

INTERNAL QUALITY ASSURANCE CELL

Meeting I

Held on 6 Sept., 2022

The first meeting of IQAC was held in the Principal's office on 6 Sept. (Tuesday), 2022, at 10:30 am. The Agenda for the same was as follows:

Agenda:

- To plan Girls literacy Programme
- To plan Extension Activity for enhancing Mental Health
- Adoption of Village
- To discuss support facilities for participation in Zonal Youth Festival, G.N.D.U., Amritsar

Minutes of Meeting :

Girls literacy Programme

Ms. Poonam Mahajan was assigned responsibility of organizing one week Girls literacy programme for students of Harsha Chhina Schools. She will organize this activity along with the students of pedagogy of English and Social Sciences.

Extension Activity on Mental Health

It was decided to organize a an extension lecture on the Mental Health for staff and students of college. Dr. Stanam Kaur was given the responsibility to organise the event and Ms. Pooja Sharma will co-ordinate with her in organizing same.

Adoption of Village

To establish a connect between the institution and community the college will adopt a village and under the agies of IQAC Cell. The NSS unit of the college will work for the upliftment of the village from all aspects like education facilities, health and medical facilities, awareness about government policies etc. in collaboration with IQAC cell.

Preparation of Youth Festival

Chairperson IQAC announced that the institute will participate in zonal youth festival of education colleges organized by G.N.D.U., Amritsar. The IQAC cell will work for the planning and support facilities to be provided to the students for the youth festival. The co-ordinator was asked to prepare a duty list for students and teachers for the smooth conduct of this activity.

Action Taken Repoert

- One week literacy programme for girls of Harsha Chhina School was organised under leadership of Ms. Poonam Mahajan. The required syllabus and stationary was arranged with the help of students.
- An extension lecture was organised on Mental Health. A resource person was invited who shared the importance and neglecton of mental health especially by females. The students and faculty attended the session.
- Dr Ajaypal Singh was assigned responsibility for the adoption of the village. Dr Kamalpreet Kaur and Dr Anjum Sharma were directed to plan concrete activities for the upliftment of the village from all aspects like education facilities, health and medical facilities, awareness about government policies etc. in collaboration with IQAC cell and the selected village.
- College faculty worked whole heartedly for the selection of students for various activities in youth festival through the college talent hunt programme. The team was selected and college teachers were assigned the responsibility of various activities and even experts were called for the preparation of items in Theatre, Music, Fine Arts, Literary and Giddha.

IQAC Coordinator

Principal

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Meeting II

Held on 16th January, 2023

The second meeting of IQAC was held in the Principal's office on 16th January 2023, at 11:30 am. The Agenda for the same was as follows:

Agenda:

- Feedback on Agenda of Meeting I
- Workshop on Yoga
- Extension Lecture on Teaching Effectiveness
- Career Counseling
- Student feedback Survey

Minutes of Meeting

The feedback on the activities planned in first meeting was taken. The whole faculty and staff were congratulated for the smooth conduct of youth festival in phase I. It was followed by the monitoring of the targets achieved so far.

Workshop on Yoga

IQAC will organize workshop on yoga for all the students and faculty members of the institution.

Extension Lecture on ICT integrated teaching

Chairperson IQAC assigned responsibility to co-ordinator IQAC to plan an extension lecture on ICT integrated teaching for prospective teachers. She will coordinate with the resource person and fix the schedule. Dr. Harjinder Kaur will coordinate with students and make all necessary arrangements.

Career Counseling

IQAC will organize career counseling for all the students of the institution. Considering the specific requirements of the passing out batch sessions should be organised as early as possible. Placement cell of the college should work on placing the students in schools as well.

Student feedback Survey

Dr. Parwinderjit Kaur, Coordinator IQAC assigned the responsibility of taking feedback from the students of different programmes. Ms. Prabhjit Kaur along with other faculty members were assigned the responsibility to construct the feedback proforma and get feedback from the students.

Action Taken Report

- The IQAC Coordinator took the feedback of previous meeting and also discussed the actions taken for the previous meeting points.
- One Day Yoga Workshop was held in the college for both the students and faculty members. IQAC cell of the college took the initiative and executed this programme effectively.
- An extension lecture on ICT Integrated teaching was organised for the staff and students of college. Dr. Harjinder Kaur took the lead and made the necessary arrangements for the same.
- The Placement cell of the college organised a placement drive, wherein multiple schools were invited. The eligible students were given bright platforms with respect to job avenues.
- The students were given the performas and judicious feedback was ensured and collected. The record was kept for the same.

IQAC Coordinator

Principal

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Meeting III

Held on 20 March, 2023

The third meeting of IQAC was held in the Principal's office on 20 March 2023, at 11:30 am. The Agenda for the same was as follows:

Agenda:

- Extension Lecture on Writing Research paper
- Upgradation of Laboratories
- Library Enrichment
- Tree Plantation Drive

Minutes of Meeting

Extension Lecture on Writing Research paper

Chairperson IQAC assigned responsibility to Dr. Kamalpreet Kaur & Dr. Poonam Mahajan to arrange an Extension lecture on Writing Research Paper for the faculty and Students of M.Ed and B.Ed M.Ed classes. They were further instructed to contact the resource person for the same.

Upgradation of Laboratories

The incharges of different laboratories were instructed to upgrade their respective laboratories and prepare the lists of required additions in their labs. They were further instructed to give the budgetary requirements for the same within upcoming 15 days.

Library Enrichment

Dr. Harjinder Kaur was assigned the responsibility of enriching the library with latest stock of books. She was also instructed to collect lists of books preferred by faculty for their respective subjects.


Tree Plantation Drive

The IQAC Cell of the college was assigned the responsibility to organize Tree Plantation Drive on account of celebrating World Environment.

Action Taken Report

- An Extension lecture on Writing Research paper was organised in the college campus. Dr. Deepa Sikand Kauts was the Resource person for the same, wherein she gave necessary key points of drafting a research paper. The event was attended by the staff and students of M.Ed and B.Ed M.Ed classes. It was well appraised by all.
- The respective lab incharges prepared the lists of materials required along within the financial constraints allotted. Further the material was procured after obtaining the best price quotations.
- The faculty members gave their requirement of books of various subjects as per their needs. The books were purchased and students were informed about the availability of the same.
- The IQAC Cell of the college took the initiative to organize Tree Plantation Drive from 1st to 5th June 2023 on account of celebrating World Environment Day under which a tree was planted every day.


IQAC Coordinator


Principal
Principal
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