Proceedings of Meeting of Internal Quality Assurance Cell held on, 26 July 2021 at 4:00 p.m. in the office of Principal, Hindu Kanya College, Kapurthala. Following members attended the meeting:

Dr. Archna Garg, Chairperson

Members from Staff (Teaching)

1. Dr. Kulwinder Kaur, Coordinator

2. Dr. Anupam Sabharwal, Deputy Coordinator

3. Mrs. Sarika Kanda

4. Dr. Neetu Bhargava

5. Mrs. Ramandeep Kaur

6. Mrs. Jasdeep Kaur

7. Er. Inderjit Kaur Bal

8. Mrs. Supriya Sharma

Members from Administrative Staff

1. Mr. Sanjeev Bhalla

Member from Management

1. Sh. Tilak Raj Aggarwal

Member from Alumnae

1. Dr. Nitya Sharma

Member from Industry/Business Establishments

1. Smt. Geeta Ghai

Member from Student Council

1. Ms. Navya Garg (Head Girl)

Proceedings:-

- 1. Principal, Dr. Archna Garg, Chairperson IQAC welcomed all the members of the IQAC and started the meeting.
- 2. Dr. Kulwinder Kaur, Coordinator, IQAC read the points discussed and the action performed on the points suggested by the Members in the previous meeting held on 31 March, 2021.
- 3. Principal, Dr. Archna Garg asked the members to present their recommendations to improve the functioning of the college in all aspects. She emphasized on the need of experiential learning and subject based demonstrative activities to meet the trend of vocational education; to provide the practical exposure, real world experience and hand on training to the students for making them ready to face the competition and brighten their job opportunities.
- 4. Dr. Nitya Sharma suggested that college must sensitize students towards their personal fitness, environmental issues and gender sensitization to raise social consciousness and awareness among them to become responsible and vigilant citizens.
- 5. Dr. Anupam Sabharwal, Deputy Coordinator IQAC informed the house that we are working on registration of Alumnae association to strengthen the bond with the alumnae and to enhance the face / image of the college and improve its overall functioning. She proposed to arrange special online interactive sessions and meetings with well established alumnae to create an association with them so that their valuable suggestions and expertise would be sought and implemented, if feasible, for the betterment of the college.
- 6. House complimented the efforts of the college for keeping the students updated through college Facebook page, YouTube videos and WhatsApp

- messages for observing nationally or internationally important events and festivals throughout the session. House further suggested that to attach students with their national ethos, moral values and civic responsibilities, college should keep on arranging activities within or outside the college.
- 7. It was decided to continue arranging outreach programs and vaccination drives within the college and the nearby villages to spread awareness among the general public regarding precautionary measures to be taken to combat COVID -19.
- 8. Meeting ended with a vote of thanks by the Coordinator IQAC, Dr. Kulwinder Kaur.

Action Taken Report:

- 1. Industrial visits and educational trips were organized to widen the scope of learning and to provide practical exposure to the students.
 - (a) On 26th November 2021, Fashion Designing Department arranged a visit to Parmeshwari Silk Mills Ltd. Ludhiana and Pavilion Mill, Ludhiana. Students got practical knowledge about weaving, dyeing and printing techniques of fabric and got acquainted with latest brands and styles in fashion.
 - (b) On 4th December 2021, An Industrial visit to RCF, Kapurthala was organised by the Department of Economics to give students an opportunity to observe real workstations and interact with highly trained persons.
 - (c) From 27th December 2021 to 7th January 2022, students of Department of Fashion Designing attended an internship cum training programme at Parmeshwari Silk Mills Ltd. Ludhiana.

- (d) On 16th December 202, a visit to CA Office, Jalandhar, was arranged to give practical exposure to students about the working of Chartered Accountant and its scope by the P.G. Department of Commerce and Management.
- (e) On 18th December 2021, an Industrial visit to Bhogpur Co-operative Sugar Mills Ltd, Jalandhar was organized by the P.G. Department of Commerce and Management.
- 2. Subject enrichment demonstrative sessions were arranged to supplement classroom learning and to provide experiential learning:
- (a) On 18th September 2021, a workshop on Art and Craft was arranged by Department of Home Science and Fashion Designing. Ms. Ritu, a certified professional from Fevicryl gave demonstrations on fabric painting, lipin art, warli art and canvas painting.
- (b) On 22 September 2021, a seminar on Bridal Makeup was arranged by the Department of Cosmetology in which Mrs. Sunita from Orane Institute, Kapurthala, gave different tips on smokey make-up, making bun with donut and curling hair with straightener.
- (c) On 1st October 2021, an Intra Class Party Make-up Competition was arranged by the Department of Cosmetology.
- (d) From 18th to 21st October 2021, a three day workshop on Handicrafts was arranged by the Departments of Home Science and Fashion Designing. The students were taught how to prepare handicrafts, wall hangings, carry bags, gift items; how to decorate diyas, candles and thali; how to pack gifts and how to cut stencils of rangoli.
- (e) On 30th October 2021, Departments of Home science, Fashion Designing and Commerce arranged an event "Earn while you learn". Production centre of students of Home Science and Fashion Designing department

- displayed their self- made items diyas, candles, jewellery, paintings, rangoli designs, decorative items for sale and earned profit. This event helped in inculcating creative and imaginary skills among students.
- (f) An Entrepreneurial Development Programme was organized on 30th October 2021. Students of P.G. Department of Commerce and Management showcased their managerial, entrepreneurial and marketing skills by selling self-prepared eatable.
- (g) On 2nd November 2021, Department of Home Science and Fashion Designing arranged a one day workshop on techniques of Painting, Poster making, Cartooning, Clay modelling and Collage. The Resource Person Ms. Harbinder Kaur, Assistant Professor in Fine Arts, GN College of Education, Kapurthala.
- (h) On 3rd December 2021, Department of English conducted a story writing competition. The purpose of this competition was to provide students a common platform where they can weave their own stories using imagination and creativity.
- (i) From 3rd December 2021 to 4th December 2021, P.G. Department of Computer Science and Information Technology arranged a two day workshop on 'Hardware Fabrications'. Resource person. Er. Rajesh Gupta, owner of Gupta Enterprises, Kapurthala gave demonstrations to solve computer hardware related basic problems.
- (j) On 10th December 2021, Department of History and Political Science arranged an Extension lecture on "Trends in Nationalism" to inform students about different phases of National Movement of India. Dr. Satish Kapoor, Director of the college was the key note speaker of the lecture.

- (k)On 14 December 2021, Department of Computer Science and Information Technology arranged a seminar on "Android Application Development" using Java and Android studio. Resource Person, Mr. Tejinder Singh, demonstrated how to develop different Mobile Applications.
- (l) On 16th December 2021, Department of Economics organized a National Level "E- Quiz of Economics" to enhance students' conceptual knowledge, confidence, competitive spirit and analytical skills.
- (m) On 17th December 2021, Department of Cosmetology arranged a workshop on Keratin Hair treatment and Advance Hair Cut. Mr. Ajay Gulati from Exotic Institute of Beauty and Nanny Jalandhar demonstrated the different techniques of hair cutting
- (n)On 22nd December 2021, P.G. Department of Punjabi organized an extension lecture. Professor Kirpal Kazak, Retd. Professor and Fellow, Punjabi University, Patiala was the resource person.
- (o)On 15th January 2022, P.G. Department of Computer Science and Technology organized an online E- Collage making competition to inculcate creativity amongst students.
- (p)On 25th January 2022, Electoral Literacy Cell conducted a Video Making Competition on the occasion of National Voters Day to highlight the theme 'Electoral Literacy for Stronger Democracy'.
- 3. College Alumnae Association tried to establish a strong bond with its Alumnae by conducting online interaction sessions with star alumnae or by arranging special meetings within the college.
- (a) On 20th July 2021 and 31st July 2021, two sessions of online rendezvous with the alumni were conducted. Some alumnae of the college who have now established themselves shared their experiences during their stay in

college and success journey to motivate the existing students of the college. These alumnae were Heena Verma, Associate Consultant, Tata Consultancy Services, Faridabad; Manju Bala, Senior Manager, Accountant, Gupta Builders and Promptu Pvt. Ltd. Chandigarh; Komalpreet Kaur, Child Development and Project Officer, Gurdaspur; Supriya Sharma, Assistant Professor, Department of Cosmetolgy, Hindu Kanya College, Kapurthala and Navjot Kaur, Proprietor, Uday Designing House, Tanda. The importance of Skill oriented courses was highlighted. Students also came to know about the scope of employability and economic stability through skill based education.

- (a) Alumnae Association has been registered on 16 September, 2021 to provide a common platform to the alumnae for exchange of ideas on academic, cultural and day-to-day social issues and general information; to procure financial support for the institution and its programs and to arrange funds to help the needy and deserving students.
- (b) On 22nd October 2021, the Alumnae Association of the college organized a webinar on "Indian Commodity Market Prospects & Challenges" in collaboration with P.G. Department of Commerce and Management. The Resource persons of this webinar were Mr. Sanjay Gakhar, Vice-President & Regional Head, Business Development at MCX Delhi; Mr. Chandra Nath Pandey, Manager, Business Development & Head Punjab, Himachal Pardesh, Delhi NCR of MCX, Delhi and Mr. Vanit Singh Kaler, Senior Manager, Training & Education, Multi-Commodity Exchange of India Limited, New Delhi. The chief aim was to apprise students about the different aspects of the Online Market for trading primary commodities. The students also learnt about various career options available in this field.

- 4. The college units and clubs remained active in arranging Vaccination Camps and awareness activities throughout the session to spread public awareness to combat COVID-19.
- (a) NSS units conducted a survey in the village Rupanpur and also organized an awareness program to make the villagers aware to protect themselves from the deadly corona disease by getting them vaccinated. Two vaccination camps on 11th August 2021 and 31st August 2021 respectively were organized with the efforts of NSS Units and 101 villagers were vaccinated in this camp at village Rupanpur in cooperation with Primary Health Centre, Dhilwan.
- (b) On 25th July, 7th August and 31st August 2021, Corona vaccination camps were arranged for the students in the college. 186 students were vaccinated during the camps.
- (c) On 1st, 7th and 11th November 2021, NSS Unit, Red Ribbon Club and Red Cross Unit arranged a COVID Sampling Camp in the college campus. Team from Civil Hospital Kapurthala visited college campus and samples of 200 students were taken.
- 5. Special activities were conducted to raise nation spirit of oneness and sense of responsibility among young students and to mark Azadi Ka Amrit Mahotsav:
- (a) On 24th September 2021, Department of History conducted an Inter Class Quiz Competition on the topic "Freedom Struggle and Indian Constitution".
- (b)On 10th December 2021, Department of History and Political Science arranged an Extension lecture on "Trends in Nationalism" to inform students about different phases of National Movement of India. Dr.

- Satish Kapoor, an eminent historian and Director of the college was the key note speaker of the lecture.
- 6. Awareness activities promoting Yoga, Gender Sensitization, Environment, Voting rights and Social Consciousness were conducted:
- (a) On 28th November 2021, Extension Activity Committee arranged a trip of 35 students to Nirmal Kutia, Sultanpur Lodhi under 'Save Environment Campaign'. The aim was to create environmental awareness among the students by following the motto 'Conserve Nature, Conserve Future'. Students also interacted with Sant Balbir Singh Seechewal and planted saplings. They also visited Ber Sahib Gurdwara at SultanpurLodhi.
- (b) From 26th October 2021 to 11th November 2021, Department of Physical Education organized yoga classes. Students of different departments participated and learnt yoga asans.
- (c) On 1st December 2021, NSS units and Red Ribbon Club organized talk on AIDS Awareness on World AIDS Day. Dr. Arshbir Kaur MBBS, MD (Medicines) delivered this awareness talk on AIDS.
- (d) On 6th December 2021, Electoral Literacy Cell conducted a Quiz Competition and Collage Making competition on the topic 'Importance of Right to Vote'.
- (e) On 7th December 2021, Student Legal Literacy Cell organised a Seminar on Free Legal Services. Shri Mahesh Kumar Sharma (CJM) Chief Judicial Magistrate, District Legal Services Authority, Kapurthala and Advocate Deepti Marwaha discoursed on legal services available for women empowerment.

PROCEEDINGS OF MEETING of Internal Quality Assurance Cell held on 17th February 2022 at 3 p.m. in the office of Principal, Hindu Kanya College, Kapurthala. Following members attended the meeting:

Dr. Archna Garg, Chairperson

Members from Staff (Teaching)

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- 1. Dr. Kulwinder Kaur, Coordinator
- 2. Dr. Anupam Sabharwal, Deputy Coordinator
- 3. Mrs. Sarika Kanda Jean de
- 4. Dr. Neetu Bhargava
- 5. Mrs. Ramandeep Kaur
- 6. Mrs. Jasdeep Kaur
- 7. Er. Inderjit Kaur Bal

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8. Mrs. Supriya Sharma

Members from Administrative Staff

1. Mr. Sanjeev Bhalla

Member from Management

1. Sh. Tilak Raj Aggarwal

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Member from Industry/Business Establishments

1. Sh. Arihant Aggarwal

2. Sh. Ashwani Aggarwal

3. Smt. Geeta Ghai

Member from Student Council

1. Ms. Navya Garg (Head Girl) Nav

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Suggestions:-

- 1. Principal, Dr. Archna Garg, Chairperson, IQAC started the session and welcomed everyone in the meeting.
- 2. Dr. Kulwinder Kaur, IQAC, Coordinator read the proceedings and action taken report of the previous meeting held on 26 July 2021.
- 3. Principal, Dr. Archna Garg sought for the suggestions from the House so that the quality measures can be taken for the overall growth of the college and holistic development of students. She emphasized on providing skill based education to students for ensuring their vocational stability.
- 4. Sh. Arihant Aggarwal, Member, IQAC enthused that the faculty should undertake more research oriented ventures for their professional growth and for enhancing their creative and innovative approach.
- 5. Smt. Geeta Ghai, Member, IQAC highlighted that students must be involved in the subject enrichment activities and practical learning besides classroom teaching to ensure the practical application of the concepts.
- 3. Dr. Kulwinder Kaur, Coordinator, IQAC, proposed to sensitize students towards their civic responsibility and to observe Azadi Ka Amrit Mahotsav by organizing initiatives promoting the theme and patriotic zeal among students.
- 4. Sh. Ashwani Aggarwal Sh. Ashwani Aggarwal, Member, IQAC suggested to arrange more social awareness activities to orient students towards issues significant for their overall development like health, fitness, environmental issues, gender sensitization, social consciousness and electoral rights
- 5. The era of digital learning and e-resources have affected substantially the habit of reading books among young students and decreased the count of their visits to the traditional library. Sh. Arihant Aggarwal, Member, IQAC proposed that college library must organize activities to promote the usefulness of library and the repository of books available in it.

6. The meeting ended with the vote of thanks presented by the Coordinator IQAC, Dr. Kulwinder Kaur.

Action Taken Report:

- 1. The College has achieved substantial success in ensuring the skill development of its students by taking special initiatives:
 - (a) College has empaneled with Tally Education Private Ltd., Bengaluru as a sole training & assessment center in the city to offer certifications on Tally essentials/Tally professional/GST using Tally. 65 students have got certification of Tally essential course. They learnt the practical skills of preparing accounts through learning accounting software that includes invoicing, receipt notes, inventory management, sale records, credit note, etc.
 - (b) An MOU has been signed on 5th January 2022 with Bajaj Finserv, Pune to provide guidance how to prepare for interviews, for which different experts elaborate on the issues like communication and other workplace skills to the students. Its first batch was conducted from 2nd February 2022 to 13th April 2022 and total 46 students got enrolled for this course out of which 39 students continued their course of 46 days offered by the company through Google Meet App(Online Mode).
 - (c) The college enrolled students to the skill based courses of Jagat Guru Nanak Punjab State Open University. The college has opted for the following five courses which are:
 - 1. Certificate course in Office Automation and e-governance
 - 2. Certificate course in Accounting and Taxation
 - 3. Certificate course in GST applications
 - 4. Certificate course in Food Preservation

- Certificate course in Creative Writing and Content Development
 23 tudents have enrolled themselves in these courses.
- 1. Research promoting initiatives and activities were taken throughout the session either by the college and the faculty members.

Seven faculty members from the different disciplines of the college sent their proposals for the Minor Research Projects to the Indian Council of Social Science Research, New Delhi for further approval. Among these seven teachers, the proposal for the Minor Project on "The Contract marriages in Punjab-The Socio, Economic, Cultural and Psychological Consequences" of Dr. Anupam Sabharwal got approved.

2. Subject enrichment activities and practical learning were conducted for the students:

- (a) On 21st February 2022, International Mother Language Day was celebrated by Bhasha Manch of the college. Sh. Roshan Khera, a well-known writer of Punjabi and journalist elaborated on the importance of mother tongue and Punjabi Culture.
- (b)On 3rd March 2022, Bhasha Manch of the college organized a Book Exhibition in collaboration with Languages Department, Punjab.
- (c) On 10th March 2022, Department of Economics conducted an online Panel Discussion on Post Budget Analysis. Dr. Rabi Narayan Kar, Principal, Shyamlal College, University of Delhi, Dr. Lakhwinder Singh, Former Professor of Economics and Coordinator, Centre for Development Economics and Innovations Studies, Punjabi University, Patiala and Dr. Sidharth Mishra, Professor and Chairperson,

- Vivekananda School of Journalism & Mass Communication, IP University, New Delhi were the eminent panelists.
- (d)On 17th March 2022, Department of Cosmetology organized a workshop on Hair Highlighting. Sh. Ajay Gulati, Hair expert, Japanese Beauty Salon and Academy demonstrated about hair colours &hair highlighting and gave demo of hair colour scheme.
- (e) On 21st March 2022; Bhasha Manch and Debate club celebrated World Poetry Day. Madam Jasdeep Kaur, Convener, Bhasha Munch and Debate Club enlightened the audience about the importance of poetry stating that the poetry is a creative expression of a person's imagination and verbal flair. To commemorate the relevance of the day, Ms. Pragna, a student of BCA-2nd Semester recited a soul soothing poem, "Who am I?"
- (f) On 24th March 2022, Department of English conducted a Literary Competition to provide wings to students' imagination and boost the budding writers' confidence. Students penned down their expression in the form of poem, article, story or any other mode of creative writing in any language of their choice.
- (g) On 1st April 2022, Sports Club conducted different sports events to make students aware about the importance of staying active and physically fit by involving in physical activities. Students participated in Marble Race, Three legged Race, Skipping Rope, Chatti Race, Obstacle Race, Sack Race, Relay Race and Shot Put.
- (h)On 8th April 2022, an enthralling performance by Kathak Guru Malti Shyam of Lucknow Gharana was staged by the Three Arts Club in collaboration with Spic Macey in which Kathak Guru explained different forms of Kathak revolving around the concept of storytelling related to Indian ancient and mythological culture. SDM Kapurthala Sh. Jai Inder

- Singh, the Chief Guest highlighted the importance of participating in cultural activities for their holistic development.
- (i) On 19th April 2022, a 'Business Fest' was organized by Business Forum of the P.G. Department of Commerce and Management in which events like 'Business Tycoons' and Quiz competition were also organized. Students presented the theoretical topics of management and marketing via one-Act play and advertisement through print media and their acting skills. These events enhanced students' public speaking, presentation skills and managerial acumen.
- (j) On 11th May 2022, PG Department of CS & IT organized a Quiz Competition named Brain Olympics to celebrate National Technology Day.
- (k) From 27th May to 2nd July 2022, various informative and innovative activities were arranged during a one week course organized at college. Special attention was paid to improve learners' communication skills. Students learnt how to give self-introduction, sequencing of past happenings, understanding homonyms, homophones, homographs, art of drafting personal letters and how to solve unseen comprehension passage. They also learnt Nail Art, Party Makeup, dancing styles of Zumba, Bollywood, Bhangra and Giddha.
- 3. Special activities were conducted to encourage nationalistic outlook among students and to mark Azadi Ka Amrit Mahotsav
 - (a) On 3rd April 2022, an educational tour to Jang-e-Azadi Memorial, Kartarpur was arranged by the Departments of History and Political Science for students to commemorate the 75th year of Indian independence (Azadi ka Amrit Mahotsav) and to enrich their knowledge about the contribution of Punjabi revolutionaries in the freedom struggle.

- Thereafter, the staff and students also visited the historical Gurdwara Gangsar Sahib of the 5th and 6th Patshahis and got acquainted with its rich history.
- (b) On 13th April 2022, Department of History commemorated the Amrit Mahotsav of Independence by highlighting the significance of 13th April 1919 AD in Indian History. On this occasion, Anjali, a student of B.A. 4th Semester recited a poem entitled "Jallianwale Bagh Di Mitti". A collage depicting the bloody massacre at Jallianwala Bagh was also displayed.
- 4. Activities were organized to promote social consciousness, gender sensitization and awareness regarding health, civic rights and environmental issues:
 - (a) On 8th March 2022, International Women's Day was celebrated to salute and appreciate the women power. Mrs. Anupam Kaler, ADC, Urban Development, Kapurthala, the chief guest of the occasion, motivated the women to keep on striving to achieve their goals in life. Dr. Usha Kapoor, an eminent educationist, the guest of honour, enlightened the audience about rights and provisions provided by our constitution and schemes of the government. Female Sarpanches of the neighbouring villages were honoured on the occasion. A play entitled 'Sanghharni' related to women's issues was also presented on the occasion. Students of the college presented a choreography based on Women Empowerment.
 - (b)On 9th March 2022, NSS units of the college staged a nukkad natak on the theme, 'Women Empowerment' depicting the issues faced by women in their adopted villages Rupanpur and Vijola.
 - (c) On 26th March 2022, Bhasha Manch and Theatre Club celebrated World Rangmanch Day by staging a Nukkad Natak entitled Women

- Empowerment to create awareness and depict the idea that women can be empowered only through education.
- (d)On 5th April 2022, NCC Unit organized "Jal Bhoomi Safai Abhiyan" in association with 2 Punjab Girls Battalion NCC Jalandhar. NCC cadets cleaned and maintained the Kanjli Wetland. During this campaign GCI Sandeep Kumari from 2 Punjab Girls Battalion NCC, Jalandhar highlighted the importance of protecting the environment.
- (e) On 13 April 2022, a Poster Making Competition on Yoga was organized by Department of Physical Education with the aim of promoting 'Yoga' as it improves human health and reduces stress.
- (f) On 21st April 2022, NSS Units organised a yoga session in which Mr. Parmod Kumar Garg, Incharge, Bhartiya Yoga Sansthan, a renowned Yoga Guru demonstrated several Yoga asanas to keep body and mind relaxed, healthy and focused. He also enlightened the NSS Volunteers about the numerous benefits of Yoga asanas for safeguarding themselves from the deadly diseases and harmful effects of stressful and fast pacing life.
- (g) On 13th May 2022, to mark World Thalassemia Day, a talk was delivered by Ms. Jasbir Kaur, Assistant Professor in Biology. She highlighted its causes, symptoms, its preventive measures to avoid the transmission among people throughout the world.
- (h)On 17th May 2022, Nature Eco Club arranged a talk on "Ban on Plastic and Importance of Herbal Garden". Mrs. Seema Thakur, Head Department of History highlighted that the Plastic is non-biodegradable element and is harmful for animals and human beings. She advised students not to carry plastic bags and thus contribute in protecting

- environment. During her address she also apprised students about the utility of herbal and medicinal plants like tulsi, aloevera, neem, ginger, garlic, ajwain, haldi and pudina which are available in Herbal Garden of the college.
- (i) On 19th May 2022, Department of Political Science conduted a webinar on the topic "Gender Sensitization Time to Change the Mindset". Dr. Ritu Lehal, Professor, School of Applied Management, Punjabi University, Patiala enlightened the audience about the major sensitive issues resulted from gender inequality. While satisfying the queries, Dr. Ritu elaborated the key differences between gender roles, gender equity and women empowerment. She supported the equality of both genders for the overall growth of healthy society.
- (j) On 21st June 2022, 8th International Yoga Day dedicated to the theme, "Yoga for Humanity" and celebrating Azadi Kaa Amrit Mahotsav, was organized. The participants watched the live coverage of "Mass Yoga Demonstration" at Mysore Palace Grounds in Karnataka which was led by Honourable Prime Minister of India, Shri Narendra Modi. He emphasized that Yoga is not just the part of life; it has become the way of life.
- 5. Reader's Club organized an activity promoting the reading of books on Indian Freedom Movement:
- On 23rd April 2022, books on Indian Freedom Movement were displayed to mark 75th year of Indian Freedom i.e. Azadi Ka Amrit Mahotsav. Students were enthused to read about the sacrifices and contribution of freedom fighters in the Indian Freedom Movement.