

IQAC Meeting I held on July 18, 2021

Members Present

Dr. Surinder Kaur (Chairperson)

Dr. Jitender Kaur (Coordinator)

Mrs. Ravinder Kaur (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

Dr. Chanchal Bala (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

Dr. Ritu Dhawan ((Member IQAC)

Ms. Sharanjit Kaur (Student Alumni)

Agenda

- To conduct Student Induction Programme
- To finalize academic calendar
- To review admission process
- To focus on student centric activities
- To plan activities for students' support and progression
- To discuss regarding inspection of new courses and subjects (B.Sc. Medical and Education) by university and to get vocational courses and skill oriented courses from Jagat Guru Nanak Dev State Open University for the session 2021-2022.
- To discuss about re-constitution and working of various clubs and committees.
- To discuss infrastructural requirements.
- To plan seminars on NEP 2020.
- To discuss academic interactions.
- To plan activities for promoting research among faculty members.
- To sensitize students towards gender equality.
- To Plan meeting with Curriculum Development Cell to review the Current Syllabus

Minutes of Meeting

Student Induction Programme

It was proposed to conduct Student Induction Programme for first year students. Mrs. Ravinder Kaur was assigned the responsibility to plan and conduct programme for the students.

Academic Calendar

The Principal directed the IQAC members and Academic committee to finalize the academic calendar for the session 2021-2022

Reviewing of Admission Process

It was felt by the Principal and IQAC members that there is a need to review the admission process for the growth of the college. S. Manjit Singh and Dr. Jaswinder Singh with the help of other faculty members have been assigned the responsibility to take necessary efforts to increase admission in the college.

Student Centric Activities

The Principal expressed the need for student centric activities. She stated that the main goal of the college is to enhance the skill of self-direction, creativity and collaboration among the students along with academic knowledge. Therefore, more student-centric activities are required in the college. Dr. Suman Nayyar was given the responsibility to guide all the departments for the same.

Students Support and Progression

In order to enhance the verbal, soft and technical skills of the students, various departments of the college were assigned the responsibility to organize workshops/seminars and training sessions for the students. To improve the performance of the students in the placement test conducted by various placement agencies, their mock tests were conducted. Also, to improve the participation and performance of the students in various competitive tests, necessary measures were planned. Mrs. Kirandeep Kaur and Dr. Namrata were designated as in-charges for the same.

New Graduation and Skill Related Courses

The Principal informed the IQAC members that college has applied for B.Sc. (Medical), a three year graduation course and three subjects (Education, Geography and Psychology) in B.A to affiliating University and university nominees will visit the college soon for inspection. She also expressed the need for skill-oriented Add on courses and Certificate Courses in order to enhance the skills of students. Mrs. Manbir Kaur and Dr. Rajwinder Kaur were assigned the responsibility to work on the same.

Re-constitution and working of various clubs and committees

The constitution of various clubs and committees responsible for the conduct of distinct co-curricular activities in the college was reviewed and discussed.

Infrastructural Requirements

A discussion regarding the requirement of books in different departments was held. Mr. Rakesh and Mrs. Geet Bawa were given the responsibility to take the requirement from different departmental heads and make necessary arrangements to purchase the books. A need for additional washrooms for the students on the ground floor and Photostat shop was also felt in the college. Mr. Nirmaljit was given the responsibility to mark the suitable area for the same.

Seminars/Workshops on NEP 2020

The Principal directed the faculty members that there should be more seminars and workshops on NEP 2020 to make faculty members aware about each and every aspect of NEP 2020. Mrs. Pritika Mehra was assigned the responsibility to organize lectures on NEP 2020 in the college.

Promotion of Academic interactions

It was proposed to promote academic interactions by organizing seminars/workshops in various departments for the teachers as well as for the students. Dr. Chanchal Bala was assigned the responsibility to encourage different departments to organise workshops and seminars in their departments.

Activities for Promoting Research among Faculty Members

To promote research among faculty members, Dr. Ritu Dhawan was given the responsibility to organize lectures on research methodology and motivate the faculty members to apply for research projects (major and minor) as well as seminars/workshops to different funding agencies.

It was also proposed that a Multi-Disciplinary College Journal should be launched to meet the global challenges in the field of research.

Sensitizing students towards Gender Equality

Dr. Neeru Kapoor was assigned the responsibility to organize seminars on the issues related to gender equality. It was decided that she will invite experts from the field and organize the events to sensitize students towards gender equality.

Suggestions for the revision of Syllabus

The coordinator of IQAC has directed the members of Curriculum Development Cell to review the current syllabi and suggest changes (if any) need to be made.

Action Taken Report

With the help of team members, IQAC coordinator conducted students' induction programme for the first year students on 14/09/21. The incumbents learnt about the institutional policies, processes, practices, culture and values. Around 250 students participated in this programme.

The academic calendar was prepared by Academic Committee and it was reviewed and finalized by the IQAC members.

Admission process was revised and strategies were formulated to increase popularity of the college among the masses. Lecture on "Digital Techniques to Boost Admission in Educational Institutions" by Dr. P. Prashant, Khalsa College of Engineering & Technology, Amritsar was held on 21/12/2021.

To enhance the skills of the students following measures have been taken:

Workshop cum Orientation session on "Toycathon Ideas Using Paper Art" by Mr. T.Lal (Internationally Renowned Paper Artist & Entrepreneur), Rajasthan was organized by Fashion Designing Department on 23/7/2021

A Workshop cum Orientation session on "Business Model Canvas" was organized by Fashion Designing Department on 28/07/21.

National Nutrition Week was celebrated by Home Science Department and Department of Nutrition & Dietetics on 04/09/2021.

Lecture on "Waste Management" in collaboration with Nagar Nigam, Amritsar was organized on 05/10/2021 in context of Azadi Ka Amrit Mahotsav.

Lecture on Punjabi Bhasha Ate Sahit: Ateet, Vartmaan ate Bhavikh by Dr. Harbhajan Singh Bhatia, Academic Expert, GNDU, Amritsar was conducted on 02/11/2021.

Workshop on Radioactivity and its Applications by Ms. Debarati Das and Dr. P.C. Kalsi, IANCAS, BARC, Mumbai was held on 06/05/2022.

PG Department of Commerce and Management, Khalsa College for Women, Amritsar organized E-FDP on "Investor Awareness for Women's Towards Financial Freedom" in collaboration with Investor Protection Fund Trust, CDSL, and SEBI on 26 March 2022 (Saturday).

PG Department of Commerce and Management, Khalsa College for Women, Amritsar organized an E-FDP on "Intellectual Property Rights" in collaboration with Government of India, Ministry of Commerce & Industry, Department for Promotion of Industry and Internal Trade under National Intellectual Property Awareness Mission on 22 April 2022.

Workshop on E-Filing of Income Tax Return by Mr. Pankaj Kapoor was conducted on 10/05/2022

To enhance employability of students, a Workshop cum Orientation session on “Prototype Process Design and Development – Prototyping” was organized by Dr. Jaswinder Singh, Assistant Professor, PG Dept. of Economics, KCW, Amritsar.

Commerce Club under the aegis of PG Department of Commerce and Management, Khalsa College for Women, Amritsar organized a guest lecture on “Advance Solution to Tally Prime”. The guest lecture was delivered by Ms. Paras Mehak, Assistant Professor, Mittal School of Business, Lovely Professional University on 15th April 2022.

Workshop cum Orientation session on ‘Entrepreneurial Skill, Attitude & Behavior Development’ was held on 26/02/2022.

Seminar on ‘Entrepreneurship & Innovation as Career Opportunity’ was arranged on 26/02/2022

To improve/strengthen the skills of students, short term skill development courses such as Diploma in Stitching and Tailoring, Diploma in Cosmetology and Diploma in Aviation and Catering etc were introduced. A new degree course B.Sc (Medical) was started and some new subjects in B.A such as Education, Psychology, Geography etc were introduced. Many Add-on /Certificate Courses such as Certificate Course in Aviation, Catering and Event Management, Certificate Course in Communication Skills etc. are also introduced. Along with this 4 courses affiliated under Jagat Guru Nanak Dev State Open University were also introduced.

Committees and Clubs for the year 2021-2022 were finalized.

The requirement for the books was assessed and books worth Rupees 78149/- were purchased for different departments. The proposal for construction of washrooms and Photostat shop was placed before the managing committee and has been finalized.

Lectures on NEP 2020 were organized by different departments and attended by the faculty members. Lecture on ‘Curriculum in NEP 2020’ by Mr. P. K. Sahoo, Allahabad University (Allahabad) was conducted on 21/11/2021.

Webinar on ‘Implementation of NEP 2020’ by Commerce Department in July 2022.

Webinar on ‘New Education Policy’ in collaboration with Sunstone Eduversity, Gurgaon, Haryana was organized on 05/03/2022.

To promote academic interactions, the following seminars/ conferences were organized by the departments:

ICSSR Sponsored International Seminar was organized on “Technological Innovations in Financial and Banking Sector – A Roadmap to Society” on 14/03/2022 and 15/03/2022.

ICSSR Sponsored National Seminar on “Rural Diversification in Punjab - Perspectives and Challenges” was conducted on 15/03/2022 and 16/03/2022.

E FDP on “Investor Awareness for Women’s Towards Financial Freedom” in collaboration with Investor Protection Fund Trust, CDSL, SEBI by Dr. Shikha Gupta was conducted on 26/03/2022.

FDP on “Innovative Teaching Pedagogies” was facilitated by Mr. Manjit Singh, Head of Computer Science Department on 20/09/2021.

Webinar on “ICT Integrated Research Methodology” in collaboration with North Eastern Hill University Shillong was organized on 28/04/2022.

ICSSR Sponsored National Seminar on “Agricultural Sustainability and Rural Diversification in Punjab: Perspectives and Challenges” was conducted on 31/03/2022.

Seminar on “Hindi Sahitya-Sandarbh Ka Naveen Bodh” by Dr. Sudha Jitender, Professor GNDU, Amritsar was organized on 22/04/2022

With the perspective to engage more faculty members in Research, they were encouraged to enroll and complete Ph.D. Teachers are motivated to undertake maximum research oriented tasks and projects. To promote research, awards of excellence for best researcher (1, 00,000/-) and best teacher (50,000/-) are also planned by the management. This was done to encourage reliability and authentication in the field of teaching education. An initiative for the launch of new multi-disciplinary research journal of the college has been taken and the name of the journal was finalized. The faculty members were asked to write paper for the journal and guidelines for writing the research paper were also distributed to the faculty members.

To sensitize students towards gender equality, various seminars and activities were conducted to guide the students towards this issue. Students are made aware about legal provisions and legislative rights.

Seminar on ‘Importance of Votes in Democracy’ by S. Davinder Singh (HOD) Political Science, Khalsa College, Amritsar was arranged on Aug 28, 2021.

Curriculum Development Cell has further informed the Head of the Departments to get the syllabi reviewed from their respective faculties and scrutinize the changes so that these can be conveyed to the members of BOS.

IQAC Meeting II held on Mach 10, 2022

Members Present

Dr. Surinder Kaur (Chairperson)
Dr. Jitender Kaur (Coordinator)
Mrs. Ravinder Kaur (Member IQAC)
Mrs. Manbir Kaur (Member IQAC)
Dr. Chanchal Bala (Member IQAC)
S. Manjit Singh (Member IQAC)
Dr. Suman Nayyar (Member IQAC)
Dr. Ritu Dhawan ((Member IQAC)
Ms. Sharanjit Kaur (Student Alumni)

Agenda

- To take feedback regarding activities of the first IQAC meeting held on July 18, 2021
- To plan Career Vision for the session.
- To discuss PO's and CO's to ensure outcome based learning.
- To plan Workshops/Seminars in collaboration with industry or sponsored by funding agencies
- To plan academic audit i.e., Internal as well as External Audit
- To discuss regarding IIC star rating
- To discuss infrastructural requirements of the college
- To organize Alumnae meet
- To direct faculty to conduct remedial classes for the weak students
- To discuss regarding Green Audit and Environment Audit.
- To plan Community Service activities
- To consider the need for new MOU's with national and international companies.
- To discuss about yearly students' feedback in order to augment teaching quality.

Minutes of Meeting

Feedback Regarding Activities of the First IQAC meeting

Feedback regarding all the proposals that were put forward in first meeting of IQAC was taken by the co-ordinator of IQAC. It was followed by monitoring of the targets achieved so far.

To plan Career Vision for the session

Dr. Kamalpreet and Ms. Sumit were given the responsibility to plan and organize career vision for the students of various schools in the college.

To ensure Outcome Based Learning

To ensure smooth implementation of outcome based learning, the Principal directed the IQAC coordinator to plan a meeting with HOD's of all the departments and discuss PO's and CO's of all the courses with them.

To plan workshops for the students in collaboration with various industries

The Principal expressed the need for conduct of various workshops and seminars to enhance the employability of the students. Therefore, the co-ordinator of IQAC was asked to plan and organize various workshops for the students in collaboration with various industries with the help of faculty members.

To discuss regarding IIC star rating

The Principal discussed with the faculty members about IIC, an initiative started by Ministry of Education's Innovation Cell (erstwhile MHRD's Innovation Cell) in collaboration with All India Council of Technical Education. It was also considered that KCW always secured top position in Star Ranking by MHRD, Government of India. IIC KCW secured top 4 stars ranking in 2018-19 that was the highest in India. The college even obtained 4.5 stars in 2019-20.

Internal/External Academic Audit

To increase the effectiveness of teaching learning process, internal and external audit was proposed and Dr. Chanchal Bala was given the responsibility to do the needful in this regard.

Use of ICT in teaching and learning process

The Principal addressed that in this competitive age, there is a dire need for the faculty and students to be technically advanced in all aspects. She, further, suggested to organise workshops and Faculty Development Programmes to encourage the use of ICT for the students as well as for the teachers.

Alumnae Meet

IQAC coordinator directed, Dr. Ranjandeep Kaur to make efforts to plan and organise Alumnae Meet.

To conduct Remedial classes

The IQAC Co-ordinator directed all the HOD's to conduct remedial classes for the students so that their performance in final examinations can be improved.

To make campus Eco-friendly

To make campus Eco-friendly and conduct Green Audit, Energy Audit and Environment Audit, Dr. Pardeep Kaur and Mrs. Samandeep Kaur were given the responsibility.

To promote Community Service

To encourage service to humanity among the students, the incharges of NSS, NCC and Red Ribbon Club were asked to provide practical exposure to the students.

To discuss regarding MOUs

The Principal expressed that there is a need to bridge the gap between the academic deliveries and industry. Therefore, to improve the employability skills of the students, the college must have inked Memorandum of Understanding with various industries (National and International). She directed the IQAC members to put efforts for the same.

Yearly Students Feedback

Dr. Jitender Kaur was assigned the responsibility of taking feedback from the students of the different streams. She, along with other faculty members, framed the feedback performa and got feedback from the students

Action Taken Report

In the IInd meeting of the IQAC, feedback of the Ist IQAC meeting was sought and it was confirmed that all the activities proposed for the growth and development of the college during Ist meeting were duly attained and no action was pending.

Career Vision was successfully conducted on April 6th, 2022. Around 240 students from different schools attended the event.

Principal proposed that emphasis should be laid on providing outcome based education to the students. Adding to this, Dr.Jatinder Kaur has been assigned the duty to get it prepared from all HODs and monitor outcome based learning.

Different workshops/seminars were conducted in the college for the benefit of students.

Interactive Session on “Successful Start Up Founders” by Ms. Palak, Owner, Palak Boutique, Amritsar was held on 11/08/2021.

Lecture on “Waste Management” in collaboration with Nagar Nigam, Amritsar under the Azadi Ka Amrit Mahotsav programme was organized on 05/10/2021.

Workshop on “Textured Sheets Making” in collaboration with Pidilite India Pvt. Ltd. was held on 18/12/2021.

Lecture on “Water Conservation and Save Earth Water” in collaboration with Dilbir Foundation Amritsar was held on 13/01/22.

Webinar on “New Education Policy” in collaboration with Sunstone Eduversity, Gurgaon, Haryana was held on 5/03/22.

Workshop on “Hair Treatment” in collaboration with Lakme Salon, Amritsar by Mr. Gaurav Sharma was held on 05/03/22.

The internal and external audit was conducted to review the performance of the institution and suggest improvements towards excellence both in academics and administration.

Webinar on “Role of Communication for Entrepreneurial Success: Basic Communication Skills Every Entrepreneur Should Develop” by IIC was conducted on 23/02/22.

Seminar on “Entrepreneurial Opportunities in India for Young Technocrats” by IIC was organized on 28/02/22.

Workshop on “Process of Innovation Development and Technology Readiness Level & Commercialization of Lab Technologies & Tech Transfer” by IIC was held on 12/02/22.

Workshop on “Design Thinking, Critical Thinking & Innovative Design” by IIC was arranged on 17/02/22.
Under the guidance of Principal, IQAC members organised an Alumnae meet in the month of March 2021 to build a strong bond with the alumnae.

Remedial classes were conducted in every department as per the need of the students.

As far as Green Audit, Energy Audit and Environment Audit were concerned, water conservation was done through rain water harvesting. For conservation of energy, solar energy panels were installed. Solid waste was collected separately as biodegradable and non-biodegradable waste. The students were sensitized on the issue of environment pollution by persuading them to celebrate pollution free Diwali.

7 days NSS Camp was organized by NSS department at the adopted village Kot Khalsa from Jan 22, 2022 to Jan 28, 2022. Oath Taking Ceremony on Rashtriya Ekta Diwas was organized by NSS department on Nov 9, 2021

Red Ribbon Club organized an online lecture on Mental and Physical Well Being on Aug 28, 2021. Training Parade was organized from Oct 1, 2021 to Oct 30 , 2021 by NCC contingent for the holistic development of students.

The MOU's are signed with Elunity Melbourne, Victoria Australia and The Central Orphanage Amritsar. Students' feedback was taken by the faculty members and it was revealed that students are fully satisfied with the academic and administrative machinery of the college.