


GURU NANAK COLLEGE SUKHCHAIANA SAHIB PHAGWARA

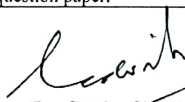
IQAC NAAC Action Taken Report

Meeting held on 20.08.2019

Report presented on 13.09.2019

Agenda	Decisions made	Action taken
Final submission of yearly status report 2018-19.	It was instructed to submit the yearly status report to NAAC before 25.09.2019.	Compliance was made and almost all the criteria of AQAR were chalked out. It was sure to be submitted before 25.09.2019.
To strengthen the feedback system from stakeholders.	Discussion was made to prepare new feedback forms for Parents and Alumni.	Proforma for feedback has been prepared and got approved from the Chairperson and coordinator, IQAC. These will be given to Alumni and Parents in the next meeting for gathering the feedback.
Academic Calendar for the session 2019-20.	It was decided to ask heads of various departments to submit the plan of their extension activities.	Academic calendar has been prepared and uploaded on website.
To plan out Golden Jubilee Celebration as well as 550 th birth anniversary of Sri Guru Nanak Dev Ji.	It was decided to release a souvenir to mark the 50 years' journey traversed by the institution so far. It was also decided to celebrate 550th birth anniversary of Sri Guru Nanak Dev Ji in the first week of November.	A core committee has been made under the supervision of Dr. Swinder Singh to collect the data of last 50 years and the work has been started vigorously.
Mid semester tests.	It was also decided to commence mid semester tests from 23 September 2019.	Teachers have been instructed to complete the 60% syllabi by 15th September 2019 and to prepare the question paper.


Dr. Seema Kapoor
Coordinator


(Dr. Gurdev Singh)
Principal

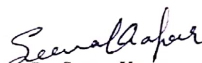
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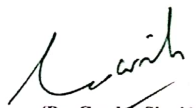
IQAC NAAC Action Taken Report

Meeting held on 14.10.2019

Report presented on 30.10.2019

Agenda	Decisions made	Action taken
To review mid semester test results.	After reviewing the result, it was proposed to take zero period for the improvement of students in some subjects.	Some of the teachers have started taking extra classes in their free periods.
Review of feedback from the parents and redress the grievances.	There was overwhelming appreciation for academics but some of the grievances like bus facility for boys were to be redressed.	Bus facility for boys is under consideration but high funds are required for the same.
Activities as per academic calendar.	It was reported by heads of departments that the activities of their respective departments were in compliance with academic calendar.	Academic and co-curricular activities are being organized by departments regularly and the compliance is displayed on social media.
Syllabus of different classes.	It was reported by heads of departments that syllabi of classes were running smoothly.	It has been instructed to complete the syllabi by the end of October so that conducive revision can be made and it is found to be on the verge of completion.
To decide date and guests for golden jubilee celebration.	It was decided to release the Souvenir on 5 th November 2019. During the course of celebration the following activities were decided to be organized: (a) Blood Donation Camp (b) Students' Competitions	Invitation letters of events have been sent to distinguished guests and stakeholders. Dr. Sarabjit Singh Renuka, a distinguished scholar has been invited to enlighten the students by highlighting the role of Sri Guru Nanak Dev Ji's philosophy in the present society. Unfortunately the date to release Souvenir has been postponed.


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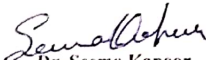
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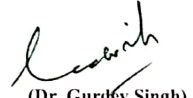
IQAC NAAC Action Taken Report

Meeting held on 23.12.2019

Report presented on 12.01.2020

Agenda	Decisions made	Action taken
Repair and renovation of college auditorium.	All the IQAC members endorsed the plan of repair and renovation of college auditorium.	The work of renovation is under process. The plan was kept in the management meeting and the management is arranging for the funds.
Academic audit.	Academic Audit proformas were distributed among the IQAC members for suggestion and were approved.	Academic Audit proformas have been given to all the teachers to fill up and submit by March 30th 2020 so that Academic Audit may be conducted in April 2020.
Time table discussion for even semester.	Time table committee was instructed to chalk out the time table for even semester by securing tutorial period.	The time table has been prepared and displayed on notice board.
Lesson plans.	Department heads were asked to instruct faculty members to prepare lesson plans for the coming semester.	Lesson plans have been prepared by faculty members and have been documented electronically.
Bhai Rupi Trust Scholarship.	Department heads were given the responsibility to enlist the meritorious students for scholarships.	The list of 27 meritorious students have been made and the scholarship will be given on 22 nd January 2020. Guests have been intimated.


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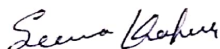
GURU NANAK COLLEGE SUKHCHAIANA SAHIB PHAGWARA


IQAC NAAC Action Taken Report

Meeting held on 29.02.2020

Report presented on 12.03.2020

Agenda	Decisions made	Action taken
Review of previous IQAC meeting.	Reviewed the status of compliance.	No action required.
Annual Athletic Meet.	Different athletic competitions were suggested.	Suspended due to looming uncertainty of Covid-19.
Organization of Parent Teacher meet.	It was decided to fix the date as per convenience.	Parent Teacher meeting took place on 7th March 2020.
Organization of two day workshop on self-defense program.	It was decided to fix the date as per convenience of resource person.	Notice has been issued for the workshop to take place on 16 & 17 March 2020.
Annual Prize Distribution Function.	It was decided to fix a date for Annual Prize Distribution Function in the last week of March 2020.	Suspended due to looming uncertainty of Covid-19.
On-campus placement.	Coordinator counseling cell was directed to contact local companies for placement.	The work is under procedure. Brainbox Corporate Solutions will visit the campus in near future.


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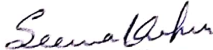
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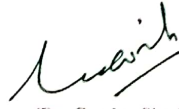
IQAC NAAC Action Taken Report

Meeting held on 19.03.2020

Report presented on 19.05.2020 (Due to overall lock down)

Agenda	Decisions made	Action taken
Review of previous IQAC meeting held.	The minutes of previous meeting were confirmed.	No action required.
PTM related issues.	The teachers were asked to contact the parents on phone and reveal the performance and attendance of the students.	Faculty has been instructed for the same and work is in compliance.
To deal with Covid-19 related issues.	It was discussed that the security personnel at the main gate should be appropriately trained. It was decided to make appropriate hand sanitization arrangements for all the visitors at the entry point. It was also decided to guide all the employees to wear masks and sanitize themselves time to time.	The security personnel has been trained under the supervision of college superintendent. Masks have been made mandatory to wear and sanitization material has been bought for proper sanitization and everything is being monitored closely.
Online classes/instructions.	As the teaching work was suspended due to Covid-19 in the middle of session, the chairperson instructed the department heads to guide the teachers to take online classes.	Faculty members have command on online teaching. They have started giving instructions to students during lock down. Things were confirmed by random checking.


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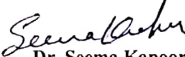
GURU NANAK COLLEGE SUKHCHAIANA SAHIB PHAGWARA


IQAC NAAC Action Taken Report

Meeting held on 01.07.2020

Report presented on 10.07.2020

Agenda	Decisions made	Action taken
Review of previous IQAC meeting held	The minutes of previous meeting were confirmed.	No action required.
Terminal semester examination.	The Safety Protocol Norms of GNDU were to be followed for July terminal semester examination, 2020.	A Task Force under the supervision of Dr. Seema Kapoor, coordinator, IQAC was constituted to deal with Covid-19 related issues and safety protocol norms. Unfortunately, the exams were postponed due to Covid-19.
Issues pertaining to students' eligibility and issue of roll numbers	Department heads were instructed to inform all the students for clearing their dues and to remain in touch with college office for the roll number slips.	The students were informed through social media and telephone calls and the result was seen by getting their no dues cleared.
Implementation of GNDU guidelines during Covid-19 scenario.	It was decided to assign duties to faculty members and other employees so that the guidelines could be implemented perfectly.	Each faculty members has been given a copy of GNDU instructions to be followed during Covid-19 scenario and are asked to adhere to the same.


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