

# GURU GOBIND SINGH COLLEGE

Sanghera (Barnala)

Affiliated to Punjabi University, Patiala

Pb.Govt. Aided College, U.G.C 2F, 12B Approved

No:GGSC/ *sp/10/1*

Date: *12/08/2015*

## Minutes of Meeting

. 2015-16

12/08/2015

### Agenda:

1. To organize the welcome lecture for entry level students.
2. To facilitate the helpdesk to the beneficiary students of the Govt. scholarship schemes
3. To constitute the time table committee to chalk out the effectively scheduled time table.
4. To review the NAAC accreditation process

### Plan of Action:

1. To deliver the welcome lecture to all entry level student by senior faculty.
2. Non- Teaching staff should establish the dedicated help desk in the administrative block to resolve and sort out the problem/issues tendered by the students especially concerned with scholarship.
3. To form the 'College Development Committee' in order to disperse the human resource to spearhead and monitor the designated committee.
4. To design the effective timetable in order to keep the differently-abled students on the priority.
5. NAAC accreditation for Cycle-1, SSR preparation and submission still on the way; speed up the communication and procure the document demand by the NAAC office.

*[Signature]*  
IQAC Coordinator

*[Signature]*  
Principal

*[Signature]*  
*[Signature]*

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Affiliated to Punjabi University, Patiala

Pb.Govt. Aided College, U.G.C 2F, 12B Approved

No:GGSC/ *ep/07*

Date: *02/02/2016*

## Minutes of Meeting

2015-16

02/02/2016

### Agenda:

1. To accomplish the preparatory task before the forthcoming SSR cycle-1 NAAC inspection
2. To assign the duty of IQAC Coordinator to Asst. Prof. Harkamaldeep Singh due personal emergency tendered by incumbent Coordinator.
3. To finalize the dates of Interstate 10 days Goa tour of NSS volunteers and faculty.
4. To chalk out the schedule and accommodation arrangements for the NAAC peer team for forthcoming visit in the campus.
5. Discussion with Academic council to review the curriculum completion and internal assessment documentation.

### Plan of Action:

1. Non-Teaching staff assigned the duty to make arrangements of the travel and accommodation for the NAAC Peer Team.
2. Asst. Prof.Harkamaldeep Singh will spearhead IQAC as a coordinator.
3. IQAC will submit the report of preparation status on the table of Governing body.
4. Academic Council will table the report of internal assessment documentation to the Principal.
5. HODs submit the preparation report of the concerned departments on the table of Principal before 09-02-2016.

*[Signature]*  
IQAC Coordinator

*[Signature]*  
Principal