

## **Areas of Concern Identified by the Stakeholders**

Based on the low Likert Scale Weighted Mean Score, some stakeholders felt that the following factors should be taken into account when suggesting curriculum updates/modifications and preparation of action taken report.

### **Major Areas of Concern Identified by Students:**

- The curriculum is up-to-date, need-based, and relevant to real-life situations with weighted mean score on five point Likert Scale Weighted Mean score **3.92**
- The course content sensitized you towards issues like gender equality, environment and sustainability, ethics and values etc. with weighted mean score on five point Likert Scale Weighted Mean score **3.94**
- Equal weightage is given to theory and practical course content with weighted mean score on five point Likert Scale Weighted Mean score **3.95**

### **Major Areas of Concern Identified by Alumni:**

- The knowledge acquired in course curriculum can be effectively applied at your work place/real life situations with weighted mean score **3.93**
- The program curriculum provided environment for exposure to IT skills situations with weighted mean score **3.97**
- The curriculum has inculcated research aptitude in you with weighted mean score **3.93**

### **Major Areas of Concern Identified by Parents:**

- The availability of reference material and books related to the curriculum being taught is sufficient in college library with weighted mean score **3.95**
- The college provides excellent counseling and guidance to the students with weighted mean score **3.98**

### **Major Areas of Concern Identified by Faculty:**

- In the current global scenario, the syllabus is suitable to bridge the gap between academics and industry/employers with weighted mean score of **3.88**
- The college library has sufficient books and reference materials for the topics included mentioned in the programme with weighted mean score of **3.86**

### **Major Areas of Concern Identified by Employer:**

- The design of the curriculum is appropriate to cover all the relevant topics required to meet industry standards with weighted means score **3.83**
- The curriculum enhances technical skills of college students with weighted means score **3.66**

# Meeting Notice



**KHALSA COLLEGE FOR WOMEN, AMRITSAR**

**ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ**

Re-Accredited "A" Grade by NAAC

Affiliated with GNDU, Amritsar & Recognised by UGC under Section 2(F) & 12(B)

Ref No. : .....


Date : 15/7/2022

**Dr. (Mrs.) Surinder Kaur**

Principal  
(M) 98147-90220

## Notice

This is to inform members of IQAC Committee, Academic Council and all HODs to attend the meeting on 19/7/2022 in the office of undersigned at 2.20 PM to discuss the stakeholder's feedback analysis and finalizing Action Taken Report.

  
**Principal**  
**Khalsa College for Women,**  
**Amritsar**

### Copy to:

- I. IQAC Committee members
- II. Members of Academic Council
- III. All HODS



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# Minutes of Meeting



**KHALSA COLLEGE FOR WOMEN, AMRITSAR**

**ਖ਼ਾਲਸਾ ਕਾਲਜ ਫ਼ਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ**

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Ref No. : .....

Date : 19/7/2022

**Dr. (Mrs.) Surinder Kaur**  
Principal  
(M) 98147-90220

## Minutes of Meeting

### MEMBERS PRESENT

- Dr. Jitender Kaur HOD Music
- Ms. Ravinder Kaur HOD Punjabi
- Ms. Chanchal Bala HOD Hindi
- Ms Manbir Kaur HOD Science
- S. Manjit Singh HOD Computer Science
- Dr. Suman Nayyar HOD Commerce
- Ms. Sharina HOD Fashion Designing
- Ms. Saman Gill HOD English
- Dr. Jaswinder Singh HOD Economics

### AGENDA

- To discuss Stakeholders Feedback Analysis
- To finalize Action Taken Report

The Feedback Analysis Report 2021-2022 was presented to the IQAC Committee and Academic Council as per the agenda for approval. In the meeting, the IQAC Committee and Academic Council members comprehensively analyzed and discussed the data received from the Feedback Committee regarding the feedback from various stakeholders. Various decisions were taken with an aim to improve the academic activities of the institute and actions to be taken were suggested as detailed in Action Taken Report.

  
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## **PG Department of Computer Science Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed..

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestions to the University Authorities:
  - i. In the Syllabus of MSc IT-I Subject: Advanced Computer Organization and Architecture, the Last unit Structures and Algorithms for Array Processors is not in continuity and it should be placed after Parallel Computer Structures: Pipeline Computers, Array Computers, and Multiprocessor Systems to make the syllabus more synchronized.
  - ii. The first two parts of the syllabus should be combined as a unit to make it look more coherent.
  - iii. When the annual examination system of MSc IT was converted in semester based system, MSc CS I syllabus of the same subject was decreased by 30 percent but the syllabus of MSc IT Advanced Computer Architecture, was not modified and reduces, which always puts extra burden on the students
  - iv. In the syllabus of BSc IT IV, Subject: Internet Applications, Section C, HTML is wrongly typed as FFTML, Which makes the topic ambiguous and should be corrected as soon as possible.
  - v. The same topic of HTML is present in syllabus of same class BSc IT IV in the subject of Java and Web Designing as last topic, which makes it redundant.
  - vi. The same Topic of HTML is present in syllabus of same class BSc IT IV in the subject of Web Technologies as second topic Markup Languages, which makes it even more redundant. The subject of HTML should be taught as a whole as one subject to make it more coherent and non-redundant.
- The suggestions will be conveyed to the university through the BOS members for modifications in course content to balance the weightage of theory and practical,
- It was decided by the College management to continue offering Skill Based Certificate Course in IT Enabled services, under Jagat Guru Nanak Dev Open University, Patiala.

- The syllabus of new Add-on certificate course in Computer Fundamentals and already offered certificate course in Web Designing was designed/updated to make it more need-based, and relevant to real-life situations.
- Large number of projects and workshops will be scheduled to encourage students to actively participate in opportunities to learn through doing, allowing them to apply their theoretical knowledge to practical endeavors in a variety of settings both inside and outside the classroom.
- Practices for experiential learning will be integrated into routine teaching.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- Various competitions including presentation and designing will be scheduled and promoted, including the participation in various competitions/workshops/webinars organized by IIC, MIC, MHRD Govt. of India like Smart India Hackathon, Toycathon, Innovation Competitions etc. to inculcate critical thinking and research aptitude in students.

  
Principal  
Khalsa College for Women,  
Amritsar  




## **PG Department of Commerce Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestions to the University Authorities:
  - i. B.Com (1<sup>st</sup> Semester)  
Subject: Financial Accounting
    - ✓ Voyage accounts should be removed from the syllabus, as in majority of the national and international institutes of repute, this is already removed.
    - ✓ IFRS and IND-AS should be included in the syllabus.
  - ii. BBA (1<sup>st</sup> Semester)  
Subject: Basic Accounting  
The whole cycle of accounting i.e. Journal, Ledger, Subsidiary Books, Trial Balance, etc should be taught and evaluated through the use of Tally only.  
Final Accounts can be incorporated in the second semester.
  - iii. B.VOC (1<sup>st</sup> Semester)  
Subject: Inventory and event management.  
BVoc syllabus needs to be organised topic wise and with more clarity.
  - iv. B.Com (3<sup>rd</sup> Semester)  
Subject: Financial Management  
Practical orientation using proper software and hands on demonstration must be included in Financial Management syllabus.
  - v. B.Com Hons (5<sup>th</sup> Semester)  
Subject: Banking and Financial System  
Syllabus needs to be revisited to reduce the content.  
Focus on practical working should be provided.
  - vi. M.Com (3<sup>rd</sup> Semester)  
Subject: Contemporary Accounting  
Contemporary Accounting should be replaced with any other subject from M.Com 3rd syllabus as the same content is being taught in Final year of B.Com and BBA
- It was decided by the College management to continue offering Skill Based Certificate Courses in GST Applications and Certificate Course in Entrepreneurship, Creativity and Innovations in Business, Jagat Guru Nanak Dev Open University, Patiala.

- The syllabus of Add-on certificate course in Banking Services and certificate course in Taxation Laws will be updated to make them more need-based, and relevant to real-life situations.
- A large number of projects and workshops will be scheduled to encourage students to actively participate in opportunities to learn through doing, allowing them to apply their theoretical knowledge to practical endeavors in a variety of settings both inside and outside the classroom.
- Practices for experiential learning will be integrated into routine teaching.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- The university will be communicated to modify the curriculum so that it effectively integrates cross-cutting issues relevant to sensitize students towards issues like gender equality, environment and sustainability, ethics and values etc.
- Various competitions including presentation and designing will be scheduled and promoted, including the participation in various competitions/workshops/webinars organized by IIC, MIC, MHRD Govt. of India.

  
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## **PG Department of Fashion Designing Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestions to the University Authorities:
  - i. In BSc. (Fashion Designing) (Semester-VI) subject :Computer Aided Designing, New Latest updated CAD Professional software should be introduced for embroidery, weaving, printing and knitting to cover the relevant topics required to meet industry standards
  - ii. In MSc IV Syllabus, only Research Project should be there rest of the subject content should be divided in previous semesters.
  - iii. Suggestions for all of the curricula of Fashion Designing(for all classes):
    - ✓ The latest innovations in the fashion and textile industries should be introduced, like newly created fibers and fabrics.
    - ✓ Famous fashion designers and their creations should be taught to students to improve their designing skills. Smart clothing in stitching should be introduced.
    - ✓ The design of the curriculum is appropriate to cover all the relevant topics required to meet industry standards.
    - ✓ For modifications in course content to balance the weightage of theory and practical, the suggestions will be conveyed to the university through the BOS members.
- The syllabus of Add-on course in Cosmetology, Dress Designing and Recycling and Up-cycling of Garments will be updated to make them more need-based, and relevant to real-life situations.
- Projects and workshops will be scheduled to encourage students to actively participate in opportunities to learn through doing, allowing them to apply their theoretical knowledge to practical endeavors in a variety of settings both inside and outside the classroom.
- Practices for experiential learning will be integrated into routine teaching.



- Various competitions including presentation and designing will be scheduled and promoted, including the participation in various competitions/workshops/webinars organized by IIC,MIC, MHRD Govt. of India.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- More Industrial visits will be organized to percolate the knowledge of industrial environment which in turn will help to bridge the gap between academics and industry/employers
- Hands-on training on various advance technologies which are currently used by the society will be organized to enhances technical skills of college students
- Placement cell will provide more elaborative career guidance to the student to help them achieve their goals.


  
Principal  
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## **PG Department of Punjabi Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestions to the University Authorities:
- Various competitions including presentation, designing and creative writing will be promoted.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- Large number of Seminars and Lectures will be scheduled to sensitize students towards issues like gender equality, environment and sustainability, ethics and values etc
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.
- Placement cell will provide more elaborative career guidance to the student to help them achieve their goals.

  
Principal  
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Amritsar  


## Department of Science Action Taken Report

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### Action taken on feedback

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. The knowledge acquired in course curriculum should be effectively applied at work place/real life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:
  - i. In BSc Non-Medical Sem V, Subject: Physics, Kirchhoff's voltage and current laws are officially not in the syllabus of Physics (Electronics), However they are required to be taught in the class so it must be included in the syllabus.
  - ii. Equal weightage is given to theory and practical course content in all the subjects.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.
- Various competitions including presentation and designing will be scheduled and promoted, including the participation in various competitions/workshops/webinars organized by IIC, MIC, MHRD Govt of India like Smart India Hackathon, Toyathon, and Innovation Competitions etc. to inculcate critical thinking and research aptitude in students.

  
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## Department of History Action Taken Report

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### Action taken on feedback

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:
  - i. In BA- History semester 2 syllabus, section B - the topic khilji and Tughlaq dynasty should be separated and in section C the topic - establishment under akbar and expansion and decline under Akbar's successor should be separate. This will reduce the burden on students to gain knowledge.
  - ii. Rather than assessing students on 100 marks exams 20 marks or certain portion should be given to assess them on the basis of their assignments or research work.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.

  
Principal  
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## **Department of Sociology Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:

Classes: BA I, II, III

- i. The theoretical paper of sociology should be of 80 marks and rest 20 marks should be confined for an assignment or any short research as per their syllabus.
  - ii. Some recent topics regarding latest laws formulated by the legislation especially for women should be added in BA sem 3 syllabus.
  - iii. Some important concepts required in Masters of sociology should be added in BA syllabus.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
  - It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.

  
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## **Department of English Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:

Classes: BA I, II, III

- i. Modification should be done in English syllabus to promote inclusiveness, diversity and harmony.
  - ii. Incorporate extra topics on soft skills in the curriculum.
- 
- To organize more co-curricular and extra-curricular activities as they encourage students in multiple ways to strengthen the learning process through dramatization of texts, film screenings, organizing talks by eminent scholars, discussions, debates, presentations.
  - To organize English Fest every year as regular feature of the Department.
  - Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.



  
Principal  
Khalsa College for Women,  
Amritsar

## **Department of Hindi Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:
  - i. Hindi should be incorporated as compulsory subject in all the graduation classes.
  - ii. The university will be communicated to modify the curriculum so that it effectively integrates cross-cutting issues relevant to sensitize students towards issues like gender equality, environment and sustainability, ethics and values etc.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.


  
Principal  
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## **PG Department of Economics Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities:
  - i. There should be practical use of statistical software like SPSS , Eviews, R Programming in Quantitative Techniques of all semesters.
  - ii. The syllabus of Indian Economy in III sem need to be revised in accordance with the changing policy paradigm.
  - iii. Theories of Public expenditure and Taxes suggested to be included in the subject of economics sem IV.
  - iv. Research oriented topics need to be introduced.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.
- The university will be communicated to modify the curriculum so that it effectively integrates cross-cutting issues relevant to sensitize students towards issues like gender equality, environment and sustainability, ethics and values etc.

  
Principal  
Khalsa College for Women,  
Amritsar





## **Department of Fine Arts Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

- The syllabus of Add-on course in Certificate Course in Fabric Painting will be updated to make them more need-based, and relevant to real-life situations.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.

  
Principal  
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## **Department of Physical Education Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities

- It was decided by the College management to continue offering Skill Based Certificate Course in Yoga, with updated syllabus.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
- It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.

  
Principal  
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Amritsar  


## **Department of Home Science Action Taken Report**

Feedback on the curriculum was sought and received from the major stakeholders, such as students, teachers, parents, employers, and alumni. The spectrum of parameters used to obtain the feedback was chosen carefully so that an analysis of the same would reveal the strengths of the curriculum, which could be built upon, and the weaknesses, for which remedial measures could be instituted. The parameters chosen allowed both the generic and discipline-specific characteristics of the curriculum to be assessed.

### **Action taken on feedback**

The course content of different programmes were reviewed in terms of their update status and relevant changes in the curriculum were suggested to make it up-to-date, need-based, and relevant to real-life situations. It was decided that the various faculty members who serve on the Board of Studies will forward the following suggestion to the University Authorities

- i. To add internship in the final year of the course.
  - ii. Add a part of basics of human psychology also as dietetics is all about changing behaviour.
- Students will be provided more coherent recorded lessons and PDFs of textual reading material as per their needs.
  - It was decided to procure almost all of the resource materials required in the library. The number of books and reference material in library will be increased.
  - It was decided by the College management to continue offering Skill Based Certificate Course in Food Preservation, under Jagat Guru Nanak Dev Open University, Patiala

  
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