

ਸ਼੍ਰੋਮਣੀ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ, ਸ੍ਰੀ ਮੰਮਿਤਸਰ ਸਾਹਿਬ ਦੇ ਪ੍ਰਬੰਧ ਅਧੀਨ  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ ਨਾਲ ਸਬੰਧਤ  
ਨੈਕ ਵੱਲੋਂ 'A++' ਗਰੇਡ ਪ੍ਰਮਾਣਿਤ  
ਓ.ਬੀ.ਟੀ. ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ 'ਸਟਾਰ ਕਾਲਜ ਸਕੀਮ' ਪ੍ਰਾਪਤ  
ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ 'ਸਕਿੱਲ ਹੱਬ' ਸੰਸਥਾ ਦਾ ਹੁਬ ਦਾ ਪ੍ਰਾਪਤ



Under the Management of S.G.P.C., Sri Amritsar Sahib  
Affiliated to Punjabi University, Patiala  
NAAC Accreditation "A++" Grade  
Selected under 'Star College Scheme' by DBT, GOI  
'Skill Hub' Institute Selected by NSDC, Govt. of India

**Minutes of the Meeting  
Internal Quality Assurance Cell (IQAC)**

**Academic Year:** 2023-24

**Date:** 1<sup>st</sup> August 2023

**Venue:** Conference Hall, Admin Block

**Attendee:** All the IQAC members

**Agenda of the Meeting:**

1. Review of Achievement of NAAC A++ Grade in Cycle 2 and AQAR Preparation for Academic Year 2022-23
2. To discuss the plan of introducing multidisciplinary and interdisciplinary courses in various programs under NEP 2020 guidelines for effective implementation in session 2024-25.
3. Drafting a Comprehensive Academic Calendar for 2023-24
4. Discussion on the faculty participation in the Faculty Development Program/Refresher course and orientation programs in online mode from the college campus or hybrid mode.
5. Formation of Internal CAS Committee for recommend Faculty Promotion case and validate API score
6. Proposal for capacity-building programs for teaching and non-teaching staff.
7. Planning remedial classes to support academically disadvantaged students.
8. Discussion on the integration of ICT into teaching and administrative processes.
9. Enhancing research output through conducting workshops and seminars.
10. Improvement of stakeholder feedback mechanisms for actionable insights.
11. Preparation for the participation in NIRF Ranking and AISHE survey for year 2022-23.
12. Introducing Certificate and Diploma courses under Jagat Guru Punjab State Open University Patiala



**Principal  
Guru Nanak College  
Budhlada (Mansa)**

## Proceeding of the meeting and Resolutions

### 1. Review of Previous Year's Achievements in NAAC Accreditation and AQAR Preparation:

The Chairperson extended a warm welcome to all the IQAC members and expressed gratitude for their continuous support and dedication. He provided a detailed overview of the institution's accomplishments on the NAAC accreditation of the institution with the prestigious NAAC A++ grade from the SSR in Cycle 2. This recognition reflects the collective efforts of all stakeholders in ensuring high standards of quality in education, research, infrastructure, and student services. The preparation for the Annual Quality Assurance Report (AQAR) for 2022-23 was initiated, with department heads instructed to submit data related to key performance indicators within the specified timeframe.

### 2. Discussion on the plan of introducing multidisciplinary and interdisciplinary courses in various programs under NEP 2020 guidelines for effective implementation in session 2024-25.

The members engaged in an in-depth discussion on aligning the institution's curriculum with the principles of the National Education Policy 2020. It was resolved that departments would draft proposals for introducing multidisciplinary courses (MDC), and interdisciplinary courses (IDC), emphasizing experiential and skill-based learning through skill-enhancing courses (SEC). To foster a holistic educational experience, it was decided that departments would collaborate to follow the guidelines plan of Punjabi University Patiala for NEP-2020 for introducing these courses from diverse academic domains.

### 3. Academic Calendar Development:

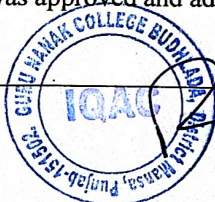
A detailed academic calendar for the session 2023-24 was proposed, integrating curricular, co-curricular, and extracurricular activities. This calendar will ensure better planning, enhance student engagement, and promote holistic development throughout the academic year.

### 4. Faculty participation in Faculty Development Program/Refresher course and orientation programs:

It was discussed that faculty members are permitted to attend online Faculty Development Programs (FDP) and Refresher Courses from the college campus through IQAC Coordinator and Principal under the following conditions:

- Participation in such programs should not interfere with the faculty's regular teaching, administrative, or other assigned duties
- Faculty must inform the Head of the Department (HoD) in advance and ensure prior arrangements to avoid any disruption to their responsibilities.
- Faculty members are encouraged to share the knowledge and skills gained through FDPs/Refresher Courses with colleagues during departmental meetings or workshops.

The resolution was approved and adopted with immediate effect and a circular will be issued to all departments to



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communicate the resolution.

**5. Formation of Internal CAS Committee for recommend Faculty Promotion case and validate API score**

The IQAC resolves to establish an five members Internal CAS (Career Advancement Scheme) Committee to review, validate, and recommend promotion cases of faculty members after thoroughly checking and validating their Academic Performance Indicator (API) scores as per UGC guidelines or other applicable norms. The Key Functions of the Committee will be:

- Scrutinize the API score documentation submitted by the faculty for accuracy and compliance.
- Validate the claims with supporting evidence provided by the applicants.
- Ensure that the scores align with the requirements of the Career Advancement Scheme and institutional policies. oSubmit a detailed report with recommendations to the Directorate of Education, SGPC for final approval.

This initiative aims to maintain transparency, fairness, and quality assurance in the faculty promotion process, ensuring that it adheres to institutional and regulatory standards. The resolution is passed unanimously and will be implemented accordingly.

**6. Capacity-Building Programs:**

The committee approved the organization of capacity-building programs on soft skill, life skill and ICT skills for the students of various department.

**7. Remedial and Bridge Courses:**

Recognizing the need to support students with academic challenges, the IQAC proposed a structured schedule of remedial classes focusing on key subjects. Additionally, orientation courses in various departments for first-year undergraduate students were approved.

**8. Integration of ICT in Teaching and Administration:**

Faculty members were encouraged more to adopt digital platforms like YouTube lectures and Google classrooms to enhance teaching delivery.

**9. Enhancing Faculty Research Output:**

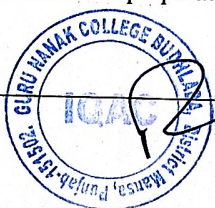
Faculty were advised to establish collaborations and MoUs with reputed institutions/Industries for joint research initiatives, publications, and access to research funding opportunities. Various seminars will be organized related to research methodology and entrepreneurship.

**10. Stakeholder Feedback Mechanisms:**

The committee resolved to analyze the feedback mechanism for students, parents, alumni, and employers. Feedback would be collected biannually and analyzed for actionable insights into academic and administrative improvements.

**11. NIRF and AISHE Participation:**

The committee discussed the preparation process for the NIRF assessment and AISHE participation for academic



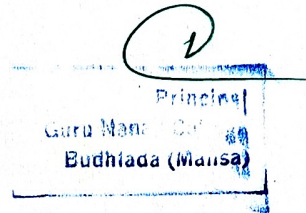
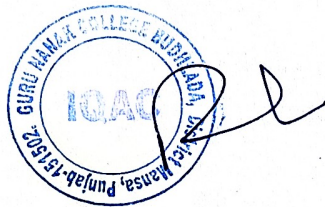
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year 2022-23 and reviewed the action plans from the previous year. The committee further discussed the role of each department in supporting the NIRF submission process i.e. data collection, validation, uploading on the NIRF portal.

**12. Certificate/Diploma Courses under PSOU:**




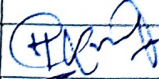





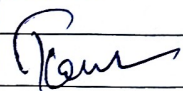


The Coordinator of IQAC, Dr. Rishi Kumar, provided a detailed overview of the proposal to introduce Certificate and Diploma courses under Jagat Guru Nanak Dev Punjab State Open University (PSOU), Patiala. It was emphasized that these courses aim to provide skill-based education and cater to diverse learner needs, particularly those who may not have access to traditional full-time degree programs. The proposal to introduce Certificate and Diploma courses was unanimously approved by the members for taking the affiliation with Jagat Guru Nanak Dev Punjab State Open University, Patiala.

At the end of meeting, The Chairperson expressed appreciation for the collaborative efforts of the members and emphasized the importance of timely execution of the resolutions. The meeting concluded with a vote of thanks to the members for their contributions in quality enhancement for the institution.



**Attendance Sheet  
IQAC Meeting**

**Date: 1<sup>st</sup> August 2023**

	<b>Designation</b>	<b>Signature</b>
Dr. Narinder Singh	Principal (Chairman)	
Dr. Rishi Kumar,	IQAC Coordinator	
Dr. Rekha Kalra,	Vice- Principal Teacher Representative	
Asst. Prof. Harpreet Singh	Teacher Representative	
Dr. Harvinderjit Singh,	Teacher Representative	
Dr. Gurjasjeet Kaur	Teacher Representative	
Asstt. Prof. Manisha	Teacher Representative	
Asstt. Prof. Anuradha	Teacher Representative	
Asstt. Prof. Deepali	Teacher Representative	
Asstt. Prof. Dharminder Singh	Teacher Representative	
Dr. Tanupreet Kaur	Teacher Representative	
Mr. Rajiv Kumar	Administrative Officer	
Mr. Pramod Kumar	Administrative Officer	
Dr. Amanpreet Singh	Assistant Director, Directorate of Education, SGPC Management Representative	
Advocate Chandan Kumar,	Community Representative	
Ashok Kumar	Director, Softwiz Bathinda, Industrial Representative	
Er. Sourav Jain	MD Malwa Fertilizer, Moonak, Industrialist Representative	
Ranjot Singh	Student Representative	
Amanpreet Singh	Alumni Representative	
Dr. Karnail Vairagi	Stakeholder (Parents)	
Dr. Dharmveer Singh	Punjabi University Patiala, University Representative	
Dr. H.S. Bhullar,	District Education Officer, Mansa, Educationalist	





Minutes of the Meeting

Internal Quality Assurance Cell (IQAC)

Academic Year: 2023-24

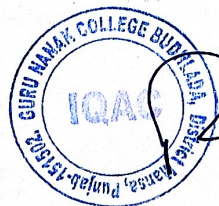
Date: 17<sup>th</sup> Nov. 2023

Venue: Conference Hall, Admin Block

Attendee: All the IQAC members

Agenda

- Overview and Planning of Audit on Eat Right Campus from FSSAI
- To plan various organizing strategies for Satrang fest in upcoming semester
- Progress Review of plan of NEP 2020 to be implement in 2024-
- Establishing New Collaborations with Industries and Academic Institutions
- Placement Cell Review and Employability Enhancement Strategies
- Proposals for Infrastructure Upgrades
- Strategies for E -Content Creation and Digital Learning Materials
- Organizing More Community Engagement and Outreach Programs
- Discussion on Green Initiatives for Sustainable Campus Development



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## Proceedings and Resolutions

### 1. Overview and Planning of Audit on EAT Right Campus from Food Safety and Standards Authority of India (FSSAI).

A presentation was made on the FSSAI's Eat Right Campus Initiative, emphasizing its impact on promoting healthy eating habits and enhancing campus reputation. FSSAI audit guidelines were reviewed and identified gaps in existing campus practices included inadequate labeling in the cafeteria and lack of awareness campaigns. Teams were formed for the necessary actions. The Internal Quality Assurance Cell (IQAC) hereby resolves to:

1. Approve the plan to conduct the Eat Right Campus audit as per FSSAI guidelines.
2. Allocate necessary resources for preparation and compliance.
3. Form committees for overseeing the implementation and audit process.
4. Commit to completing all audit-related activities by the approved timeline.

### 2. Plan various organizing strategies for "SATRANG 2024" fest in upcoming semester

The IQAC resolves to approve the organization of the annual festival, SATRANG Fest, at the college, aimed at fostering creativity, cultural diversity, and student engagement in skill development. The proposed date 20-21 April 2024 was finalized for this event. This festival will serve as a platform to showcase students' talents, enhance community interaction, and align with the college's commitment to holistic development.

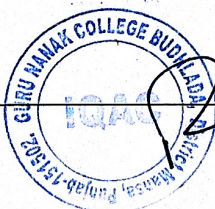
The committee deliberated on the fest's proposal, including budget, schedule, and operational framework, to ensure its alignment with the institution's quality and educational standard. This resolution and agenda approved to ensure the successful execution of the Satrang Fest.

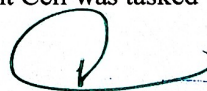
### 3. Progress Review of NEP 2020 Implementation:

The committee discussed the progress plan in aligning curriculum and programs with the National Education Policy (NEP) 2020. Various draft proposal of the departments would be reviewed for introducing multidisciplinary courses (MDC), and interdisciplinary courses (IDC), emphasizing experiential and skill-based learning through skill-enhancing courses (SEC) in alignment with the norms of Punjabi University Patiala. The IQAC finalized these courses and approved it to communicate in Punjabi University Patiala for further implementation plans in the academic year 2024-25.

### 4. New Collaborations with Industries and Institutions:

Proposals for collaborations with industries and academic institutes were discussed. Members approved partnerships with reputed academic institutions for the student exchange programs and internships in Vocational courses in food processing, cyber security and Fashion Technology. Further, the Placement Cell was tasked with identifying potential industry partners to strengthen these efforts.



  
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#### **5. Placement Cell Review and Employability Enhancement Strategies:**

The placement activities were thoroughly reviewed, and strategies to improve employability were discussed. Various Workshops and in-house training for the placements were planned to better equip students for the job market. The Placement Cell was directed to increase industry tie-ups for internships and employment opportunities.

#### **6. Proposals for Infrastructure Upgrades:**

The need to upgrade laboratory facilities and expand library resources was highlighted by multiple departments. It was agreed that an infrastructure enhancement proposal would be submitted to the management for expedited approval.

#### **7. Strategies for E-Content Creation and Digital Learning Materials:**

Faculty members were encouraged to develop more digital learning materials, including video lectures and interactive PowerPoint content. This initiative supports blended learning and caters to the increasing reliance on online education. A training session for faculty on e-content creation tools was proposed.

#### **8. Remedial and Bridge Courses:**

Recognizing the need to support students with academic challenges, the IQAC proposed a structured schedule of remedial classes focusing on key subjects. Additionally, orientation courses in various departments for first-year undergraduate students were approved.

#### **9. Organizing More Community Engagement and Outreach Programs:**

To foster institutional ties with the community, extension programs such as awareness drives through NSS and NCC, health camps, and environmental awareness initiatives were discussed and approved. These programs aim to enhance the institution's social impact and engagement. Various project proposals for the community engagement programs were approved to apply in the reputed funding agencies.

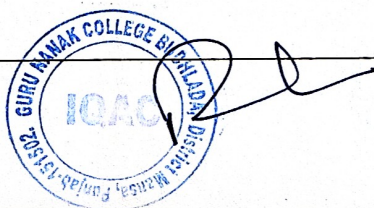
#### **10. Discussion on Green Initiatives for Sustainable Campus Development:**

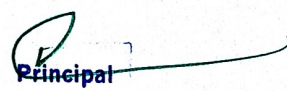
Sustainable practices such as a campus tree plantation drive, energy-saving initiatives, and waste segregation systems were discussed. The committee resolved to implement these various programs to foster environmental responsibility within the institution.

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The Chairperson commended the members for their active participation and encouraged them to ensure the timely execution of the decisions made during the meeting. The Chairperson also emphasized the importance of continuously improving institutional quality and sustaining progress.

The meeting concluded with a vote of thanks.



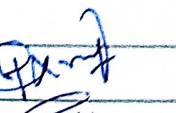

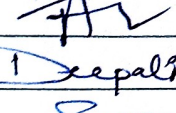
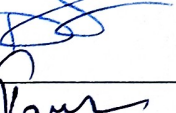
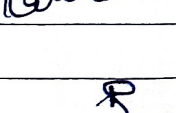
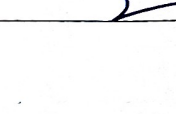
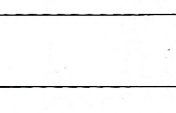
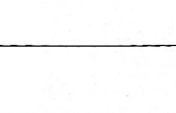

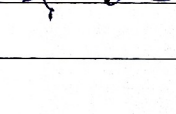
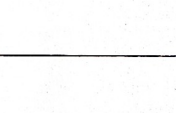


  
Principal  
Guru Nanak College  
Budhlada (Mansa)



**Attendance Sheet  
IQAC Meeting**

**Date: 17.11.2023**

	<b>Designation</b>	<b>Signature</b>
Dr. Narinder Singh	Principal (Chairman)	
Dr. Rishi Kumar,	IQAC Coordinator	
Dr. Rekha Kalra,	Vice- Principal Teacher Representative	
Asst. Prof. Harpreet Singh	Teacher Representative	
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ਨੈਕ ਵੱਲੋਂ 'ਏ++' ਗਰੇਡ ਪ੍ਰਮਾਣਿਤ  
ਬੀ.ਬੀ.ਟੀ. ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ 'ਸਟਾਰ ਕਾਲਜ ਸਕੀਮ' ਪ੍ਰਾਪਤ  
ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ 'ਸਕਿੱਲ ਹੱਬ' ਸੰਸਥਾ ਦਾ ਹੁਕਮ ਪ੍ਰਾਪਤ



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**Minutes of the Meeting  
Internal Quality Assurance Cell (IQAC)**

**Academic Year:** 2023-24

**Date:** 25<sup>th</sup> April, 2024

**Venue:** Conference Hall, Admin Block

**Attendee:** All the IQAC members

**Meeting Agendas**

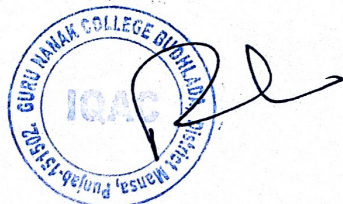
- [1]. Planning and Structuring of the Next Academic Session in Alignment with NEP Reforms
- [2]. Implementation of the Academic Bank of Credits (ABC ID) System for Credit Transfer
- [3]. Conducting Student Satisfaction Surveys (SSS) to Evaluate NEP Implementation and Student Feedback
- [4]. Fire Safety Audit to Ensure Compliance with Safety Regulations in University Buildings
- [5]. Organizing Interdepartmental Competitions in Sports and Cultural Events to Foster Holistic Development
- [6]. Strategic Planning for Transition to an Autonomous Institute with Enhanced Academic and Administrative Flexibility
- [7]. Review of the Audit Report on EAT Right Campus from Food Safety and Standards Authority of India (FSSAI).

**Proceedings of the Meeting and Resolutions**

**1. Planning and Structuring of the Next Academic Session 2024-25 in Alignment with NEP Reforms**

The meeting began with a discussion on the execution of NEP-2020 for the academic year 2024-

25, ensuring that the university's implementation aligns with the specific norms of Punjabi University Patiala. The committee discussed on revising the curriculum to incorporate the NEP's vision, fostering interdisciplinary education, and introducing flexible learning pathways. Additionally, faculty development programs will be aligned with NEP's emphasis on professional development. It was agreed that the university's academic and



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administrative processes should be thoroughly reviewed to ensure compliance with NEP guidelines, including the integration of technology in teaching and learning.

The IQAC approved the formation of a Curriculum Revision Committee to submit report on Multidisciplinary courses in B.A. and B.Sc. (Hons.) programs with NEP standards and this compliance team will ensure all changes meet university guidelines

## **2. Implementation of the Academic Bank of Credits (ABC ID) System for Credit Transfer**

A detailed discussion was held on the implementation of the Academic Bank of Credits (ABC ID) system as mandated by NEP-2020. The ABC ID system will allow students to accumulate and transfer credits from various institutions, providing them with a more flexible and personalized academic journey.

It was approved that department wise coordinator will be assign to facilitate student registration, credit transfer, and tracking ABC ID's.

## **3. Conducting Student Satisfaction Surveys (SSS) to Evaluate NEP Implementation and Student Feedback**

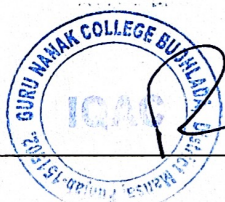
The importance of conducting Student Satisfaction Surveys (SSS) was highlighted as a crucial step in assessing the effectiveness of NEP implementation. The surveys will help the university understand students' perspectives on the changes brought by NEP and provide insights into areas needing improvement. The committee approved the SSS is scheduled to be conducted, focusing on both academic and non-academic aspects of student life, including the impact of digital learning tools and new curriculum structures.

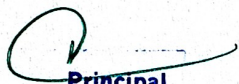
## **4. Fire Safety Audit to Ensure Compliance with Safety Regulations in University Buildings**

The need for a comprehensive fire safety audit across all college campuses was discussed. This audit will ensure that the college complies with local fire safety regulations and provides a safe environment for students, faculty, and staff. It was noted that older buildings may require significant upgrades, including installation of fire alarms, extinguishers, and updated emergency exit plans. It was approved that the audit will be carried out by the audit team of the Punjab State Government, with a priority placed on ensuring all buildings meet the required safety standards.

## **5. Organizing Interdepartmental Competitions in Sports and Cultural Events to Foster Holistic Development**

The meeting emphasized the importance of organizing interdepartmental sports and cultural competitions to support the holistic development of students under NEP guidelines. These events will promote creativity, teamwork, and physical fitness while fostering a sense of community within the college. It was proposed that both online and offline events should be organized to ensure wide participation. A committee was formed to oversee the planning and execution of these competitions.



  
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## **6. Strategic Planning for Transition to an Autonomous Institute with Enhanced Academic and Administrative Flexibility**

The meeting concluded with a discussion on the Institution's long-term strategy to transition to an autonomous institute, in line with NEP-2020's vision for greater academic freedom and flexibility. Achieving autonomy will provide the university with more control over academic programs, administrative functions, and budget allocation. The team discussed the necessary steps to apply for accreditation and approval for autonomy from University Grants Commission (UGC) and Punjabi University, Patiala including consultations with regulatory bodies and internal stakeholders.

The IQAC approved the formation of a steering committee to oversee the transition process and begin the application for autonomy with the regulatory bodies UGC, State Government and Punjabi University Patiala.

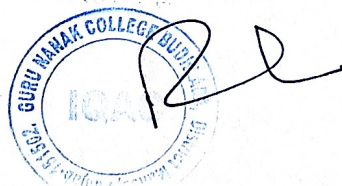
## **7. Review of the Audit Report on EAT Right Campus from Food Safety and Standards Authority of India (FSSAI).**

The IQAC acknowledges the completion of the FSSAI audit on the EAT Right Campus and appreciates the efforts made towards ensuring compliance with the standards set by the Food Safety and Standards Authority of India (FSSAI). The Audit Report presented by the FSSAI team has been thoroughly reviewed, and the key findings have been noted. The areas identified for improvement, along with the necessary corrective measures, will be addressed promptly.

It was also resolved to continue fostering a culture of compliance and quality within the institution, ensuring all future audits are successfully passed with minimal recommendations. The chairman acknowledges the need for continuous training and awareness among staff members regarding FSSAI regulations and food safety standards.

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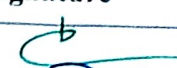




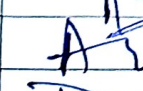

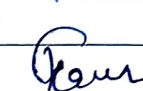
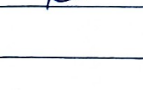



The Chairperson commended the members for their active participation and encouraged them to ensure the timely execution of the decisions made during the meeting. The meeting was adjourned at 2.50 PM, with all resolutions passed unanimously with a vote of thanks by the chairman.



  
**Principal  
Guru Nanak College  
Budhlada (Mansa)**

**Attendance Sheet  
IQAC Meeting**

Date: 25/4/2024

	Designation	Signature
Dr. Narinder Singh	Principal (Chairman)	
Dr. Rishi Kumar,	IQAC Coordinator	
Dr. Rekha Kalra,	Vice- Principal, Teacher Representative	
Asst. Prof. Harpreet Singh	Teacher Representative	
Dr. Harvinderjit Singh,	Teacher Representative	
Dr. Gurjasjeet Kaur	Teacher Representative	
Asstt. Prof. Manisha	Teacher Representative	
Asstt. Prof. Anuradha	Teacher Representative	
Asstt. Prof. Deepali	Teacher Representative	
Asstt. Prof. Dharminder Singh	Teacher Representative	
Dr. Tanupreet Kaur	Teacher Representative	
Mr. Rajiv Kumar	Administrative Officer	
Mr. Pramod Kumar	Administrative Officer	
Dr. Amanpreet Singh	Assistant Director, Directorate of Education, SGPC Management Representative	
Advocate Chandan Kumar,	Community Representative	
Ashok Kumar	Director, Softwiz Bathinda, Industrial Representative	
Er. Sourav Jain	MD Malwa Fertilizer, Moonak, Industrialist Representative	
Ranjot Singh	Student Representative	
Amanpreet Singh	Alumni Representative	
Dr. Karnail Vairagi	Stakeholder (Parents)	
Dr. Dharmveer Singh	Punjabi University Patiala, University Representative	
Dr. H.S. Bhullar,	District Education Officer, Mansa, Educationalist	

