



Sri Guru Tegh Bahadur Khalsa College

University of Delhi, Delhi-110007

Internal Quality Assurance Cell (IQAC)

Ref. No. IQAC/01/2025

Dated 22.05.2025

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

Fifth IQAC committee meeting was conducted on Thursday, May 22, 2025, at 2:30 PM, in the IQAC room. The following items were discussed in the meeting:

1. Confirmation of Previous Meeting Minutes

The minutes of the IQAC meeting held on 9th Dec. 2024, were read by Prof. Verma and confirmed by all members present.

2. Discussion on Promotions and Pay Fixation of 53 Teachers

a. The committee discussed the promotions and pay fixation of teachers. A total of **53 cases** were successfully processed and their fixation letters received from the Deputy Registrar, College Branch, University of Delhi, across 14 departments including Botany, Commerce, Chemistry, Computer Science, Economics, Electronics, English, Hindi, History, Maths, Physics, Political Science, Punjabi and Zoology.

- The committee acknowledged that the **efficient efforts of the current IQAC** enabled timely processing of **Ph.D./M.Phil increments**, which have now been discontinued by the University of Delhi.
- Out of **57 recent applications**:
 - 53 cases from 14 departments were cleared.
 - 1 case (Dr. Nidhi Sinha, Dept. of Physics) is under review at the College Branch, University of Delhi.
 - 3 cases (Dr. Parkash Singh – Dept. of Zoology, Dr. Kanwaljeet Singh Channey – Dept. of Physics, and Dr. Ujjwal Mukherjee – Dept. of Commerce) are pending due to unresolved issues regarding counting of their past services. Clarification has been sought from their respective University by email from the college dated 26-04-2025, awaiting for their response.

b. A communication via letter ref. no. CS.I/III/Misc./SGTBKC/2025/215 dated 09-05-2025 from the Deputy Registrar (Colleges), University of Delhi permitted IQAC of the college to resolve matters in accordance with DU's Standard Operating Procedure (SOP) and notifications dated 03.10.2019, 27.08.2020 & 21.09.2020, regarding counting of past services of the three cases as per CAS-2018.



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c. The three pending cases were discussed in detail. Relevant DU SOP rules were read aloud. The committee agreed that the information submitted by the candidates at the time of appointment should be used for validation of their promotions.

- Experience must be verified accordingly, ensuring that **guest faculty experience is excluded**.
- Candidates must be **drawing not less than the gross monthly salary as per UGC scales**.

d. Prof. Satish Verma, along with the Principal Prof. Gurmohinder Singh and Mrs. Rupinder Kaur, raised serious concerns:

- Identical letters bearing the same date and reference ID issued from different offices in Dr. Prakash's case.
- Missing appointment letter, contractual details and total emoluments as per UGC scales in Dr. Kanwaljeet's appointment.
- In Dr. Ujjwal's case, a "ghanti adharit" appointment starting May 2023 at ₹57,000/- consolidated pay lacked clarity.

e. Prof. Savinder raised a query regarding the emails sent to respective institutions for verification and the reply received.

f. The Principal Sir proposed that hard copies of relevant documents be sent via **Speed Post** to the respective universities with **acknowledgments**. Since no reply has been received to the emails sent over the past **one month**, this step is necessary. If no response is received after this, an **RTI** may be filed.

g. The University Representative, Prof. Ruchi Das emphasized that "**satisfactory clarification**" is needed before further action can be taken. No further steps should be taken until a reply is received by post from the concerned university.

h. Prof. Smita Mishra requested that the affected candidates be informed of the situation.

i. It was decided that the IQAC will email the concerned candidates stating:

"IQAC is awaiting a response from your respective university. Further action will be taken upon receipt of the reply."



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3. Applications for New Promotions

- Applications for the next round of promotions at all academic levels must be submitted by **30th June 2025** on iqac email, whose promotions are due on or before 30th September 2025.
- All **three relevant DU notifications, SOP, and CAS-2018** should be clearly mentioned.
- Candidates are to apply **only if they fulfill the DU SOP eligibility criteria as per CAS-2018.**

a. Dr. Saikat Ghosh's case for Associate Professor was discussed. He may opt for **CAS-2010** if eligible before **31.12.2024**. However, since he has not yet received promotion from the academic level 11 to 12, it was advised that **approval from the University** be obtained before proceeding.

b. For research publications claimed as "**accepted**," candidates must provide the following evidence:

- Email communication confirming acceptance.
- Acceptance date.
- Online publication record.

4. Time Table via SmartProf

The IQAC noted that the **college time table will now be generated via SmartProf**. It must be presented to IQAC to ensure academic and administrative oversight.

5. Student Feedback

Prof. Manoj Kumar Nimesh highlighted the need for **student feedback collection**. He was asked to present the proposed feedback format, which will be uploaded to the **college website**.

6. NAAC and Accreditation Updates

Prof. Savinder Kaur reported on communication with the NAAC Support Desk dated **7 Nov 2024, 31 March 2025, and 19 May 2025**:

- **Basic (Binary) Accreditation Framework (BAF)** is yet to be launched. The NAAC support team has advised waiting.
- AQAR-related issues are also on hold.
- The institution will have to apply under BAF once it becomes available.



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She also noted that since **new conveners** will be appointed in Staff Council and Departments, data should continue to be collected in the existing format and new appointees should be **briefed about BAF**.

7. Website information for NAAC

Prof. Manoj Kumar Nimesh (Dept. of Zoology) stated that over **₹1 lakh** had been paid to the website developer for work related to NAAC documentation and presentation. Prof. Savinder requested that the developer present an update and demonstrate the NAAC-related components of the website before the IQAC in the next meeting, before any further steps are taken.

8. Quality Assurance and Event Reporting

To ensure proper documentation and support for quality assurance and event reporting under NAAC:

- Dr. Ruchi Kaur (Dept. of Mathematics) and Dr. Gurpreet (Dept. of Botany) were assigned to collect event-related data from Dr. Ravinder Kaur Bedi and email to: iqac@sgtbkhalsa.du.ac.in.
- Also in the coming year Dr. Gaganjot Singh (Dept. of Zoology), Calendar Committee In-charge, be contacted to send the **event schedule for the upcoming year** as soon as available.
- Dr. Puneet Singh Lamba (Dept. of Computer science) was asked to finalise the letter head for the IQAC.

9. The meeting ended with a vote of thanks to the chair.



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A meeting of IQAC was held on 22-5-2025 at 2:30 in the IQAC room to discuss the following points:

- (i) To report about pay fixation letters received from DU for promotion of 53 teachers.
- (ii) Further promotion for Assistant Professors / Associate Professors.
- (iii) Any other matter, with permission of the Chair.

The following members were present:

1. Prof. Gurmohinder Singh, Principal and Chairperson
2. Prof. Surinder Kaur, Director, IQAC. *SK*
3. Prof. Satish Verma, Coordinator. *Satish Verma*
4. Mrs. Rupinder Kaur, Member, College Governing Body. *Rupinder Kaur*
5. Prof. Savinder Kaur, Deptt. of Physics. *22/5/2025*
6. Prof. Manoj Kumar Nimesh, Deptt. of Zoology. *22/5/2025*
7. Dr. Gurpreet Kaur, Deptt. of Botany. *22/5/2025*
8. Dr. Puneet Singh Lamba (Deptt. of Comp Sc). *22/5/2025*
9. Dr. Ruchi Kaur (Deptt. of Mathematics). *Ruchi 22/5/25*
10. Dr. Smita Mishra (Retd.). *22/5/25*
11. Prof. Ruchi Das (Deptt. of Maths, University of Delhi): Joined online via google meet link: <https://meet.google.com/men-ppsh-ix>