

## Proceedings of IQAC Meeting

Place: Conference Hall

Dated: 10 August 2020

### Agenda:-

1. To bring on record all the actions taken on the basis of the proceeding of previous meeting.
2. To plan, review and implement of the academic calendar.
3. Regarding conducting Recharge programme for teacher both online and offline.
4. Regarding student's induction programs
5. Implementation of online portal for students
6. Faculty development program on consultancy projects and IPR.
7. To organize seminar/workshop for the promotion of research among the faculty and students.
8. To organize spiritual and moral activities.
9. To organize professional training programs for teaching and non-teaching

### Minutes of Meeting

The meeting of the IQAC held on dated in 10 August 2020 to discuss the agenda's and future plan & progress. So the meeting was in both online and offline mode. The following members were present physically.

The Following members were present offline

Sr. No.	Name
1.	Dr. Kuldip Singh Bal, Principal
2.	Asst. Prof. Harpreet Singh
3.	Ast. Prof. Harvinderjit Singh
4.	Asst. Prof. Gurjasjeet Kaur
5.	Asst. Prof. Dharminder Singh
6.	Asst. Prof. Manisha
7.	Asst. Prof. Deepali



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8.	Dr. Rishi
9.	Dr. Narinder Singh

The Following members were present online

Sr. No.	Name
1.	Bibi Jasvir Kaur
2.	Mr. Parmod Kumar
3.	Dr. Garmia
4.	Advo. Chandan Kumar
5.	Amanpreet Singh
6.	Mehakdeep Singh
7.	Ashok Kumar (Director, Softwiz, Bathinda)
8.	Ashish Kumar (Sirector Art & Choreography)

AGENDA	PROCEEDINGS
1. To bring on record all the actions taken on the basis of the proceeding of previous meeting.	The members present unanimously approve the decision taken in the meeting
2. To plan, review and implement of academic calendar.	Academic calendar was approved with subject to notification and guidelines by govt. of Punjab.
3. Regarding conducting Recharge programme for faculty in online/offline mode.	It was recommended that online Teacher Recharge programme should be organized.
4. Regarding student's induction programs.	It was recommended that online induction program should be organized for students.
5. Implementation of online portal.	It was decided in the meeting to ensure the maximum use of the "Almabay" Portal for the placement of the students.



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6. Faculty development program on consultancy projects and IPR.	Approved by the IQAC
7. To organize seminar/workshops for the promotion of research among the faculty and students.	Approved by the IQAC
8. To organize spiritual and moral activities for students.	Approved by the IQAC
9. To organize professional training programs for teaching and non-teaching	Approved by the IQAC



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## Action Taken Report of 10<sup>th</sup> August 2020 on 08<sup>th</sup> December 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. All the decision taken by IQAC under the chairman ship of Dr. Kuldip Singh Bal were approved.
2. Academic calendar is uploaded successfully in the institutional website and followed by all accordingly.
3. Faculty Recharge programs were conducted in a online mode through Google meet.
4. Student Induction programs were successfully conducted in online mode through Google meet
5. Online portal system was implemented for students as well as students were trained to use the online platforms for accessing e-books, online tutorials and other material.
6. Dr. Rishi Kumar and Dr. Garima Mahajan got success in approval of projects whose detail is given as below:

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator /Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned (INR)	Duration of the project	Name of the Funding Agency	Type (Government/ non-Government)
Antennas Course Translation Project offered by IIT Bombay	Dr. Rishi Kumar	Physics	2020	14,337/-	6 month	NPTEL	Government
Consultancy Project of Mittal Health Care Sangrur	Ms. Garima Mahajan	Agriculture	2020	55,000/-	1 Year	Mittal Health Care Sangrur	Non-Government (Industry)

7. The various department conducted workshops/seminars on research methodology, Intellectual Property Rights (IPR) and entrepreneurship.

Sr.no	Name of the workshop/ seminar	Number of Participants	Date From - To
1.	National Webinar on Survival of Economy in emerging Scenerio organized by Department of Commerce and Management	1286	26-08-20
2.	Seminar on Structure of Research Paper by Department of Science	20	12-09-20
3.	Online Special Lecture on various supporting tools for writing research paper by PG Department of Computer Science	22	05-10-20
4.	Online Seminar on How to find an authentic Journal for M.C.A students by PG Department of Computer Science	21	07-09-20



5.	Online seminar on how to search research paper on web by PG Department of Computer Science	40	09-11-20
6.	Guest Lecture on Research in Math Education by Department of Mathematics	50	18-09-20

8. The department of religious studies and spiritual and moral cell conducted various activities.

Date	Program
21-22 October, 2020	Two day workshop: Dedicated to the 400 <sup>th</sup> Prakash Diwas of Shri Guru Teg Bahadur Ji
18 December, 2020	Recitatin of Shri Sukhmani Sahib: Dedicated to the Martyrdom Day of Guru Teg Bahadur Ji
26 December, 2020	Organise a program dedicated to the martyrdom of Shri Guru Gobind Singh Ji's sons and Mata Gujari Kaur ji.
6 January, 2021	Guest Lecture

9. Various professional development /administrative training programmes organized by the institution for teaching and non teaching staff.

Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
15-09-2020 to 17-09-2020	Three Days Workshop on Latest Applications		100
05--10-2020	Workshop on "Lab Practices"	Workshop on "Lab Practices"	6
02--11-2020	Workshop on "Safety measures in handling Hazardous chemicals"	Workshop on "Safety measures in handling Hazardous chemicals"	6
26-09-2020 to 27-09-2020	Faculty training program on Instrument handling and electronic circuits in Physics	Faculty training program on Instrument handling and electronic circuits in Physics	6

  
  
 IQAC Coordinator

  
  
 Principal

## Proceedings of IQAC Meeting

Place: Conference Hall

Dated: 8 December 2020

### Agenda:-

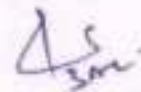
1. To bring in record the decision taken in the last meeting.
2. To organize function programmes according to the annual calendar.
3. To take feedback from the stackholders.
4. To sign MOUs from industry and other institutions under the students & faculty exchange programme.
5. To expand the use of website and online portal for the purpose of teaching & learning.
6. Implementation of examination portal of the university.
7. To conduct internal examination's & execute assessment procedure (online & offline mode)

### Minutes of Meeting

The meeting of IQAC held on dated in 8 December 2020 to discuss. The agenda and future plan and progress. The meeting was in both online and offline mode. The following members were present physically.

Following teachers were present offline

Sr. No.	Name
1.	Asst. Prof. Harpreet Singh
2.	Asst. Prof. Deepali
3.	Dr. Rishi
4.	Dr. Narinder Singh





Following members were present online

Sr. No.	Name
1.	Dr. Kuldip Singh Bai, Principal
2.	Ast. Prof. Harvinderjit Singh
3.	Asst. Prof. Gurjasjeet Kaur
4.	Asst. Prof. Dharminder Singh
5.	Asst. Prof. Manisha
6.	Bibi Jasvir Kaur
7.	Mr. Parmod Kumar
8.	Advo. Chandan Kumar
9.	Amanpreet Singh
10.	Mehakdeep Singh
11.	Ashok Kumar (Director, Softwiz, Bathinda)
12.	Ashish Kumar (Director Art & Choreography)

AGENDAS	PROCEEDINGS
1. To bring in record the decision taken in the last meeting	The decision taken by the IQAC on 10 August 2020 under the chairmanship of college principal. The present members unanimously approved the decision taken in the meeting
2. To organize activities/programmes according to the annual calendar.	The committee suggested that conduct all the activities strictly as per the govt. guidelines.
3. To take feedback from the stackholders.	The committee suggested that online feedback model should be adopted.
4. To sign MOUs from industry and other various institution under students and faculty exchange programmes.	To sign the MOUs, the committee suggested that various company should be contacted and mutually decision should be taken for online and offline activities.
5. To expand the use of website and online portal for the purpose of teaching and	To Make all the stackholder aware about all the activities of the college as well as



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learning.	helping the students in teaching online and website model should be preferred.
6. Implementation of examination portal of the university.	Approved as per the guideline of the university.
7. To conduct the internal examination & assessment procedure (online & offline mode)	Online mode approved.

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## Action Taken Report of 08<sup>th</sup> December 2020 on 5<sup>th</sup> April 2021

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 decisions taken by IQAC under the chairman ship of Dr. Kuldip Singh Bal were approved.
2. Detail of various annual functions and programmes are as follows:

Sr. No.	Name of the Event	Date
1	P.G. Dept. of English organized plantation drive to celebrate Spring Season (Basant Panchami)	17 Feb 2021
2	College students and faculty divided free food to needy on the occasion of Vaisakhi	14 April 2021
3	Department of Religious Studies organized a guest lecture on the occasion of Ardas Diwas. This program is dedicated to Martyrdom days of baba Ajit Singh ji and baba Jujhar Singh ji	22 Dec 2020
4	P. G. Dept. of Punjabi Organized special tribute procession dedicated to Chhote Sahibzade	26 Dec 2020
5	Moral and Spiritual Cell recitation of Sukhmani Sahib ji dedicated to martyrdom of Sri Guru Teg Bahadur Sahib Ji	18 Dec 2020

3. Feedback collected, analyzed and action taken and feedback report and student satisfaction survey report are available on website.

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



Sr. No.	Organization with which MoU is signed	Name of the institution/ industry/ corporate house	Activities under MOU
1	Department of FP, GNC	IIFPT, Thanjavur	Training, Curriculum Design, Faculty and Student exchange
2	Department of FP, GNC	Chanakya Dairy Product Pvt. Ltd. (CDPPL), Mandi Gobindgarh	Training, Curriculum Design, Faculty and Student exchange
3	Department of FP, GNC	Chanakya Bakery Product Pvt. Ltd. (CBPPL), Mandi Gobindgarh	Training, Curriculum Design, Faculty and Student exchange
4	Department of Computer Science	Techlive Solution Mohali	Training
5	Department of Computer Science	Zed Start Solutions Patiala	Training
6	Principal Guru Nanak College Budhlada	Regional Centre for Entrepreneurship Development Chandigarh	Four Week Entrepreneurship Development Program for faculty
7	The Hind Enterprises	The Hind Enterprises Bathinda Punjab	Training/Internship/Industrial Visit/Students Exchange

5. Faculty portal, Student portal, you tube channels and other online resources were implemented.

6. Online Examination portal for external examination as per the university guidelines implemented successfully.

7. To deal with internal examination and internal assessment the following Mechanism are used

- Online Examination Policy introduced
- Grievance Redressal Committee constituted

Mechanism of **internal assessment** uploaded on the website.

  
IQAC Coordinator



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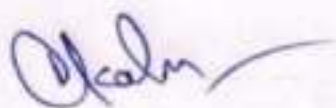
## Proceedings of IQAC Meeting

5<sup>th</sup> April 2021

Place: Conference Hall

The meeting of IQAC was held on 5<sup>th</sup> April 2021 under the chairmanship of Dr. Kuldip Singh Bal to plan the programmes & strategies along with other perfectives of the Post Covid crises. The following member attended the meeting

S.No.	Name	Designation/Department
1.	Dr. Kuldip Singh Bal, Principal	Chairperson
2.	Asst. Prof. Harpreet Singh	Teacher Representative
3.	Ast. Prof. Harwinder Singh	Teacher Representative
4.	Asst. Prof. Gurjasjeet Kaur	Teacher Representative
5.	Asst. Prof. Dharminder Singh	Teacher Representative
6.	Asst. Prof. Manisha	Teacher Representative
7.	Asst. Prof. Deepali	Teacher Representative
8.	Dr. Rishi	Teacher Representative
9.	Bibi Jasvir Kaur	Member, Governing Body (Management)
10.	Mr. Parmod Kumar	Senior Administrative Officer
11.	Advo. Chandan Kumar	Local Society
12.	Amanpreet Singh	Alumni
13.	Mehakdeep Singh	Student
14.	Ashok Kumar (Director, Softwiz, Bathinda)	Industrialist
15.	Ashish Kumar (Sirector Art & Choreography)	Stake Holder
16.	Dr. Narinder Singh	Coordinator IQAC- Member Secretary





The college principal welcomed the members & highlighted the efforts made by the staff member regarding the online class & examination during the pandemic. The coordinator also highlighted the stress removing techniques to distress the students & staff. The agendas of the meeting are:-

1. To review the progress of AQAR.
2. To discuss the next year perspective plan.
3. To take in account the green initiatives to be taken in the college for energy efficiency.
4. To organize various activities & programmes according to academic calendar.
5. To take the feedback from the students of different programs at departmental level.
6. To initiate collaboration of institute for the academic/students/faculty exchange program.
7. To take various initiatives regarding the organization of competitive examination classes and interview preparation sessions for their placements.
8. To organize placement drives.

AGENDAS	PROCEEDINGS
1. To review the progress of AQAR	The coordinator presenting the various aspects of AQAR and assure that every criteria wise report is under process and it will be submitted soon.
2. To discuss the next year perspective plan.	The committee suggested that appropriate efforts should be done to implement the polices and plan for the next session and proper approvals should be taken before the beginning of the new session.
3. To take in account the green initiative to be taken in the college.	Approved the plantation drive to be conducted
4. To organize various activities & programmes according to academic calendar.	Approved
5. To take the feedback from the students of different programs at departmental level.	Approved


6. To initiate collaboration of institute for the academic/students/faculty exchange program.	Approved
7. To take various initiatives regarding the organization of competitive examination classes for interview preparation sessions for their placements.	Approved
8. To organize placement drives	Approved

  
Coordinator  
IQAC

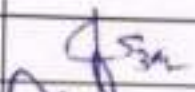
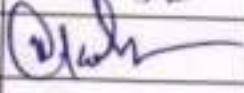
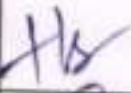
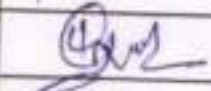

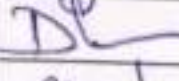
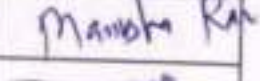


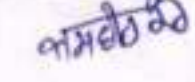

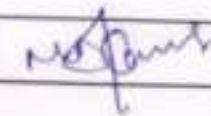


Principal



### Attendance Sheet

The attendant sheet of the IQAC held on 5 April 2021.

Sr.no	Name	Designation/Department	Signature
1	Dr. Kuldip Singh Bai, Principal	Chairperson	
2	Dr. Narinder Singh	Coordinator IQAC- Member Secretary	
3	Asst. Prof. Harpreet Singh	Registrar, Guru Nanak College Budhlada	
4	Ast. Prof. Harwinder Singh	Teacher Representative	
5	Dr. Gurjasjeet Kaur	Teacher Representative	
6	Asst. Prof. Dharminder Singh	Teacher Representative	
7	Asst. Prof. Manisha	Teacher Representative	
8	Asst. Prof. Deepali	Teacher Representative	
9	Dr. Rishi Kumar	Teacher Representative	
10	Bibi Jasvir Kaur	Member, Governing Body (Management)	
11	Mr. Parmod Kumar	Representative College Account Branch	
12	Advo. Chandan Kumar	Local Society	
13	Amanpreet Singh	Alumni	
14	Mehakdeep Singh	Student	
15	Ashok Kumar (Director, Softwiz, Bathinda)	Industrialist	
16	Ashish Kumar (Director Art & Choreography)	Stake Holder	





## Action Taken Report of 5<sup>th</sup> April 2021 on 15<sup>th</sup> September 2021

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 co-ordinator of IQAC reported the progress of AQAR and also assured that it will be submitted as per NAAC guidelines timely.
2. As per the suggestion of committee, perspective plan of college for session 2021-2022 has been processed for further approval to Academic Council.
3. For the green initiatives, college conducted various activities like Online slogan writing competition was organized on the occasion of World Earth Day 22 April, 2021. Glimpses of the activities has been uploaded on institute website.
4. Various departments and cells performed following activities as per academic calendar

Sr.no	Name of the workshop/ seminar	Number of Participants	Date From – To
1.	Online lecture on leadership quality	13	25-04-2021
2.	Online lecture of student about the concept of All Human , All Equal	18	9-04-2021
3.	Online lecture of student about the concept of Equal Opportunities for Youth on date Reducing Inequalities, Advancing Human Rights	32	3-05-2021
4.	Talk on women Health and Hygiene	45	28-05-2021

5. The feedback of all final year students was taken through google form.
6. The various departments have initiated the process of collaboration for faculty/students exchange/Training/Internship program.
7. The students were trained for placement through classes and mock interviews. For the preparation of competitive exams, following activities performed: -

Sr.no	Name of the workshop/ seminar	Number of Participants	Date From – To
1.	Online motivational lecture about career development	38	22-04-2021

  
IQAC Coordinator



  
Principal