



Sri Guru Tegh Bahadur Khalsa College

University of Delhi, Delhi-110007

Internal Quality Assurance Cell (IQAC)

Ref. No. IQAC/NAAC/04/2025

Dated 12.09.2025

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

The meeting was held with the Attribute In-charges (A3, A4, and AU) for NAAC documentation, in continuation of the meeting held on 03 September 2025, on Friday, 12 September 2025 from 1:00 PM (under IQAC) in the Principal's Office to review and plan the data collection process. The agenda remained the same as earlier.

1. Review of Previous Minutes

The minutes of the last meeting held on 03 September 2025, as circulated earlier by email, were reviewed and confirmed without any changes. Members also noted the need to continue work on the pending attributes.

2. Dr. Savinder Kaur initiated by informing the members about the NAAC notice dated 03 September 2025, which declared the Binary Accreditation framework as NAAC's intellectual property right.

3. Attribute 3: Infrastructure

Presented by **Dr. Kanwaljeet Singh**. While discussing **physical infrastructure**, he emphasized reviewing the budget allocated for maintenance and its actual utilization. Prof. Manoj Kumar Nimesh highlighted the need to renovate the multidisciplinary laboratory to support diverse teaching and research needs, and the Principal informed that a Language Lab has already been sanctioned. Under **Divyangjan-friendly facilities**, the importance of reviewing accessibility provisions for students with disabilities was noted. Prof. Nimesh shared that the college already has ramps, tactile guiding tiles, accessible washrooms, e-books, braille resources, wheelchairs, digiplayers, an audio-based virtual college tour, canteen rebates, a scribe system, and scholarships, with the survey certificate obtained from the Equal Opportunity Cell. Prof. Amarpreet Gill advised assessing the exact status of facilities to identify areas for improvement and suggested a room-wise occupancy audit. The Principal agreed to allot a dedicated room for the Equal Opportunity Cell and noted that additional rooms have recently been created. He also informed that the college gymnasium will soon be opened to students on a chargeable basis and suggested using the room opposite the Electronics Lab as a medical room, with a doctor visiting thrice weekly and a counsellor available daily. Regarding learning resources and IT infrastructure, Dr. Kanwaljeet highlighted the need to list all licensed software, including those accessed via the University server, and to prepare a list of classrooms requiring ICT tools such as projectors,



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power plugs, pointers, internet facilities, laptops, and interactive boards. The online library system provides login access for teachers and students to track book availability and circulation, and the Principal advised subscribing to two hard-copy Indian journals under Research and Development. Encouraging alumni contributions for infrastructure development was also noted.

4. Attribute 4: Financial resources & Management

Dr. Savinder Kaur, on behalf of Dr. Parminder Kaur Kapoor, informed the house that this attribute pertains to funds received for capital and government management, with data available in NIRF reports and supporting bills to be obtained from the SO Accounts office. The Principal advised that alumni contributions should include all financial scholarships instituted by alumni, such as the Prof. Lakhmir Singh Sports Memorial Fund. Prof. Manoj Kumar Nimesh highlighted the creation of the Alumni page, and it was decided to hold a meeting with Mr. Vibhor in IQAC to review progress. The Alumni Association will be approached to provide details of their contributions through membership fees and voluntary donations, coordinated by Dr. Ruchi Kaur. Regarding strategies for financial sustainability and growth, a 200-word report or a designed template may be submitted, with proposals invited. The discussion also covered financial surveys, emphasizing both internal (college CA) and external (CAG) audits, and suggested that more entries be added to Template 4.4.1 on maintenance expenditure, ensuring that totals, such as library-related entries in A3, match the consolidated amount in A4.

5. Attribute AU: Uniqueness / Situatedness

Presented by Dr. Guntasha Tulsi: Under Heritage and Legacy, she inquired about the MOU for the college's inception (signed between DSGMC and DU) and was advised to obtain the soft copy from Mr. P. D. Sharma, while additional details regarding land donation could be sourced from Rakabganj Gurudwara's records. Prof. Amanpreet Singh suggested uploading the land donation MOU along with the 1973 college expansion MOU. She was also advised to contact Mr. Saikat Ghosh and S. Jarnail Singh for records related to the minority status case, providing documentary proof, and to collect old academic and archival records from retired faculty, mainly Dr. Gurcharan Singh and Dr. Java. She informed the house about the Pincode section and the Indian Express recognition at the time of inception. For learning centres,



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she was advised to collect certificates from Bhai Sahitya Sabha and other collaborations. The Principal noted that a Gurmukhi Bhasha Centre under MHRD had been proposed, while preservation of the Punjabi language and a dedicated Sikh Studies library already existed. Details of the two-day FDP on Sikh History under Madan Mohan Malviya, where 65 MOUs were signed for teacher training, are to be collected from Dr. Vimal Rarh. Inclusion of the Fit India course was also advised. Since the college is an anti-smoking zone, constituting a formal Anti-Smoking Committee, currently handled by the Proctor, was suggested. Academic Olympiads in languages and Physics were noted, with relevant data to be collected from the NSS and Science departments. Regarding rural and remote location accessibility, admission data should highlight the diversity of students from different states and the geographical distribution of teachers and students. The house suggested including diversity data (SC, ST, OBC) before and after minority status, emphasizing that reserved seats, e.g., for war widows and Kashmiri migrants, are still offered. CSR initiatives, along with the Women Development Cell and Mental Health programs, should be highlighted for their distinctive contributions to the institution's academic and cultural life. Documentary evidence should also be arranged for innovative courses, major awards, and participation in nationally and internationally significant events.

The meeting concluded with the decision to allow the Attribute In-charges to begin collecting data and submit their initial reports within a month. Before this, a meeting will be held with the NAAC Coordinator and Attribute In-charges to finalize an automated Google Form, designed to capture the different requirements of various attributes from staff, students, and other stakeholders. Today the NAAC coordinator will share the Folder space on the NAAC Google account for data storage requirement. **A vote of thanks was extended to the chair.**



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

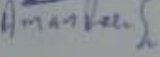
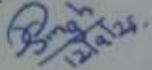
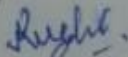
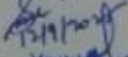
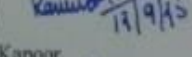
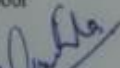
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A meeting of the Attribute In-charges (A3, A4, and AU) for NAAC documentation, in continuation of the meeting held on 03 September 2025, was convened on 12 September 2025 from 1:00 PM to 2:00 PM in the Principal's Office to review and plan the data collection process. The agenda remained the same as earlier:

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 
2. IQAC Director: Prof Surinder Kaur 
3. NAAC-Team members & three Attribute incharges
 - o Mr P D Sharma
 - o Prof. Smita Mishra
 - o Prof. Manoj Kumar Nimesh 
 - o Prof. Amanpreet Singh Gill 
 - o Prof. Dharmendra Kumar
 - o Dr Puneet Singh Lamba 
 - o Dr Gurpreet Kaur
 - o Dr Ruchi Kaur 
 - o Prof. Savinder Kaur 
 - o Dr Kanwaljeet Singh 
 - o Ms. Parminder Kaur Kapoor
 - o Dr Guntasha Kaur Tulsii 
 - o Rigzin Kang 