

GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

IQAC-NAAC Minutes of Meeting

Date: 16.11.2021

The minutes of the proceedings of IQAC meeting held on 15.11.2021 in the office of the Chairperson by maintaining social distancing at 02.20 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. Manpreet Kaur, Assistant Professor in Commerce
Dr. Shamika Kumar, Assistant Professor in Economics
Dr. Reena, Assistant Professor in English
Dr. Y.S. Bhatia, Assistant Professor in History
Dr. Parminder Singh, Assistant Professor in Punjabi
Prof. Ashutosh, Assistant Professor in Commerce
Dr. Sukhwinder Singh, Librarian
Dr. Kulwinder Singh, Assistant Professor in Physical Education
S. Jaspreet Singh, Office clerk and Alumni Member
Ms. Priya, Student, B.Com. Semester 5th
Mr. Mohit Chumber, Student, B.A. Semester 3rd

2. Absent:

S. Jatinder Singh Kundi, Industrialist and Member Managing Committee

3. Agenda

- 1) To discuss the date of Mid Semester Test.
- 2) Coverage of syllabus.
- 3) To chalk out the program to celebrate the Constitution Day.
- 4) To plan activity on the eve of Birth Anniversary of Sri Guru Nanak Dev Ji.
- 5) Preparing students for Community Development Program.
- 6) To discuss and plan Teacher Training Program.
- 7) Inauguration of new washroom for the female staff.
- 8) Submission process of AQAR.
- 9) Handing over the charge of Career Counseling Cell.
- 10) Any other issue with the special permission of the chair.

4. Decisions Made

- 1) The minutes of previous meeting were read out and confirmed.
- 2) It was decided that the MST for the first, third and fifth semesters for the ongoing session will be started from December 06, 2021. The Registrar Prof. Parmjit Singh was directed by the Chairperson to prepare the date sheet accordingly and intimate the teachers about the setting of question papers in time.
- 3) It was decided that all the HODs will be intimated to inform the teachers about the coverage of their respective syllabi till 30th November, 2021.
- 4) NSS incharges were directed to organize a rally to mark the Constitution Day under the theme "Run for Equality" and take the students on rally covering 3 kilometer radius around the college.
- 5) It was decided that Guru Gobind Singh Study Circle will be asked to organize various competitions to commemorate the birth anniversary of Sri Guru Nanak Dev Ji, so that the students may learn and adopt the philosophy and teachings of first sikh guru i.e. Sri Guru Nanak Dev Ji.
- 6) Following the pattern of previous year, it was decided that the students under the Aegis of English Literary Society will go to the nearby village schools and teach the students of 10+1 and 10+2 classes the nuisances of English Grammar.
- 7) It was discussed that a teacher training program about Geo Tag functioning will be organized in the campus on 29th November 2021.
- 8) It was decided that the new washroom which was constructed on the demand of female staff, will be inaugurated in the first week of December 2021.
- 9) The coordinator informed that the AQAR for the session 2020-21 was submitted on 10.11.2021. The chairperson instructed the coordinator to work on IQA and hold regular meetings with criterion heads to gear up for second cycle of NAAC accreditation.

- 10) It was decided that the charge of Career Counseling Cell will be handed over to Dr. Shamika Kumar, HOD Economics.

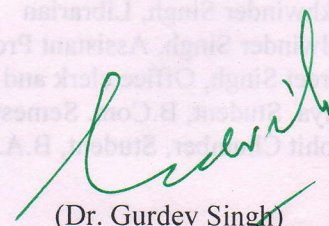
Future Plan:

- 1) Commencement of even semester, 2021-22.
- 2) Scholarship Distribution.
- 3) IIQA preparation report.

The meeting was adjourned by the Chairperson at 3:40 p.m.



Dr. Seema Kapoor
Coordinator IQAC



(Dr. Gurdev Singh)
Chairperson IQAC