

MATA GUJRI COLLEGE, FATEHGARH SAHIB
AN AUTONOMOUS COLLEGE

IQAC Review Meeting

Date: 09-04-2021

Day: Friday

Time: 3:00 p.m.

Venue: Committee Room

Agenda

1. To congratulate the IQAC Team on successful submission of Self Study Report (SSR).
2. To discuss about the process for ISO certification.

Minutes of Meeting:

1. Prof. Anupreet Singh Tiwana (Convener-IQAC) informed Director-Principal that SSR has been submitted successfully. Director-Principal congratulated all the team members on successful submission of SSR. He expressed his satisfaction regarding the submitted SSR and optimistically appreciated the Team members for their hard work and untiring efforts during preparation time period of SSR.
Director-Principal asked all the members to be prepared for Data Verification and Validation process which would be even more crucial for upcoming NAAC assessment. He directed all the criterion in-charges to prepare their files with complete documentation
IQAC Convener acknowledged the support received from all the teaching and non-teaching staff members and thanked Director-Principal for useful and critical suggestions.
2. Prof. Anupreet Singh Tiwana floated the idea of ISO certification of College. He emphasized that ISO certification shall enhance the quality level in College and shall bring goodwill too. Director-Principal and all team members appreciated the proposal and supported the idea. Director-

Principal green signaled for proposal and instructed Prof. Anupreet Singh Tiwana to go ahead with formalities and prepare a road map for the same. Prof. Tiwana informed all the present members that ISO is an independent international non-profit organization and its standardization process is internationally accepted. He also expressed his belief that ISO certification shall inculcate the culture of quality creation and maintenance in College. It shall also help in designing and implementation of Standard Operation Procedures in various College routine business activities. Director-Principal also expressed his belief in so. He motivated all the other members to bring such quality enhancement ideas for further improvements.

The following members of the IQAC were present:

1. Prof. Pardeep Kaur Sandhu
2. Prof. Anupreet Singh Tiwana
3. Dr. Sangeeta Joshi
4. Dr. Nitu Trehan
5. Dr. Kuldeep Kaur
6. Prof. Ratneshpal Singh
7. Dr. Saurabh Gupta
8. Dr. Harjeet Kaur

Verified by



Prof. Anupreet Singh Tiwana
(IQAC Coordinator)



Approved by



Dr. Kashmir Singh
(Chairman IQAC)

Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)

MATA GUJRI COLLEGE, FATEHGARH SAHIB

AN AUTONOMOUS COLLEGE

IQAC Review Meeting

Date: 30-03-2021

Day: Tuesday

Time: 10:00 a.m.

Venue: Committee Room

Agenda

1. To review the progress related to the preparation of Self Study Report (SSR).
2. To discuss about next perspective plan (2021-2026)
3. To take account of prospective green energy initiatives in College.
4. Any other item with the permission of the chair.

Minutes of Meeting:

1. Prof. Anupreet Singh Tiwana (Convener-IQAC) briefed Director-Principal that final draft of SSR has been prepared by all the criterion conveners. All the criterion conveners explained all the points covered under SSR of their respective criterions. Following deliberations took place during the meeting regarding final changes to be incorporated in SSR:
 - ❖ Criterion wise discussion took place and all the conveners of various Criterions presented their data briefly.
 - ❖ The Chairman asked all the faculty members to ensure to upload pictures of various events after geo-tagging.
 - ❖ The Chairman asked all the members of IQAC to adhere to SOPs strictly to avoid problems in future regarding Data Verification, Prof. Anupreet Singh Tiwana assured him of taking care of this point.
 - ❖ IQAC Convener winded up the meeting with assurance of timely submission of SSR.

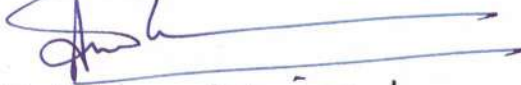
The Chairman motivated the IQAC team and assured all the support from his office wherever necessary to submit SSR in time.

2. Director-Principal told all the members that College has to prepare Perspective Plan for period of 2021-2022 to 2025-2026 and asked members for inputs. Prof. Pardeep Kaur suggested to improve upon alumni contribution in terms of finance and active participation in other activities of College. Dr. Saurabh Gupta pointed out that we lack in faculty and students research so research policy has to be strengthened. Dr. Kuldeep Kaur suggested that we should ask the HODs about the prospective programs to be introduced in coming years especially focusing upon skill enhancement. Dr. Harjeet Kaur suggested that a specific cell should be established for planning and implementation of faculty development programs and professional development programs for teaching and non-teaching staff to smoothen the process and create an ongoing culture for it. Dr. Sangeeta Joshi urged to focus upon green energy initiatives at campus for sustainable development. Director-Principal appreciated ideas and inputs from members. Prof. Anupreet Singh Tiwana requested to Director-Principal to form a committee for timely preparation of perspective plan to which Director-Principal nodded affirmatively.
3. Prof. Anupreet Singh Tiwana began the discussion on prospective green energy initiatives which can be implemented in the College. He said that green energy initiatives have become irresistible for an educational institution. Dr. Harjeet Kaur suggested to work upon the roadmap of reduction of carbon emissions and to introduce CNG based vehicles in transport facility and to discard the old vehicles. Dr. Sangeeta Joshi urged Director-Principal to speed up pending projects related to green energy and sustainable growth.

The following members of the IQAC were present:

1. Prof. Pardeep Kaur Sandhu
2. Prof. Anupreet Singh Tiwana
3. Dr. Sangeeta Joshi
4. Dr. Nitu Trehan
5. Dr. Kuldeep Kaur
6. Prof. Ratneshpal Singh
7. Dr. Saurabh Gupta
8. Dr. Harjeet Kaur

Verified by



Prof. Anupreet Singh Tiwana
(IQAC Coordinator)



Approved by



Dr. Kashmir Singh
(Chairman IQAC)

Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)

MATA GUJRI COLLEGE, FATEHGARH SAHIB
AN AUTONOMOUS COLLEGE
Meeting of Departmental IQAC Incharges

Date: 18-01-2021

Day: Monday

Time: 3:30 pm

Venue: Committee Room

Agenda

1. Minutes of the proceedings of Board of Studies (BOS)
2. Percentage change in Syllabus
3. Google Classroom links
4. YouTube lectures by the faculty
5. Lesson Plans
6. Slow Learners and Advance Learners policy
7. Departmental Evaluative Report up to December 31, 2020
8. Certificates of orientation programs, workshops, etc. (if not given)

Minutes of Meeting:

1. Director-Principal welcomed the IQAC Coordinator and all the Departmental IQAC Incharges
2. IQAC Coordinator elaborated all the points of agenda and asked the departmental IQAC incharges to consider them
3. Director-Principal explained the responsibilities of the departmental IQAC incharges
4. IQAC Coordinator asked all the incharges to consider the standard duration of Financial year, Research publication year and Academic year while compiling the data
5. Meeting ended with vote of thanks by IQAC Coordinator

The following Departmental incharges of IQAC were present in the meeting:

1. Dr. Daljit Kaur Tiwana
2. Prof. Pardeep Kaur Sandhu
3. Prof. Anupreet Singh Tiwana
4. Dr. Santosh Kumar
5. Dr. Nitu Trehan
6. Prof. Loveneet Kaur
7. Prof. Simrat Kaur
8. Prof. Gagandeep Singh

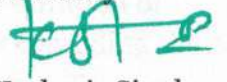
9. Prof. Taranpreet Kaur
10. Prof. Harsimran Singh
11. Dr. Maninder Kainth
12. Prof. Avneet Kaur
13. Dr. Ajay Singh
14. Prof. Navdeep Kaur
15. Prof. Harbhinder Singh
16. Prof. Hargunpreet Singh
17. Prof. Ratneshpal Singh
18. Dr. Rajinder Pal
19. Dr. Saurabh Gupta
20. Dr. Manjit Singh
21. Prof. Harjeet Kaur
22. Dr. Navjit Kaur
23. Dr. Satnam Singh
24. Dr. Hardeep Kaur
25. Prof. Sulkhwinder Singh
26. Dr. Gurbaz Singh
27. Prof. Pushpinder Singh

Verified by



Prof. Anupreet Singh Tiwana
(IQAC Coordinator)

Approved by



Dr. Kashmir Singh
(Chairman IQAC)

Principal
Mata Gujri College,
Fatehgarh Sahib (Fb.)

MATA GUJRI COLLEGE, FATEHGARH SAHIB
AN AUTONOMOUS COLLEGE

IQAC Review Meeting of the Convenor

Date: 15-01-2021

Day: Friday

Time: 1:00 pm

Venue: Committee Room

Agenda

1. To review the progress related to the preparation of Self Study Report (SSR).
2. To extend thanks to the IQAC members on the completion of second draft of the AQAR 2019-2020.
3. To plan the future activities of IQAC.
4. Any other item with the permission of the chair.

Minutes of Meeting:

1. Meeting was essentially done to review the progress related to the SSR. On the onset of the meeting Director Principal discussed the process of NAAC Accreditation with team members and motivated the IQAC team to work hard and with speed for the upcoming visit of NAAC. The Chairman assured all the support from his office wherever necessary. Following deliberations took place during the meeting regarding data collection and compilation for SSR:
 - ❖ Criterion wise discussion took place and all the conveners of various Criteria discussed their doubts and shared their problems.
 - ❖ Conveners discussed and explored the simpler ways of compiling the data for the purpose of SSR across all the departments.
 - ❖ Prof. Pardeep Kaur proposed the appointment of Department Coordinators to work as a link between IQAC and departments so as to reduce the burden of HODs. All the members present in the meeting agreed to the idea and Chairman of IQAC instructed IQAC Coordinator to work upon the idea.

2. IQAC Coordinator informed the Chairman about progress of AQAR for the year 2019-20. Chairman congratulated all the members and coordinator for this accomplishment and motivation to work in the future as well.
3. Extensive deliberation and suggestions from the members for planning regarding future activities were taken.

The following members of the IQAC were present:

1. Prof. Pardeep Kaur Sandhu
2. Prof. Anupreet Singh Tiwana
3. Dr. Sangeeta Joshi
4. Dr. Nitu Trehan
5. Dr. Kuldeep Kaur
6. Prof. Ratneshpal Singh
7. Dr. Saurabh Gupta
8. Dr. Harjeet Kaur

Verified by



Prof. Anupreet Singh Tiwana
(IQAC Coordinator)

Approved by



Dr. Kashmir Singh
(Chairman IQAC)

Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)

MATA GUJRI COLLEGE, FATEHGARH SAHIB
AN AUTONOMOUS COLLEGE

IQAC Review Meeting

Date: 30-09-2020

Day: Wednesday

Time: 11:00 am

Venue: Management Conference Hall

Agenda

1. To review the progress related to the AQAR for the year 2019-20.
2. To extend thanks to the IQAC members on the completion of the AQAR 2018-19.
3. To review the progress related to the preparation of Self Study Report (SSR).
4. To update the College Code Book.
5. To plan the future activities.
6. Any other item with the permission of the chair.

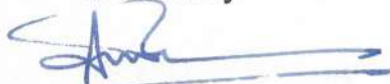
Minutes of Meeting:

1. Meeting was essentially done to review the progress related to the AQAR for the year 2019-20.
2. IQAC Coordinator sought suggestions and feedback from members of various committees regarding compilation of AQAR 2019-20.
3. The Director-Principal was updated about the progress and the ongoing planning since the last meeting held on 04-08-2020.
4. IQAC Chairman thanked IQAC members on the completion of the AQAR 2018-19.
5. The progress of Self Study Report (SSR) was reviewed and suggestions were welcomed by the IQAC Coordinator for its compilation
6. Suggestions for updating College Code Book were sought
7. Extensive deliberation and suggestions from the members for planning regarding future activities were taken.

The following members of the IQAC were present:

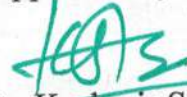
1. Prof. Satpreet Kaur
2. Prof. Pardeep Kaur Sandhu
3. Prof. Anupreet Singh Tiwana
4. Dr. Sangeeta Joshi
5. Prof. Simrat Kaur
6. Dr. Nitu Trehan
7. Dr. Kuldeep Kaur
8. Dr. Monika
9. Prof. Ratneshpal Singh (online attend the meeting)
10. Dr. Saurabh Gupta
11. Dr. Harjit Kaur (online attend the meeting)
12. Prof. Shivdeep Kaur
13. Prof. Ravinder Kaur
14. Dr. Dilip Singh
15. Dr. Navjeet Kaur
16. Prof. Joga Singh
17. Dr. Naveet Kaushal
18. Dr. Manpreet Kaur
19. Dr. Gurpreet Kaur
20. Dr. Vijay (Botany)
21. Dr. Ravindra Kumar
22. Prof. Samartha Shori
23. Dr. Sourav Sharma (online attend the meeting)
24. Dr. Karampaul Singh (online attend the meeting)
25. Mr. Lalit Joshi
26. Mr. Harinder Singh
27. Mrs. Shamdeep Kaur

Verified by



Prof. Anupreet Singh Tiwana
(IQAC Coordinator)

Approved by



Dr. Kashmir Singh
(Chairman IQAC)

MATA GUJRI COLLEGE, FATEHGARH SAHIB

AN AUTONOMOUS COLLEGE

IQAC Review Meeting

Venue: Management Conference Hall

Date: 30-09-2020

Time: 11:00 am

S.No.	Criteria	Convener	Committee Members
1	Curricular Aspects	Dr. Kuldeep Kaur <i>Kaur</i>	Prof. Simrat Kaur (Chemistry) <i>Simrat</i> Prof. Shivdeep Kaur (Math) <i>Shivdeep</i> Prof. Ravinder Kaur (Commerce) <i>Ravinder</i> Dr. Maninder Kainth (English) Dr. Ravindra Kumar (Agriculture) <i>RK</i>
2	Teaching Learning & Evaluation	Prof. Ratneshpal Singh	Dr. Sourav Sharma (Management) Dr. Karampaul Singh (Management)
3	Research, Innovation & Extension	Dr. Saurabh Gupta	Dr. Vijay (Botany) <i>Vijay</i>
4	Infrastructure & Learning Resources	Dr. Nitu Trehan <i>Nitu</i>	Dr. Dilip Singh (Agriculture) <i>Dilip Singh</i>
5	Student Support and Progression	Prof. Pardeep Kaur Sandhu <i>Pardeep</i>	Dr. Monika (Biotech.) <i>Monika</i> Prof. Shivdeep Kaur (Math) <i>Shivdeep</i> Dr. Navjeet Kaur (Physics) <i>Navjeet</i> Dr. Vijay (Botany) <i>Vijay</i>
6	Governance, Leadership & Management	Dr. Harjit Kaur	Prof. Joga Singh (Computer) <i>Joga</i>
7	Institutional Values & Best Practices	Dr. Sangeeta Joshi <i>Sangeeta</i>	Dr. Naveet Kaushal (Agriculture) <i>Naveet</i> Dr. Gurpreet Kaur (Physics) <i>Gurpreet</i> Dr. Manpreet Kaur (Chemistry) <i>Manpreet</i>
8	Academic Writing	Prof. Satpreet Kaur <i>Satpreet</i>	Prof. Samartha Shori (English) <i>Samartha</i>
9	For Data Collection Support	Mr. Lalit joshi Mr. Harinder Singh Mrs. Shamdeep Kaur <i>Lalit</i> <i>Harinder</i> <i>Shamdeep</i>	

Mata Gujri College, Fatehgarh Sahib
IQAC Meeting (2020-21)

Date: 4th August, 2020

Day: Tuesday

Time: 12:15 p.m.

Venue: Committee Room

Agenda:

- Reconstitution of new IQAC core committee for a term of two Academic Years.
- To welcome the new IQAC Coordinator, Prof. Anupreet Singh Tiwana, who took the charge w.e.f. 2nd June, 2020.
- To complete the process of charge handover to the new IQAC Coordinator.
- To welcome the new members of IQAC reconstituted core committee.
- To discuss the roadmap for the activities of IQAC for Academic Year 2020-21.
- Preparation of AQAR for the year of 2019-20.
- To commence the work of Self Study Report (SSR).

Minutes of Meeting:


- The Director Principal/ Chairman (IQAC) welcomed Prof. Anupreet Singh Tiwana as the new IQAC Coordinator. The incumbent IQAC Coordinator, Dr. Gauri Handa handed over the charge to Prof. Anupreet Singh Tiwana.
- The former Coordinator was thanked for her contributions to the IQAC by the Director Principal and the newly appointed IQAC Coordinator.
- The reconstituted core committee of IQAC was welcomed by the Chairman/ Director Principal of the college.
- The Director Principal/ Chairman (IQAC) gave directions for the preparation of AQAR of 2019-20.
- The newly appointed core committee was briefed for initiating the work of Self Study Report (SSR).
- Deliberations were made on the plan-of-action for the Academic Year 2020-21

- To organize more number of funded programmes such as Conferences/ Seminars/ Webinars in various departments in collaboration with IQAC.


The following members of the IQAC were present:

1. Prof. Pardeep Kaur
2. Prof. Anupreet Singh Tiwana (C) 
3. Dr. Sangeeta Joshi
4. Dr. Nitu Trehan
5. Dr. Kuldeep Kaur
6. Prof. Ratneshpal Singh
7. Dr. Saurabh Gupta
8. Dr. Harjeet Kaur
9. Prof. Ravinder Kaur
10. Dr. Dilip Singh
11. Prof. Samartha Shori
12. Mr. Lalit Joshi
13. S. Harinder Singh

Verified by


Prof. Anupreet Singh Tiwana
(IQAC Coordinator)

Approved by


Dr. Kashmir Singh 06.08.20
(Chairman IQAC)
Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)