

GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

IQAC-NAAC Minutes of Meeting

Date: 02.07.2020

The minutes of the proceedings of IQAC held on 01.07.2020 in the office of the Chairperson at 10.00 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
S. Jatinder Singh, Office clerk and Alumni Member
S. Jaspreet Singh, Office clerk and Alumni Member
Sh. Surinder Chawla, Alumni Member
S. Jatinder Singh Kundi, Industrialist and Member Managing Committee

2. Absent

Prof. Chandni, Assistant Professor in Computer Science
S. Satnam Singh Sahni, Sarpanch and Managing Committee

3. Agenda

- 1) Review of previous IQAC meeting held on 19.03.2020 and suggestions given and status of compliance.
- 2) To discuss the structure of framing course outcomes and program outcomes and its mapping
- 3) Discussion on terminal semester examination.
- 4) To constitute a Task Force for implementation of GNDU guidelines.
- 5) Other issues pertaining to students' eligibility and issue of roll numbers.
- 6) Any other issue with the special permission of the chair.

4. Decisions Made

- 1) The minutes of previous meeting were confirmed.
- 2) The IQAC coordinator put the agenda before the IQAC of framing COs and POs as per the need of present scenario, following the new education policy of India. All the Department Heads were instructed by the chairperson to draw the outline and discuss it with teachers so that they can frame their lesson plans accordingly. It was discussed to chalk out well defined and structural mechanism for attaining and procuring the POs and COs in the institution. Further, it was decided to evaluate the attainment of these outcomes on the basis of students' performance. He also asked the IQAC coordinator to compile and upload the same on college website and display on department notice board. One copy of each course should be kept in the department for teachers.
- 3) The Chairperson, IQAC presented the Safety Protocol Norms of GNDU which were to be followed for July terminal semester examination, 2020. These were read by the coordinator.
- 4) A rigorous discussion was made on constituting a Task Force under the supervision of Dr. Seema Kapoor, coordinator, IQAC to deal with Covid-19 related issues and safety protocol norms.
- 5) It was decided to assign duties to faculty members and other employees so that the guidelines could be implemented perfectly.
- 6) Faculty members were informed to report one hour prior to the commencement of the examination.
- 7) Thermal screening of every entrant will be mandatory.
- 8) Social distancing of at least 4-6 feet between every examinee and staff member will maintained.
- 9) No drinking water/tea/refreshment/eatables will be served during the examination. The examination staff/candidate may bring their own drinking water.
- 10) Sanitization of the examination halls/rooms/control room/furniture is mandatory before the commencement of examination of each session.
- 11) Availability of hand sanitizer, soap and water for washing at entry point as well as in the rooms/halls will be made.
- 12) The examination material to be handled by wearing disposable gloves by all the officials.
- 13) No candidate/staff from containment zone/ red zone be allowed to enter the examination halls.

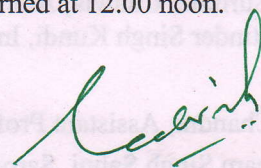
- 14) The outside deputy superintendent to supervise COVID-19 safety protocol norms i.e. thermal screening, sanitization and any other additional assistance to the examination staff.
- 15) For any medical emergency medical assistance be readily available. Nearby medical center details must be displayed in the control room.
- 16) No student would be allowed to stay within college premises after completion of his/her examination.
- 17) The meeting also recommended urgent purchase of the following items.
 - a. Preventive masks.
 - b. Thermal scanners.
 - c. Hand gloves.
 - d. Soap.
 - e. Sanitizer.

All purchased items shall comply the quality regulations of ICMR. It was also decided that Task Force will meet time to time to discuss the matters. .

- 18) It was decided to display a copy of Safety Protocol Norms on notice board for students.
- 19) 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.
- 20) The Chairperson IQAC asked everyone to remain in touch with government and GNDU guidelines regarding Covid-19 and wished everyone joyful day and the meeting was adjourned at 12.00 noon.



Dr. Seema Kapoor
Coordinator IQAC



(Dr. Gurdev Singh)
Chairperson IQAC

Principal
Guru Nanak College
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