

**Khalsa College of Education, Ranjit Avenue, Amritsar (2021-2022)**

**IQAC Meeting I (July 2021)**

**Minutes of Meeting**

**Members Present**

- + Dr. SurinderPal Kaur Dhillon, Chairperson IQAC**
- + Dr. Mandeep Kaur, Co-ordinator IQAC**
- + Dr. Satnam Kaur, Member IQAC**
- + Ms. Anjum Sharma, Member IQAC**
- + Dr. Kamalpreet Kaur, Member IQAC**
- + Dr. J. S. Dhillon, Senior Administrative officer**
- + Dr. Jiwan Jyoti Sidana, Senior Administrative officer**
- + Dr. Davinder Singh Johal, Local Societies Nominee**
- + Dr. Harmohinder Singh Nagpal, Local Societies Nominees**
- + S. HarBhagwant Sibgh, Local Societies Nominee**
- + Gurleen Kaur, M.Ed Student**
- + Prabhjot Kaur, M.Ed Student**
- + Harjit Kaur, B.Ed. M.Ed (Integrated) Student**
- + Aastha Sharma , B.Ed M.Ed (Integrated) Student**
- + Tarlochan Kaur , B.Ed Student**
- + Muneet Kaur, B.Ed Student**

**AGENDA**

- 1. Uploading of NAAC Self Study Report**
- 2. Strengthening of Library**
- 3. Tie ups with industry**

**Agenda 1**

**Uploading of NAAC Self Study Report**

Chairperson IQAC, Dr. Surinderpal Kaur Dhillon instructed all the faculty members to timely upload Self Study Report on the NAAC Portal in order to avoid any kind of inconvenience caused due to delay.

**Agenda 2**

**Strengthening of Library**

Chairperson IQAC, Dr. Surinderpal Kaur Dhillon directed Library Co-ordinator Dr. Parwinderjit to co-ordinate with library staff and other faculty members to update the collection of books and journals in the college library. Emphasis was given to strengthen the research facilities in the college by enriching the library.

### **Agenda 3**

#### **Tie ups with industry**

Dr. Kamalpreet Kaur and Ms. Anjum Sharma were given the responsibility to work on developing tie ups with various schools and colleges for internship and placement of students and professional development of the faculty.

### **IQAC Meeting II (January 2022)**

#### **Minutes of Meeting**

#### **Members Present**

- ✚ Dr. SurinderPal Kaur Dhillon, Chairperson IQAC**
- ✚ Dr. Mandeep Kaur, Co-ordinator IQAC**
- ✚ Dr. Satnam Kaur, Member IQAC**
- ✚ Ms. Anjum Sharma, Member IQAC**
- ✚ Dr. Kamalpreet Kaur, Member IQAC**
- ✚ Dr. J. S. Dhillon, Senior Administrative officer**
- ✚ Dr. Jiwan Jyoti Sidana, Senior Administrative officer**
- ✚ Dr. Davinder Singh Johal, Local Societies Nominee**
- ✚ Dr. Harmohinder Singh Nagpal, Local Societies Nominees**
- ✚ S. HarBhagwant Sibgh, Local Societies Nominee**
- ✚ Gurleen Kaur, M.Ed Student**
- ✚ Prabhjot Kaur, M.Ed Student**
- ✚ Harjit Kaur, B.Ed. M.Ed (Integrated) Student**
- ✚ Aastha Sharma , B.Ed M.Ed (Integrated) Student**
- ✚ Tarlochan Kaur , B.Ed Student**
- ✚ Muneet Kaur, B.Ed Student**

#### **AGENDA**

- 1. Feedback regarding activities of first IQAC meeting**
- 2. Preparations for Peer Team Visit**
- 3. Upgradation of Labs and other infrastructure**

## **4. Remedial Teaching**

### **Agenda 1**

#### **Feedback regarding activities of first IQAC meeting**

Feedback regarding all the proposals that were put forward in first meeting of IQAC was taken by the Chairperson of IQAC. It was followed by the monitoring of the targets achieved so far.

### **Agenda 2**

#### **Preparations for Peer Team Visit**

Co-ordinators of various criterion of NAAC were directed first to give the list of requirements for the peer team visit by the end of the August. Further, they were instructed to be ready with the detailed documentation of the various questions in their respective criterion.

### **Agenda 3**

#### **Upgradation of Labs and other infrastructure**

All faculty members were assigned the responsibility of upgrading different laboratories and other infrastructural related facilities in the institution. A special was made to update the stock registers along with the evidences at the earliest. Incharges were also requested to add the stock in the labs, if needed.

### **Agenda 4**

#### **Remedial Teaching**

Chairperson IQAC, Dr. Surinderpal Kaur Dhiilon requested the co-ordinators of different programmes to identify weak students in different subjects in and arrange for their remedial sessions in co-ordination with time table co-ordinator Ms. Pooja Sharma. It was decided to allocate a master teacher to every course for organizing remedial sessions.

## Action Taken

### **AGENDA I – IQAC Meeting I**

- 1. Uploading of NAAC Self Study Report**
- 2. Strengthening of Library**
- 3. Tie ups with industry**

Action Taken:

- As instructed by the chairperson of IQAC Dr. Surinderpal Kaur Dhillon, the Self Study Report was uploaded on the NAAC Portal well on time. The respective co-ordinators along with their team mates of the different criteria compiled their share of task quite skill fully.
- Dr. Parwinderjit Kaur, the Library Co-ordinator, took recommendations from the faculty and the students regarding the requirement of the books. The same was compiled and communicated to the library staff. Few books on Research Methodology and Encyclopaedias were added to the present stock of books.

### **AGENDA II – IQAC Meeting II**

- 1. Feedback regarding activities of first IQAC meeting**
- 2. Preparations for Peer Team Visit**
- 3. Upgradation of Labs and other infrastructure**
- 4. Remedial Teaching**

Action Taken:

- The chairperson of IQAC personally monitored the progress of the targets that were set in the first meeting. The library co-ordinator was further instructed to add the research journals in the library.
- The criteria co-ordinators along with their teams prepared the details of the requirements in terms of finances and human resource. Different documents related to the proofs of the activities and events conducted in the college were filed by the concerned faculty members.
- The lab in charges updated the stock registers of their respective labs and the related evidences were filed properly. Also the required equipment, furniture and certain teaching models were added on the recommendation of the subject teachers.
- The academically weak students were identified by the respective subject teachers and a special time table was prepared by Ms. Pooja Sharma for their Remedial session. The senior Faculty of the college was allocated as masters to every course and the sessions were successfully conducted with visible results.