



# Sri Guru Tegh Bahadur Khalsa College

University of Delhi, Delhi-110007

## Internal Quality Assurance Cell (IQAC)

Ref. No. IQAC/NAAC/03/2025

Dated 03.09.2025

**Prof. Gurmohinder Singh**  
Principal & Chairperson  
**Prof. Surinder Kaur**, Director  
Department of Botany  
**Prof. Satish Verma**, Coordinator  
Department of Mathematics  
**Mr. P. D. Sharma**, Co-coordinator  
Department of Computer Science  
**Prof. Savinder Kaur**, Coordinator  
(NAAC), Department of Physics  
**Mrs. Rupinder Kaur**  
Member, Governing Body  
**Prof. Gajendra Singh**  
Department of African Studies, DU  
**Prof. Ruchi Das**  
Department of Mathematics, DU  
**Prof. Smita Mishra**  
Department of Hindi  
**Prof. Manoj Kumar Nimesh**  
Department of Zoology  
**Prof. Dharmendra Kumar**  
Department of Mathematics  
**Prof. Amanpreet Singh**  
Department of Political Science  
**Prof. Sukhvir Singh**  
Department of Commerce  
**Prof. Bibhu Prasad Sahoo**  
Department of Commerce  
**Dr. Gurpreet Kaur**  
Department of Botany  
**Dr. Puneet Singh Lamba**  
Department of Computer Science  
**Dr. Ruchi Kaur**, Alumna  
Department of Mathematics  
**Mr. Manjeet Singh**  
Industrialist/Stakeholder  
**Dr. Darshan Kaur Cheema**  
Retired faculty, Department of Botany

A meeting was held on 03 Sept. 2025 at 2.00 PM (under IQAC) in the Principal's Office with the Principal, NAAC Committee members, and attribute in-charges to discuss the ongoing NAAC data collection process.

### 1. Confirmation of Previous Minutes

The minutes of the last meeting held on 11 August 2025 were reviewed and confirmed without changes.

### 2. Opening Remarks:

Dr. Savinder Kaur initiated the meeting by providing a background on the data collection process. She highlighted the possibility of overlapping issues among attributes and proposed that a Google Form be circulated to delineate and identify such overlaps. The attribute in-charges were requested to present their templates and share their observations based on the progress made with their respective teams.

### 3. Attribute 5: Learning & Teaching

Presented by **Mr. Sushil Kumar Singh**. He discussed relevant points under the old criteria and emphasized the need to collect both quantitative and qualitative proofs. He highlighted the importance of ICT usage, the role of the Academic Calendar Committee, and the significance of maintaining faculty teaching diaries as supporting evidence. Comparative references from Miranda House (North Campus) and Ramanujan College (South Campus) were also shared for guidance. He pointed that this attribute needs to segregate institutional data (college and department), teacher's data and data obtained from students. This criterion shares an overlap with criterion 1, 2, 4, 6 and 7. It was agreed that data on visits conducted by various departments must be systematically collected. All such records should be supported with proofs such as posters, permissions, and sanction letters. The committee noted that both the Magazine Committee and Annual Reports can serve as valuable resources to compile relevant data for documentation purposes.

### 4. Attribute 1: Curriculum

Presented by **Ms. Rigzin Kang**. She explained how the Academic Calendar must align with the University of Delhi's calendar. It was suggested that department-wise events should be uploaded on the college website to ensure centralised data collection and consistency across departments. She also informed about the Academic Audit to be conducted department wise. **Prof. Amanpreet Gill** highlighted the importance of Indian Knowledge Systems (IKS), noting that it is a



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major government thrust area and suggested that the activities of the Gurmukhi Centre as well as VAC and SEC papers offered under IKS can serve as valuable proofs for documentation. With respect to IKS, the Principal proposed organising an interdisciplinary seminar on Vedic Mathematics (Departments of Mathematics, Economics, and Commerce). It was also agreed that activities of the Aarambh Cell be included under IKS.

### 5. Attribute 2: Faculty Resources

Presented by **Dr. Ruchi Kaur**. Earlier templates were available. She proposed including an entry for *Awards and Recognition* under the vacant section for faculty quality. She raised the question of whether awards should be classified solely based on the awarding agency or also by time period, i.e., whether to restrict recognition to the assessment period or also include earlier awards. The house left this point open for decision, and it was agreed that the final Binary classification would guide the design of the template.

### 6. Attribute 7: Governance and Administration

Presented by **Dr. Puneet Singh**. He emphasised on PFMS, GEM, and the National Academic Depository (NAD). He suggested that students be encouraged to create DigiLocker/ABC (Academic Bank of Credits) IDs and that a DigiLocker link should be provided on the Smart Prof Portal. He noted that long-term IQAC goals are currently missing from the website and should be displayed in a bullet-point format. He further stressed the need to collect data on inclusion and diversity in leadership, highlighting representation of women, minorities, and other groups in committees. Feedback and action-taken reports, at both departmental and college levels, must be uploaded on the Smart Prof. Portal. Departmental Monitoring Committee meetings should also be documented and shared. There is a provision for ombudsperson under this attribute. A mechanism for feedback and action taken on them was discussed. The attribute requires Website Security Audit and other Safety Audits (including fire, earthquake, and disaster preparedness). He mentioned the need for an Equal Opportunity Cell and details to be uploaded under the "Equal Opportunity" section of the website. **Mr P D Sharma** pointed the importance of Governance feedback.

### 7. Attribute 8: Student Outcomes

Presented by **Dr. Harshdeep Kaur**. She reported that approximately 800–900 student feedback forms have already been collected and



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need to be analysed. She also emphasised the importance of collecting alumni feedback, which can be obtained through forms sent to alumni emails available in the office. Placement data will be procured from both the Placement Cell and alumni responses.

### 8. Attribute 6: Extended Curricular Engagements

Presented by **Dr. Armeen Kaur**. She discussed the attribute in detail, outlining the various types of extended curricular activities that should be documented and the evidence that needs to be collected.

### 9. Attribute 9: Research and Innovation Outcomes

Presented by **Dr. Manpreet Kaur**. She discussed in detail how research and innovation outcomes can be systematically captured, including publications, projects, and innovative practices adopted by the institution.

### 10. Attribute 10: Sustainability Outcomes & Green Initiatives

Presented by **Dr. Gurpreet Kaur**. She emphasised that the college must conduct energy and green audits annually as part of compliance and documentation. She also recommended that all future photographs collected for evidence must be geotagged to ensure authenticity.

### Overlapping Issues

The issue of overlapping attributes was discussed further. It was agreed that a Google Form will be shared by the attribute in-charge with the NAAC coordinator to help finalise the allocation of data under the appropriate attribute and avoid duplication.

The meeting concluded with the decision to take up the remaining attributes in the next meeting, which will be scheduled shortly. A vote of thanks was extended to the chair.



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A meeting of the Attribute Incharges for NAAC documentation was held on 03 Sept. 2025 at 2:00

PM in the Principal's Office to review and plan the data collection process. The agenda was:

1. Discussion on data collection methodology for NAAC documentation by Attribute Incharges.
  - o Review scope, marks, and NAAC requirements of each attribute.
  - o Cross-check with earlier AQAR PDFs/Excels for continuity.
  - o Outline plans for data collection.
  - o Share initial findings, challenges (if any), and support required for smooth progress.
  - o Refer to reports of Campus colleges for guidance.
  - o Decide on adopting automated methods for data collection, wherein Attribute Incharges must plan their individual data collection processes while collectively developing mechanisms to obtain information from staff.
2. Any other matter, with the permission of the Chair

The following attended the meeting:

1. PRINCIPAL, SGTB Khalsa College: Prof. Gurmohinder Singh *[Signature]*
2. IQAC Director: Prof Surinder Kaur *[Signature]*
3. NAAC-Team members & Attribute incharges
  - o Mr P D Sharma
  - o Prof. Smita Mishra *[Signature]*
  - o Prof. Manoj Kumar Nimesh *[Signature]*
  - o Prof. Amanpreet Singh Gill *[Signature]*
  - o Prof. Dharmendra Kumar *[Signature]*
  - o Prof. Savinder Kaur *[Signature]*
  - o Mr Rigzin Kang *[Signature]*
  - o Dr Ruchi Kaur *[Signature]*
  - o Dr Karwaljeet Singh *[Signature]*
  - o Ms. Parminder Kaur Kapoor *[Signature]*
  - o Mr Sushil Kumar Singh *[Signature]*
  - o Dr Ravinder Kaur Bedi *[Signature]*
  - o Dr Puneet Singh Lamba *[Signature]*
  - o Dr Harshdeep Kaur *[Signature]*
  - o Dr Manpreet Kaur *[Signature]*
  - o Dr Gurpreet Kaur *[Signature]*
  - o Dr Guntasha Kaur Tuli *[Signature]*