

Proceedings of Meeting of Internal Quality Assurance Cell held on Tuesday, December 16, 2020 at 02.30 p.m. in the office of Principal, Hindu Kanya College, Kapurthala in Hybrid Mode. Some members joined the meeting on Zoom Platform.

List of IQAC members who attended the meeting

Chairperson - Dr. Archana Garg, Principal

Members from Staff (Teaching)

1. Dr. Kulwinder Kaur, Associate Professor in Hindi (Coordinator)
2. Dr. Anupam Sabharwal, Assistant Professor in Economics (Deputy Coordinator)
3. Mrs. Sarika Kanda, Asst. Professor in Home Science
4. Dr. Neetu Bhargava, Assistant Professor in Commerce
5. Mrs. Jasdeep Kaur, Assistant Professor in Punjabi
6. Er. Inderjeet Kaur Bal, Assistant Professor in Computer Science
7. Mrs. Supriya Sharma, Assistant Professor in Cosmetology
8. Mrs. Sarika Kapoor, Assistant Professor in Sociology

Member from Administrative Staff

1. Mr. Sanjeev Bhalla, Office Superintendent

Member from Management

1. Sh. Tilak Raj Aggarwal (President)

Members with Administrative Experience

1. Smt. Gulshan Yadav, Former Principal (Attended online)

Member from Local Society

1. Dr. Ashwani Sharma (Attended online)

Member from Alumnae

1. Dr. Nitya Sharma (Attended online)

Members from Industry/ Business Establishments

1. Smt. Geeta Ghai

Minutes of Meeting

1. Coordinator, Dr. Kulwinder Kaur, while starting meeting welcomed all the members who were present in the meeting and informed that under the aegis of Internal Quality Assurance Cell a week-long workshop would be organized to discuss different parameters of NAAC SSR. She said, for this, we would engage experts from pan India and links of this online workshop would be made available to the faculty members of different colleges of our region so that they might be benefitted from this exercise. She then requested all present to suggest what could be done to ensure quality education in the college.
2. Mrs. Geeta Ghai, Members from Industry/Business Establishments suggested that to enhance the potential of faculty members in teaching and learning more workshops and faculty development programmes should be arranged. Such initiatives would also help in releasing work-pressure; maintain work-life imbalance and would gradually increase the productivity of the teachers. She was of the view that by bringing improvements in teaching and learning, faculty members would be able to leave good impression on the students.
3. Dr. Ashwani Sharma told the house that as National Education Policy 2020 has been introduced by the Ministry of Human Resource Development, the faculty members and students should be made aware about the various options, provisions and scope of this policy. He said, if introduced with spirit, the policy would bring the remarkable change in the education scenario of the country. He emphasized on arranging online awareness programs.
4. Speaking next, Principal Dr. Archana Garg told the house that to make our students skill oriented; we have already been running various hobby courses and crash courses. She would ask the faculty members to enroll for different online courses available on online platforms launched by Ministry of Human Resources Development. Every teacher would be asked to complete at least one course.
5. Next, Mrs. Anupam Sabharwal suggested involving parents and alumni members actively in the functioning of college. For this, intensive feedbacks about the courses, its outcome and suggestions should be taken. It would help in improving our functionality.



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Action Taken Report

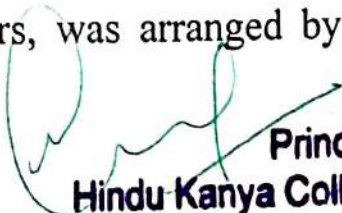
1. From 1st May to 8th May 2021, a Seven-day Online Capacity Building Workshop on "Accreditation: Different Aspects and Key Points" was organized on Seven different criteria of NAAC to apprise the faculty with the latest updates and parameters set by NAAC so that qualitative initiatives can be implemented to enhance the overall performance of the institution. This workshop not only provided a well- defined route map to the growth of our institution, but also provided an insight into the criteria of NAAC to 215 participants from diverse educational disciplines that joined from different online platforms like ZOOM, YouTube and Facebook.

A Brief Overview of the 7-day National Level Capacity Building Workshop on Accreditation: Different Aspects and Key Points are as follows:

- On 1st May 2021, Dr. M.M. Goel, Former Vice - Chancellor and Needonomist, elaborated on qualitative measures to be adopted for new framework of NAAC Accreditation framework.
- 3rd May 2021, Prof. Anirudham Bhargavan, Principal, Nehru Arts and Commerce College, Coimbatore threw light on Criterion - 1, Curricular Aspects.
- 4th May 2021, Prof. Ujjwal K. Chowdhary, Pro Vice - Chancellor, ADMAS University, Kolkata discussed about Criterion - 2, Teaching, Learning and Evaluation.
- 5th May 2021, Dr. B. S. Virk, Principal, M. R. Govt. College, Fazilka enlightened with the aspects of SWOT analysis.
- 6th May 2021, Dr. Ajay Lakhanpal, Former Principal, Govt. Degree College, Baijnath (Kangra) discoursed on Research, Innovation and Extension related aspects of NAAC SSR.
- 7th May 2021, Dr. Yogendra Verma, Pro Vice Chancellor, threw light on Institutional Values and Best Practices of an institution.
- 8th May 2021, Dr. Archana Garg, Principal, Hindu Kanya College, Kapurthala apprised the participants with criterion - 5, Support Services being provided to the students in an institution.

2. An inter-disciplinary approach was adopted and teachers were provided a platform to learn beyond their disciplines so that they could gather additional yet significant knowledge. Teacher's holistic development was targeted through an FDP which was arranged from 17th February to 4th March 2021. It featured a series of lectures delivered by selected staff members, was arranged by Staff

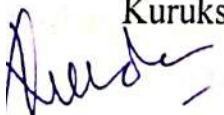

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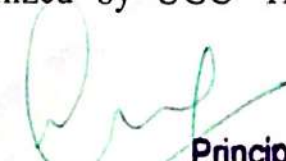

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Academy to upscale the potential and knowledge of the faculty. The prime focus of these FDP's was to promote inter-disciplinary approach among faculty.

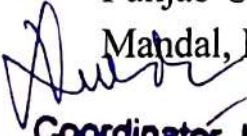
A Brief Overview of the Topics covered during this FDP:

- On 17th Feb.2021, Dr. Ritu Gupta gave useful tips for Improving Writing and Speaking Skills in English.
- On 18th Feb. 2021, Mrs. Jasdeep Kaur highlighted the effective use of Punjabi Language in improving Communication Skills.
- 19th Feb. 2021, Mrs. Sunali Sharma made the faculty aware about the Cyber Crime: Safety and Precautions.
- 20th Feb. 2021, Dr. Neetu Bhargav briefed the faculty with the Corporate Sector and Corporate Social Responsibility.
- 22nd Feb. 2021, Mrs. Supriya Sharma gave certain useful tips for healthy and glowing skin.
- 23rd Feb. 2021, Mrs. Inderjeet Bal apprised the faculty about the Online Shopping and Digital Payments.
- 24th Feb. 2021, Dr. Kulwinder Kaur suggested the effective ways to use the Hindi Language in improving Communication Skills.
- 25th Feb. 2021, Mrs. Ramandeep Kaur notified the faculty about Income Tax Amendments in Budget 2021.
- 26th Feb. 2021, Mrs. Jaswant Kaur suggested different Yoga exercises to improve Immunity.
- 1st March 2021, Mrs. Suvit Das apprised the faculty with the importance and need of Insurance.
- 2nd March 2021, Mrs. Anupam Sabharwal illuminated the staff with the knowledge about Statistical Tools for Research.
- 3rd March 2021, Mr. Sanjeev Bhalla cautioned the faculty about the Fake News: A Web of Disinformation
- 4th March 2021, Mrs. Sarika Kanda demonstrated some Quick and Healthy Recipes before faculty.
- 22nd March 2021, Mrs. Paramjeet Kaur enlightened the faculty with the influence of the Gurmat Sangeet in our life.
- 23rd March 2021, Dr. Amanjyoti, shared her experiences of a certificate course attended by her and conducted by Central University of Punjab, Bathinda.
- 24th March 2021, Mrs. Renu Soni shared her experiences of 'Gurdakshata' one- month faculty Induction Programme organized by UGC- HRDC, Kurukshetra University Kurukshetra.


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3. Faculty was counselled to adopt strategies to handle the work pressure and family responsibilities so that teachers could contribute their best in all domains pertaining to their professional and personal life. The counselling session was arranged through a webinar, which was organised by IQAC on the topic: 'Work-Life Balance: An Issue of Grave Concern'. The Resource Person was Sudhir Dua, a motivational speaker, B.E. Mech., PGDBM who provided the feasible techniques to balance the work load and family obligations.
4. Diverse methods to make online teaching more interactive, productive and student-centric were suggested through an FDP, which was arranged by IQAC on the topic: "Challenges, Curiosity, Creativity and Community in the Online Classroom". The Resource Person was Minoo Aggarwal, a President's Medal Awardee and Principal of D.A.V. Public School, Velachery, Chennai who counselled the faculty to engage students in interactive sessions even during online teaching.
5. The faculty was updated about the classrooms of the future, i.e., Virtual Classroom, its challenges and opportunities through a webinar, which was conducted by IQAC in which, Resource person was Prof. Ujjwal K. Chowdhury, Pro Vice-Chancellor from Adamas University, Kolkata.
6. The faculty was encouraged to do the research and literature review in a systematic and coherent way. Teachers were persuaded to engage themselves in improving their professional growth, for which a workshop was arranged by IQAC. The Resource Person, Dr. Rubal Kanojiya, Assistant Professor, Department of Mass Communication and Media Studies, Central University of Punjab, Bathinda apprised about the 'Systematic Literature Review: What, How and Why?'
7. The knowledge of NEP-2020 was catered to all teachers of the college so that a sense of responsibility and accountability could be instilled in teachers even during the online mode of teaching. Teachers were made to realize their bounden duty to materialize NEP practically so that the teaching pedagogy could be reformed and the learning outcomes could be improved despite the challenging times. To orient the teachers about their significant contribution in NEP, a webinar was arranged by IQAC on the topic: 'Teacher's Role in NEP'. The Resource Person was Dr. Sanjay Kaushik, Dean College Development Council, Punjab University, Chandigarh. Sanjay Duggal from Sanyojak Bhartiya Shikshan Mandal, Punjab was the Key Note Speaker.


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8. 28 Teachers enrolled themselves for different online certificate courses available on online learning platforms launched by SWAYAM and Ministry of Human Resources Development, so that they could hone their skills; update their knowledge and gradually improve their pedagogy. Teachers enrolled themselves for the online courses and FDPs run by National Coordinators like UGC, CEC, NPTEL, AICTE etc; appeared in the proctored examination and got themselves certified at the successful completion of the courses chosen by them.
9. Intensive Feedback was collected from the Alumnae to improve the overall working of the college. Alumnae were asked to rate the college on the basis of its infrastructure, faculty, innovation in teaching methods, facilities available in the college Labs, Library or Canteen and other related pertinent parameters. The feedback was further scrutinized to chalk out the strengths of the college and to address the key issues for immediate concern and further improvement.


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Proceedings of the meeting held on March 31, 2021 at 3:00 p.m. in the office of Principal, Hindu Kanya College, Kapurthala held in Hybrid Mode.

List of IQAC members who attended the meeting

Chairperson - Dr. Archana Garg, Principal

Members From Staff (Teaching)

1. Dr. Kulwinder Kaur, Associate Professor in Hindi (Coordinator) *Kulwinder*
2. Dr. Anupam Sabharwal, Assistant Professor in Economics (Deputy Coordinator) *Anupam*
3. Mrs. Sarika Kanda, Asst. Professor in Home Science *Sarika*
4. Dr. Neetu Bhargava, Assistant Professor in Commerce *Neetu*
5. Mrs. Jasdeep Kaur, Assistant Professor in Punjabi *Jasdeep*
6. Er. Inderjeet Kaur Bal, Assistant Professor in Computer Science *Inderjeet*
7. Mrs. Supriya Sharma, Assistant Professor in Cosmetology *Supriya*
8. Mrs. Sarika Kapoor, Assistant Professor in Sociology *Sarika Kapoor*

Member From Administrative Staff

1. Mr. Sanjeev Bhalla, Office Superintendent *Sanjeev*

Member From Management

1. Sh. Tilak Raj Aggarwal (President) *Tilak Raj*

Members With Administrative Experience

1. Smt. Gulshan Yadav, Former Principal (Attended online)

Member From Local Society

1. Dr. Ashwani Sharma (Attended online)

Member From Alumnae

1. Dr. Nitya Sharma (Attended online)

Members From Industry/ Business Establishments

1. Smt. Geeta Ghai *Geeta*

Special Invitee

- 1 Dr. Satish. K. Kapoor, Director, Hindu Kanya College

Kulwinder
**Coordinator, IQAC
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Archana
**Principal
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Minutes of Meeting

1. Principal, Dr. Archna Garg, while starting meeting welcomed all the members who were present in the meeting and introduced the newly appointed Director, Dr. Satish Kapoor.
2. Coordinator, Dr. Kulwinder Kaur, read out the proceedings of previous meeting and presented her proposal to arrange webinars on preparing the faculty to face the challenges during online classes and to convert online teaching into interactive and student centric learning. She further brought into notice of all members of IQAC that webinars on pertinent issues like Gender Sensitization, Environmental Consciousness etc. could be planned.
3. Dr. Satish. K. Kapoor highlighted the importance of research in the present scenario and proposed to encourage the faculty to apply for Research grants available on different platforms like ICSSR, UGC, etc.
4. Mrs. Gulshan Yadav, Former Principal, HKC, Members with Administrative Experience advised to conduct outreach programs by arranging vaccination drives in nearby villages and to aware the general public regarding precautionary measures to be taken to combat Covid -19.
5. Principal, Dr. Archna Garg briefed the House about the innovative method to be introduced to bridge the gap between teachers and taught during online classes. Class Coordinators are assigned to each class to provide an unflinching mentorship so that a constant rapport could be maintained to boost students' morale and to maintain a regular link with them and their parents through online Parent-Teacher Meetings.



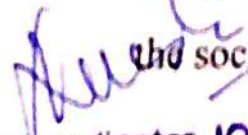
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Action Taken Report

1. Faculty members from the different disciplines of the college having doctoral degree and with ample research experience were guided to frame their proposals for the Minor Research Projects to the Research funding Councils and other UGC approved bodies for further approval. It is expected that these projects would help them in gaining hands-on experience and widening their insight with new findings encompassing the contemporary issues and concerns pertaining to their respective subjects or other relevant contemporary domains of research.
2. The college arranged webinars, several in-campus Vaccination camps, and outreach awareness drives to spread awareness among general public especially villagers about the importance of Vaccination to safeguard oneself from the rapidly spreading Corona Virus.
 - a. On 3rd April 2021, Corona Vaccination Camp was arranged for Teaching and Non-Teaching Staff in collaboration with Civil Hospital Authorities. 84 members of Teaching and Non- Teaching Staff administered with 1st dose of Covid Vaccine.
 - b. Various feasible ways were suggested to handle the pandemic crisis in an optimistic manner and through a pragmatic approach through webinar on "Life in Corona Period" arranged by Extension Activity Committee on 15 December 2020. The Resource Person was Dr. Shyam Sunder Deepti, Professor, Community Medicine, Government Medical College, Amritsar proposed practical ways to deal with the odd times.
 - c. On 15th June 2021, a webinar on 'Psycho-Social Counselling and Covid Helper Skills' was organized by NSS Units. The Resource Person, Amritanshu Dwivedi (M.G.N.C.R.E., Hyderabad) suggested possible ways to the volunteers to support and serve the suffering sections of society. During this interactive session, NSS volunteers of the NSS Units were made aware about the important measures and social skills needed to serve the society as the Covid Helpers during the pandemic situation.


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- d. NSS volunteers were motivated to bestow their valuable services by spreading awareness among natives of a slum area about protecting themselves and others from Covid-19 disease on 27 May 2021. NSS Volunteers distributed masks and counseled the people living in the slum area and guided them to observe all precautionary measures to prevent the spread of the Corona virus.
3. The performance of students was assessed constantly despite the blended mode of teaching and it was ensured that the mental engagement of the students remained intact even in the classrooms.
- Google form-based Quizzes were conducted to assess the performance of students and to ensure their intellectual involvement during online classes.
 - The corrective measures were adopted to maintain and sustain regularity, sincerity and attentiveness of students even during online classes. Throughout the session, Class Coordinators had overseen the attendance of their respective classes and boosted students' morale. From time to time, feedbacks were taken from different stakeholders regarding their study-related and other pertinent issues.
 - Students were encouraged to remain in regular touch with their studies. Pre-Semester Exams were conducted for all streams, online.
 - Learning outcomes were improved and teaching pedagogy and methodology were modified as per the online mode of teaching and learning. Subjective as well as MCQ based assignments were given to all the students for Internal Evaluation and Assessment, through Google Classroom.
4. Environment consciousness was encouraged among students and they were made aware of their responsibilities to curb down environmental degradation by conducting webinars and other awareness drives and activities.
- On 5th June 2021, a webinar on the topic 'Environment Protection: Our Responsibilities' was organized by volunteers and teachers of NSS/NCC/Red Ribbon Club/Nature Eco Club. The Resource Person, Dr. Swarndeeep Singh Hundal, Former Head, Department of Zoology, Punjab Agricultural University, Ludhiana presented an eye-opening session to



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motivate the audience to contribute their valuable services in saving their environment.

- b. On 23rd June 2021 Department of Public Administration organized a webinar on the topic 'Women Empowerment at Grass root Level: Problems and Way Forward'. Prof. Yatindera Singh Sisodia, Director, Madhya Pradesh Institute of Social Sciences Research was the resource person.
- c. Students' sincere concern for protecting the human environment was promoted through Poster Making and Essay Writing Competitions, which were organized by Nature Eco Club on the topic: 'Save Human Environment in the Challenging Era of Pandemic' on 7 December 2020 and 12 December 2020 respectively. Students not only displayed their painting skills but also learnt the value of saving natural resources.


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