

## **IQAC Meetings 2021-22**

### **1<sup>st</sup> IQAC MEETING**

Meeting of Internal Quality Assurance Cell was held on **July14, 2021**. Chairperson of IQAC Dr. Savinder Pal called a meeting of all heads of departments. The agenda of the first meeting was to chalk out future plans of action for the session 2021-22.

#### **The following plans were discussed and decisions were taken.**

1. Each department will prepare a 2-3 minute video and will upload on the college facebook page.
2. The college teachers will contact prospective students for admissions by contacting them telephonically and ask students to get themselves registered at the earliest. Teachers should tell students about the scholarships, fee structure and facilities available. The admission committee should guide parents and students according to the latest guidelines for seeking admission.
3. Canvassing duties will be performed by teachers and online platforms will be used for advertisement. Pamphlets for advertisement of admission will be circulated through newspapers.
4. The college students will be contacted to clear their respective dues if not paid till date of previous session.
5. Academic calendar will be prepared for uploading on website from July 2021 to June 2022. HODs and incharges, teachers of clubs, committees, and cells will make a frame work of activities to be conducted smoothly every month and as per the schedule.
6. Students of the college will be contacted to enquire about Covid –vaccination. If the students are not vaccinated, the students will be advised to get the first dose of vaccination as soon as possible.
7. Covid –Vaccination camps will be organized in college campus for the college students and staff members during the session 2021-22.
8. Teej festival will be celebrated in the month of July, 2021.
9. NSS Unit will celebrate 75<sup>th</sup> Anniversary of Freedom Struggle in the month of August 2021.
10. Webinars and other activities will be organized according to the academic calendar by each department.
11. 7 Day skill development workshop will be organized by different departments in college.
12. NSS and NCC will celebrate Van Mahotsav in the month of July and August, 2021.
13. Fit India Freedom Run Programme will be organized and celebrated in the month of September 2021 by NSS Unit.
14. E-News letter will be prepared by August 31, 2022.
15. Green Audit Club and Lear Earn Club will be formed.

16. Record of photographs of all activities will be kept with location. Soft copy regarding information for the conduction of college activities will be sent on New Email ID i.e. kncwphotos2022@gmail.com.

## **2nd IQAC MEETING**

Second Internal Quality Assurance Cell meeting was held on **September 4, 2021**. Coordinator of IQAC Madam Aman Lata welcomed the members and presented a review of the previous meeting.

### **The following plans were successfully implemented.**

- Canvassing duties were performed by teachers and online platforms were used for advertisement.
- Pamphlets for advertisement of admissions were circulated through newspapers.
- The college teachers contacted prospective students for admissions telephonically and asked them to get registered themselves at the earliest in college.
- Academic calendar for the session 2021-22 was framed and all HODs, teacherincharges of cells, committees were informed to carry out the activities according to the academic calendar.
- 7 Day skill development workshop was organized from July 20, 2021 to July 26, 2021 by department of English, Home Science, Fashion Designing, Fine Arts, Psychology, Cosmetology, and Music. During this workshop, various online and off line activities were performed.
- Webinar by NSS Unit and department of History was organized on “Indian Freedom Struggle: An Overview” on August 19, 2021.
- COVID Vaccination camp was organized in college campus on August 9, 2021. COVID -19 protocol was strictly followed.
- College students were contacted to clear their respective dues if not paid till date.
- NSS Unit celebrated 75<sup>th</sup> Anniversary of Freedom Struggle from August 1 to August 15, 2021.
- NSS Unit and NCC Wing in collaboration with Phagwara Environment Association celebrated Van Mahotsav on August 27, 2021. Trees and plants were presented by 8 Pb Battalion Phagwara which were planted in college campus as well as in surrounding areas. Plants were also distributed to the students and they were asked to plant them at their homes.
- Fit India Freedom Run Programme was celebrated on September 14, 2021 by NSS Unit.
- World Ozone Day was celebrated on September 15, 2021 by Department of Science.
- Green Audit and Lear Earn Clubs were formed.
- Preparation of newsletter is under process.

### **FUTURE PLANS:**

- Nutrition week will be celebrated in the month of September by department of Home Science.
- Learn Earn club in collaboration with IQAC will celebrate Denali Carnival during last week of October 2021.
- It was decided in the meeting that college Alumni has to be registered. Forms are to be filled by the Alumni.
- Alumni meet and Parent Teacher meeting will take place in the month of October 2021 so that parents can provide invaluable inputs regarding the demands and hurdles faced by their wards.
- Proposals for new courses like M.A Punjabi, Msc. Computer Science and Diploma in Nanny Care and Nutrition was discussed.
- Extension activities will be conducted by NSS, NCC and Youth Welfare departments.
- Offline capacity enhancement activities will be conducted by various committees, cells, clubs and departments.
- Students for participating in different activities in Youth Festival will be selected.
- Green audit committee will form plan of action.
- Talent hunt competition will be organized by mid September, 2021.
- Book Donation month will be organized by college library.
- NLIST Training workshop will be organized by college library.
- A book will be released by Punjabi department.

### **3<sup>rd</sup> IQAC MEETING**

Third Internal Quality Assurance Cell meeting was held on **January 25, 2022**. Chairperson Dr. Savinder Pal of IQAC called the meeting of IQAC committee. Coordinator of IQAC welcomed the members and presented the review of the previous meeting.

#### **The following plans were successfully implemented:**

- Nutrition week was celebrated from 10<sup>th</sup> to 16<sup>th</sup> September, 2021 by department of Home Science.
- Talent hunt competition was organized on September 18, 2021.
- Learn Earn club in collaboration with IQAC celebrated Diwali Carnival on October 30, 2022.
- Alumni meet and Parent Teacher meeting was organized in the last week of October 2021.
- New proposal for courses like M.A Punjabi, M.Sc Computer Science and Diploma in Nanny Care and Nutrition were discussed during previous meeting and proposal for these courses were uploaded on University portal.
- Many extension activities like Tree plantation, Fit India Run Programme, Vaccination camp, Cleanliness drive, voter awareness rally were executed by NSS, NCC and Youth Welfare departments.

- Various offline capacity enhancement activities were organized by department of Home Science such as Nutrition week, workshop on “Soap Making”, “Baking for Making Cookies and Cakes”. Department of Fashion Designing and Home Science organized “Hand Embroidery”.
- Students participated in different activities in Youth Festival and made their college proud by bagging top positions in Zonal Youth Festival-D Zone held at GNDU, Amritsar.
- Green audit committee formed plan of action and executed it in college.
- Book Donation month was organized by college library during November, 2021.
- 7 Day orientation programme related to NLIST was organized by college library in the month of October, 2021.
- A book was released by Punjabi department on October 23, 2021.

### **Future Plans:**

- Boards are to be prepared bearing the names of the old students on good ranks.
- A list of old students placed with renowned companies has to be prepared by all departments.
- Webinars/extension lectures/ activities are to be organized according to academic calendar.
- Rally to be organized.
- Under the programme of Voter Awareness, data to be collected from students who do not have voter card and be provided with the voter cards.
- Students will be made to attend Job fairs.
- National Nutrition Day will be celebrated by department of Home Science in collaboration with NSS Unit.
- Notice boards to be updated and renovated.
- Articles from students to be collected for publication in college magazine.
- College Prospectus to be printed by 31<sup>st</sup> March, 2022 for sending to DPI office.
- College magazine to be printed by the end of April,2022

### **4<sup>th</sup> IQAC MEETING**

Fourth Internal Quality Assurance Cell meeting was held on **May 25<sup>th</sup>, 2022**. Chairperson Dr. Savinder Pal of IQAC called the meeting of IQAC committee. Coordinator of IQAC welcomed the members and presented the review of the previous meeting.

### **The following plans were successfully implemented:**

- International Women's Day was celebrated and Annual Fete was organized on March 8, 2022 as a mega event by the department of Fashion Designing, Home Science and Fine arts in college campus.
- Sports Day was held on April 01, 2022.

- Notice Boards were renovated and were updated with latest information along with the names of the old students with good ranks. New photographs along with latest News of college were displayed on Notice Boards.
- Webinars/extension lectures/ activities were organized according to academic calendar.
- Rally related with voter awareness and cleanliness was organized.
- National Nutrition Day was celebrated by department of Home Science in collaboration with NSS Unit.
- College Prospectus was printed by March 31, 2022 for sending to DPI office.
- College magazine was printed by the end of April,2022

### **Future Plans:**

- Data completion in all respects to be provided for Annual Report by July 15, 2022.
- Grievance cell will keep the record of students' grievances and will resolve the grievances too.
- Science, Commerce, Arts and Fashion Designing departments will form their own grievance cells.
- Problems related to fee issues, health, leave and overall satisfaction of students to be recorded till date.
- Recording of Parent- Teacher meetings (Feedback) along with Mission We Care data to be maintained.
- Mission We Care Proforma to be revised by adding one column regarding Fee paid.
- Alumni of the college to be registered.
- To enrich the college library, all heads of departments to purchase books related to their syllabus only.
- Activities with brochure and invitation card of any activity to be posted on website well in advance.
- Album to be maintained by Pictorial team.
- News Letter of Science and Arts (2021-22) to be prepared by July 15, 2022.
- Academic Audit Committee to be formed.
- Green Audit must be done by June, 2022.
- Administrative Audit of last 5 years along with registers and record of scholarships to be maintained.
- Record of all Prize winners along with placement cell record to be maintained by all departments.
- E- Mail ids of all the staff members to be updated by all the members.
- Record of Publications with full details to be kept.
- No. of workshops, seminars etc attended by the teachers to be recorded.
- Swayam Portal and extension lectures to be recorded.
- Prize distribution function to be organized by last week of May, 2022.