



GURU NANAK GIRLS COLLEGE SANTPURA, YAMUNA NAGAR

(Affiliated to Kurukshetra University, Kurukshetra)
Ph. 01732-221671, 224372, Fax: 01732-200546

06 July 2023

Agenda of the meeting: - To discuss the progress of all the criteria of NAAC.

Meeting: A meeting of IQAC Coordinator, IQAC members and criteria incharges of all 7 criterion was held in IQAC room.

Minutes of the meeting: - All the in charges were instructed to review their criterion and prepare a list of improvement that can be done to improve the score in their criterion.

Sr No.	Name of the members	Signature of the members
1.	Dr. Neena Goyal	
2.	Mrs. Dilshad Kaur	
3.	Dr. Aarti Singh	
4.	Dr. Prabjot Kaur	
5.	Dr Vandana	
6.	Mrs. Monika Chopra	
7.	Dr. Nirupama Saini	
8.	Mrs. Poonam Saini	
9.	Mrs. Rachna Anand	
10.	Mrs. Sandeep Reen	



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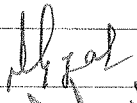
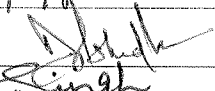



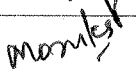
11 August 2023

Agenda of the meeting: - To discuss the suggestion for improvement in criteria 1, 2 & 3

Meeting: A meeting of IQAC Coordinators, Members and Criteria incharges was held with director mam for detail discussion about key indicators of criteria 1, 2 & 3.

Minutes of the meeting: - It was decided that following improvements will be made.

- Number of Certificate Courses will be increase.
- More projects will be applied.
- Appreciation letters for the extension activity will be collected from the places where these activities have been done.
- As per NAAC guidelines linkages of collaboration with Schools, Bakeries, Beauty Parlor, etc. will be developed where the students have done their training and projects.
- An Old Age home will be adopted under Institutional Social Responsibility.
- To get all the university result verified from the university.

Sr No.	Name of the members	Signature of the members
1.	Dr. Varinder Gandhi	
2.	Dr. Neena Goyal	
3.	Mrs. Dilshad Kaur	
4.	Dr. Aarti Singh	
5.	Dr. Prabjot Kaur	
6.	Dr Vandana	
7.	Mrs. Monika Chopra	



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22 September 2023

Agenda of the meeting: - To discuss the suggestion for improvement in criteria 4, 5, 6, & 7

Meeting: A meeting of IQAC Coordinators, Members and Criteria in-charges was held with director mam for detail discussion about key indicators of criteria 4, 5, 6, & 7

Minutes of the meeting: -

- It was decided that a new computer lab will be set up.
- Number of computers will be increased and installed with original software.
- More smartboards will be purchased to increase the number of smart rooms.
- Separate cabins for ERP Cell and Web Cell will be allotted for smooth functioning.
- To make the campus more disabled friendly more ramps will be constructed and disabled friendly toilet will be renovated.
- Girls common room will be upgraded.
- Under green campus imitative a herbal garden will be made in the campus.
- The number of solar panels will be increased from 10 Kw to 50 Kw and all the tube lights and bulb will be replaced with led lights.
- Special placement officer to be appointed to increase the number of placements.
- Efforts will be made to strengthen the alumni of the college.

Sr No.	Name of the members	Signature of the members
1.	Dr. Varinder Gandhi	
2.	Dr. Neena Goyal	
3.	Mrs. Dilshad Kaur	
4.	Dr. Aarti Singh	
5.	Dr. Prabjot Kaur	
6.	Dr. Nirupama Saini	
7.	Mrs. Poonam Saini	
8.	Mrs. Rachna Anand	
9.	Mrs. Sandeep Reen	



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05-October 2023

Agenda of the meeting: -

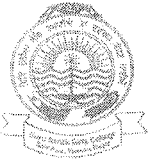
Discussion about uploading of AQAR (2022-2023) and preparation of SSR.

Meeting: - Meeting was held on 5 October 2023, in the office of Director, Dr. Varinder Gandhi officiating principal, Dr. Harvinder Kaur was also present in the meeting. IQAC coordinator, Dr. Neena Goel put forth her suggestions and sought inputs from criteria In-charges.

Minutes of the meeting: -

- AQAR (2022-23) to be uploaded by 20 Oct,2023
- SSR to be prepared by 30 Dec,2023
- Compulsory computer training of non-teaching staff.
- MOUs to be signed with industrial units where students go for internships.

Sr No.	Name of the members	Signature of the members
1.	Dr. Varinder Gandhi	
2.	Dr. Harvinder Kaur	
3.	Dr. Neena Goel	
4.	Dr. Vandana Singh	
5.	Ms. Sandeep Reen	
6.	Ms. Rachna Anand	
7.	Dr. Aarti Singh	
8.	Dr. Nirupma Saini	
9.	Ms. Dilshad Kaur	
10.	Dr. Prabhjot Kaur	
11.	Ms. Deepika Rani	
12.	Ms. Monika Chopra	



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13 October 2023

Agenda of the meeting: -

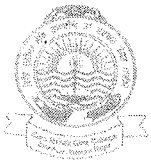
1. Discussion about the technicalities involved in preparation of SSR.
2. Planning of upcoming activities.

Meeting: - Meeting was held on 13 Oct, 2023 in Room no. 5. Director, Dr. Varinder Gandhi and officiating Principal, Dr. Harwinder Kaur directed criteria in charges to work upon their weak points and to prepare the list of requirements.

Minutes of the meeting: -

- IQAC core committee members will visit Guru Nanak Khalsa College, Yamuna Nagar to take inputs about NAAC Inspection.
- New Students Council is to be formed and members of council must become active members of various college committees.
- Parent-Teacher meeting is to be held on 26 Oct, 2023.

Sr No.	Name of the members	Signature of the members
1.	Dr. Varinder Gandhi	
2.	Dr. Harwinder Kaur	
3.	Dr. Neena Goel	
4.	Dr. Vandana Singh	
5.	Ms. Sandeep Reen	
6.	Dr. Nirupma Saini	
7.	Ms. Dilshad Kaur	
8.	Dr. Prabhjot Kaur	
9.	Dr. Aarti Singh	
10.	Ms. Deepika Rani	
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21 October 2023

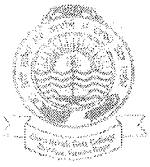
Agenda of the meeting: -

1. Augmentation of infrastructure
2. Mentoring requirements for the preparation of SSR.

Meeting: - Meeting was held in Director's office.

Minutes of the meeting: - IQAC members discussed about the need of infrastructure augmentation. General secretary, Mr. M. S. Sawhney, Director – Dr. Varinder Gandhi, Principal – Dr. Harwinder kaur, Head Clerk – Mr. Simranjeet Singh was present in the meeting. A review was taken up about the insights gained by IQAC members from their visit to Guru Nanak Khalsa College, Yamuna Nagar.

Sr No.	Name of the members	Signature of the members
1.	Mr. M. S. Sawhney	
2.	Dr. Varinder Gandhi	
3.	Dr. Harwinder Kaur	
4.	Dr. Neena Goel	
5.	Dr. Prabhjot Kaur	
6.	Dr. Aarti Singh	
7.	Mr. Simranjeet Singh	



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26 October 2023

Agenda of the meeting: - Discussion of key indicators and other parameters of various criterion.

Meeting: - Meeting of IQAC coordinators and criteria in-charges was held on computer lab.

Minutes of the meeting: -

- Inputs were taken from incharges about the need of mentoring.
- Key indicators were discussed and SOPs were provided to members for further action.

Sr No.	Name of the members	Signature of the members
1.	Dr. Neena Goyal	
2.	Dr. Poonam Saini	
3.	Mrs. Shabnam Bharti	
4.	Mrs. Gurvinder	
5.	Ms. Samdeep Kaur	
6.	Dr. Laxmi Gupta	
7.	Mrs. Monika Chopra	
8.	Dr. Aarti Singh	
9.	Dr. Prabhjot Kaur (HS)	
10.	Dr. Nirupma Saini	
11.	Dr. Anju Mital	
12.	Mrs. Deepika Sharma	
13.	Dr. Vandana Singh	
14.	Dr. Prabhjot Kaur	
15.	Mrs. Rachana Anand	
16.	Mrs. Sandeep Reen	
17.	Mrs. Sharmila Poonia	



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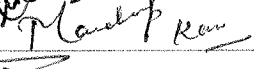


02 November 2023

Agenda of the meeting: - Discussion of criteria 7.

Meeting: - Meeting of IQAC coordinators was held with members of criteria 7 in chemistry lab for detailed discussion of key indicators of their criteria.

Minutes of the meeting: -

- A detailed discussion of key indicator of criteria 7 was done.
- Activities to be conducted under institutional values and best practices were discussed.
- Various steps to be taken under green campus initiatives were also discussed.

Sr No.	Name of the members	Signature of the members
1.	Dr. Neena Goyal	
2.	Mrs. Sandeep Reen	
3.	Dr. Mandeep Kaur	
4.	Dr. Prabhjot Kaur (HS)	
5.	Mrs. Ramanjot Kaur	



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03 November 2023

Agenda of the meeting: - Composition of IQAC team.

Meeting: - A meeting was held with Dr. Harwinder kaur, Principal of the college in her office. IQAC Co-ordinators discussed about the need to revise IQAC composition.

Minutes of the meeting: -

- IQAC composition was revised.
- New members to be included

Sr No.	Name of the members	Signature of the members
1.	Dr. Harwinder Kaur	
2.	Dr. Neena Goel	
3.	Ms. Dilshad Kaur	
4.	Dr. Aarti Singh	



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05 November 2023

Agenda of the meeting: - Review of Green Audit Report

Meeting: - A meeting of IQAC coordinators was held in the Director office with General Secretary, Director and the Principal.

Minutes of the meeting: -

- Log Book to be maintained in canteen and mess.
- Solar geysers to be maintained.
- Donation of old tube lights to be done.
- Waste management policy to be made at different level.
- STP maintenance to be recorded.
- Sanitary Pad incinerators to be installed.

Sr No.	Name of the members	Signature of the members
1.	Mr. M. S. Sawhney	
2.	Dr. Varinder Gandhi	
3.	Dr. Harwinder Kaur	
4.	Dr. Neena Goyal	
5.	Ms. Dilshad Kaur	
6.	Dr. Aarti Singh	



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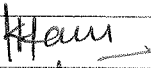



08 November 2023

Agenda of the meeting: - AQAR filling and NAAC preparation

Meeting: - A meeting was held with Dr. Harwinder Kaur, officiating Principal of the college in her office. It was decided that the NAAC and IQAC members will come to college during Diwali Vacation.

Minutes of the meeting: -

- It was decided that staff will come to the college on 10th, 14th and 16th November from 10:30am to 2:30pm.

Sr No.	Name of the members	Signature of the members
5.	Dr. Harwinder Kaur	
6.	Dr. Neena Goel	
7.	Ms. Dilshad Kaur	
8.	Dr. Aarti Singh	



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16 November 2023

Agenda of the meeting: - Updating data of Criterion 2.

Meeting: - A meeting was held in computer lab with the members of criteria 2. The meeting was regarding updation of files by all departments

Minutes of the meeting: -

It was decided that all departments will be instructed to update the following files: -

- Advanced and slow learners.
- Student centric method used by the department.
- ICT enabled tools being used by the departments.
- Activity Register.

Sr No.	Name of the members	Signature of the members
1.	Dr. Neena Goyal	
2.	Ms. Dilshad Kaur	
3.	Dr. Aarti Singh	
4.	Dr. Vandana Singh	
5.	Dr. Anju Mittal	
6.	Dr. Shelly Jain	
7.	Dr. Laxmi Jain Gupta	
8.	Dr. Amita Redhu	



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05 December 2023

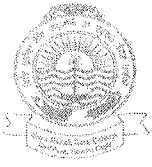
Agenda of the meeting: - Review meeting of green Audit done on 2nd December 2023.

Meeting: - A meeting was held in Director's office regarding the review of Green Audit that was done on 2nd December 2023.

Minutes of the meeting: -

- It was decided that the suggestion given by the auditors will be incorporated in both, infrastructure and functioning of the college.
- Waste management policy to be made.
- Dustbins of different colors will be kept for segregation of the waste.

Sr No.	Name of the members	Signature of the members
1.	Mr. M. S. Sawhney	
2.	Dr. Varinder Gandhi	
3.	Dr. Harwinder Kaur	
4.	Ms. Dilshad Kaur	
5.	Dr. Aarti Singh	



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06 December 2023







Agenda of the meeting: - Augmentation and maintenance of infrastructure.

Meeting: - A meeting was held in Director's office regarding the requirements for upgradation of infrastructure.

Minutes of the meeting: -

The following decisions were taken: -

- Room No. 35, 36 and 37 will be repaired.
- Library record room will be repaired
- Labs will be made sound proof.
- New furniture will be purchased.

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1.	Mr. M. S. Sawhney	
2.	Dr. Varinder Gandhi	
3.	Dr. Harvinder Kaur	
4.	Dr. Neena Goyal	
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07 December 2023

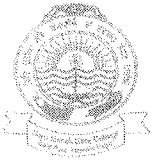
Agenda of the meeting: - NAAC Mentoring.

Meeting: - A meeting was held in Director's office Dr. Catherine Masih and Dr. Shweta from Guru Nanak Khalsa College were invited for providing NAAC mentoring.

Minutes of the meeting: -

- MOU with Guru Nanak Khalsa College, Yamuna Nagar to be renewed.

Sr No.	Name of the members	Signature of the members
1.	Mr. M. S. Sawhney	
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3.	Dr. Harwinder Kaur	
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08 December 2023

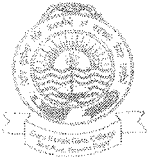
Agenda of the meeting: - Infrastructure Augmentation

Meeting: - A meeting of IQAC coordinators was held in the Director office with General Secretary, Director and the Principal.

Minutes of the meeting: -

- Official Email ids of all staff members to be made.
- Website to be made Disable friendly.
- Screen reading software to be bought.
- Medical Insurance of staff.

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1.	Mr. M. S. Sawhney	
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05 January 2024

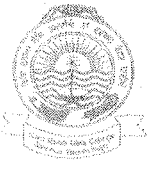
Agenda of the meeting: - Administrative measures and Infrastructure Augmentation

Meeting: - A meeting of IQAC coordinators was held in the Director office with General Secretary, Director and the Principal.

Minutes of the meeting: -

- Solar Panels to be installed in Campus II.
- Salary of full-time teachers to be paid by bank transfer.
- ACRs for full time teachers.
- Quotation for purchase of software from SD college, Ambala to be invited.
- Programis on Indian Knowledge System to be organized.

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1.	Mr. M. S. Sawhney	
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3.	Dr. Harwinder Kaur	
4.	Dr. Neena Goyal	
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23 February 2024

Agenda of the meeting: - Celebration of labour day

Meeting: - A meeting of IQAC coordinators with Director and Principal

Minutes of the meeting: -

- Labour Day to be celebrated on 1 May 2024.
- Games for support staff to be organized.
- A lecture on health and nutrition to be organized.
- Refreshment will be given after function.

Sr No.	Name of the members	Signature of the members
1.	Dr. Varinder Gandhi	
2.	Dr. Harwinder Kaur	
3.	Dr. Neena Goyal	
4.	Ms. Dilshad Kaur	
5.	Dr. Aarti Singh	
6.	Dr. Sukriti Verma	

Minutes of the meeting

A meeting was held with IQAC team of GNG college Yamunanagar on 13 May 2024 at 12 noon in IQAC office in which the following matters related to NAAC accreditation were discussed:

1. GNG college is requested to go forward with IIQA.
2. Any queries or help may be discussed in detail.
3. If GNG college is not willing to go by the present NAAC accreditation system, they may give their reason for it, which shall be forwarded to DGHE as desired.

Signatures of members from GNG college Yamunanagar.

1. Dr. Neena (IQAC In-charge)

2. Dr. Aarti Singh

3. Dr. Prabhjot Kaur

4. Prof. Sukriti Verma

Signatures of Guru Nanak Khalsa college IQAC team attending meeting.

1. Dr. H.S. Kang (Principal)

2. Dr. M.P. Aggarwal

3. Dr. Vijay Sharma

4. Dr. Neena Puri

5. Prof. Gurvinder Kaur

6. Dr. Shaweta Sachdeva