

GURU NANAK COLLEGE

Sri Muktsar Sahib, (Punjab) -152026



MINUTES

2nd MEETING OF IQAC

Held on 19 October 2020



INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Proceedings of the Meeting

A meeting regarding "Preparation for A & A Process of NAAC 3rd Cycle" was held on 19 October 2020 at 12:30 PM. under the Chairpersonship of Dr. Tejinder Kaur Dhaliwal, Principal of Guru Nanak College, Sri Muktsar Sahib in her office.

Following members were present:

1. *Dr Tejinder Kaur Dhaliwal (Principal cum Chairperson IQAC)*
2. *Sr. Manjit Singh Barkandi (Additional Secretary LMC)*
3. *Dr. Rana Baljinder Kaur (Vice Principal cum Bursar)*
4. *Dr. Neena Mehta (Registrar House Examination)*
5. *Dr. Nirmaljit Kaur (Public Relation Officer)*
6. *Sr. Gurbinder Singh Brar (Representative of Local Society)*
7. *Dr. Bali Bahadur (Coordinator IQAC)*
8. *Dr. Jagdish Kumar (Member)*
9. *Mrs. Aarti Sharma (Member)*
10. *Dr. Neeta Kumari (Member IQAC)*
11. *Dr. Prabhjit Kaur (Member IQAC)*
12. *Dr. Kirandish Kaur (Incharge Anti Women Harassment Cell)*
13. *Mr. Babu Ram (Superintendent)*
14. *Ms. Sukhandeep Kaur (Student's Representative)*
15. *Mr. Manpreet Singh (Student Representative)*

At the outset, Dr. Bali Bahadur, Coordinator of IQAC welcomed esteemed Principal cum Chairperson Dr. Tejinder Kaur Dhaliwal and Sr. Manjit Singh Barkandi Additional Secretary LMC and all present members of the committee.

I. ACHIEVEMENTS OF IQAC IN SESSION 2019-20

- a) The IQAC timely submitted AQAR 2018-19 on 09 February 2020.
- b) To improve the quality of institution the Coordinator submitted recommendations to the Chairperson in light of new guidelines of NAAC.
- c) The IQAC has streamlined various cells and committees such as Extension Activities Committee, SSS & Feedback System, Research Committee, and ICT Committee and also conducted number of meetings with them.
- d) The IQAC has given written recommendations to every committee to improve their annual report and to convey vision of the IQAC.



- e) Green Audit has been got done by the GRI Expert (Sustainability) on 08 February 2020.
- f) The IQAC has organized a Capacity Building workshop for the Non-Teaching staff.
- g) ISO certification has been initiated
- h) To start College Research journal the process has been initiated.
- i) Research ethics have been developed by the Research Committee and soon it will be uploaded on the college website after the approval of IQAC.
- j) Code of conduct for different stakeholders have been developed and uploaded on the college website.
- k) Recommendations to improve quality of college website have been given to concerned in-charges.
- l) IQAC page on the official website of the college has been created.

II. RECONSTITUTION OF IQAC.

It was resolved to reconstitute IQAC committee. Following new members will be added in the IQAC

- a) Sr. Manjit Singh Barkandi will be the member of IQAC as he has taken the charge as Additional Secretary of LMC. He will be the representative of management in the IQAC.
- b) Dr. Jatinder Singh Sidhu, former Director, Directorate of Education SGPC will be the member of IQAC as External Expert.
- c) Dr. Neena Mehta will be the member of IQAC as she has taken the charge as Registrar House Examination.
- d) Dr. RanaBaljinder Kaur (Vice Principal cum Bursar) will be the member of IQAC.
- e) Dr. Nirmaljit Kaur will remain the member of IQAC as PRO.
- f) Mrs. Kirandish Kaur will be the new member of IQAC.
- g) Mrs. Gurjit Kaur Principal of Akal Academy, Thehkalander, District Fazilka will be the new representative of Alumni in IQAC.
- h) Ms. Sukhandeep Kaur and Mr. Manpreet Singh will be the members of IQAC as student's representatives.

III. OTHER ISSUES DISCUSSED IN THE MEETING.

- a) The IQAC will organize an awareness workshop for the faculty regarding Updated Guidelines of NAAC.



- b) Dr Neena Mehta (Registrar, House Examination) will develop a clear mechanism for transparency in internal assessment.
- c) It was decided that teacher in charges of the different criteria will be responsible for strengthening their concerned criterion, they will prepare action plan and policies to strengthen their respective fields.
- d) The research committee will motivate and facilitate the faculty to apply for major/ minor research projects.
- e) It was decided that to strengthen ICT infrastructure in the college, the Coordinator IQAC and Incharge ICT committee will submit a list of required infrastructure to the college authority.
- f) Dr. Bali Bahadur and Incharge ICT committee will ensure internet connectivity in the campus with at least 50 Mbps speed through Lease Line.
- g) The chairperson instructed the coordinator IQAC to form new committees under the name: Capacity Building and Skill Enhancement Committee, Committee for the Protection of Rights of under Privileged Sections of the Society. The coordinator IQAC will develop guidelines for these committees.
- h) Dr. Sukhvinder Kaur, Incharge Eco Club, will get environment audit and energy audit done.
- i) It was decided that Dr. Jasjeet Kaur will organize an Orientation/ Induction programme for the newly admitted students and new teachers.


The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for his sincere efforts.


Ms. Sukhandeep Kaur

(Students' Representative) (Students' Representative)


Mr. Manpreet Singh


Dr. Kirandish Kaur
(Incharge Anti Women Harassment Cell)


Mr. Babu Ram
(Superintendent)



Neer Neeto

Dr. Neeta Kumari
(Member IQAC)

Prabhjit Kaur
Dr. Prabhjit Kaur
(Member IQAC)

Jagdish
Dr. Jagdish Kumar
(Member IQAC)

Aarti
Mrs. Aarti Sharma
(Member IQAC)

Neena
Dr. Neena Mehta
(Registrar House Examination)

Nirmaljit
Dr. Nirmaljit Kaur
(Public Relation Officer)

Gurbinder
Sr. Gurbinder Singh Brar
(Representative of Local Society)

Rana Baljinder
Dr. Rana Baljinder Kaur
(Vice Principal cum Bursar)

Bal Bahadur
Dr. Bal Bahadur
Coordinator
Internal Quality Assurance Cell (IQAC)
Guru Nanak College for Girls
Sri Muktsar Sahib (Fb.)

Sr. Manjit Singh Barkandi

Manjit Singh
↓
Additional Secretary
Local Managing Committee
Guru Nanak College
Sri Muktsar Sahib

Tejinder
Dr. Tejinder Kaur Dhaliwal
(Principal cum Chairperson of IQAC)
Principal
Guru Nanak College
Sri Muktsar Sahib

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