

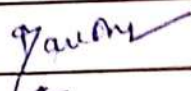

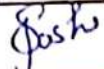
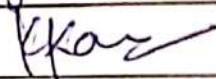

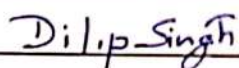


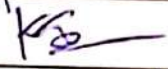
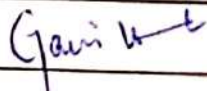


### Attendance Sheet

Following members attended a meeting of the IQAC held on 02-07-2019 at 11.00 am in the Committee Room

Sr. No	Name	Designation/ Department	Signature
1	Dr. Kashmir Singh	Chairman	
2	Dr. Dharminder Singh Ubha	Member, Management	
3	Prof. Ashok K Sood	Nominee, Local Society	—
4	Mr. Raman	Nominee, Alumni	—
5	Mr. Vishal Sood	Nominee, Employer	—
6	Prof. Pardeep Kaur Sandhu	Zoology	
7	Prof. Anupreet Singh Tiwana	Geography	
8	Dr. Sangeeta Joshi	Computer Science	
9	Dr. Kuldeep Kaur	Chemistry	
10	Prof. Ratneshpal Singh	Management	
11	Dr. Shaminder Kaur	Commerce	—
12	Dr. Dilip Singh	Agriculture	
13	Mr. Lalit Joshi	System Administrator	
14	S. Harinder Singh	Superintendent	
15	Ms. Khushdeep Kaur	Nominee, Student	
16	Dr. Gauri Handa	English	



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## Proceedings of the Meeting of IQAC

**Date:** 02 July 2019

**Time:** 11:00

**Venue:** Committee room

A meeting of the IQAC was scheduled on 2<sup>nd</sup> July 2019 to chalk out the plan for the academic session 2019- 20. The IQAC Chairman, Dr Kashmir Singh welcomed the IQAC members in the first meeting of the session. He expressed his gratitude for the unflinching support of external and internal members who worked towards quality enhancement of the institution.

**Agenda-I: To chalk out the Plan of Action for the Academic Year 2019-20**

**Proceeding:** After deep deliberations, the IQAC decided upon the following plan:

### **CRITERION I: CURRICULUM ASPECTS**

1. To revise syllabus as per UGC guidelines, market relevance and local needs.
2. To introduce Value Added Courses.
3. To collect structured feedback from the students about curriculum design.

### **CRITERION II: TEACHING, LEARNING & EVALUATION**

1. To organize an orientation programme for newly recruited teachers.
2. To organize the Induction Programme for the new students.
3. To ensure effective implementation of internships/field projects.
4. To ensure declaration of results in stipulated time.
5. To assign mentors to the students
6. To conduct Student Satisfaction Survey (SSS) in online mode.



### **CRITERION III: RESEARCH, CONSULTANCY & EXTENSION**

1. To provide seed money to the faculty members for starting/upgrading their research facilities.
2. To encourage departments to organize seminars, conferences, workshops and guest lectures.
3. To encourage teachers to publish Research papers in Journals of international repute.
4. To encourage faculty and students to enroll for online courses on SWAYAM Portal.
5. To collaborate and sign MOUs with Institutions of Academic Excellence and Industries.
6. To engage a significant number of students in Extension Activities.

### **CRITERION IV: INFRASTRUCTURE & LEARNING RESOURCES**

1. Purchase equipment for Laboratories (Science/ Computer) as per the requirement of the curriculum.
2. Purchase books for the library.
3. Write off obsolete infrastructure as per requirement.
4. Creation of Video centre in the college.

### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

1. To provide financial aid to needy and meritorious students.
2. To appoint class-representatives for every class to have representations from students at various forums and hold regular meetings of class representatives
3. To provide opportunities for students to participate in co-curricular activities for their holistic development.
4. To improve the on-campus placements of the final year students.
5. To organize a good number of workshops, Guest Lectures for enhancing the potential of students.
6. To facilitate/motivate the students towards competitive examinations.
7. To establish alumni associations at the department level and ensure their active participation in upliftment of the institution.

### **CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT**

1. To evaluate the de-centralization process and entrust greater responsibility practices for further improvement in administrative and academic functioning.
2. To hold the meetings of the Boards of Studies and Academic Council on time.
3. To establish Parents Teachers Association (PTA) at department levels.
4. To improve the e-governance facilities.
5. To conduct internal academic and administrative audit.

## **CRITERION VII: INSTITUTIONAL VALUES & BEST PRACTICES**

1. To encourage students to indulge in community service and actively participate in serving the congregation in various capacities at different occasions such as JOR MEL.
2. To inculcate environment consciousness amongst students and undertake activities to spread consciousness.
3. To organize events, lectures to imbibe moral, ethical and religious values in the students.

### **Agenda-II: To submit the AQAR 2018-19**

**Proceeding:** The Chairman, Dr Kashmir Singh asked the IQAC Coordinator to expedite the compiling of AQAR (2018-19) and submit the same. The coordinator informed the Chairman that the data collection and validation is under process and will be submitted to NAAC after compilation.



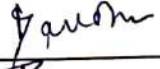


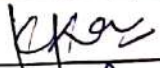

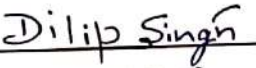


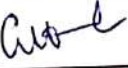
The meeting was ended with extension of vote of thanks by IQAC Coordinator.



**Principal  
Mata Gujri College,  
Fatehgarh Sahib (Pb.)**

## Attendance Sheet

Following members attended a meeting of the IQAC held on 18-10-2019 at 02.15 pm in the Committee Room

Sr. No	Name	Designation/ Department	Signature
1	Dr. Kashmir Singh	Chairman	
2	Dr. Dharminder Singh Ubha	Member, Management	
3	Prof. Ashok K Sood	Nominee, Local Society	—
4	Mr. Raman	Nominee, Alumni	—
5	Mr. Vishal Sood	Nominee, Employer	—
6	Prof. Pardeep Kaur Sandhu	Zoology	
7	Prof. Anupreet Singh Tiwana	Geography	
8	Dr. Sangeeta Joshi	Computer Science	
9	Dr. Kuldeep Kaur	Chemistry	
10	Prof. Ratneshpal Singh	Management	
11	Dr. Shaminder Kaur	Commerce	—
12	Dr. Dilip Singh	Agriculture	
13	Mr. Lalit Joshi	System Administrator	
14	S. Harinder Singh	Superintendent	—
15	Ms. Khushdeep Kaur	Nominee, Student	
16	Dr. Gauri Handa	English	





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### **Proceedings of the meeting of IQAC**

**Date:** 18 October 2019

**Time:** 02:15 pm

**Venue:** Committee room

A meeting of the IQAC was called by the Chairman Dr Kashmir Singh on 18-10-2019 to discuss the progress report of the plan of Action 2019-20. The IQAC members discussed the plan that has been executed and accomplished by the end of the odd semester. The members also enumerated the plans that need to be realized in the coming semester. The Chairman also informed the IQAC of the submission of AQAR (2018-19).

**Agenda-I:** To review the plan of Action chalked out in the last meeting held on 02 July 2019.

**Proceeding:** The IQAC team members reviewed the progress of the plan of action chalked out in the last meeting under the guidance of the. Following observations were recorded.

#### **CRITERION I: CURRICULUM ASPECTS**

1. BoS meetings schedule has been shared by Dean Academics with all the departments. A meeting of all heads has been conducted with Principal Sir in collaboration with IQAC and were advised to carry out groundwork work for revision in the syllabus as per the UGC guidelines, market relevance and local needs. These changes will be placed in BoSs meetings and will be implemented after deliberations with industry experts, alumni and other academic experts.
2. In addition to course curriculum, three value added courses has been introduced in different streams that focus on employability and skill development of the learners.
3. Structured feedback performa has been devised and shared with committee members for further improvement. Final performa will be shared with students twice i.e. in the month of Novemeber and in the month of March-April.

## **CRITERION II: TEACHING, LEARNING & EVALUATION**

1. Orientation Program was organized on 16-08-2019 for the teachers recruited in the current session.
2. Induction Program for I<sup>st</sup> Year students was organized to introduce the students to college traditions, mission and vision along with the facilities available in the college for around development of students.
3. Students of different streams have undergone internships at various institutions, industries, hospitals etc during the summer vacations. Similarly final year students have taken research work (lab/field) as a mandatory part of the program curriculum. These internships and research works are jointly evaluated by internal as well as external examiner to ensure effectiveness of these activities. IQAC through Dean Research office has planned to encourage the students to publish research papers from the project work.
4. Even semester results have been declared within 15 days after the conduct of the examination.
5. A circular has been forwarded to all the departments for assigning mentors to the new entrants in the college.

## **CRITERION III: RESEARCH, CONSULTANCY & EXTENSION**

1. A circular has been forwarded through IQAC to the faculty to apply for Seed money through Dean research to the Director-Principal for starting/ boost up their research.
2. Some departments have organized seminars and symposium while other departments are in the process of finalizing these events.
3. Teachers were encouraged to publish their research in journals of good repute by providing incentives to the faculty who published in journals of International repute has been chalked out to encourage the faculty to publish research papers.
4. A noteworthy number of faculty members and even students have registered for online certificate courses on SWAYAM Portal.
5. The departments and other extension activities incharges are making efforts to sign new MoUs with different organizations.
6. Students have been actively engaged in Extension Activities. A blood donation camp was organized on 19-08-2019. Besides this, college students have participated in Plantation Drive organized on 21-09-2019 and also held an awareness camp on eye donation on the same day. Many more activities have been planned for the coming days.

## **CRITERION IV: INFRASTRUCTURE & LEARNING RESOURCES**

1. The equipment has been earmarked for enhancing the students practical exposure and process has been initiated for the purchase of this equipment in the laboratories.
2. An office order has been circulated to the all departments to raise the demand of books in the prescribed format.



3. Property committee has been directed to earmark absolute infrastructure in different departments and initiate the process to writeoff.
4. Setting process for video centre has been initiated.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

1. Disbursement of financial assistance to needy and meritorious students is a continuous process and the assistance has been provided to the students as chalked down in the last meeting of session 2018-19. The application process from various sources such as state Govt., centre Govt. and other agencies is under process.
2. Class representatives (CRs) have been appointed in every class. A meeting of the CR's with the Director-Principal was held and a detailed discussion on Academics, infrastructure and grievances ensued. The class representatives gave their feedback on classroom teaching and other available facilities in the college.
3. The students actively participated in the Zonal and Inter-Zonal Youth Festival. The College bagged the 1st position in the Zonal Youth Festival. Also different departments organized various events in which students participated with great fervour.
4. Collection of feedback from various stakeholders is a continuous process and will be co-related with BOS, job fests, PTMs etc.
5. Guest Lectures and workshops have been organized by various departments.

#### **CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT**

1. The departmental record has been verified by the committee constituted to evaluate the de-centralization process. The heads have been further empowered to achieve best performance.
2. Time-plan for Board of studies have been chalked down by Dean Academics and will be intimated to the departments for necessary preparations.
3. Parents –Teacher meeting have been organized by the different departments for the odd semester.
4. College administration and management have tried to put all relevant information on the college website and other e-sources.
5. The internal academic and administrative audit process has been initiated.

#### **CRITERION VII: INSTITUTIONAL VALUES & BEST PRACTICES**

1. Events have been organized to inculcate ethical, moral values amongst students. Ardas Divas at the beginning of the session was organized to seek the blessings of the almighty. Teachers' Day was celebrated by the students of different departments in the college campus.
2. Sapling Plantation drive was held on 31-08-2019 at village Hansali, Manupur and Kotla Bajwada.
3. Several Guest lectures has been organised.



**Agenda-II: To submit the AQAR 2018-19**

**Proceeding:** AQAR for the session 2018-19 has been uploaded on NAAC website on 03<sup>rd</sup> October 2019.



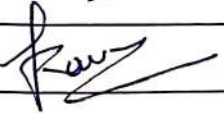
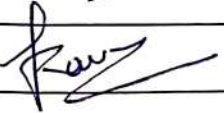

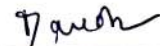





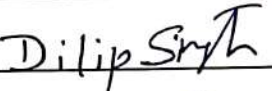



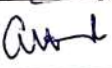
The meeting was ended with extension of vote of thanks by IQAC Coordinator



**Principal  
Mata Gujri College,  
Fatehgarh Sahib (Pb.)**

## Attendance Sheet

Following members attended a meeting of the IQAC held on 03-02-2020 at 02.15 pm in the Committee Room

Sr. No	Name	Designation/ Department	Signature
1	Dr. Kashmir Singh	Chairman	
2	Dr. Dharminder Singh Ubha	Member, Management	
3	Prof. Ashok K Sood	Nominee, Local Society	
4	Mr. Raman	Nominee, Alumni	
5	Mr. Vishal Sood	Nominee, Employer	
6	Prof. Pardeep Kaur Sandhu	Zoology	
7	Prof. Anupreet Singh Tiwana	Geography	
8	Dr. Sangeeta Joshi	Computer Science	
9	Dr. Kuldeep Kaur	Chemistry	
10	Prof. Ratneshpal Singh	Management	
11	Dr. Shaminder Kaur	Commerce	
12	Dr. Dilip Singh	Agriculture	
13	Mr. Lalit Joshi	System Administrator	
14	S. Harinder Singh	Superintendent	
15	Ms. Khushdeep Kaur	Nominee, Student	
16	Dr. Gauri Handa	English	





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### **Proceedings of the meeting of IQAC**

Date: 03 February 2020

Time: 2.15 PM

Venue: Committee room.

#### **PROCEEDINGS**

A meeting of the IQAC was called on 03 February 2020 to assess the progress of the Plan of Action and to initiate measures to enhance the Quality of the Institute.

#### **Agenda-I: To review the objections raised by NAAC towards AQAR 2018-19**

**Proceedings:** IQAC coordinator has briefed chairperson about the shortcomings in the AQAR 2018-19 submitted on 3<sup>rd</sup> October 2019. She has also discussed various measures taken to overcome those shortcomings. The chairman directed the coordinator and whole team to speed up the process and submit revised AQAR at the earliest.

#### **Agenda-II: Analysis of the Feedback and forwarding feedback forms in the even semester as per the procedure followed by NAAC**

**Proceeding:** Online Student Satisfaction Survey has been collected from the students in the odd semester and analysis is in progress. The IQAC Coordinator ensured that the Student Satisfaction Survey in the even semester will be completed satisfactorily before the commencement of the final semester Exams.

#### **Agenda-III To review Departmental Academic Calendars**

**Proceeding:** The IQAC discussed the progress of the Department Academic Calendar. The Chairman took notice of events that haven't been organised yet by the departments as per their tentative Academic Calendar. He planned to discuss the same in the next meeting of the Heads of the Departments.

#### **AGENDA-IV:- To hold the Annual Sport Meet**

**Proceedings:** In view of retirement of Head, Department of Physical Education, annual atheletic meet has been planned for 18<sup>th</sup> February 2020.

#### **AGENDA-V:- To hold the Convocation**

**Proceedings:-** Convocation has also been scheduled on 17<sup>th</sup> March 2020 for the UG and PG students of year 2016-17.

#### **AGENDA-VI:- To hold the meeting of the Academic Council**

**Proceedings:-** IQAC coordinator informed Principal Sir about the successful completion of BoS meetings. Chairman has discussed progress of the finalization of the syllabi and informed the IQAC team member about scheduling of the Academic Council meeting accordingly.

#### **AGENDA VII:- To collect the data for AQAR 2019-20**

**Proceedings:-** Since the revision of AQAR of session 2018-19 is under process. Data collection for the AQAR session 2019-20 has been initiated

#### **AGENDA VIII:- Outcome of the Agenda I of Meeting held on 02 July 2019 about the plan of action for the academic year 2019-20**

##### **CRITERION I: CURRICULUM ASPECTS**

1. Syllabus has been revised in the BoS meetings of the respective departments and compilation is under progress.
2. A good number of students have enrolled for the valued added courses.
3. Feedback from the students has been collected and analysis is in progress.

##### **CRITERION II: TEACHING, LEARNING & EVALUATION**

1. Orientation Program has been organized on 16-08-2019 for teachers recruited in the current session
2. An ignition has been developed in the students to publish research papers from their work.
3. Odd semester results held in November-December 2019 have been declared within 15 days after the examination had been over.
4. Formal and informal meetings has been organized by mentors with mentee to ensure a secure feeling and overall development of the student.

##### **CRITERION III: RESEARCH, CONSULTANCY & EXTENSION**

1. Seed money of approx. 1,20,000/- has been sanctioned to the six faculty members for starting/ boost up their research. Out of these six members, one faculty is from Ad-hoc since his proposal meet the expectations.
2. A significant number of seminars and symposium has been organized by different departments
3. Teachers have published their research in journals of good repute along with their



students and collaborators from other institutions.

4. The noteworthy number of faculty members and even students have registered for online certificate courses on SWAYAM Portal.
5. Previous MoU signed were revived for the current session and one new MoU has been signed by department of Political Sciences.
6. Students have been actively engaged in Extension Activities. Two blood donation camps has been organized. Besides this, college students have participated in: Plantation Drive organized on 21-09-2019 and also held an awareness camp on eye donation on the same day. Many more activities has been organized by various units.

#### **CRITERION IV: INFRASTRUCTURE & LEARNING RESOURCES**

1. Equipment has been purchased for upliftment of students practical exposure and process has been initiated for the purchase of rest of the equipment in the various Laboratories.
2. More than 3000 new books has been added to the treasure of college library.
3. Obsolete infrastructure in different departments and centres has been writeoff.
4. Video centre has become functional in the college.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

1. Since disbursement of financial assistance to needy and meritorious students is a continuous process, hence it is provided to the students through out the year. The application process from various sources such as state govt., centre Govt. and other agencies has been filled and forwarded to the concerned authority.
2. A meeting of the CR's with the Principal Sir was held and a detailed discussion on Academics, infrastructure and grievances ensued. The class representatives gave their feedback on classroom teaching and other available facilities in the college.
3. The students actively participated in the Zonal and Inter-Zonal Youth Festival. The College bagged the 1st position in the Zonal Youth Festival and Runners up Trophy in the Inter-Zonal Youth Festival. Apart from these laurels, Kavishari Team of the college bagged the first position in Intervarsity competition.
4. Also different departments organized various events in which students participated with great fervour.
5. Collection of feedback from various stakeholders is a continuous process and has been correlated with BOS, job fests, PTMs etc.
6. Guest Lectures and workshops have been organized by various departments.

#### **CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT**

1. The departmental record has been verified by the committee constituted to evaluate decentralization process. The heads have been further empowered to achieve best performance.
2. Parents –Teacher meeting have been organized by the various departments for the odd

semester.

3. College administration and management have tried to put all relevant information on the college website and other e-sources.
4. The internal academic and administrative audit process has been initiated

### **CRITERION VII: INSTITUTIONAL VALUES & BEST PRACTICES**

1. Events have been organized to inculcate ethical and moral values amongst students. Ardas Divas at the beginning of the session was organized to seek the blessings of the almighty. Teachers' Day was celebrated by the students of different departments in the college campus.
2. Sapling Plantation drive was held on 31-08-2019 at village Hansali, Manupur and Kotla Bajwada
3. A number of Guest lectures has been organised

The meeting was ended with extension of vote of thanks by IQAC Coordinator



**Principal**  
**Mata Gujri College,**  
**Fatehgarh Sahib (Pb.)**