

INTERNAL QUALITY ASSURANCE CELL SGTB KHALSA COLLEGE

Minutes

- The Second meeting of the IQAC committee was held on **11-09-2024 at 2:30 pm** in the principal room and decided on the following points.
1. The minutes of the previous meeting, held on August 7, 2024, were read by the Coordinator, Dr. Satish Verma and confirmed by all members present, with an addition of word 'academic' in the third point, now read as: All **academic** activities to be held in the college under the aegis of IQAC.
 2. MS Word files of APAR and PBAS in the proper format, bearing the College logo, have been distributed via email to all teachers applying for promotions. Teachers who have served in other institutions will use the logo of their respective institution in APAR form for the relevant assessment period.
 3. Urgent requirement of the room renovation, and a desktop with printer for smooth functioning of the IQAC.
 4. All academic events (such as conferences, talks, and projects) and college activities, including Viksit Bharat, will be conducted under the aegis of IQAC. This information should be communicated to all departments.
 5. A PowerPoint presentation or sample form will be emailed to teachers after discussions with the members.
 6. Only missing documents should be communicated to the concerned teachers via CAS email as proof of IQAC's response.
 7. Dr. Satish Verma proposed the names: Prof. Surinder Kaur, Prof. Manoj Kumar Nimesh, and Prof. Dharmendra Kumar to form a subcommittee to work with him for the verification of APARs, PBAS and related attachments of the teachers for their promotion cases.
 8. A subcommittee consists of Prof. Bibhu Prasad Sahoo, Dr. Amanpreet Singh, Prof. Smita Mishra, and Prof. Savinder Kaur will compile reports on academic activities from various departments for event approval. After each event, reports, media coverage, and photographs should be sent to IQAC by the respective departments.
 9. Prof. Manoj Kumar Nimesh raised a query regarding the signatures on the APAR and PBAS forms by the Convener. It was decided that if the Convener of the department is also the candidate, the senior-most teacher will sign the forms.
 10. Teachers who are candidates should be advised to include links and DOIs of research articles on their PBAS form for verification by the Screening Committee.
 11. ISSN numbers of the respective journals mentioned in the PBAS must be verified for all cases from the portals: <https://portal.issn.org> and <https://nsl.niscpr.res.in/>
 12. The referee report by three Senior Professors for Mrs. Rigzin Kang's three research papers from CAS-2010 application for promotion to Associate Professor in Dept. of Zoology has been received. The University Representatives should be invited for the verification of CAS-2010 applicant form.
 13. PBAS and related documents for the promotion of Dr. Akhilesh Kumar, Dr. Jasneet Kaur Wadhwa, Dr. Srividya Subramaniam, Dr. Rachan Sareen, Dr. Jagir Kaur, and Dr. Mukesh Kumar showed and discussed in detail and advised to take scanned OCR copies of research papers in print form, to check their plagiarism. The University Representatives should be invited for the verification and screening of these promotion cases under CAS-2018.

14. Dr. Mukesh Kumar from the Department of Hindi should be requested to provide the print form of papers published in *Shodh Drishti* (April-June 2011, and 2016) and in the journal Naveen Shodh Sansar (Jan-Mar 2016), as the articles are not included in the online versions. Additionally, the ISSN number 097-6459 of 7 digits for *Shodh Samprekshan* was untraceable on the ISSN portals; he should be informed of all issues via email.
15. The case of Dr. Nidhi Sinha for Assistant Professor in the Department of Physics needs to be clarified with the university by IQAC. A letter will be sent from IQAC for this purpose. Her case should be reviewed and revised if any new regulations favoring her are introduced, and the changes should be implemented accordingly.
16. The Principal, and Chairperson IQAC, Prof. Gurmohinder Singh announced that any research paper published under Scopus-indexed journal should be submitted to IQAC, and there will be a monetary benefit for such submissions.
17. The meeting ended with a vote of thanks to the chair.