

***S.U.S. Govt. College Sunam***  
***Internal Quality Assurance Cell***  
***2020-21***  
***Minutes Meeting of IQAC***  
***Meeting-I***

The IQAC Cell of the college organized a meeting on 01 July 2020 in the Virtual Mode in which the following members participated

- 1) Dr.Parminder Singh (DDO)
- 2) Prof.Ashwani Kumar (co-ordinator IQAC)
- 3) Dr. Achla (UGC Incharge)
- 4) Prof. Mukhtair Singh (RUSA Incharge)
- 5) Prof. Chamkaur Singh (NSS Incharge Unit-3)
- 6) Dr.Parminder kaur(Commerce Incharge)
  
- 7) Dr.Anchala(Head of Physics dept.)
- 8) Dr.Vikas Kumar(Head of hindi dept.)
- 9) Prof.Jaspal Singh(Head of HEIS dept.)
- 10) Prof.Dharminder Singh (Incharge of placement cell)
- 11) Prof. Daljeet Singh(Head of Physical Education)

**External Member Alumni**

- 1) Sh.K.L Batra
- 2) Sh.Yadwinder Nirmaan

**Industry Expert**

1) Sh.Ghanshyam Kansal

2) Sh.Bharat Bhushan

In the first meeting of IQAC held on 01 July 2020, it was decided with the consent of all the members that IQAC advised all the staff to make maximum use of online facilities with the aim of continuing the education of the students even in the environment of COVID-19 and not only educate the students through this medium but also encourage them during this pandemic. And along with making them acquainted with the importance of life, they should also make them aware of their duties towards the society.

IQAC encouraged the use of smart class rooms under the master time table keeping in mind the online education. Simultaneously, keeping energy conservation at the center, measures like solar panels and compost pits also be proposed. IQAC also compelled the staff members and students to follow the guidelines issued from time to time by the Government of India and the Government of Punjab through the online medium. In this sequence, the college was instructed to sanitize the entire college campus to save it from COVID-19. For which, in particular, it was also said to buy all the necessary items. In order to maintain positive energy and thinking among the students, IQAC advised Sweep and NSS Department to organize an online competition in July 2020 under which poster making, Slogan writing and such competitions should be conducted. It was advised that before 15th August 2020, they should organize such an inter-college online competition by collaborating with any organization, NGO or club, which is directly related to the promotion of Mission Fateh run by the Punjab Government. While advising to celebrate National Unity Day on the birth anniversary of Sardar Vallabhbhai Patel, they said that keeping in mind the integrity, sovereignty and mutual harmony of the country, the spirit of patriotism should be spread among the students.

## ***Meeting-II***

The IQAC Cell of the college organized a meeting on 25 September 2020 in the Virtual Mode in which the following members participated

1) Prof.Sukhbir Singh (DDO)

2) Prof.Ashwani Kumar (co-ordinator IQAC)

- 3) Dr. Achla (UGC Incharge)
- 4) Prof. Mukhtair Singh (RUSA Incharge)
- 5) Prof. Chamkaur Singh (NSS Incharge Unit-3)
- 6) Dr.Parminder kaur(Commerce Incharge)
- 7) Dr.Anchala(Head of Physics dept.)
- 8) Dr.Vikas Kumar(Head of hindi dept.)
- 9) Prof.Jaspal Singh(Head of HEIS dept.)
- 10) Prof.Dharminder Singh (Incharge of placement cell)
- 11) Prof. Daljeet Singh(Head of Physical Education)

A meeting of the IQAC committee was held on 25 September 2020, in which it was proposed that if the final university examinations of the sixth semester are conducted online, then the answer copies of the students should be called through Google Form. For those who cannot follow online Process completely, a committee should be set up at the main gate of the college, which will take hard copies of their answer copies by hand and give them a receipt. Along with this, it should also be made mandatory for all staff members to follow the rules related to all types of examination coming from the university.

### ***Meeting-III***

The IQAC Cell of the college organized a meeting on 09 January 2021 in which the following members participated

- 1) Prof. Sukhbir Singh(DDO)
- 2) Prof.Ashwani Kumar (co-ordinator IQAC)
- 3) Dr. Achla (UGC Incharge)
- 4) Prof. Mukhtair Singh (RUSA Incharge)

- 5) Prof. Chamkaur Singh (NSS Incharge Unit-3)
- 6) Dr.Parminder kaur (Commerce Incharge)
- 7) Dr.Anchala(Head of Physics dept.)
- 8) Dr.Vikas Kumar(Head of hindi dept.)
- 9) Prof.Jaspal Singh(Head of HEIS dept.)
- 10) Prof.Dharminder Singh (Incharge of placement cell)
- 11) Prof. Daljeet Singh(Head of Physical Education)

In front of all the members present in this meeting, IQAC co-ordinator prof. Ashwani Goyal said that the final examinations of all the students of the sixth semester of 2019-2020 were conducted online. Looking at the guidelines of Punjab and Government of India and the current circumstances, it can be inferred that the upcoming university examinations are also likely to be online. Keeping this in mind, the online study of the students should be run more firmly.If the staff is called in the college in the ratio of fifty percent as per the guidelines of the Punjab Government, then the staff members staying at home should make it mandatory to continue the study of the students with the help of any online medium. Maintain maximum contact with the students. If there are online examinations, then all the staff should mainly take care of the facilities of the students.

All the students should be informed about the rules of the examination and every effort should be made to complete all the programs decided in the last meeting. Keeping the feedback form at the center of the students by the students, if any kind of improvement is required, then it should be considered necessary to make it practical. IQAC advised Sveep, NSS Department, women welfare club, Self finance department, Anti Narcotics Cell etc. to organize the National Voter's Day, a program should be organized to celebrate the importance of vote among the students.On the other hand, on the occasion of International Women's Day, in association with any organization, club or any other department of the college, organize such a program which will increase the knowledge of the subject like importance of women among the students. This work can also be done through the statement of a special person by making him the chief guest. IQAC

on 14th April 2021 this year, keeping in mind the anniversary of Dr BR Ambedkar, advised to organize such a program so that more and more students get knowledge of Dr Ambedkar life. At the same time. This time the IQAC committee also decided that itself would participate in one or two programs, Keeping this in mind IQAC in collaboration with the Department of Self Finance and NSS Department, proposed to organize an online competition on the occasion of May Day and to organize an online competition on the occasion of Mother's Day. The main purpose of which will be to show the importance of these days to the students. The Anti Narcotic Cell was advised to plan a pledge to take a pledge on World No Tobacco Day on 31st May 2021 so that the anti-drug spirit prevails among the students.

### ***Meeting-IV***

The IQAC Cell of the college organized a meeting on 30 April 2021 in which the following members participated

- 1) Prof. Tarsem Chand (Principal)
- 2) Prof. Ashwani Kumar (co-ordinator IQAC)
- 3) Dr. Achla (UGC Incharge)
- 4) Prof. Mukhtair Singh (RUSA Incharge)
- 5) Prof. Chamkaur Singh (NSS Incharge Unit-3)
- 6) Dr. Parminder kaur (Commerce Incharge)
- 7) Dr. Anchala (Head of Physics dept.)
- 8) Dr. Vikas Kumar (Head of hindi dept.)
- 9) Prof. Jaspal Singh (Head of HEIS dept.)
- 10) Prof. Dharminder Singh (Incharge of placement cell)
- 11) Prof. Daljeet Singh (Head of Physical Education)

IQAC meeting was held on 30th April 2021 in Principal's office in which Prof. Ashwani co-ordinator proposed that action should be taken to set up computer lab keeping in mind the well being of arts students. To which all the members present agreed and specially put forward the matter of sending this proposal for departmental approval.