

## Minutes of the IQAC meeting held on 1<sup>st</sup> August 2020

An online meeting of the IQAC was held on 1<sup>st</sup> August 2020 at 6.00 pm on Google meet (<https://meet.google.com/ygp-xjox-thv>)

*Following members were present:*

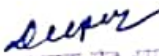
1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Meena Singh
4. Ms. Harpreet Kaur
5. Ms. Neha
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Dr. Deepak Sharma (Coordinator)

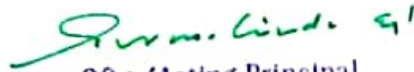
### **Action Taken Report for the meeting held on 23 July, 2020**

- The proposal of Webinar series "From Internal Quality to Quality Internalising" was finalised. Further discussions to be taken in today's meeting.

### **Following items on the agenda were discussed and decided:**

- The Webinar series proposal was accepted by the committee. It was decided to have the inaugural lecture on the topic "Characteristics of an excellent teacher in the present context" on 5<sup>th</sup> August 2020. Prof. S. Sivasubramaniam, former Vice Chancellor, Bharthiar university and Noorul Islam University was finalised as the Resource person.
- As the academic session 2020 – 2021 will begin from 10<sup>th</sup> August, a virtual orientation for teachers has to be conducted by the IQAC to train them in using Google meet and Google classroom.
- The attendance should be taken using Google form and the same needs to be informed to all the faculty members.
- College should provide official email IDs to all the students for using all features of Google classroom and for attending lectures on Google meet.

  
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दो नगर, नई दिल्ली-110005  
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Ofg./Acting Principal  
SGND Khalsa College  
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## Minutes of the IQAC meeting held on 14<sup>th</sup> August 2020

An online meeting of the IQAC was held on 14<sup>th</sup> August 2020 at 6.00 pm on Google meet (<https://meet.google.com/ygp-xjox-thv>)

Following members were present:

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Meena Singh
4. Ms. Harpreet Kaur
5. Dr. Ashish Thomas
6. Ms. Sukhvinder Kaur
7. Dr. Deepak Sharma (Coordinator)

### **Action Taken Report for the meeting held on 1 August 2020**

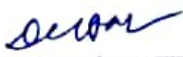
- The inaugural lecture of the Webinar series on "Characteristics of an excellent teacher in the present context" was successfully organised on 5<sup>th</sup> August 2020.
- Orientation meeting for teachers regarding Google meet and the process of attendance during online mode of teaching was held on Saturday 8<sup>th</sup> August 2020 at 10.00 am.
- College official IDs were provided to all the students as discussed in last meeting.


### **Following items on the agenda were discussed and decided:**

- Apart from dividing work for the seven NAAC criteria, further task/ responsibilities for SSR and AQAR preparation were divided as below:

Documents from Departments	Dr. Meena Singh
PTM	Dr. Gita Lakhanpal
Academic and Administrative Audit	Dr. Deepak Sharma
Feedback analysis	Dr. Deepak Sharma
Alumni data	Dr Meena Singh
Mentoring	Dr. Neeta Dhingra
Data collection regarding Webinars	Ms. Sukhvinder Kaur

- The final draft of all the chapters for AQAR is to be submitted on urgent basis.
- Dr. Gita Lakhanpal put forward a proposal for IQAC to organize a webinar on New Education Policy 2020.
- Dr. Deepak Sharma proposed to conduct a lecture/talk on Anxiety issues among students under the MMP program.
- Mentoring session for students to be resumed in online mode in the ongoing semester.

  
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## Minutes of the IQAC meeting held on 21<sup>st</sup> September 2020

A meeting of the IQAC was held on 21<sup>st</sup> September 2020 at 10.00 am in Principal room.

*Following members were present:*

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Nita Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Kaur
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Dr. Deepak Sharma (Coordinator)

### **Action Taken Report for the meeting held on 14 August 2020**


- A webinar on “Managing Anxiety” was organized on 2<sup>nd</sup> September 2020 at 4.00 pm. Ms. Saniya Bedi, Counselling Psychologist was the speaker for the session.
- Online mentoring session as proposed in last meeting commenced in the month of August.

### **Following items on the agenda were discussed:**

- With the second cycle of NAAC Assessment and Accreditation due in November 2021, some significant topics related to the Self Study report (SSR) were discussed in detail. The submission of SSR was tentatively planned for April 2021.
- Green audit to be conducted for the campus at the earliest in accordance with requirements mentioned in Criteria 7.
- Regarding initiatives taken for Gender equity and safety, the members agreed that some initiatives have been taken, like installation of CCTV's in the entire campus, presence of female security guard in campus, availability of sanitary pad vending machine, organising webinars on the Gender issues and raising awareness about the same. Suggestions for further activities or initiatives included imparting self-defence training to girls, starting an all women society in the college comprising of female students and faculty.
- The members emphasised on the need for starting an incubation centre and discussed ways to start a research fund for the supporting research activities in the college. The various possibilities of starting an incubation centre are to be explored so that a centre can be established by 2021. Regarding research fund, possibilities of creating a fund wherein voluntary contributions can be made by alumni, teachers and interested

organizations are to be explored. This research fund would be used to support research projects undertaken by the college faculty involving students.

- Reforms and novel measures in conducting internal and the external exams was discussed in detail by the members. For conducting external examination, some measures like informing the students and teachers about the seating plan a day in advance, either through mail or by posting on the website was discussed. This could prevent last minute hassle and rush of students near the notice board and staff room. In order to make the internal assessments more robust and holistic in nature, the idea of introducing rubric in the assessment was discussed. This could allow teachers to assess students based on pre-informed parameters while helping students to understand the areas where they need to improve themselves.
- The proposal was put forward to hold a series of three to five lectures on Food and Health related topics. All members were requested to find appropriate resource person/s for the same.
- The Department of English and Environmental Studies proposed to jointly organize a one Day National webinar in the month of November. Theme and date to be finalised.

  
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## Minutes of the IQAC meeting held on 30<sup>th</sup> September 2020

An online meeting of the IQAC was held on 30<sup>th</sup> September 2020 at 4.00 pm on Google Meet.

*Following members were present:*

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Nita Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Kaur
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Dr. Deepak Sharma (Coordinator)

### **Action Taken Report for the meeting held on 14 August 2020**

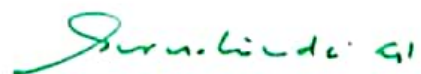
- The proposal for webinar series on Nutrition was finalised. Further discussions to take place in today's meeting.
- Department of English and Environmental Studies planned to hold National webinar on the theme "Man <-> Nature: Through the lens of Eco-criticism", on 5<sup>th</sup> November 2020.

**Following items on the agenda were discussed:**

- It was decided to organize five lectures as part of the Nutrition Webinar Series from 2<sup>nd</sup> October to 28<sup>th</sup> November 2020.
- Dr. Shobha G., Nutritionist, Councillor, Health and Wellness coach, presently working as Associate Professor and Head, Smt. VHD College of Home Science, Bengaluru, Karnataka gave her consent to be the resource person of the Webinar Series.
- The dates and the topics decided for the series in consultation with the speaker are as follows:
  - 2<sup>nd</sup> October – Unlock Your potential with Good Nutrition
  - 17<sup>th</sup> October – Food and Emotions
  - 31<sup>st</sup> October – Food, Family and Health Connect
  - 15<sup>th</sup> November – "Food, Periods and You". A connect for good health
  - 28<sup>th</sup> November – Participants Popular Choice topic
- It was decided to have third lecture in the webinar series "From Internal Quality to Quality Internalising" on the topic 'Why Focus on Teaching?' by Dr. Ninad Jhala, Principal, Anand Institute of Social Work, Anand, Gujrat on 5<sup>th</sup> October 2020.
- Date for Academic audit for session 2020 is to be finalised.



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## Minutes of the IQAC meeting held on 29<sup>th</sup> October 2020

An online meeting of the IQAC was held on 29<sup>th</sup> October 2020 at 5:00 pm on Google meet (<http://meet.google.com/dvd-bcfo-rmu>)

*Following members were present:*

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Nita Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Kaur
6. Dr. Ashish Thomas
7. Dr. Amrinder Kaur
8. Ms. Silky Jain
9. Ms. Preeti Gupta
10. Ms. Gurjot Kaur
11. Ms. Sukhvinder Kaur
12. Dr. Deepak Sharma (Coordinator)


### **Action Taken Report for the meeting held on 30 September 2020**

- The third lecture of the Webinar series *From Internal Quality to Quality Internalising* on the topic 'Why Focus on Teaching?' by Dr. Ninad Jhala, Principal, Anand Institute of Social Work, Anand, Gujrat was successfully held on 5<sup>th</sup> October 2020.

**Criteria 4 (Infrastructure and Learning Resource) was discussed in detail and following decisions were taken:**

- The Library Committee to be informed for the setting up of Rare Resource Centre in the library and information for the same to be procured from the respective Departments on priority basis.
- Library to gather list from Departments regarding requirement of e-Books. Purchase of Kindle to be planned and proceeded as per the purchase guidelines of the college.
- Time Table to be displayed outside every classroom in the college.
- The pictures of the infrastructure (Classrooms, computer Labs, Library, Solar Plant) to be uploaded on the website. A suggestion was also given to make a short video highlighting the infrastructure, which should also be uploaded on College website.
- It was suggested to get the videos of lectures uploaded on college website or YOUTUBE so as to make the material available to the students.
- The sub categories of Chapter 4 were allocated as below:

Dr. Neeta Dhingra	4.1.1, 4.1.2, 4.4.2
Dr Amrinder Kaur	4.1.3, 4.1.4, 4.4.1
Ms. Preeti Gupta and Ms. Gurjot Kaur	4.2.1, 4.2.2, 4.2.3, 4.2.4
Ms. Silky Jain	4.3.1, 4.3.2, 4.3.3

  
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## Minutes of the IQAC meeting held on 13<sup>th</sup> November 2020


An online meeting of the IQAC was held on 13<sup>th</sup> November 2020 at 5:00 pm on Google meet  
(<http://meet.google.com/dvd-bcfo-rmu>)


*Following members were present:*

1. Dr Gurmohinder Singh (Principal)
2. Dr Deepak Sharma (Coordinator)
3. Dr Meena Singh
4. Dr. Ashish Thomas
5. Ms. Sukhvinder Kaur
6. Dr Sarika Khurana
7. Dr Ishmeeta Singh
8. Ms. Meera Dhiri

**Criteria 5 (Student Progression) was discussed in detail and following decisions were taken:**

- Minority admissions data to be procured from Dr. Deepmala and Dr. Bhupinder Kaur for Sec 5.1.1. The data of PMMS- AICTE will be provided by Supreet Kaur.
- The accounts department to be contacted to provide the data for fee concession of sports students and the contribution made by the alumni during the last five years.
- Annual Report of the previous years to be referred for the data requirement regarding capacity building and skill initiatives (Section 5.1.3 and 5.1.4)
- In Sec 5.1.5, only minutes of the meeting to be provided.
- The placement data of the last five years to be taken from Teacher in-charge of the Placement cell.
- To keep track of student progression data , a google form to be prepared and Ms. Meera Dhiri to allocate the duty to keep record of the same when students approach college for their respective degrees.
- To update information regarding the students qualifying state/ national/international examination in the last five years, a Google seeking details for the same to be circulated on the Alumni Telegram group.
- The cultural and sports societies to provide the data of awards, events organised and participated along with their proofs for the last five years in a prescribed format given by the Criterion in-charge (for SSR data).
- It was further decided to prepare a write up for section 5.3.2 regarding students representation and engagement in various administrative, co-curricular and extracurricular activities.

  
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## Minutes of the IQAC meeting held on 15<sup>th</sup> December 2020


An online meeting of the IQAC was held on 15<sup>th</sup> December on Google meet at 6.00 p.m.

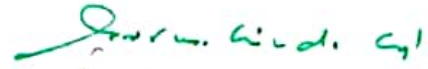
*Following members were present:*

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Gita Lakhanpal
3. Dr. Nita Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Kaur
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Dr. Deepak Sharma (Coordinator)

**Following items on the agenda were discussed and decision taken:**

- It was decided to conduct the academic audit on 29<sup>th</sup> December 2020
- The following will be the experts for the administrative audit
  1. **Nihalluddi Siddiqui**, Administrator, Al Falah University, Faridabad, Haryana.
  2. **Dr. Purna Diwan**, Associate Professor, RLA College, University of Delhi.
  3. **Ms. Chanchal**, Section Officer (Admn), RLA College, University of Delhi
- Principal would ensure that no leave will be taken by the administrative staff on the day of audit.

  
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## Minutes of the IQAC meeting held on 26<sup>th</sup> December 2020


An online meeting of the IQAC was held on 26<sup>th</sup> December 2020 at 11:30 am on Google Meet.

*Following members were present:*

1. Dr. Gurmohinder Singh (Principal)
2. Dr. Deepak Sharma (Coordinator)
3. Ashish Thomas
4. Sukhvinder Kaur
5. Prakriti Saxena
6. Priyambada Gupta
7. Soumya Chaturvedi
8. Mahendra Pratap Singh

**Criteria 1 (Curricular aspects) was discussed in detail and following decisions were taken:**

1. For table 1.1.3, data regarding teacher participation in activities related to curriculum development and assessment, it was suggested that a google form can be prepared and circulated in the Whatsapp group for collecting the required data for the same. Ms. Prakriti was given the responsibility for preparing the google form.
2. For table 1.2.1, data regarding Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented, it was informed that CBCS system has been implemented for all Programs in the college since 2015, as per University of Delhi rules. The same has to be filled in the table.
3. For table 1.2.2 and 1.2.3, data regarding Add on/ Certificate courses offered in college, Dr Deepak informed that data be collected from previous AQAR's submitted and verified with the required documentation from the college.
4. For table 1.3.2, data regarding average percentage of courses that include experiential learning through project work/field work/internship, it was suggested that data be collected from various departments, especially from Department of Business Economics, Department of Hindi and Hindi Journalism. Proper documentation needs to be done for the same.
5. It was also emphasized that along with collecting qualitative data for Criteria 1, focus should also be given to start preparing the draft for the descriptive questions.
6. Principal, Dr Gurmohinder Singh, said that all relevant support would be provided to collect the necessary data for Criteria 1.

  
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## Minutes of the IQAC meeting held on 29<sup>th</sup> December, 2020

A meeting of the IQAC was held on 29<sup>th</sup> December at 10.00 a.m. in College.

*Following members were present:*

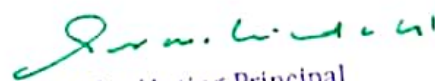
1. Dr. Gurmohinder Singh (Principal)
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3. Dr. Nita Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Kaur
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Dr. Deepak Sharma (Coordinator)

**Following was the agenda of the meeting:**

- Administrative audit was conducted and following members constituted the committee.
  1. Nihaluddin Siddiqui, Administrator, Al Falah University, Faridabad, Haryana
  2. Dr Rakesh Kumar, Vice Principal RLA College, University of Delhi
  3. Dr. Prerna Diwan, Associate Professor, RLA College, University of Delhi
  4. Ms. Chanchal Batra, Section Officer (Admn), RLA College, University of Delhi
- Files of the administrative department were physically inspected by the experts
- Discussion was held on existing procedures followed by the administration and suggestions for improvement were given during the audit.



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## Minutes of IQAC Meeting held on 25<sup>th</sup> January 2021

Meeting Venue: Principal Room

Time: 10.00 am

*Following members were present for the meeting*

1. Dr. Gurmohinder Singh
2. Dr. Gita Lakhanpal
3. Dr. Neeta Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Bahri
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Ms. Meera Dhiri

*Minutes for the meeting*

1. Dr. Deepak Sharma, Coordinator, IQAC, has been appointed as the Registrar of Tripura University (on deputation). He has proceeded to join the same. Hence, an emergent meeting of the staff council was held on 21<sup>st</sup> January 2021 in the seminar room. The council unanimously decided that in the absence of Dr. Deepak Sharma, the responsibility of IQAC be handed over to Dr. Neeta Dhingra, Dr. Gita Lakhanpal and Dr. Meena Singh.
2. The IQAC team has been reconstituted and the list to be uploaded on the College website. The list is also attached at the end of the minutes.
3. It was decided to revamp the College Website in order to make it more user friendly in terms of navigation, general appearance and accessibility to information. A committee/ team to be constituted for the same.
4. The criteria incharges were asked to hasten the process of preparing the write ups and collecting the data for their respective criteria as part of SSR preparation.
5. It was decided that IQAC will formulate code of conduct for Faculty, Administrative staff, Gender sensitivity and differently abled. The same will be uploaded on college website.
6. Meera Dhiri was asked to identify duties and responsibilities of the non-teaching staff of the college and report the same to the IQAC for further discussion
7. It was decided to communicate to all departments to design and implement Short term courses in the ongoing semester. Focus should be on courses related to skill development, employment, improving lifestyle etc.

*Neeta Dhingra*

25.1.2021.

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*Gita Lakhanpal*  
25/1/21  
Ofg./Acting Principal  
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Dev Nagar, New Delhi-5



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited B++

DEV NAGAR, NEW DELHI-110 005

Celebrating 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji

Dated: 25/01/2021

Ref. No.: X

## IQAC Members for the session 2020-2021

Name	Post	Contact No.	E mail ID
Dr. Gurmohinder Singh	Chairperson	9811443013	<a href="mailto:drgurmohindersingh@gmail.com">drgurmohindersingh@gmail.com</a>
Dr. Neeta Dhingra	Coordinator	9910055441	<a href="mailto:drneetadhingra@gmail.com">drneetadhingra@gmail.com</a>
Dr. Gita Lakhanpal	Member Faculty	9891239070	<a href="mailto:Gita.lakhanpal@sgndkc.du.ac.in">Gita.lakhanpal@sgndkc.du.ac.in</a>
Dr. Meena Singh	Member Faculty	9810052621	<a href="mailto:meenasingh115@gmail.com">meenasingh115@gmail.com</a>
Ms. Harpreet Kaur	Member Faculty	9811208178	<a href="mailto:harpreetbahri@gmail.com">harpreetbahri@gmail.com</a>
C.A. Harjinder Singh	Member Faculty	5302899990	<a href="mailto:harjinderca@gmail.com">harjinderca@gmail.com</a>
Ms. Sukhvinder Kaur	Member Faculty	9873270727	<a href="mailto:sukhvinderkaur.a@sgndkc.du.ac.in">sukhvinderkaur.a@sgndkc.du.ac.in</a>
Dr. Ashish Thomas	Member Faculty	9891125596	<a href="mailto:ashishthomas.a@sgndkc.du.ac.in">ashishthomas.a@sgndkc.du.ac.in</a>
S. Jaswinder Singh	Member Accounts	9818246664	<a href="mailto:Stigurunanakdevkhalsa2015@gmail.com">Stigurunanakdevkhalsa2015@gmail.com</a>
Ms. Meera Dhiri	Member Administration	9810488047	<a href="mailto:meera27may@gmail.com">meera27may@gmail.com</a>
S. G. S. Alag	Member Management	9810046011	<a href="mailto:gsalag@gsalag.com">gsalag@gsalag.com</a>
Mr. Mayank Hans	Member Alumni	9910091716	<a href="mailto:Mayankhans1991@gmail.com">Mayankhans1991@gmail.com</a>
Mr. Shubh Vashisht	Member Student	9625545997	<a href="mailto:Shubhvashista2001@gmail.com">Shubhvashista2001@gmail.com</a>
S. Bhupinder Singh Anand	Stakeholder Industry	9810003630	<a href="mailto:BSanand.amp@gmail.com">BSanand.amp@gmail.com</a>
Prof M.M. Chaturvedi	Stakeholder Academics	99684 68700	<a href="mailto:Madan.chaturvedi@gmail.com">Madan.chaturvedi@gmail.com</a>
S. Inderjeet Singh Basra	External Expert	8860135757	<a href="mailto:Inderjeet.basra@gmail.com">Inderjeet.basra@gmail.com</a>
Shri Kamal jeet	Local Community	9212592700	<a href="mailto:jeetml@gmail.com">jeetml@gmail.com</a>

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## Minutes of IQAC Meeting held on 12<sup>th</sup> February, 2021

Meeting Venue: Principal Room

Time: 10.00 am

*Following members were present in the meeting:*

1. Dr. Gurmohinder Singh
2. Dr. Gita Lakhanpal
3. Dr. Neeta Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Bahri
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Ms. Meera Dhiri

*Action Taken Report (ATR) for the meeting held on 25<sup>th</sup> January, 2021.*

- The reconstituted team list of IQAC was uploaded on the college website.
- The team for the revamp of website was constituted and handed over the responsibility. IQAC to provide all necessary guidance to the website revamp team.
- Work on respective criteria progressing under the guidance of IQAC Coordinators.
- Few departments have submitted the proposal for short term courses to be conducted during ongoing session.
- Ms. Meera Dhiri submitted the document related to the duties and responsibilities of the administrative staff.

### *Minutes for the meeting*

1. The policies for Short-term courses related to fees structure, documentation, expenditure was discussed and finalized. The same to be informed to department convenors.
2. The procedures of reporting for events conducted by various societies of the college were discussed and finalized. The format and the procedures to be shared with the respective Department and Society convenors.
3. The format of the Student and Faculty self-record form was discussed and prepared. The form will be helpful to both students and staff in keeping a track record of activities and duties performed (in case of staff) and teaching learning progress (in case of students).
4. Decision was taken to conduct the Academic Audit for the session 2020-21 in the month of March. Department convenors to be informed about the same and also to be briefed on the various requirements for the audit.

*Neeta Dhingra*

12/02/2021  
Sri Guru Nanak Dev Khalsa College  
(दिल्ली विश्वविद्यालय)  
(University of Delhi)  
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Dev Nagar, New Delhi-110029

*Gurmohinder Singh*  
14/2/21  
Ofg./Acting Principal  
SGND Khalsa College  
(University of Delhi)  
Dev Nagar, New Delhi-5

## Minutes of IQAC Meeting held on 3<sup>rd</sup> March, 2021

Meeting Venue: Principal Room

Time: 11:00 am

*Following members were present in the meeting:*

1. Dr Gurmohinder Singh
2. Dr Gita Lakhanpal
3. Dr Neeta Dhingra
4. Dr Meena Singh
5. Ms. Harpreet Bahri
6. Dr Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Prof. Madan Mohan Chaturvedi (Attended online)
9. Shri Kamal Jeet
10. Sr. Inderjeet Singh Basra
11. Mr. Shubh Vashisht (Student member)

*Action Taken Report (ATR) for the meeting held on 12<sup>th</sup> February, 2021.*

1. Two short term courses (STC) have commenced. One STC is on Business Data Analytics (Department of Economics) and the other one on Health and physical well-being (Department of Physical Education). Other Departments will be starting more courses soon.
2. Format for reporting of events/ activities shared with respective departmental and society in-charges.
3. Self-record forms circulated among staff and students.

*Minutes for the meeting*

1. A review meeting of the IQAC comprising all members, including external experts, was conducted.
  - a) Dr Gita Lakhanpal apprised the extended committee regarding the activities that were conducted by IQAC or that took place under its umbrella, over the past one year.
  - b) The external members highly appreciated the initiative "Dhara se Uthte kadam", a lecture series on learning and developing skills in collaboration with Gender sensitization cell of the college.
  - c) The members also put forward their suggestions for activities that can be conducted. Prof. MM Chaturvedi suggested conducting of more webinars that focus on Post-covid Impact on emerging sectors as a measure for students to be more aware and adept to face new possibilities and challenges.
  - d) Prof. Chaturvedi emphasized on digitalizing the various processes and activities in the college for which an elaborate ERP system should be established in the college.
  - e) IQAC to take steps in order to appreciate and recognize the efforts of those students who are working closely with IQAC/College.

Neeta  
Dhingra  
3.03.2021

श्री गुरु नानक देव खालसा कालज  
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*Sh. Gita S.*  
Oftg./Acting Principal 3/3/21  
SGND Khalsa College  
(University of Delhi)  
Dev Nagar, New Delhi-5

- f) Regular training of support staff to be conducted in order to equip them with latest ICT tools, softwares, soft skills and other requirements.
2. Date for academic audit was finalized as 19<sup>th</sup> March, 2021. The same to be conveyed to the respective Departmental in-charges so that necessary preparation can be made.
3. A proposal to organize a one-week FDP on the theme of National education Policy by IQAC was proposed. Following discussion, it was decided that the FDP may be conducted in collaboration with Guru Angad Dev Teaching Learning Centre of SGTB Khalsa college. The various modalities to be worked out in coordination with GADTLC.

Neeraj  
N. D. Khanna

श्री गुरु नानक देव खालसा कॉलेज  
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Dev Nagar, New Delhi-110005

Jasprender Singh  
3/3/21  
Ofg./Acting Principal  
SGND Khalsa College  
(University of Delhi)  
Dev Nagar, New Delhi-5

## Minutes of IQAC Meeting held on 7<sup>th</sup> April, 2021

Meeting link: google meet/ett-dbuo-aoo

Time: 4:00 pm

*Following members were present*

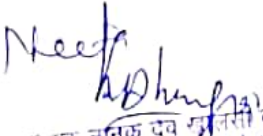
1. Dr. Gurmohinder Singh
2. Dr. Gita Lakhnpal
3. Dr. Neeta Dhingra
4. Dr. Meena Singh
5. Ms. Harpreet Bahri
6. Dr. Ashish Thomas
7. Ms. Sukhvinder Kaur
8. Ms. Meera Dhiri

*Action Taken Report (ATR) for the meeting held on 3<sup>rd</sup> March, 2021:*

1. The proposed online FDP was conducted on the theme "The Road ahead: NEP and Pedagogies" from 1<sup>st</sup> -5<sup>th</sup> April, 2021. The FDP was conducted in collaboration with GAD-TLC of SGTB Khalsa College. Participants comprised of Faculty and Research Scholars from institutes/ colleges across the country.
2. Academic audit was conducted on 19<sup>th</sup> March, 2021. Dr Payal Mago, Principal Shaheed Rajguru College and Prof. Sudhir Kumar, Department of Hindi, JNU were the experts for the academic audit. The report of the audit is uploaded on the college website.

*Minutes for the meeting*

1. A review of the online FDP was conducted. Feedback of participants was assessed and constructive suggestions were noted. Challenges faced during the organizing of FDP were discussed. Assessment of project work, assignments and quizzes submitted by participants was discussed and work distributed with respect to specific timelines. Final documents to be submitted to GADTLC.
2. A schedule for discussion on progress of work of various Criteria finalized. The respective criteria in-charges to be intimated regarding the same.
3. Faculty and students to be encouraged to fill the Feedback forms for the ongoing session (available on college website) by June first week.
4. A proposal to organize a webinar on Professional ethics during the ongoing session discussed and finalized.

  
Neeta Dhingra  
श्री गुरु नानक देव यूनिवर्सिटी कॉलेज  
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Dev Nagar, New Delhi-110005

  
Gita Lakhnpal  
Ofg./Acting Principal  
SGND Khalsa College  
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Dev Nagar, New Delhi-5



## Minutes of IQAC Meeting held on 28<sup>th</sup> June, 2021

Meeting link: google meet/prp-ocvw-viq

Time: 11:00 pm

*Following members were present*

1. Dr. Gurmohinder Singh
2. Dr. Gita Lakhanpal
3. Dr. Neeta Dhingra
4. Dr. Meena Singh
5. Sr. Harjinder Singh
6. Ms. Harpreet Bahri
7. Dr. Ashish Thomas
8. Ms. Sukhvinder Kaur
9. Ms. Meera Dhiri

*Action Taken Report (ATR) for the meeting held on 7<sup>th</sup> April, 2021:*

1. All reports and assessments (in given formats) related to the FDP submitted within scheduled time.
2. Webinar on the topic "Professional ethics in Higher Education Institutes" for teaching and non-teaching staff was organized on 11<sup>th</sup> June, 2021. Dr Sandeep Kumar Goel, Associate professor, Department of commerce, ANDC was the resource person.
3. Feedback forms for the ongoing session submitted by staff and students.
4. Criteria wise meetings were held during the months of April and May to track the progress of the SSR report preparation work.

*Minutes for the meeting*

1. **Preparing SSR for submission along with IIQA:** Committee decided to hold final review meeting for each criterion starting July. IIQA form to be filled with the required details and to be submitted by August. Geotagged photographs are to be taken and maintenance work to be expedited.
2. **Feedback analysis for the year 2020-21:** Feedback data has been compiled and analysed. Summary points briefly discussed by Dr Gita Lakhanpal. Final report to be uploaded on the college website.
3. **Preparing Feedback forms for 2021-22:** Feedback forms to be restructured in a student centric manner. All members to contribute with relevant questions for the questionnaire.
4. **Preparation of AQAR 2020-21:** Committee decided to submit the AQAR in the month of October. All criteria in-charges to be intimated about the same and respective drafts to be prepared as per NAAC AQAR format.

*Neeta Dhingra*

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-110029, New Delhi

*Sandeep Kumar Goel*

Oftg./Acting Principal  
GND Khalsa College  
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5. **Student Progression data:** All Department Convenors to depute a faculty member to ensure that information regarding student progression is collected.

### Reporting

1. Team IQAC met in Principal's office on 15<sup>th</sup> June to request Principal to expedite the maintenance work. They prevailed upon the necessity and urgency of the work.
2. A mail was also sent from IQAC mail to the Maintenance Committee to co-ordinate the work to ensure its completion in a timely manner.
3. On 21<sup>st</sup> Dr. Gita requested Principal to organize a vaccination drive in the college for staff, students and nearby community with the help of DSGMC.
4. IQAC has taken the initiative of making leave record available on ERP and the work is under progress.
5. Internal Energy Audit was conducted.

*Neeta*  
*Neeta*  
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