

Dated:- 18/07/2022

**Minutes of meeting**

A meeting was held on 18/07/2022 in the office of the coordinator of IQAC. Following members were present in the meeting.

**Chairman:** Dr . Jasvir Singh (Principal)

**IQAC Coordinator:** Dr. Sangeet Kumar

**Members:**

1. Dr. Mandeep Kaur, Assistant Professor in Chemistry *Mandeep K*
2. Dr. Navjeet Kaur, Assistant Professor in Commerce *NKaur*
3. Dr. Darpan Sood, Assistant Professor in Mathematics *Darpan*
4. Ms. Tajinder Kaur, Assistant Professor in Computer Science *Tajinder*
5. Dr. Sartaj Singh, Assistant Professor in Botany *Sartaj*
6. Dr. Amandeep Saroa, Assistant Professor in Chemistry *AS*
7. Dr. Amrit Singh, Assistant Professor in Physics *Amrit*

The following points were discussed and suggested by the members.

- The feedback analysis report for the session 2021-22 was discussed.
- The Academic Calender for the session 2022-23 was finalized.
- It was proposed to start new Add-On Courses/ Value-added courses by all departments during the session 2022-23.

*Sangeet Kumar*

Dr. Sangeet Kumar

IQAC Coordinator

*Jasvir Singh*

Dr. Jasvir Singh

Principal

Dated :- 22/08/2022

Minutes of meeting

A meeting was held today in the office of the coordinator of IQAC. Following members were present in the meeting.

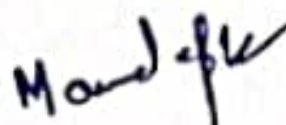
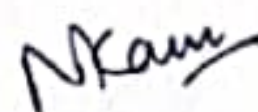


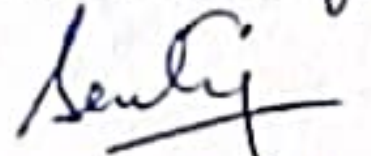

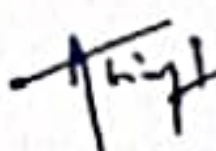
Chairman: Dr. Jasvir Singh (Principal)



IQAC Coordinator: Dr. Sangeet Kumar

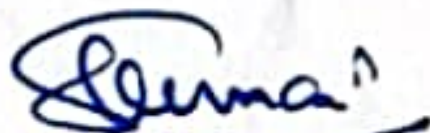


Members:

1. Dr. Mandeep Kaur, Assistant Professor in Chemistry 
2. Dr. Navjeet Kaur, Assistant Professor in Commerce 
3. Dr. Darpan Sood, Assistant Professor in Mathematics 
4. Ms. Tajinder Kaur, Assistant Professor in Computer Science 
5. Dr. Sartaj Singh, Assistant Professor in Botany 
6. Dr. Amandeep Saroa, Assistant Professor in Chemistry 
7. Dr. Amrit Singh, Assistant Professor in Physics 

The following points were discussed and suggested by the members

- A strategic plan was discussed to prepare AQAR for the session 2021-2022. In this regard, the duties were assigned to all criterion incharges for compilation of report for their respective criterion.
- It was proposed to organize a workshop for NAAC accreditation process.
- Various committees were formed regarding Youth festival 2022



Dr. Sangeet Kumar

IQAC Coordinator





Dr. Jasvir Singh

Principal


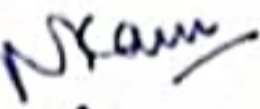


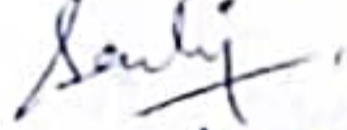

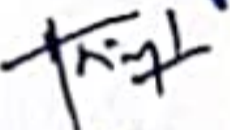

Minutes of meeting

A meeting was held today in the office of the coordinator of IQAC. Following members were present in the meeting.

Chairman: Dr. Jasvir Singh (Principal) 

Coordinator: Dr. Sangeet Kumar 

Members:

1. Dr. Mandeep Kaur, Assistant Professor in Chemistry 
2. Dr. Navjeet Kaur, Assistant Professor in Commerce 
3. Dr. Darpan Sood, Assistant Professor in Mathematics 
4. Ms. Tajinder Kaur, Assistant Professor in Computer Science 
5. Dr. Sartaj Singh, Assistant Professor in Botany 
6. Dr. Amandeep Saroa, Assistant Professor in Chemistry 
7. Dr. Amrit Singh, Assistant Professor in Physics 
8. Dr. Tejinder Kaur, Assistant Professor in Commerce 

The following points were discussed and suggested by the members

- The work done by all the members for timely submission of AQAR was reviewed.
- The achievements of the college in Youth Festival and other extra-curricular activities were discussed.
- List of Add-on/ Value-Added courses was discussed and finalized.
- Performa for feedback collection was discussed.



Dr. Sangeet Kumar

IQAC Coordinator



Dr. Jasvir Singh

Principal

**Minutes of meeting**

A meeting was held today in the office of the convener of IQAC. Following members were present in the meeting.

**Chairman:** Dr. Jasvir Singh (Principal)

**Coordinator:** Dr. Sangeet Kumar

**Members:**

1. Dr. Mandeep Kaur, Assistant Professor in Chemistry
2. Dr. Navjeet Kaur, Assistant Professor in Commerce
3. Dr. Darpan Sood, Assistant Professor in Mathematics
4. Ms. Tajinder Kaur, Assistant Professor in Computer Science
5. Dr. Sartaj Singh, Assistant Professor in Botany
6. Dr. Amandeep Saroa, Assistant Professor in Chemistry
7. Dr. Amrit Singh, Assistant Professor in Physics
8. Dr. Tejinder Kaur, Assistant Professor in Commerce

The following points were discussed and suggested by the members

- It was proposed to conduct a number of workshops, FDPs and conferences by various departments.
- Guidelines were finalized for running Add-on Courses.
- It was planned to conduct annual Athletic Meet.

Dr. Sangeet Kumar

IQAC Coordinator

Dr. Jasvir Singh

Principal

Dated :- 10/05/2023

**Minutes of meeting**

A meeting was held on 10/05/2023 in the office of the convener of IQAC. Following members were present in the meeting.

**Chairman:** Dr. Jasvir Singh (Principal)

**Coordinator:** Dr. Sangeet Kumar

**Members:**

1. Dr. Mandeep Kaur, Assistant Professor in Chemistry *Mandep*
2. Dr. Navjeet Kaur, Assistant Professor in Commerce *NKaur*
3. Dr. Darpan Sood, Assistant Professor in Mathematics *D*
4. Ms. Tajinder Kaur, Assistant Professor in Computer Science *Tajinder*
5. Dr. Sartaj Singh, Assistant Professor in Botany *Sartaj*
6. Dr. Amandeep Saroa, Assistant Professor in Chemistry *ASi*
7. Dr. Amrit Singh, Assistant Professor in Physics *Amrit*
8. Dr. Tejinder Kaur, Assistant Professor in Commerce *Tejinder*

The following points were discussed and suggested by the members

- The feedback Performa for curriculum, college campus and teachers was reviewed. Further, a strategic plan was prepared to get the forms filled by the students, parents, alumni and teachers.
- Discussion was made to conduct Board of Studies for syllabus updation by various departments.
- It was decided to publish the proceeding of conferences held in the session 2022-23.
- The plan of action for upcoming session 2023-24 was chalked out.

*Sangeet Kumar*

Dr. Sangeet Kumar

IQAC Coordinator

*Jasvir Singh*

Dr. Jasvir Singh

Principal

# SRI GURU TEG BAHADUR KHALSA COLLEGE

INTERNAL QUALITY ASSURANCE CELL

## ACTION TAKEN REPORT

2022-23

The action taken report for the session 2022-23 for the various suggestions made in the IQAC meetings from July, 2022 to June, 2023 is as under:

Date	Suggestion(s)	Action taken
18/07/2022	a) It was proposed to start new Add-On Courses/ Value-added courses by all departments in this session.	a) All the departments were advised to prepare a list of Add-on/Value added courses which they can offer.
22/08/2022	a) Agenda to prepare AQAR for the session 2021-2022 b) Proposed to organize a workshop for NAAC awareness. c) To participate in Youth Festival, various committees were formed.	a) Strategic plan was finalized and AQAR duties were assigned for timely completion. b) A workshop on "NAAC Related Quality Enhancement Techniques" was organized on 16-17 Dec, 2022. c) Youth festival committees started their work and prepared students for Youth Festival.
19/12/2022	a) The work done by all the members for timely submission of AQAR was reviewed. b) List of Add-on/ Value-Added courses was discussed and finalized.	a) AQAR report corrected, compiled and submitted. b) Departments were guided to prepare syllabus, brochure for their selected Add-on courses. 47 Add-on courses were finalized.
12/01/2023	a) It was proposed to conduct a number of workshops/ conferences by various departments. b) Guided to run Add-on Courses. c) Planned to conduct annual Athletic Meet.	a) P.G. department of Computer Science, Commerce, Punjabi, and Political Science have organized conferences on various themes. b) 53th Annual Athletic Meet was organized successfully on 17/02/2023.
10/05/2023	a) The feedback Performa for curriculum & examination, institutional & library and teachers was	a) Feedback forms were circulated and feedback was collected successfully. b) Departments started their work on syllabi and Board of Studies was planned and conducted. c) For conference proceeding books, ISBN were

# SRI GURU TEG BAHADUR KHALSA COLLEGE

## INTERNAL QUALITY ASSURANCE CELL

	<p>reviewed. Further, a strategic plan was prepared to get the forms filled by the students, parents, alumni and teachers.</p> <p>b) Discussion was made to conduct Board of Studies for syllabus updation by various departments.</p> <p>c) It was decided to publish the proceeding of conferences held in this session</p>	<p>applied, compilation work completed and sent for proof reading.</p>
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A handwritten signature in green ink, consisting of stylized, cursive letters.

Principal  
Sri Guru Teg Bahadur Khalsa College  
Sri Anandpur Sahib, Distt. Rupnagar  
Punjab -140118