

# GURU NANAK COLLEGE SUKHCHAINANA SAHIB, PHAGWARA

## IQAC-NAAC Minutes of Meeting

**Date: 04.05.2022**

The minutes of the proceedings of IQAC meeting held on 02.05.2022 in the office of the Chairperson by maintaining social distancing at 02.20 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. 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. Jatinder Singh Kundi, Industrialist and Member Managing Committee  
Ms. Priya, Student, B.Com. Semester 5<sup>th</sup>  
Mr. Mohit Chumber, Student, B.A. Semester 3<sup>rd</sup>

### **2. Absent:**

Dr. Y.S. Bhatia, Assistant Professor in History  
S. Jaspreet Singh, Office clerk and Alumni Member

### **3. Agenda**

- 1) To discuss the completion of SSR for the second cycle of NAAC accreditation.
- 2) To decide date for Annual Prize Distribution Function.
- 3) To decide date of farewell party for outgoing students.
- 4) To discuss status of syllabi.
- 5) To chalk out strategy for admission augmentation for new session.
- 6) To organize Yoga Training camp in order to commemorate 'Yoga Month'.
- 7) Placement drive.
- 8) Any other issue with the special permission of the chair.

### **4. Decisions Made**

- 1) The minutes of previous meeting were read out and confirmed.
- 2) The coordinator IQAC put forth the status of SSR which was to submit before 09.05.2022. As per the report, 95% work of SSR was complete. Only some of the documents were left to be uploaded in a few metrics. The chairperson applauded the efforts of the whole team as the work was done in stipulated time. Non teaching staff was also commended for providing well planned data. So it was decided to submit the report on May 07, 2022 within stipulated time.
- 3) The success of Convocation Function was discussed in the meeting and it was time to contemplate on Annual Prize Distribution Function as the Executive Members of different societies, clubs and councils were to be honored. So, the chairperson suggested to plan the annual function on 27th of May, 2022. He instructed the Dean, Co-curricular activities to procure names of students from different departments who were to be honored and arrange trophies with certificates for them.
- 4) As per the culture of the institution, outgoing students were to be given farewell party. As the university exams were to start from 31st May, 2022, it was decided to notify the farewell to be held on 28th of May, 2022.
- 5) The Registrar of the college was directed by the chairperson to collect report from Head of the Departments regarding status of syllabi as some days before exams were to be devoted for revision for the better performance of students in university exams. It was also discussed to give extra study hours to advance learners and slow learners.
- 6) As the new admissions were on the brink of new session, it was discussed how to increase the strength due to student exodus. The duty was given to prospectus committee to contact students of 12th standard and motivate them to seek admission in GNC by showing them different facilities provided in the institution.
- 7) Coordinator NSS unit, Dr. Yadwinder Jit Singh Bhatia suggested that a Yoga Camp should be arranged in the campus to commemorate 'Yoga month' under which, different yoga activities were being organized in



the country. The suggestions were given for the names of Yoga trainers and ultimately the name of Dr. Kulwinder Singh, Assistant Professor in Physical Education was decided as yoga trainer on 31.05.2022.

- 8) Here was the turn of placement drive to be organized as the session 2021-22 was on the verge of completion. Senior Manager, SBI Life Insurance had approached the chairperson to conduct test and interview for the students of outgoing classes to be placed in their insurance sector. Alumni S. Maninder Singh Sagoo also proposed to visit the institution on 14th May, 2022 to conduct placement drive for his firm 'Brainbox Corporate Solutions'.

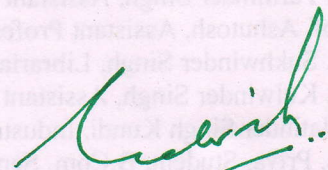
### **Future Plan:**

- 1) To prepare department profiles.
- 2) To chalk out lesson plans for upcoming session.
- 3) To check attainment of course outcomes and program outcomes by students' performance.

The meeting was adjourned by the Chairperson at 3:30 p.m.



Dr. Seema Kapoor  
Coordinator IQAC



(Dr. Gurdev Singh)  
Chairperson IQAC

Principal

Guru Nanak College

Sukhachandana Sahib, Phagwara