

**PROCEEDINGS OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL
HELD ON SEPTEMBER 13, 2018 AT 3.00 PM IN THE OFFICE OF PRINCIPAL UNDER
THE CHAIRMANSHIP OF DR. ARCHNA GARG, PRINCIPAL AND THE CHAIRPERSON
OF CELL**

Chairperson - Dr. ArchnaGarg, Principal

Coordinator - Mrs. Madhu Sethi, Associate Professor in Music (vocal)

Members from Staff (Teaching)

1. Mrs. Jaswant Kaur, Assistant Professor in Physical Education
2. Dr. Kulwinder Kaur, Associate Professor in Hindi
3. Mrs. Ritu Gupta, Assistant Professor in English
4. Mrs. Seema Rani, Assistant Professor in History
5. Mrs. Sarika Kanda, Assistant Professor in Home Science
6. Mrs. Renu Soni, Assistant Professor in Public Administration
7. Mrs. Paramjeet Kaur, Assistant Professor in Music
8. Mrs. Anupam Sabharwal, Assistant Professor in Economics

Members from Administrative Staff

1. Mr. Sanjeev Bhalla, Office Superintendent
2. Mr. Kamal Malhotra, Accountant

Members from Management

1. Sh. Tilak Raj Aggarwal (President)
2. Sh. Ashwani Aggarwal (Manager)
3. Mrs. GulshanYadav (Secretary)

Members from Society

1. Mr. Sudesh Sharma, Educationist
2. Mrs. Raghuvir Walia, Educationist

Members from Alumnae

1. Dr. Nitya Sharma, Deputy Controller Examination, Punjab Technical University
2. Mrs. Geeta Ghai, Woman Entrepreneur

Member from Student Council

1. Ms. Kavita Dhiman, Head Girl

Following points were discussed and passed unanimously:

1. Dr. Archana Garg, Principal and Chairperson of Internal Quality Assurance Cell, Hindu Kanya College, Kapurthala welcomed all members of IQAC and expressed their gratitude for sparing their valuable time to deliberate on the issues related with the growth of the college.
2. Mrs. Madhu Sethi, Co-ordinator of IQAC read out the proceedings of the last meeting.
3. Mr. Sudesh Sharma suggested arranging talks on Domestic Violence, Mental Health. He also suggested setting up a health committee in the college
4. Mrs. Gulshan Yadav asked to inspire the students for the preparation of IAS preliminary examination. She also suggested highlighting the motto of the college in the ongoing activities.
5. Head Girl, Ms. Kavita Dhiman put forward the demand to give practical training and counseling to students.
6. It was also discussed in the meeting how to celebrate 50th year of the college.

ACTION TAKEN REPORT

- To connect the students with the college motto i.e. Stay Healthy, a seminar and Essay Writing competition on Balanced Diet was organized on 20th March 2019 and 24th March 2019 respectively.
- To provide practical training to students:
 - Students of Cosmetology department provide their services on the eve of Teej and Karva Chauth to faculty and students on 10th August 2018 and 26th October 2018 respectively; it helps in sharpening their skills.
 - Students of department of Commerce arranged eatable stalls on 3rd November 2018 to gain practical knowledge of managerial, entrepreneurial and marketing skills.
- Special classes for competitive examinations were organized to prepare students for competitive examinations at the weekends and after the college classes are over.
- To celebrate golden jubilee year of the college, following cultural events and competitions were organized:
 - HKCians Day on 9th February 2019
 - Swarnim Umang on 15th March 2019
 - Cultural Eve on 16th April 2019
 - Abhinandhan Samaroh on 15th June 2019.
- To take care of the mental health of the students, it has been decided to observe wellness day from the coming session. Special yoga sessions and expert lectures will be organized to teach students how to lead healthy and stress free life.