



# GURU NANAK KHALSA COLLEGE, DAROLI KALAN

(Under the Management of S.G.P.C., Sri Amritsar)

Accredited by NAAC

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 15-9-25

Venue: Principal Office

Time: 1.00 pm

### Agenda of the Meeting:

Review of previous meeting's minutes and action taken report.

1. Analysis of the surveys conducted by two departments under the guidance of IQAC.
2. Planning and implementation of Girl Child Higher Education Awareness Campaign.
3. Organizing Career Counselling Program for students of adjoining villages.
4. Review of Institution Innovation Council (IIC) activities and future action plan.
5. Identification of Quality Enhancement Measures.

### Minutes:

1. Review of the Previous Meeting

The meeting began with a welcome address by the Principal, followed by a review of the previous meeting's minutes. The IQAC Co-ordinator presented the action taken report, highlighting progress on various initiatives.

2. Analysis of Survey Reports:

The detailed discussion on surveys conducted by the department of Commerce and Fashion Designing was made. It was observed that awareness regarding higher education among girl children in the adjoining villages is low. A significant number of students expressed the need for career guidance and vocational skill awareness.

The following action points were decided:

- Girl Child Higher Education Awareness Campaign:

- Organize a seminar / workshop in the college including influential people from the adjoining villages to raise awareness.
- Distribute pamphlets emphasizing the importance of higher education for girls.
- Invite successful women alumni as motivational speakers.
- Plan awareness rallies in association with local NGOs and education stakeholders.

The campaign will be implemented in phases over the next six months, with progress monitored by IQAC.

### **Career Counselling Program:**

It was resolved to conduct a structured Career Counselling Program for students from surrounding villages. Sessions will cover competitive exams, vocational courses, entrepreneurship, and soft skill development. Expert counsellors and experienced faculty members will be invited. Continuous follow-up will be maintained to track the impact of counselling.

### **Institution Innovation Council (IIC) Activities and Future Plan:**

Review of conducted activities such as idea pitching sessions and innovation workshops was done.

Future plans approved:

- Organizing Innovation Hackathons.
- Promoting minor innovation projects.
- Interactive workshops on Intellectual Property Rights (IPR).
- Formation of student incubation groups to support entrepreneurial projects.

Activities will be systematically documented, and regular progress reports will be submitted to IQAC.

### **Quality Enhancement Measures**

The following strategies were proposed:

- Regular feedback collection from students, alumni, and employers.
- Organize capacity-building workshops for teaching and non-teaching staff.
- Improve documentation of institutional best practices.
- Strengthen digital infrastructure, promote use of e-learning platforms, and create online learning modules.
- Ensure systematic implementation and monitoring of quality parameters.

### **Conclusion:**

The Chairperson, Dr. Harpreet Kaur, concluded the meeting by emphasizing the need for continuous quality improvement, effective implementation of action plans, and proper documentation as per NAAC guidelines.

All members agreed to implement the discussed plans with assigned responsibilities and timelines.

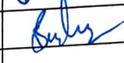
Next Meeting Date: The Third Week of December

Signature

Dr. Harpreet Kaur

Chairperson, IQAC

Attendees:

Sr.	Name	Designation	Signature
1.	Dr. Harpreet Kaur	Principal & Chairperson IQAC	
2.	Dr. Rachna Tuli	Co-ordinator, IQAC	
3.	Dr. Rakesh Bawa	Member, IQAC	
4.	Ms. Simranjot Kaur	Member, IQAC	
5.	Dr. Ravinder Kaur	Member, IQAC	
6.	Ms. Lakhwinder Kaur	Member, IQAC	
7.	Sr. Daljinder Singh	Member, IQAC	