

MINUTES OF MEETING OF IQAC

Date : 27th July, 2020

Time : 11:30 a.m.

Venue : Online Meeting through Google Meet

- **Address by the honorable Principal Dr. Jatinder Kaur, Chairperson IQAC**

The Principal, Dr. Jatinder Kaur, Chairperson IQAC, welcomed the members to the first IQAC meeting of the session 2020-21, which was held online because of the ongoing Covid-19 pandemic.

- **Academic & Administrative Audit**

After discussion with IQAC team and the Audit Committee, the Chair recommended to incorporate certain changes in the Academic & Administrative Audit Performa because of change in the mode of teaching because of the ongoing pandemic.

- **SOP's of GOI and safety measures**

The Chair proposed that Discipline Committee will be renamed as Ethics & Code of Conduct Committee and a new committee should also be formed to ensure that all the safety measures are followed in the campus during the ongoing pandemic.

- **Online Portal for smooth conduct of classes**

Members also discussed about the available options for smoothly conducting the online classes. It was decided that the College will try to get subscription for G-suite by Google, for conducting online classes.

- **Preparation for conduct of Final Examinations**

Since the University has still not given the dates for conducting the final exams, it was decided that students should be given test assignments to keep them occupied and help them prepare for the exams at the same time.

- **Preparation of e-content and time table**

Head of Departments were told to get the e-content and study material prepared for the next session along with the time-table for online as well as offline mode. It was decided that classes for ongoing classes should commence on time in order to avoid any loss of studies.

- **Online Workshops/ Webinars**

In order to ensure capacity building amongst the students, Departmental Heads were told to plan online workshops/ webinars for the students.

- **College Magazine**

Editors of the college magazine, Gyan Manik were asked about the progress work as the print is going to be delayed due to sudden lockdown. It was decided that time for submission of write-ups should be extended and students should be encouraged to submit articles for the same.

- **Allocation of admission duties**

The chair proposed to allocate admission duties for the smooth conduct of admission process keeping in mind the mode of admissions to be online. The process of online admissions to be chalked out and reviewed. It was also decided to review the various committees and make changes in the composition of the members if required. The Principal also appraised the members regarding admission guidelines issued by Punjab University and DHE, UT Administration, Chandigarh for the session 2020-21.

- **AQAR Writing**

The IQAC team was instructed to appoint in-charge for each criteria and allot staff members to each one of them as a team to compile data for writing the AQAR. Guidelines to fill the AQAR to be discussed by the conveners with their team members.

- **Orientation**

It was discussed that the new students should be welcomed online this year and they should be apprised about the institution through online mode because of the ongoing pandemic and lockdown. HOD's were advised to hold online orientation programs to explain the students about the online teaching.

- **Value Added Certificate Courses**

Value Added Certificate Courses being conducted by various departments were reviewed and approved by the Chair, Academic Development Council and IQAC. Further, it was decided to conduct these courses online this year because of the ongoing pandemic. The in-charges were asked to prepare the schedule for the same.

Agenda	Action taken
Placement Cell Activity	The Placement Cell partnered with Chola People and Marketing Services Private Limited for campus placements of final year students on July 1, 2020. The students participated enthusiastically in the process.
Agenda	Action taken
Help desk for admissions	Faculty members along with non-teaching staff were assigned duties to attend the help-desk for catering to the admission queries. All safety measures to be kept in mind including installation of sanitizers, social distancing, wearing of masks, etc.
Online Prospectus	Online prospectus was reviewed to check for the updates reported by the various Departmental Heads so that it could be posted on DHE website when asked for.
Centralized Admissions	Course-wise teams for Centralized admissions have been formed and conveyed keeping in mind that mode of admissions will be online.
Inter-college Competition	On the occasion of World Environment Day, intercollege short film competition was organised in association with Environment Society—Vasudha on June 5, 2020.
Inter-College Competition	Inter College short-film making competition was organised on June 5, 2020 to celebrate World Environment Day. The theme of the event was 'Biodiversity'.
Tree Plantation	To create awareness about trees, their importance in our life and to save Mother Earth, 'Van Mahotsav' was celebrated on June 29, 2020 by planting around 50 saplings in college premises.

Committee Members

Dr. Jatinder Kaur, Chairperson

Dr. Pooja Malhotra, Chief Co-ordinator

Dr. Sonia Sharma, Co-ordinator
Dr. Savneet Kaur, Member, Core Team

Members

Dr. Jaswinder Kaur
Ms. Prabhjot Kaur
Ms. Harbinder Kaur
Dr. Jaspreet Kaur
Dr. Ramnik Kohli
Dr. Reena Parti
Ms. Meenu Sharma
Dr. Harneet Kaur
Ms. Jasneet Kaur Malhi
Ms. Harpreet Kaur
Dr. Amneet Kaur
Dr. Amandeep Kaur (Phy. Edu.)
Dr. Savneet Kaur (Psy.)
Ms. Maninder Kaur
Dr. Anju Bala
Ms. Sukhdeep Kaur (Librarian)



Chief Co-ordinator


Chairperson

MINUTES OF MEETING OF IQAC

Date : 26th October, 2020
Time : 11:30 a.m.
Venue : Office of the Principal

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Purchase under RUSA Grant	Notice Boards, AC's for Auditorium and hostel, UPS for smart classrooms, Wi-Fi access points and CCTV Cameras have been purchased under RUSA grant.
Covid-19 Safety Measures	Six Sanitizer dispensers have been installed in the college premises. Covid Committee has been formed to make sure that all the SOP's issued by GOI are followed at the campus. Discipline Committee has been renamed as 'Ethics & Code of Conduct'.
Final Exams for Outgoing Classes	Final Exams for the outgoing classes were held successfully through online mode in the month of September.
Online Orientation	Online Orientation was held on 2 nd September, 2021 where staff members introduced themselves to the newly admitted students. Students were apprised about different clubs, societies and activities in which they can participate.
G-Suite Training	An Orientation cum Training Program was conducted for teachers and student representatives to explain them the working of G-suite for smooth conduct of online classes.
Value Added Certificate Courses	Value Added Certificate Courses have been successfully designed and implemented for the session.

Various Activities	The academic year 2020-21 started with the inaugural function and Path on September 5, 2020.
	In July, 2020, as part of an initiative to enhance public awareness about the pandemic, an online national poster making competition on the theme COVID-19 was organized by Department of Fine Arts.
	With the objective of indulging students in skill based activities during the pandemic, a three-day national online workshop was organized from 28 th -30 th September, 2020 in collaboration with Fevicryl (Pidilite Industries).
	One Day National Webinar was organised on the theme of "Shri Guru Tegh Bahadur Ji: An Apostle of Tranquillity and Peace" to commemorate the 400 Birth Anniversary of Guru Tegh Bahadur Ji on July 15, 2020.
	An inter-class paper writing competition was organised to commemorate 74th Independence Day on the theme, "National Movement in India" on August 15, 2020.
	National Nutrition Week (September 1-7, 2020) was celebrated by holding an online quiz for students on general health and nutrition.
	Keeping in mind the rising cases of coronavirus in the country, a mask-making activity was held for the students. A variety of face masks were created by the students and distributed in their neighborhood to create awareness about the protection provided by using them.
	Posters were prepared by students on September 29, 2020, on the occasion of World Heart Day, to focus on heart health and the complications arising out of cardiac problems.
	Department of Hindi celebrated Hindi Diwas on September 14, 2020 with great vigor and zeal. To mark this occasion, an online intra college poetry recitation competition was organised. The competition involved recitation of poems written by renowned Hindi poets, Maithlisharn Gupta and Makhan Laal Chaturvedi.
	Ramdhaari Singh Dinkar Jayanti was celebrated on September 24, 2020. Students of the department recited the poems of Ramdhari Dinkar online.
	One Day National Webinar on Intellectual Property Rights on July 31, 2020 was organised by Department and College Library in collaboration with Research Cell. Mr. Rajeshwar Singh, Law Officer, State Legal Service Authority, U.T. Chandigarh was the resource person.
	September 10, 2020 was celebrated as Suicide Prevention Day for spreading awareness on Suicide. Various competitions like audio presentation, video presentation, poetry

competition and poster making competition were held to mark the day. Around 30 students participated in these competitions.
IQAC Cell organised a webinar on 'New Avenues in New Education Policy' on September 22, 2020. The webinar apprised the participants of the new avenues available under the new education policy. The resource person for the webinar was Dr Rudra Rameshwar, Professor, Thapar Institute of Engg. & Tech (Deemed University), Patiala, Punjab.
The plantation drive of 'Desi Beriyan saplings' was organised in college campus on August 21, 2020.
An inter-class quiz competition on "Safety Measures in Chemistry Lab" was conducted by Department of Chemistry on October 5, 2020.
Mental Health Awareness Week was celebrated from October 4-10, 2020. Various activities throughout the week were coordinated by Dr Savneet and class representatives including letter to self, self-care bingo, bucket list, photography, stone painting and creating a self-compassion journal.
Pink October was celebrated on October 16, 2020 by running a documentary "Pink and Blue" on breast cancer. Volunteers also made posters for raising awareness about cancer.
Wild Life Week was celebrated by organizing inter college slogan writing and poster making competition on October 10, 2020, in which students from different colleges participated. The theme of the competition was 'Sustaining Life on Earth'.

- **Participation in FDP's**

Principal, Dr. Jatinder Kaur encouraged the faculty members to ensure maximum participation FDP's/FIP/RC programs recognized by UGC and MHRD. She proposed to conduct webinars to promote research among faculty.

- **Review of construction work under RUSA**

The member discussed that construction and renovation work under RUSA should be reviewed to make sure that the targets are met well in time.

- **IQAC Criteria Discussion**

Dr. Pooja Malhotra, Convenor IQAC, proposed that Criteria in-charges should be prepared with their teams for discussion so that AQAR can be uploaded on time.

- **Mid Semester Exams**

It was proposed to conduct mid-term exams in the coming month to assess the performance of the students.

- **Workshops under RUSA Grant**

The Chair directed the department Heads to organize capacity building workshops under RUSA grant.

Committee Members

Dr. Jatinder Kaur, Chairperson

Ms. Pooja Malhotra, Chief Co-ordinator

Dr. Sonia Sharma, Co-ordinator

Dr. Savneet Kaur, Member, Core Team

Members

Ms. Prabhjot Kaur

Dr. Jaspreet Kaur

Ms. Harbinder Kaur

Dr. Ramnik Kohli

Dr. Reena Parti

Dr. Harneet Kaur

Ms. Jasneet Kaur Malhi

Dr. Amneet Kaur

Dr. Amandeep Kaur (Phy. Edu.)

Ms. Maninder Kaur



Chief Co-ordinator



Chairperson

MINUTES OF MEETING OF IQAC

Date : 29th January, 2021
Time : 11:30 a.m.
Venue : Office of the Principal

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
Infrastructure Upgradation	AC's have been installed in the auditorium and in the ten rooms on the top floor of the hostel. Handball goal post and basketball goal post have been installed for them for their regular practice sessions. A biometric machine, a lamination machine and an inverter have been purchased under RUSA grant.
College Magazine Gyan Manik	College Magazine, Gyan Manik was successfully launched in January, 2021.
Orientation for revised AQAR	An Orientation Program was organized on 8 th November, 2020 in the Seminar Room to discuss the revised format of AQAR.
Various Activities	Online Expert Talk on "Understanding the Cloud presence through Amazon Web Services" on December 22, 2020. The talk was delivered by Dr Rohini Arora, Professor, Faculty of Applied Science & Technology, Sheridan College, Oakville, Ontario, Canada.
An inter class online contest "Trash to Treasure: Best out of waste" was held for students of the college, in which they attempted to create useful articles from waste material.	
An interactive session on "Career Prospects in Basic Sciences" was conducted by Dr Rohit Kumar, Assistant Professor in Physics, GGSCW on October 27, 2020.	
Webinar on "Integration of ICT in Eduaction to Develop 21st Century Skills" was organised on November 27, 2020. The Resource Person was Mr Amit Kumar, Spoken Tutorial, IIT Bombay, recipient of National ICT Award 2015.	

Constitution Day was celebrated on November 26, 2020, where the Preamble to the Constitution was read out and an online session for students was held detailing the history of the Constitution of India. A quiz and an online slogan writing competition on constitutional values and fundamental principles of the Indian Constitution were also organised.

On the occasion of 400th Birth Anniversary of Sri Guru Tegh Bahadur Ji, the Department organised "Khushkhat- a national level calligraphy competition" with the theme of 'Baani' by Guru Tegh Bahadur Ji.

A webinar on healthy practices to cope with visual demands in the current scenario of the pandemic was organised. The objective of webinar was to make students, teachers and other participants aware about the vision problems that are being faced by them.

A webinar on the significance of social service in our daily lives was organised on November 28, 2020. The resource person of the webinar, Ms Tanvi Sukhija, from Art of Living, who enlightened the students and teachers about the importance of being selfless and how it can be achieved by focussing on the subtleties of mind and maintaining healthy body.

Webinar on 'Truth about Drugs' was organised in collaboration with 'Foundation for A Drug-Free World, India' on December 10, 2020. Eminent and erudite Entrepreneur, Professor, Trainer, Behaviour and Leadership Coach Mr. C. Devidasan was the resource person.

- **Review of Construction Work**

RUSA Team apprised the members regarding the progress in the construction work for Reading Room in the hostel, Open Gym and Athletic Track.

- **Achievements**

Principal, Dr. Jatinder Kaur applauded the efforts of mentors from various departments for achievement and participation of the students in various activities/competitions being organized by various colleges and University during lockdown. She congratulated the prize winners.

- **Upcoming RUSA sponsored Workshops**

HOD's discussed their proposals for organizing Capacity Building Workshops under RUSA Grants and it was decided that Department of Economics, Commerce and Fine Arts can go ahead with proposals and organize the workshops in the coming month.

- **College Sthapana Divas**

Members of Gurmat Vichar Sabha apprised about the celebration of forthcoming College Sthapana Divas and it was decided that this time it should be a small affair due to on-going pandemic situation and participation of a large gathering in the same should be discouraged.

Committee Members

Dr. Jatinder Kaur, Chairperson
Ms. Pooja Malhotra, Chief Co-ordinator
Dr. Sonia Sharma, Co-ordinator
Dr. Savneet Kaur, Member, Core Team

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Ms. Prabhjot Kaur
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Ms. Jasneet Kaur Malhi
Dr. Amneet Kaur
Dr. Amandeep Kaur (Phy. Edu.)
Ms. Maninder Kaur


Chief Co-ordinator


Chairperson

MINUTES OF MEETING OF IQAC

Date : 24th May, 2021
Time : 11:30 a.m.
Venue : Office of the Principal

- **Reading and recording of the previous minutes**

The minutes of previous meeting was read, confirmed and recorded. Action taken report for the same is mentioned below:

Agenda	Action taken
College Sthapana Divas	On January 18, 2021, staff members recited Nitnem Baani followed by Ardass and "Chaa da Langar". The birth anniversary of Sri Guru Gobind Singh Ji was celebrated with great gaiety and religious fervor in our campus as "College Sthapana Divas" on January 23, 2021.
RUSA Sponsored Workshops	Commerce Department organised a One Day Capacity Building Workshop under the aegis of Rashtriya Uchchattar Shiksha Abhiyaan (RUSA) on the topic "Registration and Return Filing under GST" on February 3, 2021.
A RUSA sponsored One Day Capacity Building Workshop on Data Analytics was organised by the Department on February 1, 2021.	
One Day Capacity Building Workshop on 'Clay Modelling' under the aegis of RUSA on January 22, 2020. A renowned Sculptor and Painter, Mr Rajender Kumar conducted the workshop.	
Various Activities	An online quiz 'Word Power' was organised by the Department of English on February 20, 2021 for the first-year students of the undergraduate courses of the college.
One Day International Webinar on Painting the History in Portraiture on February 1, 2021. The title of the webinar was 'The Valiant Ones – A series of Contemporary Portraits'. Mr Kanwal Dhaliwal, renowned painter, sculptor, writer and translator, was the resource person.	

RUSA sponsored One Day Capacity Building Workshop on 'Virtual Machine Migration' on January 30, 2021. The workshop was conducted by Mr Vinod Kumar, Assistant Manager, HCAH, Mohali.

On February 4, 2021, on the occasion of World Cancer Day, a short film was shown to the students for creating awareness about this dreadful disease.

Lecture on Hindi Grammar topic 'Kavya Saundarya' was delivered by Dr Anita Mahajan, TGT Hindi at Govt Model High School, Sector 36-D, Chandigarh on February 2, 2021.

A Special Lecture on “Well-being During Corona Times” for students and faculty was delivered by Dr Savneet on April 13, 2020.

Two Day Personality Development Workshop was conducted from February 9-10, 2021 for first year students. On the first day, students were asked to grow a plant and to organize and de-clutter their room. Poetry writing competition on “Who Am I” was held and PPT's on Communication Skills, Time Management and Body Language were created on the second day of the event.

To commemorate National Voters' Day on January 25, 2021, poster making and rangoli making competition was held online.

An essay writing competition was also organised by the club in the month of February.

Regional Centre for Entrepreneurship Development (RCED), in collaboration with Tech Mahindra, provided skill training to the students under the latter's Corporate Social Responsibility

Poster making activity was also conducted to celebrate National Youth Day on January 12, 2021 on the theme “Channelizing Youth Power for Nation Building”.

World Wetlands Day-2021 was celebrated on February 2, 2021 on the theme “Wetlands and Water” under the sponsorship of Environment Department, Chandigarh Administration. To mark this day, the students visited Sukhna Lake and Nagar Van for a Nature-walk.

A talk on the importance of balanced diet and a healthy lifestyle for preserving health was organized by Department of Home Science on 7th April, 2021. The resource person for the same was Dietician Pooja Dogra.

A Workshop on Research Project Report Writing was organized on 12th May, 2021 to develop the skills of writing research projects among the students of M.Com and to enhance their capability to work independently and think critically.

- **Sports Achievements**

Dr. Amandeep Kaur, Head, Department of Sports apprised that a student **Rashanpreet Kaur** of BA-I, Hockey Player, has participated and represented India in Test series India V/S Chile 2021 held at Santiago, Chile from January 8, 2021 to January 26, 2021. The Chair congratulated the department for encouraging the students.

- **NSS/NCC Activities**

The in-charges apprised the members about various activities conducted by them and the achievements of the volunteers. The Chair congratulated the in-charges for the commendable work done by them during the lockdown by keeping the students engaged in a fruitful way.

- **Getting students back to the campus**

HOD's were asked to encourage the students to come to college for offline classes keeping all the safety measures in mind. They were told to make sure that students who come to college to attend classes should have been vaccinated with at least first dose.

- **Ensuring Safety Measures**

Covid Committee and Ethics & Code of Conduct Committee were asked to make sure that all the safety measures and SOP's of GOI are followed when the students are back in the campus. HOD's were also told to make sure that students follow social distancing and wear masks in the classrooms.

Committee Members

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Ms. Pooja Malhotra, Chief Co-ordinator
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Chief Co-ordinator


Chairperson