



# SIKH NATIONAL COLLEGE

## Qadian (Gurdaspur)

(RE-ACCREDITED WITH 'B' GRADE BY NAAC, BANGALORE)  
(AFFILIATED TO GURU NANAK DEV UNIVERSITY, AMRITSAR)  
(MANAGED BY SIKH EDUCATIONAL SOCIETY, CHANDIGARH)

### Internal Quality Assurance Cell (IQAC)

### MINUTES OF FIRST MEETING OF THE IQAC HELD ON THURSDAY 5<sup>th</sup> August 2021

**Time: 1:30pm to 3:00pm**

**Venue: Principal office**

**(Academic Year: 2021-2022)**

**Date: 05.08.2021**

The first meeting of IQAC in academic session 2021-2022 was held on 05.08.2021 in Principal office. Prof. Koushal Kumar, the IQAC Coordinator, welcomed the participants with a greeting statement. He then presented a report on the meeting's goals, including the primary objectives, activities, and responsibilities of the IQAC. The following points were discussed in the meeting:

1. The IQAC Co-ordinator, Prof Koushal Kumar, read the minutes of the previous meeting and it was approved by all the members.
2. It was decided to carry out an analytical review of the results of the previous semester.
3. It was decided in the meeting to enhance sports activities among students for improving their physical /mental health.
4. A standard operating procedure will be prepared by the college canteen committee to be followed by students in the canteen. The canteen committee will also regularly visit college canteen to monitor the condition and quality of all canteen facilities including food beverages, cleanliness, hygiene, utensils, ventilation etc.

5. It was decided during the meeting that the college website should be properly updated with the latest recent activities that took place in campus.
6. It was stated at the meeting that the college will organize faculty development programmes, seminars, extension lectures, etc. to strengthen the teaching and learning experience of both students and teachers.
7. To promote the culture of research and development in college, the IQAC chairman advised to faculty members to publish their research work in UGC recognized journals only. Additionally, it was also planned to make full use of information and communications technology-based techniques.
8. The IQAC team members decided to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp, Plastic Ban Awareness, Road Safety program and Anti-Stubble Burning Campaign etc.



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

#### **MINUTES OF SECOND MEETING OF THE IQAC HELD ON WEDNESDAY 3rd November 2021**

**Time: 1:30pm to 2:30pm**

**Venue: Principal office**

**(Academic Year: 2021-2022)**

**Date: 03.11.2021**

The meeting of IQAC was held on 03.11.2021 in Principal office. The IQAC coordinator Prof Koushal Kumar welcomed the members in the second meeting of academic session 2021-2022. The following points were discussed in the meeting:

1. The IQAC committee members agreed at the meeting that the college should register its alumni association at the earliest, which will help with both NAAC accreditation as well as student tracking after graduation from college. It was also decided that a WhatsApp group will be formed for college alumni members where all recent college activities will be posted.
2. Some other objectives behind the alumni registration were discussed in the meeting by various members as mentioned below.
  - Alumni meetings will promote more interaction between present college students who are currently enrolled in different courses in the college and well settled college alumni in various places.
  - To upgrade, modernise, and improve the college's current facilities with the financial help of alumni.

- The alumni need to be involved in college activities so that they can share their post-college experiences and guide current students.
3. The head of the computer department's Prof Harkawal Singh Bal request for new computers which is evaluated by the college principal and IQAC team members and it was decided in the meeting to purchase 10 new desktop computers for students with the following hardware configuration.
    - Processor: i3 and i5
    - RAM: 8GM
    - SSD: 256GB
  4. Our college encourages students to offer thoughtful and helpful feedback because it is committed to giving its students a standard education and other services. Therefore, IQAC members decided to get students feedback regarding teaching and learning, curriculum, academic atmosphere in the college and other activities. Students must be given orientation for providing the feedback in correct form.
  5. IQAC team decided to carry out Extension lectures and Seminars in different departments from experts.
  6. The college will hold interclass competitions for students such as debate competitions, poster-making competitions, quiz competitions, etc.
  7. Follow up of activities discussed in previous meeting.



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

#### **MINUTES OF THIRD MEETING OF THE IQAC HELD ON WEDNESDAY 4<sup>th</sup> February 2022**

**Time: 1:30pm to 2:30pm**

**Venue: Principal office**

**(Academic Year: 2021-2022)**

**Date: 04.02.2022**

The meeting of IQAC was held on 04.02.2022 in Principal office. The IQAC coordinator Prof Koushal Kumar welcomed the members in the third meeting of academic session 2021-2022. The following points were discussed in the meeting:

1. IQAC coordinator Prof Koushal Kumar informed and discusses with team members about due date of AQAR submission for academic session 2020-2021. He allocated AQAR criteria's to different teams and assigned senior faculty members as an in-charge of teams. A deadline has been fixed for collecting the data for AQAR from the various departments. After the data compilation, it will be analysed and the scope of improvement for each criterion will then be sent to the relevant department for further action.

2. As discussed in previous IQAC meeting held on 03.11.2021 about the purchase of new desktop computer, the college purchase committee decided to invite quotations from various computer Vendors in Amritsar. The competent authority will compare the price, specifications and brand of desktop machines and then the decision will be taken.
3. It was decided to arrange COVID19 Vaccination camps in the college with the help of health department for the benefit of students, staff and local people.
4. IQAC members discussed and scheduled various events in the college according to the most recent Covid-19 instructions from the state and centre governments.
5. IQAC members discussed the need of water management for creating green campus therefore; it was planned in the meeting to install underground water distribution pipe system to connect college gardens and parks with centralised water motor.
6. IQAC members planned to enrich the college libraries with new books, magazines and latest journals to strengthen the library. Therefore, the college library committee will ask from all departments to provide a list of books required for the upcoming semester.
7. The IQAC team will prepare a roadmap for all the departments, and the department heads will make sure that the required steps are taken to achieve good results.
8. IQAC team members suggested some value-added and skill-based courses for the benefit of students to ensure that the students have adequate knowledge and skills as required by industrial world. This plan will shortly be presented to the college management for approval.
9. The college IQAC emphasized on creating healthy environment in the college campus and discussed about the importance of trees in maintaining a balance ecosystem. Therefore, team members decided to preserve a certain part of the college for plantation.
10. Members of the IQAC team explored the various admission strategies to increase student enrolment in the college for the upcoming academic year 2022–2023.



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### Internal Quality Assurance Cell (IQAC)

### MINUTES OF FOURTH MEETING OF THE IQAC HELD ON WEDNESDAY 30<sup>th</sup> APRIL 2022

**Time: 1:30pm to 3:00pm**

**Venue: Principal office**

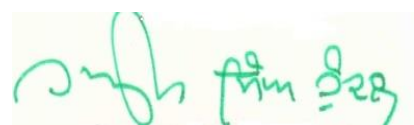
**(Academic Year: 2021-2022)**

**Date: 30.04.2022**

The meeting of IQAC was held on 30.04.2022 in Principal office. The IQAC coordinator Prof Koushal Kumar welcomed the members in the fourth meeting of academic session 2021-2022. The IQAC team reviewed the action plan prepared during the last three consecutive meetings of the academic year 2021–2022.

Plan of Action	Outcome Achieved
It was decided in the first meeting to conduct analytical review of college results	Reviewed by Head of various departments and report submitted to college principal.
Promotion of sports activities among students	Dr Simratpal Singh Head of Physical Education department addressed the students in college assembly and explained the benefits of sports in student's life.

The college canteen committee will draft a standard operating procedure (SOP) to improve the canteen's services.	Accomplished and evolving.
Regular updation of college website	Prof Koushal Kumar Incharge of college website committee regularly updated the website with the most recent activities held in college.
Organising NSS and NCC activities in college	Successfully completed
College Alumni meetings and alumni registration	Alumni meeting have been conducted in this session and alumni registration plan is presented in front of college management.
Purchase of new desktop computers for computer department	Permission was granted from management to buy 10 new desktop computers.
Organizing Interclass competitions	Completed in both online and offline mode.
AQAR submission for academic session 2020-2021	Prepared and submitted on time
Arrangement of COVID19 Vaccination camps in college campus.	Successfully completed
Installation of water pipelines to improve water management	Plan still being worked on
Enrich the college libraries with new books and magazines.	In process
Admission campaign strategies to increase student strength in college	Completed in exemplary manner and student strength increased as compared to previous session.



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