

**GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA**  
**IQAC-Management Minutes of Meeting**

Date: 22.07.2020

The minutes of the proceedings of IQAC and Management, Guru Nanak College, Phagwara held on 21.07.2020 in the seminar hall, maintaining social distancing at 10.30. a.m.

**1. Name of the participants**

S. Jatinder Singh Palahi, President Managing Committee  
Dr. Gurdev Singh (Principal), Chairperson, IQAC  
S. Harmander Singh, General Secretary Managing Committee  
Prof. Parmjit Singh, Assistant Professor in Computer Science  
Dr. Seema Kapoor, Assistant Professor in English, Co-coordinator, IQAC  
Dr. Inderjit Kaur, Assistant Professor in Punjabi  
Dr. Reena, Assistant Professor in English  
Dr. Manpreet Kaur, Assistant Professor in Commerce  
Dr. Shamika Kumar, Assistant Professor in Economics  
Dr. Y.S. Bhatia, Assistant Professor in History  
Dr. Parminder Singh, Assistant Professor in Punjabi  
S. Jatinder Singh, Office clerk and Alumni Member  
S. Jaspreet Singh, Office clerk and Alumni Member  
Sh. Surinder Chawla, Alumni Member  
S. Satnam Singh Sahni, Sarpunch and Managing Committee  
S. Jatinder Singh Kundi, Industrialist and Cashier Managing Committee

**2. Absent**

Prof. Chandni, Assistant Professor in Computer Science

**3. Agenda**

- i. To inform about results of even semester classes.
- ii. To discuss strategy for online classes for the session 2020-21.
- iii. Admission status.
- iv. To discuss Green Audit Report.
- v. To discuss Academic Audit Report.
- vi. To discuss Swachhta Action Plan.

**4. Discussions Made**

- i. Minutes of previous meeting were confirmed and compliance was discussed.
- ii. The Chairperson read the report of even semester IQAC meetings, action plans and status of compliance.
- iii. The management was informed that safety protocol norms to deal with Covid-19 were being followed strictly in the college campus and for this purpose, a Task Force under the supervision of Dr. Seema Kapoor, Coordinator IQAC had been constituted, to deal with Covid-19 related issues.
- iv. Hand sanitizer, soap and masks were made available in the staff room, office and different departments.
- v. The chairperson informed the management that due to suspension of teaching work in the middle of session the department heads were instructed to guide the teachers to take online classes and for this purpose Google Classroom app was being used.
- vi. It was regretted that some activities like Annual Athletic Meet, Annual Prize Distribution Function, Convocation and Self-Defence program under Gender Sensitization Scheme were suspended due to Covid-19.
- vii. As far as exams of final semester were concerned, the college was prepared and was waiting for the latest instruction from the university.
- viii. The chairperson informed the management that a committee of five teachers was constituted to monitor Swachhta Action Plan and workshop on the same, organized by MHRD, had been attended by the faculty members.
- ix. Green Audit report was read by the IQAC coordinator and it was suggested to encourage rain water harvesting and to encourage indigenous plants and trees fruit bearing trees and medicinal trees.
- x. Self-declaration pro-formas duly filled by faculty members were ready for Academic Audit Report.
- xi. The President of the college kept his point of admissions for the session 2020-21. The chairperson informed that the office was in touch with students as their results were declared as per orders of Government of

Punjab on intermediate classes vide Memo No.CollegeEdu.(3)spl-0022, SAS Nagar Dated-04/07/2020. in view of current precarious situation due to COVID-19 pandemic.  
xii. After the rigorous discussion, it was decided to start online classes of college from second week of August.

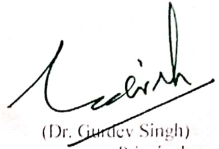
**5. Future Plans**

- i. Due to the uncertainty of Covid-19 scenario, it was suggested to enhance the online teaching/instruction/infrastructure/linkage of the institution to cater the best possible facilities to the students.
- ii. To upgrade the sports facilities in the college campus.

The meeting was adjourned by the President at 1.00 p.m.



S. Jatinder Pal Singh Palahi  
President



(Dr. Gurdev Singh)  
Principal