

**Guru Nanak National College, Doraha**  
**Minutes of Meeting**

**IQAC Meeting – 11<sup>th</sup> May, 2017**

A meeting of the Internal Quality Assurance Cell with the teaching and the non-teaching staff was held in Dr. Ishwar Singh Memorial Hall of the college on 11<sup>th</sup> May, 2017 at 02:30 pm.

**Agenda-**

1. To discuss the efforts being made by the college towards renovation and beautification of the college campus.
2. Review of Admission Process for session 2017-18

**Following issues were discussed and decisions taken thereof-**

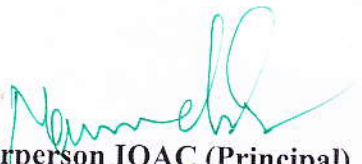
As the need for reconstruction of the college building and its beautification was being felt from the past few years, a major renovation and facelift drive need to be carried out in the beginning of the session 2017-18 under which the following may be revamped, upgraded and installed-

- Administrative office, rooms, passages, washrooms, sitting area, canteen etc need to be renovated and upgraded.
- Landscape of the campus was improved and new facilities like intercom, irrigation system, surveillance equipment etc to be added.
- Campus was beautified and plantation to be undertaken.
- Washing machines and vending machines to be installed.
- Biometric machine to be installed.
- Sprinkler system to be installed.
- CCTV cameras and Direction boards to be installed.
- A wall around the tubewell to be erected in the football ground.

**Admission Process for the session 2017-18**

- Draft of the prospectus for the session 2017-18 prepared by the prospectus committee is approved.
- To facilitate the admission seekers, admissions to be undertaken at a centralized place i.e. Dr. Ishwar Singh Memorial Hall of the college.
- A Help desk be set up by the Career Guidance and Counselling Cell at the time of admission to provide information and counselling regarding the choice of various career options available in the institution including fee structure, financial aid, scholarships, add on courses, subject selection and combination, facilities etc.
- Meritorious students of Matric for admission to 10+1 (Arts, Commerce and science Streams), 10+2 for admission to undergraduates courses) and Graduates (for admission to post graduate courses) of local schools and the periphery to be personally contacted and counselled to take admission in the college. Minimum standard of admitting the students to various courses be fixed for the coming session.

- Staff to contribute substantially towards enhancing the number as well as quality of the students. Door to door counselling be undertaken to motivate the rural students especially the girls for acquiring higher education.
- In order to retain the students belonging to low socio-economic category, no fees be charged from them in the coming session.
- An Undertaking be given by the students and their parents/guardians at the time of admission for compliance of rules and regulations to be followed by the student at the time of his/ her stay in the college, rules regarding internal assessment and attendance, non-usage of mobile phones, bringing of identity cards regularly, maintaining of discipline etc.



**Chairperson IQAC (Principal)**



**Guru Nanak National College, Doraha**  
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**IQAC Meeting – 17<sup>th</sup> May, 2017**

A meeting of the Internal Quality Assurance Cell with the Advisory Council and Heads of the Departments was held in the Dr. Ishwar Singh Memorial Hall of the college on 17<sup>th</sup> May, 2017 at 02:30 pm.

**Agenda-**

1. Review of Teaching Learning Evaluation process

**The following minutes were recorded thereof-**

- Workload submitted by the heads of the departments was discussed and it was decided to appoint contractual staff as per requirement before the commencement of the classes.
- Academic calendar for the session 2017-18 be prepared. A tentative schedule be provided to the IQAC beforehand and monthly report submitted at the end of every month. The Departments and Committees may keep the following things in mind before planning the schedule for the coming session
- Staff members to think out of the box to promote interactive learning. In order to make learning student-centric, percentage of lectures be fixed for interactive learning from the coming session. Syllabus to be divided in a way that at least one lecture a week be especially reserved for student presentations, discussion, language lab in case of English, Music etc, so that the participation of students is ensured.
- More and more students be engaged in group discussions, debates, declamations, quizzes etc
- Remedial classes be arranged.
- Brilliant students and slow learners be identified at the beginning of the session and both the categories be taught and counselled as per their learning capacities and grasping power.
- Tutorial groups be formed and mentors be appointed to meet the students in smaller groups for listening to their problems including those of discipline, cleanliness etc, apart from providing them guidance and counselling on different issues.
- Continuous evaluation including class tests, presentations etc be planned in a way that minimum teaching days are affected.
- PTM's be conducted.
- Use of ICT by students and staff to be increased. Teachers to exhort students to prepare their PPT's and practical assignments independently.
- Library visits be ensured in the coming semester.
- Online Feedback from students, parents and other stakeholders be taken.

- Projects be assigned to students especially those doing post graduation.
- Industrial/educational visits be planned and incorporated in the calendar beforehand.
- Student support mechanism be set up for providing coaching of competitive examinations to the students.
- Stress be laid on Gender sensitization, Environment Awareness, human values, ethics etc while framing the years' schedule.
- Participation of students in various sports, cultural and extra- curricular activities to be increased in the coming semester. Students be engaged in various co-curricular and extra-curricular activities to bring in an overall change in their outlook and personality.
- A departmental register be maintained by the department heads so that a daily entry of activities undertaken be recorded thereof and submitted to the IQAC at the end of the every month.
- Number of students enrolled in the subject, their particulars, attendance, performance in class tests and semester exams, grades in assignments, those clearing with distinction must be updated on the website etc.
- Organize Extension Lectures, Seminar/Conference
- Avail library services and E- resources
- Undertake Research Projects on their own
- Utilize seed money for undertaking research
- Apply for major/minor Research, get enrolled for Ph.D.
- Attend Orientation, Refresher, Faculty Development Programmes, Summer camps, Winter schools, Conferences, Symposia etc.
- Undertake Research Publications.
- Collaborate with industry, NGO's, Social Welfare organizations, Village Panchayats, Municipal Councils etc.
- Transport facility to be continued especially for the welfare of the ruralities.
- No fees to be charged from SC students. The instructions issued by the government regarding the fee cap to be applicable.

  
Chairperson IQAC (Principal)



**Guru Nanak National College, Doraha**  
**Minutes of Meeting**

**QAC Meeting – 7<sup>th</sup> July, 2017**

A meeting of the Internal Quality Assurance Cell with the Advisory Council and Heads of the Departments was held in the Dr. Ishwar Singh Memorial Hall of the college on 7<sup>th</sup> July, 2017 at 02:30 pm.

A meeting of the Internal Quality Assurance Cell with the teaching and the non-teaching staff was held in Dr. Ishwar Singh Memorial Hall of the college on 11<sup>th</sup> May, 2017 at 02:30 pm.

**Agenda-**

1. To discuss the efforts being made by the college towards renovation and beautification of the college campus.
2. Review of Admission Process for session 2017-18

**Following issues were discussed and decisions taken thereof-**

- Progress of the development works being carried out was assessed and it was decided that the work be wound up before the commencement of the classes.
- The draft of the academic calendar is approved.
- Admission committees were formed.
- A Help desk was set up by the Career Guidance and Counseling Cell
- Door to door counseling was undertaken to motivate the rural students to get admitted.
- No fees would be charged from the students belonging to Schedule caste category.

  
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**IQAC Meeting – 30<sup>th</sup> November, 2017**

The meeting of the Heads of different departments and Conveners of various committees was held with the IQAC on 30<sup>th</sup> November, 2017 at 02:30 pm in the Chairman's office.

**Agenda-**

- To collect the action taken report from different heads and conveners
- Chalk out a plan of action for the even semester.

As a part of the action taken report for the odd semester of the session 2017-18, the heads and the conveners provided the following feedback to the coordinator of IQAC-

- Planning of activities, undertaken day/week and month wise, was successfully executed in the odd semester.
- Orientation programmes for students were organised
- Bridge courses were organised by the English and Mathematics Department.
- Faculty Orientation Programme was organized by the Career Guidance and Counselling Bureau.
- Talent Hunt and Training sessions to polish the creative talent were organized by the Cultural Committee.
- Parent Teacher Meeting was conducted.
- Brilliant students and slow learners were identified at the beginning of the session and both the categories were counselled as per their learning requirements.
- Remedial classes were conducted for those placed under compartment or for that matter weak in the subject.
- Departments as Economics, Commerce, English, Punjabi, History, Sociology, Political Science, Computer Science, Music, OMSP etc engaged students in group discussions, debates, declamations, quizzes etc.
- Library visits were undertaken by the departments etc.
- Projects were assigned to students especially those doing post- graduation. Department of Sociology carried out a Research Project on "Problems faced by Women in Banking Sector of Ludhiana.
- Cleanliness drives were undertaken under Swachh Bharat Abhiyan by the Extension Cell and Student Welfare Council, both inside and outside the campus.
- International Youth day and Independence Day were celebrated by the Extension Cell.
- Seven days NSS Camps were organized for Boys and Girls at village Bowani and Begowal respectively.
- Placement Drive was conducted by the placement cell
- In order to motivate the faculty and students to use ICT, 2 laptops, 2 printers and 5 LEDS were added in the current session. A 5-day workshop on Software Development Skills was organized
- Participation of students in various sports, cultural and extra- curricular activities increased. Zonal Youth and Heritage Festival was organised in the college. The students




proved their mettle by winning the Panjab University Vice Chancellor's Trophy. Sports Trials, Inter Class Sports Competitions and Inter- College Sports Competitions were conducted. Teej festival and Founders day were celebrated.

- Hindi Diwas was observed.
- Issues such as Gender sensitization, Environment Consciousness, Inculcation of human values, ethics were addressed through activities undertaken by different departments and committees.
- Student support mechanism was set up for providing coaching of competitive examinations to the students.
- Mentor system was followed systematically in this semester. Guidance and counselling on different issues by the mentors proved to be fruitful.
- Yoga Sessions were organized.
- 3-Month Typing Course was organised by the Department of OMSP.
- Autumn break was fruitfully utilized. Department of English conducted a crash course in Communication Skills. Rehearsal of Cultural activities went on uninterrupted.
- Gurpurab was celebrated.
- Extension lectures were conducted for the students.

#### **Plan of Action for Even Semester-**

- Use of ICT by students and staff be strengthened all the more.
- Library visits to be continued in the coming semester as well.
- Remedial classes to be conducted more vigorously.
- More attention be paid to the brilliant category of students in order enable them to acquire university positions.
- Industrial/educational visits be organised.
- Student support mechanism to provide coaching of competitive examinations to the students be strengthened.
- Research temperament to be promoted among the faculty. Faculty to initiate best practices/Innovations.
- More placements drives to be undertaken by the Placement Cell.

  
Chairperson IQAC (Principal)

**Guru Nanak National College, Doraha**  
**Minutes of Meeting**


**IQAC Meeting – 8<sup>th</sup> January, 2018**

The meeting of the Heads of the departments and Conveners of various committees was held with the IQAC on 8<sup>th</sup> January, 2018 at 02:30 pm in the Chairman's office. The agenda of the meeting was to discuss the university positions and abide by the plan chalked out for the new semester. Following are the minutes of the meeting recorded therein-

- It was informed that 4 students of the college bagged university positions in various courses of study. Sukhdeep Kaur Mangat secured 5<sup>th</sup> position in MA (Sociology) 4<sup>th</sup> sem, Mandeep Kaur 6<sup>th</sup> in MA (Political Science) 4<sup>th</sup> sem, Simrandeep Kaur 9<sup>th</sup> in MA (Sociology) 4<sup>th</sup> sem and Balraj Singh 10<sup>th</sup> in M Com 2<sup>nd</sup> sem.
- Winter break was optimally utilized. The Department of English conducted a 10-day crash course in English.

The schedule regarding the following Academic and Co-curricular activities to be carried out in the Even Semester is approved as under:

- In order to motivate the Senior Secondary Students, especially those of Government Schools towards Higher Education, an Inter-School Competition be organized.
- To promote the use of ICT among students, a workshop on IT be organized.
- Remedial Coaching be accorded to the slow learners.
- Live Session on Budget be organised.
- Classes on Developing Language Based Skills be organized.
- Extension Lectures be organized.
- To promote Research temperament, discussion on Case Studies be held.
- Workshops, Group discussions, debates, declamations, quizzes etc to be organised.
- Athletic Meet to be organized.
- Maat Bhasha Diwas to be observed.
- International Women's Day to be celebrated.
- Blood Donation Camp to be organized.
- Career Guidance Week to be observed.
- Online Feedback from students, parents and other stakeholders be taken
- Educational and Recreational Trips to be organized.
- Convocation to be held
- IQAC Sponsored National Seminar to be organized.
- IQAC sponsored Faculty Development Programme to be conducted.

  
Chairperson IQAC (Principal)



**Guru Nanak National College, Doraha**  
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**IQAC Meeting – 21<sup>st</sup> May, 2018**

The meeting of the Heads of the departments and Conveners of various committees was held with the IQAC on 21<sup>st</sup> May, 2018 at 02:30 pm in the Chairman's office. The agenda of the meeting was to collect the action taken report from different heads and conveners and chalk out a plan for the next academic session i.e. 2018-19. Following are the minutes of the meeting recorded therein-

As a part of the action taken report for the even semester, the heads and the conveners provided the following feedback to the Coordinator of IQAC-

- 10-Day Crash Course in Spoken English was conducted during Winter Break.
- Rally against social evils was conducted on the occasion of National Youth Day on 12<sup>th</sup> January.
- 97 students of 16 government and private schools, in and around Doraha, participated in the Inter-School Competition organized by the Extension Cell on 18th January.
- To promote the use of ICT among students, a workshop on IT was organized from January 22-27.
- Remedial Coaching in Shorthand was accorded to the slow learners in the subject of OMSP.
- Live Session and Group discussion on Budget was organised by the Department of Economics and Political Science on February 1 and 2.
- Classes on developing language based skills were organized from February 5-10.
- Extension Lectures were organized by the Department of Political Science, Punjabi, Sociology, Computer Science and Economics.
- To promote Research temperament, discussion on Case Studies was conducted by the Commerce Department.
- Workshops, Group discussions, debates, declamations, quizzes etc were organized by Political Science and Economics Department.
- Athletic Meet, separately for boys and girls, was organized on February 27 and 28.
- Maat Bhasha Diwas to be observed by Department of Punjabi and Sociology on February 21.
- International Women's Day was celebrated by the Cultural Committee.
- Blood Donation Camp was organized by the Extension Cell.
- Career Guidance Week was organized from March 12 to 19.
- Online Feedback from students, parents and other stakeholders was taken.
- Educational and Recreational Trips were organized by Physics and Punjabi department.
- Cultural Programme was organised in the memory of Chief Patron Bibi Bhagwant Kaur on March 17.
- IQAC Sponsored National Seminar on GST-One Nation One Tax on 7<sup>th</sup> April, 2018.
- IQAC sponsored 2-Day Faculty Development Programme was conducted on 'The Usage of Software in Teaching Methodologies' on April 26-27.
- Feedback from students, parents and other stakeholders was taken.



- College website was updated regularly.
- No fees were charged from the SC students. The instructions issued by the government regarding the fee cap were however followed.
- Steps were taken to ensure campus cleanliness and hygiene.

#### **Plan of Action for the session 2018-19**

- Academic Calendar for the session 2018-19 be prepared.
- As suggested by the NAAC peer team, it was decided that the extension activities need to be more focused. For the realization of this motive, the extension cell decided to carry out a campaign against the menace of stubble burning in the coming session.
- Use of ICT by students and staff be strengthened all the more.
- Seminars, Extension lectures, Talks, Group discussions, Religious Competitions be organised on the occasion of 550<sup>th</sup> birth anniversary of Guru Nanak Dev ji.
- Seminars on Network Security and Ethical Hijacking be organised.
- Seminars and extension lectures on disadvantaged sections of society be organised.
- More value-added courses imparting transferable and life skills be offered in non-formal mode.
- Library visits to be continued in the coming session as well.
- Computer Facility Room be visited more frequently by staff and students to hone their Computer based competencies.
- PTM's to be conducted more frequently.
- Remedial classes to be conducted more vigorously.
- More attention be paid to the brilliant category of students in order enable them to acquire university positions.
- Online Feedback from parents, employers and alumni to be strengthened.
- More Research projects be assigned to students especially those doing post-graduation.
- Industrial/educational visits be made more vigorous.
- Student support mechanism to provide coaching of competitive examinations to the students be strengthened.
- Research temperament to be promoted among the faculty. Faculty to initiate best practices/Innovations.
- Seed money to be utilized for undertaking research
- Major/minor projects to be undertaken. More faculty to get enrolled for Ph.D.
- Faculty to attend Orientation and Refresher courses, Workshops, Faculty Development Programmes, Summer camps, Winter Schools, Conferences, Symposia etc.
- Collaboration with industry, NGO's, Social Welfare organizations, Village Panchayats, Municipal Councils etc to be strengthened
- More placements drives to be undertaken by the Placement Cell.
- Transport facility to be continued especially for the welfare of the ruralities.
- No fees to be charged from SC students in the coming session as well. The instructions issued by the government regarding the fee cap to be applicable.



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