



Sri Guru Tegh Bahadur Khalsa College

University of Delhi, Delhi-110007

Internal Quality Assurance Cell (IQAC)

Ref. No. IQAC/NAAC/05/2025

Dated 24.09.2025

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 NAAC Attribute In-charges met on 24 September 2025 at 2:00 PM in Physics Lab 2 to plan a centralized Google Form for data collection from students, faculty, and stakeholders. The following was discussed.

Attribute 1: Curriculum: (Ms. Rigzin Kang)

Comprehensive outcome-based curriculum structure being developed with integration of practical industry focus and Indian knowledge systems. Department-wise breakdown system planned with course-specific learning algorithms and outcome measurement criteria. Departmental lesson plans will be categorized into specific metrics for systematic evaluation and monitoring as has been created by Mr Sushil Singh in his Google form for attribute 5.

Actions required:

- Ensure 70–60% teaching–learning alignment through mentor–mentee methodologies and standardized assessment. Each teacher in every department should mentor at least two students per course year (or more, depending on student strength). Maintain proper records of all mentor–mentee allocations.
- An academic audit must be conducted. Previous ones circulated to Departmental Conveners.

Attribute 5: Learning & Teaching (Mr Sushil K. Singh)

A multi-tiered Google Form with role-based access has been designed for Attribute 5 (will also cater to Attribute 1 &6), enabling submissions from faculty, department heads, and society coordinators. It covers both individual teaching inputs and society-level academic activities, with suggestions integrated into the process and evidence sections of the form.

Each submission allows up to 100MB file uploads, with full editing rights so users can return and update entries. Evidence requirements include process verification, participation numbers, attendance records, and photographic proof.

Technology integration is planned through a permanent Learning Management System (LMS), with Google Classroom serving as an interim solution. Course files are standardized to include PPT presentations, handouts, Google logs, and detailed attendance records. Assessment protocols emphasize continuous evaluation through quizzes,



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MCQs, case studies, presentations, and peer assessments. Blended learning is supported with documentation, submission tracking, and outcome measurement mechanisms. Student mentoring integrates diverse academic areas: gender studies, human values, environmental sustainability, yoga, literature, linguistics, and mathematical advances.

Actions required:

- Collect both individual teaching inputs and society-level academic activity documentation.
- Implement an automated registration and tracking system for all college society events via website integration. Make online registration links mandatory for every academic and co-curricular activity to ensure comprehensive participation records.
- Replace manual signature-based attendance with a timestamp-based digital proof system.
- Individual teachers may maintain records: Standardize course files to include PPTs, handouts, Google logs, and attendance records. Follow assessment protocols for continuous evaluation, including quizzes, MCQs, case studies, presentations, and peer assessments. Document blended learning with submission tracking and outcome measurement.

A6: Extended Curricular Engagements (Dr Radhika Warikoo on behalf of Dr Ravinder Kaur Bedi)

Standard event report format requiring date, venue, attendance numbers, brief outcomes, and mandatory photographic documentation be created and shared with society / event/ department conveners. Society-specific documentation infrastructure with dedicated storage and repository systems. Individual Google Drives are assigned to each college society for systematic storage of event materials and documentation. A geotagged photography requirement mandates 2–3 location-verified photos per event for authentication purposes. The repository system is designed to serve a dual purpose: documentation for assessment and resource sharing across departments.

Actions:

- Implement an automated registration and tracking system for all academic and co-curricular events via website integration. Make online registration links mandatory for every event to ensure comprehensive participation tracking.



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- Event conveners, in collaboration with the website in-charge, are responsible for creating registration forms and maintaining participation databases. They may share links on the website.
- A standard event report format (date, venue, attendance, outcomes, photos) will be finalized by Dr. Radhika Warikoo and Dr. Puneet Singh Lamba (Attribute 7) and shared with the NAAC coordinator for circulation to all conveners.
- Assign individual Google Drives to each college society for systematic storage of event materials and documentation. Ensure each event includes at least 3–4 geotagged, location-verified photos for authentication. Maintain the repository to serve both for NAAC assessment documentation and for resource sharing across departments.

Attribute 2: Faculty Resources (Ms. Saheb Kaur on behalf of Dr Ruchi Kaur)

Smart Prof integration strategy for comprehensive faculty research documentation with backup systems. Publication data extraction including faculty names, journal titles, DOI links, impact factors, and indexing information. Excel sheet backup system implemented due to personal data privacy concerns and access permission requirements. *However, since the college name is associated with these projects and publications, the data cannot be considered strictly private; therefore, all such data should be made available by Mr. Vibhor.*

Actions:

- All teachers to update their latest academic and research data on SmartProf, including publications, journal details, DOI links, impact factors, and indexing information and documentary proof.
- Mr Vibhor be advised to create the drop down for 2025-2026 year.

Attribute 9: Research and Innovation Outcomes (Dr Manpreet Kaur)

For data collection there is no minimum threshold for research project documentation to focus on substantial collaborative initiatives. Department-wise data collection with allocated teachers responsible for



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specific academic years and student cohorts. Three-year rolling data collection for awards, recognition, and professional development activities Faculty development and recognition tracking covering awards, publications, and professional development activities.

Quality metrics expansion beyond traditional awards to include publication records, project writing, and external examination participation. Multi-category recognition system covering state, national, and international level achievements with documentary proof requirements. External viva participation and professional service activities included as quality indicators for faculty assessment

Actions required:

- Attributes 2 and 9 to collaborate with respective Excel sheets uploaded or shared as per requirement.
- Focus on ensuring target teachers update their data on SmartProf.

Attribute 8: Student Outcomes (Dr Harshdeep Kaur)

A Comprehensive student documentation through career progression, wherein (i) Higher education pursuit documentation with relevant certification. (ii) Competitive examination performance tracking including scholarship recipients and fellowship awardees. (iii) Placement tracking system requiring employer details, official addresses, designations, salary verification, and career progression data. Current data is used in NIRF. But Career progression also relates to Alumni. (iv) Academic/ Extended Curricular/ Sports awards and recognitions at regional / state/ national/ international level. All available emails of ex-students are shared by Dr Savinder Kaur with the attribute in-charge for necessary action. Form with a probable list of documents to be shared with the Alumni and students.

Under Learning experience: A Three-tiered feedback system integrating current student satisfaction, alumni career progression and experience input, and teacher effectiveness evaluation.

Student satisfaction and learning experience should be evaluated through comprehensive feedback on SmartProf (already initiated) by IQAC for the current year but to be collected separately for previous academic years.

Learning objective assessment covering course material adequacy, presentation quality, experiential learning, and reference availability.



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Assignment relevance evaluation including case study effectiveness, problem-solving challenges, and contemporary trend alignment. ICT facility contribution assessment and college opportunity evaluation for various academic programs. Anonymous feedback system ensuring honest evaluation of teacher performance (on SmartProf, already initiated), course structure, and institutional effectiveness.

Actions required:

- Feedback form regarding Alumni for teachers to be finalised via IQAC. Prof Manoj Kumar Nimesh will be initiating it.
- All other forms are finalised and data collection to start from students and alumni.

Attribute 10: Sustainability Outcomes & Green Initiatives (Dr Gurpreet Kaur)

Green initiatives comprehensive tracking across multiple college departments and societies. Energy consumption documentation requiring water bills, electricity bills, and solar energy statements from July 2022 onwards be obtained. Environmental activity coordination with eco-club, sustainability committee, and departmental societies for plantation drives and awareness programs.

Green audit reporting including energy audit reports, environmental impact assessments, and sustainability achievement documentation. Award and recognition tracking for environmental initiatives, green certifications, and sustainability-related achievements at departmental and institutional levels.

Actions required:

Collect comprehensive data on green initiatives, energy usage, environmental activities, audits, and awards across departments and societies via Google Form from the concerned offices.

Attribute 3: Infrastructure (Dr Kanwaljeet Singh)

Financial and resource management documentation covering expenditure and revenue tracking. Infrastructure expenditure tracking including building development, academic infrastructure investment, and equipment procurement records to be shared with the Attribute 10. Revenue documentation covering fee collection, grant receipts, alumni contributions, and scholarship funding sources. Purchase committee coordination for equipment procurement, maintenance records, and



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vendor management documentation. Society-wise financial activity tracking for academic events, co-curricular programs, and extended learning initiatives.

Actions required:

- Collect all data within one month.
- Report ICT tools usage, classroom requirements, and related infrastructure needs asap.

Attribute 4: Financial Resources and Management (Dr Rupali Sharma on behalf Dr Parminder Kaur Kapoor)

Data collection will be done directly from SO accounts; hence, a Google Form is not required. Coordination with Attribute 4 is necessary to collect additional relevant data.

Actions: Report data collected in a month's time.

Attribute: Uniqueness and Situatedness (Dr Savinder Kaur on behalf of Dr Guntasha Kaur Tuls)

It was decided to include the point: "Any unique academic, cultural, or political milestone reflecting the institution's historical evolution or distinctive contribution" as part of student, teacher and alumni feedback, with photographic or documentary evidence provided wherever applicable. Contributions to research and writings in Punjabi language, literature, culture, or other mother tongues should be collected through SmartProf, with coordination from the attribute in-charges, Dr. Ruchi Kaur and Dr. Manpreet Kaur, who are already compiling similar information.

Attribute 7: Governance & Administration (Dr. Puneet Singh Lamba)

Under e-governance, it was emphasized that students should be provided access to the National Academic Depository (NAD) and the Academic Bank of Credits (ABC) through Digilocker. The required data in Excel format will be collected from the Administration Office. A feedback form on governance, covering students, faculty, non-teaching staff, parents, alumni, and stakeholders, was presented, and the decisions on the points raised will be taken shortly. In addition, the collection of academic audit reports will be coordinated by the IQAC.



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The meeting concluded with the agreement that attributes sharing content will finalize the Google Form soon and circulate it to all attribute in-charges before releasing it to faculty, students, alumni, and stakeholders. Data collection will commence thereafter, with reports to be reviewed in a month's time.

A meeting of the Attribute In-charges for NAAC documentation, was convened on 24 September 2025 from 2:00 PM in the Physics Department, Lab 2.

The agenda was

1. To design a centralised Google Form to collect data from students, faculty, and other stakeholders, keeping in mind the specific requirements of different attributes.
2. Any other matter.

The following attended the meeting:

1. NAAC Coordinator: Prof Savinder Kaur

2. NAAC-Team Attribute incharges

o Ms Rigzin Kang

o Dr Ruchi Kaur

o Dr Kanwaljeet Singh

o Ms. Parminder Kaur Kapoor

o Mr Sushil Kumar Singh

o Dr Ravinder Kaur Bedi

o Dr Puneet Singh Lamba

o Dr Harshdeep Kaur

o Dr Manpreet Kaur

o Dr Gurpreet Kaur

o Dr Guntasha Kaur Tulsi