



# Sri Guru Tegh Bahadur Khalsa College

University of Delhi, Delhi-110007

## Internal Quality Assurance Cell (IQAC)

Ref. No. IQAC/NAAC/01/2025

Dated 30.06.2025

**Prof. Gurmohinder Singh**

Principal- Chairperson

**Prof. Surinder Kaur**

Director

**Prof. Satish Verma**

Coordinator

**Mr. P. D. Sharma**

Co-coordinator

**Mrs. Rupinder Kaur**

College Governing Body

**Prof. Gajendra Singh**

Deptt. of African Studies, DU

**Prof. Ruchi Das**

Deptt. of Mathematics, DU

**Prof. (Ms.) Smita Mishra**

Deptt. of Hindi

**Prof. Manoj Kumar Nimesh**

Deptt. of Zoology

**Prof. Dharmendra Kumar**

Deptt. of Mathematics

**Prof. Amapreet Singh**

Deptt. of Political Science

**Prof. Savinder Kaur**

Deptt. of Physics

**Prof. Sukhvir Singh**

Deptt. of Commerce

**Prof. Bibhu Prasad Sahoo**

Deptt. of Commerce

**Dr. Gurpreet Kaur**

Deptt. of Botany

**Dr. Puneet Singh Lamba**

Deptt. of Computer Science

**Dr. Ruchi Kaur**

Member Alumnus

**Mr. Manjeet Singh**

Nominee

**Dr. Darshan Kaur Cheema**

Retired Faculty Member

A meeting was held on 30th June 2025 in the Principal's Office at 1.30 pm (under IQAC), **chaired by the Principal, SGTB Khalsa College**, to discuss various aspects related to NAAC documentation and data collection. The following points were discussed and noted:

### 1. Conveners' Contact Information

- Emails of all current departmental conveners were recorded for future communication and coordination.

### 2. Department-wise Data Collection

- a. Guidelines and timelines for the submission of departmental data were shared.
- b. The responsibilities of conveners were clarified, especially in compiling and storing data in the shared drive of dept@sgtbkhalsa.du.ac.in.
- c. It was decided that each department must constitute a Data Management Committee to streamline the collection and verification of data.

### 3. Schemes for Standardized Data Collection

- a. Standardized templates and formats were proposed to ensure uniformity in data collection across all departments.
- b. Suggestions and feedback from department representatives were invited for improving the templates.

### 4. SmartProf Faculty Portal and APAR Forms

- a. All teachers must complete and update their details on the SmartProf platform. Conveners are to inform faculty members accordingly.
- b. The last date for submission of APAR forms has been extended to 20th July 2025. Teachers are requested to download the APAR forms and email the completed documents to the IQAC.



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### 5. Inputs from Sports Department

- The Sports Department will document details of achievements, events, infrastructure, and student participation.
- Contribution of sports activities to institutional quality indicators will be highlighted.

### 6. Feedback Mechanisms

- Current Student Feedback will be collected after every semester during specified months.
- Alumni Feedback
  - A comprehensive alumni database will first be prepared.
  - A Google Form link (generated by NAAC) will be shared with all conveners for uploading department-wise alumni data in the prescribed format (Name, Enrollment No., Contact No., Email ID).
  - Departments must store this data year-wise in Excel sheets before uploading.
  - Once prompted, the Alumni Admin will verify the data.
  - Once verification is completed, SmartProf will be used for compiling alumni success stories, placement details, and support for institutional development.
- Teacher Feedback will be collected once every academic year.
- Stakeholder/Parent Feedback will be obtained through forms that also capture parent email IDs.

### Action Points:

- Departments to form Data Management Committees.
- SmartProf details and APAR forms to be completed and submitted as directed.
- Feedback processes and alumni data compilation to be initiated at the departmental level.

These minutes are issued for implementation and further necessary action by all concerned.



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Retired Faculty Member

A meeting to discuss various aspects related to NAAC was held on 30th June 2025 in the Principal's Office.

The following members were present:

1. Prof. Gurmohinder Singh - Principal and Chairperson

2. Prof. Surinder Kaur - IQAC Director

3. Prof. Savinder Kaur - IQAC Member and NAAC Coordinator

Department Conveners Present:

	Department	Name	Email Address- xxx@sgtbkhalsa.du.ac.in & sign (Please fill xxx and sign)	Phone Number
1	ZOLOGY	HARPREET SINGH RAHA	harpreet@sgtbkhalsa.du.ac.in	9810401985
2	HINDI	MAKESH KUMAR	tanwas.makesh46@gmail.com	9810998743
3	ECONOMICS	GURPREET Kaur	gaurpreet@sgtbkhalsa.du.ac.in	8860436422
4	Commerce	Satinder Kaur	Satinder@sgtbkhalsa.du.ac.in	9711960
5	EVs	Lakhvinder Kaur	lakhvinder@sgtbkhalsa.du.ac.in	750803338
6	English	Shweta Deshpande	shweta@sgtbkhalsa.du.ac.in	9953667114
7	Mathematics	ANSEET S. BASAI	anseet@sgtbkhalsa.du.ac.in	991327227
8	Botany	DR. PREETI Kaur	preeti@sgtbkhalsa.du.ac.in	9110727184
9	POL SCI	DR. BISWARANJAN	lisawarajan@sgtbkhalsa.du.ac.in	7042324280
10	Physics	Prof. K.K. Kapil	kkkapil@sgtbkhalsa.du.ac.in	8826076450
11	History	Rudhram	Rudhram@sgtbkhalsa.du.ac.in	9818177056
12	Chem	Vinod Kaur	Vinod@sgtbkhalsa.du.ac.in	
13	Phy. Edu & Sports	INDERPREET Kaur	inderpreetkaur@sgtbkhalsa.du.ac.in	
14	Psychology	Dr. Gurpreet Kaur		9306237737
15	Comp Sci	P.D. Sharma	pdsharma@yahoo.com	9810613960
16	B.B.E	Bibhu Prasad	pdsharma	9810829720
17	B.A. Prog	Paranjay Kaur		9873494412
18				