

# GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

## IQAC-NAAC Minutes of Meeting

Date: 16.11.2020

The minutes of the proceedings of IQAC meeting held on 13.11.2020 in the office of the Chairperson by maintaining social distancing at 01.40 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  
Prof. Arwinder Kaur, 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  
S. Satnam Singh Sahni, Sarpanch and Managing Committee

### **2. Absent**

Dr. Parminder Singh, Assistant Professor in Punjabi

### **3. Agenda**

- 1) Discussion on reopening of colleges.
- 2) To assign duties to task force.
- 3) Covid-19 awareness campaign in rural areas.
- 4) English grammar classes for school students under community development program.
- 5) Constitution of subject societies.
- 6) Tree Plantation program.
- 7) To strengthen small industry linkage.
- 8) Any other issue with the special permission of the chair.

### **4. Decisions Made**

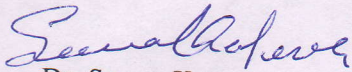
- 1) As per the notification of Guru Nanak Dev University, State govt. and UGC, the students were allowed to enter the portals of college after a break of 8 months. It was discussed and decided to follow the standard operating procedure.
- 2) The task force which was constituted in June, 2020 under the leadership of Dr. Seema Kapoor to deal with Covid-19 related issues was given the duty to be vigilant regarding safety protocol norms. For this propose, they were asked to paste pamphlets and platters with written instructions regarding mask wearing and two yard social distancing in the whole campus. It was discussed to assign the duty to some employees to monitor the temperature of every student and teacher with infrared thermometer at the gate. It was suggested to impose a genuine fine on the students if they violate the safety protocol norms.
- 3) Suggestion was given by IQAC members to start a campaign by organizing a rally with students to sensitize the people of rural area in connection with personal hygiene, sanitization and mask wearing as the pandemic cases were surging high in second wave. It was endorsed with another decision to distribute masks and sanitizer bottles by going door to door in the vicinity of college campus.
- 4) Rigorous discussion were made to initiate a program of teaching English grammar as extension lectures to the students of villages under Induction Program for community developement. For the above said purpose, Dr. Seema Kapoor, Dr. Reena Vij and Miss Mandeep Kaur were deputed by the chairperson to visit the schools and arrange the lectures.
- 5) As students were to resume their studies for the session 2020-21, it was directed by the chairperson to constitute subject societies and other clubs for the personality development of students as different activities were to be conducted under the same. It was again instructed to maintain social distancing at every step.
- 6) In order to follow the proposal of 8 Punjab Battalion NCC, it was approved by the IQAC to plant good number of trees in the campus in order to protect the environment.

- 7) Discussion was made to strengthen small scale industry linkage and give exposure to the students regarding their working, accounts and GST application. It was suggested to take the students of commerce department on a visit to a Brickkiln.

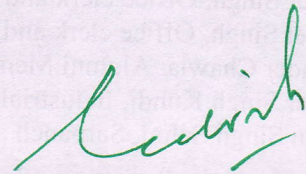
**Future Plan:**

- 1) Study plan for preparing students for upcoming odd semester exams.
- 2) To get the edited book published before the end of odd semester.
- 3) To support meritorious students by distributing scholarships.
- 4) To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc.

The meeting was adjourned by the Chairperson at 2:40 p.m



Dr. Seema Kapoor  
Coordinator IQAC



(Dr. Gurdev Singh)  
Chairperson IQAC