



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

Monday 5th August 2024

Time: 2:00pm to 3:00pm

Venue: Principal office

(Academic Year: 2024-2025)

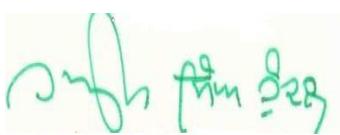
Date: 05.08.2024

The first meeting of IQAC in academic session 2024-2025 was held on 05.08.2024 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 Principal formally welcomed the newly appointed faculty members to the institution. Their roles, responsibilities, and departmental assignments were briefly discussed. Senior staff members were encouraged to support the new teachers in academic and administrative matters.
4. The admission status for the academic session 2024–25 was reviewed. Faculty members were informed about the current enrollment figures. The Principal emphasized the need to motivate students for PG admissions. Teachers were advised to reach out to alumni and final-year students to promote higher

education programs.

5. Prof. Koushal Kumar, Incharge of the ABC Portal, discussed the mandatory registration of students on the Punjab Government portal. Department-wise responsibilities were assigned to teachers to facilitate and ensure the timely creation of ABC IDs for all students.
6. The Principal stressed the importance of maintaining discipline on campus. Teachers were instructed to monitor student behavior in classrooms and common areas. Any incidents of indiscipline were to be reported immediately. Collective responsibility for a positive academic environment was highlighted.
7. Each department was directed to submit activity reports. These reports were to include seminars, workshops, and academic events. Documentation was required for NAAC purposes.
8. Updates on SC scholarship applications were reviewed. Teachers were asked to assist students with documentation. Any pending cases were to be resolved promptly.
9. The IQAC team reviewed the preparations for the GNDU Zonal Youth Festival 2024–2025 and discussed the allocation of a satisfactory budget for the event. The Youth Festival In-charge, Prof. Harjinder Singh, informed the team that the college is participating in more events this year compared to the previous year.
10. The Principal emphasized reviewing syllabi under the New Education Policy (NEP2020). Teachers were advised to familiarize themselves with new subjects like Skill Enhancement Courses. Coordination with the university was encouraged for clarity.



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MINUTES OF SECOND MEETING OF THE IQAC HELD ON

SATURDAY 23rd November 2024

Time: 2:00pm to 3:00pm

Venue: Principal office

(Academic Year: 2024-2025)

Date: 23.11.2024

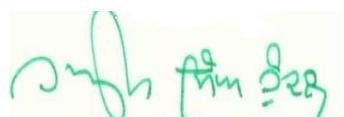
The second meeting of IQAC in academic session 2024-2025 was held on 23.11.2024 in Principal office.

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 team members discussed the issue of pending student fees. It was decided to form tutorial groups, with each teacher being assigned 25–30 students. Teachers will regularly meet their respective groups to facilitate the clearance of outstanding fee dues and to address students' academic and personal concerns through discussion and guidance.
2. Preparations for the National Seminar on "Bani and Teachings of Guru Amardas Ji" were reviewed. Responsibilities were assigned to departments. Faculties were instructed to ensure academic quality and smooth coordination.
3. During the meeting, Prof. Koushal Kumar, Incharge of AQAR, discussed the upcoming deadline for the submission of the AQAR report. All seven NAAC criteria were reviewed in detail and allocated to the concerned teachers for data collection and documentation. The importance of accuracy, proper formatting,

and timely submission of all required evidence was emphasized to ensure smooth and successful completion of the AQAR process.

4. The Principal discussed the upcoming GNDU examinations, including the date sheets released by University. Detailed planning was carried out to ensure the smooth and efficient conduct of the examinations. Important aspects such as examination schedules, invigilation duties, seating arrangements, and overall coordination were reviewed to avoid any inconvenience to students and staff.
5. The Principal instructed Prof. Koushal Kumar, Incharge of the College Website, to ensure that the college website is regularly updated with the latest academic, cultural, and administrative activities conducted on the campus. Emphasis was laid on uploading recent events, achievements, notices, and photographs in a timely manner so that the website reflects the institution's ongoing initiatives and maintains effective communication with stakeholders.
6. 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 MEETING OF THE IQAC HELD ON Saturday 15th March 2025

Time: 1:00pm to 2:00pm

Venue: Principal office

(Academic Year: 2024-2025)

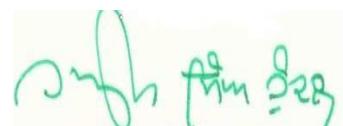
Date: 15.03.2025

The third meeting of IQAC in academic session 2024-2025 was held on 15.03.2025 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 Principal stressed the importance of maintaining discipline on campus. Teachers were instructed to monitor student behavior in classrooms and common areas. Any incidents of indiscipline were to be reported immediately. Collective responsibility for a positive academic environment was highlighted.
2. The November–December 2024 examination results were reviewed in detail. Teachers handling low-performing subjects were advised to analyze the result trends and adopt improved teaching–learning strategies to enhance student performance. Special attention was recommended for students with low grades, and teachers were encouraged to focus on identifying and supporting weak learners through remedial classes, mentoring, and personalized academic guidance.
3. Strict discipline rules were discussed. Teachers were told to make sure that students do not leave the

college before 12:45 PM without proper permission. Regular checking of student attendance was also stressed so that students remain punctual and serious about their studies.

4. The Principal urged staff to take NAAC-related work seriously. The NAAC In-charge briefed the house on ongoing activities. Faculty participation was appreciated.
5. All departments were encouraged to organize academic activities such as seminars, workshops, guest lectures, and competitions to improve students' learning and skills. Departments were also instructed to prepare proper reports of these activities, including photographs and details, and submit them to the college office for record and documentation purposes.
6. The preparations for the Annual Prize Distribution Function were discussed in detail. Teachers were given specific duties and responsibilities to ensure that the ceremony is organized smoothly and successfully. Arrangements related to the stage, seating, prizes, decorations, and overall coordination were also planned so that the event can be conducted in a well-organized manner.
7. For the Academic Session 2025–26, teachers were asked to personally connect with students identified from collected schools data. They were advised to stay in touch with these students and guide them about courses and admission procedures. The college has set a target of enrolling 700 students, and all staff members were reminded to take their admission duties seriously and work sincerely towards achieving this goal.
8. To set up a data center proposal was discussed to buy printers, projectors, one air conditioner, and new computers. The Principal informed the staff about the recommendation of the Sikh Educational Society to procure high-quality systems. The upgrades were aimed at improving academic and administrative efficiency.

A handwritten signature in green ink, likely belonging to the Officiating Principal, is placed here.

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