

GURU NANAK COLLEGE

Sri Muktsar Sahib, (Punjab) -152026

MINUTES

3rd MEETING OF IQAC

Held on 21 October 2020



INTERNAL QUALITY ASSURANCE CELL (IQAC)

(M) +91, 9815538531 (Office) 0163326029 (Fax) 01633-260227

Web link: <https://www.gncmkt.ac.in/iqac/Index.html>

Email: gnciqac1970@gmail.com,



MINUTES OF MEETING

A meeting regarding “**Recommendation of IQAC for Examination Reforms**” was held on 21 October 2020 at 11:30 AM. under the Chairpersonship of Dr. Tejinder Kaur Dhaliwal, Principal of Guru Nanak College, Sri Muktsar Sahib in committee room of the college.

Following members were present:

1. *Dr Tejinder Kaur Dhaliwal (Principal cum Chairperson IQAC)*
2. *Sr. Manjit Singh Barkandi (Additional Secretary LMC)*
3. *Dr. RanaBaljinder Kaur (Vice Principal cum Bursar)*
4. *Dr. Neena Mehta (Registrar House Examination)*
5. *Dr. Nirmaljit Kaur (Public Relation Officer)*
6. *Sr. Gurbinder Singh Brar (Representative of Local Society)*
7. *Dr. Bali Bahadur (Coordinator IQAC)*
8. *Dr. Jagdish Kumar (Member)*
9. *Mrs.Aarti Sharma (Member)*
10. *Dr. Neeta Kumari (Member IQAC)*
11. *Dr. Prabhjit Kaur (Member IQAC)*
12. *Dr. Kirandish Kaur (Member IQAC)*
13. *Mrs.Satinderpal Kaur (Member Examination Committee)*
14. *Ms. Monika Gargh (Member Examination Committee)*
15. *Ms.NavneetRana(Member Examination Committee)*
16. *Dr. SakshiAngi (Member Examination Committee)*
17. *Ms.Rajveer Kaur (Member Examination Committee)*
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 IQAC and Examination committee.

Following recommendations have been given to the Examination Committee to improve quality of evaluation system in the college.

- 1) Develop clear mechanism for transparency in internal assessment.
- 2) Use JSR MIS module for evaluation for keeping examination records, evaluation, assessment and report cards etc.



- 3) Develop an effective mechanism to deal with internal /external examination related grievances is transparent, time bound and efficient.
- 4) Examination and evaluation should be ICT Based
- 5) Introduce innovations in evaluation of students.
- 6) Create an effective mechanism to conduct semester wise diagnostic tests to identify slow and advance learners.
- 7) Regularly conduct semester wise testes of slow learners after remedial classes.
- 8) Keep proper records of test conducted and achievements of remedial classes.
- 9) Please conduct regular meetings of the examination committee and keep records of minutes of meeting in register.
- 10) The registrar will instruct the departments to prepare Course/Subject wise Programme Outcomes, Programme Specific Outcome and Course Outcome of their concerned courses and the committee will develop a mechanism to inform the students about these outcomes.
- 11) The registrar will develop **Annual Examination Report** of every year containing E-Records of class testes, mid semester examination, assessment of students, university results, and university merits etc as per the following format.

Format of Annual Examination Report

- 1) Covering page (College name, committee name, session, contact numbers of committee)
- 2) Content page
- 3) Mission of the examination committee
- 4) Composition of committee
- 5) Summary of University results with graphical presentation.
- 6) Department wise list of class test conducted with results
- 7) Department wise list of MID Semester examination Conducted with results
- 8) Department wise Annual results of students (Can be procured from Dean Academic Affairs)
- 9) Department wise Merit list of students.(Can be procured from Dean Academic Affairs)
- 10) Result of final year students as per the following format




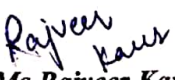
Pass Percentage Of Students During The Year				
Year	Program Code	Program Name	Number of students appeared in the final year examination	Number of students passed in final year examination
	Will be given by the IQAC			

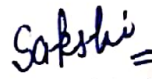
11) Number of meetings of examination committee conducted and their outcomes.

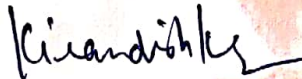
12) Submit annual report of the committee to IQAC before 31 July of every year.


The meeting concluded with the vote of thanks to the chair by Dr. Bali Bahadur and the members applauded the coordinator for his sincere efforts.

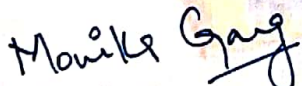

Mr. Babu Ram
 (Superintendent)



Ms. Rajveer Kaur
 (Member Examination Committee)



Dr. Sakshi Angi
 (Member Examination Committee)

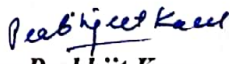

Dr. Kirandish Kaur
 (Member IQAC)

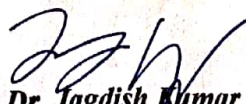

Mrs. Navneet Rana
 (Member Examination Committee)

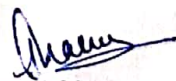

Mrs. Monika Garg
 (Member Examination Committee)


Mrs. Satinderpal Kaur
 (Member Examination Committee)



Dr. Neeta Kumari
 (Member IQAC)



Dr. Prabhjit Kaur
 (Member IQAC)

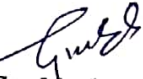

Dr. Jagdish Kumar
 (Member IQAC)

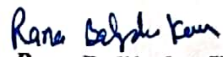

Mrs. Aarti Sharma
 (Member IQAC)




Dr. Neena Mehta 
(Registrar House Examination)

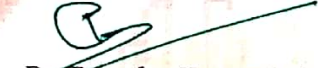

Dr. Nirmaljit Kaur
(Public Relation Officer)


Sr. Gurblinder Singh Brar
(Representative of Local Society)


Dr. Rana Baljinder Kaur
(Vice Principal cum Bursar)


Dr. Bali Bahadur
Coordinator
Internal Quality Assurance Cell (IQAC)
Guru Nanak College for Girls
Sri Muktsar Sahib (Pb.)


Sr. Manjit Singh Barkandi
Additional Secretary
Local Managing Committee
Guru Nanak College
Sri Muktsar Sahib


Dr. Tejinder Kaur Dhaliwal
Principal
Guru Nanak College of IQAC
(Principal cum Bursar)
Sri Muktsar Sahib

End

