



Minutes of IQAC Meetings: 2021-22

Meeting 1

Venue: Principal Office

Date: 02-08-2021

Time: 11:00 AM

Agenda:

1. To confirm the minutes of the last IQAC meeting.
2. Framing of Academic schedule for the New Academic session 2021-22.
3. Review the Admission process for various courses including Add-On and Vocational courses for the session 2021-22.
4. Teaching plan and workload proforma should be prepared by the HODs.
5. All regular offline classes for under graduate students to be started.
6. Discussion of Orientation Programme for newly inducted students and ongoing classes.
7. To organize the schedule of activities to commemorate India's 75th anniversary of independence under the theme 'Azadi ka Amrit Mahotsav' organized by Indian government.
8. Reviewing the working of committees and cells.
9. Discuss 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	Dr. Khushdip Kaur	Co-Coordinator
4	Ms. Sarvjit Kaur	HOD, Political Science
5	Ms. Sangeeta Sharma	HOD, Physics
6	Ms. Kamaljit Sidhu	HOD, Botany
7	Dr. Kamini Sahir	HOD, Hindi
8	Dr. Parminder Kaur	HOD, Computer Science
9	Ms. Sabina Bhalla	HOD, English
10	Dr. Monica Mahajan	HOD, Bio-Tech
11	Dr. Pooja Chatley	HOD, Business Management



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It was Resolved

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

Discussion: Dr. Honey Walia 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: Framing of Academic Calendar for the New Academic session 2021-22.

Discussion: It was suggested by all members that the commemoration of specific days of national and international importance to be included in the Academic Schedule and various departments, cells and clubs should celebrate the days with max community involvement activities.

Action Taken: Academic Calendar incorporating the major activities was framed for the session 2021-22

Agenda Item 3: Review the ongoing Admission process for various courses including Add-On and Vocational courses for the session 2021-22.

Discussion: The admissions to various streams should be conducted via offline mode. Admission forms should be carefully scrutinized and in case of any discrepancy, the students should be informed accordingly. Besides, the Co-Ordinator, Admissions should brief. The faculty members put on duty for admission to various courses about the date of display of the provisional list of eligible applicants. It was decided that the specimens of character certificate/migration certificate, affidavit for a gap year, SC/ST certificate etc. should be shared with all the scrutiny members. Possible avenues and strategies for wider publicity of admission to various Add-on and Vocational Courses were explored. To strengthen the admission visits to various schools were proposed by many members present.

Agenda Item 4: Teaching plan and workload proforma should be prepared by the departments.



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Discussion: Monthly or weekly lesson plans should be prepared by all the departments and the Head of the departments must ensure that prospective lesson plans of the odd semester should be prepared by each faculty member individually.

Action Taken: Monthly Teaching Plans of the Departments have been uploaded. Departments coordinate and ensure the completion of syllabus in their departmental meetings.

Agenda Item 5: All regular offline classes for under graduate students to be started.

Discussion: Guidelines for offline Classes

- The students who are vaccinated will be allowed and they are required to deposit the vaccination certificate, Consent form from parents that they are prepared to allow their wards to come to college for offline classes according to schedule allocated to them and students are to come with this consent form signed by their parents and must adhere to rules to keep social distance and follow proper sanitization.
- No Student should be allowed without mask in the college.
- Temperature of each student to be checked at the entry gates. The data of the students who are coming to the college with/without consent of the college is to be maintained.

Agenda Item 6: Discussion of Orientation Programme for newly inducted students and ongoing classes.

Discussion- 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 program for the first-year students was planned and the requirements were chalked out. Dr. Parminder Kaur (Head, Department of Computer Sciences) and Dr Aditi (Head Department of Psychology) were given the responsibility for the same. The orientations for ongoing classes and Induction Program for new entrant was planned in the month of September.

Action Taken:



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Orientation Program was organized at departmental levels by B.Com/B.C.A/B.A students .Apart from awareness about all college rules and regulation the students were made aware of application of principles of Psychology in daily life for their holistic growth

Orientation of newly admitted students was organized at college level on September 14, 2021 by the Computer Science department.

Agenda Item 7: To organise the schedule of activities to commemorate India's 75th anniversary of independence under the theme 'Azadi ka Amrit Mahotsav' organized by Indian government.

Discussion: In order to embark upon the 75-week countdown to India's 75th anniversary of independence, the heads of various departments and members of the IQAC decided to organize the activities under the five themes of the 'Azadi Ka Amrit Mahotsav' i.e., Freedom struggle, Ideas@75, Resolve@75, Actions@75 and Achievements@75.

Action Taken

- The History department organized an Inter-College Declamation contest on August 12, 2021 to mark the 75 years by paying tribute to its freedom fighters under the **theme-Freedom Struggle of the 'Azadi Ka Amrit Mahotsav'**.
- The Economics department organized an Inter-departmental PPT Competition- 'India@75: A Journey of Growth and Pride' on August 14, 2021.
- An Online Inter College Patriotic Song Competition was organized at the state level on August 14, 2021 to inculcate the spirit of patriotism in the students by the Music (Vocal) Department.
- The Independence Day was celebrated on August 15, 2021 by organizing a state level event (Online video presentation) by the Sociology Department in which Colleges affiliated with PU, Chandigarh from all over the state took part.



- An online Inter-Class Patriotic song (SOLO) Competition was organized by the Department of music Vocal For all classes/Streams on August 19,2021 to foster tolerance and harmony in the students.

Agenda Item 8: Incorporating new committees and cells while reorganizing the existing ones taking into consideration new recruitments.

Discussion: The reconstitution of various committees and clubs responsible for conducting various college activities was discussed with the intent to provide opportunity and exposure to the new recruiters. Keeping NEP 2020 in mind, the members also proposed establishing new cells focused on fostering entrepreneurial abilities and skill development among students.

Action Taken:

- The existing Cells and Committees were reframed for the academic year 2021-22.
- Entrepreneurial Development Cell was framed with the objective to foster entrepreneurial skills among young girls and prepare them for future.
- A Skill Development Cell was established with the intention of improving competency among students to equip them for careers in various competitive fields.

Agenda Item 9: Celebrating the days of National Importance.

Discussion: The Coordinator proposed celebrating the **Teacher's Day** by educating students about the birth anniversary of the greatest teacher and scholar, recipient of the Bharat Ratna, first Vice-President, and second President of independent India, Dr. Sarvepalli Radhakrishnan, as well as providing them with an opportunity to understand the efforts made by their teachers to ensure that they receive a proper education.

The members also proposed celebrating the World Suicide Prevention Day, which is observed on September 10th each year.

Action Taken: Teachers Day was celebrated on 5th September, 2021.



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Agenda Item 9: Any other item with the permission of the chairperson.

Discussion:

- Dr. Honey Walia, Coordinator IQAC expressed her desire to discontinue as the coordinator. The name of Dr. Priyaka Khanna as the new IQAC Coordinator was proposed by the vice-principal (Dr. Paramjeet Passi). The Chairperson IQAC and other members seconded it.
- It was discussed in the meeting to start with offline classes of Ongoing Semester -III and V, special care should be taken by HODs that students are vaccinated. Dr. Khushdip suggested that information about vaccination should be gathered through a common Performa by all departments.

Action Taken:

- A 7-Day Workshop was organized by the English department on Dissertation writing from 23-08-2021 till 30-08-2021 where the students learnt finer points of dissertation writing under the guidance of the Resource person, Dr. Mandeep Kaur Randhawa.
- An online video presentation was organized by Sociology department on 15 August, 2021 to celebrate the freedom of the country.

IQAC Co-ordinator

IQAC Chairperson



Minutes of IQAC Meetings: 2019-20

Meeting 2

Venue: Room No-41

Date: 20th September 2021

Time: 12:30 PM

Agenda:

1. To read and confirm the minutes of IQAC meeting held on 02-08-2021.
2. Discussion on Documentation of all 7 Criteria's of AQAR for the session 2020-21.
3. To organize events to commemorate the 400th birth anniversary of Sri Guru Teg Bahadur Ji.
4. Talent Search Program for identifying the hidden talent amongst students.
5. To discuss about the active participation of students in 62nd Zonal Youth Festival to be hosted in the college from 17th to 21st November 2021.
6. To plan seminars with the goal of enhancing the emotional and mental health of the students in the current/ongoing Covid situation.
7. To encourage skill development courses that can help overall development of students.
8. Annual NCC Camp to be scheduled.
9. To take the initiative to celebrate Pollution-free Diwali.
10. 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. Paramjit Passi	Vice-Principal
3.	Dr. Priyaka Khanna	Co-ordinator
4.	Dr. Khushdip Kaur	Co-Coordinator
6.	Ms. Nirupma Sood	Member



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7.	Ms. Sangeeta Sharma	HOD, Physics
8	Ms. Kamaljit Sidhu	HOD, Botany
9	Dr. Kamini Sahir	HOD, Hindi
10	Dr. Parminder Kaur	Member
11	Dr. Khushdip Kaur	Member
12	Dr. Honey Walia	Member
15	Dr. Aditi Satija	Member
16	Dr. Pooja Chatley	HOD, Business Management
17	Dr. Monica Mahajan	HOD, Biotechnology

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 2 August,2021.

The Co-Ordinator read the minutes of the IQAC meeting held on 02 August,2021. The minutes were then confirmed.

Agenda Item 2: Discussion on documentation of all 7 Criteria's of AQAR for the session 2021-21.

Discussion: IQAC coordinator appreciated the work done by all criterion convenors and it was proposed that each convenor shall devise an action plan based on recommendations made by peer team in their respective criterion. Convenor of the first criterion proposed along the we need to start with more skill development courses, based on feedback given by 90 percent of students, and criterion 3 convenors proposed to strengthen entrepreneurial and research parameters.

Action Taken: Schedule for checking the criteria was chalked out.

- Criteria 1: 28th November 2021 and 29th November 2021



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- Criteria 2: 3rd December 2021 and 4th December 2021
- Criteria 3: 5th December 2021
- Criteria 4: 7th December 2021
- Criteria 5: 9th December 2021
- Criteria 6: 11th December 2021
- Criteria 7: 11th December 2021

Agenda Item 3: To organize events commemorating the 400th birth anniversary of Sri Guru Teg Bahadur Ji

Discussion- To commemorate the 400th Birth Anniversary of Shri Guru Teg Bahadar ji, it was proposed by Vice Principal Mam that musical programs should be organized by the Department of Music, P.G Department of History and Department of Punjabi should also take initiative for the same.

Action Taken: An online Musical Program was organized by the Department of Music Vocal on 24th September, 2021 to celebrate the 400th birth anniversary of Shri Guru Teg Bahadar ji.

Agenda Item 4: To Organize a Talent Search Program for identifying the hidden talent among students.

Discussion: It was discussed about **organizing a ‘Talent Hunt Program’** so that the winners can be chosen for participation in the Youth Festival later. Item wise duties were assigned to various faculty members to guide and select the students. The Department of Fine Arts took the initiative to organize the same in the coming days.

Action Taken: A Talent Hunt Competition was organized by the Fine Arts Department on 25/9/2021 in order to identify the hidden talent amongst the students of the college.

Agenda Item 5: To discuss about the active participation of students in 62nd Zonal Youth Festival to be held from 17th to 21st November 2021.



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Discussion: As per the directions issued by the Department of Youth Welfare, Panjab University, Chandigarh the staff was directed regarding hosting Panjab University Zonal Youth and Heritage Festival Zone-B From 17th to 21st November 2021 Faculty members should be assigned duties in this connection for students' participation as well as smooth co-ordination. It was asserted by Madam Principal (Dr. Mukti Gill) and **Ms. Sabina Bhalla (Incharge Youth Club)** that all Heads of Departments along with their faculty members should encourage the students for maximum participation in Youth Festival Items. In order to reduce their anxiety of missing classes, the teachers were asked to give them an assurance that special classes would be conducted for the participants to cover up their syllabus.

Action Taken: It was resolved that there will be four venues for all the items. Competitions at departmental level were organized based on themes related to the Youth Festival. Items like quiz, debate, declamation and essay writing competitions etc. were organized to develop reading, writing and speaking skills and to instill confidence, poise and self-esteem among students and help in selection of students for Youth Festival items.

Agenda Item 6: To plan seminars with the goal of improving the mental health of the students in the ongoing Covid situation.

Discussion: The members discussed about organizing various activities and drives to raise awareness among students regarding mental health issues, their causes, and preventive measures as well as to sensitize them regarding the harmful effects of drugs along with encouraging them to prevent it around them in light of the growing concerns about mental health and the ensuing drug abuse in Punjab.

Action Taken:

- The Red Ribbon Club organized an Awareness Drive in the college to raise awareness about the theme "Fight AIDS, Not People" in order to foster empathy for those dealing with this situation and to provide support to them.
- A Mental Health Drive was organized by the Counselling Cell to spread awareness about the prevalence of mental health issues and to strengthen mental immunity

Agenda Item 7: To Encourage skill enhancement training among students.



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Discussion: It was requested by the IQAC Coordinator that skill enhancement training should be initiated among students as it uses a combination of cognitive and behavioral problem-solving approaches, both of which are helpful to strengthen a person's skill process. Dr Aditi seconded her view point and proposed that various Seminars and workshops shall be organized for the students to enhance their soft skills, ICT skills, life skills and language and communication skills.

Action Taken: A Webinar on Cyber Crime and skill development workshop “Devops” was organized by the Department of Computer Science. A Webinar on Soft Skills to strengthen the language and communication skills, and a PPT competition were organized by the Department of English and Chemistry.

Agenda Item8: Annual NCC Camp to be scheduled.

Discussion: Camps and training form the practical manifestation of institutional training. The basic aim of Camps is to introduce cadets to a regimented way of life and help in developing camaraderie, teamwork, leadership qualities, self-confidence, self-reliance and dignity of labour in the cadets. It was advised by the IQAC Coordinator and captain of NCC wing to conduct an annual training camp in college.

Action taken:

- Dr. Paramjeet Kaur attended Annual Training 82day Camp held at KCW (from 04-10-2021 to 08-10-2021) along with 54 cadets & ANO captain.
- Dr. Paramjeet Kaur attended Annual Training Camp of 83day duration held at KCW (from 09-10-2021 to 15-10-2021).
- 9 cadets attended Combined Annual training Camp – 84(RDC Selection Camp) held at Malout (16-10-2021 to 23-10-2021)
- 4 cadets attended Combined Annual training Camp – 85(RDC Selection Camp) held at Malout (25-10-2021 to 03-11-2021)



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

Discussion: In this alarming phase of Global Warming, The Rotaract Club suggested that Green Diwali is the way to celebrate the festival with minimum harmful consequences to the environment.

Action Taken: The Office Management Department promoted celebrating Eco-friendly Diwali through displaying an array of posters and rangoli designs on November 4, 2021.

Agenda Item 10: Any other item with the permission of the chairperson.

Discussion: It was proposed by Ms. Sangeeta Sharma to initiate activities with respect to Intellectual Property Rights as knowledge about strong and enforced Property Rights will create awareness among students to protect themselves and families.

Action Taken----

Webinar on IPR and Patenting in Biotechnology was organized by Department of Biotechnology on 29th Oct,2021

IQAC Co-ordinator

IQAC Chairperson



Minutes of IQAC Meetings: 2021-22

Meeting 3

Venue: Principal Office

Date: 10th November, 2021

Time: 11:30 AM

Agenda:

11. To read and confirm the minutes of IQAC meeting held on 02-08-2021.
12. To appreciate overall results of Panjab University of various semesters of all streams.
13. To discuss the duties of the staff and students for smooth conduct of 62nd Zonal Youth Festival to be held from 17th to 21st November 2021.
14. Encourage faculty members to participate in Faculty Development Programs as resource persons.
15. Make students aware of various career opportunities.
16. To proactively promote soft skills among students.
17. To plan activities that would help students improve their writing and analytical skills.
18. To encourage youngsters to become socially conscious.
19. To celebrate the Constitution Day.
20. Celebrating the days of National and International Importance.
21. To provide students with opportunities to develop entrepreneurial skills.
22. 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	Dr. Khushdip Kaur	Co-Coordinator
4	Dr. Parminder Kaur	HOD, Computer Science
5	Ms. Sabina Bhalla	HOD, English
6	Dr. Monica Mahajan	HOD, Biotechnology
7	Dr. Monita Dhiman	Youth club Member
8	Dr. Anchal Arora	Youth club Member
9	Dr. Kamini Sahir	HOD, Hindi
10	Dr. Honey Walia	Member
11	Dr. Prabhleen Toor	Member



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At the outset, the Co-ordinator welcomed the IQAC members, who after exchange of ideas and thoughts, made the following resolutions:

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

Discussion: The Co-ordinator read the minutes of the IQAC meeting held on 20th September, 2021. The minutes were then confirmed.

Agenda Item 2: To appreciate overall results of Panjab University Exams 2020-21.

Discussion: Overall result of the Annual University Examination held for the academic year 2020-21 were discussed by IQAC Coordinator and students and staff were appreciated to bring laurels to the campus. Our students have made mark in the Panjab university merit list in UG and PG Courses The IQAC coordinator and co-coordinator Projected the results to the members present.

The consistent endeavour of students reaped rich dividends and during the session 2020-21. The college students bagged **59** Top ten University Positions. **8 students clinched First** University position **9 students secured Second University Position** and **7 students were placed at Third position** in the University.

These 59 positions include the following students:

Sr. no.	Name	Class	University Position
1	Niti Jain	M.Sc. I (IT) Sem-II	1 st
2	Harpreet Kaur	M.A II History (Sem-III)	1 st
3	Harpreet Kaur	M.A II History (Sem-IV)	1 st
4	Gurinder Kaur Grewal	B. Sc II Biotech (Sem-IV)	1 st
5	Pooja	M.A I Fine Arts (Sem-I)	1 st
6	Pooja	M.A I Fine Arts (Sem-II)	1 st
7	Rakhi Jain	M.A II Fine Arts (Sem-III)	1 st
8	Sugandha	M.A II Fine Arts (Sem-IV)	1 st
9	Diya	BCA I (Sem-I)	2 nd
10	Rupleen Kaur	M.Sc. I (IT) Sem-II	2 nd
11	Shivani	M.A I History (Sem-I)	2 nd
12	Gurinder Kaur Grewal	B. Sc II Biotech (Sem-III)	2 nd
13	Nehal	B. Sc III Biotech (Sem-VI)	2 nd
14	Chitwan Kaur	M.A I Fine Arts (Sem-I)	2 nd
15	Chitwan Kaur	M.A I Fine Arts (Sem-II)	2 nd
16	Sugandha Jain	M.A II Fine Arts (Sem-III)	2 nd
17	Jasmine Jawanda	M.A II Fine Arts (Sem-IV)	2 nd
18	Niti Jain	M.A I Fine Arts (Sem-I)	3 rd
19	Shivani	M.A I History (Sem-II)	3 rd



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20	Mahima Kapoor	M.A I Fine Arts (Sem-II)	3 rd
21	Pooja Rani	M.A I Fine Arts (Sem-II)	3 rd
22	Nitika Arora	M.A II Fine Arts (Sem-III)	3 rd
23	Jasmine Jawanda	M.A II Fine Arts (Sem-III)	3 rd
24	Nitika Arora	M.A II Fine Arts (Sem-IV)	3 rd
25	Rupleen Kaur	M.Sc. (IT) Sem-II	4 th
26	Neha Rani	M.A I History (Sem-II)	4 th
27	Sakshi Mehra	PGDFD	4 th
28	Sahibleen	B. Sc III Biotech (Sem-IV)	4 th
29	Pooja Rani	M.A I Fine Arts (Sem-I)	4 th
30	Mahima Kapoor	M.A I Fine Arts (Sem-II)	4 th
31	Rakhi Jain	M.A I Fine Arts (Sem-II)	4 th
32	Shheba Saifi	PGDFD (Sem-II)	4 th
33	Sakshi Mehra	PGDFD (Sem-II)	5 th
34	Gurnoor Kaur	BCA I (Sem-I)	5 th
35	Sunita Rani	M.Sc. I (IT) Sem-II	5 th
36	Anita	M.A II History (Sem-III)	5 th
37	Kusum Juneja	M.A II History (Sem-IV)	5 th
38	Mohini	B. Sc II Biotech (Sem-IV)	5 th
39	Mohini	M.A I Fine Arts (Sem-I)	5 th
40	Amrit Kaur	M.A I Fine Arts (Sem-II)	5 th
41	Amrit Kaur	M.A II Fine Arts (Sem-III)	5 th
42	Manpreet kaur	M.A I Fine Arts (Sem-IV)	6 th
43	Kirandeep kaur	BCA I (Sem-I)	6 th
44	Niharika Jain	M.Sc. I (IT) Sem-II	6 th
45	Anita	M.A I History (Sem-I)	6 th
46	Mandeep Kaur	B. Sc II Biotech (Sem-III)	7 th
47	Jaspreet Kaur	B. Sc III Biotech (Sem-VI)	7 th
48	Jaspreet Kaur	M.A I Fine Arts (Sem-I)	7 th
49	Meenakshi Goyal	M.A I Fine Arts (Sem-II)	8 th
50	Diya	M.A II Fine Arts (Sem-III)	8 th
51	Neha Rani	M.A I Fine Arts (Sem-IV)	8 th
52	Kashish Mittal	M.A I Fine Arts (Sem-I)	8 th
53	Kashish Mittal	M.A I History (Sem-II)	8 th
54	Nehal	M.A I Fine Arts (Sem-II)	8 th
55	Niharika	M.A I Fine Arts (Sem-II)	8 th
56	Mansimran Kaur	M.A II Fine Arts (Sem-III)	8 th
57	Ekta	M.A II Fine Arts (Sem-III)	9 th
58	Meenakshi Goyal	M.A II Fine Arts (Sem-IV)	9 th
59	Jaspreet Kaur	M.Sc. (IT) Sem-II	9 th



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60	Taranpreet Kaur Chabra	M.A I History (Sem-II)	9 th
61	Monika	PGDFD	9 th
62	Kirandeep Kaur	B. Sc III Biotech (Sem-IV)	10 th
63	Harmanpreet	M.A I Fine Arts (Sem-I)	10 th

Agenda Item 3: To discuss the duties of the staff and students for the smooth conduct of 62nd Zonal Youth Festival to be held from 17th to 21st November 2021.

Discussion: It was advised by the IQAC coordinator to allot duties to teachers and students for smooth conduct of the 62nd Zonal youth Festival to be held from 17th to 21st November, 2021.

Action Taken:

Agenda Item 4: To Encourage faculty members to participate in Faculty Development Programs as Resource Persons.

Discussion: The IQAC Coordinator urged the senior staff to participate as Resource Persons in the Faculty Development Programs in order to assist in developing the young staff by educating them about the various facets of teaching.

Action Taken: DR. Aditi Satija and Ms. Charanpreet Kaur conducted an FDP for the faculty of BCM School on the topic- “Working towards Gender Equity through Emotional Empowerment”.

Agenda Item 5: Make students aware of various career opportunities.

Discussion: It was decided to conduct webinars to help students to identify the career goals, set the educational milestones and derive the clear pathways to achieve them. The purpose of the workshop is to help students to understand career development as a whole which will help them to grow and prosper in their lives.

Action Taken:

- The Career coaching cell organized a webinar on “gain Global value @local price” on 27th Dec, 2021 whereby Mr. Shambhu Tiwari, Director, IBT, Ldh appraised students of various career opportunities and competitive examinations as RRB (Railway Recruitment Board), CGL (Combined Graduate Level), CDS (Combined Defense Services), PCS etc.
- The Placement Cell organized a Seminar on awareness regarding MBA programs on December 13, 2021. Mr. Vipin Khandwal, Director, TIMES Institute addressed the students regarding preparation strategies for MBA.
- The Placement Cell organized an Expert talk by Mr. Ajay Verma, Assistant Regional Manager of Star Health & allied Insurance Ltd. on December 13, 2021 in order to acquaint the students regarding the various job opportunities in the Insurance sector.



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- With the aim to guide the enthusiasts with the preparation process & strategies for the upcoming government exams as well as placements, the Placement Cell took an initiative to organize a workshop- “**How to prepare for yourself best strategy for placement session**” on **December 14, 2021** by Mr. Navdeep Singh, Deputy Chief Executive, DBEE, Ldh and Dr. Nidhi Singhi, Career Counsellor, DBEE, Ldh.
- The Placement Cell organized a workshop by Ms. Geeta Nagrath, Director, IIFT & IIGLS on December 15, 2021 in order to create awareness regarding career opportunities in the field of Fashion and Grooming.
- The PG Department of Commerce organized a 3-day workshop on “Tips for effective Resume Writing” from December 21, 2021 to December 23, 2021 by Mr. Mayank Aggarwal, MBA, UBS, Panjab University and Ms. Preeti Kapoor, M.Sc., IIT Delhi.

Agenda Item 6: To proactively promote soft skills among students.

Discussion: Recognizing the growing importance of soft skills in the workplace these days, the Department of Business Management and Commerce proposed on organising sessions on enhancing Communication skills amongst students so as to give them an edge in the placements.

Action Taken:

- Dr. Shilpa educated students on the Do's and Don'ts of Online Communication during a webinar on Online Communication Etiquettes conducted by the Business Management Department on November 17, 2021.
- To assist learners in improving their verbal and non-verbal communication, the Department of Commerce organized an interactive session on enhancing communication skills. **Er. Shilpa Miglani, Training & Placement Officer, GNIMT Ludhiana**, led the event.

Agenda Item 7: To plan activities that would help students to improve their writing and analytical skills.

Discussion: The **Language Lab/HOD, English Department** advised organizing a session demonstrating the stages in the publication of News Letter in order to enable the learners to develop News Stories from the stage of news gathering to editing to their final presentation.

Action Taken: The Department of English organized a demonstration on the topic- ‘Publication of News Letter’ for the students on 28 November, 2021.

Agenda Item 8: To encourage youngsters to become socially conscious.

Discussion: Social awareness is an essential skill for college and job preparation since it aids in student growth, allowing them to become a better person or colleague. The members,



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therefore, agreed to plan activities/talks/visits for the students in order to sensitize them about the societal issues and concerns and the ways they can adopt to solve the same.

Action Taken:

- The Department of Sociology organized a field visit to an NGO in order to sensitize the students about the various issues related to physical disabilities.
- The Office Management Department and Red Ribbon Club organized a Visit to Special school for Deaf and Dumb Children, Humbran Road, Ludhiana on December 17, 2021 in order to celebrate the real spirit of Christmas i.e., “Every Child is Special”.

Agenda Item 9: To celebrate the Constitution Day

Discussion: The Political Science Department decided to commemorate Constitution Day on November 26, 2021 in order to promote constitutional values among students.

Action Taken: The Political Science Department held an Intra-Departmental contest in honor of India's Constitution Day on November 26, 2021, with the purpose of promoting constitutional ideals amongst young people.

Agenda Item 10: Celebrating the days of National Importance.

Discussion: National festivals are of supreme importance to the citizens of India. These festivals remind us of the significance of freedom, democracy, and peace. Thus, the Coordinator proposed to celebrate the national festivals in the college.

Action Taken:

- To commemorate the unfathomable contribution to the society given by Dr. B.R Ambedkar and his achievements Mahaparinirvan Diwas was celebrated on 6th December, 2021
- To be protected against the marketing of goods and services which are hazardous to life and property. To be informed about quality, quantity, potency, purity, standard and price so as to protect the consumer against unfair trade practices National Consumer Day was celebrated on 24th December, 2021.

Agenda Item 11: To provide students with opportunities to develop entrepreneurial skills.

Discussion: Recognizing the importance of amalgamating fun and learning through fests, the members suggested involving students in hands-on activities by planning fests in the area of Commerce and Management that taught them to value mistakes rather than fear them. It was also proposed to provide an opportunity to students to interact with the industry professionals and to gain insights into the practical world.

Action Taken:



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- The Department of Computer Science celebrated the ‘i-connect’ week from November 30, 2021 till December 6, 2021, wherein the students were provided a platform to interact with industry professionals and gain insights into the various threats and opportunities. Various Resource persons such as Mr. Ansh Aneja, Director, Ms. Prachi Dewan Sachdeva, Owner guided the students on UI Design and Automation, Animation, VFX.
- The Department of Business Management organized a Contest - “Foodie’s Street” on December 3, 2021 in order to inculcate marketing and Entrepreneurship skills amongst students.

Agenda Item 12: Any other issues with the permission of the chairperson.

Discussion:

- It was suggested by the members to organize activities to promote the moral values amongst the students of the College.
- It was also proposed by the Zoology department to celebrate Wildlife Week in the College campus.

Action Taken:

- Wildlife week celebrated by the Department of the Zoology From 02-10-2021 to 08-10-2021 to spread the message amongst the participants about the conservation and protection of wildlife.
- Eco club celebrated pollution control day on 10th December, 2021 to spread awareness about the ill effects of rising levels of air pollution in India and Bhopal gas tragedy, industrial gas leakage accident and all these were remembered in the morning assembly

IQAC Co-ordinator

IQAC Chairperson



Minutes of IQAC Meetings: 2021-22

Meeting 4

Venue: Principal Office

Date: 10th January 2022

Time: 01:00 PM

Agenda:

23. To read and confirm the minutes of IQAC meeting held on 10-10-2021.
24. Discussion on uploading data on portal.
25. To discuss about paying tribute to freedom fighters through contests.
26. MOUs with different institutions for skill enhancement.
27. Enhancement of Library infrastructure in the form of books and online Library.
28. To discuss on organizing industry-academia interactions.
29. To sensitize students about legal vidya as per NEP 2020.
30. Organization of the Annual Alumni Edu Meet.
31. To redress any other issues with the permission of the chair.

Members Present:

Sr. No.	Name of the Member	Designation
1	Dr. Mukti Gill	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3.	Dr. Khushdip Kaur	Co-Coordinator
4.	Dr. Kamaljit Grewal	HOD, Botany
5.	Dr. Kamini Sahir	HOD, Hindi
6.	Dr. Pooja Chatley	HOD, Business Management
7.	Dr. Aditi Satija	HOD, Psychology
8.	Ms. Ashley (Special Invitee)	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.

The Co-ordinator read the minutes of the IQAC meeting held on 10th November, 2021. The minutes were then confirmed.

Agenda Item 2: Discussion on uploading data on portal.

Discussion: It was discussed in the meeting that the analyst uploaded various criteria and it was found that all members completed their annexure data on the NAAC portal.



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Action Taken: Members provided their annexures and the recommended data of all criteria were successfully uploaded.

Agenda Item 3: To discuss about paying tribute to freedom fighters.

Discussion: It was advised by the Principal Mam (Dr. Mukti Gill) to pay tribute to freedom fighters who lost their lives for the cause of freedom, welfare and progress of the nation through workshops and competition.

Action Taken:

- With the objective to communicate the contribution of our freedom fighters, “A Status Making” contest was organized on Republic Day.
- A chart making competition on the theme “Unsung Freedom Fighters of India” marked the Martyrdom Day of S. Bhagat Singh, Rajguru & Sukhdev.

Agenda Item 4: MOUs with different institutions for skill enhancement.

Discussion: It was discussed in the meeting that college signed MOUs. All the head of departments were advised to sign MOU with the concerned industries for the purpose of training and employment of our students.

Action Taken: Heads of various Departments will establish contact with concerned industries for the purpose of the same.

Agenda Item 5: Enhancement of Library infrastructure in the form of books and online Library

Discussion: It was decided to enrich the library resources by adding the latest handpicked editions of books by eminent national and international publishers for the benefit of the students and the teaching faculty alike.

Action Taken: Library infrastructure includes 6 terminals for internet surfing for students and faculty members, 4 terminals for working of staff, 2 terminals for OPAC and 2 printers, Our Web OPAC library system provides gateway to all the Library Books.

Agenda Item 6: To discuss on organizing industry-academia interactions.

Discussion: In order to give the students practical information and educate them about industrial aspects, the members decided to conduct workshops and seminars for them by professionals in the field in subsequent months.

Action Taken: Cyber-Safety Awareness Drives, Cyber Smart Challenge-2022 was organized by Department of Computer Science on 8th February, 2022 to mark the Safety Internet Day.

Agenda Item 7: To sensitize students about legal vidya as per NEP 2020.

Discussion: Society being a substantial heterogeneous group, knowledge of law is key to eliminate all forms of hindrance to a smooth life.



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Action taken:

- The Department of Computer Sciences organized a National Level Webinar in which more than 600 participants were made aware by Mr. Rakshit Tandon (Cyber Security Evangelist and consultant to Internet and Mobile association of India) about Cyber threats and empowered to be safe and secure online.

Agenda Item 8: Organization of the Annual Alumni Edu Meet.

Discussion: Convenor informed the house about the upcoming Annual Alumni Meet. She also asked the members of the House to forward the message to old students and sought the cooperation of the members in inviting a large number of Alumni to the meet.

Action Taken: The Alumni meet, 2021-22 was held successfully on 12th March, 2022 to appreciate the alumnae of KCW who are the future nation builders.

Agenda Item 9: To redress any other issues with the permission of the chair.

Discussion: The members advocated holding more competitions at the college to offer students an opportunity to demonstrate their talents.

Action Taken: The Department of Office Management organized a Collage making competition on 27 November, 2021.

Dr. Mukti Gill
Principal



Minutes of IQAC Meetings: 2021-22

Meeting 5

Venue:

Date: 1st April, 2022

Time: 10:00 Am

Agenda:

10. To read and confirm the minutes of last IQAC meeting.
11. To discuss about the Scholarships and fee concessions.
12. To impart experiential learning to the students.
13. Celebrating Days of National Importance.
14. Organization of the Annual Athletic Meet.
15. Discussion on Annual Prize distribution.
16. Discussion on Annual Convocation.
17. Any item with the permission of the chair.

Members Present:

Sr. No.	Name of the Member	Designation
1	Dr. Mukti Gill	Chairperson
2	Dr. Priyaka Khanna	Coordinator
3	Dr. Khushdip Kaur	Co-Coordinator
4	Ms. Sarvjit Kaur	Member
5	Ms. Sangeeta Sharma	HOD, Physics
6	Ms. Kamaljit Sidhu	HOD, Botany
7	Dr. Iqbal Kaur	HOD, Punjabi
8	Dr. Parminder Kaur	HOD, Computer Science
9	Ms. Sabina Bhalla	HOD, English
10	Ms. Ritu Ahuja	HOD, Mathematics
11	Dr. Aditi Satija	HOD, Psychology
12	Dr. Pooja Chatley	HOD, Business Management
13	Dr. Monica Mahajan	HOD, Biotechnology

At the outset, the Principal welcomed the members and expressed her satisfaction at the smooth functioning of the ongoing admission process.

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



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

The Principal read the minutes of the IQAC meeting held on 10th January, 2022. The minutes were then confirmed.

Agenda Item 2: To discuss about the Scholarships and fee concessions.

Discussion: The college is persistently engaged in motivating academically brilliant, needy students and offers scholarships and fee concessions.

Action Taken: Total amount of scholarships and fee concessions given to students

Sr. No.	Name of the Scholarships	No. of Students
1	A.S Grewal Scholarship	4
2	Senior Citizen Scholarship	6
3	Khalsa Dewan Scholarship	11
4	Mittal Pandey Scholarship	6
5	Mrs. Sumedha Jaiswal Scholarship	1
6	Mr. Raj Rani Scholarship	1
7	Dr. J.S Walia Scholarship	2
8	Post Matric Scholarship 2021-22	15
9	National Scholarship 2021-22	29
Total		75

Agenda Item 4: To impart experiential learning to the students.

Discussion: Experiential Learning can lead to students experiencing greater gratification in learning. Therefore, the members proposed organizing more Educational and Industrial Trips in order to provide an opportunity to students to apply data and ideas in a real-world setting.

Action Taken:

- The Environmental Science Department arranged an Educational Trip to Science City, Kapurthala with the purpose to make the students aware about the various dimensions of sciences as Natural, Social, Engineering as well as Technology.
- The Department of Computer Science organized an Industrial Visit to Brilliko Institute of Multimedia and MAAC, Ludhiana to widen the horizons of the students regarding scope in the IT sector.
- The Office Management Department coordinated a Visit to the District Courts, Ludhiana in order to provide a practical exposure to students regarding skills of typing various legal documents on stamp paper such as Affidavits. Mr. Om Parkash, Judgement Writer at District Courts, Ludhiana guided the students through the process.

Agenda Item 5: Celebrating Days of National Importance.



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Discussion: The members took the initiative to commemorate significant days and milestones by planning events or contests with the goal of raising students' IQs and sharpening their general awareness abilities by being aware of important dates and days.

Action Taken: A college level competition was organized by the Department of Geography to celebrate the World Earth Day on 22nd April, 2022. The theme of the contest was "best out of Waste". It was organized to motivate students to make different decorative items from waste material.

Agenda Item 5: Organization of the Annual Athletic Meet.

Discussion: The Convenor informed the house about organizing the Annual Athletic Meet to provide a best environment for the physical development of the students.

Action Taken: The Annual Athletic Meet, 2021-22 was held successfully from 12-04-2022 to 13-04-2022.

Agenda Item 6: Discussion on Annual Prize Distribution.

Discussion: It was discussed that the students who hold positions/prizes during the session 2020-21 and session 2021-22 for various events/competitions in the college will be awarded certificates, since the said time period was too late due to the COVID-19 PANADEMIC.

Action Taken: The 58th and 59th Annual Prize distribution was organized on 5th May, 2022. Mr. Manmohan Prakash, Deputy Director General Development Branch, Philippines guarded the occasion.

- 10 students were awarded with the Roll of Honor for the Session 2020-21, and 21 students for the session 2021-22.
- 12 students for the session 2020-21, and 87 students for the session 2021-22 achieved the College Colour.
- 8 students for the session 2020-21 and 78 students for the session 2021-22 were awardee with Merit Certificates for their Outstanding Performance in Academic & Co-Curricular Activities.

Agenda Item 7: Discussion on Annual Convocation.

Discussion: It was discussed to conduct the annual convocation for the session 2018-19, session 2019-20 and 2020-21.

Action Taken:

- The annual convocation for the session 2018-19 organized on June 18, 2022 wherein 1300 students were rewarded degrees. Dr. Navtej Singh Bains, former Director of Research, PAU, Ldh. delivered the Convocation Address. 7 students were decorated with Roll of Honor for achieving excellence.



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- The convocation for the session 2019-20 was organized on June 11,2022. Dr. Karanjeet Singh, Vice-Chancellor, Jagat Guru Nanak Dev Punjab State Open University Patiala graced the occasion. As many as 24 students were decorated with Roll of Honor for excelling in NCC, NSS, sports and co-curricular activities.
- 1210 students received degrees on the convocation for the session 2020-21 organized on May 29,2022. Prof. Anju Suri, Dean, College Development Council, P.U Chd, delivered the convocational address and Dr. Rohit Sharma, Dean. Department of Youth welfare, P.U., Chd was the Guest of Honor.

Agenda Item 8: Any item to the permission of the chair.

IQAC Co-ordinator

IQAC Chairperson