

Minutes of Meetings of the IQAC

2013-14

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 16-05-2013 at 12:45 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Dr. Lakhvinder Singh
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar
3. Dr. MS Hundal
4. Mr. Rana Ralhan

1.2 Agenda

1. To finalise the action plan for this session, as chalked out in the final IQAC meeting of the previous session. The proposed action plan was along the following lines:

- a) To bring improvement in academic , co-curricular and student support activities by bringing relevant changes in institutional processes
- b) To check the scope for new and viable courses with potential for rewarding career opportunities
- c) To chalk out an effective policy for the optimum utilization of institutional infrastructure
- d) To seek financial assistance from the funding agencies to conduct research activities
- e) To review the development of college play grounds

2. To plan the tentative academic and co-curricular activities calendar of the institution for the session 2013-14

1.3 Minutes

The first IQAC meeting began with a description of the objectives, activities and achievement of the IQAC in the outgoing session, by the Principal and the IQAC chairperson Dr. GS Samra in the session 2013-2014. All the details elaborated by the chairperson were, in general, agreed over by the members. After this discussion began on the key agenda of the meeting which was to chalk out an action plan for the session 2013-14. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. a) It had been pointed out in the previous meeting by Prof JS Rana that there was need for improvement in various institutional activities such as consultancy services, student support services and also in performance of students in co-curricular activities. The matter was once again taken up by Prof Rana who said that student support services like placement needed augmentation. This was endorsed and enhanced by other members – Prof Jasreen Kaur and Prof Tawinderpal Kaur. Mr. Hariom Verma opined that due recording and documentation of the institutional activities was needed to compare them with previous years at the end of

each session. He said that departments and committees needed to be made particular about thing. It was also discussed that seminar based teaching and academic activities should be promoted in the institution.

2. The chairperson and the Principal Dr. GS Samra said that it was the need of the hour to make available to the students a wide and updated range of courses so as to meet their requirements. He asked the members for their suggestions. It was suggested by Ms. Surinder Kaur that courses pertaining to technical education needed to be explored and for this reason experts of the field and if possible, industry, could be consulted. The view was approved by the chairperson who said that of committee of teachers of Department of Computer Science and IT and Department of Physiotherapy would be constituted for the purpose.

3. It was also decided to chalk out a rational policy for the optimum utilization of the institutional activities. Ms. Tawinderpal Kaur pointed out that library remained overcrowded in the early hours of the day and there was a

need to find out a solution to the problem. It was suggested by Ms. Surinder Kaur that the entry of the students be restricted to the library. To this Principal Dr GS Samra objected saying that library was the essential information source for the students and so it was not acceptable to impose any kind of restriction on library entry. It was suggested by S. Jaspal Singh Waraich that library timings could be determined for different classes however exemptions could also be given in special cases. The chairperson informed that the library committee would be asked to chalk out a system so that the effective and optimum utilization of library infrastructure could be made, though care would be taken that it did not keep any needy student away from the library.

4. The chairperson Dr. Samra said that enhancing research activities was the need of the hour so it was mandatory to inform teachers about the research funding schemes of UGC and other funding agencies. Mr. Hariom Verma suggested that

for that purpose informative sessions for the teachers could be conducted by the IQAC. The members agreed over this thing.

5. The development of sports playgrounds was reviewed in the meeting. The chairperson Dr. GS Samra briefed the members that stairs for audience were to be made along the adjoining sides of the hockey and football stadiums. Prof JS Rana suggested that retiring rooms for the players and coaches needed to be made. It was agreed over and accepted in principle by the cell.
6. The tentative academic and co-curricular activities calendar for the session 2013-14 was approved by the members.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 19-12-2013 at 1:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Mr. JS Rana
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar
3. Dr. MS Hundal
4. Mr. Rana Ralhan

2.2 Agenda

1. Review of the targets and their achievement so far in the session 2013-14

2. Discussion of unfinished tasks, if any

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. The Principal informed the members that two general meetings with the conveners of different committees formed for the smooth functioning of the institutional activities had been done in the period between first and second meetings of the IQAC and the conveners had been asked to augment the relevant activities focusing on student support. Further, the conveners had been advised to hold meetings with their respective committee members so as to organize activities in an effective manner. Each convener was asked to present the detailed report of the activities of the committee by the end of the session.
2. The chairperson informed the members that suggestions regarding introduction of new courses had been demanded

from the heads of the department in the meetings of the heads with the Principal. Heads had been requested to give detailed reports of in demand and viable courses. Emphasis was laid on introducing new courses in Humanities to give more programme options to students. Prof JS Rana gave the opinion that for introducing new courses UGC scheme also needed to be checked. The chairperson said that a meeting of with the UGC committee would be held to discuss the matter.

3. The members expressed their satisfaction at the way institutional infrastructure was being used. It was pointed out by Prof. Jasreen Kaur that some of the PCs issued to the departments were not functioning properly. The chairperson assured the members that orders will be issued to the maintenance staff to check non functioning PCs and solve the problems. He also informed that seating arrangements were being altered to increase seating capacity and also make access of the students to books.
4. The members were informed by the chairperson that college teachers had been briefed by him about different UGC and

ICSSR schemes about research funding. They had also been provided with links to useful sites for checking details of the schemes. A review meeting in this regard was being called before winter vacation.

5. The visit of the IQAC to the college playgrounds was organized one day before the meeting. Members in the meeting expressed their satisfaction at development work taking place in the college playgrounds. The chairperson informed the members that the campus beautification committee had been asked to plant flowering trees and plants on the periphery of the college playgrounds to make them appear beautiful.

The meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the IQAC office on 21-05-2014 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

4.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Mr. JS Rana
4. Ms. Tawinderpal Kaur
5. Ms. Jasreen Kaur
6. S. JS Puar

Members Absent

1. S. Deepinder Singh Purewal
2. S. Jaspal Singh Waraich
3. Dr. MS Hundal

3.2 Agenda

1. To chalk out action plan for the next session that is 2014-15
2. To review the institutional activities taken place this year

3. To discuss pending matters, if any.

3.3 Minutes

The meeting started with reading of the minutes of previous IQAC meeting by the coordinator. The minutes were approved by the members after that the chairperson and the Principal Dr. G.S. Samra give a brief description of the achievement of the outgoing session by the IQAC He elaborated the targets achieved by the institution in the session 2013-2014.

There after the chairperson proceeded on the key agenda which was to chalk out an action plan for the session 2014-15 After all the discussion following resolution were passed by the members:

1. Realising the importance of research activities the cell demanded for greater involvement of teachers and students in research. It was decided that the teachers through their membership and participation in University Curriculum designing bodies will create pressure on the university to include research activities in curriculum of various classes, particularly post graduate classes. It was passed that the teachers would also asked to undertake research projects with

financial assistance from various national and international bodies. The principal informed the members that there were good research facilities in the institution, and so effective and meaningful research could be done by the faculty members. S. Jaspal Singh Wraich said that teachers could be asked to apply to the UGC and other funding agencies for research projects. This was endorsed by the other members of the cell.

2. The Principal informed the members of the cell that keeping line with UGC and the instructions from the University, the institution had fulfilled all the necessary requirements to introduce the B.Voc programmes from the next session onwards.
3. It was passed to procure required infrastructure-such as buildings, equipments, labs- for newly introduced courses.
4. It was passed that Co-curricular performance of the institution especially at Youth Festival was to be given more emphasis in the coming session. The Principal informed the members of the cell that that a cultural committee would be formed where

in each activity would be assigned a head who would lead that team.

5. It was passed to ensure the retaining of the University sports championship
6. Prof. Hariom Verma raised up the point that the evaluation process in house exams was a slow and teachers generally took more than needed time to submit award lists to the college office. As a result the result reached the students and their parents quite late. He opined that an effective system needed to be created to deal with this problem. Mr. JS Rana agreed with this thing and suggested that table marking system could be one of the feasible options wherein teacher would evaluate papers in evaluation centre in the college during college hours. This would make the process speedy. Ms. Jasreen Kaur pointed out that it would still be better teachers teaching the same course at same level class evaluated papers of a class other than their own. Ms. Tawinderpal Kaur said that this could be made optional and

mutual consent based only. The idea was adopted and it was passed to introduce table marking system in house exams.

Out of the discussion, following action plan was decided for the next session.

- a) To seek financial assistance from the funding agencies like the UGC and ICSSR to organize faculty development programmes
 - b) To apply for new courses
 - c) To ensure proper and effective implementation of newly introduced programmes
 - d) To improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals.
 - e) To retain the University Sports Championship.
 - f) To introduce table marking system in house exams
3. The cell expressed its satisfaction on the way the institutional activities took place this session. However it demanded timely appointment of adhoc/ temporary faculty members so as to ensure quality teachers. The Principal informed the members that the number of vacancies for the next session had been conveyed to the governing council well in time and advertisement for

appointment of Adhoc/ temporary faculty was being given in newspapers very soon.

4. As there was no pending matter, the meeting was adjourned thereafter. The time and date of the next meeting was left to be decided, and conveyed to the members later on.



(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Minutes of IQAC Meetings

Session 2014-15

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 16-05-2014 at 11:45 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Dr. Lakhvinder Singh
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar
3. Dr. MS Hundal

4. Mr. Rana Ralhan

1.2 Agenda

1. To finalise the action plan for this session, as chalked out in the final IQAC meeting of the previous session. The proposed action plan was along the following lines:

- a) To seek financial assistance from the funding agencies like the UGC and ICSSR to organize faculty development programmes
- b) To apply for new courses
- c) To ensure proper and effective implementation of newly introduced programmes
- d) To improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals.
- e) To retain the University Sports Championship.
- f) To introduce table marking system in house exams

2. To approve the tentative academic and co-curricular activities calendar of the institution for the session 2014-15
3. To seek inputs from the members regarding quality enhancement

1.3 Minutes

The meeting began with a brief description of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the previous session, that is 2013-2014. All the members agreed with the details and expressed contentment at the way things were being executed under the monitoring of the IQAC, however stress was equivocally given on quicker implementation of decisions. There after the discussion began on the key agenda which was to chalk out an action plan for the session 2014-15. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. a) It was decided and passed by the members to apply to different funding agencies for financial assistance to organize programmes aiming at faculty development. This would include organization of workshops, seminars and conferences

with the financial assistance from funding agencies such as UGC and ICSSR. Prof Tawinderpal Kaur opined that in case no financial assistance was available, the institution should use its own resources for the purpose. This was also passed by the members.

b) It was also decided to inform the teachers of the various schemes of financial assistance for organizing or performing research activities. Teachers would be informed of Major and Minor Research Projects Grants and other project grants and how to apply for them. Upon the suggestion of Ms. Jasreen Kaur it was decided to form a guidance committee, to guide the desirous teachers in this regard.

2. The cell was equivocal on the issue of starting new courses. It was decided to start more of new courses vocational in nature, for example BA with Music. S. Jaspal Singh Wraich said that in Doaba region of Punjab there was very much scope for BA Music as Music industry was a growing industry here. Principal Dr. GS Samra and other members agreed with him.

So, it was decided to start the process of introducing the course. Prof JS Rana's suggestion that co-education could be introduced in BA with Music was discussed over and accepted.

3. It was informed by the Principal that B. Voc programmes were already being started from this session. The members agreed over proper and effective implementation of newly introduced courses. The principal assured them that all necessary preparations had been made in this regard. It was agreed in principle to establish needed labs and classrooms and other infrastructure in time for the BA Music course to be applied for this year.
4. It was decided to improve the performance of the institution in extracurricular activities, particularly at university youth festivals. Hence it was passed to reorganize the college ECA Team. The suggestion of Prof. Hariom Verma, that ECA team be enlarged for the better training of students was accepted. It was suggested by Prof. Tawinder Pal Kaur to increase the budget for ECA activities. The matter was agreed in principal

but extent of increase was left undecided for discussion between the Dean ECA and the Principal.

5. The tentative academic and co-curricular activities calendar for the session 2014-15 was approved by the members.
6. It was passed to ensure the retaining of the University sports championship. For this following things were passed to be done :
 - a) Ensuring free and fair sports trials for finding out best available talent
 - b) Provision of needed infrastructure wherever and whenever needed
 - c) Continuation of free-ships and other concessions to the budding players
 - d) Finding out and employing best coaches for different events.
 - e) Tie ups, if possible, with leading sports academies to coach the players of the college.
 - f) To compensate the player students in the matters of studies by organizing extra classes for them.

7. It had been passed in the last meeting to introduce table marking system in house exams. The Principal informed that in the meeting with Academic council this issue would taken up and formally passed, though in informal discussion with some of the faculty and In-charge Academic Planning this thing had been discussed and it was had been by all as a right reform.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 16-12-2014 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Mr. JS Rana
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich
8. Mr. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar

3. Dr. MS Hundal

2.2 Agenda

1. Review of the institutional targets and their implementation so far in the session 2014-15
2. Discussion of unfinished tasks, if any, of last session
3. Discussion of quality enhancement measures to improve institutional quality in different domains

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. The Principal informed the members that a meeting of the teachers with the Principal had been conducted in which he briefed the teachers about various UGC funding schemes for teachers and told them to apply for major/minor research projects. He also informed the members that as many as six faculty members had applied to the UGC for financial

assistance for major / minor research projects. He also informed that the college was going to make provisions in its budget for sponsoring research activities though the limit as to the number and quantum of grants would be fixed.

2. The Principal informed the members that the faculty members desirous of applying for Minor/Major research projects had been told to seek guidance (in case they needed any) from the UGC committee of the college, on various issues in this regard.
3. It was conveyed to the members that the college had decided to apply for following new courses which might commence from the session 2015-16:
 - a) Bachelor of Multimedia
 - b) Music (Vocal) as a subject in BA
4. The members were also conveyed that labs for the newly introduced courses were being setup. The institution was also going to augment its physical infrastructure by constructing new blocks/room in the end of the current session.

5. The cell expressed satisfaction at the performance of the institution in extracurricular activities till date. The members were formally informed that the institution had won the overall trophies in zonal and inter-zonal youth festivals of Guru Nanak Dev University and 34 students of the college had been chosen to represent the university in the North Zone Youth festival being held in Jammu in January 2015. It was also conveyed to the members that the ECA team had been enlarged and annual budget for ECA had been enhanced.
6. The members were conveyed that the institution was leading the race for university sports championship by registering victories in inter-college competitions and it was most likely to claim the championship this year as well.
7. Discussion was held on improving work conditions of the support staff as well. It was decided to assess the possibility of stepwise air-conditioning of the general and accounts offices.
8. It was decided to devise and implement a quality enhancement mechanism in academics. A committee of senior teachers would be formed to offer its suggestions in this regard. This

quality enhancement mechanism would be implemented right from admission level, involving identification of slow and advanced learners, categorizing them and treating them accordingly.

9. The Cell expressed satisfaction at the successful implementation and expected outcome of table marking system in house exams.

The meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 23-05-2015 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Mr. JS Rana
4. Ms. Tawinderpal Kaur
5. Ms. Jasreen Kaur
6. S. JS Puar

Members Absent

1. S. Deepinder Singh Purewal
2. S. Jaspal Singh Waraich
3. Dr. MS Hundal

3.2 Agenda

1. To chalk out action plan for the next year

To review and discuss the institutional activities and achievements of the outgoing session

2. To discuss the recruitment of new faculty under grant in aid scheme and on temporary /ad hoc basis.

3.3 Minutes

The meeting started by passing a condolence motion on the sad and sudden demise of its member Dr. MS Hundal former Dean , Academic Affairs of Guru Nanak Dev University. After this the chairperson and the Principal Dr. G.S. Samra gave a brief description of the achievement of the outgoing session by the the IQAC chairperson . He elaborated the targets achieved by the institution in the session 2014-2015. All the members agreed with the details.

There after the chairperson proceeded on the key agenda which was to chalk out an action plan for the session 2015-16. After all the discussion following resolution were passed by the members:

1. Academic performance of the institution was to be given more emphasis in the coming session. The major area here was in the faculty of Art, particularly BA classes. For this, a meeting of the heads with Dean Academic Affairs and Principal was decided to be organized before the beginning of the session, so as to decide an action plan for this purpose.
2. It was once again pointed out that teachers would be encouraged to apply for research proposal to UGC / ICSSR for financial assistance. It was suggested by the IQAC coordinator Prof Hariom Verma to organize meeting at departmental level to inform teachers of various UGC / ICSSR and other funding agencies for this purpose. The idea was endorsed by the Principal and passed by the cell.
3. The members agreed in principal that there was a need to integrate ICT in teaching learning process. Mrs. Tavinder pal Kaur suggested that the faculty of the institution needed to be provided information on using ICT in teaching. It was decided to organize a one day workshop in the beginning of the

session to familiarize teachers with ICT usage in teaching learning process.

4. A resolution was passed regarding applying to the UGC for vocation based / job oriented courses under the scheme of community colleges.
5. It was passed to procure required infrastructure-such as buildings , equipments, labs- for newly introduced courses.
6. The member agreed that student support services needed to optimized. Placement services were to be strengthened and hostel facilities were to be enhanced. Discussions were held on the possibility of single window scheme for the students but the matter was left pending for the next meeting.
7. The IQAC discussed the recruitment of new faculty under grant in aid scheme and passed a resolution regarding speedy and well in time recruitment of the faculty so that the students may be not suffer studywise. It was also passed that the appointment of adhoc/guest/ temporary faculty would be done at least 20 days ahead of beginning of the session, so as to ensure availability of quality teachers.

Out of the discussion following Action Plan for the next session emerged :

- A. Giving more emphasis on Academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus .
- B. Encouraging Teachers to apply for minor and major research proposals to the UGC for financial assistance.
- C. Greater integration of ICT in teaching learning process
- D. Implementing allotted vocation based / job oriented courses effectively
- E. Introducing co- education in BA
- F. Procuring required infrastructure-such as buildings, equipments, labs- for newly introduced courses will be procured.
- G. Optimizing student support services
- H. Recruiting faculty under grant in aid scheme and on temporary basis will be appointed well in time
- I. Retaining university cultural and sports trophies

B. The Cell expressed its satisfaction at the overall functioning of the institution this academic session.

The meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting would be conveyed to the members later.



A handwritten signature in blue ink, appearing to read "Samra".

(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Minutes of IQAC Meetings
Session 2015-16

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 09-07-2015 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Mr. JS Rana
4. Dr. Kulwant Singh Sandhu
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich
8. Mr. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar

1.2 Agenda

1. To discuss the action plan for this session, as chalked out in the final IQAC meeting of the previous session. The proposed action plan was along the following lines:

- A. Giving more emphasis on Academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus .
- B. Encouraging Teachers to apply for minor and major research proposals to the UGC for financial assistance.
- C. Greater integration of ICT in teaching learning process
- D. Implementing allotted vocation based / job oriented courses effectively
- E. Introducing co- education in BA
- F. Procuring required infrastructure-such as buildings, equipments, labs- for newly introduced courses will be procured.
- G. Optimizing student support services
- H. Recruiting faculty under grant in aid scheme and on temporary basis will be appointed well in time
- I. Retaining university cultural and sports trophies

2. To approve the tentative academic and co-curricular activities calendar of the institution for the session 2015-16
3. To discuss any other matter relevant to the quality concerns of the institution

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the session 2014-2015. All the members agreed with the details and showed their consent with the implementation of quality sustenance and enhancement measures of the institution. There after the discussion began on the key agenda which was discuss over , review and finalize the action plan for the session 2015-16 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. It was decided that quality sustenance and quality enhancement would be ensured in Academics and other activities of the Institution and special attention was to be given to BA classes. For this purpose a multi layered mechanism involving the three main components of the institution of the

institution – Administration, Teachers and students - will be coordinated to check various lapses and loopholes in quality sustenance in the working of Institution Dr Kulwant Sandhu give the opinion that some kind of scrutinizing process must be carried while recruiting the temporary teaching faculty so that only quality teachers might be appointed. Ms. Jasreen Kaur opined that some kind of selection test might be introduced for incoming students. Brief discussion was done on this suggestion but the suggestion was given up as it discouraged weak students.

2. The cell almost equivocally decided that teachers will be informed on major and minor research project schemes of the UGC and will be asked to submit proposals to the UGC in this regard. A three member committee consisting of faculty members who had already received projects from the UGC was decided to be formed for the assistance of willing teachers in proposal preparation.
3. It was decided to enhance the inclusion of ICT in teaching learning process. Upon the suggestion of Mr. Hariom Verma, a committee of five teachers from the computer department was formed for guiding the faculty members in incorporating ICT in their teaching methods. The chairperson Dr. GS

Samra said that two new smart class rooms were being prepared in computer block for the purpose.

4. The cell gave its approval on the issue of starting new courses. It was decided to start new courses, particularly those of vocational nature. It was decided to apply to the UGC under community colleges scheme for grant and implementation of new courses. It was decided to apply to the University for Introduction of Music as a subject at undergraduate level. It was also decided to introduce co-education in BA with Music.
5. Proper and effective implementation of newly introduced courses was also decided. For this purpose two new labs were to be established alongwith classrooms. Similarly required infrastructure for newly introduced courses of B. Voc. Was also decided to be arranged.
6. It was passed that attention needed to be given to student support services. The members of the cell suggested that the process of placement should be augmented. It was decided that more and more companies would be incorporated by the placement cell of the college. It was also decided that maximum facilities such as single window scheme, clerical staff support, hostel facilities etc would be given to the students

7. It was also passed to ensure the retaining of the University sports championship. It was decided that there would be appointment of teachers under Grant in Aid Scheme. This measure was taken so that Quality teachers could be recruited. The advertisement for the appointment of Quality teachers had been given in three different newspapers. The selection process was in progress. Special attention was given to the rules to ensure the appointment of learned, experienced and proficient teachers in each field of study.
8. It was unanimously passed by the members that the institution would try to retain its university sports and cultural championships.
9. The tentative academic and co-curricular activities calendar for the session 2015-16 was approved by the members.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 18-12-2015 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Mr. JS Rana
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich
8. Mr. Rana Ralhan
9. Dr. JS Puar

Members Absent

1. S. Deepinder Singh Purewal

2. Dr. Kulwant Singh Sandhu

2.2 Agenda

1. Review of the institutional targets and their implementation so far in the session 2014-15
2. Discussion of unfinished tasks, if any, of last session
3. Discussion of quality enhancement measures to improve institutional quality in different domains

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. The Principal told the members of the cell that as discussed in the previous IQAC meeting, a multi layered mechanism involving Administration, Teachers and students had been coordinated. A special team of senior teachers was made to counsel the students in regard to their course related problems. The idea of conducting weekly tests was set in motion and the

teachers were up to date with the performance of each student in the class. It was passed that a full syllabus test must be conducted in each class so that the students could prepare their syllabus before exams.

2. A three member committee consisting of the following faculty members who had received projects from UGC was formed :

- Dr. Arundev Sharma(Dept of Biotechnology)
- Prof Baldev Singh (Dept of Computer)
- Dr. Navjot Kaur(Dept of Chemistry).

With the assistance and guidance of these members, teachers submitted their research proposals under the UGC scheme.

3. The Principal and Chairperson of IQAC informed the members of the cell that two new classrooms had been setup in the computer block to enhance the inclusion of ICT in teaching learning process. The committee consisting of five teachers from the computer department imparted important knowledge and information to the faculty members in order to incorporate ICT in their teaching methods. The teachers report to the five

member committee suggested that the teachers along with the students benefitted greatly by including ICT in teaching learning process.

4. The Principal informed the members of the cell that that the preparations to implement the course of Bachelor of Multimedia and Music (Vocal) as a subject in B.A had been made. He also informed the members of the cell that the required infrastructure to begin the new courses had been procured and that the courses were being implemented from this session onwards.
5. It was passed that students with grievances would report to the respective Heads of the Department. A notice in this regard was displayed in the college campus. The Heads were given responsibility to look after the students complaints and give them full assistance in their problems. This was done to ensure that the students related problem solving process could be augmented.
6. Prof JS Rana said that the existing auditorium of the college was in a dilapidated and an unsafe state. He also that the

seating arrangement was very limited and there were no green rooms available for the students and the stage was small as well. Dr. GS Samra informed the members of the cell that the institution had decided to go for the construction of a new auditorium with ultra modern facilities.

7. The Principal and the Chairperson of IQAC , Dr G.S Samra informed the members of the cell that the interview procedure and selection of the quality staff under grant in aid scheme was successfully conducted. A panel of experts from various disciplines was called upon to take the interview. Out of various applicants who applied for the job, a total number of thirteen teachers were recruited.
8. The chairperson also informed that the institution had done well in field of cultural activities and it had won the overall trophy in the zonal youth festival of the university and it was on its way of winning the overall trophy for sports as well. He also informed that two students of the college represented University in the Debate Competition organized by University

of Kashmir at Srinagar and won Governor's Annual North Zone Inter University Debate Competition.

The meeting was adjourned thereafter at 1.35 PM. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 23-05-2016 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Mr. JS Rana
4. Dr. Kulwant Sandhu
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. Dr. JS Puar

Members Absent

1. S. Deepinder Singh Purewal
2. S. Jaspal Singh Waraich
3. Dr. MS Hundal

3.2 Agenda

1. To chalk out action plan for the next year
2. To review and discuss the institutional activities and achievements of the outgoing session
3. To discuss any other pending /new issue

3.3 Minutes

The meeting opened with a welcome by the chairperson and the Principal Dr. G.S. Samra who thereafter gave a brief description of the achievement of the outgoing session. He elaborated the targets achieved by the institution in the session 2015-2016. Members agreed with the details.

There after the chairperson proceeded on the key agenda which was to chalk out an action plan for the session 2015-16. Dr Kulwant Sandhu emphasized the continual need for quality enhancement in academics. Prof Hariom Verma the coordinator of the IQAC emphasized the greater need for including students in research activities in the institution. He further suggested that teachers should encourage the students to take up small projects which would in turn enhance their knowledge. Prof Jasreen Kaur suggested that certain infrastructural modifications were needed in

the campus keeping in mind the need of differently abled students. Upon this the Chairperson assured that special attention to the needs of differently-abled students would be given so as to provide them greater opportunities in curricular and co-curricular activities.

The chairperson informed that it was the need of the hour to procure funds for research and other activities and therefore proposals needed to be sent to governmental funding agencies. It was therefore passed to seek seeking financial grants under different heads from different funding agencies. It was also decided that in the next session the efforts would be made to retain University sports and cultural championships. Prof JS Rana suggested that sports infrastructure needed to be enhanced. The suggestion was accepted unanimously and the Chairperson said that a meeting in this regard would soon be held with the Dean Sports and Head Sport Department to discuss over the matter.

Out of the discussion following things were finalised as the key points of the action plan for the session 2016-17

1. To ensure sustenance and quality enhancement in academics
2. To ensure involvement of students in research activities.

3. To pay special attention to the needs of differently abled students so as to provide them greater opportunities in curricular and co-curricular activities.
4. To generate financial resources by seeking financial grants under different heads from different funding agencies
5. To defend University sports and cultural championships and to do better at national level
6. To pay more attention on development of available sports infrastructure
7. To complete the construction of third floor of the computer block
8. To construct a new auditorium for cultural and academic activities.

As there was no significant pending issue left for discussion, the meeting was adjourned thereafter at 1.45. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting would be conveyed to the members later.



(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Minutes of the IQAC Meetings

2016-17

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 09-07-2016 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

Dr. GS Samra (Chairperson and Principal)
Mr. Hariom Verma (Coordinator)
Mr. JS Rana
Dr. Kulwant Singh Sandhu
Ms. Tawinderpal Kaur
Ms. Jasreen Kaur
S. Jaspal Singh Waraich
Mr. Rana Ralhan
Dr. JS Puar

Members Absent

1. S. Deepinder Singh Purewal

1.2 Agenda

1. To finalise the action plan for this session, as drafted in the final IQAC meeting of the previous session.
2. To review the ongoing infrastructure development work in the institution
3. To finalise and approve the tentative academic and co-curricular activities calendar of the institution for the session 2016-17
4. To discuss any other matter relevant to the quality concerns of the institution

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the session 2015-2016. All the members showed their

consent. There after the discussion began on the key agenda which was to discuss over , review and finalise the action plan for the session 2015-16 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution was passed by the members:

1. It was passed that quality sustenance and quality enhancement would be ensured in Academics. Prof. Hariom Verma suggested that monthly tests must be conducted and that there must be selection tests for the students seeking admission in the institution. Prof. Kulwant Sandhu also advocated the idea of special classes for weak students. Principal Dr Samra said that the institution already had a system of organizing special classes for slow and advanced students in particular subjects. A brief discussion was held on this issue and the matter was left pending to be discussed in the next meeting. He said that it was not right to conduct a selection test before admission as this could discourage weak students from seeking admission in the college. Prof Tawinderpal Kaur said that it was better to organize special classes for weak students from the beginning of the session rather than holding them towards the end of the session. She also suggested that weekly tests might be conducted for such students. The suggestion was accepted and the Principal said that heads of departments would be informed about that.

2. The cell equivocally agreed over ensuring and enhancing students participation in research activities. The chairperson and the Principal Dr. Samra informed that the institution had organized INSPIRE programme keeping students in focus. He said that teachers would be asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support.

3. The cell was of the opinion that extra attention be given to differently-abled students. Prof. Hariom Verma opined that students with different-abilities should be encouraged to participate in both curricular and co-curricular activities. This was accepted in principle and the Chairperson said that any such student willing to participate in sports or cultural activities would be given due encouragement at different levels. It was passed to give fee concessions to differently-abled students doing well in co-curricular activities.

4. To defend University sports Championship

5. It was proposed to enhance physical infrastructure pertaining to sports. The principal Dr Samra said that new conditioning hall was proposed to be built this year in Hockey grounds on the demand of the sports department. Prof Hariom Verma suggested that the hall should have store and washroom facilities too. To this the Principal said that for this the sports department will be consulted before finalizing the structure and the utilities of the hall. Prof. Jasreen Kaur said that the open air theatre of the college was in a poor condition and it needed repair. Prof. Kulwant Sandhu said that it would be better to rebuild it. All other members supported this thing and agreed over rebuilding the structure. However the matter was left pending as consultation was also to be done in this regard with the College Governing Council .

6. A team of following faculty members was unanimously constituted upon the suggestions of the Principal Dr. G.S Samra for the Academic Audit of the institution for the session 2015-2016.

Prof Jasreen Kaur

Prof. Manohar Singh

Sh. Kanwar Sukhjeet Singh

After the discussion following action plan was approved by the IQAC:

- A. To ensure sustenance and quality enhancement in academics.
 - B. To ensure involvement of students in research activities
 - C. To involve students with special needs in co-curricular activities as well.
 - D. To defend University Sports Championship.
 - E. To pay more attention on development of sports infrastructure.
- 2 . The tentative academic and co-curricular activities calendar of the institution for the session 2016-17 was approved by the cell equivocally.
3. There was no pending matter of the previous meeting.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 18-12-2016 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

Dr. GS Samra (Chairperson and Principal)
Mr. Hariom Verma (Coordinator)
Dr. Kulwant Singh Sandhu
Ms. Tawinderpal Kaur
Ms. Jasreen Kaur
S. Jaspal Singh Waraich
Mr. Rana Ralhan.
S. Deepinder Singh Purewal
Dr. JS Puar

Members Absent

1. NIL

2.2 Agenda

1. Assessment of the targets of the institution and their implementation so far.
2. Discussion of means and ways related to the quality enhancement programs of the institution.
3. Discussion of tasks held in abeyance , if any, of last meeting

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. It was passed that in addition to weekly tests, participatory learning would be promoted in the classes. The key idea behind this motive was to ensure maximum participation of the students in the classes. In order to make learning easy, the teachers would adopt various measures to increase the students grasping power. It was also decided that the teachers would make lecture wise notes in easy language and pass on the same to the

students. In this way, the students would have access to easily available study material.

The members of the cell expressed their agreement over this matter.

2. The Principal informed that a committee of senior teachers had been formed to look for scope for involvement of students in research activities and had been asked to submit its report by the end of January.
3. It was passed in the previous meeting to make special provisions to encourage the participation of the differently abled students in co-curricular activities. The principal informed that the provision of concessions for such students performing outstandingly in these activities had already been made. Upon the suggestion of Prof. Tawinderpal Kaur it was passed that some special prize may also be instituted for such students.
4. The chairperson Dr Samra informed the members that the institution had performed well in the university Youth Festivals and it was all set to win the Sports championship this year too. All the members expressed their satisfaction on this point. .
5. The Principal informed that the Governing Council had agreed to rebuild the open air theatre. Dr. JS Puar suggested that instead of open air theatre a roofed auditorium would be better. Prof. Jasreen Kaur seconded his idea. The Principal agreed over the thing but expressed his concern over the financial aspects of the auditorium. S. Jaspal Singh Waraich said that though the financial aspects went against the roofed auditorium but it was still a better choice because of its multi-utility nature. Hence it was passed to raise a roofed auditorium. The meeting was adjourned thereafter at 1.35 PM. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 23-05-2017 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Dr. Kulwant Sandhu
4. Ms. Tawinderpal Kaur
5. Ms. Jasreen Kaur
7. Dr. JS Puar
8. Jaspal Singh Waraich
9. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

3.2 Agenda

1. To chalk out action plan for the next year
2. To review and discuss the institutional activities and achievements of the outgoing session
3. To discuss any other pending /new issue

3.3 Minutes

The meeting opened with a welcome note by the chairperson and the Principal Dr. G.S. Samra who thereafter gave a brief description of the achievement of the outgoing session. He elaborated the targets achieved by the institution in the session 2016-17. He also informant the members of

the cell that the governing council gave its approval for the construction of the roofed auditorium. All the members expressed their contentment over this.

Out of the discussion following things were finalised as the key points of the action plan for the session 2016-17

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1. The Principal and the chairperson of IQAC Dr. GS Samra informed the members of the cell that the performance students in newly implemented courses was to be tracked carefully. He suggested that fortnightly feedback should be taken from the students and study material must be made available to them as per their requirement. Prof. Jasreen Kaur suggested that monthly tests must be conducted and that each teacher must maintain a record of the performance and ensure to uplift the weak and mediocre students. She further added that if required then extra classes must be conducted and audio visual aids must be made available so that the students could gain a better understanding of the subject.
2. Keeping in mind , the pool of career opportunities available for students , it was decided that the college would introduce new courses and also find scope for other such courses at the diploma , degree and graduate level. Dr. GS Samra informed the members of the cell that keeping in line with the University , all the provisions had been made to introduce a new course of Journalism in BA in the next session. He further added that the infrastructure needed for the new course had already been procured. He said that since media is a vast field and an upcoming industry, students would highly benefit from such a course. The members were equivocal in this regard.

3. It was decided that the campus would be made wi-fi. This was done keeping in mind, the huge amount of study material available online. Dr. Kulwant Sandhu said that with free wi-fi access , the students would able be able to download e-books and benefit largely from them.
4. It was passed that the college would adopt various pro environment measures in order to make the college eco friendly. Prof Hariom Verma suggested that the Eco Navigator Club should make a team coordinating both teachers and students wherein they are encouraged to plant trees and keep a weekly check of the same. Prof. Jasreen Kaur said that the students should be discouraged from the use of plastic bags. She said that conscious steps must be taken to make the students aware of all issues degrading the environment. She also added that timely lectures regarding environment must be given to the students so that maximum awareness could be spread.
5. Prof. Hari Om Verma suggested that there was dire need to maintain the area surrounding the college. He said that attention need to paid in this regard. Dr GS Samra informed the members of the cell that the institution had contacted the municipal corporation. He had that the work to beautify the surroundings of the institution would begin from the next session onwards.
6. The cell expressed its contentment at the process of internal academic Audit carried by the institution every year. Prof. Jasreen Kaur expressed that there was a need to conduct five yearly academic audit. In this regard , Dr GS Samra said that the preparation had been made to carry out external academic audit for the term (2012-17) .

7. Dr GS Samra informed the members of the cell that a new unit namely bio oil extraction unit would be setup in the institution in the next session. He also added that some kind of sale units might also be setup to sell the products of the unit. He told the members of the cell that the college was also planning to undertake a plant nursery.
8. Prof. Hariom Verma raised a point that it was the need of the hour to make the college website more interactive and informative. Prof. Jasreen Kaur said a team of teachers must be constituted who would monthly update the website and provide all the necessary information.
9. The Chair person Dr. Gurbinder Singh Samra informed the members that the regular feed back of the alumni and other stakeholders had highlighted the demand for job oriented courses. Therefore it would be good move to introduce psychology as a subject in BA classes. The idea was supported by Ms. Jasreen Kaur who said that some kind of certificate course may also be started in languages, particularly oriental languages like Urdu or Persian. She suggested that as Urdu was being spoken in parts of the country, it would appropriate to start this course. The idea was backed by S. Jaspal Singh Waraich. The chairperson also informed that the institution had been planning to introduce a diploma level programme in Computer animation which would be purely job oriented. The ideas were accepted and it was passed to apply for these three courses in the next session.

After discussion the cell conceived of the following action plan for the year 2017-18:

1. To track academic performance particularly in newly implemented courses.
2. To implement allotted new courses and to find scope for new courses at certificate, diploma and degree level

3. To construct a new auditorium for various academic and co curricular activities
4. To make the campus wi-fi
5. To make the campus eco-friendly by finding out and implementing pro-environment measures
6. To beautify the surroundings of the institution, in collaboration with the municipal corporation.
7. To prepare 5 yearly external academic audit (for the term 2012-17)
8. To start bio oil extraction and mushroom cultivation units and a plant nursery with sale counters
9. To make the college website more interactive and informative
10. To apply for new job oriented courses

II. The members of Cell the expressed equanimity at the various achievements and the progress made by the college

As there was no significant pending issue left for discussion, the meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting was left to be conveyed to the members later.



A handwritten signature in blue ink, appearing to read "Samra".

(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Minutes of Meetings of the IQAC

2017-18

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 12-07-2017 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

Dr. G.S Samra (Chairperson and Principal)
Mr. Hariom Verma (Coordinator)
Ms. Jasreen Kaur
Ms.Arunjit Kaur
Mr. Manohar Singh
Mr. Rana Ralhan
S. Jaspal Singh Waraich
Dr. Joginder Singh Puar

Members Absent

1. S. Deepinder Singh Purewal

1.2 Agenda

1. To finalise the action plan for this session, as drafted in the final IQAC meeting of the previous session.
3. To finalise and approve the tentative academic and co-curricular activities calendar of the institution for the session 2017-18
4. To discuss any other matter relevant to the quality concerns of the institution

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the session 2017-2018. All the members showed their consent. There after the discussion began on the key agenda which was to discuss over , review and finalise the action plan for the session 2017-18 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution was passed by the members:

1. Prof. Manohar Singh suggested that new courses should be introduced to cater the needs of the students in different fields. Ms.Arunjit Kaur also said that focus must be given to the individual needs as per the students' academic level.
2. Mr. Hariom Verma raised a point that the website of the college should be more interactive and informative so that the students from different states or countries can get the desired information in a quick manner. It should also be friendly to use for the parents or guardians. Dr GS Samra also agreed with Mr.Hariom Verma and assured that the college will work on it.
3. Ms. Jasreen Kaur suggested that campus must be fully wi-fi so that the students take benefits of it to get more information through online educational channels and websites. Mr. Manohar Singh supported this and also put stress on it.
4. Ms.Arunjit Kaur suggested that the surroundings of the campus must be beautiful and to do so, we should collaborate with the municipal corporation to make this task more fruitful. Dr GS Samra also showed interest in it and gave his consent to utilize the space available outside the college to make it beautiful.
5. S. Jaspal Singh Waraich mentioned that the construction of the auditorium should be completed as soon as possible so that the students and the teachers take benefit of it to organize curricular and extra co-curricular activities. Mr. Hariom Verma agreed with this point and also gave stress to it.
6. Mr.Manohar Singh informed the gathering about the latest courses, their benefits to the college and the students and also said that to compete in this competitive time, the college needs to launch such courses. Ms. Jasreen Kaur also agreed with this point.

7. Principal Dr. GS Samra stressed on the point that the college campus must be eco-friendly, ragging free and it must have an amiable environment so that the students and the teachers feel at home while working here. Others present members also agreed with this point and assured to make the campus eco-friendly.
8. Mr. Hariom Verma raised a point to conduct 5 year external academic audit to strengthen and get more fruitful outcomes. Mr. Manohar Singh agreed with it and other members also said that this move can be very much helpful to get new updates in academics.
9. Ms. Jasreen Kaur raised a point that Bio oil extraction unit must be started as it is a move towards consultancy and social service. This oil is helpful in getting relief from joint pains. Other members also gave their consent to do so.

After the discussion following action plan was approved by the IQAC:

- A. To track the academic performance, particularly in newly implemented courses.
- B. To implement allotted new courses and to find scope for new courses at certificate, diploma and degree level
- C. To complete the construction of the new auditorium
- D. To make the campus wi-fi
- E. To make the campus eco-friendly by finding out and implementing pro-environment measures
- F. To beautify the surroundings of the institution, in collaboration with the municipal corporation.

G. To conduct 5 yearly external academic audit (for the term 2012-17)

H. To start bio oil extraction units

1. To make the college website more interactive and informative

2. The tentative academic and co-curricular activities calendar of the institution for the session 2016-17 was approved by the cell equivocally.

3. There was no pending matter of the previous meeting.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 18-12-2017 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Jasreen Kaur
5. Dr. Manohar Singh
6. Ms. Arunjit Kaur
7. Dr. JS Puar
8. Jaspal Singh Waraich
9. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

2.2 Agenda

1. Review of the achievement of the action plan.
2. Review of institutional processes.
3. Discussion of tasks held in abeyance , if any, of last meeting

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. Principal Dr.GS Samra informed the gathering that the implementation of the new courses had been done and the university had given its consent for it. The heads of the different departments are informed about it. He also said that these courses were very much related to the present competitive age. Other members approved of this.
2. The Principal informed that Dr. Dinkar Sharma of Department of Maths had been assigned the task of making the college website more informative, interactive and student friendly. The present members appreciated the step.
3. Dr. Manohar Singh raised the point that the construction of the new auditorium was being delayed. The point was supported by Prof. Hariom Verma who said that that the construction should be complete as early as possible. The chairperson assured that this thing would be conveyed to the contractor.
4. The Chairperson informed the present that awareness among staff and students was being spread to make the campus eco friendly. Use of electronic media was being made to discourage paper use. Plastic free zones had been earmarked in the campus.
5. About the beautification project, the chairperson informed the members that the task of beautification of surroundings had been almost completed. The green belt along the outer side of the college had been developed with granite stone work.
6. To conduct 5 yearly external academic audit (for the term 2012-17)
7. It was informed by the chairperson that setting up of bio oil extraction unit was in process and it would be complete by the end of the session. He also informed that eucalyptus oil would be extracted and provided to staff students and neighborhood community at nominal price. The members expressed satisfaction over this.

The meeting was adjourned thereafter at 1.35 PM. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 31-05-2017 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Jasreen Kaur
5. Dr. Manohar Singh
6. Ms. Arunjit Kaur
7. Dr. JS Puar
8. Jaspal Singh Waraich
9. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

3.2 Agenda

1. To chalk out action plan for the next year
2. To review and discuss the institutional activities and achievements of the outgoing session
3. To discuss any other pending /new issue
 1. The coordinator of the IQAC reminded that the inspection of NAAC was to be given the first place in action plan for the next year. The college should be preparing for NAAC and should submit SSR to NAAC. The other members gave their consent for it and agreed with it.
 2. Principal Dr. GS Samra announced that the university had approved new courses applied for by the college. BA with psychology would also be started in the coming new session.

Diploma in Urdu would also be started in the same session. It was included in the action plan to implement those courses effectively.

3. Dr. Manohar Singh enquired about the status of new college website. Principal and the chairperson Dr.GS Samra informed the gathering that the preparation of new website was in the process and in the next session a new version of it would be launched with many new facilities.
4. Ms. Jasreen Kaur brought into the notice of IQAC that the parking of two wheeler and four wheeler needed repair. Principal and the chairperson Dr.GS Samra formed a committee to look into the matter and submit a complete report of it so that the construction would be started as soon as possible.
5. The members unanimously passed a decision that efforts would be made to retain's overall cultural trophy of GNDU. Principal and the chairperson Dr.GS Samra assured the gathering that required steps would be taken for this thing.

After discussion the cell conceived of the following action plan for the year 2017-18:

1. To prepare and submit SSR of the College to the NAAC
2. To implement newly introduced courses
3. To launch new college website
4. To review and maintain infrastructural requirements
5. To defend university youth festival trophy
6. To introduce new courses

II. The members of Cell the agreed over the various achievements and the progress made by the college

Thereafter, the meeting was adjourned. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting was left to be conveyed to the members later.



(Dr. Gurbinder Singh Samra)
Chairperson and Principal

Action Taken Report on Action Plan 2013-14

- It has been planned by the IQAC to bring improvement in the institutional performance in student support and counseling activities. The Counseling cell was strengthened by adding teachers from other departments also than those already being represented. This was done in order to help the students seeking admission in determining their choice of subjects. Counseling regarding study problems, problems faced while being in college, and career counseling was provided to students apart from personal counseling wherever needed. In the same way placement of the students in companies of repute like Axis Bank, IBM, ICICI, UNIT NEXUS, GENPACT, HPCL, I-MATRIX was ensured.
- The college made preparations to enter into linkage with different Universities abroad. It procured necessary information in regard to introducing courses with potential for rewarding career opportunities. It also applied to the UGC for following two advanced and career oriented courses B.Voc (Printing Technology) and B.Voc (Software Development)
- For optimum utilization of the institutional infrastructure committees dealing with each stream were formed, having members from each department. The committees were asked to ensure that infrastructure was used to its optimum level. Similarly for library, a Library Infrastructure Committee was formed to ensure optimum and effective utilization of library infrastructure. The responsibility of the committee was to decide the maximum usage of library infrastructure including reading material. The Incharge Academic Planning was asked to draft time table in such a way as to utilize the lab infrastructure and classrooms optimally. Similar policy was adopted for drafting house exams date sheet also.

- Effective information regarding research funding was provided to the teachers. Upon the initiative of the IQAC, a meeting was conducted by the Principal wherein the teachers interested in carrying out research were briefed about various UGC and ICSSR schemes about research funding. A committee of teachers having ongoing or completed research projects was made to guide the teachers desirous of applying for research projects. The PG Department of Economics organized one day ICSSR sponsored seminar on the topic of 'Role of High Potential Agriculture in Polarization of Rural Economy of Punjab State. The PG Department of Geography organized a Seminar on Solid Waste Management.
- The IQAC in the action plan had passed to develop the college playgrounds. Leveling of the grounds was done in time. Audience stands were constructed along the adjoining sides of hockey and football stadiums were also made. The main stage as pavilion was reconstructed, giving it a roof and lighting and fans arrangement. The college playgrounds remain open for neighborhood community for fitness purposes which sometimes result in poor upkeep of grounds. It was decided that some kind of effective policy would be formed to ensure the maintenance for playgrounds also for their effective use. Plantation of flowering plants and trees was done in the empty area in the surroundings of the playgrounds.



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(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Action Taken Report on Action Plan 2014-15

1. It had been passed by the IQAC to seek financial assistance from the funding agencies like the UGC and ICSSR in order to organize faculty development programmes. A committee of teachers with experience in research guided and informed the teachers about various funding schemes of the UGC. Dr. Rashpal Sandhu, Head, Department of Commerce organized a 10 day workshop with financial assistance of ICSSR. Dr. Gurpreet Singh of Department of Biotechnology was awarded a major research project titled Studies on the Effect of Fungicides on the Metabolic Profiling on Different Stages of Development in Chickpea by the UGC
2. As decided in the action plan the institution applied to the University for two new courses : 1. Music as a subject in BA 2. Bachelors of Multimedia (BMM) These two new courses were applied keeping in mind the needs of the job market
3. The IQAC in the action plan had passed to introduce new job oriented courses. Therefore, to meet with the demands of industry and to cater to the needs of the students accordingly, the college had applied to the UGC for two vocational degree courses : B.Voc (Printing Technology) and B.Voc (Software Development). The courses were allotted to the college and admission in them opened from the current session. The response of the student was very good. The infrastructural demands to begin both these courses were met with. Two separate classrooms with sufficient seating capacity were setup. A specialized lab for B. Voc. Printing Technology was also set up
4. It had been passed to improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals. Following this, the ECA team under the deanship of Dr Rashpal Sandhu was enlarged and individual in-charges were allotted to each item. As a result, the institution won the overall trophies in zonal and inter-zonal youth festivals of Guru

Nanak Dev University and 19 students of the college were chosen to represent the university in the North Zone Youth festival held in Jammu in January 2015. 13 Students of the College represented Guru Nanak Dev University at 30th Inter University National Youth Festival held at Indore and won positions.

5. The IQAC in the action plan had passed to retain university sports championship. Effective quality sustenance and enhancement steps were taken for the purpose. Seasoned coaches were employed and freeships and concessions were given to the budding players. Provision of extra classes was made to compensate the student players in matters of studies. As a result, the college was able to retain its university Sports Championship this year as well. It also contributed significantly to the university contingent competing for MAKKA trophy.

6. As decided by the IQAC Table marking system in house exams was introduced. Teachers were asked to mark papers in the evaluation centre made for the purpose. This ensured transparency in evaluation process. For objective evaluation, teachers teaching same level and same subject papers were encouraged to evaluate papers of sections other than their respective ones, with mutual consent.



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(Dr. Gurbinder Singh Samra)
Chairperson and Principal

Action Taken Report 2015-16

1. The IQAC had passed to give more emphasis on academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus. To facilitate this, the IQAC planned a multi layered mechanism comprising of Administration, Teachers and students to ensure better performance in B.A classes. Monthly tests, extra classes, learner wise teaching resulted in comparatively better performance of students As decided in the action plan the institution applied to the University for two new courses: 1. Music as a subject in BA 2. Bachelors of Multimedia (BMM) These two new courses were applied keeping in mind the needs of the job market.
2. It had been decided to encourage teachers to apply for minor and major research proposals to the UGC for financial assistance. Therefore, teachers were encouraged to apply to the UGC for minor research projects. As a result four teachers of the institution were awarded minor research projects:
 - Mr. Baldev Singh (Department of Computer Science)
 - Dr. Ranju Mahajan (Department of Physics)
 - Dr. Inderjit Kaur (Department of Biotechnology)
 - Ms. Manmeet Sodhi (Department of English)

Dr. Gurpreet Singh of Biotechnology Department organized a national conference on *Recent Developments on Recent Developments on Stress Tolerance and Plant Biotechnology* with sponsorship of UGC.

The institution organized a five day DST- INSPIRE camp with financial assistance from DST.

3. It had been passed to enhance integration of ICT in teaching learning process. A committee of four following teachers from the department of Computer Science

was formed for guiding the faculty members in incorporating ICT in their teaching methods. Each teacher was given the responsibility of one stream

- Mr. Baldev Singh (for Arts)
- Mr. Sandeep Singh (for Sciences)
- Mr. Gagandeep Singh (for Commerce)
- Ms. Ratnakar Maan (for Physiotherapy)

One smart class room were also setup in the Computer Block for this purpose.

4. It had been passed to effectively implement allotted job oriented courses. The college successfully implemented Bachelor of Multimedia, a three year degree course was keeping in mind the job trend. Music (Vocal) was also introduced as an optional subject in BA classes. Required infrastructure for the same was setup as well. There was a very good response to these courses from the students.
5. The action plan included introduction of co- education in BA. All the courses except BA had coeducation in them. With introduction of coeducation in the subject of Music (Vocal) in BA, co-education was opened in BA also, but only in the subject of Music.
6. It was a part of the action plan that required infrastructure-such as buildings, equipments; labs- for newly introduced courses would be procured. As the subject of Music Vocal was introduced, most of the required infrastructure was procured in advance for the course. Music room was setup, information resource material-like books- was arranged and needed musical instruments were purchased. Infrastructure and learning resources were also procured for Bachelor of Multimedia course.
7. The action plan also aimed at optimizing student support services. To realize this aim, heads of the departments were assigned responsibility to look after the support services for students of their respective streams and departments. They were also asked to devise a mechanism on their own to deal with student support

issues. This helped in promoting an effective system wherein the students were given a chance to be open about their problems with their respective department heads.

8. The IQAC had passed to recruit well in time faculty under grant in aid scheme and on temporary basis. As the state government opened recruitment of faculty on contract basis under grant in aid scheme, the institution recruited thirteen teachers through due selection norms and procedure. Temporary faculty was also appointed for session much before the formal beginning of the session



(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Action Taken Report on Action Plan 2016-17

1. The IQAC had proposed in the action plan to ensure quality enhancement in academics. As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and special classes were organized for them from the beginning of the session rather than holding them towards the end of the session. Activity based learning was promoted in the classes. As a result there were 24 first, 18 second, 22 third and 94 merit positions in various university semester exams.
2. It was passed to ensure involvement of students in research activities. Departments were asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support. Keeping students in focus the institution organized DST- INSPIRE programme with sponsorship of DST.
3. The action plan proposed to generate financial resources by seeking financial grants under different heads from different funding agencies. The college made significant achievement under this head. This included: a) . Award of Potential for Excellence to the college by the UGC with financial assistance of Rs. 1.5 Crores b) Award of FIST (Level-0 category) Grant of Rs. 1.5 Crores by the Ministry of Science and Technology, Govt. of India
4. It was decided to involve divyang students in co-curricular activities. So, special efforts were made to involve differently-abled students in co-curricular activities. Policy of giving encouragement to such students at different levels was framed. Fee concessions to differently-abled students doing well in co-curricular activities were announced. Two divyang students participated in paper reading competition organized by the department of English.
5. The action plan included defending University Sports Championship. Following this target, the college retained the University Sports Championship this year as well. The college players participated in 44 Inter College Competitions of the university wherein they bagged 11 first positions, 11 seconds positions and 12 third positions.
6. It was also passed to pay more attention on development of sports infrastructure. Physical infrastructure pertaining to sports was enhanced. A conditioning hall, and a practice hall were constructed. The Basket ball court and the Boxing Ring were repaired. All the other requirements were taken care of through the regular maintenance of the sports ground. In addition to this, pits in various corners of the college playground formed to collect the dump were made deep and wide. This was done in order to make more waste as manure.

7. The action plan included completion of the construction of third floor of the computer block .The construction of the third floor was completed. The third floor has a provision of classrooms, well equipped seminar hall and washrooms.

8. It was a part of the action plan to construct an indoor auditorium in place of the old open air theatre. The old open air theatre was demolished and the construction of an indoor auditorium at the same place began. The new auditorium will be spacious and air conditioned.



(Dr. Gurbinder Singh Samra)

Chairperson and Principal

Action Taken Report 2017-18

1. The IQAC had proposed in the action plan to track the academic performance, particularly in newly implemented courses. Therefore the Heads of the departments was assigned the responsibility of taking care that the student performance in newly implemented courses was up to the expectations. Teachers dealing with the newly implemented courses were asked to identify weak students and take remedial measures for the same. The output was satisfactory.
2. It was passed to implement allotted new courses and to find scope for new courses at certificate, diploma and degree level. The subject of Journalism and Mass Communication was implemented in BA classes as an optional subject. It received a good response from the students.
3. The action plan proposed to check the scope and apply for new courses. The institution planned to introduce new job oriented courses and for this reason it applied to the University for 1) Certificate course in Urdu 2) Psychology as a subject in BA 3) Diploma in Computer Animation. The courses will commence from the next session.
4. It was passed to ensure the completion of the construction of the new auditorium. But the construction of the new auditorium could not be completed in the session due to technical reasons and design changes. The contractor was given instructions to finish the job as early as possible.
5. The action plan included making the campus wi-fi. Therefore necessary infrastructure was provided and the college campus was made wi-fi.
6. It was decided to make the campus eco-friendly by finding out and implementing pro-environment measures. As a result eco-friendly practices were promoted in the

college campus. Awareness was spread among students regarding recycle, reuse and replenish motto through various activities by Eco-navigators club of the institution. The Administrative Block was declared No –Plastic zone.

7. The action plan included beautification of the surroundings of the institution, in collaboration with the municipal corporation. A green belt alongside the college boundary was constructed and was decorated with granite work.
8. It was passed to conduct five yearly external academic audit (for the term 2012-17). But the IQAC, for technical and administrative reasons, revised the term for five yearly external academic audit as 2013-18. However the internal academic audit was done in routine.
9. The action plan included setting up of bio oil extraction unit. Therefore, the institution set up a bio oil extraction unit. The unit extracts oil from the leaves of the eucalyptus tree. The oil is highly useful in getting relief from joint pain.
10. It had also been passed to make the college website more interactive and informative. The work on the new college website started. The new website is proposed to be more interactive and will aim at providing online facilities to students.



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