

04/08/2018

IQAC/02/2018-19

Sri Guru Gobind Singh College
Sec 26, Chandigarh
Internal Quality Assurance Cell(IQAC)
2018-2019
Minutes of Meeting

A meeting was convened by the Internal Quality Assurance Cell (IQAC) of the college on 3rd Aug, 2018 in the conference hall at 1:00 p.m.

It was attended by HOD's of various departments and the Co-ordinator of NAAC committee.

AGENDA

1. To conduct meetings with stake holders pertaining to vital issues.
2. To promote effective teaching and learning methodologies.
3. To form a tentative schedule for the conduction of seminars/ conferences/ workshops/ symposium/ FDP's in the current session.
4. To take stock of the infrastructure of the college.
5. To finalize the structure/contents of the feedback forms for the parents and students.
6. To promote research in various departments.
7. To organize Educational trips and Excursion activities.
8. To arrange Cleanliness drives in the college.
9. To create awareness programs pertaining to Road safety and Environment.
10. To organize programs to sensitize students and teachers towards various modes of Energy conservation.

The meeting was attended by the following members:

1. DrAmit Joshi (Coordinator IQAC)
2. DrNavjotKaur (Dean Research)
3. MsGursheekKaur (Registrar Publications)
4. DrJasveerKaur (Coordinator Campus Beautification Committee)
5. DrGaganpreetKaur (Coordinator Placement Cell)
6. DrInderpalPasricha (Coordinator Environmental Society)
7. MsAnuKaul (Coordinator College Website)
8. Dr Jasvinder Singh Bhatti (NSS Programme Officer)

9. Dr AsimChowdhury (NCC Cordinator, Army wing)
10. Sub/Lt Surjit Singh (NCC Cordinator, Naval wing)
11. Dr T S Brar (HOD Commerce)
12. MrsSatinderKaur (HOD Physics)
13. MrsSarbjeeKaur(HOD Chemistry)
14. ShHarbhajan Singh (HOD Botany)
15. DrDevinder Singh(HOD Punjabi)
16. ShCharanjit Singh (HOD Economics)
17. MrsAmandeepKaur (HOD History)
18. DrManmeetKaur (HOD Physical Education)
19. ShHarpreet Singh Maan (HOD Maths)
20. MsPuneet (HOD Political Science)
21. DrKamaljitKaur (HOD Hindi)
22. DrSatinderKaur (Deptt of Biotechnology)
23. Dr Sonia Batta (Deptt of Biotechnology)
24. DrManik Gupta(Deptt of Chemistry)
25. MsAmanjotKaur (Deptt of Commerce)

The following points were discussed in detail with all members present in the meeting:

1. To form a tentative schedule for conducting Seminars/ Conferences/ Workshops/ Symposium/ FDP's in the current session under the aegis of RUSA for benefit of faculty and students.
2. Analysis of information collected from feedback forms filled by students so that suggestions regarding infrastructure, other important inputs can be implemented for overall improvement of the college.
3. To motivate faculty to apply for various Major and Minor Research projects under different schemes.
4. Emphasis was laid on publishing Research articles in reputed Journals with high Impact Factor.
5. To organize Placement Drive for students of all Department to provide a platform for their recruitment in different sectors.

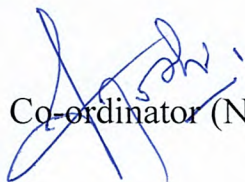
6. To organize Educational trips and Excursion activities for giving an exposure to Industry, Research institutes and for overall development of students.
7. To create awareness programs pertaining to environment issues by organizing events like collage making, slogan writing, etc and to plan Tree Plantation drive also.
8. Formulation of Equal Opportunity Cell and Innovation Cell.
9. To promote participation of students in Sports and cultural activities.
10. To promote spiritual development of students.
11. To conduct activates under direction of state legal authority by Legal Literacy Club.

A tentative schedule was put forward for the events. The following proposals were taken up at the meeting as forwarded by the HOD's of various departments.

S.No	Name of Department/Society/Club/Association/Committee/Office	Purposed topic/Activity/Event	Participating Department/Institution/Organization	Source of funding	
	Placement and Career Counseling Cell	AVSAR 2018 a Campus Placement Drives, Lectures, Interactive sessions, seminar and workshop	Open Invitation to all	College Funds	6 th April, 2018
	Environmental Society	MulTREEp18-Tree Plantation Drive- to mark the Vanmahotsav Week	Open Invitation to all	CREST, PSCST	24 th July, 2018
	PG Department of Commerce	Expert Lecture on Global Financial Markets	Open Invitation to all	College Funds	19 th September, 2018
	Department of Physics	Expert Lecture on My Journey in Science: From Elementary Particles to Nano-particles	All Sciences Department	College Funds	28 th September, 2018
	Department of Chemistry	An Expert Lecture on Spectroscopy from Basics to Research Applications	All Sciences Department	College Funds	To be held in October, 2018
	Department of Public Administration	Interactive session on Emerging Issues on Public Administration	Open Invitation to all	College Funds	To be held in Last week of October, 2018
	PG Department of Zoology	Practical session on Haematology	PG Department of Zoology	College Funds	To be held in October, 2018
	Department of English	Interactive session with upcoming author SonikaShandilya	Department of English	College Funds	To be held in Third week of November, 2018
	Department of Political Science	Lecture on topic 'Is a Welfare State Democratic?'	Open Invitation to all	College Funds	To be held in month of November, 2018
	PG Department of Commerce	Lecture on Indian Financial System: Present Scenario and	Open Invitation to all	College Funds	To be held in month of November, 2018

		Challenges Ahead			
	PG Department of Commerce	Emerging HR Dynamics in Corporates and HR Skills	Open Invitation to all	College Funds	To be held in month of November,2018
	Department of Botany	Lecture on Power of DNA	All Sciences Department	College Funds	To be held in November, 2018
	Campus beautification Committee	A workshop on Waste Management and Segregation was organized. Multiple techniques and strategies to combat waste was discussed along with Zero Waste, Blue-Green oath etc.	Open Invitation to all	College Funds	To be held in month of November, 2018
	Campus beautification Committee	An eco-green project, Saugaat —Gift a Sapling Scheme, was launched to commemorate the 550th birth anniversary of Guru Nanak DevJi	Open Invitation to all	College Funds	To be held in month of January, 2019
	Educational Trip organized by various departments	To organize educational trips by various departments	Open Invitation to all	College Funds	To be held in the month of January and February 2019
	Campus beautification Committee	NukkadNatak in association with MC Chandigarh was enacted to spread awareness about waste management	Open Invitation to all	-	To be held in month of January, 2019
	Alumni association	Interactive session with the students and Alumni Meet.	Open Invitation to all	College Funds	To be held in month of February, 2019
	Department of Public Administration	Lecture on Motivation: A Significant Tool of Career Development	Open Invitation to all	College Funds	To be held in Fourth week of February,2019
	PG Department of Computer Science	Guest Lecture on IT Technologies	Open Invitation to all	College Funds	To be held in Last week of February,2019
	Department of Political Science	Expert Lecture on 'Is Globalization Dead?'	Open Invitation to all	College Funds	To be held in last week of February, 2019
	PG Department of Zoology	Two Guest Lecture on General Introduction of fish and fisheries and Fish Taxonomy ; Age and Growth in fishes	PG Department of Zoology	College Funds	To be held in First week of Febuary, 2019
	Science Day	Science Day	All Sciences Department	PSCST& Book Publishers,	To be held in month of February,2019

				Instrument and Chemical Vendors	
	Environmental Society	Three day workshop on creation of Guru Nanak Sacred Forest was organized and forest was created using unique technique of planting (Japanese Miyawaki), which stresses on natural restoration of land using native plant species)	Open Invitation to all	College Funds	To be held in month of April, 2019
	The Swachhta Club	To celebrate Swachh Bharat Pakhwara, the following activities were performed: <ul style="list-style-type: none"> • Swachhta Pledge: NSS unit along with NSS program officers took Swachhta pledge on August, 2018. • A Cleanliness Drive was organised in College Campus by NSS volunteers on August, 2018. • 11 Volunteers along with 02 NSS Nodal officers participated in Swachh Bharat Summer Internship 2018 Programme. • 7 day special camp on theme 'Swachh Bharat Abhiyaan and Environment Protection' on January 2019. 	Open Invitation to all	College Funds	Throughout the session 2018-19


 Co-ordinator (NAAC)

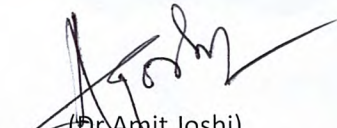
MINUTES OF MEETING

A meeting was conducted in the Conference hall on Sept 24, 2018 at 11:30 am. Coordinator IQAC presided over the meeting. Members of steering committee, conveners and co -conveners of all the criteria were present in the meeting.

Agenda of meeting: To finalize AQARs for sessions 2015-16, 2016-17 and 2017-18.

Following points were discussed in detail with all the members present in the meeting.

1. All the conveners of different criteria were asked to submit their Criteria reports for the sessions 2015-16, 2016-17 and 2017-18 to the proofreading committee by Oct 8, 2018.
2. It was suggested to include more faculty members of English Department in the proof reading committee and faculty members of Computer department in the editing committee.
3. The Editing team has to submit finalized AQARs to the IQAC by November 15, 2018.
4. It was also suggested that conveners of respective criteria should be present along with the Editing teams for the finalization of reports.



(Dr Amit Joshi)
Coordinator (IQAC)

Following members were present in the meeting held on Sept 24, 2018 at 11:30 am

Coordinator Dr. Amit Joshi (Department of Biotechnology)

Steering Team

Assistant Coordinator Dr Sonia Batta (Department of Biotechnology)
 Deputy Coordinator Dr Satinder Kaur (Department of Biotechnology)
 Steering Members Ms Amandeep Kaur (Department of History)
 Dr Navjot Kaur (Department of English)
 Dr IPS Sidhu (Department of Zoology)

S.No.	Criteria	Name of Members
i	Criterion I	
	Convener:	Mr Kulbir Singh (Department of Punjabi)
	Co-Convener :	Ms Anu Kaul (Department of Computer Science)
ii	Criterion II	
	Convener:	Dr Bandana Goindi (Department of Economics)
	Co-Convener :	Ms Kanwal Dhanoya Grewal (Department of Economics)
iii	Criterion III	
	Convener:	Dr. Kawalpreet Kaur (Department of Botany)
	Co-Convener :	Dr. Pushpinder Kaur (Department of Chemistry)
iv	Criterion IV	
	Convener :	Mr Bhupinder Singh (Department of History)
	Co-Convener :	Dr Balraj Singh (Department of Commerce)
v	Criterion V	
	Convener :	Dr Manjinder Singh (Department of Commerce)
	Co-Convener :	Dr Harjeet Kaur Virk (Department of Commerce)
vi	Criterion VI	
	Convener :	Ms Gursheek Kaur (Department of English)
	Co-Convener :	Dr Rimplejeet Kaur (Department of Sociology)
vii	Criterion VII	
	Convener :	Dr Mandeep Kaur Dhami (Department of Chemistry)
	Co-Convener :	Dr Inderpal Pasricha (Department of Chemistry)

ACTION TAKEN REPORT (Meeting held on Sept 24, 2018)

1. Proof reading of AQAR for Session 2015-16; 2016-17 and 2017-18 was carried out by the Editing committee.
2. A copy of the same was submitted to Principal and Management Committee for expertise view and finalization.
3. Finalized copy of AQAR of Session 2015-16, 2016-17, 2017-18 was uploaded on the college website and email for same was sent to National Assessment and Accreditation Council, Bangalore.



Co-ordinator (NAAC)

S.No.	Plan of Action	Achievements
1	Academic Plan	In the beginning of new session IQAC holds a meeting with Heads of the departments and office bearers to chart out an academic plan in consonance with the Academic calendar provided by the PU Chandigarh. All the departments are encouraged to hold activities accordingly.
2	Promotion of Research	<ul style="list-style-type: none"> ➤ College received Rs 7,40,000/- for carrying out Major/Minor Research Projects ➤ Creating conducive research climate by encouraging research at postgraduate levels ➤ 08 research scholars were awarded PhD degrees under the guidance of 06 faculty members ➤ Faculty published 45 research papers in International and National journals notified on UGC website. ➤ Faculty published 29 Books/ Chapters in edited books with ISBN Number and papers in conference proceedings. ➤ Seminars/ Conferences/ Workshops/Expert Lectures were organized by various Departments
3.	Introduction of Online attendance	<ul style="list-style-type: none"> ➤ sonline attendance was introduced from Jan, 2019 for the students.
4	Spiritual development of students	<ul style="list-style-type: none"> ➤ Gurmat Vichaar Sabha promotes spiritual and holistic development through its activities ➤ Preservation and promotion of heritage and culture through the activities of Centre for Sikh Studies ➤ Parkash Purab of Guru Gobind Singh Ji and Founder's Day of the College was celebrated from January 23-25, 2019. Students of the College performed the <i>Gatka</i> on the first day and <i>Vaar</i> and <i>Kavishri</i> on the second day. ➤ Inter College Gurmat competition was organized on November 29, 2018 and included events like Turban Tying, Gurbani Recitation and Quiz Competition. ➤ Gurmat Hobby Classes like Calligraphy, <i>Gurmat Sangeet</i>, <i>Shudh Gurbani Path</i>, <i>Shastra Vidya</i> and <i>Gatka</i> training are organized for the students of the College.
5	Environment Awareness activities.	<ul style="list-style-type: none"> ➤ A three-day Workshop from April 1-3, 2019 was organised to create the Guru Nanak Sacred Forest on-campus in collaboration with EcoSikh and Afforestt, International organisations committed to promoting environmental awareness. ➤ Internal Green Audit of the College campus was conducted and the report was submitted on June 4, 2019. ➤ An eco-green project, Saugaat – Gift a Sapling Scheme, was launched on January 23, 2019. ➤ Environmental Society in collaboration with Dean Sciences organized CREST and PSCST sponsored competitions like Rangoli Making, Collage Making etc on February 28, 2019. ➤ Environmental Society in association with Gurmat Vichar Sabha celebrated Sikh Environment Day on March 14, 2019. Environmental Pledge was also administered. ➤ World Water Day was celebrated by Environmental Society in association with NCC and NSS unit on March 22, 2019.

		<ul style="list-style-type: none"> ➤ MulTREply18-Tree Plantation Drive was organized to mark the Vanmahotsav Week in college campus on July 24, 2018. ➤ A workshop on Waste Management and Segregation was organized on November 22, 2018. ➤ Nukkad Natak in association with MC Chandigarh was enacted to spread awareness of the need of waste management on January 18, 2019. ➤ Environment Classes were organized from February 7-20, 2019 for First year UG Students of all the streams.
6	Participation in PU Zonal Youth and Heritage Festival	<ul style="list-style-type: none"> ➤ Co-curricular Activities and maximum participation through Youth Festivals ➤ Personalized Mentoring is provided to students. ➤ Students participated in 57 events conducted in PU Zonal Youth and Heritage Festival (Zone A), 2018 and won 35 prizes.
7	Physical Education and Sports Department Achievements	<ul style="list-style-type: none"> ➤ The Sir Shadi Lal Trophy was won in the field of sports for consecutive 11th year since 2008-09 ➤ This year our sports persons brought laurels to the college by winning <ul style="list-style-type: none"> • 01 Gold medal and 02 Silver at International level • 02 Gold and 05 Bronze medals at Senior National level. • 28 Gold, 12 Silver and 19 Bronze at all India Intersarsity Tournaments. • 05 Gold, 03 Silver and 06 Bronze at Zonal Intersarsity Level. • 15 First positions, 11 second positions and 01 third position at Punjab university Intercollege Competitions.
8	Annual Prize Distribution Function	<ul style="list-style-type: none"> ➤ 333 student achievers in the field of academics (University and Class toppers), cultural , sports , NSS, NCC and Gurmat Vichar Sabha were given prizes in Annual Prize Distribution Function held on April 4, 2019.
9	Seminars/ Workshops and Expert Lectures	<ul style="list-style-type: none"> ➤ National Seminar on the theme 'FinTech Transforming the Financial Services Landscape in India' was organized on March 28, 2019. ➤ 3 Days Workshop on creation of Guru Nanak Sacred Forest on-campus was organised from April 1-3, 2019 ➤ ICSSR Sponsored 7-Day Term Course was organized on July 27-August 03, 2018. ➤ 17 Expert Lectures were organised by various Departments viz. PG Department of English, Commerce, Physics, Chemistry, Zoology and Departments of Public Administration, Botany, Political Science and Computer Science. ➤ A Capacity Building RUSA Workshop '<i>Mann Neva Matt Ucchi</i>' was held on Feb 12, 2019.
10	Founder's Day	<ul style="list-style-type: none"> ➤ Founders Day was celebrated on January 23-25, 2019. ➤ Annual College Magazine 'Agammi Jyot' was released on January 25, 2019.
11	National Science Day	<ul style="list-style-type: none"> ➤ National Science Day was celebrated on the theme 'Communicating Science to All'. The event was organized collectively by all the Science Departments.
12	Parent Teacher Meeting	<ul style="list-style-type: none"> ➤ Parent Teacher Meeting was organized by all Departments on April 06, 2019 and feedback was collected from the parents.
13	Student Satisfaction survey(SSS)	<ul style="list-style-type: none"> ➤ SSS was conducted on April 26, 2019 in the presence of team of faculty members from National Institute of Education Planning and Administration (NIEPA).

14	Educational Tours and Excursions	<ul style="list-style-type: none"> ➤ PG Department of Chemistry organized a one day educational tour to SAIF, PU Chandigarh on February 08, 2019 and another trip was organized on February 11, 2019 to IMTECH, Chandigarh. ➤ A trip to Goa was organized by PG Department of Computer Science from October 20-25, 2018. ➤ One day trip to Kalpana Chawla Planetarium, Kurukshetra was organized for Science students on February 15, 2019.
15	Participation in Swachh Bharat Abhiyaan	<ul style="list-style-type: none"> ➤ 7 day Special Camp on theme 'Swachh Bharat Abhiyaan and Environment Protection' was ➤ Swachh Bharat Pakhwara was celebrated from August 01-15, 2018 by organising Cleanliness Drive and Swachhta Pledge was administered to the Students and Staff. ➤ 11 NSS volunteers along with Nodal Officers underwent Swachh Bharat Summer Internship 2018 Programme from June 1-July 31, 2018.
16	Electoral Literacy Club	<ul style="list-style-type: none"> ➤ National Voters Day was celebrated on Jan 25, 2019. ➤ Electoral Club participated in SVEEP Campaign- Systemic Voters' Education and Electoral Participation by organizing Enrolment Drive from February 11-14, 2019.
17	Campus Beautification Committee	<ul style="list-style-type: none"> ➤ MulTREEply18-Tree Plantation Drive was organized to mark the Vanmahotsav Week in college campus on July 24, 2018. ➤ A workshop on Waste management and segregation was organized on November 22, 2018. ➤ College participated in Rose Festivals organized by Panjab University from February 08-10, 2019 and by Chandigarh Administration from February 22-24, 2019.
18	Strengthening the Placement services for students	<ul style="list-style-type: none"> ➤ Avsar 2018 a Campus Placement Drive was organised on April 06, 2018. ➤ 03 Lectures, 02 interactive sessions, 01 seminar, workshop and Student Knowledge Sharing programme were organized by Placement and Career Counselling Cell to help students in exploring placement opportunities.
19	Corporate Social Responsibility	<ul style="list-style-type: none"> ➤ A Seven Day Special NSS Camp on theme 'Swachh Bharat Abhiyaan and Environment Protection' was organized from January 08-14, 2019. ➤ A Blood Donation Camp was organized on February 21, 2019 in association with Department of Transfusion Medicine, PGIMER, Chandigarh. ➤ NSS Unit celebrated Vigilance Awareness Week by organising Poster Making Competition on the topic 'Eradicate Corruption: Build a New India' ➤ Red Ribbon Club and NSS unit organized Rally on World AIDS Day on December 1, 2018. ➤ To mark United Nations Day for Elimination of Violence against Women, a Human Chain was formed under the campaign, SAATH (Sab Aage Aayenge Tabhi Hoga) on November 22, 2018.

20	Activities of Alumni Association	<ul style="list-style-type: none">➤ Executive Members of Alumni Association conducted an Interactive session with Student Council on February 09, 2019.➤ Annual Alumni Reunion was held on February 23, 2019.➤ Funds for Braille Books for the visually impaired students was provided by Alumni Association➤ Sponsorship for various Inter College Competitions organized by Expression's Club was also provided by Alumni Association.
----	----------------------------------	---

Sonia Batta

IQAC Coordinator

Action Taken Report (for meeting held on 5th NOV. , 2018)

1. **Internal Green Audit** of the College campus was conducted and report was submitted to the Principal on June 4, 2019.
2. ICT Training Cell was constituted to promote software training in association with Spoken Tutorials - IIT Bombay for students of all streams.
3. **Online admission process and attendance** marking has been initiated in order to achieve complete automation.
4. **Involvement of students in social awareness campaigns:**
 - a. To mark United Nations Day for Elimination of Violence against Women, a Human Chain was formed under the campaign, SAATH (Sab Aage Aayenge Tabhi Hoga) on November 22, 2018.
 - b. Red Ribbon Club and NSS unit organized Rally on World AIDS Day on December 1, 2018.
 - c. NSS Unit organised Poster Making Competition on the topic 'Eradicate Corruption: Build a New India' to celebrate Vigilance Awareness Week.
 - d. Nukkad Natak in association with MC Chandigarh was enacted to spread awareness of the need of waste management on January 18, 2019.
 - e. Awareness Drive against motor vehicles plying on cycle tracks in Chandigarh with Traffic Police, Chandigarh.
 - f. College students participated in Road Safety FestoMania-2018 to sensitize people about traffic rules and road safety.
4. **Environment Awareness activities organized:**
 - a) A workshop on Waste Management and Segregation was organized on November 22, 2018.
 - b) Students are encouraged not to use plastic files/folders.
 - c) Adoption of paperless work / E-Filing by Administrative Office:
 - Staff applies for leave through E-mail: leave.sggs26@gmail.com
 - Establishment Branch broadcasts official information through whatsapp groups of faculty.
 - Internal and External Assessment of all UG and PG classes is submitted through online mode on the Panjab University Portal.
5. **For smooth working of administration office**

Notices from DHE are circulated among the faculty through Whatsapp group.



IQAC Co-ordinator



SRI GURU GOBIND SINGH COLLEGE

Co-educational, affiliated to Panjab University, Chandigarh

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

Minutes of Meeting

Ref. No. 4267

Dated 29.11.2018

IQAC meeting with Advisory Committee, Heads of various Departments, Steering Committee of NAAC, Office Bearers, Conveners and Co-conveners of various Criteria was held on November 05, 2018 at 11:00 am at Conference Hall. Agenda of the meeting was regarding constitution of Green Audit Committee in the College and suggestions for Best Practices to be adopted for session 2018-19. The following suggestions were purposed by the members:

1. **Internal Green Audit Committee:** Significance of Green Audit was discussed and it was purposed to constitute an Internal Green Audit Committee so as to make necessary arrangements in the college.

The Following Committee was constituted for the internal audit of the College.

Coordinator: Dr. Jasveer Kaur
Co-convener: Dr. Inderpal Pasricha
Member: Dr Mandeep Kaur Dhani
Dr. Kanwalpreet Kaur

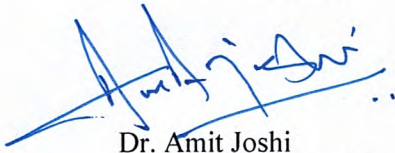
2. **Introduction of Skill development courses:** It was purposed to enhance technical skills of students by introducing various short term / evening courses
 - a. Communication Skill Improvement
 - b. Short Courses/ ICT training by Computer Department
 - c. Gardening
 - d. Carpentry
 - e. ICT Skill development by spoken tutorials
3. **Book Bank establishment:** The importance of Book Bank was discussed and it was suggested that a Book Bank should be maintained in every Department. It was further suggested that a Book Stall can be organized at the beginning of each semester so that students can pick books of their need and return the same at end of semester.

4. **Online attendance:** To monitor the attendance of students and make it accessible for parents also, online attendance should be introduced in the college.
5. **Involvement of students in social awareness campaigns:** The students must be motivated to actively participate in activities related to various Social Issues
 - a. Students along with help of Traffic Police can arrange drives to motivate people so as to obey traffic rules, use of Cycle Track.
 - b. Awareness campaign for Drug Abuse by organizing activities like Nukaad Natak with help of Dramatic club of the College
 - c. It was also emphasized to promote cleanliness in Campus and arrange drives regarding the same on regular basis.
6. **Environment Awareness**
 - a. Segregation of dry and wet waste.
 - b. Use of plastic file should be discontinued in college.
 - c. Use of thermocol / Paper glasses should be discontinued in the canteen and replaced with Earthen Glass.
 - d. Adoption of paperless work / E-Filing by Administrative Office.
 - e. Blank pages left in answer sheets and question papers during MST exam should be reused for office work/ Photostat/rough work.
 - f. A unit should be installed in the college for decomposing Kitchen waste generated from the Canteen/Mess.
 - g. New and old student should plant a tree in the College during freshers and farewell party. Placards could be displayed showing the names of the class along with session.
 - h. One period either Weekly/Monthly should be devoted for cleaning class rooms and labs by students under supervision of a teacher.
7. **Heritage Club:** To impart Knowledge to students regarding Heritage of Punjab following steps can be undertaken
 - a. Maintenance of Heritage museum in the College.
 - b. Organization of Seminars/ Lectures on preservation of Heritage.
8. Health Checkup camp for students and staff should be organized on regular basis.

9. Girls common room should be renovated and medical facility should be made available.

10. Suggestion for smooth working of administration office

- a. Notices from DHE should be circulated among the faculty.
- b. One representative from Administrative Office should be present in the NAAC meeting.



Dr. Amit Joshi
(Coordinator, NAAC)



Ms Rita Singh
(Principal)

Action Taken Report (for meeting held on 5th November, 2018)

- 1) **Internal Green Audit** of the College campus was conducted and report was submitted to the Principal on June 4, 2019. The quality of campus environment in terms of water, green cover, waste management and energy consumption was analyzed.
- 2) ICT Training Cell was constituted to promote software training in association with Spoken Tutorials - IIT Bombay for students of all streams.
- 3) **Online admission process and attendance** marking has been initiated in order to achieve complete automation. Online marking of student attendance has been started in the even semester by using Campus Whizz (Software).
- 4) **Involvement of students in social awareness campaigns:**
 - a. To mark United Nations Day for Elimination of Violence against Women, a Human Chain was formed under the campaign, SAATH (Sab Aage Aayenge Tabhi Hoga) on November 22, 2018.
 - b. Red Ribbon Club and NSS unit organized Rally on World AIDS Day on December 1, 2018.
 - c. NSS Unit organized Poster Making Competition on the topic 'Eradicate Corruption: Build a New India to celebrate Vigilance Awareness Week.
 - d. Nukkad Natak in association with MC Chandigarh was enacted to spread awareness of the need of waste management on January 18, 2019.
 - e. Awareness Drive against motor vehicles plying on cycle tracks in Chandigarh with Traffic Police, Chandigarh.
 - f. College students participated in Road Safety FestoMania-2018 to sensitize people about traffic rules and road safety.
- 5) **Environment Awareness activities organized:**
 - a) A workshop on Waste Management and Segregation was organized on November 22, 2018.

- b) Students are encouraged not to use plastic files/folders.
- c) Adoption of paperless work / E-Filing by Administrative Office:
 - Staff applies for leave through E-mail: leave.sggs26@gmail.com
 - Establishment Branch broadcasts official information through whatsapp groups of faculty.
 - Internal and External Assessment of all UG and PG classes is submitted through online mode on the Panjab University Portal.

6) **For smooth working of administration office**

Notices from DHE are circulated among the faculty through Whatsapp group.

A handwritten signature in blue ink that reads "Sonia Batts". The signature is written in a cursive style and is underlined.

Co-ordinator
(NAAC)

83



SRI GURU GOBIND SINGH COLLEGE

Co-educational, affiliated to Panjab University, Chandigarh

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

Ref. No. 487

Dated 21.02.2019

IQAC Minutes of Meeting

Meeting of HOD'S Conveners of **National Science Day** was convened by Dean Sciences on 18th January 2019 at 11.00 am in the IQAC Office .Agenda of the meeting was to plan celebration on 28th Feb 2019 on the theme '**Communicating Science for All**' .

The following points were discussed

- To create enthusiasm about Science and popularize Science and Technology
- Various competitions will be organized Open Quiz, ,Slogan Writing ,Poster Making ,Exhibition of Working Model , Wonders of Science ,Rangoli making, Collage making, Power Point Presentation etc.
- To organize an expert lecture
- Cash Prizes will be awarded to First and Second position holders and Certificates will be awarded to every participant
- Requisite material will be brought by the participants on their own
- Committees to organize the function were constituted.
- Minimum 5 Projects per Science departments were made compulsory.

The following members attended the meeting:

[Signature] SATINDER Kaur (DEAN SCIENCES)

[Signature] MANPREET KAUR (Physics)

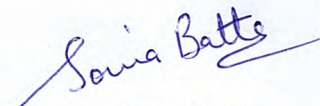
[Signature] DR SONIA BATTA (Biotech)

[Signature] DR. SATINDER KAUR (Biotech)

[Signature]

ACTION TAKEN REPORT (Meeting held on January 18, 2019)

1. National Science Day was celebrated on Feb 28, 2019. The Event was organised by all the Science departments and sponsored by Punjab State Council for Science and Technology (PSCST) along with other agencies.
2. An Expert Lecture on 'Human disorders: Genetical predispositions, Therapeutics and Corrective Means' was delivered by Dr Rajat Sandhir Professor Department of Biochemistry PU Chandigarh.
3. Students participated in various intracollege competitions such as Open quiz, slogan writing, poster making, poster presentation, Eco friendly Rangoli, Collage making, Powerpoint Presentation, Science projects and Wonders of Science. Winners were awarded with cash prizes and certificates.


Co-ordinator (NAAC)

28/3/2019

IQAC/04/2018-19

Minutes of Meeting

Meeting of Convener and Co convener of Criterion 2 was held on 22nd March, 2019 at 12.20 pm with NAAC committee members in the Principal Office. Principal Ms Satinder Kaur chaired the meeting. Agenda of the meeting was to discuss how to conduct Student Satisfaction Survey for the session 2018-19. Following members attended the meeting:

Ms Satinder Kaur (Principal) *Sh*

Dr Bandana Goindi (Convener of Criterion 2) *Bandana*

Ms Kanwal Dhanoya Grewal (Co convener of Criterion 2) *Kanwal D Grewal*

Dr Amit Joshi (Coordinator IQAC) *Amit Joshi*

Dr Sonia Batta (Co Coordinator IQAC) *Sonia Batta*

Dr Satinder Kaur (Assistant Coordinator IQAC) *Satinder Kaur*

Following points were discussed:

- Student Satisfaction Survey (SSS) form will be used to get it filled manually from approximately 450 UG and PG students.
- Students will be selected randomly for the collection of SSS data.
- SSS data will be analyzed using descriptive statistics.

ACTION TAKEN REPORT

1. Format for Student Satisfaction Survey was finalized and a copy of same was sent to all HODs for necessary action.
2. The hard copy of filled forms was collected from all departments and data was analyzed statistically.
3. The same data was further submitted to IQAC.

Enclosure: Copy of Student Satisfaction Survey form.


Dr Sonia Batta

(Coordinator, IQAC)