

## Khalsa College for Women, G.T. Road, Amritsar 2020-21

### The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in Principal's office on July 7, 2020 at 2:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr. Manpreet Kaur.

### Members Present

Dr. Manpreet Kaur (Chairperson)

Dr. Jitender Kaur (Coordinator)

Mrs. Ravinder Kaur (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

### Agenda

- To revise the ongoing admission process for the session 2020-21.
- To adopt digital mode of communication for teaching and learning in order to provide pandemic safe environment.
- Capacity building workshops for teaching and non-teaching staff to meet needs of pandemic.
- To take initiative towards community service.
- To organise lectures/activities in context of 400th birth anniversary of Guru Teg Bahadur ji.

### Minutes of the IQAC meeting held on July 7, 2020

The meeting began with a brief introduction of the attainments and performances of the departing session by the Principal and the IQAC chairperson. She informed the members of the achievements made by the institution in the session 2019-20. All the members showed their consent. Discussions were held on various points of the agenda and following resolution was passed by the members:

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

1. Regarding online admissions Principal, Dr. Manpreet Kaur, discussed with the committee members about the changes required in admission process for the session 2020-21 due to COVID- 19. S Manjit Singh, Head Computer Science, Department suggested that keeping in mind the social distancing norms and to solve the queries of students, the college should start e-counselling desk. Further, it was discussed and decided in the meeting to update the college website with online admission form so that the students do not face any difficulty in getting admission. The details to be included in the form were discussed and finalised by the members
2. Dr. Manpreet Kaur pointed out that there was a possibility of the lockdown period going longer than expected and therefore it was imperative that effective and definitive strategies should be planned for smooth conduct of teaching learning. The Principal said that a mechanism was being planned for conducting institutional activities in online mode, in case pandemic and consequent lockdown grew longer than expected. She also spoke about to set up for Bridge Courses.
3. Keeping in view the need of hour Dr. Jitender Kaur suggested for Capacity building workshops for teaching and non-teaching staff to meet needs of pandemic.
4. Towards Community Service, it was discussed in the meeting that continuing with its tradition of discharging its social responsibility, the college will take another initiative towards community service of helping the frontline worker. It was proposed to donate masks for frontline workers made by students.
5. Regarding Celebration of 400th birth anniversary of Guru Teg Bahadur Sahib ji, it was proposed that the college should come forward by involving the youth in various activities and showing them the path of peace, non-violence and sacrifice. Towards this direction, Mrs. Ravinder Kaur suggested to plan certain activities.

**After the discussion following action plan was approved by the IQAC:**

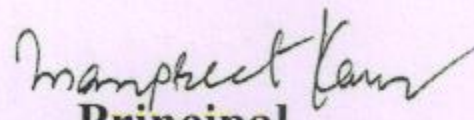
Placed before IQAC for consideration and approval

- 1) Online teaching learning process was implemented and made successful with 7 day Faculty Development Programme.
- 2) To plan and implement teaching learning activities in online mode effectively in order to compensate for the absence of regular classroom teaching.

*Manpreet Kaur*  
Principal,  
Khalsa College for Women,  
Amritsar.

- 3) To organise extension activities in online mode by maintaining social distancing. A number of online inter department competitions were conducted.
- 4) Teachers and students made 13,000 masks for frontline workers.
- 5) A book on "Life and Teachings of Guru Teg Bahadur Sahib" was published.
- 6) Essay Writing Competition and Poetical Recitation Competition, dedicated to celebration of 400<sup>th</sup> birth anniversary of Guru Teg Bahadur ji were organised by Punjabi department.

The meeting ended with a formal vote of thanks by Dr. Jitender Kaur, Coordinator IQAC, to the Honorable Chairperson, Dr. Manpreet Kaur, and to all the members of IQAC for their valuable suggestions.

  
**Principal**  
Principal  
Khalsa College for Women  
Amritsar

## **The Second Meeting of the IQAC**

The first meeting of the IQAC of the college took place in Principal's office on August 12, 2020 at 2:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr. Manpreet Kaur.

### **Members Present**

Dr. Manpreet Kaur (Chairperson)

Dr. Jitender Kaur (Coordinator)

Mrs. Ravinder Kaur (Member IQAC)

Mrs. Manbir Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

Dr. Ishwar Singh (Local Societies Nominees)

Ms. Sharanjit Kaur (Alumni Member )

Ms. Sumanpreet Kaur (Student Member)

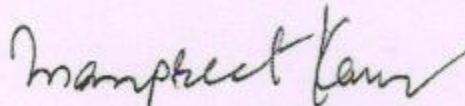
Ms. Gurbeer Kaur (Student Member)

### **Agenda**

- To finalize academic calendar 2020-21.
- To discuss about Re-constitution of various sub-committees for the year 2020-21.
- To focus on Student Centric Activities.
- To organize and attend Conferences, Seminars and Workshops.

### **Minutes of the IQAC meeting held on August 12, 2020**

The discussion began on the key agenda which was to discuss review and finalise the action plan for the session 2020-21.

  
Principal,  
Balsa College for Women,  
Amritsar,

1) Keeping in mind the uncertainty caused by COVID-19 IQAC Coordinator Dr. Jitender Kaur, placed before the committee members academic calendar for the session 2020-21.

2) Duties of College working Committees for the year 2020-21 were discussed and formed.

3) Keeping in mind the present scenario, the principal expressed that with the passage of time, educational institutions are becoming more and more student centric. This encompasses both enhanced student choice and a transformed student experience. She voiced a deep concern for the students and said that stress and depression among the college students is a major area of concern these days. To solve this problem, it is pertinent to understand the psychology of the students, So she suggested to organize motivational talk and give counselling to the students and to help the students live life happily.

4) To promote research teacher were encouraged to organise and attend Conferences, Seminars and Workshops.

**After the discussion following action plan was approved by the IQAC:**

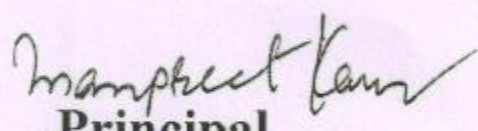
1) Academic Calendar was placed before IQAC for consideration and approval and The committee members approved of the decision.

2) The College working Committees were formed and duties were assigned.

3) A seminar on stress management was arranged to boost energy of student post COVID.

4) A big number of teachers attended online Conferences, Seminars and Webinar.

The meeting was adjourned with vote of thanks. It was passed that the time and exact date of the next meeting would be conveyed to the members later.

  
**Principal**  
Principal  
Khalsa College for Women  
Amritsar

## **The Third Meeting of the IQAC**

The first meeting of the IQAC of the college took place in Principal's office on January 21, 2021 at 2:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr. Manpreet Kaur.

### **Members Present**

Dr. Manpreet Kaur (Chairperson)

Dr. Jitender Kaur (Coordinator)

Mrs. Ravinder Kaur (Member IQAC)

S. Manjit Singh (Member IQAC)

Dr. Suman Nayyar (Member IQAC)

Ms. Sharanjit Kaur (Alumni Member )

Ms. Sumanpreet Kaur (Student Member)

### **Agenda**

- To finalise new courses for thenext Session.
- To discuss MOUs.
- To review CAS (Career Advancement Scheme) cases.
- To plan about conducting University Examination

### **Minutes of the IQAC meeting held on January 21, 2021**

1) Regarding New Courses, the principal expressed the need for starting B.Sc(Medical) from the session 2021-22 considering the request of stakeholders. Dr. Jitender Kaur expressed that there is increasing demand for the subject of 'Education'. Keeping the same fact in mind, she proposed to introduce it as an optional subject in BA. The matter was discussed thoroughly in the meeting and Mrs. Ravinder Kaur and Mrs. Manbir Kaur were assigned the task to proceed with necessary formalities.

2) The college Principal Dr. Manpreet Kaur discussed regarding MOUs and asked the committee members to put efforts for getting MOUs finalized.

*Manpreet Kaur*  
Principal,

**Khalsa College for Women,**  
**Amritsar,**  
*21/01/2021*

3) The principal directed the committee members to convey the faculty members whose promotions are due to complete their required score card for further evaluation by IQAC.

4) The principal deliberated over forthcoming University Examination with committee members as the semester exams were postponed by the University scheduled further be held in February, 2021. The students have the option of giving the exams by both proctored online and offline mode. In case of offline mode, the students will be given an open choice to attempt the paper. She asked to convey this information to the students through mentoring groups.

**After the discussion following action plan was approved by the IQAC:**

1) Applied for Botany and Zoology subjects for B.Sc. (Medical) and Education as elective subject in B.A.

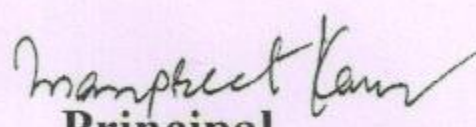
2) Regarding MOUs, the principal informed the committee members that the college has entered into following MOUs in this session:

- B Fashion Boutique
- DOGRA BEAUTY PARLOUR

3) Mrs Manbir Kaur applied for Associate Professor and her case was forwarded to management on March 2021.

4) Examination were conducted by GNDU through online mode February 2021.

The meeting ended with vote of thanks by IQAC coordinator. The schedule of the next meeting would be conveyed soon.

  
**Principal**  
Principal  
Khalsa College for Women  
Amritsar

## **The Fourth Meeting of the IQAC**

The first meeting of the IQAC of the college took place in Principal's office on April 28, 2021 at 2:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr. Surinder Kaur.

### **Members Present**

Dr. Surinder Kaur (Chairperson)  
Dr. Jitender Kaur (Coordinator)  
Mrs. Ravinder Kaur (Member IQAC)  
Mrs. Manbir Kaur (Member IQAC)  
S. Manjit Singh (Member IQAC)  
Dr. Suman Nayyar (Member IQAC)  
S. Ajmer Singh Heir (Members of M.C.)  
Dr. Ishwar Singh (Local Societies Nominees)  
Ms. Sharanjit Kaur (Alumni Member )  
Ms. Sumanpreet Kaur (Student Member)  
Ms. Gurbeer Kaur (Student Member)

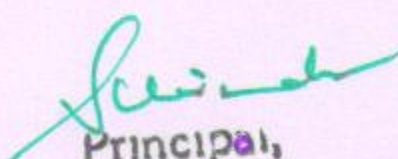
### **Agenda**

- To discuss National Education Policy of India (NEP 2020).
- To discuss about organizing Convocation.
- To review admission process for the next session.

### **Minutes of the IQAC meeting held on April 28, 2021**

IQAC coordinator, Dr. Jitender Kaur, welcomed the college principal & IQAC chairperson, Dr. Surinder Kaur and briefed her about the working pattern of the committee. Discussions were held on various points of the agenda and following resolution was passed by the members:

- 1) The Principal Dr. Surinder Kaur expressed the need to have discussion on National Education Policy with all staff members and expected that they should

  
Principal,  
Khalsa College for Women,  
Amritsar.



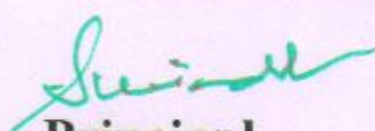
have thorough information about the policy and should also know about required updated infrastructure.

- 2) Dr. Jitender Kaur informed the committee members that Convocation was planned in the month of March but due to COVID-19 it's not possible to organise this function.
- 3) Principal Prof. Dr. Surinder Kaur considered the need to take important measures to further enhance and facilitate the admission process. Possible avenues and strategies for wider publicity of admission in various Courses were explored.
- 4) Prof. Dr. Surinder Kaur asked IQAC members to start working to apply for Autonomous status of the institution which is need of the hour.

**After the discussion following action plan was approved by the IQAC:**

- 1) A talk on National Education Policy was conducted with the active participation of all staff members and were effectively answered.
- 2) Postponed Convocation till the situation of pandemic improves.
- 3) Admission process was revised and strategies were formulated to increase the strength of the college.
- 4) Duties for the same were assigned to the faculty members by the IQAC coordinator.

The meeting ended with a formal vote of thanks by Dr. Jitender Kaur, Coordinator IQAC to the Honorable Chairperson Dr. Surinder Kaur and to all the members of IQAC for their valuable suggestions.

  
**Principal**  
Principal  
Khalsa College for Women  
Amritsar