

# GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

## Minutes of Meeting Discipline Committee

**Date: 31/08/2025**

The meeting of the IQAC of the college took place in the Principal's office on 30.08.2025 at 01:00 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC, Dr Gurdev Singh Randhawa.

### **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. Reena, Assistant Professor in English

Prof. Ashutosh, Assistant Professor in Commerce

Dr. Kulwinder Singh, Assistant Professor in Physical Education

Sukhwinder Singh, Librarian

S. Jaspreet Singh, Office clerk and Alumni Member

Ms. Muskan (Member, Student)

Ms. Preet (Member, Student)

### **2. Absent:**

Prof. Arwinder Kaur, Assistant Professor in Computer Science

### **3. Agenda**

- To discuss the result of even semesters.
- To Discuss the Mid Semester Test 2025.
- To discuss the syllabus of different classes.
- To discuss the NSS day events on NSS Foundation Day and International Literacy Day.
- To discuss the planning of organizing an extension lecture on Income tax.
- To discuss the formation of Subject and other extracurricular societies.
- Any other issues may be raised with the special permission of the chair.


#### 4. Decisions Made


1. The minutes of the previous meeting were read out and confirmed.
2. IQAC coordinator read the report of even semester results of all classes. Performance of Sonia of M.A. Punjabi Semester IV was highly appreciated by all the members, who scored 7.55 CGPA in University. Amandeep kaur and Roji of BA Final year got Distinction with 1845 and 1779 marks respectively in the University.
3. It was decided that the MST for the first, third and fifth semesters of the ongoing session will be start on the last week of September, 2025. The Dr. Seema Kapoor, HOD of English Department and Dr. Yadwinder Jit Singh HOD of History was directed by the Chairperson to prepare the date sheet accordingly and intimate the teachers about the setting of question papers in time. Faculty members are also instructed to provide the necessary support and ensure a smooth examination process.
4. It was decided that all the heads of departments would be informed to inform the teachers about the coverage of their respective syllabi for MST till 23<sup>rd</sup> September 2025.
5. The chairperson directed the NSS Unit in charges, Ms. Meenakshi and Dr. Parminder Singh, to plan NSS day events on NSS Foundation Day and International Literacy Day. This includes organizing awareness campaigns and cultural programs.
6. The chairperson instructed the Head of the Commerce department to conduct an extension lecture on income tax, emphasizing the need for a well-prepared session with a renowned expert. The Department was tasked with selecting a suitable date, arranging the venue, and ensuring promotional materials are distributed to students, with the lecture aimed at enhancing financial literacy among the student body.
7. At the end of meetings the Chairperson instructed the Head of Departments to established subject societies as well as club societies to enhance an academic engagement and student development.

**Future Plan:**

- 1) Youth Festival.
- 2) Remedial Classes.

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

  
Dr. Yadvinder Jit Singh Bhatia  
Coordinator IQAC

  
(Dr. Gurdev Singh)  
Principal  
Principal  
G.N. College Subhchanana Sahib  
Phagwara