

Notice

Date: 15-07-2022

Following are the members of IQAC Internal Quality Assurance Cell.

Members:

1. Sh. Neeraj Jindal (Secretary, Managing Committee) *Neeraj*
2. Dr. Surinder Singh Thakur (Principal) *SS*
3. Dr. Bharat Bhushan (Co-ordinator, IQAC) *B*
4. Sh. M. L. Grover (Alumni Member) *MLG*
5. Sh. Manish Bansal (Industrialist/Stakeholder) *Manish*
6. Mrs. Surinder Kapila (Vice Principal) *SK*
7. Mrs. Usha Rani, Associate Professor (Bursar) *Ush*
8. Mrs. Galaxy Gupta, Assistant Professor *Galaxy Gupta*
9. Ms. Gurbinder Kaur, Assistant Professor *GK*
10. S. Sukhpal Singh Bhatti (Office Superintendent) *Sukhpal*
11. Vishav Bishnoi (Student) *Vishav*
12. Jessica (Student) *Jessica*

J
15/7/2022
IQAC coordinator

SS
Principal

Date: 03.08.2022

Proceedings

A meeting of IQAC with the Non-teaching staff was held on 3rd of August 2022 in Principal Office at 2 p.m. before the visit of NAAC peer team.

1. The non teaching staff provided the office data in time needed by the members of different committees and cells. Now the IQAC coordinator gave the instructions to the non-teaching staff related to their role and contribution in NAAC team visit.
2. It was discussed in the meeting that the financial data is the most crucial data of the college. They were advised to keep the proofs for the financial data related to budgets and audits filled in the SSR.
3. They were advised to provide the documents and proofs for any office related information. Further allocations of specific responsibilities with respect to the visit were also discussed. They were also motivated to keep up the good work.

SIQAC

Date: 03.09.2022

Proceedings

A meeting of IQAC with the teaching staff was held on 3rd of September 2022 in Principal Office at 1 p.m. the following decisions are taken in the meeting:

1. The principal started the meeting with the discussion of action plan which should be taken out sincerely. The IQAC coordinator informed the gathering about jobs which are described to each staff member to manage NAAC peer team visit related activities. The principal suggested keeping the hard copy of all the proofs submitted in SSR. He also suggested possessing the proofs of action taken for the suggestions made during previous NAAC assessment.
2. Each department has prepared a power point presentation. It was discussed that they will show their power point presentations to IQAC members on Monday so that amendments would be done beforehand if needed.
3. The principal also suggested the computer department to update the website accordingly before the visit.
4. It was discussed that the cultural committee which is organizing a cultural program for NAAC team to show them the culture of Punjab, will show the rehearsals to the members for any improvement.
5. The coordinator of NCC was given instructions to get ready his cadets by doing practice sessions with them.
6. The principal suggested keeping and checking the cleanliness in the premises. In the end he and IQAC coordinator motivated staff members to give their best and do well.

Strain

Proceedings

Date: 10-10-2022

A Meeting of IQAC was held on 10-10-2022 at 02:00pm in presence of Chairperson of IQAC Dr. Surinder Singh Thakur and following decisions are taken:-

1. According the report of NAAC Peer Team, following are the weak points which are discussed in this meeting:-

- 1.3 Curriculum Enrichment
- 1.4 Feedback System
- 2.1 Student Enrollment
- 3.1 Resource Mobilization for Research
- Best Practices

All these weaknesses should be discussed in general meeting.

2. 4 Smarts Boards will be purchased by Purchase Committee and installed before 31st March, 2023.
3. Academic Committee is directed to search out the vocational courses on the websites of UGC, PU Chandigarh, Jagat Guru Nanak Dev Punjab State Open University or any other site. It was further suggested that a complete survey to opt vocational courses should be done by students of 10+2 of different schools.
4. It was also discussed that a notice regarding the conducting of National/International seminars should be circulated to all the staff members to have their consent to organize the same. After this, it was decided that Department of Hindi, English, Business Management and Commerce, Mathematics & Computer Applications will organize seminars before 31st March, 2023.
5. Research committee was directed to organize FDP before 31st May, 2023.
6. It was also discussed that a notice to organize outreach programmes should be circulated to all the staff members to have their consent to organize the same. After this, it was decided that Department of Hindi, English, Mathematics, Business Management and Commerce, Career Counselling and Guidance Cell, Legal Literacy Cell, NCC & NSS Unit will organize outreach programmes before 31st May, 2023.
7. As a best practice, NCC & NSS will adopt a village and organize activities to spread awareness to Save Water and Cleanliness. A dispensary will also be opened in college as best practice.
8. Departments/Committees/Cells are directed to prepare the record according to AQAR/SSR format for the year 2022-23.
9. Allotment of AQAR chapters (according to SSR) is as follows:-
 - Chapter 1,2,3 : Mrs. Usha Goyal, Dr. Seema Jindal, Mr. Prince Singla, Mr. Ashish Baghla, Ms. Neha Thakur and Mr. Manik Jindal
 - Chapter 4,5: Dr. Bharat Bhushan, Dr. Payal Singla and Ms. Gurbinder Kaur

- Chapter 6,7: Mrs. Galaxy Gupta, Dr. Khushnasib Gurbakhshish Kaur and Mrs. Manpreet Kaur
- Overall Incharge: Dr. Bharat Bhushan

10. All the staff members are informed that they should send their report and photos of the activities organized by their department/committee/cell in following format:-

- ✓ Photos of the Activity (in JPEG format)
- ✓ Report of the Activity (in PDF format)
 - Notice
 - Activity Photos
 - Attendance
 - Proceeding/Report
 - Press Coverage

It is informed that this data should be sent to IQAC mail gnck.iqac@gmail.com on next day of activity.


10/10/2022
IQAC Co-ordinator

A Meeting of IQAC was held on 21-04-2023 at 01:00pm in presence of Chairperson of IQAC Dr. Surinder Singh Thakur and following decisions are taken:-


1. Proceeding of previous meeting dated 10-10-2022 was read and pending work was analyzed which is as follows:-
 - a) 4 Smarts Boards and three projectors were to be purchased by Purchase Committee and installed before 31st March, 2023. It could not be completed, so should be extended till 31-07-2023.
 - b) Academic Committee was directed to search out the vocational courses on the websites of UGC, PU Chandigarh, Jagat Guru Nanak Dev Punjab State Open University or any other site. It was further suggested that a complete survey to opt vocational courses should be done by students of 10+2 of different schools which is still in process.
 - c) Research committee was directed to organize FDP before 31st May, 2023 which is in process.
 - d) It was decided that Department of Hindi, English, Mathematics, Business Management and Commerce, Career Counselling and Guidance Cell, Legal Literacy Cell, NCC & NSS Unit will organize outreach programmes before 31st May, 2023 which is in process.
 - e) As a best practice, NCC & NSS were to adopt a village and organize activities to spread awareness to Save Water and Cleanliness. A dispensary will also be opened in college as best practice which is in process.
2. As a best practice, Alumni Association of the college will organize blood donation camp every year.
3. As an Institutional distinctiveness, Career Counselling and Guidance Cell of college will organize job fair regularly every year.
4. It was planned to install centralized water purifier system in next academic session.
5. It was planned to install 8 wall speakers for auditorium and 4 for seminar hall in next academic session.


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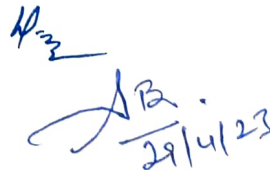
6. It was planned to purchase two electronic lecture stands in next academic session.
7. Previous semester (Dec 2022) results were discussed.
8. It is pertinent to mention that the allotted chapters of AQAR 2022-23 should be submitted before 30-09-2023. Allotment of AQAR chapters (according to SSR) is as follows:-
 - Chapter 1,2,3 : Mrs. Usha Goyal, Dr. Seema Jindal, Mr. Prince Singla, Mr. Ashish Baghla, Ms. Neha Thakur and Mr. Manik Jindal
 - Chapter 4,5: Dr. Bharat Bhushan, Dr. Payal Singla and Ms. Gurbinder Kaur
 - Chapter 6,7: Mrs. Galaxy Gupta, Dr. Khushnasib Gurbakhshish Kaur and Mrs. Manpreet Kaur
 - Overall Incharge: Dr. Bharat Bhushan
9. It was directed by the Principal to make the IQAC members aware about the Choice Based Credit System to be implemented for UG-1st semester in upcoming session.



 29/4/2023
IQAC Co-ordinator

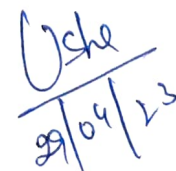
All the staff members are informed to read it carefully and sign below:-



 Seema Jindal
 29.4.23.



 Prince Singla
 29.4.23

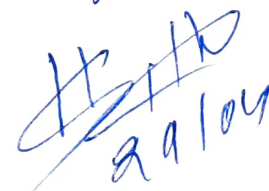

 Ashish Baghla
 29/4/23



 Manik Jindal
 29.4.23


 Usha Goyal
 29/04/23


 Galaxy Gupta


 Manpreet Kaur


 Neha Thakur
 29/04


 Amandeep
 29/04/23