

GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

IQAC-NAAC Minutes of Meeting

Date: 05.08.2022

The minutes of the proceedings of IQAC meeting held on 04.08.2022 in the office of the Chairperson at 12.30 p.m.

1. Name of the participants

Dr. Gurdev Singh (Principal), Chairperson, IQAC
Dr. Seema Kapoor, Assistant Professor in English, Co-coordinator, IQAC
Prof. Parmjit Singh, Assistant Professor in Computer Science
Dr. Manpreet Kaur, Assistant Professor in Commerce
Dr. Shamika Kumar, Assistant Professor in Economics
Dr. Reena, Assistant Professor in English
Dr. Y.S. Bhatia, Assistant Professor in History
Dr. Parminder Singh, Assistant Professor in Punjabi
Prof. Ashutosh, Assistant Professor in Commerce
Dr. Sukhwinder Singh, Librarian
Dr. Kulwinder Singh, Assistant Professor in Physical Education
S. Jaspreet Singh, Office clerk and Alumni Member
S. Jatinder Singh Kundi, Industrialist and Member Managing Committee
Ms. Reena, Student, B.A. Semester 5th
Ms. Liza, Student, B.Com. Semester 5th

2. Absent:

Nil

3. Agenda

- 1) To welcome new members of IQAC.
- 2) To plan Peer Team visit for second cycle of NAAC Accreditation.
- 3) To discuss the status of renovation and white washing of college campus.
- 4) To plan and discuss the budget for the renovation of Auditorium.
- 5) Renovation of cycle stand floor.
- 6) Allocation and Time table for the session 2022-23.
- 7) To plan orientation program for new students.
- 8) Celebration of Azadi Ka Amrit Mahotsav.
- 9) Distribution of free books to needy students.
- 10) Any other issue with the special permission of the chair.

4. Decisions Made

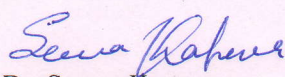
- 1) The new student members Liza and Reena were welcomed by the chairperson and the coordinator IQAC related them the purpose of IQAC constitution and its meetings. They were sensitized to discuss the problems and requirements of students in IQAC meetings. Both the student members thanked the chairperson for choosing them as members of IQAC.
- 2) The IQAC coordinator happily intimated the members that as per the email received on 03.08.2022 from NAAC authorities, our college had cleared pre-qualification stage. Next step was to submit the remaining fees and required details for the peer team visit. A rigorous discussion was made on the dates of inviting peer team for inspection and ultimately it was decided to pay the fees on 16th August 2022 and dates of invitation would be given one month after the deposition of fees.
The IQAC coordinator demanded names of the hotels to be given for the stay of peer team. After the discussion, hotel Cabbana was approved for the stay as it was nearer to the college.
- 3) As the college had been undergoing white washing for last 45 days, the college Alumnus and office in-charge S. Jaspreet Singh was asked to present the report on its status. He related that all the rooms and departments were completed with the whitewashing and now labs, library, office and outside area were remaining. The chairperson instructed him to speed up the work as some other formalities were to be completed before September 2022.
- 4) The roof of auditorium required immediate replacement. So, again the matter was brought into notice to get it renovated at the earliest for arranging activities and functions in the coming academic session. The budget for this renovation had already been approved by the management in its meeting.
- 5) The cycle and scooter stand also demanded repair. So, the same matter was put before the IQAC by the student members and it was approved by the chairperson to get repaired before 15th August 2022.

- 6) As the classes are based on time table planning, the chairperson instructed all the department heads to allocate the subjects at the earliest so that registrar can prepare time table of all departments before 13.08.2022.
- 7) The new students always need orientation, where they meet and greet senior students and get acquainted with the tradition and culture of the college. Assistant Professor Mandeep Kaur was assigned the duty to prepare power point presentation, indicating the achievements and glory of the college to tell new students so that they may follow the footprints of their seniors. The general orientation was decided to be organized in the fourth week of August, 2022.
- 8) The coming 15th August was a celebration of 75th Independence Day. as per the guidelines of Central Government. College also planned to celebrate Azadi Ka Amrit Mahotsav by inviting students and singing patriotic songs. Students will take photographs with National Flag and send to Dr. Yadwinder Singh.
- 9) The chairperson instructed the department heads to select needy students and make department wise lists so that books can be distributed to them as early as possible for smooth studies.

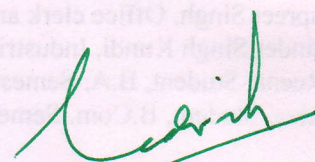
Future Plan:

- 1) Preparation for NAAC PEER TEAM visit.
- 2) Formation of clubs and subject societies.

The meeting ended with vote of thanks by the coordinator.



Dr. Seema Kapoor
Coordinator IQAC



(Dr. Gurdev Singh)
Chairperson IQAC

Principal

Guru Nanak College

Sukhachalanana Sahib, Phagwara