

Guru Nanak College for Girls

Sri Muktsar Sahib

Internal Quality Assurance Cell (IQAC)

Date: 24 January 2020

Proceedings of the Meeting

A meeting regarding "New Guidelines of NAAC" was held in the office of Principal on 24 January 2020 at 11:30 Am. Following members were present:

1. Dr Tejinder Kaur Dhaliwal (Principal cum Chairperson IQAC)
2. Ms. Anshu (Vice-Principal)
3. Dr. Bali Bahadur (Coordinator IQAC)
4. Dr Jasjit Kaur (Dean Academic Affairs)
5. Dr. Nirmaljit Kaur (Registrar House Examination)
6. Dr. Neena Mehta (Incharge Research Committee)
7. Dr. Jagdish Kumar (Member)
8. Dr. Neeta Kumari (Member)
9. Dr. Anita Rani (Member)
10. Ms. Aarti Sharma (Member)
11. Dr. Prabjit Kaur (Member)
12. Dr. Sunil Kumar (Member ICT Committee)
13. Dr Sukhvinder Kaur (Incharge Eco & Go Green Club)
14. Dr. Harpreet Kaur (Incharge Committee for Extension Activities)
15. Mr. Babu Ram (Superintendent)





In light of the recommendations submitted by Dr. Bali Bahadur (Coordinator IQAC) regarding the new guidelines of NAAC, following issues were discussed and approved.

- 1) There will be a Department of Humanities in the college and **Dr. Nirmaljit Kaur** will be the head of this department.
- 2) **Dr. Sunil Kumar** will setup Incubation centre in the College.
- 3) **Dr. Jagdish Kumar** will create mechanism to use all module of JSR technology in admission, governance, examination, teaching & learning, teachers and student profile, SSS and Feedback etc. He will also organize training programme for the teaching and non-teaching staff regarding use of MIS of JSR technology.
- 4) The research committee will organize a workshop for the faculty regarding research standards of NAAC as per the revised guidelines in the month of March 2020.
- 5) The purchase committee will purchase more ICT equipments as per the recommendations of ICT committee.
- 6) **Dr. Sunil Kumar & Dr. Bali Bahadur** will ensure the internet connectivity in the college campus.
- 7) **Dr. Neena Mehta** will purchase more books for the college library.
- 8) To prepare the data basis of student's progression in higher studies, Dr. Bali Bahadur and Incharge Alumni will prepare mechanism for the same.

- 9) **Dr. Sukhvinder Kaur** (Incharge Eco & Go Green Club) will conduct green audit of the college in the month of February 2020.
- 10) **Mrs. Anshu** (Vice Principal) will constitute a committee under her to monitor adherence to the Code of Conduct for staff and students.
- 11) **Dr. Jasjit Kaur** (Dean Academic Affairs) will conduct awareness programme regarding the Code of Conduct of the Institution immediately at the starting of next academic session.
- 12) **Dr. Sukhwinder Singh** (Dean Religious Studies) will conduct One Day Workshop on *Professional Ethics for Staff and Students*. He will also develop handbooks, manuals and brochures on Human Values and Professional Ethics.
- 13) **Ms. Satinderpal Kaur, Ruchi Kalra** (Incharge Alumni) and **Mr. Babu Ram** (Superintendent) will ensure the regular financial audit of Alumni Association account.
- 14) **Dr. Neena Mehta** will also keep year wise record of publications of faculty as well as seminar/workshop/ conferences attended by the staff.
- 15) **Dr. Jasjit Kaur** (Dean Academic Affairs) will ensure proper functioning of remedial classes. She will also arrange time table of the college accordingly.
- 16) Purchase committee will purchase two wheel chairs for the differently abled students.
- 17) **Dr. Harpreet Kaur** (Incharge Committee for Extension Activities) will sign MOUs with Sarbat Da Bhala Trust Sri Muktsar Sahib and District Administration for collaboration for Extension Activities.

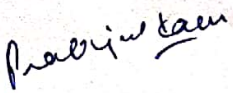
The meeting concluded with the vote of thanks to the chair by **Dr. Bali Bahadur**


Mr. Babu Ram (Superintendent)



Dr. Harpreet Kaur

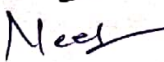
(Incharge Committee for Extension Activities)

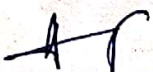

Ms. Aarti Sharma (Member IQAC)


Dr. Prabjit Kaur (Member IQAC)

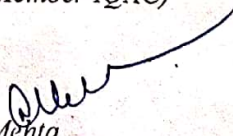

Dr. Sunil Kumar (HET Committee)



Dr. Sukhvinder Kaur (Eco & Go Green Club)


Dr. Neeta Kumari (Member)

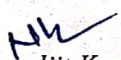

Dr. Anita Rani (Member IQAC)

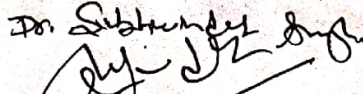

Dr. Jagdish Kumar (Member IQAC)


Dr. Neena Mehta
(Incharge Research Committee)


Dr. Jasjit Kaur





Dr. Nirmaljit Kaur
(Registrar House Examination)


Dr. Sukhwinder Singh

Ms. Anshu

(Vice-Principal)


Dr. Bali Bahadur
Coordinator

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


Dr. Tejinder Kaur Dhaliwal
Principal

Guru Nanak College For Girls (IQAC)
Sri Muktsar Sahib

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