers, commerce and humanities respectively.
- Discussion regarding equipping students pertaining to nuances of online teaching. It was suggested that Heads of various departments should conduct meetings at departmental level and invite suggestions regarding various techniques to be adopted for online teaching. The members proposed to conduct/attend online workshops and webinars to keep themselves abreast with online teaching methods.
- Organising events to apprise students of ways to deal with challenges of COVID. It was recommended that capacity building of students be paid attention to during the challenge of Covid crisis by organising workshops & skill development programmes.

- Planning for celebration of days of national importance as National sports day, independence day, Legal Literacy day etc. Keeping NAAC guidelines in view, recommendation was made that students be educated regarding significance of days of national importance by organising relevant events.
- Organisation of orientation programme for different classes. In order to familiarise the students with the faculty members and rules and regulations, student support systems available, orientation programme was planned. Ms. Sabina Bhalla (Head deptt. Of English), Dr. Parminder Kaur (Head deptt. of Computer Science) and Dr. Aditi Satija (Head, deptt. Of Psychology) were given the responsibility of the same.
- Plan for celebration of 400<sup>th</sup> birth anniversary of Sri Guru Tegh Bahadur Ji. It was proposed that various departments should plan events to commemorate 400<sup>th</sup> birth anniversary of Shri Guru Tegh Bahadur Ji.

### **Action Taken Report**

<b>Point</b>	<b>Action Taken</b>
❖ Academic Schedule	Academic Schedule listing various events was drafted.
❖ Drafting of the time table.	The teachers in-charge of various streams prepared & submitted their respective time tables by the end of month.
❖ Online Teaching	Video tutorials of online teaching methods were shared with HOD's to facilitate online teaching. Teachers attended several workshops and FDP's to enhance their online teaching skills.
❖ Challenge of Covid	Youth Red Cross & Rotaract Club submitted proposals regarding slogan writing contests & vaccination drives to spread awareness regarding Covid.
❖ Important National Days	The 73th Independence Day on 15 <sup>th</sup> August, 2020 and National Sports Day on 29 August 2020.
❖ Organisation of Orientation Programme.	Orientation sessions for various classes were conducted on 4 <sup>th</sup> Aug 2020 & 1 <sup>st</sup> Sept 2020.
❖ Celebration of 400 <sup>th</sup> Birth Anniversary of Guru Teg Bahadur Ji.	Department of History organised online presentation on "Life & Teachings of Guru Teg Bahadur Ji" on 5.8.2020.

## **Meeting 2**

Venue: Principal's Office

Date: 05/09/2020

Time: 12 noon

### **Attendees List :**

Dr. Mukti Gill  
Dr. Iqbal Kaur  
Dr. Subhpal Kaur  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur

### **AGENDA AND DISCUSSION :**

- Introducing revised NAAC Accreditation Framework.  
'Since NAAC has introduced different format for submission of AQAR after 2019-20, various members were apprised of the changes'.
- To tap on effective peer support system.  
It was discussed that student council members shall be asked to encourage students to generate book funds and donate books for needy students with the motto of 'each one, teach one'.
- To organise mental health drives for students and staff members. Keeping in mind the psychological effects of lockdown period during covid-19 pandemic, it was proposed that mental health drives should be organised to help people fight off the stress.
- To discuss the plan for the enrolment of students in NCC, NSS and various other clubs and societies. It was proposed that the Heads of various departments shall ensure that students from various streams be well informed regarding various clubs & cells, objectives & benefits of joining NCC, NSS and Red Cross Units.
- To encourage staff members to participate in online MOOC programmes on Swayam and other platforms. The Heads of various departments were directed towards the enrolment of students and teachers in various NPTEL courses.
- Addressing of network issues in the college. It was proposed to enhance internet BandWidth and to provide Wi-Fi access in the campus for proper utilization of ICT based resources.

### Action Taken Report :

<b>Point</b>	<b>Action Taken</b>
❖ Revised NAAC Accreditation Framework.	The hardcopy of the revised NAAC Accreditation Framework & guidelines was shared with the convenors for different AQAR criterias and discussion on the same ensured thereafter.
❖ Tapping the effective Peer support system.	Students of different streams were motivated to donate books to their respective departmental libraries. Books were issued to needy students and record of the same was also maintained.
❖ Organising mental health drives.	The department of psychology organised a workshop 'Emotion management and mindfulness for positive mental health' And a presentation series on 'understanding mental disorders' on 10.10.2020 and 29.9.20 – 5.10.20 respectively to spread awareness amongst students about prevalence of mental health issues and willingness to talk and deal with them.
❖ Enrolment of students in NSS, NCC and various other clubs.	Information was disseminated regarding nature, objectives & role of different clubs, cell, NCC, Red Cross & NSS Units of College at departmental level. Consequently, students began enrolling themselves for the same.
❖ Participation in MOOC Programmes.	Dr. Monita Dhiman, SPOC from the college for the local chapter of SWAYAM circulated information regarding various courses and their registration dates.

### **Meeting 3**

Venue: Lecture Hall of Botany Department

Date: 15 Oct, 2020

Time: 1:30 PM

#### **Attendees List :**

Dr. Mukti Gill  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Ms. Nirupama Sood  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur  
Dr. Kamini

#### **AGENDA AND DISCUSSION:**

- Discussion on selection of office bearers of the student council. It was suggested that all Heads of the departments will initiate the selection of class representatives and other office bearers in the departments. The names of interested students will be handed over to incharges of students council Dr. Khushdip Kaur and Dr. Kamini Sahir for final selection.
- To educate students about voting rights.  
It was proposed that the Legal Literacy Club & the Electoral Literacy Club should organise activities to educate students about significance of voting rights.
- To take some Environmental Awareness Initiatives.  
Keeping in mind, the need to make students environmental friendly in their approach, it was proposed to plan activities in the same direction.
- Discussion on Revised NAAC format.  
Since the hard-copies of various criteria had been handed over in the previous meeting, members having reflected on the same, now enthusiastically put forth their view points on various aspects.
- Dr. Priyaka Khanna proposed to apprise students of significance of the Commerce Day by chalking out some event for the same.

### Action Taken Report :

❖ Student council selection	Dr. Khushdip Kaur and Dr. Kamini, the incharges of student council finalised the selection process of members of the student council and formulated the body in presence of the Principal and the heads of various departments.
❖ Educating about voting rights.	The Legal Literacy & Electoral Literacy In-charge Dr. Khushdip Kaur organised poster making and slogan writing contests on the topics Be a Smart Voter, No Voter be left Behind and Women in constitution to evoke consiousness regarding voting rights.
❖ Environment Awareness Initiatives	Rotaract club organised an awareness drive on 13/11/2020 to promote eco-friendly diwali, an online tree plantation drive was conducted from 25/11/2020 to 29/11/2020 whereby students made videos of saplings planted at home.
❖ Discussion on Revised NAAC	The heads of various departments and incharges of various cells and clubs were directed that documentation of various events was to be done as per new guidelines.
❖ National/International Days	Department of Commerce organised a national level quiz contest on 10/11/2020 to mark the commerce day.

## **Meeting 4**

Venue: Principal's Office

Date: 10<sup>th</sup> Nov, 2020

Time: 1:30 PM

### **Attendees List :**

Dr. Mukti Gill  
Dr. Iqbal Kaur  
Dr. Subhpal Kaur  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur

### **AGENDA AND DISCUSSION :**

- Conducting Online House Examination. To prepare students for upcoming online university exams, it was discussed to conduct house exams in online mode. Evaluation Techniques to be adopted for the same were also discussed.
- Assessment of results of university examination of previous semester. The staff was applauded for the good results in the university exams. As many as 59 top ten university positions were secured by our students. Various Heads of department were advised to identify slow and advanced learners, to cater to their needs in different ways.
- Participation of students in community outreach programmes. With the objective of motivating students to look beyond themselves, suggestions were made to organise and ensure enthusiastic students participation in various community outreach programmes organised by NSS,NCC and various other cells of the college.
- Organising Conferences/Seminars at National/International platform. It was proposed that conference or seminars be organised at national/international platform to widen the horizons of students as well as the teachers.
- Sensitising students towards their responsibility towards society and less fortunate.
- It was proposed that heads of various departments and incharges of various clubs and cells promote values as compassion by conducting events to reach out to people.

### Action Taken Report :

❖ House exam in online mode	Meeting was called by the registrars, Mrs Davinderpal Kaur and Ms. Kamaljeet Kaur Grewal, to discuss with the heads of various departments to educate students of various streams about how to scan their answersheets, make pdf's and upload the same on the email ids generated for the purpose. The teachers appointed in the current session were to be familiarised with the online evaluation techniques.
❖ Review of university results	Remedial classes were conducted by different departments to facilitate learning process for slow learners after having reviewed the university results of various streams.
❖ Addressing social issues	Communal harmony week was observed by the NSS unit of college from 18.12.2020 to 23.12.2020 whereby a sum of Rs. 10000 was generated for children who lived the tragic loss of their parents.
❖ International Conference	The departments of Business Management and Commerce organised 2 days International Conference on "Contemporary issues in Accounting, Finance and Banking" in collaboration with PCMA on 26 <sup>th</sup> – 27 <sup>th</sup> December 2020.
❖ Sensitising students towards social issues	On the occasion of Diwali, the Youth Red Cross unit of the college facilitated setting up of stalls of handmade articles by special children from 'Ekjot and Ashirwad.



## **Meeting 5**

Venue: Principal's Office

Date: 3 December 2020

Time: 1:30 PM

### **Attendees List :**

Dr. Mukti Gill  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Ms. Nirupama Sood  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur  
Dr. Kamini

### **Agenda and Discussion:**

1. Discussion on conducting activities to boost experiential learning. It was proposed that giving hands on training to students is very important for understanding of practical aspects of a subject.
2. Gearing up for upcoming university exams in online mode. 1st year students appearing in online exam for very first time. In this context, a review of the online house exams was done-issues faced, students response to online exams, collection of answer sheets/pdfs.
3. To foster the spirit of National integration among students. Dr. Pramjit Kaur, Incharge NCC, proposed to conduct activities.
4. Emphasis was placed on conducting events regarding environment friendliness. It was discussed that students be sensitised regarding environment challenges and some event be organised for the same.
5. Keeping Armed Forces Flag on mind it was discussed that staff members should ensure that students be sensitised regarding contribution of armed forces.

## Action Taken Report

Point	Action Taken
❖ On Experiential and Participative Learning	In this context a 4-days winter workshop on Harmonium Lessons was organised by deptt. of Music Vocal from (26-29) Dec 2020. To train students regarding application of psychology in real life clinical settings, internship was organised by deptt. of Psychology from (25/12/20-11/01/21). Computer deptt. organised 4-month internship programs in college with Ansh Infotech Ltd. on virtual animation.
❖ Smooth conduction of university exam	Various instructions and videos were floated in students groups by registrar's office and various departments to make the process of making and uploading exam pdf's, simplified and uniform.
❖ Fostering a spirit of National integration and solidarity.	Students participate in online camp EBSB-5 from (25-30) jan. (Ek Bharat Shreshth Bharat). NCC unit participated in local RD Celebrations held at Guru Nanak Stadium from (18-26)jan.
❖ Environment Consiousness	Webinar on Plastic Waste Management was organised by NCC wing on 13.12.2020.
❖ Sense of Patriotism be evoked	As a mark of honour for the immense contribution of armed forces, students and teachers donated generously for Armed Forces Flag on Armed Forces Flag Day (7 <sup>th</sup> Dec 2020).

## **Meeting 6**

Venue: Lecture Hall of Botany Department

Date: 15 Jan, 2021

Time: 1:30 PM

### **Attendees List :**

Dr. Mukti Gill  
Mrs. Sabina Bhalla  
Mrs. Kamaljit Kaur Grewal  
Dr. Priyaka Khanna  
Dr. Parminder Kaur  
Ms. Nirupama Sood  
Dr. Honey Walia  
Mrs. Ritu Ahuja  
Dr. Khushdip Kaur  
Dr. Kamini Sahir

### **AGENDA AND DISCUSSION :**

- Motivating students to participate in community outreach programme. With an objective to develop empathy & sensitivity towards social issues and develop leadership skills, it was discussed to take initiatives in this direction.
- Organising FDP on online teaching. Keeping pace with technological advancement in teaching due to covid-19, it was proposed by the co-ordinator to organise faculty improvement programme to help developing e-content and make teaching effective in online mode.
- Organise activities for skill enhancement.  
It was proposed by various HOD's to plan activities which help in development of skills and add to their classroom teaching.
- Timely submission of internal assessment.  
It was conveyed to Ms. Kamaljit Kaur Grewal, Registrar to update members regarding rules to be followed for preparation of internal assessment of students such that information is disseminated to all.
- Dr. Priyaka Khanna, HOD of Commerce, proposed to organise some activities related to business intelligence and analysis for students of Commerce.

### **Action Taken Report :**

<b>Point</b>	<b>Action Taken</b>
❖ Community outreach Programme	NSS Volunteers and Rotract Club organised a 7 days 'Swach Bharat Abhiyan' campaigning program at Budha Dariya. Various events were organised to spread awareness regarding disposal and segregation of waste. For this awards of appreciation was also given to college by commissioner, MC, Ludhiana.

❖ Faculty development program on E-content development and online teaching.	In collaboration with Ramanujan college, the IQAC of the college organised a 7-day workshop on 'E-content development and online teaching'. E-certificates and grades were awarded to all the participants.
❖ Activities for skill enhancement	<p>To make students digitally sound and learn various e-tools, Psychology deptt. organised a workshop on effective powerpoint making and presentation skills from (10-20) Feb-21. A workshop on learning life skills to deal with emotional distress was organised on 4th Feb. Department of Computer Science organised a series of workshops</p> <ul style="list-style-type: none"> <li>• Workshop on Angular-Live Project –Based Workshop 27 Jan 2021</li> <li>• Workshop on Web application development using PHP 28 Jan 2021</li> <li>• Workshop on application development with Google Flutter Framework 29 Jan 2021</li> <li>• Workshop on Mobile application Development using android 30 Jan 2021</li> <li>• Workshop on Multimedia &amp; Animation 01 Feb 2021</li> <li>• Workshop on Software Testing 02 Feb 2021</li> <li>• Workshop on Digital Marketing 03 Feb 2021</li> </ul>
❖ Timely Submission of internal assessment	Ms. Kamaljit Kaur Grewal, Registrar shared a copy of rules and regulations of P.U. to be followed while assessing students for the convenience of staff members.
❖ Webinar and Competition on Business Intelligence & Analysis	A webinar on use of Business Intelligence and Analytics to improve GST compliance was conducted by department of commerce on 22-01-21. A National level Business Plan Competition – Impressa 2021 was conducted on 30-01-2021.