

**GURU NANAK COLLEGE SUKHCHAINANA SAHIB. PHAGWARA**

**IQAC-NAAC Minutes of Meeting**

Date: 26/02/2025

The meeting of the IQAC of the college took place in the Principal's office on 25.02.2025 at 01:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr Gurdev Singh.

**1. Name of the participants**

Dr. Gurdev Singh (Principal), Chairperson, IQAC

Dr. Yadwinder Jit Singh Bhatia, Assistant Professor in History, Coordinator, IQAC

Dr. Shamika Kumar, Assistant Professor in Economics

Dr. Manpreet Kaur, Assistant Professor in Commerce

Prof. Arwinder Kaur, Assistant Professor in Computer Science

Prof. Ashutosh, Assistant Professor in Commerce

Dr. Kulwinder Singh, Assistant Professor in Physical Education

Dr. Sukhwinder Singh, Librarian

S. Jaspreet Singh, Office clerk and Alumni Member

**2. Absent:**

Dr. Reena, Assistant Professor in English

Dr. Swinder Singh (Member, Managing Committee)

Ms. Isha, (Member, Student)

Ms. Dilpreet, (Member, Student)

**3. Agenda**

- To plan a meeting to discuss the college's development.
- To plan extension lectures for the students of the Commerce Department.
- To plan International Woman Day activity.
- To organise an awareness campaign on Zero Waste.
- To plan scholarships for deserving students.
- To plan an excursion, trip for staff.
- To discuss any other matter relevant to the quality concerns of the institution, with the special permission of the chairperson.

**4. Decisions Made**

1. The minutes of the previous meeting were read out and confirmed.
2. At the beginning of the meeting, the chairperson informed the staff that a meeting with management and faculty will be scheduled to discuss the development of the college, including academic progress, infrastructure, and quality enhancement initiatives.

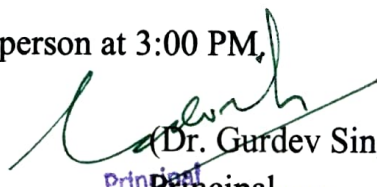
3. The chairperson instructed the head of the Commerce Department Dr. Manpreet Kaur to arrange an extension lecture on financial education for the students of the Commerce Department to enhance their skills and subject knowledge.
4. The chairperson instructed the in-charges of the Red Ribbon Club, Dr Inderjit Kaur, and the N.S.S. Unit, Ms Meenakshi, to organise activities that could sensitise girl students on the occasion of International Woman's Day under the Gender Sensitisation programme.
5. The Chairperson instructed the NCC and NSS units in charge, ANO Ashutosh, Ms. Meenakshi and Dr. Parminder Singh to organise an awareness campaign in collaboration with Nagar Nigam Phagwara on the importance of the 'Zero Waste Awareness Campaign'.
6. The college distributes annual scholarships to deserving students every year. So it was decided in the meeting to ask department heads to give the names of needy students to be given scholarships under the schemes "Bhai Rupinder Singh Rupri Trust", "Shrimati Suhagwanti Khairati Ram Memorial Trust" and "Late Sh. H.S. H.S. Hayer Trust".
7. Towards the close of meeting, the Coordinator proposed a one-day excursion trip for staff members, which the Chairperson warmly approved, emphasizing the importance of relaxation and team bonding.

**Future Plan:**

- 1) To discuss results of odd semester exams.
- 2) To prepare and fill out Teachers and Students feedback forms.
- 3) To arrange farewell party for outgoing students.

The meeting was adjourned by the Chairperson at 3:00 PM,

  
Dr. Yadwinderjit Singh Bhatia  
Coordinator IQAC

  
(Dr. Gurdev Singh)  
Principal  
Guru Nanak College  
Sukhchainana Sahib, Phagwara