

GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

IQAC-NAAC Minutes of Meeting

Date: 12.09.2020

The minutes of the proceedings of IQAC meeting held on 10.09.2020 in the office of the Chairperson by maintaining social distancing at 01.00 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. Inderjit Kaur, Assistant Professor in Punjabi
Dr. Shamika Kumar, Assistant Professor in Economics
Dr. Manpreet Kaur, Assistant Professor in Commerce
Dr. Reena, Assistant Professor in English
Dr. Y.S. Bhatia, Assistant Professor in History
Prof. Arwinder Kaur, Assistant Professor in Computer Science
Dr. Parminder Singh, Assistant Professor in Punjabi
S. Jatinder Singh, Office clerk and Alumni Member
S. Jaspreet Singh, Office clerk and Alumni Member
Sh. Surinder Chawla, Alumni Member
S. Jatinder Singh Kundi, Industrialist and Member Managing Committee
S. Satnam Singh Sahni, Sarpanch and Managing Committee

2. Absent

NIL

3. Agenda

- 1) To welcome new IQAC member.
- 2) Review of AQAR 2019-20.
- 3) Discussion on terminal semester examination.
- 4) Discussion on Standard Operating Procedure, sent by GNDU, Amritsar.
- 5) Contemplation on publishing edited book.
- 6) Any other issue with the special permission of the chair.

4. Decisions Made

- 1) This being the first meeting of 2021, all the members were greeted by the chairperson and the new member Prof. Arwinder Kaur was welcomed by all the members and coordinator.
- 2) A copy of Standard Operating Procedure for exit examination September October 2020, sent by GNDU was given to each member.
- 3) The coordinator IQAC presented the prominent points of AQAR and the same was approved by all the members.
- 4) A committee, consisting Dr. Reena, Dr. Shamika and Prof. Mandeep was constituted under the supervision of registrar Prof. Paramjit Singh to follow the instructions of Guru Nanak Dev University to hold online examination of the final year classes. The members were instructed to check the quality of answer sheet, uploaded by the students and demand another copy from the students, in case of any issue regarding illegibility.
- 5) Duties were assigned to Dr. Yadwinder Jit Singh Bhatia, Dr. Kulwinder Singh, Dr. Manpreet Kaur, Prof. Ashutosh and Prof. Jaspreet Kaur to create WhatsApp groups of terminal semester students of various streams and collect their email ids as question papers will be sent on the same.
- 6) It was proposed and decided to organize a webinar for the students of exit classes of various courses on standard operating procedure, to be followed while taking the examination.
- 7) Faculty members were directed by the chairperson to evaluate the answer sheets as per university norms and upload the marks on GNDU portal within stipulated time.
- 8) Teachers were instructed to organize online activities for the students.
- 9) Department heads were given the duty to check the compliance of the syllabus as per the lesson plans made by the teachers.
- 10) As Covid-19 had changed the scenario of writing arena, it was discussed and supported by all the members to publish an interdisciplinary edited book with ISBN number on various themes related to Covid-19.


Dr. Seema Kapoor and Dr. Shamika were assigned the duty to do needful spade work for the same and report within three days.

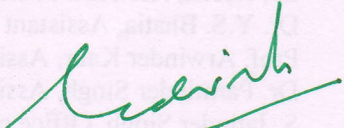
- 11) The chairperson guided the members not to let our guard down, as Covid-19 cases might accelerate due to approaching winter and play our part by maintaining social distancing, mask wearing, hand hygiene and avoiding crowds.

Future Plan:

- 1) Submission of AQAR.
- 2) Publishing edited book.

The meeting was adjourned by the Chairperson at 2:30 p.m


Dr. Seema Kapoor
Coordinator IQAC


(Dr. Gurdev Singh)
Chairperson IQAC