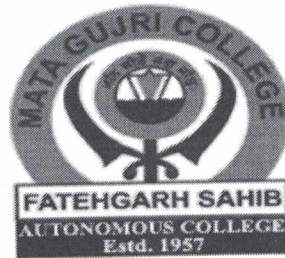# ACTION TAKEN REPORT

Presented to
Director-Principal, Mata Gujri College, Fatehgarh Sahib

by

Academic Audit Committee

A committee constituted to focus on quality culture among different
departments of the Institution from academic and administrative aspects

MATA GUJRI COLLEGE
FATEHGARH SAHIB
(An Autonomous College)

FEBRUARY, 2021

TABLE OF CONTENTS

1. INTRODUCTION

Mata Gujri College, Fatehgarh Sahib founded in 1956 and has been functioning as an autonomous College since 2010. The College is affiliated with Punjabi University, Patiala. The College has autonomy in its academic administration and has been continuously upgrading the curriculum and infrastructure in order to improve the quality of education. The College has its own distinctiveness as an academic institution over a long period of time. The College authorities believe in continuous improvement in terms of academic and administrative aspects of its functioning through quality assessment.

The College constituted "Academic Audit Committee" (Annexure - I) with its focus on developing quality culture among different departments of the Institution in terms of quality initiatives, quality sustenance and quality enhancement. The main focus of 'Academic Audit Committee' was to evaluate the core functions and activities of each department that represent academic and administrative aspects of its functioning. The College has 27 departments being managed under various faculties. The 'Academic Audit Committee' members visited different departments as per the schedule mentioned in College notice bearing its reference No. MGC/2020-2021/N/203 dated 01-12-2020, ਮਗਕ/2020-2021/N/221 dated 14-12-2020 and ਮਗਕ/2020-2021/N/225(a) dated 16-12-2020 attached as Annexure-II, Annexure-III and Annexure-IV respectively.

2. METHODOLOGY

The committee followed criteria based assessment to evaluate the core functions and activities of each Department that represent academic and administrative aspects of its functioning. Emerging issues of each Department has been evaluated for its academic and administrative aspects using seven criteria to serve as the basis for assessment. These seven criteria are:

1. Curricular Aspects

2. Teaching-Learning and Evaluation

3. Research, Innovations and Extension

4. Infrastructure and Learning Resources

5. Student Support and Progression

6. Governance, Leadership and Management

7. Institutional Values and Best Practices

The committee members monitored academic and administrative activities of each department considering above given seven criteria. After evaluating each department from the academic and administrative aspects, the committee made recommendations in the criterion wise to assure its quality and standards. Hence executive summary of criterion-wise action taken, which includes specific suggestions made by the committee are given below:

2.1. Criterion - I : Curricular Aspects

Curricular Aspects are the mainstay of an educational institution. The real quality and excellence of the institution is basically assessed on the quality of curricular aspects. The College offers 25 PG programs and 24 UG programs, out of which three programs have been newly introduced namely B.Sc.(H) Artificial Intelligence & Data Science, B.A. (Social Science), and Certificate Course in Disaster Management. Being an autonomous institution, faculty members of the College have privilege to impart their contributions as BOS members for an effective design/update of syllabus. The Board of Studies consists other members from the parent University, industry, and from alumni.

The Board of Study contribute an effective role in curriculum design/update and in evaluating panel of examiners. The decisions of Board of Study are presented in Academic Council meeting for its approval. The Academic Council formally approves the decisions presented by Board of Study after detailed deliberations and the minutes of the meetings are duly recordedand then forwarded to the parent University. The departments have designed CBCS based syllabus which cater the students with greater flexibility in the choice of courses.

Moreover, the committee focused on last five years record of curricular key indicators maintained by the departments and recommended to maintain the record of:

- 'Board of Studies' meetings consisting its agenda, attendance of BOS members, and proceedings respectively.

- CBCS based curriculum which should comprise program outcomes, program specific outcomes and course outcomes.

- Semester end student feedback analysis report regarding design and review of syllabus.

2.2. Criterion -II: Teaching-Learning and Evaluation

'Teaching-Learning and Evaluation' pertains to the efforts made to serve students of different backgrounds through effective teaching-learning experiences. The departments maintain well defined policies to ensure transparency in the admission process, to increase access for students belonging to SC/ST/OBC /economically-weaker-sections, to offer bridge/remedial/add-on-courses, and to provide student centric learning. Moreover, the students are communicated regarding their syllabus and assessment pattern/criteria well in advance at the time of their admission. The College has defined a transparent admission mechanism and carries out admission to all UG and PG programmes purely on the basis of merit. The students have online facility to apply and submit application for admission to concerned programme. The details of such applicants are also maintained online where the students are assigned a unique reference number which can be used to see the status of their application online using their credentials i.e. username and password. To ensure transparency, complete details of academic programmes, seats available in each programme, and admission process are displayed on the College websitehttp://www.matagujricollege.org.

From 'Teaching-Learning and Evaluation' aspect, the committee focused on record of its key indicators for the last five years and recommended to maintain the record of:

- Category wise enrolment of students in each course.

- Mechanism to differentiate slow learners and advanced learners which caters student diversity.

- Teaching-Learning process consisting annual academic calendar of departmental activities, time-tables, teaching plans, departmental meetings along with action taken report for every semester, semester end course completion report.

- Teaching profile of faculty comprising qualification and professional development of the faculty.

- Evaluation process which should comprise patterns of examination assessment, MST, class assignments and student attendance.

- List of students along with their email ID for conducting student satisfaction survey.

2.3. Criterion -III : Research, Innovations, and Extensions

This criterion seeks information on policies and practices in order to promote research culture and to generate funds from outsourcing. From 'Research, Consultancy, and Extension' aspect, the committee stressed on record of its key indicators for the last five years and recommended to maintain the record of:

- Teachers recognized as research guides, grants received for major/minor projects, awards for innovation won by teachers/research-scholars/students, number of books/chapters published, number of papers in National/International conference proceedings, faculty participation in seminars/conferences /symposia.

- Seed money provided to teachers for research/JRF/SRF/Post Doctoral Fellows etc.

- Revenue generated from consultancy/corporate training.

- Workshops/seminars conducted on IPR/RM/ Entrepreneurship/Skill development.

- Students' participation in extension activities programs like Swachh Bharat, AIDS awareness, gender issue etc.

- MoU and Linkages with institutions/industries for internship/on-the-job training/project work /sharing of research facilities etc.

2.4. Criterion - IV: Infrastructure and Learning Resources

This criterion seeks information on adequacy and optimal use of available facilities in order to benefit the faculty/staff/students from these facilities. From criterion- IV aspect, the committee focused on record of its key indicators for the last five years and recommended to maintain the record of:

- Physical facilities comprising infrastructure/other-supportive-facilities and its annual budget for maintenance.

- Library as learning resource consisting number of titles and volume of books/journals/e-journals.

- Deployment of ICT for students and staff.

2.5. Criterion -V: Student Support and Progression

The 'Student Support and Progression' criterion highlights efforts made to provide necessary assistance to the students to facilitate their holistic development and

progression. Students of the College are provided ample opportunities for an interaction with faculty. This facilitates continuous interaction outside the classroom teaching and helps in student mentoring by the faculty.After completion of their studies the students remain in continuous communication with faculty/College-authorities through alumni meets to expose their learning experience. The departments are in touch with the alumni and try to know their view from different aspects and take their suggestions for the benefit of existing students.

From this criterion aspect, the committee focused on last five years record of 'Criterion-V' key indicators maintained by the departments and recommended to maintain the record of:

- Student support facilities like bridge courses/ guidance cell/placement cell/grievance redressal cell/welfare measures to support students and students benefited through scholarships.

- Student progression to higher studies and/or to employment as well as qualifying of their competitive exam.

- Number of awards/medals for students' participation in sports/social/cultural activities.

- Quantum of Alumni and Audited statement of account for financial contribution for Alumni Association.

2.6. Criterion -VI: Governance, Leadership and Management

The 'Governance, Leadership and Management' criterion gauge the policies and practices and overall role of leadership to achieve its vision. From 'Criterion-VI' aspect, the committee focused on last five years record of 'Criterion-VI' key indicators maintained by the departments and recommended to maintain the record of:

- Formulation of objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects to improves the overall quality of the institutional provisions.

- Faculty empowerment strategies comprising number of teachers attended professional development programmes and administrative training programs, viz. Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes etc.

- Financial management and resource mobilization comprising funds/grants received (if any).

2.7. Criterion -VII: Institutional Values and best Practices

The 'Criterion-VII' flashes roles and social responsibilities of the stakeholders to reflect kinds of programmes, activities and values that it incorporates within its regular functioning. The committee focused on last five years record of 'Criterion-VII' key indicators maintained by the departments and recommended to maintain the record of:

- Measures initiated to promote gender equity.

- Efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic and other diversities.

- Sensitization of students/faculty to the constitutional obligations: values, rights, duties and responsibilities of citizens.

- Academic/administrative/ organizational 'Best Practices' pertaining towards Institutional functioning.

3. STRENGTHS AND OPPORTUNITIES FOR THE IMPROVEMENT

After monitoring different departments from academic, administrative, and other aspects; the 'Academic Audit Committee' is able to analyze strengths and opportunities of the departments for their improvements. Hence, the committee points out strengths and opportunities as follows:

Strengths:

1. *Faculty Aspects*: The backbone of any academic institution is its faculty. The management of the Institution is focusing on up-gradation of the knowledge and skills of the faculty. Many faculty members are pursuing higher qualification through Ph.D. programs. Faculty members take part in large number of seminars at National and International level by presenting their papers and publications. The Institute actively supports and encourages the faculty for these activities.

2. *Curricular Aspects*: An effective, well organized and up-to-date curriculum makes a positive impression among the students. The departments have designed CBCS based strong curriculum comprising 'Program Outcomes', 'Program Specific Outcomes', and 'Course Outcomes'. The contents of syllabus are as per latest trends and as per the industry demands.

3. *Infrastructure*: Good Infrastructure meets the academic research and student support needs in an Institution. The departments have availed excellent infrastructure with well established laboratories equipped with latest H/W and S/W, well equipped library with sufficient number/title of books, universal access to Wi-Fi facility, smart class rooms etc.

4. *Student satisfaction*: Students of an Institution form the core of stakeholders. The students can excel their academic activities through a barrier free environment. The departments have well defined mechanism for direct mentoring of students by the faculty and directing them to upgrade their skills as well as interacting with them for the timely feedback.

Opportunities:

1. *Generation of funds through innovations by inter-department activities:* As there are inter-disciplinary departments in the College, the departments have an opportunity to come together on a common platform to cater research based projects and to generate funds through consultancy to external organization/agencies. For example, the department of Agriculture and the department of Computer Science may come together to develop agriculture based mobile apps for providing relevant details to the farmers as well as to manage the plant diseases. Similarly, the department of Punjabi/Hindi and the department of Computer Science can work together to develop NLP applications for vernaculars. Also, the combined efforts of department of Physics and department of Computer Science can explore IOT technologies.

Moreover, sufficient funds can be generated by providing College instructional facilities (classrooms and labs) as services to the outside agencies for conducting various exams.

2. *Utilization of faculty expertise*: There is a scope for starting skill programme in the College as a good number of faculty members posses higher qualification and practical experience in quality work.

3. *Utilization of alumni base:* The strong alumni base of the college can be utilized for the benefit of College as well as for the benefit of students that can contribute for an excellency of the institution.

4. SUGGESTIONS

The committee focused on academic and administrative aspects during its visit to different departments. Based on its observations, the following suggestions have been provided to the departments:

1. The departments under faculty of Social sciences, faculty of languages, and faculty of performing arts and liberal arts have been suggested to follow the standard template for maintaining record of BOS meetings which should comprise agenda of the meeting, signature sheets representing attendance of BOS members, and its proceedings.

2. The departments under faculty of basic sciences, faculty of life sciences, and faculty of computer science have been suggested to maintain the record of semester wise structured feedback for design and review of syllabus from students, teachers, and alumni. It is also suggested to maintain report of *analysis of feedback* received from different stakeholders.

3. The departments under faculty of basic sciences, computer science, commerce, economics and management have been suggested to document a mechanism differentiating slow learners and advanced learners which should assess learning levels of the students as well as special programme arranged separately for advanced learners and slow learners.

4. All the departments have been suggested to maintain the record of departmental meetings along with action taken report for every semester and semester end course completion report.

5. The departments under faculty of basic sciences, faculty of computer science, and faculty of life science have been suggested to display a list of available equipment (list of available H/W and S/W for computer laboratories) at the entrance of laboratory.

6. All the departments have been suggested to prepare 'Departmental SWOC Analysis' report consisting strengths, weaknesses, opportunities and challenges.

4. A strong alumni base has its own significant role in proving excellency of an institution. Keeping this in mind, all the departments have been suggested to enlarge the alumni base with more details comprising email-ID, mobile number, present status etc. so that institution as well as students can be benefited

7. Keeping in view of COVID-19 period, the departments have been suggested to maintain the record of 'Departmental Activities During COVID-19' which should comprise online platforms/tools used for conducting online classes/seminars/workshops/ guest-lectures/PTM/other-activities during COVID-19.

All the suggestions given by committee have been taken care of by the departments under different faculties and met with the standards as per key indicators of seven criteria. Also the committee revisited some of the departments to monitor their documentation related improvements after giving specific suggestions by committee during their first visit.

Dr. Bikramjit Singh

Convener

(Academic Audit Committee)

Committee Members   **Signature**

1. Prof. Pardeep Kaur Sandhu
2. Prof. Mukesh Kumar
3. Prof. Anupreet Singh
4. Dr. Dilip Singh

Approved and forwarded to Academic Council

Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)

ਮਾਤਾ ਗੁਜਰੀ ਕਾਲਜ

ਸ੍ਰੀ ਫਤਹਿਗੜ੍ਹ ਸਾਹਿਬ-140406(ਪੰਜਾਬ)

ਆਟੋਨੌਮਸ ਕਾਲਜ

ਨੈਕ ਵੱਲੋਂ ਪੁਨਰ-ਪ੍ਰਮਾਣਿਤ 'ਏ' ਗਰੇਡ

ਸਬੰਧਿਤਾ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ,ਪਟਿਆਲਾ

ਏ.ਆਈ.ਸੀ.ਟੀ.ਏ.,ਨਵੀਂ ਦਿੱਲੀ ਤੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ

www.matagujricollege.org

E-mail : info@matagujricollege.org

ਹਵਾਲਾਨੰ: ਮਗਕ/2020-2021/ਅ/452:   ਮਿਤੀ: 19-10-2020

ਅਕਾਦਮਿਕ ਆਡਿਟ ਕਮੇਟੀ

ਕਾਲਜ ਦਾ ਅਕਾਦਮਿਕ ਆਡਿਟ ਕਰਨ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਕਮੇਟੀ ਗਠਿਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

1. ਡਾ. ਬਿਕਰਮਜੀਤ ਸਿੰਘ   (ਡੀਨ ਅਕਾਦਮਿਕ) (ਕਨਵੀਨਰ)
2. ਪ੍ਰੋ. ਪਰਦੀਪ ਕੌਰ ਸੰਧੂ   (ਜੋਆਲੋਜੀ ਵਿਭਾਗ)
3. ਪ੍ਰੋ. ਮੁਕੇਸ਼ ਕੁਮਾਰ   (ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਵਿਭਾਗ)
4. ਪ੍ਰੋ. ਅਨੁਪ੍ਰੀਤ ਸਿੰਘ   (ਜੌਗਰਫੀ ਵਿਭਾਗ)
5. ਡਾ. ਦਲੀਪ ਸਿੰਘ   (ਐਗਰੀਕਲਚਰ ਵਿਭਾਗ)

ਉਪਰੋਕਤ ਕਮੇਟੀ ਕਾਲਜ ਦੀਆਂ ਅਕਾਦਮਿਕ ਗਤੀਵਿਧੀਆਂ ਸਬੰਧੀ ਵਿਸਤਰਿਤ ਰਿਪੋਰਟ ਤਿਆਰ ਕਰੇਗੀ ਅਤੇ ਉਸਦਾ ਆਡਿਟ ਕਰਨ ਲਈ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰੇਗੀ।

ਪ੍ਰਿੰਸੀਪਲ   19.10.2020

ਮਾਤਾ ਗੁਜਰੀ ਕਾਲਜ,

ਫਤਹਿਗੜ੍ਹ ਸਾਹਿਬ (ਪੰਜਾਬ)

MATA GUJRI COLLEGE

FATEHGARH SAHIB–140 406 (Pb)
An Autonomous College
Reaccredited with 'A' Grade by NAAC
Covered under 'Star College Scheme' of DBT, GOI
Approver by AICTE New Delhi for MBA & MCA Courses
Affiliated to Punjabi University, Patiala
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Ref. No: MGC/2020-2021/N|263   Date: 01-12-2020
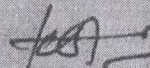
NOTICE

All the Heads of the departments are informed that Undersigned and the members of the Academic Audit Committee will visit the departments as per the schedule given below from 3.00 pm to 4.30 pm. The Deans, the Associate Deans and all the faculty members of the respective departments must be present during the interaction. The committee will monitor the preparations related to the NAAC.

S.No.	Date	Faculty	Departments
1	02-12-2020	Faculty of Basic Sciences	Physics Chemistry
2	03-12-2020	Faculty of Basic Sciences	Mathematics Botany Zoology
3	04-12-2020	Faculty of Languages	English Hindi
4	07-12-2020	Faculty of Languages	Punjabi
5	08-12-2020	Faculty of Life Sciences	Biotechnology Agriculture Microbiology Food Technology
6	09-12-2020	Faculty of Social Sciences	Political Science & Public Administration History Sociology Geography Social Sciences

7	10-12-2020	Faculty of Performing Arts & Liberal Arts	Music Gurmat Sangeet Fine Arts Journalism and Mass Communication Physical Education Religious Study Psychology
8	11-12-2020	Faculty of Commerce, Economics & Management Studies	Commerce Economics Management Studies
9	14-12-2020	Faculty of Computer Science	Computer Science Information Technology
10	15-12-2020	Faculty of Vocational Education	B. Voc. Courses Community College Certificate Courses Add on Courses

Principal 05-12-202

Mata Gujri College,
Fatehgarh Sahib (Pb.)

CC: a) All the Deans of the faculties

b) Convenor and Members of the Academic Audit Committee

c) All the Associate Deans of the faculties

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ਏ.ਆਈ.ਸੀ.ਟੀ.ਈ.,ਨਵੀਂ ਦਿੱਲੀ ਤੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ

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ਹਵਾਲਾਨੰ: ਮਗਕ/2020-2021/N/221..   ਮਿਤੀ: 14-12-2020

ਨੋਟਿਸ

ਕਾਲਜ ਦੇ ਨੋਟਿਸ ਨੰ.ਮਗਕ/2020-21/N/203 ਮਿਤੀ 01-12-2020 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਕਾਲਜ ਦੀ ਅਕਾਦਮਿਕ ਆਡਿਟ ਕਮੇਟੀ ਵੱਲੋਂ ਜਿਹੜੇ ਵਿਭਾਗਾਂ ਦਾ visit ਕਰਨਾ ਰਹਿੰਦਾ ਹੈ, ਉਨਾਂ ਦਾ schedule ਨਿਮਨ ਅਨੁਸਾਰ ਹੈ। visit ਦਾ ਸਮਾਂ 3.00 ਵਜੇ ਤੋਂ 4.30 ਵਜੇ ਤੱਕ ਦਾ ਹੋਵੇਗਾ।

S. No	Date	Faculty	Department
1.	14.12.2020	Faculty of Life Sciences	Biotechnology Agriculture Microbiology Food Technology
2.	15.12.2020	Faculty of Commerce, Economics & Management Studies	Commerce Economics Management Studies
3.	16.12.2020	Faculty of Computer Science	Computer Science information Technology
4.	16.12.2020	Faculty of Performing Arts & Liberal Arts	Journalism and Mass Communication Physical Education
5.	17.12.2020	Faculty of Languages	Punjabi
6.	17.12.2020	Faculty of Vocational Education	B.Voc. Courses Community College Certificate Courses Add on Courses

Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)

CC: a) Co-ordinator, IQAC
b) Convenor and Members of the Academic Audit Committee.

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ਏ.ਆਈ.ਸੀ.ਟੀ.ਈ.,ਨਵੀਂ ਦਿੱਲੀ ਤੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ
www.matagujricollege.org
E-mail : info@matagujricollege.org

ਹਵਾਲਾਨੰ: ਮਗਕ/2020–2021/41.225(4)   ਮਿਤੀ: 16-12-2020

ਨੋਟਿਸ

ਕਾਲਜ ਦੇ ਨੋਟਿਸ ਮਿਤੀ 04-12-2020 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਕਾਲਜ ਦੀ ਅਕਾਦਮਿਕ ਆਡਿਟ ਕਮੇਟੀ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਵਿਭਾਗਾਂ ਦੇ visit ਵਿਚ ਤਬਦੀਲੀ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਤਬਦੀਲੀ ਦਾ schedule ਨਿਮਨ ਅਨੁਸਾਰ ਹੈ। visit ਦਾ ਸਮਾਂ 3.00 ਵਜੇ ਤੋਂ 4.30 ਵਜੇ ਤੱਕ ਦਾ ਹੋਵੇਗਾ।

Date	Activities	Convenor	Members
18-12-2020	Career Guidance, Placement & Training Cell	Dr. Jagdish Singh	Dr. Kamalpreet Kaur (Mgt.) Dr. Sourav Sharma
18-12-2020	NSS	Prof. Birinder Singh Sarao	Prof. Ravinder Kaur Dr. Rajinderpal Dr. Naveet Kaushal Dr. Naina Khullar
18-12-2020	Youth Club	Prof. Ratneshpal Singh	Dr. Gurpreet Kaur Bhullar Dr. Vijay
18-12-2020	Youth Red Cross	Dr. Satnam Singh	Prof. Gagandeep Singh Prof. Harbhinder Singh
18-12-2020	Bharat Scout & Guide	Prof. Sham Bansal	Dr. Ramneek Kaur
18-12-2020	NCC	Dr. Amritpal Singh	
18-12-2020	Extension Activities	Prof. Mohammad Anwar	Prof. Birinder Singh Sarao Dr. Satnam Singh Dr. Rajinderpal Dr. Amritpal Singh Dr. Jujhar Singh
18-12-2020	Unnat Bharat Abhiyan	Dr. Jujhar Singh	Dr. Harsimran Singh
18-12-2020	MOUs & Linkages	Dr. Jagdish Singh	Dr. Gauri Handa Dr. Kamalpreet Kaur (Chem) Dr. Saurabh Gupta Dr. Jujhar Singh

18/12/2020
ਮਾਤਾ ਗੁਜਰੀ ਕਾਲਜ
ਫਤਹਿਗੜ੍ਹ ਸਾਹਿਬ (ਪੰਜਾਬ)

CC: a) Co-ordinator, IQAC
    b) Convenor and Members of the Academic Audit Committee.