

GURU NANAK COLLEGE, DHANBAD

Date: -21/10/2020

NOTICE

A meeting of the IQAC is scheduled to be held on **Thursday 29th October** 2020 in the I.Q.A.C. room at 11.30 a.m. The meeting will be held maintaining all the social distancing norms. The agenda of the meeting would be as follows:

1. To read and confirm the proceedings of the previous meeting.
2. Issues arising out of the previous meeting, and action taken report.
3. To review and approve the Self Study Report prepared by the steering committee to be submitted to NAAC.
4. To report about the administrative reforms during the last few months about online admission process adopted by the College.
5. To review the initiatives taken by the teachers of English, Political Science, Hindi and Commerce departments about online guest lectures organised during the last few months.
6. To decide about the feasibility of organising the Sadbhavana Divas Samaroh online in collaboration with Gurdwara Prabandhak Committee.

Miscellaneous, if any, with the permission of the Chair

Ranjana Das
(Ranjana Das) 21/10/20
Co-ordinator

GURU NANAK COLLEGE DHANBAD

A meeting of the I.Q.A.C. was held today **October 29th 2020 at 11.30 a.m.** in the I.Q.A.C. meeting room.

The following members were present:

1. Prof. P. Shekhar	-	Chairman I.Q.A.C.
2. Sardar R.S. Chahal	-	President Guru Nanak College Dhanbad
3. Sardar Diljaun Singh Grewal	-	Secretary Guru Nanak College Dhanbad
4. Dr. Sanjay Prasad	-	H.O.D. Economics
5. Prof. Santosh Kumar	-	Department of Commerce
6. Sri Sadhan Kumar Mishra	-	Representative Non-Teaching Staff
7. Dr. Varsha Singh	-	Co-opted member
8. Ms. Nushrat Parween (Librarian)	-	Special Invitee
9. Dr. Ranjana Das	-	Co-ordinator I.Q.A.C.

Proceedings

The meeting started after ensuring that all norms of social distancing were strictly maintained.

1. The Proceedings of the previous meeting held on 15th May 2020 were read and confirmed.

2. Issues arising out and Action Taken Report:

A) It was reported by the Principal that the I.I.Q.A. of the College was submitted on 21st September 2020 and the I.I.Q.A. was approved and accepted by N.A.A.C. on 29th September 2020. The members expressed happiness over this. It was decided that the College will submit Self Study Report to the N.A.A.C. by the end of October itself, about 10 days in advance of the last date.

The Coordinator I.Q.A.C. pointed out that most of the work for preparing S.S.R. has been completed and only some details will have to be incorporated in the Quantitative section and a final reading and review before S.S.R. is submitted will have to be done. She hoped that the S.S.R. will be submitted in time. All members of the Core Committee/steering committee were in agreement with the assertion of the Coordinator.

B) The weekly feedback of online classes received from teachers and H.O.D.s was updated on the College website and the Principal informed that online teaching was being done properly and systematically.

Also, he informed that the workshop of 4 days conducted by Dr. Varsha Singh was useful and helpful for all the faculty members. Teachers were engaging their classes on the uniform platform and strictly in accordance with departmental time table in place. About 70 to 75 percent of the students had got connected with online classes, and in the three internal examinations conducted during the last few months the attendance was almost cent percent

He also informed that there was huge response of more than 55 percent from the students in the 3 feedback questionnaires sent to them online. The members expressed satisfaction about the whole programme.

C) It was informed by the librarian who was present as a special invitee that the library was fully automated and the College library has adopted KOHA software. She said that it was important that the

College library had been admitted to the privilege of INFLIBNET (N-List) programme of the U.G.C. as a member. This has made it possible for the teachers and the students to access the huge number of books and journals. She also said that more than three hundred students and all the teachers have already taken membership in N-List programme and were active in it. She had already organised a workshop for teachers and students for making them well versed with the system. At this point the Principal informed that the books worth more than 5 lakhs had already been purchased in the library and some more books will be acquired in the coming months. Every one present appreciated the work done.

D) It was informed by the Principal that video conferencing facilities had already been setup in one of the laboratories of the College.

Also a language laboratory had been created and training of students would be started soon after the College starts face to face teaching.

The College had to a great extent developed a virtual classroom facility and the facility was made available to the teachers willing to use it.

E) It was informed by the Principal that the proposal for certificate/diploma courses in the following:

1. Certificate Course in Business Skills
2. Certificate Course in NGO Management
3. Certificate Course in Tourism Studies
4. Certificate Course in Functional English
5. Diploma Course in Functional English;

Were sent to the U.G.C. within time, and all the above 5 courses have been approved by the U.G.C.-National Skills Qualification Framework.

A total of 58 students have enrolled for the above courses as per the following details:

1. Certificate Course in Business Skills	-	24 Students
2. Certificate Course in NGO Management	-	5 Students
3. Certificate Course in Tourism Studies	-	1 Student
4. Certificate Course in Functional English	-	17 Students
5. Diploma Course in Functional English	-	11 Students

It was decided to organise these classes at the earliest after the classes are resumed in physical format.

3. The S.S.R. has been prepared by the steering committee for N.A.A.C. and was placed on the table. It was explained by the Coordinator I.Q.A.C. and was discussed at length by all members. After a long deliberation, the S.S.R. was approved for being forwarded to the N.A.A.C. with some minor alterations. Everyone congratulated the steering committee and the I.Q.A.C. for preparing the documents during Covid times.

4. At this juncture the Principal informed the members that the College had been able to totally automate the admission process successfully. Payment gateway was created by the Bank. All admission and fee collection was completed online. He said that this was one of the Corona gains of the College. Every one appreciated this work.

5. The idea of having Sadbhavana Divas samaroh online was discussed at length. Every member agreed that this tradition of more than 50 years should not be broken even for one year.

It was decided to have Sadbhavana Divas samaroh conducted online. The Principal was given the responsibility of organising details. Dr.Varsha Singh was picked to conduct the programme online as the technical expert, and Sardar R.S.Chahal and Sardar Diljaun Singh Grewal took the responsibility of inviting scholars and academicians to join the programme as resource persons. It was decided to organise the programme one day before the Guru Nanak Dev Jayanti, i.e., 29th November 2020 from 11 a.m. to 1.30 p.m.

There being no other issue to discuss, the meeting ended with a vote of thanks to the chair.

Ranjana Das
(Ranjana Das) 29/10/20
Co-ordinator