

## Proceedings of IQAC Meeting

Place: Office of IQAC

Date: 01 August 2018

### Agenda's:

1. To discuss about the progress of IQAC report of last meeting.
2. To organize orientation program for students.
3. To organize sports camp/workshop/guest lecturers to makes the students health conscious and to adopt yoga in their daily life.
4. Explore the students for Competitive platform by providing than relevant career counseling, mock test, competitive coaching in the institution campus.
5. To conduct various programs to enhance the knowledge of the faculty and students.
6. To encourage the faculty to enhance the use of ICT tools in teaching and learning and to organize professional program for teaching and non-teaching staff.
7. To take feedback from students/teachers and alumni.
8. To introduce value added courses.
9. To sign MOUs with industries regarding training and job oriented courses.
10. To encourage the faculty for research and publication.



### Minutes of Meeting

A meeting of the IQAC was called by the chairman Dr. Kuldip Singh Bal on 01 August 2018 to discuss the progress report of the plan of action 2018-19.

S.no.	Name
1.	Dr. Kuldip Singh Bal, Principal
2.	Mr. Narinder Singh
3.	Sr. Harbant Singh
4.	Dr. (Major) Jaspal Singh
5.	Dr. Satgur Singh
6.	Ms. Rekha Kalra
7.	Dr. Sukhwinder Kaur
8.	Mr. Harwinderjit Singh
9.	Mr. Harpreet Singh
10.	Dr. Raspal Singh
11.	Dr. Rajinder Kaur
12.	Parmod Kumar





AGENDAS	PROCEEDING
1. To discuss about the progress of IQAC report of last meeting.	The members of the IQAC discussed the progress report of the last meeting of the IQAC.
2. To organize orientation program for students.	Approved by the IQAC members.
3. To organize sports camp/workshop/guest lecturers to makes the students health conscious and to adopt yoga in their daily life.	It was decided by the members of the IQAC to organize sports camp/workshop/guest lecturers to makes the students health conscious and to adopt yoga in their daily life.
4. Explore the students for Competitive platform by providing than relevant career counseling, mock test, competitive coaching in the institution campus	Approved
5. To conduct various programs to enhance the knowledge of the faculty and students.	Approved
6. To encourage the faculty to enhance the use of ICT tools in teaching and learning and to organize professional program for teaching and non-teaching staff.	In the meeting of the IQAC, it was decided to enhance the use of ICT tools in teaching and learning and to organize professional program for teaching and non-teaching staff.
7. To take feedback from students/teachers and alumni.	Approved by the members of the IQAC in the meeting.
8. To introduce value added courses.	It was decided in the meeting to introduce value added courses for students.
9. To sign MOUs with industries regarding training and job oriented courses.	Approved by the IQAC members.

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10.To encourage the faculty for research and publication.	Approved by the IQAC members.
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### Attendance Sheet

The attendant sheet of the IQAC held on 1 August 2018.

Sr.no	Name	Designation/Department	Signature
1	Dr. Kuldip Singh Bal	Chairperson Head of institution	<i>KS</i>
2	Sr. Harbant Singh	Management Representation Additional Secretary	<i>Habant</i>
3	Dr. (Major) Jaspal Singh	Senior Administrative officer, Vice Principal Guru Nanak College Budhlada	
4	Dr. Satgur Singh	Head of Punjabi Department	<i>Satgur</i>
5	Mrs. Rekha Kalra	Head of Computer Science Department	<i>Rekha</i>
6	Mr. Narinder Singh	Coordinator	<i>Narinder</i>
7	Dr. Sukhwinder Kaur	Teacher Representative	<i>Sukhwinder</i>
8	Mr. Harvinderjit Singh	Teacher Representative	<i>Harvinder</i>
9	Mr. Harpreet Singh	Registrar, Guru Nanak College Budhlada	<i>Harpreet</i>
10	Dr. Rishpal Singh	Secretary Academic Council, Head of Music Department	<i>Rishpal</i>
12	Mr. Parmod Kumar	Representative College Account Branch	<i>Parmod</i>
13	Mr. Pankaj Kumar	Industrial Representative	
14	Advocate Mr. Chandhan Gupta	Student/Alumni	
15	Advocate Mr. Palvinder Singh	Student/Alumni	
16	Satnam Singh ( MCA-III )	Student	
17	Ikinderjit Singh (MCA -III)	Student	





## Action taken Report of 01 August 2018 on 30 January 2019

### Action taken:

1. All the decision taken by the IQAC under the chairman ship of Dr. Kuldip Singh Bal were approved.
2. The student orientation program is successfully done.
3. The list of activities to make the students health conscious and adopt yoga are given as below:

Activity Name	Date
Sports camp organized to promote Physical activities and sports during session 2018-19 of various games	24 Oct 2018 to 2 Nov, 2018.
Yoga	04-Nov-18
Health awareness Dr.Sukhleen Kaur Bal	05-Sep-19
Stress Management & Life balance	2-3 NOV 2018
One day Seminar on enhancement of Students participation in Sport and Cultural Activities	17-Sep-18

4. The benefited by guidance for competitive examinations and career counselling offered by the institution during the year is given as below:

Name of the scheme	Number of benefited students by Guidance for Competitive examination
Tagore Classes for competitive exam (Internal)	52
Gramin Chatar Margdarshan Yojna (Internal)	300

5. The efforts taken by the institution to enhance the knowledge of the faculty and students. Detail is given as below:

Activity Name	Date
Advance Java And Core(Workshop)	04-Oct-18
Cloud Computing And Java	17-Oct-18
Seminar On Job Oriented Skills	05-Mar-19
Seminar On Advance Java	28-Sep-18
One Day Seminar On Reasoning	10/11/2018
One-Day Motivational Workshop On Personality Development	09-Apr. 2019
Guest Lecture On Soft Skill Development	10-Nov-18



Lecture On Vedic Mathematics By Department Of Mathematics	29-Jan-19
3 day Workshop on basic mathematics by Department of Mathematics	02 –Feb-2019 to 04-Feb-2019
Study Tour – Science City	4 <sup>th</sup> February,2019
FDP on "Teaching-learning method for outcome based education"	02-Nov-18
Workshop organized to increase the use of computer and internet for teaching and non-teaching staff by Computer Science Department	11-Oct-18

6.To enhance the use of ICT tools for faculty , a three day workshop successfully done.

7.Feedback taken.

8. The Value-added courses imparting transferable and life skills offered during the year list is given as below:

Value added courses	Date of introduction
Gurmat Imtihan	Aug-18
Communication and Language Skills	Aug-18
Advance Quantitative and Verbal Ability	Dec-18

9. Number of MOU with institutions, other universities, industries are sign during the year. Detail is given below

Name of the Oranization	Signed MOU
Such- Tech. Solution Mohali	09-Aug-18
Skycon Tech Bti	11-Sep-18
Webastrel info.	24-Sep-18
Appin Technology Chandigarh	09-Jan-19
Hash2 Web Mohali	17-Oct-18
Beyond Root Tech. Mohali	18-Oct-18

10. Research Publications

Activity Name	Date
Workshop on Research methodology organized by Research Cell	12-Dec-18





## PROCEEDINGS OF IQAC MEETING

Place: Office of IQAC

Dated: 30 January 2019

### Agendas:-

1. To discuss the progress of plan of action of the last meeting.
2. To review the progress report of the academic calendar.
3. To do analysis and review of student satisfactory survey report.
4. To organize events, lectures/workshops to imbibe moral, ethical and awareness among the faculty and students.
5. To organize short term courses/faculty development programs and orientation programs for newly recruited teachers.
6. To enhance research and innovation based activities in the college.

### Minutes of the Meeting

*30 Jan 2019*  
*Alamy*  
The meeting of the IQAC was called by the chairman Dr. Kuldip Singh Bal on 04 February 2019 to discuss the progress report of the plan of action 2019-20. The IQAC members discussed the plan that was executed and accomplished by the end of the odd semester. The member also enumerated the plans that were required to be implemented in coming session.

*Meeting postponed  
due to central  
admin. Review  
Alamy*





S.no.	Name
1.	Dr. Kuldip Singh Bal, Principal
2.	Mr. Narinder Singh
3.	Sr. Harbant Singh
4.	Dr. (Major) Jaspal Singh
5.	Dr. Satgur Singh
6.	Ms. Rekha Kalra
7.	Dr. Sukhwinder Kaur
8.	Mr. Harvinderjit Singh
9.	Mr. Harpreet Singh
10.	Dr. Raspal Singh
11.	Dr. Rajinder Kaur
12.	Parmod Kumar



AGENDAS	PROCEEDING
1. To discuss the progress of the plan of action of the last meeting.	The chairperson suggested to review the action plan.
2. To Review the progress report of academic calendar.	The Academic Calendar was not presented in meeting and postponed for next meeting.
3. To do analysis and review of students satisfactory survey report.	Analysis of the students satisfactory survey report was presented in the meeting but SSR report was not complete. So, the coordinator suggested to present it in the next meeting.
4. To organize events, lectures/workshops to imbibe moral and ethical values among the faculty and students.	Approved By the IQAC members.
5. To organize short term courses/faculty development programmes and orientation programmes for newly recruited teachers.	Approved By the IQAC members.
6. To enhance research and innovation based activities in the college.	Approved By the IQAC members.

  
  
**IQAC Coordinator**

  
**Principal**





### Attendance Sheet

The attendant sheet of the IQAC held on 30 January 2019.

Sr.no	Name	Designation/Department	Signature
1	Dr. Kuldip Singh Bal	Chairperson Head of institution	<i>[Signature]</i>
2	Sr. Harbant Singh	Management Representation Additional Secretary	<i>[Signature]</i>
3	Dr. (Major) Jaspal Singh	Senior Administrative officer Vice Principal Guru Nanak College Budhlada	<i>[Signature]</i>
4	Dr. Satgur Singh	Head of Punjabi Department	
5	Mrs. Rekha Kalra	Head of Computer Science Department	<i>[Signature]</i>
6	Mr. Narinder Singh	Coordinator	<i>[Signature]</i>
7	Dr. Sukhwinder Kaur	Teacher Representative	<i>[Signature]</i>
8	Mr. Harvinderjit Singh	Teacher Representative	<i>[Signature]</i>
9	Mr. Harpreet Singh	Registrar, Guru Nanak College Budhlada	<i>[Signature]</i>
10	Dr. Rishpal Singh	Secretary Academic Council, Head of Music Department	<i>[Signature]</i>
11	Ms. Rupinder Kaur	Teacher Representative	<i>[Signature]</i>
12	Mr. Parmod Kumar	Representative College Account Branch	<i>[Signature]</i>
13	Mr. Pankaj Kumar	Industrial Representative	<i>[Signature]</i>
14	Advocate Mr. Chandhan Gupta	Student/Alumni	
15	Advocate Mr. Palvinder Singh	Student/Alumni	
16	Satnam Singh ( MCA-III )	Student	
17	Ikwinderjit Singh (MCA -III)	Student	



## PROCEEDINGS OF IQAC MEETING

Place: Office of IQAC

Dated: 04 February 2019

### Agenda:-

1. To discuss the progress of plan of action of the last meeting.
2. To review the progress report of the Academic Calendar.
3. To do the analysis and review of the student satisfactory survey report.
4. To organize events, lectures/workshops to imbibe moral and ethical values among the faculty and students.
5. To organize short term courses/faculty development programmes and orientation programmes for newly recruited teachers.
6. To enhance research and innovation based activities in the college.

### Minutes of Meeting

A meeting of the IQAC was called by the chairman Dr. Kuldip Singh Bal on 04 February 2019 to discuss the progress report of the plan of action 2019-20. The IQAC members discussed the plan that was executed and accomplished by the end of the odd semester. The member also enumerated the plans which were needed to be implemented in the coming session.





S.no.	Name
1.	Dr. Kuldip Singh Bal, Principal
2.	Mr. Narinder Singh
3.	Sr. Harbant Singh
4.	Dr. (Major) Jaspal Singh
5.	Dr. Satgur Singh
6.	Ms. Rekha Kalra
7.	Dr. Sukhwinder Kaur
8.	Mr. Harvinderjit Singh
9.	Mr. Harpreet Singh
10.	Dr. Raspal Singh
11.	Dr. Rajinder Kaur
12.	Parmod Kumar



AGENDAS	PROCEEDING
1. To discuss the progress of the plan of action related to the last meeting.	Discussed in the IQAC meeting.
2. To review the progress report of the Academic Calendar.	Academic Calendar was presented and approved.
3. To do analysis and review of the student satisfactory survey report.	The SSR was presented and appropriate measures were suggested to be taken.
4. To organize events, lectures/workshops to imbibe moral, ethical and awareness among the faculty and students.	Approved by the IQAC members as per the last meeting.
5. To organize short term courses/faculty development programmes and orientation programmes for newly recruited teachers.	Approved as per last meeting by the IQAC members.
6. To enhance research and innovation based activities in the college.	Approved as per the last meeting by the IQAC members.

  
**IQAC Coordinator**



  
**Principal**





### Attendance Sheet

The attendant sheet of the IQAC held on 4 February 2019.

Sr.no	Name	Designation/Department	Signature
1	Dr. Kuldip Singh Bal	Chairperson Head of institution	<i>[Signature]</i>
2	Mr. Narinder Singh	Coordinator	<i>[Signature]</i>
3	Sr. Harbant Singh	Management Representation Additional Secretary	<i>[Signature]</i>
4	Dr. (Major) Jaspal Singh	Senior Administrative officer Vice Principal Guru Nanak College Budhlada	<i>[Signature]</i>
5	Dr. Satgur Singh	Head of Punjabi Department	
6	Mrs. Rekha Kalra	Head of Computer Science Department	<i>[Signature]</i>
7	Dr. Sukhwinder Kaur	Teacher Representative	<i>[Signature]</i>
8	Mr. Harvinderjit Singh	Teacher Representative	<i>[Signature]</i>
9	Mr. Harpreet Singh	Registrar, Guru Nanak College Budhlada	<i>[Signature]</i>
10	Dr. Rishpal Singh	Secretary Academic Council, Head of Music Department	<i>[Signature]</i>
11	Ms. Rupinder Kaur	Teacher Representative	<i>[Signature]</i>
12	Mr. Parmod Kumar	Representative College Account Branch	<i>[Signature]</i>



## Action Taken Report of 4<sup>th</sup> February 2019 on 30<sup>th</sup> July 2019

The actions taken by the institute on the discussions/resolution made in the meetings of IQAC committee members are given herewith Action taken:

1. All the decision taken by IQAC under the chairman ship of Dr. Kuldeep Singh Bal were approved.
2. Academic calendar is uploaded successfully in the institutional website and followed by all accordingly.
3. The committee suggested that analysis report of student satisfaction survey should be forward to academic council for further implementation.
4. The department of religious studies and spiritual and moral cell conducted a seminar.

Date	Program
01-04-2019	One Day seminar on Theme: Guru Nanak Philosophy and Sikh Institutes: Direction And Direction

5. Faculty Recharge programs were conducted and following activities are conducted for teaching and non-teaching staff:-

Sr.no	Name or the workshop/ seminar	Date From — To
1	Cutting and Stitching Workshop	19-02-2019 to 21-02-2019
2.	Cooking Classes	17-02-2019
3.	Communicating Science for All	04-04-2019

6. Various research and innovation activities were conducted.

Sr. No.	Name or the Project/ Endowments Chairs	Date
1	Workshop On PATENT FILING	03-04-2019
2	Seminar On STARTUP MANTRA	09-04-2019

