



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 Saturday 12th August 2023

Time: 1:30pm to 3:00pm

Venue: Principal office

(Academic Year: 2023-2024)

Date: 12.08.2023

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	Sandeep Kaur	Student member
18	Manisha	Student member

The First IQAC meeting for the Academic Session 2023-2024 started with a welcome address by **Prof. Koushal Kumar**, IQAC Coordinator. He described the goals, activities, and functions of the IQAC. Here are the main takeaways:

1. Approval of Previous Minutes:

- The minutes of the previous meeting were read by Prof. Koushal Kumar and unanimously approved by all members.

2. Welcome to New Staff Members:

- Principal **Dr. Harpreet Singh Hundal** welcomed newly appointed teachers and informed staff about the number of students admitted in the current academic year.

3. **Campus Discipline:**

- Principal stressed discipline to be maintained in campus and classrooms.
- Staff members were instructed to take immediate action against any indiscipline and report it to the administration.

4. **Online Admission Process Review:**

- The IQAC team reviewed the smooth execution of the online admission process and appreciated the efforts of the **Online Admission Team** for their diligent work on the Punjab Government's online admission portal.

5. **Analytical Review of Results:**

- The team decided to conduct an analytical review of the previous semester's results to identify areas for improvement.

6. **Pending Fee Clearance:**

- To address pending student fees, it was decided to create **tutorial groups**, each comprising 25-30 students.
- Teachers will guide these groups to resolve fee-related issues and address student concerns.

7. **Scholarships for Minority/SC/BC Students:**

- Prof. **Sukhpal Kaur** updated the team on students enrolled in the scholarship portal.
- Staff members were assigned to assist students with scholarship applications and related queries.

8. **GNDU Zonal Youth Festival Preparations:**

- The IQAC team evaluated preparations and discussed the budget allocation for the event.
- Prof. **Harjinder Singh**, the in-charge, informed that the college will participate in more events than the previous year.

9. **House Examinations:**

- It was decided that all students must appear for the house examinations.
- Students who fail to secure the minimum required marks will not qualify for fee concessions.

10. **Sports Activities:**

- The team emphasized enhancing sports activities to promote physical and mental health among students.

11. Departmental Events and Documentation:

- Teachers were instructed to plan departmental events meticulously and maintain precise documentation of all activities.

12. NCC and NSS Activities:

- The NCC and NSS in-charges were encouraged to conduct regular activities and maintain proper records.

13. Future Events: The IQAC Team planned an Event on last week of September 2023, with Red Ribbon Club (Boys/Girls) in collaboration with the NSS Unit a program to commemorate the 116th birth anniversary of Shaheed-E-Azam Bhagat Singh. Few other events planned such as the birth anniversaries of Mahatma Gandhi, the Father of the Nation, and former Prime Minister Lal Bahadur Shastri as 'Swachhata Diwas' (Cleanliness Day)

14. Canteen Committee Oversight:

- A **Standard Operating Procedure (SOP)** for canteen operations will be prepared.
- The canteen committee will regularly monitor food quality, cleanliness, hygiene, and other facilities.

15. Updating the College Website:

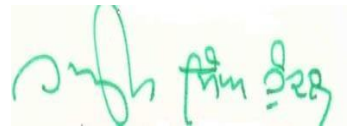
- It was decided to ensure the college website is updated with all recent activities and events conducted on campus.

16. Promotion of Research and Development:

- Faculty members were encouraged to publish their research in **UGC-recognized journals** to foster a research culture.
- The team also advocated for the increased use of **ICT-based techniques** in teaching and research.

Conclusion:

The meeting concluded with a commitment to achieving the discussed objectives and a vote of thanks from the IQAC Coordinator.

A handwritten signature in green ink, appearing to be 'Sufi Am Singh', is written on a light yellow rectangular background.

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MINUTES OF SECOND MEETING OF THE IQAC HELD ON Saturday 10th FEBURARY 2024

Time: 1:30pm to 2:30pm

Venue: Principal office

(Academic Year: 2023-2024)

Date: 10.02.2024

The meeting of IQAC was held on 10.02.2024 in Principal office. The IQAC coordinator Prof Koushal Kumar welcomed the members in the second meeting of academic session 2023-2024. The following points were discussed in the meeting:

1. Convocation Ceremony:

The IQAC team has planned a grand convocation ceremony to distribute degrees to **passed out students**, marking a momentous occasion to celebrate their academic achievements. The convocation will include distinguished guests, faculty members, and proud families, making it a memorable milestone in the lives of the graduating students.

2. 75th Anniversary of the College's Re-establishment:

The IQAC team has meticulously planned a grand celebration to commemorate the **75th Anniversary of the College's Re-establishment**, which is scheduled to take place on **17th February 2024**. This milestone event aims to honor the institution's rich history, its journey of excellence in education, and its contributions to society over the decades.

3. **Sports Meet:**

The IQAC team has decided to organize a **Sports Meet** on **March 12, 2024**. To ensure its success, **Dr. Simratpal Singh**, the Sports In-charge, appealed to all staff members to provide their full support and encourage students to actively participate in the event.

4. **Annual Prize Distribution Function:**

The IQAC team held a detailed discussion to ensure the **Annual Prize Distribution Function** is organized seamlessly and becomes a successful and memorable event. The team reviewed all aspects of the program, including meticulous planning of the schedule, selection of deserving students for awards, and ensuring timely communication with the recipients.

5. **Annual Quality Assurance Report (AQAR 2022-2023):**

The IQAC coordinator, **Prof. Koushal Kumar**, took the initiative to streamline the preparation of the **Annual Quality Assurance Report (AQAR)** by allocating specific **criteria** to various teams. Senior faculty members were appointed as in-charges of these teams to ensure focused and effective handling of each criterion. To maintain a structured approach, a **deadline** was set for collecting the required data from various departments. This ensures that the process remains time-bound and efficient. Once the data is gathered, the IQAC team will undertake a thorough analysis to evaluate the strengths, weaknesses, and areas requiring improvement within each criterion.

6. **Enhancement of Library Resources:**

The IQAC members planned to strengthen the college libraries by enriching them with new books, magazines, and the latest journals. To achieve this, the college library committee will request all departments to provide a list of essential books and resources required for the upcoming semester. This initiative aims to ensure that students and faculty have access to updated and relevant study materials, fostering a culture of academic excellence.

7. **Organization of Extension Lectures and Seminars:**

The IQAC team decided to conduct extension lectures and seminars in various departments. Renowned experts and professionals from different fields will be invited to share their knowledge and insights. These sessions will help students and faculty stay updated on current trends and developments in their respective disciplines, while also encouraging interdisciplinary learning.

8. **Interclass Competitions:**

To promote creativity, critical thinking, and teamwork among students, the college will organize a series of interclass competitions. Events such as debate competitions, poster-making contests, quiz competitions, and other activities will be planned to engage students in constructive and interactive learning experiences.

9. **Departmental Roadmap Development:**

The IQAC team will prepare a comprehensive roadmap for each department, outlining specific goals and strategies to improve academic outcomes. Department heads will be responsible for ensuring the implementation of these plans and taking the necessary steps to achieve better results.

10. **Environmental Preservation Initiative:**

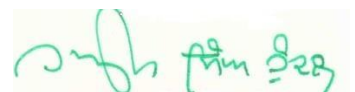
Emphasizing the importance of a healthy environment, the IQAC discussed the critical role of trees in maintaining ecological balance. To contribute to this cause, the team decided to preserve a dedicated area within the college campus for plantation. This initiative aims to create a greener campus and foster environmental awareness among students and staff.

11. **Admission Strategies:**

The IQAC members explored various strategies to increase student enrolment for the upcoming academic year 2024–2025. These strategies include outreach programs, awareness campaigns, and showcasing the college's unique strengths to attract prospective students.

12. **Follow-up on Previous Activities:**

The IQAC team reviewed the progress of activities discussed in the previous meeting. This follow-up ensured that planned initiatives are on track and provided an opportunity to address any challenges encountered during their implementation.



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These initiatives reflect the IQAC's commitment to fostering academic growth, environmental awareness, and a vibrant campus culture

