

The minutes of the proceedings of IQAC held on 19.03.2020 in the office of the Chairperson at 12.40 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
Sh. Surinder Chawla, Alumni Member
S. Jatinder Singh Kundi, Industrialist and Member Managing Committee

2. Absent

- S. Satnam Singh Sahni, Sarpanch and Managing Committee

3. Agenda

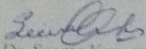
- 1) Review of previous IQAC meeting held on 29.02.2020 and suggestions given and status of compliance.
- 2) PTM related issues.
- 3) How to deal with Covid-19 related issues.
- 4) To instruct teachers for online classes/instructions.
- 5) Any other issue with the special permission of chair.

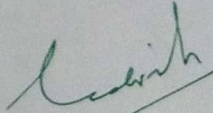
4. Decisions Made

- 1) The minutes of previous meeting were confirmed.
- 2) 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 so that the syllabus could be completed. Prof. Paramjit Singh, HOD Computer Science suggested to use Google Classroom App for online teaching and offered to train the faculty members who were unaware of its use.
- 3) Duties were assigned to employees to deal with Covid-19 related issues with utmost seriousness.
- 4) It was discussed that the security personnel at the main gate should be appropriately trained. He should work under the supervision of college superintendent with full knowledge of the sanitization.
- 5) It was decided to make appropriate hand sanitization arrangements for all the visitors at the entry point.
- 6) It was also decided to guide all the employees to wear masks and sanitize themselves time to time. The office superintendent should ensure supply of ample hand wash and sanitizers at work site.
- 7) It was also suggested that all contact surfaces in the premises of office building/departments etc. should be regularly sanitized and head of office/departments shall personally monitor such arrangements.
- 8) As far as parent Teacher meet was concerned, the teachers were asked to contact the parents on phone and reveal the performance and attendance of the students.
- 9) The Chairperson IQAC asked everyone to remain in touch with government guidelines regarding Covid-19 and wished everyone joyful day and the meeting was adjourned at 2.00 pm.

5. Future Plans:

- 1) To discuss revision of syllabus.
- 2) To discuss admissions for session 2020-21.


Dr. Seema Kapoor
Coordinator IQAC


(Dr. Gurdev Singh)
Chairperson IQAC