



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 Wednesday 10th August 2022

Time: 2:00pm to 3:00pm

Venue: Principal office
(Academic Year: 2022-2023)

Date: 10.08.2022


S.r No	Name of Teacher	Designation
1	Dr Harpreet Singh Hundal (Chairperson)	Associate Professor
2	Ms. Sukhpal Kaur	Associate Professor
3	Mr. Kulwinder Singh	Associate Professor
4	Mr. Gurinder Singh	Associate Professor
5	Dr. Gurdeep Singh	Associate Professor
6	Mr. Harkawal Singh	Assistant Professor
7	Mr. Satwinder Singh	Assistant Professor
8	Mr. Koushal Kumar(Coordinator)	Assistant Professor

9	Mr. Rakesh Kumar	Assistant Professor
10	Prof. Harjinder Singh	Librarian
11	Dr. Simratpal Singh	Assistant Professor
12	S. Kamaljeet Singh	Superintendent
13	S. Narinderpal Singh Sandhu	LMC Member
14	P.Vijay Kumar Gupta	Secretary Alumni
15	S. Amarjeet Singh	DEO Elementary School (Alumni member)
16	Sh. Ram Lal	Principal Govt Sen Sec School(Alumni member)
17	Amarpreet kaur	Student member
18	Shabnam Aktara	Student member

The first meeting of IQAC in academic session 2022-2023 was held on 10.08.2022 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-coordinators, 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. The IQAC team members highlighted the issue of the pending fee of college students. A decision was taken to create tutorial groups to resolve this issue, in which every teacher will be allotted 25-30 students. The teachers will meet the students of their tutorial groups and get their pending fee dues cleared. They will also listen, discuss and solve the problems of their students.
4. The GNDU Zonal Youth Festival 2022–2023 preparations have been evaluated by the IQAC team. Team discussed about a satisfactory budget amount to be allocated for this event. The Youth festival in-charge Prof Harjinder singh informed the team members that this year our college is participating in more events than the previous year.
5. Team members also talked about the upcoming house examinations. In the meeting, it was decided that all students must take these exams. A student will not be eligible for a fee concession if they receive less than the minimum number of required marks.
6. It was decided in the meeting to enhance sports activities among students for improving their physical /mental health.
7. The teachers were given instructions on how to plan departmental events and activities and to keep precise documentation of them.
8. 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.
9. It was decided during the meeting that the college website should be properly updated with the latest recent activities that took place in campus.
10. To promote the culture of research and development in college, the IQAC team members 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 technique.



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MINUTES OF SECOND MEETING OF THE IQAC HELD ON FRIDAY 3rd FEBURARY 2023

Time: 1:30pm to 2:30pm

Venue: Principal office

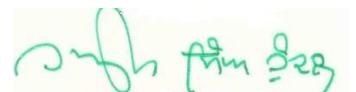
(Academic Year: 2022-2023)

Date: 03.02.2023

The meeting of IQAC was held on 03.02.2023 in Principal office. The IQAC coordinator Prof Koushal Kumar welcomed the members in the second meeting of academic session 2022-2023. 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 2022-2023. 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 analyzed and the scope of improvement for each criterion will then be sent to the relevant department for further action.

2. The IQAC team talked to ensure the Annual Prize Distribution Function runs smoothly.
3. 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.
4. IQAC team decided to carry out Extension lectures and Seminars in different departments from experts.
5. The college will hold interclass competitions for students such as debate competitions, poster-making competitions, quiz competitions, etc.
6. 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.
7. 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.
8. Members of the IQAC team explored the various admission strategies to increase student enrolment in the college for the upcoming academic year 2023–2024.
9. Follow up of activities discussed in previous meeting.



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