

GURU NANAK COLLEGE

Sri Muktsar Sahib, (Punjab) -152026

MINUTES

4th MEETING OF IQAC

Held on 21 December 2020

SUBJECT: MERGER OF UG DEPARTMENTS



INTERNAL QUALITY ASSURANCE CELL (IQAC)

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PROCEEDINGS OF THE MEETING

A meeting regarding "Merger of UG Departments into Single Department" was held on 21 December 2020 at 12:10 PM. under the Chairpersonship of Dr. Tejinder Kaur Dhaliwal, Principal of Guru Nanak College, Sri Muktsar Sahib in her office.

Following members were present:

1. *Dr Tejinder Kaur Dhaliwal (Principal cum Chairperson IQAC)*
2. *Dr. Rana Baljinder Kaur (Vice Principal cum Bursar)*
3. *Dr. Jasjeet Kaur (Dean Academic Affairs)*
4. *Dr. Neena Mehta (Registrar House Examination)*
5. *Dr. Nirmaljit Kaur (Public Relation Officer)*
6. *Dr. Bali Bahadur (Coordinator IQAC)*
7. *Dr. Jagdish Kumar (Member IQAC)*
8. *Mrs. Aarti Sharma (Member)*
9. *Dr. Jagmeet Kaur (Member IQAC)*
10. *Dr. Neeta Kumari (Member IQAC)*
11. *Dr. Prabhjeet Kaur (Member IQAC)*
12. *Dr. Kirandish Kaur (Member IQAC)*
13. *Mrs. Ruchi Kalra (Department of Home Science)*
14. *Ms. Navjotpreet Kaur (Department of Geography)*
15. *Mrs. Varinder Kaur (Department of Journalism)*
16. *Mrs. Harjeet Kaur (Department of Music)*
17. *Mrs. Ramandeep Kaur (Department of Political Science)*
18. *Mr. Babu Ram (Superintendent)*

At the outset, Dr. Bali Bahadur, Coordinator of IQAC welcomed esteemed Principal cum Chairperson Dr. Tejinder Kaur Dhaliwal and all present members of the committee. In the meeting following issues were discussed.

1. It was decided that as per the informal recommendations of the peer team of NAAC undergraduate single faculty department of Social Sciences & Humanities such as Department of Music (Vocal & Instrumental), Economics, Hindi, Geography, Journalism, Philosophy, Home Science, and Political Science should be merged into a single departments under the name UG Department of Social Science and Humanities.

Following will be the structure and functions of the department

1. Prime Duty of HOD

The prime role of the Head of "Under Graduate Department of Social Sciences & Humanities" is to provide strong academic leadership and vision to the faculty under her headship. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

2. Authority of Head of Department

- a) The faculty of the merged departments will work under the headship of Dr. Nirmaljit Kaur
- b) The HOD can assign any duty related to department to the faculty under her headship.
- c) The Head of Department is required to exercise leadership, demonstrate vision, and empower others.
- d) Recommendation of all types of leaves of faculty to the Principal.
- e) Recommendation on ACR of faculty.

3. Functions of the Departments

a) Policy Formation and Record Keeping:

- a) To develop a mechanism to track students progression to higher education and keep proper year wise records of the same as per **Annexure- I**
- b) To keep records of the UG student qualified competitive exams/tests such as NET, GATE, GMAT, CAT IELETS Civil services and other govt. exams as per **Annexure- II**
- c) To develop a mechanism to track off campus placements of the students and keep proper year wise records of the same. Such as appointment letter, Joining letters etc. **Annexure- VI**

b) Examination Related Functions.

- a) To conduct class testes, mid semester tests etc as per the academic clinder of the institution.
- b) To conduct semester wise diagnostic test to identify advance and slow learners.
- c) To arrange remedial classes for the slow learners.

- d) To keep semester wise records of the internal assessment of students, results, university merits etc.
- e) To intimate about students' performance in class test, mid-semester tests, attendance, class behaviour to the parents through parents' teachers meetings.
- c) Seminar/ Conferences & Research**
 - a) To organize seminars, workshops, special lectures periodically for the students and keep proper records of the events such as prominent pictures, list of beneficiaries, dignitaries visited etc.
 - b) To keep proper records of paper presentation, conferences seminar attended by the faculty of departments.
 - c) Submission of hard copies of certificate of paper presentation, conferences seminar attended and publications of the faculty to the research committee.
 - d) To motivate faculty for publishing papers in UGC approved national and international journals and keep year wise records as per **Annexure –III**

d) Coordination with IQAC

- 1) To conduct departmental meeting in presence of at least one member of IQAC.
- 2) To provide data of the department to the IQAC as per the format given time to time.
- 3) To assign workload/ duties to the faculty as per the guidelines of IQAC

e) Administration of Department

- a) To work for the growth and betterment of the department.
- b) Providing leadership to the staff and students and motivate them for quality improvement.
- c) To ensure the implementation of academic planning and policies approved by the principal.
- d) To arrange meetings monthly to appraise the performance of faculty and students.
- e) To review academic activities of the department periodically.
- f) To encourage faculty to update their knowledge and career development by attending seminars, conferences, workshops etc.
- g) To keep check on the syllabus completion of all the classes of the department.
- h) To counsel the students regarding their studies, career planning etc.

- i) To plan outreach activities like field visits, trips etc for the students so as to give them exposure.
- j) To arrange for the interaction of students with eminent academicians, motivational speaker and representatives from the industry.
- k) To work in collaboration with training and placement cell so as to prepare students for in-campus and off-campus placements.
- l) To display notices, time tables, updates about departmental activities, achievements of department on the notice board.
- m) To collect the students' grievances and forward to Grievance Redressal Cell.
- n) To arrange for feedback responses from the students, parents and alumni on quality related departmental processes.
- o) To encourage students for participation in curricular, co-curricular and extra-curricular activities of the college.
- p) To arrange extension activities of the department as per the directions of Extension activities committee.
- q) Any other duties assigned by the Principal from time to time.

The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur.

Manmeet Singh (Student Representative) *Lukhandeep Kaur (Student Representative)*

<p>Mr. Babu Ram (Superintendent)</p> <p><i>Babu Ram</i></p>	<p>Mrs. Harjeet Kaur (Department of Music)</p> <p><i>Harjeet Kaur</i></p>
<p>Ms. Navjotpreet Kaur (Department of Geography)</p> <p><i>Navjotpreet Kaur</i></p>	<p>Mrs. Varinder Kaur (Department of Journalism)</p> <p><i>Varinder Kaur</i></p>
<p>Mrs. Ramandeep Kaur (Department of Political Science)</p> <p><i>Ramandeep Kaur</i></p>	<p>Mrs. Ruchi Kalra (Department of Home Science)</p> <p><i>Ruchi Kalra</i></p>

<p>Dr. Kirandish Kaur (Member IQAC) <i>Kirandish Kaur</i></p>	<p>Dr. Jagmeet Kaur (Member IQAC)</p>
<p>Dr. Neeta Kumari (Member IQAC) <i>Neeta</i></p>	<p>Dr. Prabhjeet Kaur (Member IQAC) <i>Prabhjeet Kaur</i></p>
<p>Dr. Jagdish Kumar (Member IQAC) <i>Jagdish</i></p>	<p>Mrs. Aarti Sharma (Member IQAC) <i>Aarti</i></p>
<p>Dr. Neena Mehta (Registrar House Examination & Head Department of Hindi) <i>Neena</i></p>	<p>Dr. Nirmaljit Kaur (Public Relation Officer) <i>Nirmaljit</i></p>
<p>Dr. Jasjeet Kaur (Dean Academic Affairs) <i>Jasjeet</i></p>	<p>Dr. Rana Baljinder Kaur (Vice Principal cum Bursar) <i>Rana Baljinder</i></p>
<p>Dr. Bal Bahadur</p>	<p>Dr. Tejinder Kaur Dhaliwal (Principal cum Chairperson of IQAC) <i>Tejinder Kaur Dhaliwal</i></p>

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