

# GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

## IQAC-NAAC Minutes of Meeting

Date: 23.12.2019

The minutes of the proceedings of IQAC held on 23.12.2019 in the office of the Chairperson at 12.30 p.m.

### 1. Name of the participants

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

### 2. Absent

- Sh. Surinder Chawla, Alumni Member

### 3. Agenda

- 1) Review of previous IQAC meeting held on 14.10.2019 and suggestions given and status of compliance.
- 2) Repair and renovation of college auditorium.
- 3) To discuss academic audit.
- 4) Organization of Alumni meet.
- 5) Time table discussion for even semester.
- 6) Lesson plans.
- 7) Distribution of Bhai Rupi Trust Scholarship.

### 4. Decisions Made

- 1) The minutes of previous meeting were confirmed.
- 2) With great enthusiasm all the IQAC members endorsed the plan of repair and renovation of college auditorium.
- 3) Academic audit proformas were distributed among the IQAC members and suggestions of different names as audit heads, knocked from all corners and ultimately it was decided to invite:
  - (i) Dr. S.S. Deol, former principal GHG Khalsa College, Gurusar Sudhar, Ludhiana
  - (ii) Dr. Sube Singh, IES, Deputy Director, Cost & Prices, Govt. of India, New DelhiThese names were approved by all the members.
- 4) Reviewed the reports of different committees of the college for setting the benchmark/ parameters for the various academic, administrative, research and extension activities of the college.
- 5) Time table committee was instructed to chalk out the time table for even semester by securing tutorial periods.
- 6) Department heads were asked to instruct faculty members to prepare lesson plans for the coming semester.
- 7) Month of January announces the distribution of Bhai Rupi Trust scholarships. Efforts of Chairperson for maintaining the funds were appreciated by all the members and department heads were given the responsibility to enlist the meritorious students for scholarships.
- 8) The Chairperson IQAC wished everyone joyful winter holidays and the meeting was adjourned at 1.30 pm.

**5. Future Plans:**

- 1) To arrange placement drive.
- 2) To arrange convocation and prize distribution function.

*Seema Kapoor*

Dr. Seema Kapoor  
Coordinator IQAC

*Gurdev Singh*  
(Dr. Gurdev Singh)  
Chairperson IQAC