

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

AGENDA OF THE MEETING

Meeting: Teaching-Learning and Evaluation Criteria (NAAC)

Date: 1st July, 2019

Time: 10:00 am

Venue: Principal Office

Chairperson: Dr. Navjot, Principal (LKCW)

In Attendance:

Dr. Davinder Pal Sandhu, Coordinator, HOD, Dept. of Political Science

Dr. Maninder Arora, Member, HOD, PG Dept. of History

Mrs. Anshu, Member, PG Dept. of Mathematics

Dr. Gurpreet Kaur, Member, PG Dept. of Commerce

Ms. Aatma Singh, Member, Dept. of Home Science

Mrs. Manjeet Kaur, Member, PG Dept. of Fashion Designing

Coordinator IQAC: Dr. Navdeep Kaur

Item 01: Discussion regarding Academic Calender.

Item 02: To discuss about time table allotment.

Item 03: Discussion regarding formulation of ICT based lectures, skill development classes, mentoring sessions and various internal evaluation procedures.



Chairperson

Dr. Navjot

(Principal)



Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

MINUTES OF THE MEETING

Meeting for the NAAC criteria Teaching-Learning and Evaluation had started sharply at 10:00 am on 1st July, 2019 under the chairmanship of the Principal of the college Dr. Navjot.

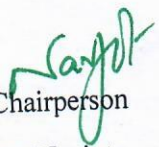
Proceeding of Meeting:

Item 01: Academic calendar was discussed in detail and outline of academic calendar was prepared briefly.

Item 02: Duties assigned to organise induction programme and mentor mentee groups were finalized with a ratio of 1:14.

Item 03: Internal evaluation procedures were discussed in detail according to university guidelines.

Item 04: The allocation and assignment of the job among the team members was done after a brief discussion.


Chairperson

Dr. Navjot

(Principal)


Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

ACTION TAKEN REPORT


For the meeting of NAAC criteria Teaching-Learning and Evaluation held on 1st July, 2019 under the chairmanship of the Principal of the college Dr. Navjot.


Proceeding of Meeting:

Item 01: Academic calendar was prepared and time table was allotted.

Item 02: Successful organisation of the induction program and initiation of mentor mentee sessions was done successfully.

Item 03: Faculty members were informed to prepare ICT based lectures for a better learning environment.


Chairperson
Dr. Navjot
(Principal)


Coordinator
Dr. Davinder Pal Sandhu
(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

AGENDA OF THE MEETING

Meeting: Teaching-Learning and Evaluation Criteria (NAAC)

Date: 3rd September, 2019

Time: 1:00 pm

Venue: Principal Office

Chairperson: Dr. Navjot, Principal (LKCW)

In Attendance:

Dr. Davinder Pal Sandhu, Coordinator, HOD, Dept. of Political Science

Dr. Maninder Arora, Member, HOD, PG Dept. of History

Mrs. Anshu, Member, PG Dept. of Mathematics

Dr. Gurpreet Kaur, Member, PG Dept. of Commerce

Ms. Aatma Singh, Member, Dept. of Home Science

Mrs. Manjeet Kaur, Member, PG Dept. of Fashion Designing

Coordinator IQAC: Dr. Navdeep Kaur

Item 01: To discuss various reforms in internal evaluation schemes and related instructions for students.

Item 02: Discussion regarding the conduct of mid-semester examinations and submission of question papers for the same and preparation of the examination schedule.

Item 03: Discussion regarding appointment of superintendents and examination duties of the faculty members for the examinations.



Chairperson

Dr. Navjot

(Principal)



Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)


LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR


MINUTES OF THE MEETING

Meeting for the NAAC criteria Teaching-Learning and Evaluation had started sharply at 1:00 pm on 3rd September, 2019 under the chairmanship of the Principal of the college Dr. Navjot.

Proceeding of Meeting:

- Item 01:** Internal evaluation procedures were discussed in detail according to university guidelines.
- Item 02:** The mid-semester examination instructions were explained in accordance with university protocol.
- Item 03:** Assigning examination duties to conduct the mid-semester examination.


Chairperson
Dr. Navjot
(Principal)


Coordinator
Dr. Davinder Pal Sandhu
(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

ACTION TAKEN REPORT

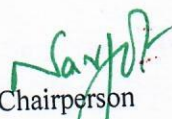
For the meeting of NAAC criteria Teaching-Learning and Evaluation held at 1:00 pm on 3rd September, 2019 under the chairmanship of the Principal of the college Dr. Navjot.


Proceeding of Meeting:

Item 01: The examination schedule for the mid-term examinations was prepared and displayed on the notice boards for the intimation of the students.

Item 02: The superintendent as well as the invigilators were notified about their respective duty schedule.

Item 03: The internal evaluation guidelines were discussed with the faculty members.


Chairperson
Dr. Navjot
(Principal)


Coordinator
Dr. Davinder Pal Sandhu
(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

AGENDA OF THE MEETING

Meeting: Teaching-Learning and Evaluation Criteria (NAAC)

Date: 7th January, 2020

Time: 1:00 pm

Venue: Principal Office

Chairperson: Dr. Navjot, Principal (LKCW)

In Attendance:

Dr. Davinder Pal Sandhu, Coordinator, HOD, Dept. of Political Science

Dr. Maninder Arora, Member, HOD, PG Dept. of History

Mrs. Anshu, Member, PG Dept. of Mathematics

Dr. Gurpreet Kaur, Member, PG Dept. of Commerce

Ms. Aatma Singh, Member, Dept. of Home Science

Mrs. Manjeet Kaur, Member, PG Dept. of Fashion Designing

Coordinator IQAC: Dr. Navdeep Kaur

Item 01: Feedback forms to be discussed in detail with chairperson and IOAC coordinator.

Item 02: To discuss student performance in mid-term examinations

Item 03: To identify weak students and plan remedial classes

Item 04: To discuss the arrangement of PTM for various classes


Chairperson

Dr. Navjot

(Principal)



Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)


LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR


MINUTES OF THE MEETING

Meeting for the NAAC criteria Teaching-Learning and Evaluation had started sharply at 1:00 pm on 7th January, 2020 under the chairmanship of the Principal of the college Dr. Navjot.

Proceeding of Meeting:

- Item 01:** Feedback forms were discussed in detail with chairperson and IOAC coordinator.
- Item 02:** The results of mid-term examinations from all the departments were discussed.
- Item 03:** Department wise lists of weak students/slow learners were prepared and remedial class schedule was discussed.
- Item 04:** PTM schedule for all the departments was discussed


Chairperson
Dr. Navjot
(Principal)


Coordinator
Dr. Davinder Pal Sandhu
(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

ACTION TAKEN REPORT

For the meeting of NAAC criteria Teaching-Learning and Evaluation held at 1:00 pm on 7th January, 2020 under the chairmanship of the Principal of the college Dr. Navjot.

Proceeding of Meeting:

Item 01: Feedback forms were analysed and reports were prepared.

Item 02: The weak students/slow learners were intimated about the remedial class schedule.

Item 03: PTM for the various departments was organised as per the schedule.



Chairperson

Dr. Navjot

(Principal)



Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR

AGENDA OF THE MEETING

Meeting: Teaching-Learning and Evaluation Criteria (NAAC)

Date: 2nd March, 2020

Time: 1:00 pm

Venue: Principal Office

Chairperson: Dr. Navjot, Principal (LKCW)

In Attendance:

Dr. Davinder Pal Sandhu, Coordinator, HOD, Dept. of Political Science

Dr. Maninder Arora, Member, HOD, PG Dept. of History

Mrs. Anshu, Member, PG Dept. of Mathematics

Dr. Gurpreet Kaur, Member, PG Dept. of Commerce

Ms. Aatma Singh, Member, Dept. of Home Science

Mrs. Manjeet Kaur, Member, PG Dept. of Fashion Designing

Coordinator IQAC: Dr. Navdeep Kaur

Item 01: To discuss performance of slow learners/weak students in remedial classes.

Item 02: Discussion regarding the conduction of final examinations.

Item 03: To discuss the appointment of deputy superintendents and other related examination duties for the final examinations.



Chairperson

Dr. Navjot

(Principal)



Coordinator

Dr. Davinder Pal Sandhu

(Teaching-Learning and Evaluation)

LYALLPUR KHALSA COLLEGE FOR WOMEN, JALANDHAR


MINUTES OF THE MEETING


Meeting for the NAAC criteria Teaching-Learning and Evaluation had started sharply at 1:00 pm on 2nd March, 2020 under the chairmanship of the Principal of the college Dr. Navjot.

Proceeding of Meeting:

Item 01: Remedial classes to further improve the performance of slow learners/weak students were planned.

Item 02: Deputy Superintendents were appointed for the finals and other examination duties was intimated to the faculty members.


Chairperson
Dr. Navjot
(Principal)


Coordinator
Dr. Davinder Pal Sandhu
(Teaching-Learning and Evaluation)

Minutes of Meeting/ Agenda

Meeting: Curricular Planning and Implementation

Date: Saturday July, 29, 2019, 2:20 pm to 3:30 pm

Venue: Principal Office

Chairperson: Dr. Navjot, Principal (LKCW)

In Attendance:

Sweetie Mann, HOD, PG Dept. Of English (Coordinator Curricular Planning and Implementation) *Sweetie*

Shikha Sharma, Member, PG Dept. of English *Shikha*

Harmohini, Member, PG Dept. of English *Harmohini*

Gurleen Kaur, Member, PG Dept. of Computer Science *Gurleen*

Rashmi Sharma, Member, PG Dept. of Commerce *Rashmi*

Jaspreet Kaur, Member, PG Dept. of English *Jaspreet*

In Absentia:

Jaswinder Kaur, PG Dept. of Commerce

Harpreet Kaur, PG Dept. of Computer Science

Dr. Navdeep Kaur, Coordinator, IQAC *Navdeep*

Item. 01

Review of Agenda

An agenda, dealing with the developmental strategies and plans for the current and upcoming academic session, was outlined.

Item. 02

A brief discussion followed by the distribution and assignment of the work among the peer group took place.

Item.03

Keeping in mind the relevance and urgency for the enhancement of communication skills among the students, the chairperson retrieved the consent of the members for the commencement of the Ad-on Course in Communication Skills for the session 2019-2020.

Item. 04

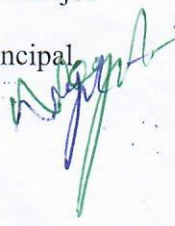
A follow up meeting for the same committee was decided to take place in the first week of September. Until then the committee members were instructed to collect the data as required and prepare a report for the same.

Approved

Chairperson

Dr. Navjot

Principal



Read and Confirmed

Coordinator Cultural



Aspects

Meeting: Curricular Planning and Implementation

ACTION TAKEN REPORT

SESSION (2019-20)

Chairperson: Dr. Navjot, Principal (LKCW)

Coordinator: Sweety Mann, HOD, PG Dept. Of English

To counter the intense wave of pandemic pressure and ensure the physical fitness of students and teachers, online Yoga classes, stress management talks and tree-plantation camps were organised.

To ensure a smooth and impactful online teaching-learning process, orientation and instructional programs for the development of computer/ technological skills among the teachers were organised.


Principal

Dr Navjot

Coordinator


Sweety Mann

Lyallpur Khalsa College for Women

Minutes of Meeting

Venue: Principal's Office

Time: 2:20p.m.

Date: 31-07-2019

Meeting Type: For 3rd Criterion- Research, Innovations & extensions (NAAC)

Attendees:

1. Dr. Navjot (Principal)
2. Dr. Sarabjit Kaur Rai
3. Dr. Amardeep Deol
4. Dr. Navdeep kaur
5. Dr. Akal Amrit
6. Ms. Gagandeep
7. Ms. Sakshi Dua
8. Ms. Shruti

Discussion:

The key points discussed during the meeting are mentioned here.

1. Discussion on Training and Job oriented programs
2. Up gradation of MOUs with Industry and Corporate sectors.
3. To encourage more Field trips.
4. Conducting more IPR Seminars.
5. Discussion regarding Research publications of faculty members.
6. To adapt nearby locality as neighbourhood community for development.

Adjournment:

Meeting was adjourned at 3:10 p.m. by Principal.

Next Meeting:

The next meeting will be in the first week of September.

Lyallpur Khalsa College for Women

Agenda of Meeting

Venue: Principal's Office

Time: 2:20p.m.

Date: 31-07-2019

Meeting Type: For 3rd Criterion- Research, Innovations & extensions (NAAC)

Attendees:

1. Dr. Navjot (Principal)
2. Dr. Sarabjit Kaur Rai
3. Dr. Amardeep Deol
4. Dr. Navdeep Kaur
5. Dr. Akal Amrit
6. Ms. Gagandeep
7. Ms. Sakshi Dua
8. Ms. Shruti

Agenda details:

- | | |
|---------|---|
| 2:20 PM | Overview of 3 rd Criteria (NAAC) |
| 2:30 PM | Discussion on Training and Job oriented programs |
| 2:40 PM | Discussion on expanding MOUs |
| 2:50 PM | Discussion on Intellectual Property Rights Seminars and Research publications |
| 3:10 | Meeting Adjourned |

Lyallpur Khalsa College for Women
Minutes of Meeting
Date: 01-08-2019

Agenda: The meeting was called by Madam Principal Dr. Navjot for discussing the fourth criterion of NAAC assessment i.e. INFRASTRUCTURE & LEARNING RESOURCES.

Venue: Principal's Office

Time: 2:20p.m.

Points Discussed:

- Status of LMS (Learning Management System) was discussed.
- Up gradation of Gym and Yoga centre.
- LIMS needs to be upgraded in order to have an easy access to all the books over there.
- Library needs to have a separate rare books corner. They also need to work on OPAC and reports.
- Bills of all previously purchased books are to be photostatted and kept in a separate file.
- Inclusion of new members in the library team.
- Status of student and teacher footfall in the library was discussed. It was also suggested that interesting events should be organized for the students in library for the same purpose.

Attendees:

- Dr. Navjot Kaur (Principal) *Navjot*
- Ms. Raman Preet Kohli (HOD, Computers) *Ramanpreet*
- Dr. Navdeep Kaur (English) *Navdeep*
- Dr. Maninder Kaur (History) *Maninder*
- Ms. Gurvinder Kaur (Commerce) *Gurvinder*
- Ms. Meena (Computers) *Meena*
- Ms. Preet (Computers) *Preet*
- Ms. Gurline (Computers) *Gurline*
- Ms. Shivani (Computers) *Shivani*
- Ms. Kanchan (Librarian) *Kanchan*
- Mr. Atul (Computers) *Atul*
- Mr. GP Singh (Office) *GP Singh*

Adjournment:

Meeting was adjourned at 3:10 p.m. by Principal Madam. The next meeting will be in the first week of September.

20/9-20

AGENDA OF MEETING

MEETING: Governance, Leadership and Management

DATE: 8th February, 2019

VENUE: Principal Office

CHAIRPERSON: Dr Navjot, Principal (LKCW)

In Attendance

Ms Pardeep Kumari

Ms Gagandeep

Ms Bindiya

Ms Chandandeep

Ms Manjit

Mr Atul

Ms Manpreet

Dr Naydeep Kaur, Coordinator, IQAC

Item.01

To discuss various aspects of Criteria- VI.

Item.02

To discuss relevant practices of decentralisation and participative management in the institution.

Item.03

To discuss various strategic plans and deployment documents available in the institution.

Approved

Chairperson

Dr. Navjot

Principal

Read and confirmed

Coordinator

(Governance, Leadership and Management)

**LYALLPUR KHALSA COLLEGE FOR WOMEN,
JALANDHAR**

Minutes of Meeting

Date: 03-08-2019

Time: 2:20 p.m.

Meeting called by: Principal

Place: Principal's Office

Agenda: To discuss the Fifth Criterion of NAAC Assessment i.e. STUDENT SUPPORT AND PROGRESSION.

Points Discussed:

- Status of various scholarships was discussed.
- More companies to be called at the campus for placement.
- Status of Capability Enhancement and Development Schemes was discussed. More students should be encouraged to join these Schemes.
- Status of Remedial Coaching was discussed.
- Alumni Association should be registered as soon as possible.
- To organize more cultural and sports activities.

Attendees:

- Dr. Navjot Kaur (Principal) *Navjot*
- Mrs. Kiranjit Bajwa (Philosophy) *Kiranjit*
- Dr. Navdeep Kaur (English) *Navdeep*
- Dr. Gurpreet Kaur (Commerce) *Gurpreet*
- Mrs. Amanpreet Kaur (Computers) *Amanpreet*
- Mrs. Ritu Rai (Computers) *Ritu*
- Mrs. Jasleen Johal (English) *Jasleen*
- Mrs. Kuldeep Kaur (Fashion Designing) *Kuldeep*
- Ms. Manjinder Kaur (Mathematics) *Manjinder*
- S. Navdeep Singh (Commerce) *Navdeep*
- Mrs. Paramjit Kaur (Commerce) *Paramjit*

Adjournment:

Meeting was adjourned at 3:00 p.m. by Principal Madam. The next meeting will be held in the first week of September.

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

MINUTES OF THE MEETING Session 2019-2020

MEMBERS OF CRITERION 7

Time-11.40 A.M-1.15P.M

Date-3rd Aug,2019

VENUE-Music Dept.

Meeting called by - Dr.Rupinder kaur

MINUTES

- Analysed the implementation of various activities of previous academic session.
- Discussion on celebration of various upcoming events/important days such as Teej Celebration, Independence Day, Swatchh Bharat Mission etc.
- Allotment of duties to the concerned members of the committee.


Principal
Lyallpur Khalsa College
for women, Jalandhar

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

Meeting with PRINCIPAL

DATE: 5TH AUGUST, 2019

TIME: 2:20 P.M.

MEETING CALLED BY: PRINCIPAL

VENUE: PRINCIPAL OFFICE

AGENDA

- Discussion on organising workshops, seminars and other related activities.

No. Of Attendees & Signatures

1. Dr. Rupinder Kaur

Rupinder

2. Dr. Rupali Razdan

Rupali

3. Dr. Mukta

Mukta

4. Ms. Manita

Manita

5. Mrs. Rajwant

Rajwant

6. Ms. Sarabjeet

Sarabjeet Kaur

Members of IQAC

8. Dr. Navdeep Kaur

Navdeep

9. Mrs. Chandan

Chand

Principal Principal
Lyallpur Khalsa College
for women, Jalandhar

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

Meeting with Incharge of criterion 7(Dr.(Mrs.) Rupinder Kaur)

DATE: AUGUST 30, 2019

TIME: 11.40 P.M

MEETING CALLED BY: Dr.(Mrs.) Rupinder Kaur

VENUE: IQAC

AGENDA

Discussion on further proceedings of criterion 7- institutional values
and Best practices

Signatures

1. Dr. Rupinder Kaur

2. Dr. Rupali Razdan

3. Dr. Mukta Chum *mukta*

4. Ms. Manita *Manita*

5. Mrs. Rajwant Kaur *Mr*

6. Ms. Sarabjeet Kaur *Sarabjit Kaur*

Principal

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

MINUTES OF THE MEETING Session 2019-2020

MEMBERS OF CRITERION 7

Date-31st august,2019

Time-11.40 A.M

Venue-IQAC

Meeting called by - Dr.Rupinder kaur

MINUTES

- Discussion on proceedings in various criteria
- Chalked out various strategies to celebrate events on academic calender of college like Teachers' Day Celebration, Gandhi Jyanti, Nationl Unity Day, International Vigilance Day etc.


Principal
Lyallpur Khsa College
for women, Jalandhar

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

MINUTES OF THE MEETING Session 2019-2020

MEMBERS OF CRITERION 7

Date-7th october, 2019

Time-11.40 A.M

Venue-IQAC

Meeting called by - Dr.Rupinder kaur

MINUTES

- Further discussion on proceedings in various criteria
- Discussed the ways to spread awareness regarding environmental issues such as plastic use and its adverse impacts, Green Diwali and diseases like cancer etc.


Principal
Lyallpur Khalsa College
for women, Jalandhar

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

Meeting with PRINCIPAL

DATE: 9th October, 2019

TIME: 11:40 A.M.

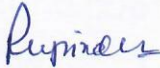






MEETING CALLED BY: PRINCIPAL

VENUE: PRINCIPAL OFFICE



AGENDA

- To discuss the proceedings in various criteria.

No. Of Attendees & Signatures

1. Dr. Rupinder Kaur 
2. Dr. Rupali Razdan 
3. Dr. Mukta 
4. Ms. Manita 
5. Mrs. Rajwant 
6. Ms. Sarabjeet 
7. Mrs. Balwinder Kaur 

Members of IQAC

8. Dr. Navdeep Kaur 
9. Mrs. Chandan 


Principal
Lyallpur Khalsa College
for women, Jalandhar

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

MINUTES OF THE MEETING Session 2019-2020

MEMBERS OF CRITERION 7

Date-25th November, 2019

Time-12:30 A.M

Venue-IQAC

Meeting called by - Dr. Rupinder kaur

MINUTES

- Further discussion on proceedings in various criteria
- Chalked out the plan for organising various events/seminars/workshops etc.
- Discussed different ways to celebrate Constitution Day, World AIDS Day, Blood Donation Camp etc.


Principal
Lyallpur Khalsa College
for women, Jalandhar

Principal

LYALLPUR KHALSA COLLEGE FOR WOMEN JALANDHAR

CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES

Meeting with **PRINCIPAL**

DATE: 28th November, 2019

TIME: 1:30 P.M.

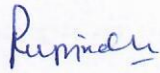

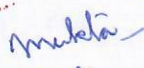


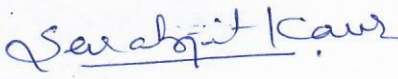

MEETING CALLED BY: **PRINCIPAL**

VENUE: **PRINCIPAL OFFICE**



AGENDA

- To thoroughly discuss the different parameters of Green Audit Report

No. Of Attendees & Signatures

1. Dr. Rupinder Kaur 
2. Dr. Rupali Razdan 
3. Dr. Mukta 
4. Ms. Manita 
5. Mrs. Rajwant 
6. Ms. Sarabjeet 
7. Mrs. Balwinder Kaur 

Members of IQAC

8. Dr. Navdeep Kaur 
9. Mrs. Chandan 


Principal
Lyallpur Khalsa College
for women, Jalandhar