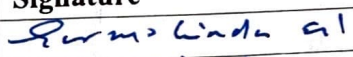
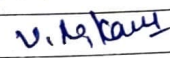


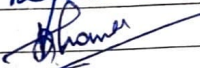


Minutes of Meeting

A meeting of IQAC with the Principal and Purchase Committee Convener was called by the Principal on Thursday, 7th July 2022, at 12:30 PM in the Principal's Office to discuss the modalities of buying ERP that is to be implemented in the college. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Gurmohinder Singh (Officiating Principal)	
Dr. Vinay Neet Kaur (Convenor, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Ms. Priyanka Srivastava (Member, IQAC)	
Dr. Ashish Thomas (Convenor, Purchase)	

Agenda: Stage-wise purchase of Enterprise Resource Planning (ERP) beginning with Student Admission, Fee Collection, Attendance Management, and Internal Assessment

Meeting Summary:

The meeting commenced at the scheduled time, with all participants present. The primary agenda for the meeting was to discuss the purchase of an Enterprise Resource Planning (ERP) system to streamline various aspects of college administration, including student admission, fee collection, attendance management, and administration tasks such as creating admitted student records, allotment of roll numbers, sections, subjects and their internal assessments.

Discussion and Decisions:

Introduction to ERP Implementation:

The need for an ERP system to enhance efficiency in various college operations was discussed. It was acknowledged that the ERP should be introduced in the college to cover four key areas initially: student admission, fee collection, attendance management, and internal assessment.

Scope of ERP Implementation:

The scope of the ERP system was outlined to include:

Student Admission: Online application submission, document verification, and admission approval.

Fee Collection: Fee payment processing, generating receipts, and tracking pending payments.

Attendance Management: Real-time attendance tracking and reporting.

Administration: Creating admitted student records, allotting roll numbers, sections, subjects, and managing internal assessment.

Vendor Selection:

It was decided that a subcommittee—comprising to the present members i.e., Dr. Gurmohinder Singh (Principal), Dr. Vinay Neet Kaur (Convener, IQAC), Dr. Abhishek Sharma, Ms. Priyanka Srivastava (Members, IQAC) and Dr. Ashish Thomas (Convener, Purchase Committee)—will be formed to evaluate potential ERP vendors and their offerings.

The subcommittee will assess vendor capabilities, costs, and support services.

Integration and Data Migration:

Ensuring seamless integration with existing systems and data migration was emphasized. It was decided that a detailed plan for data migration and system integration would be developed in collaboration with the chosen ERP vendor.

Timeline:

A tentative timeline for ERP implementation was discussed and agreed upon. Milestones will be established to monitor progress.

Budget Allocation:

The budget required for ERP implementation will be estimated and allocated based on the subcommittee's recommendations.

Training and User Adoption:

The importance of training faculty, staff, and students on the new ERP system was emphasized. Training modules and schedules will be prepared.

Next Steps:


The subcommittee will initiate discussions with potential ERP vendors. Regular progress meetings will be scheduled to monitor the implementation process. The subcommittee will provide updates on vendor evaluations and budget estimates at the next meeting.

Action Items:

Develop a detailed plan for data migration and system integration. Estimate and allocate the budget for ERP implementation. Begin discussions with potential ERP vendors.

Meeting Adjournment:

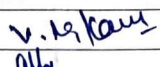

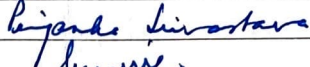

The meeting was adjourned, with the understanding that the ERP implementation project is a priority for the college. Participants expressed their commitment to ensuring the successful integration of the ERP system to enhance efficiency and effectiveness in college operations.


Prof. Gurmohinder Singh
(Officiating Principal)

Minutes of Meeting

A meeting of IQAC core committee along with the Head of Criterion 2 was called by the Convener, IQAC on Monday, 18th July 2022, at 12:30 PM in the IQAC Room to discuss the establishment of Research Development Cell. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Dr. Priyanka Srivastava (Member, IQAC)	
Ms. Garima Babbar	

Agenda:

Establishment of a Research Development Cell in the Institution.

Meeting Summary

The meeting was called to discuss the establishment of a Research Development Cell (RDC) at SGND Khalsa College, University of Delhi, with the aim of promoting and enhancing research activities within the institution and develop infrastructure for the same.

Discussion Points

Introduction and Objective of the RDC

Dr. Vinay Neet Kaur opened the meeting by explaining the purpose of establishing the RDC, emphasizing its role in fostering a research culture within the college. The objective is to support faculty and students in their research endeavours.

Structure and Responsibilities

The group discussed the potential structure of the RDC, including acquiring sufficient infrastructure and appointing its Convener along with Faculty Members to support the Convener. Dr. Abhishek Sharma suggested that the RDC should organize workshops, seminars, and training programs to build research skills among students and faculty. Dr. Priyanka Srivastava recommended that the RDC should also facilitate collaboration with other institutions and organizations for research projects.

Funding and Resources

Dr. Vinay Neet Kaur proposed seeking funding opportunities from both internal and external sources. Ms. Garima Babbar suggested creating a dedicated budget for the RDC and exploring grants from funding agencies.

Timeline and Milestones

The group discussed setting up a timeline for the establishment of the RDC, including the appointment of key personnel and the launch of its activities. Dr. Priyanka Srivastava emphasized the importance of defining clear milestones to measure the success of the RDC.

Action Items

Dr. Vinay Neet Kaur will draft a proposal for the establishment of the RDC, including its structure, objectives, and funding requirements. Ms. Garima Babbar will explore potential funding sources and prepare a budget proposal. Dr. Abhishek Sharma and Dr. Priyanka Srivastava together will work on defining the RDC's activities and milestones.

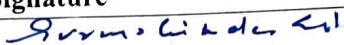
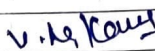

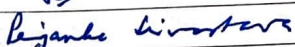
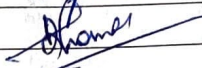
Meeting Adjournment: The meeting was adjourned with all the members agreeing to review the proposal, discuss funding opportunities, and finalize the structure and responsibilities of the RDC.

V. N. Kaur
Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of the Subcommittee to purchase ERP was called by the Principal on Monday, 8th August 2022, at 12:30 PM in the IQAC room to discuss the modalities of buying ERP that is to be implemented in the college. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Gurmohinder Singh (Officiating Principal)	
Dr. Vinay Neet Kaur (Convenor, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Ms. Priyanka Srivastava (Member, IQAC)	
Dr. Ashish Thomas (Convenor, Purchase)	

Agenda: ERP Quotations Review and GeM Bidding Feasibility

Meeting Summary:

The meeting commenced at the scheduled time, with [Insert Number] participants present. The primary agenda was to review quotations received from three ERP vendors, namely CCMSs, Mobiquel, and Narayansoft. Additionally, the feasibility of applying for bidding on the Government e-Marketplace (GeM) portal was discussed.

Discussion and Decisions:

Presentation of ERP Quotations:

The meeting opened with presentations from representatives of CCMSs, Mobiquel, and Narayansoft, each providing an overview of their ERP solutions and associated quotations. Detailed discussions were held to understand the features, scalability, and customization options offered by each vendor.

Quotation Evaluation:

The subcommittee thoroughly evaluated the quotations received and considered factors such as cost, functionality, support, and timelines. Subsequently, it was decided that the subcommittee will compile a comprehensive evaluation report for relevant action.

Feasibility of GeM Bidding:

Participants engaged in a discussion regarding the feasibility of applying for bidding on the GeM portal. The eligibility criteria for GeM bidding were reviewed, and it was determined that the organization meets the necessary prerequisites.

Procurement Guidelines:

It was decided that the procurement team will review the specific procurement guidelines and requirements outlined by GeM. A timeline for GeM registration and bidding preparation will be established.

Vendor Communication:

The subcommittee will engage in further communication with CCMSs, Mobiquel, and Narayansoft to seek clarifications and additional information as needed for the evaluation process.

Next Steps:

The subcommittee along with Purchase Committee will initiate either GeM registration process or prepare the necessary formalities to .

Action Items:

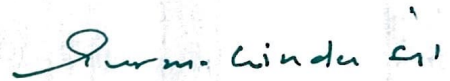
Procurement team to initiate GeM registration.

Subcommittee to communicate with ERP vendors for clarifications.

Participants to provide any additional information or insights related to ERP evaluation.

Meeting Adjournment:

The meeting was adjourned with a commitment to continue the ERP evaluation process diligently and to proceed with GeM registration to explore potential procurement opportunities through the government portal.

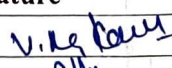

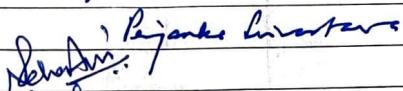
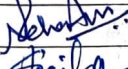
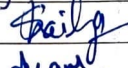



Prof. Gurmohinder Singh
(Principal)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC on Wednesday, 17th August 2022, at 12:30 PM in the IQAC Room to discuss the Faculty Development Programme within New Education Policy 2020. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Dr. Priyanka Srivastava (Member, IQAC)	
Dr. Neha Atri	
Dr. Shailja	
Ms. Ashmeet Kaur	

Agenda: Faculty Development Program on New Education Policy 2020 and Indic Knowledge Systems

Meeting Summary

Sri Guru Nanak Dev Khalsa College, University of Delhi, intends to organize a two-week Faculty Development Program (FDP) focused on the New Education Policy 2020 and Indic Knowledge Systems. This program aims to enhance the knowledge and skills of the faculty members.

Discussion Points

It has been proposed to collaborate with the Mahatma Hansraj Faculty Development Centre at Hansraj College, University of Delhi, to ensure the success of this FDP. The collaboration will bring together expertise and resources from both institutions. An important step in this process will be to initiate a Memorandum of Understanding (MoU) between Sri Guru Nanak Dev Khalsa College and Mahatma Hansraj Faculty Development Centre. This MoU will outline the terms and conditions of the collaboration. The next action item is to work out the modalities of organizing the Faculty Development Program. This includes defining the curriculum, schedule, resource persons, and evaluation methods to ensure that the FDP is comprehensive and effective. To support the planning and execution of the FDP, it is essential to create a dedicated team within our institution. This team will be responsible for various aspects, such as logistics, marketing, participant registration, and feedback collection.

Action Items

Ms. Priyanka Srivastava to lead the efforts in initiating the MoU with Mahatma Hansraj Faculty Development Centre.

Dr. Priyanka Srivastava and Dr. Neha Atri will collaborate on designing the curriculum and program schedule.

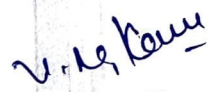
Dr. Neha Atri with Ms. Ashmeet Kaur to coordinate the formation of the internal team for organizing the FDP.

Dr. Shailja and Dr. Neha Atri are to explore potential resource persons and experts for the program.

Dr. Ashmeet Kaur is to oversee marketing and participant registration.

Meeting Adjournment

A follow-up meeting will be scheduled on Friday, 26th August 2022 to review progress and discuss further developments.


Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC on Thursday, 25th August 2022, at 12:30 PM in the IQAC Room to discuss the follow up action of Faculty Development Programme. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	V. N. Kaur
Dr. Abhishek Sharma (Member, IQAC)	Abhishek
Dr. Priyanka Srivastava (Member, IQAC)	Priyanka Srivastava
Dr. Neha Atri	Neha Atri
Dr. Shailja	Shailja
Ms. Ashmeet Kaur	Ashmeet

Agenda: Faculty Development Program on New Education Policy 2020 and Indic Knowledge Systems - Follow-Up Meeting

Meeting Summary

MoU Progress:

Dr. Priyanka Srivastava reported that progress has been made in initiating the Memorandum of Understanding (MoU) with Mahatma Hansraj Faculty Development Centre. Both institutions have expressed their commitment to the collaboration.

Curriculum and Program Schedule:

Dr. Priyanka Srivastava and Dr. Neha Atri provided an overview of the proposed curriculum and program schedule. They mentioned that the curriculum is in the final stages of development and aligns well with the objectives of the FDP.

Internal Team Formation:

Dr. Neha Atri with Ms. Ashmeet Kaur updated the team on the progress of forming the internal team to organize the FDP. Key roles have been assigned, and team members are actively working on their respective responsibilities.

Resource Persons and Experts:

Dr. Shailja and Dr. Neha Atri shared a list of potential resource persons and experts who can contribute to the FDP. The list includes individuals with expertise in both the New Education Policy and Indic Knowledge Systems.

Marketing and Participant Registration:

Ms. Ashmeet Kaur reported on the marketing efforts and participant registration process. A promotional plan has been put in place to reach out to the target audience, and registrations have begun.

Action Items

Dr. Priyanka Srivastava to continue working on finalizing the MoU with Mahatma Hansraj Faculty Development Centre.

Dr. Priyanka Srivastava and Dr. Neha Atri to complete the curriculum and program schedule and share it with the team for feedback.

Dr. Neha Atri with Ms. Ashmeet Kaur to ensure that the internal team members are well-prepared for their roles and responsibilities.

Dr. Shailja and Dr. Neha Atri are to reach out to the identified resource persons and experts and confirm their participation.

Ms. Ashmeet Kaur to monitor the progress of marketing efforts and participant registration.

Meeting Adjournment

The meeting was adjourned with the understanding that all the preparations are well in place and that the team is ready to host the Faculty Development Programme. It was decided to hold the next meeting after the completion of the FDP.

V. Neet Kaur

Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC on Monday, 26th September 2022, at 12:30 PM in the IQAC Room to discuss post-FDP work that needs to be completed. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	V.N.K. Kaur
Dr. Abhishek Sharma (Member, IQAC)	Abhishek
Dr. Priyanka Srivastava (Member, IQAC)	Priyanka Srivastava
Dr. Neha Atri	Neha Atri
Dr. Shailja	Shailja
Ms. Ashmeet Kaur	Ashmeet Kaur

Agenda: Faculty Development Program on New Education Policy 2020 and Indic Knowledge Systems – Final Meeting

Meeting Summary

The final meeting in the series for the Faculty Development Program (FDP) on New Education Policy 2020 and Indic Knowledge Systems was convened to review the program itself post the event. The minutes of the meeting are as follows:

Discussion Decisions

Program Review

Dr. Vinay Neet Kaur initiated the meeting by presenting an overview of the FDP that took place. The program was successfully conducted as planned over the two weeks, and the feedback from participants has been positive.

Key Highlights

Dr. Priyanka Srivastava shared key highlights from the FDP, including the notable sessions, participant engagement, and the impact it had on the faculty members' understanding of the New Education Policy and Indic Knowledge Systems.

Feedback Analysis

Dr. Neha Atri and Ms. Ashmeet Kaur presented an analysis of the feedback received from participants. The feedback was categorized into areas of improvement and strengths of the program.

Acknowledgments

Dr. Vinay Neet Kaur and Dr. Abhishek Sharma extended gratitude to all the team members who contributed to the success of the FDP, including the internal team, resource persons, and experts.

Action Items

Dr. Abhishek Sharma and Dr. Shailja initiated a discussion about the possibility of organizing similar programs in the future and the potential for expanding the scope to reach a wider audience. The success of this FDP was seen as a positive indicator for future endeavours.

Meeting Adjournment

The meeting concluded on a positive note, celebrating the successful completion of the FDP and expressing optimism about future initiatives related to faculty development.

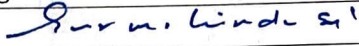
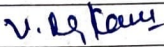


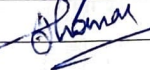


Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of the subcommittee was called by the Principal on Monday, 8th May 2023, at 12:30 PM in the Principal's Office to discuss future course of action in implementing ERP within the college. The following members of the subcommittee attended the meeting:

Participants:

Attendees	Signature
Dr. Gurmohinder Singh (Principal)	
Dr. Vinay Neet Kaur (Convenor, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Dr. Priyanka Srivastava (Member, IQAC)	
Dr. Ashish Thomas (Convenor, Purchase)	

Agenda: Implementing Stage-wise Integration of Enterprise Resource Planning (ERP) beginning with Student Admission, Fee Collection, Attendance Management, and Internal Assessment

Meeting Summary:

The meeting commenced at the scheduled time, with all participants present. The primary agenda for the meeting was to discuss the implementation of an Enterprise Resource Planning (ERP) system to streamline various aspects of college administration, including student admission, fee collection, attendance management, and administration tasks such as creating admitted student records, allotment of roll numbers, sections, subjects and their internal assessments.

Discussion and Decisions:

Creating ERP Team for Smooth Implementation:

It was acknowledged that the ERP should be introduced in the college to cover four key areas initially: student admission, fee collection, attendance management, and internal assessment. It was decided that to implement ERP system to enhance efficiency in college operations, a team needs to be created comprising of both Teaching and Non-teaching staff.

Integration and Data Migration:

Ensuring seamless integration with existing systems and data migration was emphasized. It was decided that a detailed plan for data migration and system integration would be developed in collaboration with the chosen ERP vendor.

Timeline:

A tentative timeline for ERP implementation was discussed and it was agreed upon by everyone present that it will take at least a semester for everyone to become familiar with ERP.

Training and User Adoption:

As per previous meetings, it was decided to hold training sessions for faculty, staff, and students on the new ERP system for which the vendor Mobiquel Limited was asked to prepare a schedule.

Internship Training:


It was also decided to create a team of students who will help out in bringing the ERP system and will be treated as a part of the Internship Programme for the whole period. They will be given certificates and appreciation letters for their work at the end of the duration of their internship programme.

Action Items:

Dr. Vinay Neet Kaur said that she will shortly create a team for the ERP. The team will try to coordinate with Academic Development Committee, and Time Table Committee for a smooth Transition into the new system.

Meeting Adjournment:

The meeting was adjourned, with the understanding that the ERP implementation project is a priority for the college. Participants expressed their commitment to ensuring the successful integration of the ERP system to enhance efficiency and effectiveness in college operations.


Prof. Gurmohinder Singh
(Officiating Principal)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC, on Friday, 16th June 2023, at 12:30 PM in the IQAC Room to discuss the preparation of a Training Workshop for non-teaching members of the Staff. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	<i>V. Neet Kaur</i>
Dr. Abhishek Sharma (Member, IQAC)	<i>Abhi</i>
Ms. Damanpreet Kaur	<i>Damanpreet</i>
Ms. Herman Kaur	<i>Hermankaur</i>
Ms. Simarpreet Kaur	<i>Simarpreet</i>
Ms. Ashmeet Kaur	<i>Ashmeet</i>

Agenda: One Week Faculty Development Program for Non-teaching Staff "Training Programme in Administrative Skills"

Meeting Summary

Curriculum and Program Schedule:

Dr. Vinayneet Kaur provided an overview of the proposed curriculum and program schedule. She mentioned that the curriculum is in the final stages of development and aligns well with the objectives of the FDP.

Internal Team Formation:

Dr. Vinayneet Kaur with Dr. Abhishek Sharma updated the team on the progress of forming the internal team to organize the FDP. Key roles have been assigned, and team members are actively working on their respective responsibilities.

Resource Persons and Experts:

Dr. Vinayneet Kaur shared a list of potential resource persons and experts who can contribute to the FDP. The list includes individuals with expertise in Recruitment and Promotion, Store and Procurement Rules, General Financial Rules, and Importance of Training Administrators.

Marketing and Participant Registration:

The internal team reported on the marketing efforts and participant registration process. A promotional plan has been put in place to reach out to the target audience, and registrations have begun.

Action Items

Dr. Vinayneet Kaur and Ms. Damanpreet Kaur to complete the curriculum and program schedule and share it with the team for feedback.

Dr. Abhishek Sharma to ensure that the internal team members are well-prepared for their roles and responsibilities.

Ms. Simarpreet Kaur to reach out to the identified resource persons and experts and confirm their participation.

Ms. Herman Kaur and Ms. Damanpreet kaur to prepare the poster and promotional message for the FDP.

Ms. Ashmeet Kaur and Ms. Herman Kaur to monitor the progress of marketing efforts and participant registration.

Meeting Adjournment

The meeting was adjourned with the understanding that all the preparations are well in place and that the team is ready to host the Faculty Development Programme. It was decided to hold the next meeting to review the preparations of FDP.

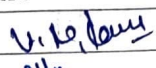

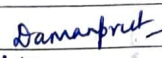
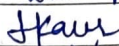
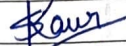



Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC, on Monday, 19th June 2023, at 12:30 PM in the IQAC Room to discuss the preparation of a Training Workshop for non-teaching members of the Staff. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convener, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Ms. Damanpreet Kaur	
Ms. Herman Kaur	
Ms. Simarpreet Kaur	
Ms. Ashmeet Kaur	

Agenda: One Week Faculty Development Program for Non-teaching Staff “Training Programme in Administrative Skills”

Meeting Summary

The meeting was scheduled to review the preparations of the FDP. The internal team members were ready with the necessary documents required for the FDP.

Marketing and Participant Registration:

The promotional plan to reach out to the target audience, and registrations was reviewed and the team received good number of responses.

Action Items

Ms. Damanpreet Kaur to generate online link for FDP using Zoom Meetings and recordings during the FDP should be saved.

Ms. Ashmeet Kaur to prepare a brief presentation including the instructions for the FDP and share it with team for feedback.

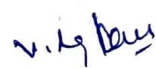
Ms. Damanpreet Kaur and Ms. Simarpreet Kaur to prepare the Assessment Quiz to assess the participants at the end of the programme.

Ms. Simarpreet Kaur to prepare the Attendance and Feedback forms.

Ms. Herman Kaur to prepare the draft of certificates to be issued to the participants.

Meeting Adjournment

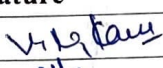


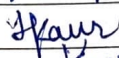
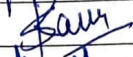
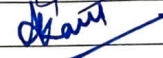
The meeting was adjourned with the understanding that all the preparations are well in place and that the team is ready to host the Faculty Development Programme. It was decided to hold the next meeting after the completion of the FDP.


Dr. Vinay Neet Kaur
(Convener, IQAC)

Minutes of Meeting

A meeting of IQAC core committee along with the Team for FDP was called by the Convener, IQAC, on Friday, 30th June 2023, at 12:30 PM in the IQAC Room to discuss the remaining work of a Training Workshop for non-teaching members of the Staff. The following members attended the meeting:

Participants:

Attendees	Signature
Dr. Vinay Neet Kaur (Convenor, IQAC)	
Dr. Abhishek Sharma (Member, IQAC)	
Ms. Damanpreet Kaur	
Ms. Herman Kaur	
Ms. Simarpreet Kaur	
Ms. Ashmeet Kaur	

Agenda: One Week Faculty Development Program for Non-teaching Staff “Training Programme in Administrative Skills” - Follow-Up Meeting

Meeting Summary

The meeting was scheduled to wrap up all the remaining work of the FDP

Action Items

The internal team members should conduct participants feedback analysis.

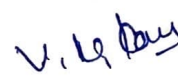
Ms. Herman Kaur to ensure timely issue of certificate of merit to the participants.

Ms. Simarpreet Kaur to complete the formalities with the Accounts Department and to ensure issue of Appreciation certificates to the speakers.

Ms. Ashmeet Kaur and Ms. Damanpreet Kaur to prepare the post event report and get all the necessary documents uploaded on the college website.

Meeting Adjournment

The meeting was adjourned, where all the internal team members expressed their commitment to organise more such successful FDPs in the near future.


Dr. Vinay Neet Kaur
(Convener, IQAC)