

# Guru Nanak College for Girls

Sri Muktsar Sahib

## Internal Quality Assurance Cell (IQAC)

Email: [gnciqac1970@gmail.com](mailto:gnciqac1970@gmail.com)

Date: 24 November 2019

### Proceedings of Meeting with following Committees:

- 1) Grievance Redressal Cell
- 2) SSS & Feedback Committee
- 3) Committee for the Extension Activities
- 4) Alumni Association
- 5) Training and Placement Cell
- 6) Information and Communication Technology Cell (ICT)



# Guru Nanak College for Girls

Sri Muktsar Sahib

## Internal Quality Assurance Cell (IQAC)

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**Date:** 23 November 2019

### PROCEEDINGS OF THE MEETING

A meeting regarding "Grievances Redressal Cell" was held in the office of Principal on 23 November 2019 at 12:30 Pm. Following members were present:

1. Dr Tejinder Kaur Dhaliwal (Principal)
2. Dr. Bali Bahadur (Coordinator IQAC)
3. Dr Jasjit Kaur (Member IQAC)
4. Dr. Jagdish Kumar (Member IQAC)
5. Dr. Neeta Kumari (Member IQAC)
6. Dr. Anita Rani (Member IQAC)
7. Mrs. Arti Sharma (IQAC Representative in the Cell)
8. Dr. Jagmeet Kaur (Member IQAC)
9. Dr. Nirmaljit Kaur Over all Incharge)
10. Dr. Sukhvinder Singh
11. Ms. Amanpreet Kaur (Computer Sciences)
12. Dr. Mandeep Kaur (Botany)
13. Mrs. Gagandeep Kaur (Physical Education)
14. Ms Sondeep Kaur
15. Mrs. Kirandish Kaur
16. Head of Student's Council
17. Hostel Head Girl



**The following issues were discussed and approved**

- a) The college will reconstitute the Grievances Redressal Cell in the college as per the requirement of NAAC
- b) Dr. Nirmaljit Kaur will be the coordinator of this cell.
- c) The other members of the cell will be Dr. Sukhvinder Singh , Ms. Amanpreet Kaur (Computer Sciences, Dr. Mandeep Kaur (Botany, Mrs. Gagandeep Kaur (Physical Education), Ms Sondeep Kaur , Mrs. Kirandish Kaur, Head of Student's Council, Hostel Head Girl

**Mission:** the mission of this cell will be increasing the Level of Satisfaction among the College Student.



## Responsibilities

Grievances Redressal Cell will act as an active and autonomous unit of the college. The function of the cell will be to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

d) **Objective:**

The objective of the Grievance Cell will be to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- To keep the record of all activities of the cell and Grievances received ) from the students / action taken (proof of the action taken) on a **Registrar**
- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box will be installed in different locations of the college in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

- Ragging in any form will be strictly prohibited in and outside the college. Any violation of ragging and disciplinary rules will be urgently brought to the notice of the Principal.

**e) Types of Grievances:**

Grievances regarding teaching learning, examination, financial support, college infrastructure, Facilities, Ragging, Harassment by any employee of the college, students to student's complaints.

The cell will also deal with Grievances received in writing from the students about any of the following matters:-

- **Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, complaints regarding teaching and learning, Conduct Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, hostels etc.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

**Mode of Receiving Grievances**

- Oral Grievances from the students
- Written Grievances
- Grievances through SSS
- Grievances through Feed Back



**Proof of the Functioning of Committee**

Proper record of the proceedings of meetings, action taken report of every year will be maintained by the cell.

**Suggestions**

- Grievances Redressal Cell must be closely associated with the SSS and Feedback system of the college.
- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



**f) Procedure for lodging complaint:**

- The students may feel free to put up a grievance in writing/or in the format available in the office of Cell and drop it in boxes
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

**g) Mandatory Submission of Progress Reports**

The Grievances Redressal Cell will have to submit trimonthly and annual report of its activities to the IQAC in the following format.

Sr. No	Grievances Received	Date/ Month/ Year of Grievances	Action Taken by the cell	Time Consumed	Result

**Status of Pending Grievances**

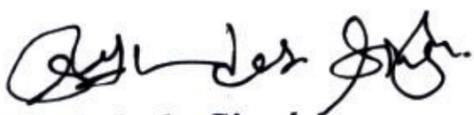
Sr. No	Grievances Received	Date/ Month/ Year of Grievances	Reason of pending status	Tentative date to redressal	Remarks

**Trimonthly report Timeline**

<b>21 July to 30 September</b>	<b>1 October to 31 January</b>	<b>1 February to 30 April</b>	<b>1 May to 30 July</b>
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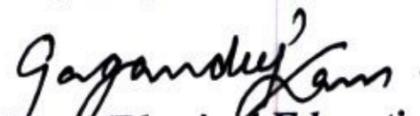
**Annual Report: 01 July to 30 June of every year**

The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding the formation of committee.

  
Sr. Sukhvinder Singh

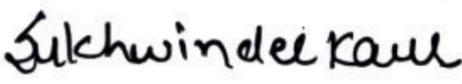
  
Ms. Amanpreet Kaur (Computer Sciences)

  
Dr. Mandeep Kaur (Botany)

  
Mrs. Gagandeep Kaur (Physical Education)

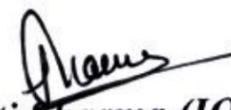
  
Ms. Sondeep Kaur

  
Mrs. Kirandish Kaur

  
Sukhwinder Kaur  
Head of Student's Council

  
Simranjeet Kaur  
Hostel Head Girl

  
Dr. Nirmaljit Kaur (Incharge of the Cell)

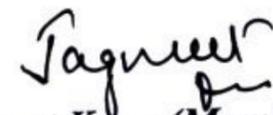
  
Mrs. Arti Sharma (IQAC Representative for Advice)

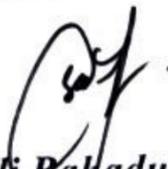
  
Dr. Anita Rani (Member IQAC)

  
Dr. Neeta Kumari (Member IQAC)

  
Dr. Jasjit Kaur (Member IQAC)

  
Dr. Jagdish Kumar (Member IQAC)

  
Dr. Jagmeet Kaur (Member IQAC)

  
Dr. Bali Bahadur  
(Coordinator IQAC)

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

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# Guru Nanak College for Girls

Sri Muktsar Sahib

## Internal Quality Assurance Cell (IQAC)

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Date : 23 November 2019

### Proceedings of the Meeting

A meeting regarding "SSS and Feedback Committee" was held in the office of Principal on 23 November at 11:30 Am. Following members were present:

1. Dr Tejinder Kaur Dhaliwal (Principal)
2. Dr. Bali Bahadur (Coordinator IQAC)
3. Dr Jasjit Kaur (Member IQAC)
4. Dr. Nirmaljit Kaur (Member IQAC)
5. Dr. Jagdish Kumar (Member IQAC)
6. Dr. Neeta Kumari (Member IQAC)
7. Dr. Anita Rani (Member IQAC)
8. Mrs. Arti Sharma (Member IQAC)
9. Dr. Jagmeet Kaur (Member IQAC)
10. Mrs. Monika Garg (Incharge of the Committee)
11. Dr. Harpreet Kaur
12. Ms. Rupinderpal Kaur
13. Mrs. Ruhi Khurana
14. Dr. Sandeep Kaur
15. Ms. Pooja Bajaj
16. Ms. Richa Sharma



**The following issues were discussed and approved**

- 1) There will be a committee for the **SSS and Feedback Committee** and Mrs. Monika Garg will be the Overall In charge of the committee
- 2) The members of the core committee will Mrs. Monika Garg (Incharge of the Committee), Dr. Harpreet Kaur, Ms. Rupinderpal Kaur, Mrs. Ruhi Khurana, Dr. Sandeep Kaur, Ms. Pooja Bajaj, Ms Richa Sharma

## **THE FUNCTIONING OF THE CELL WILL BE AS :**

### **RESPONSIBILITIES**

The process of institutional development, policy making, policy implementation, revision and redesign of curricula would be deeply influenced by the feedback from the stakeholders. The feedback from all stakeholders in terms of its relevance and appropriateness of institutional policies in catering to the needs of the society, economy and environment helps in improving the inputs. The college with the feedback system in place will have an active process of not only collecting feedback from all stakeholders, but also analysing it and identifying and drawing pertinent pointers to enhance the learning effectiveness.

### **FUNCTIONS:**

- 1) Feedback will be collected semester wise.
- 2) Introduction of *Online Student Feedback System* along with the manual feedback system.
- 3) Online form should be available for all stakeholders.
- 4) Committee will install feedback boxes at the different locations of the college campus and will also collect the feedback timely
- 5) Orientation to the students and other stakeholders regarding feedback system.
- 6) Designing different feedback forms for students, faculty, alumni, parents and community members regarding college curriculum, teaching and learning process, infrastructure, evaluation etc.
- 7) Making data base of feedback collected.
- 8) Tabulation and analysis of data collected from various stakeholders.



- 9) Suggestion to the IQAC and Principals for making policies and action plans accordingly
- 10) Keeping the record of action taken as per the feedback.
- 11) Submission of report annual report of the committee with consolidated report of feedback collected before the completion of academic year.
- 12) Committee will maintain proper of its activities such as agenda of its meetings, proceedings, photographs, news cuttings etc.
- 13) SSR must be uploaded on the college website in the month of July of every year.

### **Types of Feedback**

#### **Students**

- 1) Curriculum development
- 2) Student Satisfaction Survey
- 3) Teaching, learning and evaluation
- 4) Infrastructural feedback
- 5) Feedback regarding college policies
- 6) College Hostel
- 7) Transportation
- 8) New courses
- 9) Other relevant issues

#### **Parents**

- 1) Regarding performance of student
- 2) Infrastructure
- 3) PTA
- 4) Teaching learning
- 5) Transportation



- 6) College hostel
- 7) Any other relevant issue

**Alumni**

- 1) College activities
- 2) New courses
- 3) Any issue for the betterment of the institution

**Mandatory Submission of Progress Reports**

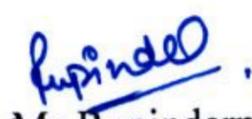
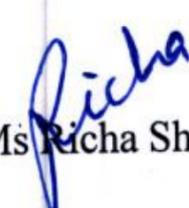
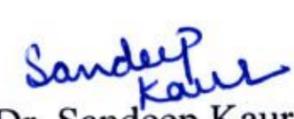
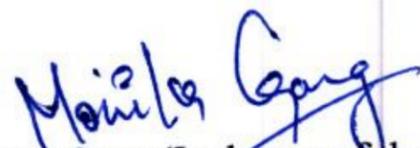
The Feedback and SSS committee will have to submit its Bi-annual and Annual Report of its activities to the IQAC with suggestion and recommendations.

**Biannually Report Timeline**

Timeline for the Submission of Reports	
21 July to 31 December	1 January to 30 June

**Annual Report:** 01 July to 30 June of every year (Submission of report up to July Month of every year)

The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding the formation of committee.

 Dr. Harpreet Kaur	 Ms. Rupinderpal Kaur	 Mrs. Ruhi Khurana	 Ms. Richa Sharma
 Dr. Sandeep Kaur	 Ms. Pooja Bajaj Mrs.	 Monika Garg (Incharge of the Committee)	
 Mrs. Arti Sharma (IQAC Representative for Advice)		 Dr. Anita Rani (Member IQAC)	



*Neeta*  
Dr. Neeta Kumari (Member IQAC)

*JW*  
Dr. Jasjit Kaur (Member IQAC)

*Jagdish*  
Dr. Jagdish Kumar (Member IQAC)

*NW*  
Dr. Nirmaljit Kaur (Member IQAC)

*Jagmeet*  
Dr. Jagmeet Kaur (Member IQAC)

*Bahadur*  
Dr. Baki Bahadur  
(Coordinator IQAC)

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

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# **Guru Nanak College for Girls**

**Sri Muktsar Sahib**

## **Internal Quality Assurance Cell (IQAC)**

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**Date : 24 April 2019**

### **Proceedings of the Meeting**

**A meeting regarding “Committee for Extension Activities” was held in the office of Principal on 24 April 2019 at 12:30 Pm. Following members were present:**

1. Dr Tejinder Kaur Dhaliwal (Principal)
2. Dr. Bali Bahadur (Coordinator IQAC)
3. Dr. Neeta Kumari (Member IQAC)
4. Dr. Prabjit Kaur (Member IQAC)
5. Dr. Harpreet Kaur (Overall Incharge Extension Activities)
6. Ms. Kamajeet Kaur (Incharge NCC)
7. Ms. Amandeep Kaur (Incharge NSS)
8. Dr. Mandeep Kaur (Incharge Nanni Chann)
9. Dr. Sukhwinder Kaur (Incharge Eco Club)
10. Dr. Kirandish Kaur (Incharge Anti Women Harassment Cell)
11. Sr. Sukhwinder Singh (Incharge Gurmat Sabha)
12. Mrs.Navneet Kaur (Incharge UBA)

The following issues were discussed and approved

- 1) There will be a committee for the Extension Committee and Dr. Harpreet Kaur will be the Overall In charge of the committee
- 2) The members of the core committee will be Dr. Harpreet Kaur (Overall Incharge Extension Activities), Ms. Kamajeet Kaur (Incharge NCC), Ms. Amandeep Kaur (Incharge NSS), Dr. Mandeep Kaur (Incharge Nanni Chann), Dr. Sukhwinder Kaur (Incharge Eco Club), Dr. Kirandish Kaur (Incharge Anti Women Harassment Cell), Sr. Sukhwinder Singh (Incharge Gurmat Sabha), Mrs.Navneet Kaur (Incharge UBA), Ms. Shaveta Dargan (Incharge Red Rebion Club).
- 3) The functioning of the cell will be as :



- I. The cell will maintain register of the record of proceedings/ minutes of meetings, agenda of meetings, action taken report etc. it is a mandatory record required by the NAAC and will be checked by the peer team during A&A Process.
- II. The Cell will be responsible to plan, organize extension activities as per the requirement of NAAC
- III. The committee/ cell is supposed to adopt a backward village and focus all its activities for the up liftment of that village.
- IV. Apart from the above mention cells, it should be mandatory for every department to organize at least one extension activity during the year in the sounding areas of the college. They are also supposed to submit reports of the same to the office of Incharge extension activities and IQAC.
- V. Every department should submit tentative dates to organize at least one extension activity in the following format

Name of the activity	Tentative date	No of students participation	No of teachers participation	Any requirement Budget and Infrastructure	Expected outcome

- VI. The incharge will keep the records of all activities such as documents, photographs, videos etc to justify the claim of activities.
- VII. In the starting of every academic year the incharge will plan the activities and implement throughout the year.
- VIII. The incharge will also submit tentative budget, infrastructural and other requirements for along with proposed activities

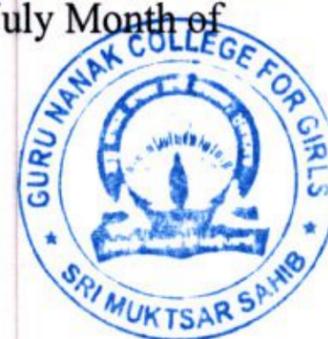
#### 4) Mandatory Submission of Progress Reports

The Extension Activity Cell will have to submit tri-monthly and Annual report of its activities to the IQAC in the following format.

##### Trimonthly report Timeline

Timeline for the Submission of Reports			
21 July to 30 September	1 October to 31 January	1 February to 30 April	1 May to 30 July

**Annual Report:** 01 July to 30 June of every year (Submission of report up to July Month of every year)



### Format for the submission of Report

Sr. No	Department	Activity	Date/ Month/ Year of Activity	Details of the activity	Time Consumed	Result/ outcome
<b>Brief Summary of the report in 500 to 1000 words</b>						

4) The Committee will sign MOUs regarding Extension Activities with Departments, Agencies, NGO, and Societies to implement its activities.

5) Respected Principal encouraged the team members and asked them to stay motivated and to contribute to society through extension activities.

2) She asked the overall incharge of extension activities, Dr. Harpreet Kaur, to collaborate with different stake holders and chalk out proper action plan and ensure its timely execution with the help of team members.

3) She suggested tie ups with National Stakeholders as well as asked to adopt a village and coordinate with its Sarpanch for awareness about important issues and it's overall development.

### LIST OF THE PROPOSED EXTENSION ACTIVITIES

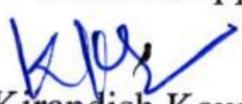
- 1) NSS
- 2) Blood Donation camps
- 3) Educating the rural people regarding :
  - a. Problem of adolescence,
  - b. Vermicomposting,
  - c. Effects straw burning,
  - d. female foeticide,
  - e. Effects of Pesticide,



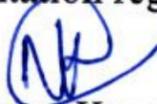
- f. Causes of Farmer Suicide,
  - g. Education of Women Folk,
  - h. Rainwater harvesting,
  - i. Road Safety
- 4) Adoption of village
  - 5) Sawachh Bharat Abhyian
  - 6) child abuse awareness programs in the village schools
  - 7) Awareness regarding traffic rules
  - 8) Awarness regarding not to use politheen
  - 9) Help to the health department in their programme against Polio
  - 10) Distribution of books and cloths in the slum area schools
  - 11) Ten Days Computer literacy and training camp in the village for Rural women  
(Skill India)
  - 12) Awareness regarding the use of Votes
  - 13) Tree Plantation with the help of forest department
  - 14) AIDS Awareness Camps in the village
  - 15) Pulse Polio Campaign
  - 16) Sadbhavna Day Celebrations
  - 17) Legal Literacy for the Rural people
  - 18) Extension lectures for the Villages on Cancer
  - 19) Diet Counselling for Pregnant Women of Rural Areas.
  - 20) Any other innovative extension activity not mention above**



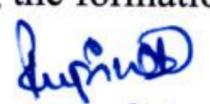
The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding the formation of committee.

  
Dr. Kirandish Kaur

(Incharge Anti Women Harassment Cell)

  
Mrs. Navneet Kaur

(Incharge UBA)

  
Mrs. Rupinder Kaur  
(Incharge NSS)

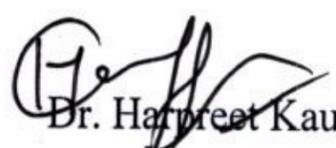
  
Ms. Amandeep Kaur  
(Incharge NSS)

Dr. Mandeep Kaur

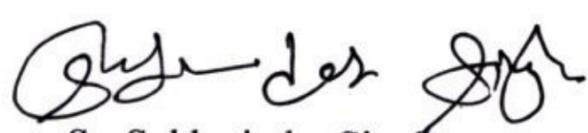
(Incharge Nanni Chann)

  
Dr. Sukhwinder Kaur

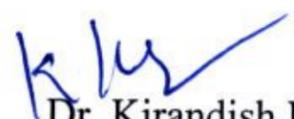
(Incharge Eco Club)

  
Dr. Harpreet Kaur

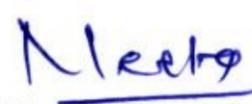
(Overall Incharge Extension Activities)

  
Sr. Sukhwinder Singh

(Incharge Gurmat Sabha)

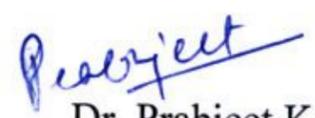
  
Dr. Kirandish Kaur

(Incharge Anti Women Harassment Cell)

  
Dr. Neeta Kumari

(Member IQAC)

  
Dr. Anam

  
Dr. Prabjeet Kaur

(Member IQAC)



  
Dr. Bali Bahadur

(Coordinator IQAC)

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



  
Ms. Shaveta Dargan  
(Incharge, Red Ribbon Club)

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**Guru Nanak College for Girls**  
**Sri Muktsar Sahib**  
**Internal Quality Assurance Cell (IQAC)**

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**Date:** 23 November 2019

**Proceedings of the Meeting**

**A meeting regarding "Alumni Association" was held in the office of Principal on 23 November 2019 at 12:30 Pm. Following members were present:**

1. *Dr Tejinder Kaur Dhaliwal (Principal)*
2. *Dr. Bali Bahadur (Coordinator IQAC)*
3. *Dr Jasjit Kaur (Member IQAC)*
4. *Dr. Nirmaljit Kaur (Member IQAC)*
5. *Dr. Jagdish Kumar (Member IQAC)*
6. *Dr. Neeta Kumari (Member IQAC)*
7. *Dr. Anita Rani (Member IQAC)*
8. *Mrs. Arti Sharma (Member IQAC)*
9. *Dr. Jagmeet Kaur (Member IQAC)*
10. *Mrs. Satinderpal Kaur*
11. *Mrs. Ruchi Kalra*
12. *Ms. Kirandeep Kaur*



**The following issues were discussed and approved**

- 1) Alumni association will be an active unit of the passed out students
- 2) It will work under the guidelines of NAAC
- 3) The governing body of the association will be renewed every year.
- 4) The alumni association will keep the record of every activity of the association.
- 5) The association will encourage the members of association to contribute for the development of the institution through financially and non financial means.
- 6) The association will increase the number of members in the future
- 7) Accounts of the association will be checked and audited by the chartered accountant every year in the month of April.
- 8) The association will conduct at least four meetings of its member during the year and will keep the records such as agenda of meetings, proceedings photographs etc. Proper registers should be maintained

- 9) It is the duty of incharges to organize alumni functions every year.
- 10) Frequent contact should be maintained with the Alumnus
- 11) The association will assist the SSS & feedback committee to get the feedback of every alumnus
- 12) It is mandatory for the association to submit its annual report, Photographs of meetings, annual functions etc, audited statements, record of activities, Budgets, will be the essential part of the report.
- 13) The association will create a weblink on the college website under the name "Alumni Association" and separate tab should be created under Certificate of registration, Governing Body, Annual reports (Year wise), Photographs, proceedings of meeting, Audited statement (year wise)
- 14) The association will keep the record of new enrolments as per the guidelines of NAAC.

### **Mandatory Submission of Progress Reports**

The association will have to submit biannually and Annual report of its activities to the IQAC.

*The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding for his valuable suggestions.*

*Kirandeep Kaur*  
Ms. Kirandeep Kaur

*Ruchi Kalra*  
Mrs. Ruchi Kalra

*Satinderpal Kaur*  
Mrs. Satinderpal Kaur

*Arti Sharma*  
Mrs. Arti Sharma (Member IQAC)

*Anita Rani*  
Dr. Anita Rani (Member IQAC)



*Neeta*  
**Dr. Neeta Kumari (Member IQAC)**

*JW*  
**Dr. Jasjit Kaur (Member IQAC)**

*Jagdish*  
**Dr. Jagdish Kumar (Member IQAC)**

*NK*  
**Dr. Nirmaljit Kaur (Member IQAC)**

*Jagmeet*  
**Dr. Jagmeet Kaur (Member IQAC)**

*Bali Bahadur*  
**Dr. Bali Bahadur**  
**(Coordinator IQAC)**

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

-----**End**-----



**Guru Nanak College for Girls**  
**Sri Muktsar Sahib**  
**Internal Quality Assurance Cell (IQAC)**

Email: [gnciqac1970@gmail.com](mailto:gnciqac1970@gmail.com)

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**Date:** 23 November 2019

**Proceedings/ Minutes of the Meeting**

**A meeting regarding "Training and Placement Cell" was held in the office of Principal on 23 November 2019 at 10:30 Am. Following members were present:**

1. *Dr Tejinder Kaur Dhaliwal (Principal)*
2. *Dr. Bali Bahadur (Coordinator IQAC)*
3. *Dr. Neeta Kumari (Member IQAC)*
- 1) *Dr Sunil Kumar (Coordinator of Training and Placement Cell)*
- 2) *Mrs.Satinderpal Kaur*
- 3) *Dr. Jagmeet Kaur*
- 4) *Mrs. Monika Garg*
- 5) *Mrs. Amanpreet Kaur (Sociology)*
- 6) *Ms. Rupinder Kaur (FD)*



**The following issues were discussed and approved**

- 1) There will be a committee under name **Training and Placement Cell** and Dr Sunil Kumar will be the Coordinator of Cell.
- 7) The members of the core committee will *Dr. Jagmeet Kaur, Mrs. Monika Garg, Mrs.Satinderpal Kaur, Mrs. Amanpreet Kaur (Sociology)*

**The following will be the mechanism to working of the Training And Placement Cell**

**1) Objectives of the Training and Placement Cell**

The Training and Placement Cell will help each student of the college in exploring placement opportunities by inviting various companies for campus recruitment of students who are in the final year of the programme and will likely to be graduate/ post graduate at the end of the academic year. The final placements, in the college will be a result of systematic

interaction with the industry and continuous career counselling of the students. The students should be continuously counselled with regard to their career aspirations and options. This will not only help the students in getting their dream jobs but also assists the visiting placement companies in identifying the right candidate for their organization.

## **2) Activities of the Training and Placement Cell will be:**

- 1) The cell will form a Placement Committee (Heads of all departments, Stakeholders and college authority) in the college for planning and execution of placements of the students and it will also build industry linkages sign MOUs etc.
- 2) The cell will find out the government and corporate sectors vacancies and timely display on the notice board. Proper records of the placement notice board will be maintained by the cell.
- 3) The cell will work in collaboration with the Career Guidance and Coaching Cell.
- 4) The cell will keep frequent contact with the heads of the departments, Students and their parents to make them aware about the different type of vacancies available in the market.
- 5) Identify the companies/ departments and convince them to visit the college campus for recruitment of the students.
- 6) Invitation to potential recruiters to visit the college.
- 7) Preparation of Placement Brochure for final placement.
- 8) Pre-placement visits (PPV) of college students to the companies.
- 9) The cell will maintain frequent contact, networking and relationship building with the students and recruiters.
- 10) Continuation of placement activities after the stipulated period, till all the students are placed.
- 11) Grooming and training of the candidates regarding interview, CV making etc for the placements so that their chances of selection increase.



- 12) General follow-up, joining formalities and other administrative activities.
- 13) The cell will prepare a tentative plan of its activities related to the placement and training of the students and will submit the plan in written form to the IQAC before the commencement of next academic session.
- 14) The cell will submit annual report of its activities to the IQAC before 30 June of every year.
- 15) The committee will keep the records of their all meeting minutes, proceedings and action taken and Photographs etc. They will also keep the record of every company visited and appointment letters of the students placed.
- 16) Institute Placement Cell: The placement related activities, at the college will be carried out by Placement committee. It comprises of faculties from various departments of college. Student representatives from various departments who will be in their final year will also be appointed as committee members. The committee will be headed by the principal.
- 17) Placement Brochure: The placement committee will prepare a Placement Brochure, giving details of the students ready to be placed. This brochure will be subsequently shared with the recruiters. The students registered for placement will be included in this brochure.
- 18) Guidelines for Placements: The committee will prepare guidelines of the training and placement cell. The final placements will governed by these guidelines, which will be framed to facilitate the students to get maximum benefits.
- 19) The Cell will conduct mock interviews of the students in the college.
- 20) The cell will be actively updates its activities on the college website.



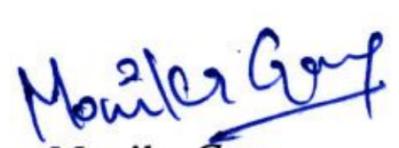
## Mandatory Submission of Progress Reports

The placement Cell will have to submit bi-annually and Annual report of its activities to the IQAC.

The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding the formation of committee.

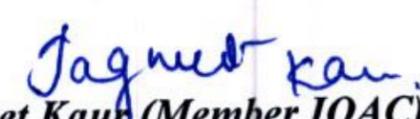
  
Mrs. Satinderpal Kaur

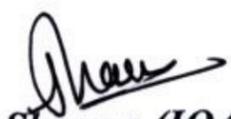
  
Mrs. Amanpreet Kaur (Sociology)

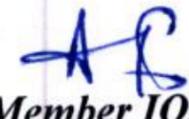
  
Mrs. Monika Garg

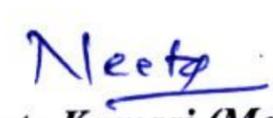
  
Dr Sunit Kumar (Coordinator of Cell)

  
Ms. Rupinder Kaur (Fd)

  
Dr. Jagmeet Kaur (Member IQAC)

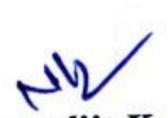
  
Mrs. Arti Sharma (IQAC Representative for Advice)

  
Dr. Anita Rani (Member IQAC)

  
Dr. Neeta Kumari (Member IQAC)

  
Dr Jasjit Kaur (Member IQAC)

  
Dr. Jagdish Kumar (Member IQAC)

  
Dr. Nirmaljit Kaur (Member IQAC)

  
Dr. Bali Bahadur  
(Coordinator IQAC)

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

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**Guru Nanak College for Girls**  
**Sri Muktsar Sahib**  
**Internal Quality Assurance Cell (IQAC)**

Email: gneiqac1970@gmail.com

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**Date:** 23 November 2019

**Proceedings of the Meeting**

**A meeting regarding “Information and Communication Technology Cell (ICT Cell) ” was held in the office of Principal on 23 November 2019 at 10:30 Am. Following members were present:**

1. *Dr Tejinder Kaur Dhaliwal (Principal)*
2. *Dr. Bali Bahadur (Coordinator IQAC)*
3. *Dr Jasjit Kaur (Member IQAC)*
4. *Dr. Nirmaljit Kaur (Member IQAC)*
5. *Dr. Jagdish Kumar (Member IQAC)*
6. *Dr. Neeta Kumari (Member IQAC)*
7. *Dr. Anita Rani (Member IQAC)*
8. *Mrs. Arti Sharma (IQAC Representative in the Cell)*
9. *Dr. Jagmeet Kaur (Member IQAC)*
10. *Dr Sunil Kumar*
11. *Mrs. Shaveta Dargan (Website Incharge)*
12. *Ms. Amanpreet Kaur (Computer Science) (Coordinator of Cell)*
13. *Mrs. Monika Juneja*



**The following issues were discussed and approved**

- 1) There will be a committee under name **Information and Communication Technology Cell (ICT Cell)** and Ms. Amanpreet Kaur (Computer Science) will be the Coordinator of Cell.
- 2) The members of the core committee will Mrs. Arti Sharma (IQAC Representative for Advise, Mrs. Shaveta Dargan (Website Incharge, Dr Sunil Kumar, Mrs. Monika Juneja

## **The following will be the mechanism to working of the Information and Communication Technology Cell (ICT Cell)**

### **1) Responsibilities of the Cell**

The ICT cell will support the college and all stakeholders of the college in achieving the mission of Institution through advanced means of *Information and Communication Technology*. It will provide a wide range of IT services to facilitate the work of the staffs, students and faculties. It will have the expertise to provide professional services and consultancy as needed, provide comprehensive training and advice to the staff and students. ICT Cell will have the responsibility to introduce new as well as strengthen existing technology to enhance the use of ICT in various activities of the college. Being responsive to the college's divers requirements the ICT Cell will provide leadership & partnership to promote effective use and development of ICT facilities across the various departments of the college. It is the key provider of infrastructure and for strategic changes. Apart from providing high – quality, robust and secured services, it will also develop a culture of use of ICT skills through teaching, training and support.

### **2) Objectives of ICT Cell**

- To facilitate the use of technologies for teaching and learning like Audio-Visual Aids, Power Point Projector, LED/LCD and Computers in Education.
- To fulfill learners needs and achieve learning objective through ICT
- To enable students to enhance their knowledge and carry out their projects and research efficiently and in time saving manner.
- The ICT Cell will keep an eye on the latest developments in information and communication technology and will implement it effectively for the quality improvement of the institution.

### **3) Functions of the Cell**

1. To create culture of ICT use in the college campus. (Online admission, governance, administration, fee collection, merit lists, notice, official communication, absentee records, examinations etc )
2. To increase the number of teachers using ICT for effective teaching and Learning Management System (LMS) by motivating and facilitating them.



3. To demand the requirements regarding ICT facilities from each departments of the college at the commandment of every academic session
4. To purchase new ICT infrastructure for the development of teaching learning and evaluation process and administration.
5. To introduce new softwares for different applications.
6. To sensitize the teaching, non teaching staff and students through workshop, training programmes etc regarding the use of ICT.
7. To facilitate the faculty, non teaching staff and students to use modules of JSR technology Pvt Ltd in their routine official works. The cell may organize workshops and extension lectures to promote the use of JSR Modules in the college.
8. To organize on line lectures/seminars in the college.
9. To develop media centre in the college including recording facilities, lecture capturing system.
10. To ensure that the college website is regularly updated, improved and user friendly and well maintained. (Regularly update the information/data on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data).
11. To make improvement in the website with respect to design and security on a regular basis
12. To collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
13. To update all communications, notices, announcements etc on a regular basis on the college website.
14. The cell will ensure that all data required by the NAAC has been uploaded on the college website.
15. Up gradation of library software.
16. To develop smart class rooms with smart Boards and internet facility.
17. To increase internet speed and availability of internet throughout the campus free of cost. Campus should have wifi connectivity.



18. To increase the number of class rooms and seminar halls with ICT facilities.
19. To promote paper free communication in the college.
20. Monitoring of the utilization of ICT facilities in the college of different stakeholders.
21. The Cell will keep frequent contact with the IQAC and Principal of the college.
22. The cell will maintained records of all data regarding ICT and will provide the same to IQAC when required
23. The cell will carefully read all guidelines of NAAC regarding SSR and AQAR.
- 24) The placement Cell will have to submit tri-monthly and Annual report of its activities to the IQAC.

*The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for orientation regarding the formation of committee.*

*Shaveta*  
Mrs. Shaveta Dargan (Website Incharge)

*Amanpreet*  
Ms. Amanpreet Kaur (Coordinator of Cell)

*Monika Juneja*  
Mrs. Monika Juneja

*Sunil Kumar*  
Dr. Sunil Kumar

*Arti Sharma*  
Mrs. Arti Sharma (IQAC Representative for Advice)

*Anita Rani*  
Dr. Anita Rani (Member IQAC)

*Neeta Kumari*  
Dr. Neeta Kumari (Member IQAC)

*Jasjit Kaur*  
Dr. Jasjit Kaur (Member IQAC)

*Jagdish Kumar*  
Dr. Jagdish Kumar (Member IQAC)

*Nirmaljit Kaur*  
Dr. Nirmaljit Kaur (Member IQAC)

*Jagmeet Kaur*  
Dr. Jagmeet Kaur (Member IQAC)

*Bali Bahadur*  
Dr. Bali Bahadur  
(Coordinator IQAC)

*Tejinder Kaur Dhaliwal*  
Principal  
(Principal cum Chairperson of IQAC)  
Sri Muktsar Sahib



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