



SRI GURU GOBIND SINGH COLLEGE

Co-educational, affiliated to Panjab University, Chandigarh

Sector-26, Chandigarh-160 019, ☎ (0172) 2792754, Telefax : (0172) 2790312

Ref. No. 4136

Dated 31/08/2019

Notice

To promote ICT, IQAC is going to conduct IT/Software training programme by IIT, Bombay for the students of all streams. The activity includes online enrolment/ interaction/ examination etc. A meeting of following Committee members regarding conduct of above mentioned activity will be held on 3rd September, 2019 (Tuesday) at 1:00 PM in the Main Staff Room. Interactive session regarding activity will be held with Er Harmeet Kaur, Project Officer of NME-ICT (National Mission on Education through Information and Communication and Technology).

Sh. Jatender Kumar (Comp.Sc.)

Dr Sonia Batta (Biotech)

Dr T S Brar (Commerce)

Dr Manjinder Singh (Commerce)

Dr Surjit Singh (Commerce)

Dr Balraj Singh (Commerce)

Dr Harjit Kaur Virk (Commerce)

Dr Manveen Gill (Commerce)

Ms Sumedha Vikram Khanna (Commerce)

Ms Sharandeep Kaur, Ms Anupama Gupta, Ms Preeti, Ms Ramneek Kaur (Commerce)

Ms Sharddha Arya (Comp Sc)

Ms Purnima (Comp Sc)

Ms Manbir Sandhu (Comp Sc)

Ms Meena Gupta (Comp Sc)

Ms Anuradha Saini, Ms Neha Saini, Ms Garima (Comp Sc)

Dr Gagan Preet Kaur Kaushal (Economics)

Dr Inderpal Pasricha (Chemistry)

Dr Pushpinder Kaur (Chemistry)

Dr Kawalpreet Kaur (Botany)

Ms Gursheek Kaur (English)

Dr Harpreet Bali (English)

Dr Jyoti Dadwal, Ms Navdeep Kaur Sidhu, Dr Rakhee, Dr Vibha Pandey, Dr Var Ruchi Sharma (Biotech)

Dr Kamalajit Kaur (Statistics)

Dr Ruchira Sen (Zoology)

Dr Ranbir Singh (Physics)

Dr Gurvir Kaur Bhullar (Physics)

Ms Amandeep Kaur Gill (Maths)

Ms Chanpreet Kaur (Maths)

Mr Shiv Chawla, DrSanjeev Kumar (Mathematics), Mr Narender Saini (PE)

Coordinator

Co-Cordinator

If any other faculty member wishes to join in the activity then he/she is also welcome.

(Ms Satinder Kaur)
Officiating Principal

Sent through whatsapp app.
31/8/19



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Ref. No. 4138

Dated 31/08/19.

Following faculty members have been appointed as Organizers for conducting IIT Spoken Tutorial exam.

Department Name		Year	Faculty Organizer Name
Computer Science and IT	BSc(CS)	I	MsGarima
	BSc (CS)	II,III	MsSharaddhaArya
	BA (IT)	I,II,III	MsNehaSaini
	PGDCA	I	Ms Anuradha Saini
	BCA	I,II,III	MsManbir Sandhu, Ms Meena Gupta
	MSC(IT)	I,II	MsPurnima
Biotechnolgy	BSc(BT)	I	DrKamaljitKaur
	BSc (BT)	II	Dr Sonia Batta
	BSc (BT)	III	DrVarRuchi Sharma
	BSc (BTE)	I	DrJyotiDadwal
	BSc (BTE)	II,III	MsNavdeepSidhu
	MSc(BT)	I	DrKamaljitKaur
	MSc(BT)	II	DrRakhee
	MSc(MBT)	I	DrJyotiDadwal
	MSc(MBT)	II	DrVibhaPandey
	Science	BSc (Med)	I,II,III
BSc (Non-Med)		I, II	MsChanpreetKaur
BSc (Non-Med)		III	MsAmandeepKaur Gill
MSc Chemistry		I	DrPushpinderKaur
MSc Chemistry		II	DrInderpalPasricha
MSc Zoology		I,II	DrRuchiraSen
MSc Maths		I	Mr Shiv Chawla
MSc Maths		II	DrSanjeev Kumar
MSc Physics		I	DrGurveerKaurBhullar
Humanities		BA	I
	BA	II	MsKhushbirDhaliwal
	BA	III	MrNarenderSaini
	MA	I	DrGaganpreetKaurKauhal
	MA	II	DrHarpreet Bali
Commerence	Bcom	I	Dr TS Brar, MsSharandeepKaur
	BCom	II	DrBalraj Singh, Ms Preeti, Ms Ramneek
	BCom	III	DrManveen Gill, Ms Anupama Gupta
	Mcom	I	DrManjinder Singh, DrHarjitKaurVirk
	MCom	II	DrSurjit Singh, MsSumedhaVikramKhanna


(MsSatinderKaur)
Officiating Principal

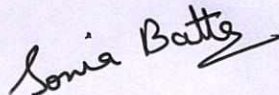
Sent through whatsapp app. 31/8/19

MINUTES OF MEETING

A meeting was held on 3rd September 2019 at 1.00 pm in the Main Staff Room to discuss various activities being conducted under ICT sponsored IT/ Software training programme in collaboration with IIT Bombay for students of all streams.

Following points were discussed:

1. The importance of training programme was discussed with the faculty so that they can motivate the students and enroll them for Spoken Tutorial IIT Bombay.
2. It was decided to conduct test of enrolled students in the months of October-November 2019.
3. The Faculty of Computer Science Department was requested to check the availability of Labs for conducting the test.
4. The list of faculty to be put on duty as Organizer and Invigilator's for smooth conduct of the exam was finalized.



IQAC Coordinator



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Ref. No. 4829

Dated 12.9.2019

NOTICE

Following members of NAAC Committee are requested to attend a meeting on 14th September, 2019 in the Conference hall at 12 pm.

Agenda of the meeting is to invite suggestions for overcoming the weaknesses suggested by NAAC PEER Team (report enclosed) during 2016 visit and to prepare for the forthcoming visit.

Chairperson Ms Satinder Kaur (Principal)
Coordinator Dr. Sonia Batta (Department of Biotechnology)

Steering Team

Assistant Coordinator Dr. Satinder Kaur (Department of Biotechnology)

Steering Members Ms Amandeep Kaur (Department of History)
Dr. Navjot Kaur (Department of English)
Dr. Amit Joshi (Department of Biotechnology)
Dr. IPS Sidhu (Department of Zoology)

Advisory Committee

Ms Sarbjit Kaur (Department of Chemistry)
Dr Kanwaljit Kaur Marwaha (Department of Economics)
Dr Tejinder Singh Brar (Department of Commerce)
Dr Manmeet Gill (Department of Physical Education)
Dr Surjit Singh (Department of Commerce)
Dr Sukhraj Singh (Department of Commerce)
Mr Jatender Kumar (Department of Computer Science)

cc to data centre SES


(Ms Satinder Kaur)
Officiating Principal

ATTENDANCE

A meeting of steering team and advisory committee was held on 14th September, 2019 in the Conference hall at 12 pm. The meeting was chaired by Principal.

Agenda of the meeting was to invite suggestions for overcoming the weaknesses suggested by NAAC PEER Team during 2016 visit and to prepare for the forthcoming visit. Following Committee members attended the meeting.

Chairperson Ms Satinder Kaur (Principal) *SK*
Coordinator IQAC Dr. Sonia Batta (Department of Biotechnology) *Sonia Batta*

Steering Team

Assistant Dr. Satinder Kaur (Department of Biotechnology)

Coordinator IQAC

Steering Members

Ms Amandeep Kaur (Department of History) *Amandeep*
Dr. Navjot Kaur (Department of English) *Navjot*
Dr. Amit Joshi (Department of Biotechnology) *Amit Joshi*
Dr. IPS Sidhu (Department of Zoology)

Advisory Committee

Ms Sarbjit Kaur (Department of Chemistry) *Sarbjit*

Dr Kanwaljit Kaur Marwaha (Department of Economics) *Kanwaljit*

Dr Tejinder Singh Brar (Department of Commerce) *Tejinder*

Dr Manmeet Gill (Department of Physical Education) *Manmeet*

Dr Surjit Singh (Department of Commerce) *Surjit*

Dr Sukhraj Singh (Department of Commerce) *Sukhraj*

Mr Jatender Kumar (Department of Computer Science) *Jatender*

Ex Coordinator IQAC Dr AP Singh (Head Department of Zoology) *AP Singh*

14/10/19

Minutes of meeting

A meeting of steering team and advisory committee was held on 14th September, 2019 in the Conference hall at 12 pm. The meeting was chaired by Principal.

Agenda of the meeting was to invite suggestions for overcoming the weaknesses suggested by NAAC PEER Team during 2016 visit and to prepare for the forthcoming visit.

Following Suggestions were given by advisory committee members during the meeting:

More Community linkage programmes need to be carried out by the NSS unit

Soft Skill Development committee should be constituted to explore and initiate soft skill development courses.

Alumni should be approached for greater contribution /involvement in student's welfare.

The UGC Cell should circulate information regarding different project/ schemes from different funding agencies and encourage the faculty to apply for the same. For this purpose new committee members should be added.

Infrastructure should be strengthened to accommodate increased student strength.

Compilations of Placement records should be done yearly.


Ms Satinder Kaur
(Officiating Principal)



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Ref. No. 4387.....

Dated 14.9.2019,

NOTICE

All the Conveners & Co-conveners of different criteria of NAAC committee are requested to attend the meeting on 16th September 2019 in the Conference Hall at 12:30 pm.

Agenda of the meeting is: Compilation of data for AQAR and NIRF for the session 2018-2019.

Ms Satinder Kaur
(Officiating Principal)

Sent through
whatsapp on 14/09/19.

Minutes of Meeting

Meeting of Coordinator IQAC and NIRF with all the conveners of respective criterion's was held on 16th Sept 2019 in the Conference hall at 12.30 p.m. The meeting was chaired by the Principal .

The main agenda of the meeting was Submission of AQAR report for the session 2018-19 and collection of data for preparation of NIRF report.

Regarding the AQAR data pertaining to 2018-19 session, it was submitted that conveners of the respective criterion's are already working on it and it was decided that all the conveners must submit their detailed reports alongwith relevant proofs by 21st Sept 2019 positively.

It was requested to the Principal that a notice should be issued to the conveners of respective criterion's to submit one copy of the data collected for AQAR should be submitted to NIRF coordinator separately. It was conveyed to the NIRF coordinator that AQAR for the session 2016-17 and 2017-18 is available in the Public domain on the College website and it can be downloaded for required information.



Ms Safinder Kaur
(Officiating Principal)



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Ref. No. 4813

Dated 11.10.2019

Notice

Meeting of System Manager, Data Centre SES with IQAC Coordinator, Assistant Coordinator, Steering team and Website In charge will be held at 11.00 am in the Principal Office on 11th October, 2019. Agenda of the meeting is provision of IT related facilities like webmail and hosting of web based lecture materials on website and ICT tools.

(Ms Satinder Kaur)
Officiating Principal



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Ref. No. 4812

Dated 11.10.2019

Office Order

Following Committee is constituted to finalize the web content and management of online services:

Sh Avninder Singh Cheema ,System Manager, Data Centre SES (Convener)

Dr Amit Joshi , Head Department of Biotechnology

Dr Surjit Singh , Department of Commerce

Mr Bhupinder Singh , Department of History

Ms Poornima ,Website In charge

Ms Manbir Sandhu,Member Website Committee

Ms Manpreet Singh, Member Website Committee

Dr Nidhi , Member Website Committee

Ms Vikramjeet Kaur ,Department of Computer Science



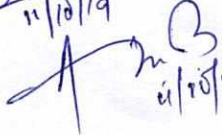
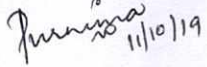

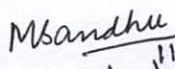
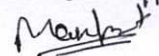
Dr Sonia Batta, Coordinator IQAC

(Ms Satinder Kaur)
Officiating Principal

Meeting of System Manager, Data Centre SES with IQAC Coordinator, Assistant Coordinator, Steering team and Website In charge was held in the Principal Office at 11.00 am on 11th October, 2019.

Agenda of the meeting was provision of IT related facilities like webmail and hosting of web based lecture materials on website and ICT tools.

Following faculty members were present in the meeting:

- Ms Satinder Kaur, Principal 
- Dr Amit Joshi , Head Department of Biotechnology  11/10/19
- Sh Avninder Singh Cheema, System Manager, Data Centre SES  11/10/2019
- Ms Poornima ,Website In charge  11/10/19
- Dr Sonia Batta, Coordinator IQAC  11/10/19
- Dr Satinder Kaur , Assistant Coordinator IQAC
- Ms. Manbir Sandhu, Member, Website In-charge  11/10/19
- Mr Manpreet Singh, Member, Website  11/10/19

MINUTES OF MEETING

Following points were discussed in the meeting:

1. Following Committee was constituted to finalize the web content and management of online services

Sh Avninder Singh Cheema ,System Manager, Data Centre SES (Convener)

Dr Amit Joshi , Head Department of Biotechnology

Dr Surjit Singh , Department of Commerce

Mr Bhupinder Singh , Department of History

Ms Poornima ,Website In charge

Ms Manbir Sandhu,Member Website Committee

Ms Manpreet Singh, Member Website Committee

Dr Nidhi , Member Website Committee

Ms Vikramjeet Kaur ,Department of Computer Science

Dr Sonia Batta, Coordinator IQAC

2. It was suggested that E-content development / MOOC preparation Workshop should be conducted.

Sonia Batta

IQAC Coordinator



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Ref. No.....5380.....

Dated.....21/11/19.....

URGENT NOTICE

Following members of NAAC committee are requested to attend the meeting at **11.30 am on 25th November , 2019** in the Conference hall. Agenda of the meeting is preparation of SSR (Self Study Report) for NAAC Re-Accreditation Cycle III for the period 2015-21.

1	Coordinator	Dr. Sonia Batta
2	Assistant Coordinator	Dr. Satinder Kaur
3	Criterion I: Curricular Aspects	
	Convener:	Sh. Kulbir Singh
	Co-Convener :	Ms Anu Kaul
4	Criterion II: Teaching, Learning and Evaluation	
	Convener:	Dr. Bandana Sethi
	Co-Convener :	Ms KanwalDhanoya
5	Criterion III: Research, Consultancy and Extension	
	Convener:	Dr. Kawalpreet Kaur
	Co-Convener :	Dr. Pushpinder Kaur
6	Criterion IV: Infrastructure and Learning Resources	
	Convener :	Prof. Bhupinder Singh
	Co-Convener :	Dr. Balraj Singh
7	Criterion V: Students, Support and Progression	
	Convener :	Dr. Manjinder Singh
	Co-Convener :	Dr. Harjeet KaurVirk
8	Criterion VI: Governance, Leadership and Development	
	Convener :	Ms. Gursheek Kaur
	Co-Convener :	Dr. Rimplejeet Kaur
9	Criterion VII: Innovation and Best Practices	
	Convener :	Dr. Mandeep Kaur Dhami
	Co-Convener :	Dr. InderpalPasricha
10	SSR (Self Study Report) Compilation Committee	
	Convener :	Dr Parminder Walia (Convenor)
	Co-Convener :	Mrs Ashima Mangla (Co-Convener)

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(Ms Satinder Kaur)

Officiating Principal

MINTUES OF MEETING

Meeting of NAAC Committee members was held on 25th November, 2019 at 11:30 am in the Conference Hall. Meeting was convened by Principal to discuss the Guidelines for the Assessment and Accreditation, preparation of SSR and Quality indicator framework (QIF) for each criterion. Standard operating procedure for Data Validation and Verification handouts were distributed to the conveners of their respective criterion.

The agenda of the meeting was preparation of Self Study Report (SSR) for NAAC Re-Accreditation Cycle III for the period 2016-2020 including the current year.

Following members of NAAC Committee attended the meeting:

1. Chairperson	:	Ms Satinder Kaur (Principal)
2. Steering Team	:	Dr. Sonia Batta
Coordinator	:	Dr. Satinder Kaur
Deputy Coordinator	:	
3. Criteria-Wise Teams		
1 Criterion I: Curricular Aspects		
Convener:		Sh Kulbir Singh
Co-Convener :		Ms AnuKaul
2 Criterion II: Teaching, Learning and Evaluation		
Convener:		Dr. Bandana Sethi
Co-Convener :		Ms Kanwal Dhanoya
3 Criterion III: Research, Consultancy and Extension		
Convener:		Dr. Kawalpreet Kaur
Co-Convener :		Dr. Pushpinder Kaur
4 Criterion IV: Infrastructure and Learning Resources		
Convener :		Sh Bhupinder Singh
Co-Convener :		Dr. Balraj Singh
5 Criterion V: Students, Support and Progression		
Convener :		Dr. Manjinder Singh
Co-Convener :		Dr. HarjeetKaurVirk
6 Criterion VI: Governance, Leadership and Development		
Convener :		Ms Gursheek Kaur
Co-Convener :		Dr. Rimplejeet Kaur
7 Criterion VII: Innovation and Best Practices		
Convener :		Dr. Mandeep Kaur Dhama (Chem)
Co-Convener :		Dr. Inderpal Pasricha (Chem)
4. SSR Compilation Committee		
Convener :		Dr. Parminder Walia
Co Convener :		Ms Ashima Mangla

It was decided that Conveners and Co-conveners of different criterion will initiate the process of collection of data for Self Study Report and coordinate with SSR Compilation Committee.

Sonia Batta



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Ref. No. 2329.....

Dated. 02-12-2019

NOTICE

Following members of NAAC committee are requested to attend the meeting at 11.30 am on 2nd December, 2019 in the office of IQAC

Agenda of the meeting is to discuss various issues related to Preparation of AQAR and SSR

Ms Amandeep Kaur

Dr Navjot Kaur

Dr Amit Joshi

Dr I P S Sidhu

Dr Satinder Kaur

Dr Sonia Batta

(Ms Satinder Kaur)
Officiating Principal

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Minutes of Meeting

Meeting of NAAC Committee was held on 2nd December, 2019 was held at 11.30 am in the IQAC Office.

Agenda of the meeting was to discuss various issues related to preparation of AQAR and SSR

Following members attended the meeting

Ms Amandeep Kaur (Head Department of History)

Amandeep

Dr Navjot Kaur (Associate Professor, Department of English)

Navjot

Dr Amit Joshi (Head Department of Biotechnology & Microbial Biotechnology)

Amit Joshi

Dr I P S Sidhu (Coordinator IGNOU, Assistant Professor, Department of Zoology)

Dr Sonia Batta (Coordinator IQAC)

Sonia Batta
21/2/19

Following points were discussed in the meeting:

1. Information regarding Student Computer ratio (under criterion 4 question no 4.3.2)
 - a) Since this point carries the weightage of 10 marks ,the Committee members suggested that designated slots should be provided to all UG and PG classes for accessing online e content. Directions/Notice in this regard should be issued by Principal for its implementations as early possible.
 - b) 2-3 Computers should be allocated to the Girls common room , which can be purchased under the RUSA Grant .
 - c) Student council should be involved to encourage the students for the use of computers.
 - d) Committee should be constituted for signing contract with various vendors to provide laptops on concessional rates to the students.
2. Under criterion 7 code of conduct for students should be modified by convener of criterion 7.Code of conduct for Principal, teachers and administrative staff should be framed by advisory committee of the College.
3. Code of conduct for governing body should be provided by SES.
4. Under criterion 2 , for calculation of pass percentage of UG and PG classes, pattern similar to that of Panjab University should be followed.

Sonia Batta



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Ref. No. 2329.....


Dated 02/12/19

NOTICE

As we are in the final stage of AQAR submission for the session 2018-19, following members of NAAC committee are requested to attend the meeting at **12.30 pm on 3rd December, 2019** in the Conference Hall.

Agenda of the meeting is Submission of AQAR report for the session 2018-19 along with proofs.

- | | | |
|---|--|--|
| 1 | Criterion I: Curricular Aspects
Convener:
Co-Convener : | Sh. Kulbir Singh
Ms AnuKaul |
| 2 | Criterion III: Research, Consultancy and Extension
Convener:
Co-Convener : | Dr. KawalpreetKaur
Dr. PushpinderKaur |
| 3 | Criterion IV: Infrastructure and Learning Resources
Convener :
Co-Convener : | Prof. Bhupinder Singh
Dr. Balraj Singh |
| 4 | Criterion V: Students, Support and Progression
Convener :
Co-Convener : | Dr. Manjinder Singh
Dr. Harjeet KaurVirk |
| 5 | Criterion VI: Governance, Leadership and Development
Convener :
Co-Convener : | Ms. GursheekKaur
Dr. RimplejeetKaur |
| 6 | Criterion VII: Innovation and Best Practices
Convener :
Co-Convener : | Dr. MandeepKaurDhami (Chem)
Dr. InderpalPasricha (Chem) |


Dr Sonia Batta
(Coordinator IQAC)


Sh Charanjit Singh
(Officiating Principal)

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Sent through whats app
to all concerned.
02/12/19

Minutes of Meeting

Meeting of NAAC Coordinator and Conveners / Co conveners of various criterions was held on 3rd December, 2019 in the Conference Hall at 12.30 pm.

Agenda of the meeting was submission of AQAR for the session 2018-19 along with proofs.

Criterion I: Curricular Aspects	
Convener:	Prof. Kulbir Singh <i>Kulbir Singh</i>
Co-Convener :	Prof. AnuKaul <i>anu</i>
Criterion III: Research, Consultancy and Extension	
Convener:	Dr. KawalpreetKaur
Co-Convener :	Dr. PushpinderKaur <i>Pushpinder</i>
Criterion IV: Infrastructure and Learning Resources	
Convener :	Prof. Bhupinder Singh
Co-Convener :	Dr. Balraj Singh <i>Balraj</i>
Criterion V: Students, Support and Progression	
Convener :	Dr. Manjinder Singh <i>Manjinder</i>
Co-Convener :	Dr. HarjeetKaurVirK <i>Harjeet</i>
Criterion VI: Governance, Leadership and Development	
Convener	Ms Gursheek Kaur <i>Gursheek</i>
Co-Convener :	Dr. RimplejeetKaur <i>Rimplejeet</i>
Criterion VII: Innovation and Best Practices	
Convener :	Dr. MandeepKaurDhami (Chem) <i>Mandeep</i>
Co-Convener :	Dr. InderpalPasricha (Chem) <i>Inderpal</i>

Sonia Batta
Dr Sonia Batta 3/12/19
 Coordinator IQAC

Satinder Kaur
Dr Satinder Kaur 3/12/19
 Assistant Coordinator IQAC

Criterion 7

will submit the aqar report on Dec. 5 2019 morning
 Proofs of last 4 yrs will be submitted after
 tallying with all the criteria

Criterion 4

With the discussion with Prof. Bhupinder Singh will
 submit our criteria IV as soon as possible by 7.12.19

Criterion 1

The Proofs of session 2015-16, 2016-17, 2017-18, 2018-19 have been
 submitted along with AQAR of 2018-19 of Criterion I of
 NAAC have been submitted on 3rd Dec 2019 to IQAC.

Criterion 5

The proofs of session 2018-19 has been submitted. *With*
 Few are still pending, will be submitted within
 3-4 days.

Cr 6 - The team will meet on 03/04 Dec 2019 at Conf. Hall to complete
 AQAR 2018-19 ^{proofs} by cross-checking with the ~~other~~ overlapping points in other
 criteria *meanst.*



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Ref. No.....575.....

Dated...10/02/2020.....

NOTICE

Following Academic Audit Committee members are requested to attend an urgent meeting in the Conference Hall at **12.20 pm on 13th February, 2020** .

Agenda of the meeting is to discuss output of Internal Academic Audit of various Departments.

Dr Manpreet Kaur Bajwa- Convener Academic Audit Committee

Dr Mandeep Dhama- Academic Registrar

Dr Sonia Batta – IQAC Cordinator

S.No.	Academic Committee Members	Departments Audited
1	Sh Bhupinder Singh	Physics, Punjabi and Sociology
	Dr Ruchira Sen	
	Dr Gaganpreet Kaur Kaushal	
2	Dr T.S. Brar	Economics, Botany and Political Science
	Ms Gursheek Kaur	
	Dr Mandeep Kaur Dhama	
3	Ms Sarabjeet Kaur	Biotechnology and English
	Dr Seema Chopra	
	Dr Inderpal Pasricha	
4	Ms Gurpreet Kaur	Mathematics, Hindi, Commerce
	Ms Anu Kaul	
	Dr Pushpinder Kaur	
5	Ms Ashima Mangla	Zoology, Physical Education and History
	Dr Ranber Singh	
	Ms Shweta Sharda	
6	Dr Jyoti Dadwal	Public Administration ,Chemistry and Computer Science
	Ms Chanpreet Kaur	
	Ms Navdeep Sidhu	
7	Dr Satinder Kaur	Religious and Sikh Studies
	Dr Sonia Batta	

Ms Satinder Kaur

(Officiating Principal)

ATTENDENCE

Meeting of Internal Academic Audit Committee members was held in the Conference Hall at 12.20 pm on 13th February, 2020 Meeting was chaired by Principal Ms Satinder Kaur.

Agenda of the meeting was to discuss output of Internal Academic Audit of various Departments.

Following members attended the meeting:

Academic Committee Members	Signatures
Dr Manpreet Kaur Bajwa	M Bajwa
Dr Mandeep Dhani	M Dhani 13/2/2020
Dr Sonia Batta	Sonia Batta 13/2/2020
Sh Bhupinder Singh	
Dr Ruchira Sen	Ruchira Sen
Dr Gaganpreet Kaur Kaushal	G Kaushal
Dr T.S. Brar	T.S. Brar
Ms Gursheek Kaur	G Kaur
Dr Mandeep Kaur Dhani	M Dhani 13/2/2020
Ms Sarabjeet Kaur	S Kaur
Dr Seema Chopra	
Dr Inderpal Pasricha	I Pasricha 13/2/20
Ms Gurpreet Kaur	G Kaur
Ms Anu Kaul	A Kaul
Dr Pushpinder Kaur	P Kaur
Ms Ashima Mangla	A Mangla
Dr Ranber Singh	R Singh
Ms Shweta Sharda	S Sharda
Dr Jyoti Dadwal	Jyoti Dadwal
Ms Chanpreet Kaur	C Kaur
Ms Navdeep Sidhu	N Sidhu
Dr Satinder Kaur	S Kaur

MINUTES OF MEETING

A meeting of IQAC with Academic Audit Committee members was held on 13th Feb 2020, in Conference Hall to discuss the output of Internal Academic Audit conducted for various departments by Academic Audit Committee members. Following points were discussed:

1. Departments were directed to prepare the following files for internal Academic Audit for the sessions 2015-16,2016-17, 2017-18,2018-19 : Publication record, Paper presentations, Conference/Seminar/Workshop attended, Orientation/FDP/Short term course attended, Faculty members acted as resource persons/PhD guides, Major/Minor projects of faculty, Research awards, Members of board of studies, Inspection and stock checking report, Record of departmental activities, Unitized teaching plan etc.
2. The internal Audit Committee members visited different departments according to a given schedule.
3. The Academic Audit reports were submitted to Conveners.
4. The committee members also suggested that more time may be given to all departments so that they can make suggested changes in their documents or resubmit their documents as per the performa's/ guidelines provided and the team will revisit for checking of pending records.

Sonia Batte
IQAC Coordinator

Action Taken Report

1. To promote ICT skills among students, IT/ Software training programme in collaboration with IIT, Bombay was conducted. 1057 students got certificate from IIT Bombay after clearing the exam.
2. Students were facilitated by providing study material through online mode, for the same E content was uploaded by faculty member on college library blog.
3. To initiate the process of providing web mail to the office bearers and teaching faculty, meeting was organized with System Manager, Data Centre, SES.
4. The College achieved complete automation and it has its own ERP System which automates the process of student admission, academic related activities and maintenance of College Account books.
5. The data for AQAR 2018-19 was compiled. Required information was uploaded on NIRF portal.
6. Internal Audit Committee conducted Internal Academic Audit.
7. International Conferences, National Workshop and Expert Lecture were organised by various departments.
8. Gurmat Vichar Sabha conducted various activities for the holistic development of the students.
9. Red Ribbon Club sensitized Students towards a healthy lifestyle by organising an Orientation-cum-AIDS awareness Workshop and World AIDS Day. Red Ribbon Club of the College was felicitated as the Best Red Ribbon Club by National AIDS Control Organization at New Delhi.
10. For Strengthening the Employability skills of students, Placement and Career Counseling Cell organized a Job Fest Workshop/ Lectures / interactive sessions with experts and Placement Drives were organized in the College. 6 MOUs signed on behalf of the College with various companies, organizations, institutes and universities.
11. Dharat Suhavi Environment celebrated World Environment day, Akshay Urja Diwas, Van Mahotsav, Swachhta Pakhwada, World Wetland Day, Oil Conservation Week. Workshop on Waste Segregation and Nature Walk and Talk-cum-Photography Exhibition were conducted.
12. Campus Beautification committee added 1000 seasonal plants to increase the aesthetic beauty of the campus and College won prizes in Punjab University Rose Festival and Chandigarh Rose Festival.

13. College participated and bagged prizes in PU Zonal Youth and Heritage festival, International, National, All India Inter-varsity Championships, Punjab University Inter-College Competitions.
14. To Promote Swachh Bharat Abhiyaan College participated in Swachhata Pakhwara, Swachhata Hi Sewa (SHS), *Jan-Andolan* for Swachhata, Awareness-cum-cleanliness Drive on 'Ban on Single Use Plastic'.
15. For Promoting Electoral Literacy, Systematic Voters Education and Electoral Participation campaign (SVEEP) was conducted in the College and National Voter's Day was celebrated.
16. For Inculcating Corporate Social Responsibility among students a Seven Day Special NSS Camp on theme 'Swachh Bharat Abhiyaan and Jal Shakti Abhiyaan', Blood Donation Camp, Vigilance Awareness Week and International Yoga Day were organized. A Poster Competition on the theme "Integrity – A Way of Life" Ek Bharat, Shreshtha Bharat" Programme was organised by conducting various activities proposed by MHRD To celebrate Rashtriya Ekta Diwas.
17. Educational Tours and Excursions were organized.
18. Relations with Alumni were strengthened and the Alumni Association initiated the sponsorship of Rs. 50,000 per year for the education of the needy/orphaned students.
19. Charitable initiatives were taken by staff members and a sum of Rs 1, 24,500 was contributed voluntarily to the Khalsa Aid Foundation for the flood affected victims in Punjab. Donation Drive for victims affected by Punjab floods was conducted and Rs 12,890 were collected by students and donated to Khalsa Aid Foundation.

Sonia Batte

IQAC Coordinator