

**SRI GURU TEG BAHADUR KHALSA COLLEGE, SRI ANANDPUR SAHIB  
(AN AUTONOMOUS COLLEGE)**

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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 12/07/2019**

**Minutes of Meeting**

A meeting was held on 12/07/2019 in the office of the Coordinator of IQAC. Following members were present in the meeting.


Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members.

- The academic calendar for the session 2019-20 was finalized.
- Various activities for the session 2019-20 were discussed and finalized.



Dr. Sangeet Kumar

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 22/10/2019**

**Minutes of Meeting**

A meeting was held on 20/10/2019 in the office of the Coordinator of IQAC. Following members were present in the meeting.

Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- The AQAR for the session 2018-2019 was discussed and all the members are given duty to complete their respective work.
- The methodology for time bound completion of the AQAR is framed and to be implemented upon.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 30/11/2019**

**Minutes of Meeting**

A meeting was held on 30/11/2019 in the office of the Coordinator of IQAC. Following members were present in the meeting.


Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- The work done by all the members for timely submission of AQAR is reviewed.
- The consent for introduction of Online MOOC courses for the students is decided.
- The introduction of Skill based courses is mooted upon. It is decided to introduce certificate level Communication Skill course for the students.
- It is also decided to introduce course on Human Values.
- The seminars for placement relating training to be organized.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 14/02/2020**

**Minutes of Meeting**

A meeting was held on 14/02/2020 in the office of the Coordinator of IQAC. Following members were present in the meeting.

Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- The parameters for feedback on teachers, College by the students were discussed upon.
- An alumni association meeting should be called for strengthening OSA. The pass out students should be encouraged to join the OSA.
- The mentor ship program will be introduced in the college where as every class will be assigned a mentor to keep record of their activities and grievances.
- The Placement cell should be made active.
- All the departments should prepare course plan files for the last five years.
- Examination Reforms should be introduced from time to time to strengthen the system.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 16/03/2020**

**Minutes of Meeting**

A meeting was held on 16/03/2020 in the office of the Coordinator of IQAC. Following members were present in the meeting.

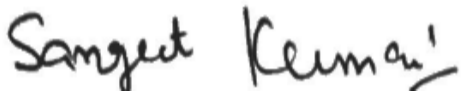
Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- The feedback Performa for the evaluation of teachers was discussed upon and suggestions offered by all the members were in-corporated.
- The feedback Performa for curriculum feedback was also mooted upon. The suggestions by all the members were discussed.
- The mentor ship Performa was also designed and all queries pertaining to it were dealt.
- The placement was discussed and was decided to collect data for the last five years.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 21/04/2020**

**Minutes of Meeting**

An online meeting of IQAC was conducted online via Google meet platform on 21/04/2020. Following members were present in the meeting.


Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members.

- In view of COVID-19, pandemic situation, it was decided to conduct student feedback online.
- In view of COVID 19 pandemic situation, it was decided to start an online admission portal for student admission from 2020-2021.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 16/05/2020**

**Minutes of Meeting**

An online meeting of IQAC was conducted online via Google meet platform on 16/05/2020. Following members were present in the meeting.

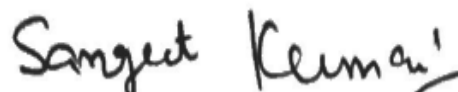
Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- The proposal for introducing new M. Voc. courses was put forward in Agriculture .
- As per need of the hour, it was discussed upon the proposals for various new B. Voc. courses will be prepared and submitted to UGC, New Delhi.
- The placement was discussed and was decided to collect data for the last five years.



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INTERNAL QUALITY ASSURANCE CELL

**Dated :- 24/06/2020**

**Minutes of Meeting**

A meeting was held on 24/06/2020 in the office of the Coordinator of IQAC. Following members were present in the meeting.

Principal :- Dr . Jasvir Singh (Chairperson)

Teaching Faculty

1. Dr. Mandeep Kaur
2. Dr. Navjeet Kaur
3. Prof. Darpan Sood
4. Prof. Dilsherbir Singh
5. Dr. Amandeep Saroa
6. Dr. Amrit Singh
7. Dr. Sartaj Singh
8. Prof. Kamal Kumar

The following points were discussed and suggested by the members

- Looking at the present scenario of COVID-19, to train teachers for various tools for online teaching, the proposal conducting an online workshop on Online Teaching tools was discussed. It was decided to conduct this workshop in the first week of July.
- It is decided to conduct Lecture series for the students through online mode for the coming session on various topics concerning their study.



Dr. Sangeet Kumar

IQAC Coordinator