

## **GURU NANAK NATIONAL COLLEGE, DORAHA**

### **Minutes of IQAC Meeting**

#### **IQAC Meeting – 21.07.2021**

A meeting of IQAC was held on 21.07.2021 at 2:00 pm in the Conference Room. The following agenda were discussed in the meeting.

#### **Agenda**

1. Admission Process
2. Academic Calendar
3. Work load and appointment of additional staff
4. Covid-19 Vaccination of staff and students
5. Capacity Building Programme for Teachers

#### **Resolution: Agenda Item – I**

The Principal shared, with the IQAC members, a copy of college prospectus, time table and list of committees constituted for various curricular and co-curricular activities to be conducted in the college in the session 2021-22. The IQAC approved the different committees constituted for the smooth functioning of the college. Further, it was suggested by the IQAC to setup a helpdesk and constitute a special committee of teachers from each stream for the guidance and counselling of students desirous of taking admission in the college.

#### **Resolution: Agenda Item – II**

The Co-ordinator of IQAC discussed the Academic calendar for session 2021-22, prepared and submitted by Statutory Advisory Committee in consultation with Dean/Convenor and Head of Departments and IQAC approved it.

#### **Resolution: Agenda Item – III**

As per the guidelines of affiliating university and the state government, classes to be conducted in hybrid mode (offline + online) IQAC suggested to appoint additional staff, wherever required, to meet the additional work load requirements submitted by the Heads of Departments.

#### **Resolution: Agenda Item – IV**

The members of the IQAC suggested to ensure the Covid-19 vaccination of students coming in the college to attend offline classes. It was also suggested to organize a Covid vaccination camp in the college, for staff and the students.

**Resolution: Agenda Item – V**

The IQAC recommended to conduct a Capacity Building-cum-Training Programme for teachers for hybrid teaching and learning process.

  
Chairperson, IQAC (Principal)

## **GURU NANAK NATIONAL COLLEGE, DORAHA**

### **Minutes of IQAC Meeting**

#### **IQAC Meeting – 08.09.2021**

A meeting of IQAC was held on 08.09.2021 at 1:30 pm in the Conference Room. The following agenda were discussed in the meeting.

#### **Agenda**

1. Review of previous meeting
2. Preparation of AQAR of previous sessions

#### **Resolution: Agenda Item – I**

The Coordinator read out the minutes of previous meeting and action taken so far. He informed members that:

- Web cameras and tripod stands have been provided to various departments and training sessions were also conducted for new teaching staff appointed in different departments for smooth conduct of hybrid classes.
- A Covid-19 Vaccination camp was organized in the college on 17<sup>th</sup> – 18<sup>th</sup> August 2021. Total 900 persons were vaccinated in the camp (including students, staff members and members of the local society).

#### **Resolution: Agenda Item – II**

The Chairperson and the Co-ordinator of the IQAC strongly suggested to all criteria-wise co-ordinators to start compiling the data for AQAR of previous sessions and submitted to IQAC before 20<sup>th</sup> October, 2021. Further, they stressed to collect feedback for current session from final year students.

#### **Any other with the permission of the Chair**

- The IQAC suggested to organize orientation programmes and library visits for new students.
- The Co-ordinator shared the printouts of poster issued by NAAC on their website, regarding student satisfaction survey (SSS) to be conducted by NAAC and suggested to put these posters on notice boards in every department for awareness to the students. Moreover, he suggested to conduct the survey for the current session, by emailing the Google form link randomly to 30% students enrolled in the college.

Chairperson, IQAC (Principal)

## **GURU NANAK NATIONAL COLLEGE, DORAHA**

### **Minutes of IQAC Meeting**

#### **IQAC Meeting – 01.11.2021**

A meeting of IQAC was held on 01.11.2021 at 2:00 pm in the Conference Room. The following agenda were discussed in the meeting.

#### **Agenda**

1. Review of semester
2. Gurpurab Celebration

#### **Resolution: Agenda Item – I**

The Coordinator read out the minutes of previous meeting and action taken report of semester so far. He informed members that:

- AQAR of previous sessions have been prepared and will be presented before the managing committee for the approval and will be submitted to NAAC before the 31<sup>st</sup> December, 2021.
- Orientation Programmes were organised by the faculty of different departments to aware new students about the rules and regulations of the college, syllabus, exam pattern etc.
- Library visits were also organized by different department for new comers to familiarize them with books, newspapers, magazines and journals available in the college library.
- Feedback from for the students for the current session has been collected through Google form.
- Class-wise awareness campaigns regarding the student satisfaction survey (SSS) were conducted by various departments. Moreover, posters for SSS were also put on the notice boards in each department.

#### **Resolution: Agenda Item – II**

The members of the IQAC suggested to celebrate Gurupurab (Birth anniversary of Sri Guru Nanak Dev Ji) in the third week of November. It was also proposed to organize Sehaj Path in the college campus.

#### **Any other with the permission of the Chair**

- The IQAC suggested to organize remedial classes as well as extra classes wherever required to complete the syllabus.
- Organize Student Enrichment Programme, Placement drives, alumni meet as well as athletic meet in next semester.

  
Chairperson, IQAC (Principal)

## **GURU NANAK NATIONAL COLLEGE, DORAHA**

### **Minutes of IQAC Meeting**

#### **IQAC Meeting – 18.02.2022**

The meeting of IQAC was held on 18.02.2022 at 2:30 pm in the Conference Room. The following agenda were discussed in the meeting.

#### **Agenda**

1. Review of previous meeting
2. Planning for even semester

#### **Resolution: Agenda Item – I**

The Coordinator presented the action taken report of previous meeting. He informed members that:

- Gurpurab (Birthday of Sri Guru Nanak Dev Ji) was celebrated on 26.11.2021. Path of Sri Sukhmani Sahib was organized in the college campus and langar was distributed among the students and staff.
- As the odd semester exams are going on, therefore student enrichment programme and placement drives will be organized in the month of March or April.

#### **Resolution: Agenda Item – II**

The IQAC suggested the following activities to be organized in the even semester:

- Resume academic activities in offline mode as per the instructions from Panjab University, Chandigarh and Govt. of Punjab.
- Engage students in co-curricular activities to enhance the personality and nurture their social skills.

#### **Any other with the permission of the Chair**

The IQAC suggested the following activities to be organized for canvassing of the college:

- Organize Covid-19 Vaccination camps in various schools as well as in villages for social cause and to convince them for higher studies in our college.
- Organize Inter-school cultural competitions in the college and showcase them infrastructure & facilities available in the college.
- Organize Alumni meet and Athletic meet in the month of March/April.

  
Chairperson, IQAC (Principal)

## **GURU NANAK NATIONAL COLLEGE, DORAHA**

### **Minutes of IQAC Meeting**

#### **IQAC Meeting – 02.05.2022**

The meeting of IQAC was held on 02.05.2022 at 2:00 pm in the Conference Room. The following agenda were discussed in the meeting.

#### **Agenda**

1. Review of previous meeting
2. Future plan of action

#### **Resolution: Agenda Item – I**

The Coordinator read out the action taken report of previous meeting. He informed that:

- A Joint programme including Alumni meet and Inter-school Cultural Competitions (Mela Rangan Da) was organized in the college on March 16, 2022. In this programme more than 300 old students visited for alumni meet and around 150 students from various schools participated in the different cultural events.
- Numerous Covid-19 vaccination camps were organized in various schools as well as in different villages by the extension cell in the months of February, March and April, 2022.
- Student enrichment programme was organized by Career Guidance and Counselling Bureau of our college in 2<sup>nd</sup> week of April, 2022 and more than 300 students have been benefited.

#### **Resolution: Agenda Item – II**

##### **Plan of Action for the session 2022-23**

- Admissions should be strengthened.
- Certificate courses of 30 contact hours should be planned.
- Research temperament to be promoted among the faculty.
- E-content development/Multimedia centre should be established.
- Feedback from parents, employers and alumni to be strengthened.
- Innovation cell to be established and promoted among the students and staff.
- Health Check-up camps for physical and mental well-being should be organized.

  
Chairperson, IQAC (Principal)