

## Proceedings of IQAC Meeting

30 July 2019

**Place: Conference Hall**

**Agenda:-**

1. To review the recommendations of the previous meeting.
2. To organize extension activities for faculty and students
3. To organize students Finishing School programs
4. To review the Faculty Empowerment action plan.
5. To review the new Curriculum Aspects and other related Value-added courses.
6. To organize Collaborative activities for research, faculty exchange, student exchange
7. To encourage the departments for Organizing the various seminar, visits to enhance the human values and Professional Ethics.

### Minutes of Meeting

The meeting of IQAC held on dated in July 2019 to discuss the agenda's & future plan & progress.

Following members were present in the meeting

Sr. No.	Name
1.	Dr. Kuldeep Singh Bal
2.	Mr. Narinder Singh
3.	Mr. Harpreet Singh
4.	Dr. Kanchan Kumari
5.	Dr. Rishpal Singh
6.	Dr. Gurjaasjit Kaur



7.	Mr. Harinderjit Singh
8.	Dr. Rishi Kumar
9.	Mrs. Manisha
10.	Mr. Parmod Kumar
11.	Mr. Pankaj Kumar

AGENDAS	PROCEEDINGS
1.To review the recommendations of the previous meeting	The review committee analysis the action plan presented by coordinator.
2.To organize extension activities for faculty and students	Approved
3. To organize students Finishing School programs	Approved
4. To review the Faculty Empowerment action plan	Approved
5. To review the new Curriculum Aspects and other related Value-added courses.	The chairperson suggested to constitute a committee regarding of value added courses
6. To organize Collaborative activities for research, faculty exchange, student exchange	Approved
7.To encourage the departments for Organizing the various seminar, visits to enhance the human values and Professional Ethics.	Approved

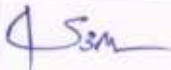
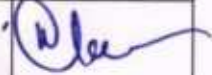
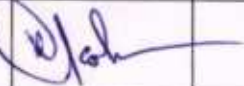
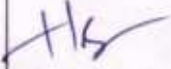
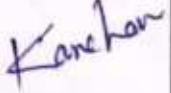


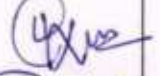
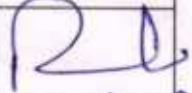
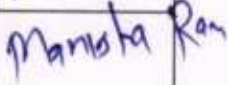
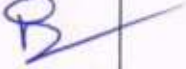
Coordinate IQAC



Principal

### Attendance Sheet

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

Sr.no	Name	Designation/Department	Signature
1.	Dr. Kuldip Singh Bal	Chairperson Head of institution	
2.	Mr. Narinder Singh	Coordinator	
3.	Sr. Harbant Singh	Management Representation Additional Secretary	
4.	Mr. Harpreet Singh	Registrar, Guru Nanak College Budhlada	
5.	Dr. Kanchan Kumari	Administrative officer Head Department of Agriculture	
6.	Dr. Rishpal Singh	Secretary Academic Council, Head of Music Department	
7.	Dr. Gurjasjeet Kaur	Teacher Representative	
8.	Mr. Harvinderjit Singh	Teacher Representative	
9.	Dr. Rishi Kumar	Teacher Representative	
10.	Ms. Manisha	Teacher Representative	
11.	Mr. Parmod Kumar	Representative College Account Branch	
12.	Mr. Pankaj Kumar	Representative Administrative Department	





## Action taken Report of 30 July 2019 on 30 Sep 2019

1. All the decision taken by IQAC under the chairman ship of Dr. Kuldip Singh Bal were approved.
2. Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year. Detail is given as below:

SR. NO.	Title of the Activities	Organising unit/agency/collaborating agency
1	Blood Donation Camp	Neki Foundation
2	Free Medical Check Up Camp	Civil Hospital
3	Awareness Lecture On Cervix Cancer	Global Wellness Society
4	Cleanliness Drive	20 Pb Bn Bathinda
5	Awareness Drive On Covid	Mata Gujri Bhalayi Ngo
6	Sanitization And Hygiene Drives	Mata Gujri Bhalayi Ngo
7	Quarantine Centre For Corona Patients	Local Authorities
8	Annual Training Camp At Malout	20 Pb Bn Ncc, Bathinda
9	Atc-114 Cum Tsc Selection Camp At Asra Bhawanigarh	20 Pb Bn Ncc, Bathinda
10	Drug Awareness	20 Pb Bn Ncc, Bathinda
11	Participated In Yoga Day	20 Pb Bn Ncc, Bathinda
12	Republic Day Camp (Selection Camp), Ropar	20 Pb Bn Ncc, Bathinda
13	Republic Day Camp (Selection Camp), Ropar	20 Pb Bn Ncc, Bathinda
14	Khalsai March Past Participation	20 Pb Bn Ncc, Bathinda
15	Cancer Awareness Program	20 Pb Bn Ncc, Bathinda
16	Army Attachment At Patiala	20 Pb Bn Ncc, Bathinda
17	Participated In Republic Day Parade At Sdm Office, Budhlada	20 Pb Bn Ncc, Bathinda



18	Atc-97 At Guru Nanak College, Budhlada	20 Pb Bn Ncc, Bathinda
19	Celebrating Hindi Divas	Nss
20	Tree Plantation	Nss
21	Environment Awareness Rally (Against Stubble Burning)	Nss
22	Seminar On The Philosophy Of Guru Nanak Dev Ji	Nss
23	Religious Quiz Competition	Nss
24	Poster Making Competition	Nss
25	Celebrating Constitution Day	Nss
26	Speech Competition	Nss
27	Essay Writing Competition	Nss
28	Lecture On Personality Development	Nss
29	Adult Education	Nss
30	Awareness Program On Anti Ragging Guidelines For Faculty	Anti Ragging Cell
31	Awareness Program On Anti Ragging Guidelines For Students	Anti Ragging Cell
32	Special Lecture On The Anti Ragging	Anti Ragging Cell
33	Speech Competition On Anti Ragging	Anti Ragging Cell
34	General Awareness About How To Hygiene The College Campus To Sweeper	Health & Hygiene Cell Activities
35	Awareness Program On Daily Hygiene To Students	Health & Hygiene Cell Activities
36	Special Lecture On Personal Hygiene Routine For Girls	Health & Hygiene Cell Activities
37	Food Safety And Quality Control	Health & Hygiene Cell Activities
38	Speech Competition On Pandemic Situation Of Corona Virus By Students	Health & Hygiene Cell Activities
39	Special Lecture For Dental Care And Cleanness	Health & Hygiene Cell Activities
40	How Can Hygiene And Sanitation At Workplace	Health & Hygiene Cell Activities

45/20





41	Lecture On Basic Mathematics	Department Of Economics
42	"Beti Bachao Beti Padhao"	Department Of Economics
43	Women's Day	Department Of Economics
44	How To Speak English Fluently	Department Of Economics
45	Rangoli And Poster Making Competetion	Department Of Economics
46	Teacher's Day Celebration	Department Of Economics
47	Awareness Program On Mother Tongue And E-Library Science	Department Of Economics

3. No. of Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year.

Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities
Tagore Classes for competitive exam (Internal)	155	400
Bhai Gurdas Coaching Center for Competitive Exams	60	155

4. The faculty participations in various conferences/orientation were reviewed.

5. List of the Curriculum and value added courses are given as follows:

Value added courses	Date of introduction
Certificate Course in Computerised Accounting	1st Aug 2019
Certificates Course in Goods and Service Tax	1st Aug 2019
Certificate course in Human Rights	5th Aug, 2019
Certificate Course in Sketching	August 2019
Training programme in Nursery management of vegetable and horticulture crops	August 2019
Certificate Course in Cutting & Sewing	August 2019
Certificate Course in Pattern Making	August 2019
Certificate Course in Nutrition & Dietetics	August 2019
Certificate Course in Cloud Computing	1st Sept 2019
Certificate Course in Computer Progrmming using C	1st Sept 2019
Certificate Course in Computer Progrmming using C++	1st Sept 2019
Certificate Course in CMS	1st Sept 2019



Certificate Course in Hardware and Networking	1st Sept 2019
Certificate Course in Web Development using Php	1st Sept 2019
Certificate Course in Photoshop and Coral Draw	1st Sept 2019
Certificate course on Vinegar processing	1st Sept 2019
Certificate Course in Tourism and its Historicity with Special Reference to Development of Historical places in Punjab	1st Sept 2019
Ancient Indian History: Cultural and Archaeology	1st Sept 2019
Certificate Course in Instrumental Techniques in Chemical Analysis	1st Sept, 2019
Certificate Course in Nano-science and Technology	1st Sept, 2019
Certificate Course in Human Development	Sep 2019
Certificate Course in Colour Concept	Sep 2019
Training Programme in Mushroom Cultivation (Oyster mushroom)	Sep 2019
Training programme on advance drip and sprinkler irrigation management practices	Sep 2019
Swacch Bharat Abhiyan	Sep 2019
Certificate course in Yog asanas	5 Sept, 2019
Gurmat Imtihan	August -19
Communication and Language Skills	August -19
Short term course in Web Designing	August -19
Short term course in competitive exams and verbal and non verbal reasoning	August -19
Short term course in Food processing	August -19
Short term courses in Textile Block Printing	August -19
Short term course in Mushroom Cultivation	August -19
Short term course in productive Cultivation	August -19

6. Number of Collaborative activities for research, faculty exchange, student exchange during the year. Detail is given as below:

Nature of Activity	Participant	Source of financial support	Duration
Kitty Bread Visit	Students of Food Processing	Guru Nanak College Budhlada	27-09-19
Coca-Cola Visit	Students of Food Processing	Guru Nanak College Budhlada	27-09-19
Student Exchange at Punjabi University Patiala	25	DBT Star College	01 Day
Student Exchange and practises in software development awareness program	60	Solitaire Infosys Mohali	1 Day
On field training on Python in software development	60	Softwiz technologies Bathinda	1 Day
Innovation and advancement in research methodology	10	Guru Nanak College Budhlada	1 Day





Innovation and advancement in teaching methodology with respect to online mode	200	Guru Nanak College Budhlada	7Day
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7. Activities conducted for promotion of universal Values and Ethics are given as below:

Activity	Duration	Number of participants
Sri Akhand path sahib Bhog on 550 <sup>th</sup> Gurpurab of Sri Guru Nanak Dev Ji	01-09-19	All staff and students
Kirtan darbar on 550 <sup>th</sup> Gurpurab of Sri Guru Nanak Dev Ji	01-09-19	All staff and students
Literary Cmpetitions on 550 <sup>th</sup> Gurpurab of Sri Guru Nanak Dev Ji	05-09-19	All staff and students
Visit of Avdhoot Ashram by PG Department of English	09-09-19	35





## Proceedings of IQAC Meeting

30 September 2019

Place: IQAC Office

Agenda:-

1. To bring in record the decision taken in the last meeting (i.e. dated)
2. Regarding student's induction programs
3. To review the Curriculum Enrichment and introduction of Value-added courses
4. To sign MOUs from industry and institution under students & faculty exchange programmes.
5. To organize professional development and training program for teaching and non-teaching staff
6. To organize faculty development program regarding ICT based teaching and learning
7. To encourage the staff for attending professional development programs .

### Minutes of Meeting

The meeting of IQAC held on dated in 30 September 2019 to discuss the agenda's & future plan & progress.

Following members were present in the meeting

Sr. No.	Name
1.	Dr. Kuldeep Singh Bal
2.	Mr. Narinder Singh
3.	Mr. Harpreet Singh
4.	Dr. Kanchan Kumari
5.	Dr. Rishpal Singh
6.	Dr. Gurjaasjit Kaur



*[Handwritten signature]*

7.	Mr. Harinderjit Singh
8.	Dr. Rishi Kumar
9.	Mrs. Manisha
10.	Mr. Parmod Kumar
11.	Mr. Pankaj Kumar
12.	Satnam Singh (MCA-II)
13.	Ikwinderjit Singh (MCA-III)

AGENDAS	PROCEEDINGS
1. To bring in record the decision taken in the last meeting	The decision taken by IQAC 30 September 2019 under the chairmanship of college principal. The present members unanimously approve the decision taken in the meeting
2. Regarding conducting induction programs.	Approved
3. To review the Curriculum Enrichment and introduction of Value-added courses	Approved
4. To sign MOUs from industry and institution under students & faculty exchange programmes.	To sign MOUs the committee suggested that various company should be contacted and mutually decision should be taken for online and offline activities.
5. To organize professional development and training program for teaching and non-teaching staff	Approved.
6. To organize faculty development program regarding ICT based teaching and learning	Approved.
7. To encourage the staff for attending professional development programs.	Approved

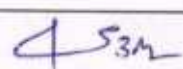
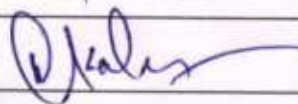
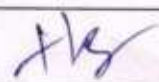
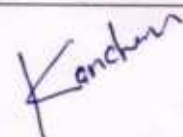

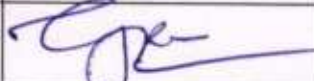


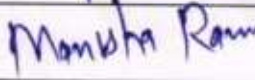

Coordinate IQAC





### Attendance Sheet

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

Sr.no	Name	Designation/Department	Signature
1	Dr. Kuldip Singh Bal	Chairperson Head of institution	
2	Mr. Narinder Singh	Coordinator	
3	Sr. Harbant Singh	Management Representation Additional Secretary	
4	Mr. Harpreet Singh	Registrar, Guru Nanak College Budhlada	
5	Dr. Kanchan Kumari	Administrative officer Head Department of Agriculture	
6	Dr. Rishpal Singh	Secretary Academic Council, Head of Music Department	
7	Dr. Gurjasjeet Kaur	Teacher Representative	
8	Mr. Harvinderjit Singh	Teacher Representative	
9	Dr. Rishi Kumar	Teacher Representative	
10	Ms. Manisha	Teacher Representative	
11	Mr. Parmod Kumar	Representative College Account Branch	
12	Mr. Pankaj Kumar	Representative Administrative Department	
13	Advocate Mr. Chandhan Gupta	Student/Alumni	
14	Advocate Mr. Palwinder Singh	Student/Alumni	
15	Satnam Singh ( MCA-III )	Student	
16	Ikwinderjit Singh ( MCA-III )	Student	



## Action taken Report of 30 September 2019 on 29 April 2020

### Action taken:

1. All the decision taken by IQAC under the chairman ship of Dr. Kuldip Singh Bal were approved.
2. Student Induction program were successfully done.
3. Various Curriculum Enrichment Value-added courses were introduced during the session. Detail is given as below:

Value added courses	Date of introduction
Short term course in computer programming (Java)	December-19
Short term course in ethical hacking	December-19
Short term course in Library Automation	December-19
Short term course in Computer aided Garment Designing	December-19
Short term courses in Knitting	December-19
Short term course in Gardening and Nursing Management	December-19
Certificate course in United Nation	January-2020
Certificate course in officiating and coaching	February-2020

4. Number of MOUs with institutions, other universities, industries are signed during the year detail is given as below:

Organisation	Purpose and Activities
IIFPT	Student visit, Training etc.
Chanakya Dairy,Pvt. Ltd.	Student visit, Training etc.
Cyptus technologies	seminar/industrial visit/ placement
Softwiz pvt ltd.	Industrial visit, training etc.
Skycon pvt. ltd.	seminar/industrial visit
Pacewalk	Industrial Visit
HindEnterprises , Bathinda	Training Job

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3/2





5. Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Dates (from-to)
2019-20	Three days workshop on Effective teaching and performance evaluation technique	11/12/2019 to 13/12/2019
2019-20	7 days workshop on Online teaching tools and e-content development (basics)	01/04/2020 to 08/04/2020
2019-20	7 days workshop on Online teaching tools and e-content development (Advance)	15/04/2020 to 24/04/2020

Year	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)
2019-20	Road safety and Machine maintenance workshop	03/10/2019 to 04/10/2019
2019-20	Workshop on Soft skill and ethical tips	07/11/2019 to 07/11/2019
2019-20	Lab equipment maintenance and energy efficient techniques for lab assistants	21/11/2019 to 22/11/2019

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)
2019-20	Batik and Tie & Dye	Batik and Tie & Dye	18/12/2019 to 19/12/2019
2019-20	In House Mushroom cultivation Training Program	In House Mushroom cultivation Training Program	14/10/2019 to 16/10/2019
2019-20	Two days workshop on Stress management through Gurbani	Two days workshop on Stress management through Gurbani	28/01/2020 to 29/01/2020
2019-20	User Awareness programme	User Awareness programme	10/10/2019 to 10/10/2019
2019-20	Importance of music on mental health	Importance of music on mental health	07/09/2019 to 07/09/2019
2019-20	Workshop on hands on training on handling sophisticated instruments	Workshop on hands on training on handling sophisticated instruments	21/11/2019 to 21/11/2019

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6. Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity
2019-20	Organization of FDP in Teaching and Learning	5/2/2020

7. No. of teachers attending professional development programmes during the year  
Detail is following as below:

Title of the professional development programme	Number of teachers who attended	Date and Duration
		(from – to)
General Orientation Course	Ramanjeet Kaur	1/11/2019 to 21/1/2019
Refresher Course	Nitika Goyal	2/12/2019 to 15/12/2019
Refresher Course	Geetu	11/12/2019 to 24/12/2019
Refresher Course	Sandhya Vats	2/12/2019 to 15/12/2019
Orientation Course	Manpreet Singh	13/11/2019 to 3/12/2019
40th General Orientation Course	Dr. Rajandeep Kaur	1/11/2019 to 21/1/2019
40 <sup>th</sup> orientation programme	Anuradha	01/11/2019 to 21/11/2019
orientation programme	Dr. Jatinder Kaur	1/11/2019 to 21/11/2019
Six week MOOC Programme on conservation agriculture based sustainable intensification	Dr. Sarvan Kokhar	15-02-2020 to 31-03-2020
Six week MOOC Programme on conservation agriculture based sustainable intensification	Dilip Kumar Ojha	15-02-2020 to 31-03-2020
Faculty Development Programme on nanomaterials and devices	Dr. Rishi	27/04/2020 to 01/05/2020
Faculty Development Programme on entrepreneurship	Dr. Sangeeta	13/12/2019 to 23/12/2019
Short term course on communication and personality development	Dr. Sangeeta	27/04/2020 to 13/05/2020

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## Proceedings of IQAC Online Meeting

29 April 2020

Place: Online Meeting

### Agenda:-

1. To make the faculty aware about the government guidelines about Covid-19.
2. To conduct training sessions for faculty regarding online Classes.
3. To familiarize the Students about the online classes.
4. To inspire the faculty members to conduct online classes from home.

### Minutes of the Meeting

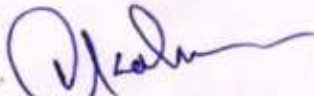
The emergency meeting of IQAC was held in an online mode on 29 April 2020 to discuss the agenda & future plan & progress. As due to covid-19 and pandemic accuracy all the college work has been affected and to take suitable measures in such situations.

Following members were present online in the meeting

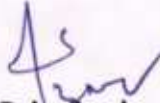
Sr. No.	Name
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3.	Mr. Harpreet Singh
4.	Dr. Kanchan Kumari
5.	Dr. Rishpal Singh
6.	Mr. Harwinderjit Singh
7.	Dr. Rishi Kumar
8.	Mrs. Manisha
9.	Mr. Parmod Kumar
10.	Mr. Pankaj Kumar



AGENDAS	PROCEEDINGS
1. To make the faculty aware about the government guidelines about Covid-19.	The coordinator in the beginning of the meeting started with the covid instructions and due to lockdown suggested to work from home.
2. To conduct training sessions for faculty regarding online Classes.	The coordinator also highlighted the weakness of area to conduct online classes and suggested to use whatsapp groups for time being.
3. To familiarize the Students about the online classes.	The committee suggested to send video tutorials and other tutorials to make students aware about online platforms.
4. To inspire the faculty members to conduct online classes from home.	The committee suggested to conduct training to faculty also to make them efficient for conducting online classes.

  
Coordinator IQAC



  
Principal





## Action Taken Report of 29<sup>th</sup> April 2020 on 10<sup>th</sup> August 2020

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

1. The government guidelines about Covid-19 were shared to faculty and students through WhatsApp groups and all guidelines were displayed on institutional website.
2. The online training session were organised for organising online classes of students and a demo of various online platforms like google classroom, google meet, zoom classes were given and various tutorial videos were also shared on the WhatsApp.
3. WhatsApp groups of students were created and the tutorial videos to use online platform for online classes were shared in the WhatsApp groups of students and various teaching material were also provided to students.
4. The head of department organised online meetings on daily basis for inspiring their faculty members to conduct online classes and to solve their problem which they faced during their online classes.

