

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

IQAC Meeting

August 22, 2023

AGENDA

Criterion I

1. Analyzing feedback from students, teachers, alumni and employers and plan improvements.

Criterion II

1. Analyzing Entry Level Testing results to plan future activities.

Criterion III

1. To organize In-house Seminars.
2. Conducting workshops on IPR, Research Methodology and Entrepreneurship.

Criterion V

1. To host Zonal Youth Festival.

Criterion VI

1. To organize workshop for non-teaching faculty.
2. Applying for NAAC sponsored workshop/ seminar.





Khalsa College for Women. Sidhwan Khurd (Ludhiana)

Minutes of IQAC Meeting

(August 22, 2023)

1. Criteria 1

Agenda 1: Analysing feedback from students, teachers, alumni and employers and plan improvements.

Agenda Resolved: It was decided that Feedback Analysis Committee and Coordinator IQAC will analyse the feedback and suggest improvements.

2. Criteria 2

Agenda 1: Analysing entry level testing results to plan future activities.

Agenda Resolved: It was decided that Prof. Ramanpreet Kaur will design the analysis and mentors will elicit responses from their mentees for future course of action.

3. Criteria 3

Agenda 1: To organise In-house seminars.

Agenda Resolved: All postgraduate departments and education department will conduct the same.

Agenda 2: Conducting workshop on IPR, Research Methodology and Entrepreneurship.

Agenda Resolved: IPR Cell, Research Committee and Start-up Cell will conduct workshops.

4. Criteria 5

Agenda 1: To host Zonal Youth Festival.

Agenda Resolved: Cultural Committee will make arrangements for the same.

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5. Criteria 6

Agenda 1: To organise workshop for non-teaching faculty.

Agenda Resolved. It was suggested that SGHGU Hari Trust will conduct workshop on ERP.

Agenda 2: Apply for NAAC sponsored workshop/seminar.


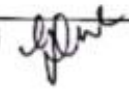
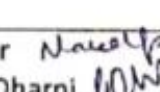
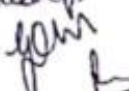



Agenda Resolved: It was suggested that Social Sciences Forum should apply for ICSSR and DCDC seminars on contemporary social concern.

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KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD

IQAC MEETING- August 22, 2023 __ ACTION PLAN

SR NO	AGENDA POINTS	TEACHER INCHAGE /TASK ASSIGNED	SIGNATURE OF THE TEACHER INCHARGE
<u>Criterion I</u>			
1	Analyzing Feedback from students employers ,teachers and alumni	Prof Roopa Kaur Prof Hardeep Kaur	
<u>Criterion II</u>			
2	Analyzing entry level testing results to plan future activities.	Prof Ramanpreet kaur	
<u>Criterion III</u>			
3	To organise in house seminars	Dr Gagndeeep Dharni  Dr Inderjit Kaur Prof Parmjit Kaur Prof Karamdeep Kaur	Indeepjit Kaur Karamdeep
4	To Conduct workshop on IPR, Research Methodology and Entrepreneurship	Dr Navdip Kaur  Dr Gagndeeep Dharni  Prof Roopa Kaur Rai 	
<u>Criterion V</u>			
5	To organize the youth festival	Dr Gagndeeep Dharni  Dr Inderjit Kaur	Indeepjit Kaur
<u>Criterion VI</u>			
6	Organizing workshops for non-teaching staff.	Prof Puneet Wadhwa	



Navdip 

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Action Taken Report

IQAC Meeting (August 22, 2023)

Creterion I:-

Agenda 1.1: Analyzing feedback forms of all stakeholders.

Action Taken: Feedback forms were analyzed and action taken report on college website.

Creterion II:-

Agenda 2.1: Analyzing Multiple Intelligence Level Tests and Entry Level Testing results to plan future activities.

Action Taken:

- Students chose Societies and Clubs as per their interests.
- Course in Communicative English and Computer Basics will be organized for the students.

Agenda 2.2: To organize Remedial Coaching.

Action Taken: Remedial Coaching was conducted from November 9-25, 2023.

Agenda 2.3: Quantitative defining of PO & and CO.

Action Taken: The process has been initiated.

Creterion III:-

Agenda 3.1: Introducing Start-up Cell.

Action Taken: It was decided that Start-up Cell will be introduced in Even Semester of 2023-24.

Agenda 3.2: To organize workshop on 'Traditional Arts and Crafts' to develop entrepreneurship among students.

Action Taken: 15 Days workshop on 'Traditional Arts and Crafts' was organized from September 07-23, 2023.

Agenda 3.3: To execute Research Projects funded by Non-government agencies.

Action Taken: It is planned that various hospital owners will be contacted to fund our projects on Drug Menace or other contemporary social issues.

Agenda 3.4: To send proposal and apply for grant for organizing ICSSR Seminar.

Action Taken: Applications for organizing seminars were successfully submitted.

Creterion IV:-

Agenda 4.1: To purchase LMS.

Action Taken: The plan is in abeyance as the management is purchasing the LMS for all the institutions separately under its aegis. The process is initiated.

Agenda 4.2: To execute MOU with industry/ employer.

Action Taken: The process has been initiated.

Creterion V:-

Agenda 5.1: To host Youth and Heritage Festival of Panjab University Chandigarh.

Action Taken: Zonal Youth and Heritage Festival of Panjab University Chandigarh was organized by the institution from October 08-10, 2023. Our college also lifted First Runner Up Trophy.

Creterion VI:-

Agenda 6.1: To organize Training Programme for Non- Teaching staff.

Action Taken: Workshop on LMS operation with respect to office was organized on November 09, 2023.

Creterion VII:-

Agenda 7.1: To install sanitary napkin vending machine.

Action Taken: We are trying for sponsorship from some hospital or industry.

Agenda 7.2: To sign MOU on E- management.

Action Taken: The process has been initiated.

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Khalsa College for Women, Sidhwan Khurd (Ludhiana)

IQAC Meeting

December 14, 2023

AGENDA

Criterion I

1. To introduce Skill based courses under the aegis of Start Up Cell.

Criterion II

1. Developing expertise in innovative methods of teaching.

Criterion III

1. To sign MoUs for collaboration with industry/employer for Start Up Cell Courses.
2. Organizing In- house seminars.

Criterion IV

1. Setting up E-Library.

Criterion V

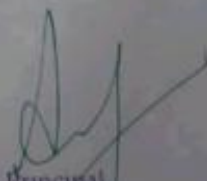
1. To organize Prize Distribution Function to honour student achievers.
2. Inviting alumni for Counseling and Training programmes.
3. To hold Annual Athletic Meet.
4. To organize workshop on Life skills for students.

Criterion VI

1. To conduct FDP for teaching faculty.
2. Installing ERP and training faculty for using it.
3. To organize Workshop for non-teaching staff.

Criterion VII

1. To conduct Green Audit and Energy Audit.


Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana).

Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Minutes of IQAC Meeting

(December 14, 2023)

1. Criteria 1

Agenda 1: To introduce skill based courses under the aegis of Start-Up Cell.

Agenda resolved: The Start-Up Cell was assigned the duty to make arrangements for the conduct of courses.

2. Criteria 2

Agenda 1: Developing expertise in innovative methods of teaching.

Agenda Resolved: It was suggested that teachers should select innovative methods of their choice and submit geo- tagged pics and report to Coordinator IQAC.

3. Criteria 3

Agenda 1: To sign the MoU for collaboration with industry/employer for Start-Up Cell courses.

Agenda resolved: The in-charges of various Start-Up Cell courses should contact prospective agencies for the same.

Agenda 2: To conduct lecture on IPR.

Agenda Resolved: It was suggested that IPR Cell should do the needful.

4. Criteria 4

Agenda 1: Setting up of E-Library.

Agenda Resolved: It was suggested that library committee should finalize the modalities.

5. Criteria 5

Agenda 1: To organise prize distribution function.

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Agenda Resolved: Registrar Committee should finalise suitable date and lists of winners.

Agenda 2: Inviting Alumni for counseling and training programs.

Agenda Resolved: Alumni committee will invite dignitaries from among Alumni as resource persons.

Agenda 3: To hold Annual Athletic Meet.

Agenda Resolved: Sports committee to organise the same in consultation with sister institutions.

Agenda 4: To organise workshop on Life Skills for students.

Agenda Resolved: Department of Education will organise it in collaboration with GHG Harparkash College of Education.

Agenda 5: To organise Career Counseling lecture

Agenda Resolved: It was suggested that Career Counseling Cell will organize the lecture in collaboration with IQAC.

Agenda 6: To organize Placement Drive.

Agenda Resolved: Education department will arrange the same in collaboration with GHG Harparkash College of Education.

Agenda 7: TET coaching.

Agenda Resolved: It was suggested that it should be organised in collaboration with GHG Harprakash College of Education.

6. Criteria 6

Agenda 1: To conduct FDP on Research Methodology for teaching faculty.

Agenda Resolved: It was suggested that Research Committee should conduct the workshop.

Agenda 2: To organise workshop for non-teaching staff.

Agenda Resolved: It was suggested that duty should be assigned to Computer , English and Commerce department teachers.

7. Criteria 7

Agenda 1: To conduct Green Audit and Energy Audit.

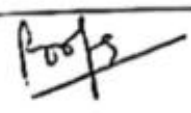
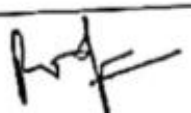
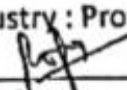
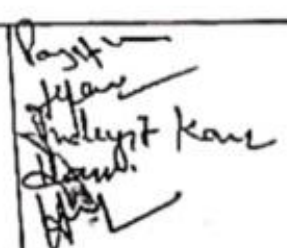

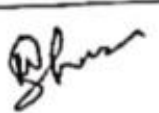
Agenda Resolved: It was suggested that Science department should conduct it in collaboration with Dr. Mohinder Kaur Grewal.

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KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD

IQAC MEETING- December 14, 2023

PROGRAMME OF ACTION

SR NO	AGENDA POINTS	TEACHER INCHAGE /TASK ASSIGNED	SIGNATURE OF THE TEACHER INCHARGE
	<u>Criterion I</u>		
1	To Introduce Skill based courses under the aegis of start up cell	Prof Roopa Kaur Rai	
	<u>Criterion II</u>		
2	Devolving expertise in innovative methods of Teaching	Prof Roopa Kaur Rai	
	<u>Criterion III</u>		
3	To sign the MoU for Collaboration with industry/employer for start up Cell Courses	Schools: Dr Paramjit Kaur Industry : Prof Harwinder Kaur Saloons : Dr nderjit Kaur - CA: Prof Harmanpreet Kaur Prof Harjit Kaur Web Developer : Prof Puneet Wadhwa Food Industry : Prof Roopa Kaur Rai 	
5	To Conduct Lecture on IPR	Dr Navdip Kaur Dr Gagandeep Dharni 	
	<u>Criterion IV</u>		
6	Setting up E-Library	Dr Mahlpal Dutt	
	<u>Criterion V</u>		

7	To organize Prize distribution Function to honour student achievers	Dr Navdip Kaur Prof Ashwani Jain Dr Parmjit Kaur	Dr Parmjit Kaur
8	Inviting Alumni for Counselling and training programmes	Prof Roopa Kaur Rai Dr Balwinder Kaur	
9	To hold the annual athletic meet	Dr Parmdeep Singh	
10	To Organise workshop on life skills for students	Prof Bhgawant Kaur Collaborate with Dr Shally	
11	To organise career counselling lecture	Prof Roopa Kaur Prof Ashwani Jain	
12	To organise placement drive	Dr Parmjit Kaur	
13	TET Coaching	Dr Paramjit Kaur Collaborate with B.Ed College	Dr Parmjit Kaur

Criterion VI

14	To Conduct FDP on Research Methodology for teaching Faculty	Dr Navdip Kaur Dr Gagandeep Dharni Dr Balwinder Kaur Dr Jasdeep Kaur Dr Amandeep Kaur Dr Geetajali Arora Dr Parmjit Kaur Dr Mahipal Dutt	
15	To organise Workshop for non Teaching staff	Prof Puneet Wadhwa Prof Jyoti	Dr Jyoti

Criterion VII

16	To Conduct Green Audit and Energy Audit	Prof Gagandeep Singh, Prof Gurjeet Singh in collaboration with Dr Mohinder kaur Grewal	Dr Gurjeet Singh Dr Mohinder Kaur Grewal
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Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Action Taken Report

IQAC Meeting (Dec 14, 2023)

Creterion I:-

Agenda 1.1: To introduce skill based courses under the aegis of Start-Up Cell.

Action Taken: Five skill based courses were introduced under the aegis of Start-Up Cell and five skill based short-term courses were introduced. 120 students successfully completed Start-Up Cell courses and 22 students did Self Study courses.

Creterion II:-

Agenda 2.1: Developing expertise in innovative methods of teaching.

Action Taken: Teachers used innovative methods like GD, Peer Teaching, PPT, flipped classroom and prepared E-content which was uploaded on the college YouTube channel.

Creterion III:-

Agenda 3.1: To sign MoU for collaborating with industry/employer for Start-up Cell.

Action Taken: MoU for Beauty and Wellness course was signed and was functional.

Agenda 3.2: Organizing In-house seminars.

Action Taken: In house seminars were conducted by Department of Education and Postgraduate Departments of English, Political Science, Punjabi and Commerce.

Creterion IV:-

Agenda 4.1: Setting up E-Library.

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Action Taken: The process of setting up of E- library was initiated by the librarian.

Creterion V:-

Agenda 5.1: To organize Prize Distribution Function to honour student achievers.

Action Taken: The Annual Prize Distribution Function was organized on April 12, 2024.

Agenda 5.2: Inviting alumni for Counseling and Training programme.

Action Taken: Alumni Meet was held on May 29, 2024 and they addressed the faculty and students.

Agenda 5.3: To hold Annual Athletic Meet.

Action Taken: 64th Annual Athletic Meet of Sidhwan Group of institutions was held on January 24, 2024.

Agenda 5.4: To organize workshop on Life skills for students.

Action Taken: Workshop on soft skills was organised on February 19, 2024. A total of 63 students attended the same.

Creterion VI:-

Agenda 6.1: To conduct FDP for teaching faculty.

Action Taken: One week FDP on 'Research Methodology' was conducted from May 17 to 24, 2024.

Agenda 6.2: Installing ERP and training faculty for using it.

Action Taken: SGHGU Hari Trust is in the process of customizing its own ERP and the institution would install it as and when it is available.

Agenda 6.1: To organize workshop for non-teaching staff.

Action Taken: The workshop was scheduled at the beginning of session 2024-25.

Creterion VII:-

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Agenda 7.1: To conduct Green Audit and Energy Audit.

Action Taken: Green Audit and Energy Audit was conducted at the institutional level.

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Khalsa College for Women, Sidhwan Khurd (Ludhiana)

IQAC Meeting

May 23, 2024

AGENDA

Criterion I

1. Execution of curriculum as per NEP.
2. Feedback analysis and eliciting of suggestions regarding future course of action.

Criterion II

1. To assign help desk duties for counseling students during summer break.

Criterion III

1. To publish book with ISBN number on contemporary topic of general interest related to teaching learning in HEI s.

Criterion IV

1. Infrastructural augmentation with purchase and installation of new stage curtains and modification of floor of Guru Nanak Bhawan.

Criterion V


1. To conduct meeting to provide financial help to needy students from Student Aid Fund.

Criterion VI

1. Conducting workshop for teaching and non-teaching staff on handling ERP software.

Criterion VII

1. To depute 10 NCC Cadets as volunteers during elections for community service.
2. To celebrate Yoga day.


Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

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Minutes of IQAC Meeting

May 23, 2024

Criterion I

Agenda I- Execution of curriculum as per NEP

Agenda Resolved-Introduction of Skill-Based Learning and Value Added Courses in the curriculum.

Agenda II-Feedback analysis and eliciting of suggestions regarding future course of action.

Agenda Resolved- It was suggested that online feedback forms should be designed for stakeholders.

Criterion II

Agenda I-To assign help desk duties for counseling students during summer break.

Agenda Resolved – It was suggested that a continuous communication should be established with students regarding admissions.

Criterion III

Agenda I- To publish book with ISBN number on contemporary topic of general interest related to teaching learning in HEIs.

Agenda Resolved – The committee discussed the various themes for the book on 'Contemporary topic of general interest related to teaching learning in HEIs' like Challenges in Higher Education, AI in Education, Technology and Innovation in Education, Technology in Education.

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Criterion IV

Agenda I-Infrastructural augmentation with purchase and installation of new stage curtains and modification of floor of Guru Nanak Bhawan.

Agenda Resolved – The committee discussed about modifications required for the floor and stage of Guru Nanak Bhawan.

Criterion V

Agenda I-To conduct meeting to provide financial help to needy students from Student Aid Fund.

Agenda Resolved – Needs of the students were discussed and the committee recommended some helping agencies like Guru Nanak Sewa Mission (Ludhiana) and Helping Hands (Jagraon).

Criterion VI

Agenda I- Conducting workshop for teaching and non-teaching staff on handling ERP software.

Agenda Resolved – The duty should be assigned to Computer Department.

Criterion VII

Agenda I-To depute 10 NCC Cadets as volunteers during elections for community service.

Agenda Resolved-It was recommended to appoint 10 NCC Volunteers to help senior citizens during elections.

Agenda II-To celebrate Yoga day.

Agenda Resolved – Department of physical Education will be assigned duty.

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KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD

IQAC MEETING-May 23, 2024__ACTION PLAN

SR NO	AGENDA POINTS	TEACHER INCHAGE /TASK ASSIGNED	SIGNATURE OF THE TEACHER INCHARGE
<u>Criterion I</u>			
1	Execution of curriculum as per NEP	Dr Navdip Kaur Mr Ashwani Jain	Navdip Ashwani Jain
2	Feedback Analysis and eliciting of suggestions regarding future course of action	Ms Roopa Kaur Rai Mrs Hardeep Kaur Dr Amandeep Kaur	Hardeep Amandeep
<u>Criterion II</u>			
3	To assign helpdesk duties for counselling students during summer break.	Mr Gagandeep Singh Dr Jasdeep Kaur Mrs Karamdeep Kaur	Jasdeep Karamdeep
<u>Criterion III</u>			
4	To publish book with ISBN number on contemporary topic of general interest.	Dr Inderjit Kaur	Inderjit Kaur
<u>Criterion IV</u>			
5	Infrastructural augmentation with purchase and installation of new stage curtains and modifications of floor of Guru Nanak Bhawan	Mr Gagandeep Singh	Gagandeep
<u>Criterion V</u>			
6	To conduct meeting to provide financial help to needy Student Aid Fund	Dr Navdip Kaur Dr Gagandeep Dharni Dr Inderjit Kaur Mrs Harwinder Kaur Mrs Baldev Kaur Mann	Navdip Gagandeep Inderjit Kaur Harwinder Baldev

<u>Criterion VI</u>			
7	Conducting workshop for teaching and non teaching staff on handling ERP	Mr Puneet Wadhwa Ms Harpreet Kaur (Computer)	<i>Puneet Wadhwa</i> <i>Harpreet Kaur</i>
<u>Criterion VII</u>			
8	To depute 10 NCC cadets as volunteers during elections for community service.	Dr Balwinder Kaur	<i>Balwinder Kaur</i>
9	To celebrate Yoga Day	Dr Paramdeep Singh	<i>Paramdeep Singh</i>

Note: All the Execution should be completed within a month.

[Signature]
Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

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Khalsa College for Women, Sidhwan Khurd (Ludhiana)

Action Taken Report

IQAC Meeting (May 23, 2024)

Creterion I:-

Agenda 1.1: Execution of curriculum as per NEP.

Action Taken: Curriculum as per NEP was discussed and offered to be implemented during the session 2024-25.

Agenda 1.2: Feedback Analysis and eliciting of suggestions regarding future course of action.

Action Taken: Feedback forms were analyzed and action taken report is available on college website.

Creterion II:-

Agenda 2.1: To assign helpdesk duties for counseling students during summer break.

Action Taken: Helpdesk duties were assigned for counseling students during the summer break from June 3rd to July 13th, 2024.

Creterion III:-

Agenda 3.1: To publish book with ISBN Number on contemporary topic of general interest.

Action Taken: Two edited books were published with following details:

Title	Pulisher	ISBN	Edition
Naari Chetna (Aalochana)	Saptrishi Publishers Chandigarh	9788197776441	2024
Naari Samvedna : Badalde Paripekh		9788197511684	2024

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Creterion IV:-

Agenda 4.1: Infrastructural improvement by re-alignment of curtains and modification of floor of Guru Nanak Bhawan.

Action Taken: The curtains were re-aligned and floor was modified.

Creterion V:-

Agenda 5.1: To conduct meeting to provide financial help to needy students from Student Aid Fund.

Action Taken: The meeting is planned to be conducted soon.

Creterion VI:-

Agenda 6.1: Conducting workshop for teaching and non-teaching staff on handling ERP software.

Action Taken: The workshop was re-scheduled to be conducted at the beginning of the session 2024-25.

Creterion VII:-

Agenda 7.1: To depute 10 NCC Cadets as volunteers during elections for community service.

Action Taken: 10 NCC Cadets were deputed as volunteers in Jagraon region during elections for community service.

Agenda 7.2: To celebrate Yoga Day.

Action Taken: Yoga Day was celebrated on June 21st, 2024.

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KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD (LUDHIANA)
COLLEGE ADMINISTRATION 2023-24

Duties of Staff

1. Advisory Committee
 - Dr. Navdip Kaur (Convener) *Navdip*
 - Dr. Gagandeep Dharni *Gagandeep*
 - Ms. Roopa Kaur Rai *Roopa*
 - Ms. Inderjit Kaur *Inderjit Kaur*
 - S. Gagandeep Aulakh *Aulakh*
 - Mr. Puneet Wadhwa *Puneet*
 - Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev Mann*
2. Advertisement Cell
 - Dr. Jasdeep Kaur *Jasdeep*
 - Mrs Karamdeep Kaur *Karamdeep*
 - Dr Mahipal Dutt *Mahipal*
 - Mr Ashish Kumar *Ashish*
3. Academic Audit Committee
 - Dr. Navdip Kaur *Navdip*
 - Mr. Ashwani Jain *Ashwani Jain*
4. Administrative Audit Committee
 - Dr. Gagandeep Dharni *Gagandeep*
 - Dr. Parmjit Kaur *Parmjit*
 - Mrs Baldev Kaur Mann *Baldev Mann*
5. Alumni Association
 - Ms Roopa Kaur Rai *Roopa*
 - Dr Balwinder Kaur *Balwinder*
6. Add-On-Courses (Co-ordinators)
 - Mrs Ramanpreet Kaur (Web Designing & Multimedia) *Ramanpreet*
 - Dr. Gagandeep Dharni (Communicative English) *Gagandeep*
 - Mrs Harwinder Kaur (Computer Based Accounting) *Harwinder*
7. AISHE Committee
 - Mr. Puneet Wadhwa *Puneet*
 - Mr. Sanjay Kumar (Clerk) *Sanjay*
8. Annual Stock Checking Committee
 - Dr. Mahipal Dutt *Mahipal*
 - Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev Mann*
 - Ms. Rajni (Clerk) *Rajni*
 - Mrs. Amandeep Kaur (Lib. Res.) *Amandeep*
9. Academic Council
 - Dr Navdip Kaur -Coordinator *Navdip*
 - Examination Committee (Theory & Practical) *Navdip*
 - Mrs Karamdeep Kaur *Karamdeep*
 - Mr Ashwani Jain *Ashwani Jain*
 - Dr Paramjit Kaur *Paramjit*
- Remedial Teaching
 - Ms Roopa Kaur Rai *Roopa*
 - Ms Rajni *Rajni*
- Internal Assessment
 - Mr Ashish Kumar *Ashish*
10. Administrative Block Maintenance
 - Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev Mann*
 - Miss Rajni *Rajni*
11. Anti Ragging Squad
 - Mrs Ramanpreet Kaur *Ramanpreet*
 - Dr Paramjit Kaur *Paramjit*
12. Anti Drug Cell
 - Dr Amandeep Kaur *Amandeep*
 - Ms Rajvir Kaur *Rajvir*
13. Annual Prize Distribution
 - Dr Navdip Kaur - Coordinator *Navdip*
 - Ms Inderjit Kaur *Inderjit Kaur*
 - Dr Mahipal Dutt *Mahipal*
 - Ms Bhagwant Kaur *Bhagwant*
14. AQAR/NAAC Committee
 - Ms Roopa Kaur Rai - Coordinator *Roopa*
 - Criteria 1
 - Ms Roopa Kaur Rai *Roopa*
 - Mrs Hardeep Kaur *Hardeep*
 - Dr. Geetanjali Arora *Geetanjali*
 - Ms. Harpreet Kaur (Comp.) *Harpreet*
 - Criteria 2
 - Dr. Navdip Kaur *Navdip*
 - Ms Rajni *Rajni*
 - Dr. Jasdeep Kaur *Jasdeep*
 - Dr. Parmjit Kaur *Parmjit*
 - Ms. Harjeet Kaur *Harjeet*

Criteria 3

- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Prof. Ashwani Jain
- Mr. Ashish Kumar

Criteria 4

- Mr. Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr. Mahipal Dutt
- Mrs. Karamdeep Kaur

Criteria 5

- Ms. Inderjit Kaur
- Mrs. Harwinder Kaur
- S. Paramdeep Singh
- Mrs. Harpreet Kaur

Criteria 6

- Mrs. Karamdeep Kaur
- Mrs. Ramanpreet Kaur
- Ms. Bhagwanti Kaur
- Ms. Arneet Kaur

Criteria 7

- Dr. Amandeep Kaur
- Mrs. Jaspreet Kaur
- Mr. Ashish Kumar
- Mrs. Bhagwanti K. Bhan
- Mr. Gurjeet S. Bhan

15. Bursar

- Dr. Jasdeep Kaur (Dept of Economics)

16. Building Committee

- S. Gagandeep Aulakh (Convener)
- Dr. Paramdeep Singh
- Mr. Sanjay Kumar, Clerk
- Mr. Jagraj Singh (LA)

17. Buddy Group Incharges

- Mr. Ashwani Jain (Nodal Officer)
- Mrs. Hardeep Kaur

18. College Calendar

- Dr. Navdip Kaur
- Dr. Gagandeep Dharni
- Ms. Inderjit Kaur

19. College Canteen Committee

- Dr. Gagandeep Dharni
- Dr. Amandeep Kaur
- Dr. Paramdeep Singh

20. Capacity Enhancement/Value added courses for Students

- Dr. Jasdeep Kaur
- Mr. Ashwani Jain

21. Clubs

Science & Eco Club

- S. Gagandeep Aulakh
- Dr. Amandeep Kaur

IT Club

- Mrs. Jaspreet Kaur
- Mrs. Ramanpreet Kaur

IPR Cell

- Dr. Gagandeep Dharni
- Mrs. Hardeep Kaur

Human Rights Club

- Dr. Jasdeep Kaur
- Dr. Mahipal Dutt

Legal Literacy Club

- Mr. Ashish Kumar
- Ms. Harpreet Kaur (Computer)

Social Science Club/Forum

- Mrs. Hardeep Singh Kaur
- Mrs. Karamdeep Kaur

Red Ribbon Club

- Mrs. Hardeep Kaur
- S. Gurjeet Singh

Commerce Club

- Mrs. Harwinder Kaur
- Mrs. Harjeet Kaur

22. College Magazine Editorial Board

- Dr. Gagandeep Dharni (Chief Editor)
- Mrs. Ramanpreet Kaur (Pictorial Editor)

23. Community Outreach Activities

- Dr. Balwinder Kaur
- Dr. Paramdeep Singh
- Ms. Ramandeep Kaur Sivia

24. Committee for Prevention of Sexual Harassment of Women at work place

- Ms. Rajni
- Dr. Geetanjali Arora

25. Counselling Cell

- Mr. Ashish Kumar
- Mrs. Harwinder Kaur - Guidance & Preparation for CA
- Dr. Paramjit Kaur - CTET, PTET
- Mr. Ashwani Jain - Various competitive exams of departments like Police, Banks and other officers.

Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)

Cleanliners supervision and material incharge

- Mr. Ashish Kumar (Convener) *3/ha*
- Dr. Paramdeep Singh *Don*
- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev Mann*
- Mrs. Amandeep Kaur (Lib. Restorer) *Aman*
- S. Jagraj Singh (LA) *Sure*
- All Peons, Mali & Sweepers
- Students-5
- Ms Harjeet Kaur *Harjeet*
- Ms Harmanpreet Kaur *Harmanpreet*
- Ms Nidhi *Nidhi*
- Ms Ravika *Ravika*

27. Cultural/Youth Festival Committee

- Dr Gagandeep Dharni- (Convener) *YH*
- Ms Inderjit Kaur; (Co-Convener) *Inderjit Kaur*

Dramatics Society

- Dr Gagandeep Dharni *YH*
- Ms Inderjit Kaur *Inderjit Kaur*
- Dr Geetanjali Arora *Geet*
- Mrs Karamdeep Kaur *Karam*

Literary Society

- Ms Roopa Kaur Rai *Rai*
- Dr Balwinder Kaur *Balwinder*
- DR Mahipal Dutt *Mahipal*
- Dr Paramjit Kaur *Paramjit*

Fine Arts Society

- Mrs Harwinder Kaur *Harwinder*
- Mr Ashish Kumar *Ashish*
- Mrs Bhagwant Kaur *Bhagwant*

28. Daily Activities Record

- Dr. Mahipal Dutt *Mahipal*
- S. Gurjeet Singh *Gurjeet*

29. Decoration & Seating Arrangement Committee

- Dr. Balwinder Kaur *Balwinder*
- Dr. Paramdeep Singh *Param*
- Ms. Bhagwant Kaur *Bhagwant*

30. Equal Opportunity/Internal Committee for Disabled/Differently abled students

- Ms Roopa Kaur Rai *Rai*
- Dr. Amandeep Kaur *Amandeep*

31. Energy Audit

- S. Gagandeep Aulakh *Gagandeep*
- S. Gurjeet Singh *Gurjeet*

32. E-lessons preparation

- Mrs Ramanpreet Kaur (Coordinator) *Ramanpreet*
- Mrs Harpreet Kaur (Comp) *Harpreet*

33. Feedback Cell

- Ms Roopa Kaur Rai *Roopa*
- Mrs Harwinder Kaur *Harwinder*
- Dr Geetanjali Arora *Geetanjali*
- Ms Rajni *Rajni*

34. Faculty Development Prog. And Faculty Exchange Prog.

- Dr Navdip Kaur *Navdip*
- Ms Roopa Kaur Rai *Roopa*
- Ms Rajvir Kaur *Rajvir*

35. First Aid & Red Cross Committee

- Mrs Karamdeep Kaur *Karam*
- Dr Paramdeep Singh *Param*

36. Guidance and Counseling Cell

- Ms Inderjit Kaur *Inderjit Kaur*
- Dr Paramjit Kaur *Paramjit*

37. Green Audit

- Dr Amandeep Kaur *Amandeep*
- S. Gurjeet Singh *Gurjeet*

38. Grievance Redressal cell

- S. Gagandeep Aulakh *Gagandeep*
- Ms Bhagwant Kaur *Bhagwant*

39. Gurudwara Committee

- Mrs Karamdeep Kaur (Convener) *Karam*
- Dr. Geetanjali Arora *Geet*
- Mrs Hardeep Kaur *Hardeep*
- Mrs. Amandeep Kaur (Lib. Res.) *Amandeep*

40. Hospitality Committee

- Dr. Gagandeep Dharni (Co-Convener) *Gagandeep*
- Dr. Parmjit Kaur *Parmjit*
- Mrs Hardeep Kaur *Hardeep*
- Dr. Jasdeep Kaur *Jasdeep*
- Mrs. Amandeep Kaur (Lib Res) *Amandeep*

41. Hostel Committee

- Mrs Hardeep Kaur (Convener) *Hardeep*
- Dr. Parmjit Kaur *Parmjit*
- Ms. Rama Makkar (LA) *Rama Makkar*

[Signature]

Invitation Committee

- Teacher In-Charge of concerned Function
- Mrs. Baldev Kaur Mann (Off. Supdt.)

43. Instagram and Tweeter Account

- Ms Avneet Kaur
- Ms Harpreet Kaur (Comp)

44. Incharge College Equipments

- Mrs. Baldev Kaur Mann- Administration Office
- Mr Puneet Wadhwa- Library Equipments & Laptops, Principal Office, LCD, TV Sets, Computer Labs Equipments (4-6)
- Mrs Ramanpreet Kaur- Smart Boards
- Mrs Jaspreet Kaur- Handy Camera, CCTV Cameras, Lab Equipments (1-3)
- S. Gagandeep Aulakh & S. Jagraj Singh- (Air Conditioners, Water Purifiers, Generator, All Electrical & Water Equipments, Water Dispensers, Water Coolers, Tube Lights, Bulbs, Sound System, Submersible Motor and Water Taps)
- S. Jagraj Singh- To help the above Incharges.

45. Landscaping & Maintenance of College Campus

- Prof. Ashish Kumar
- Dr Paramdeep Singh
- Sh. Salig Ram
- Sh. Rajnish Kumar

46. LMS

- Mr Puneet Wadhwa
- Ms Harpreet Kaur (Comp)

47. Leave to Students Committee

- All Mentors
- Mrs Baldev Kaur Mann
- S. Jagraj Singh - Record keeping of leaves of students

48. Library/Book Bank Committee

- Dr. Mahipal Dutt (Convener)
- Mrs Harwinder Kaur
- Dr. Amandeep Kaur

49. Maintenance of Notice Boards/ Name Plates/ Other boards etc.

- Mrs Karamdeep Kaur
- Prof. Ashish Kumar
- Dr. Mahipal Dutt

50. NCC

- Dr Balwinder Kaur (Incharge)
- Mrs. Baldev Kaur Mann, Off. Supdt.
- S. Jagraj Singh

51. New Courses Committee (UGC & PU Chd)

- Mr Puneet Wadhwa, Convener
- Mrs Jaspreet Kaur
- Mrs Ramanpreet Kaur
- Dr. Parmjit Kaur
- Mrs. Baldev Kaur Mann

52. NSS

- Ms Inderjit Kaur- 1st Unit
- Mr Ashish Kumar- 2nd Unit

53. Parent Teacher Association

- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Ms Nidhi

54. Placement cell

- Mr. Puneet Wadhwa
- Dr Jasdeep Kaur
- Mr Ashwani Jain

55. PAR Committee

- Mr Puneet Wadhwa
- Dr. Parmjit Kaur
- Ms. Bhagwant Kaur
- Mr. Sanjay Kumar (Clerk)

56. Photography and Videography Committee

- Mrs Ramanpreet Kaur (Computer)
- Mrs Harwinder Kaur (Commerce)
- Dr. Amandeep Kaur (Science)
- Mr Ashish Kumar
- Dr. Mahipal Dutt for Photographs record in Library.

57. Picnic and Tours Committee

- Prof. Inderjit Kaur (Convener)
- Dr. Mahipal Dutt
- Dr Paramdeep Singh
- Ms Bhagwant Kaur

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58. Press, Annual Report & News Letter Committee

- Ms Roopa Kaur Rai (English) Incharge
- Dr. Balwinder Kaur (Punjabi)
- Dr Mahipal Dutt (Hindi)
- Mrs Ramanpreet Kaur
- Mrs. Baldev Kaur Mann (To Send all the news)
- S. Jagraj Singh (Typing)
- Ms. Rama (Eng. & Pbi. Typing)

59. Proctorial Committee/Discipline

- Mrs Hardeep Kaur
- S. Gagandeep Aulakh
- Dr Paramdeep Singh

60. Prospectus Committee

- Dr. Navdip Kaur (Convener)
- Dr. Balwinder Kaur
- Dr Amandeep Kaur
- Ms Rajni (Mathematics)
- Mrs. Baldev Kaur Mann

61. Purchasing Committee

- Dr. Navdip Kaur (Convener)
- Mr Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr Jasdeep Kaur
- Dr Paramjit Kaur

62. Reception Committee

- Dr. Navdip Kaur
- Dr. Gagandeep Dharni
- Ms Inderjit Kaur

63. Research & Development Cell

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Dr. Jasdeep Kaur
- Dr. Amandeep Kaur
- Dr. Geetanjali Arora
- Dr. Parmjit Kaur
- Dr. Mahipal Dutt

64. Student Council (CSA)

- Dr Gagandeep Dharni (Dean)
- Ms Inderjit Kaur
- Mrs Harwinder Kaur
- Mrs Hardeep Kaur

65. Scholarships Committee

- Mrs Hardip Kaur (Overall Incharge of all Scholarships & Nodal Officer SC/OBC)
- Mr Ashish Kumar (Minorities, University & UGC)
- Mrs Ramanpreet Kaur (SHDF Scholarship)
- Dr Paramdeep Singh (Sports)
- S. Jagraj Singh
- Ms. Rajni

66. Seminar/Extension Lect Committee

- Dr Geetanjali Arora
- Ms Inderjit Kaur
- Mr Puneet Wadhwa
- Mrs Harwinder Kaur
- Dr Jasdeep Kaur
- Mr Ashwani Jain

67. Student Induction committee

- Dr Jasdeep Kaur
- Dr Mahipal Dutt

68. Self Study Courses

- Mrs Jaspreet Kaur- Coordinator
- Ms Avneet Kaur

69. Staff Meeting Record

- Dr Geetanjali Arora
- Ms Jyoti

70. Student Satisfaction survey

- Ms Rajni
- Mrs Karamdeep Kaur

71. Start up cell

- Ms Roopa Kaur Rai
- Mr Puneet wadhwa- Web Designing
- Ms Inderjit Kaur-Makeover
- Mrs Harwinder Kaur-Tally
- Dr. Paramjit Kaur- Fashion Designing
- Ms Nidhi Chopra- Baking

72. Suggestion Box

- Mrs Baldev Kaur Mann- Co-ordinator

ports Committee

- Dr Paramdeep Singh
- Dr. Jasdeep Kaur
- Mr Ashwani Jain
- Ms Bhagwant Kaur

78. Time Table Committee

- Dr. Jasdeep Kaur
- Ms Rajni
- Mrs Ramanpreet Kaur

74. Student Aid Fund/Scholarship/
Fee Concession Committee

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Prof. Inderjit Kaur
- Prof. Harwinder Kaur
- Mrs. Baldev Kaur Mann

79. UGC and National Council for Teacher
Education (NCTE) Committee

- Mr Puneet Wadhwa
- Dr. Parmjit Kaur
- Mrs. Baldev Kaur Mann (Off. Supdt.)
- Mr. Sanjay Kumar (Clerk)

80. Weekly Assembly/ Staff/ Students

Attendance and Address by Teachers

- Dr Gagandeep Dharni (Convener)
- Mrs Karamdeep Kaur (Co-Convener)
- All announcements schedule of present
- Mrs Bhagwant Kaur
- Dr. Geetanjali Arora (Prayer, Harmonium)
- Mrs Jaspreet Kaur- Projector Setting
- Mrs Harmanpreet Kaur
- Mrs. Rama Makkar - Staff Attendance
- S. Jagraj Singh - Mike Setting

75. Switching off Fans, Bulbs & Complete
Locking

- Mrs. Amandeep Kaur- Main & PG Library
- Mr. Katar Singh- First Floor All Over
- Smt. Kuldeep Kaur- Ground Floor All Over
- Mrs Ramma Makkar – over all checking

76. Transport Committee

- S. Gurbakhshish Singh, Bus Supervisor
- S. Gagandeep Aulakh (Co-Convener)
- Mr Ashwani Jain- All bills related to Transport
- Mrs Harwinder Kaur

81. Website Updation

- Mr Puneet Wadhwa
- Mrs Ramanpreet Kaur

77. Teacher Induction Programme

- Dr. Navdip Kaur
- Dr Gagandeep Dharni

82. Youtube Channel & Facebook page of
college -coordinator

- Mrs Jaspreet Kaur

Note: All the Staff Members are required to note all the duties and put signatures in front of his/her name. It is also informed you that all the staff members will perform his/her duty with full responsibility and in time. Undersigned will not remind any duty to anyone.

Khalsa College for Women,
Sidhwan Khurd (Ludhiana)