

Minutes of Meeting (23<sup>rd</sup>-24<sup>th</sup> July 2018)

**Members Present**

**Dr. SurinderPal Kaur Dhillon, Chairperson IQAC**

**Dr. Surinder Kaur, Co-ordinator IQAC**

**Dr. Satnam Kaur, Member IQAC**

**Dr. Parwinderit 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 Singh, Local Societies Nominee**

**Mukti Sharma, B.Ed. M.Ed. Integrated Student**

**Aseem, B.Ed. M.Ed. Integrated Student**

**Aditi Bhatia, B.Ed. Student**

**Rahul Tuli, B.Ed. Student**

**Kanveet Kaur, B.Ed. Student**

**Agenda:**

Computer literacy programme

Extension Activity on UNO's theme of Gender Equality

Professional Training of administrative staff

Adoption of Village

Organization of Youth Festival

#### Agenda 1

Ms. Mandeep Kaur was assigned responsibility of organizing one week computer literacy programme for students and teachers of Harsha Chhina Schools. She will organize this activity along with the students of pedagogy of computer sciences.

#### Agenda 2

Extension Activity on UNO's theme of Gender Equality

UNO's theme of Gender Equality was discussed with the members of meeting and it was decided to organize a discussion on the said theme. Dr. Stanam Kaur was given the responsibility to decide the specific title for activity and Ms. Anjum Sharma will co-ordinate with her in organizing the event.

#### Agenda 3

Professional Training of administrative staff

In order to enhance the professional skills of administrative staff co-ordinator of IQAC will chalk the plans for sending the staff on training sessions organized by management and affiliating university from time to time. The staff should be sent to attend these sessions on rotation basis.

#### Agenda 4


Adoption of Village

To establish a connect between the institution and community the college will adopt a village and under the aegis 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.

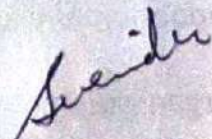
#### Agenda 5

Organization of Youth Festival

Chairperson IQAC announced that the institute will host the zonal youth festival of education colleges this year. The IQAC cell will work for the planning and management part of the the youth festival. The co-ordinator was asked to prepare a duty list for students and teachers for the smooth conduct of this activity.

  
Principal

Principal  
College of Education  
Amritsar

  
IQAC Coordinator

## Action Taken Report

### Agenda 1

To enhance the learning of computers, one week Computer Literacy programme was organised for students as well as teachers of Haryana Chhina schools under the responsibility of Hs Mandals team. The activity was conducted along with the students of computer centres. Around 36 No. of students and teachers were encouraged to learn on the computer further.

### Agenda 2.

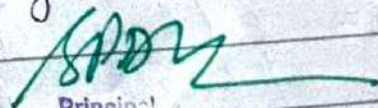
Dr Satnam Kaur organised a discussion on UNO theme - Planet 50 50 by 2030. It is up for Gender Equality under the guidance of ICAC Coordinator. Hs Anjum Sharma coordinated with her in organizing the event. The main purpose of the discussion was bring awareness about the issue about gender equality and rights given to women.

### Agenda 3.

A plan was chalked out by the coordinator of ICAC to send the staff on ~~training~~ training sessions which was organised by management and affiliating university. The training sessions make administrative staff professionally trained.

Agenda-4 → Our institution has adopted Haeshe Chimes village and working for its upliftment, related to all the aspects of the village like education, facilities, health and medical facilities awareness about govt. Policies etc. our institution even chalked out a computer literacy programme for students as well as teachers of the schools of the village.

Agenda-5 → A duty list of students as well as teachers was prepared for smooth functioning of the Zonal youth festival. As the wholesome responsibility on the our institution, as a host to make the event successful, the ILO Cell took all the responsibility of planning and management.



Principal  
Khalsa College of Education  
Ranjit Avenue, Amritsar

**IQAC Meeting II**

**Minutes of Meeting (16<sup>th</sup>-17<sup>th</sup> January 2019)**

**Members Present**

**Dr.SurinderPal Kaur Dhillon, Chairperson IQAC**

**Dr. Surinder Kaur, Co-ordinator IQAC**

**Dr.Satnam Kaur, Member IQAC**

**Dr. Parwinderit 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 Singh, Local Societies Nominee**

**Mukti Sharma, B.Ed. M.Ed. Integrated Student**

**Aseem, B.Ed. M.Ed. Integrated Student**

**Aditi Bhatia, B.Ed. Student**

**Gurpreet Kaur, B.Ed. Student**

**Kanveet Kaur, B.Ed. Student**

**Agenda:**

**Feedback on Agenda of Meeting I**

**Extension Lecture on Teaching Effectiveness**

**Career Counseling**

**Student feedback Survey**

#### Agenda 1

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

#### Agenda 2

##### Extension Lecture on Teaching Effectiveness

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

#### Agenda 3

##### Career Counseling

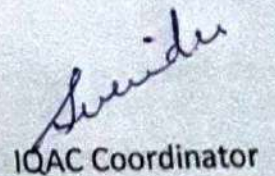
IQAC will organize career counseling for all the students of the institution. Considering the specific requirements of the passing out batch sessions should be organised as early as possible. Placement cell of the college should work on placing the students in schools as well.

#### Agenda 4

Dr. Surinder 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.



Principal  
Principal  
Galsa College of Education  
Ganjit Avenue, Amritsar



IQAC Coordinator

## Action Taken Report

### Agenda 1 →

By monitoring of the targets as per the target and feedback regarding the proposals that were put forward in the first meeting of IOAC taken by the coordinator of IOAC.

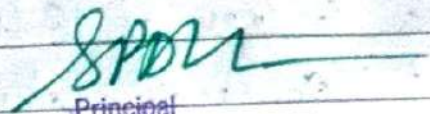
### Agenda 2

Under the guidance of IOAC coordinator assigned by Chairperson to plan an extension lecture on "Teaching Effectiveness" for prospective teachers was held on Nov 29 2019. IOAC coordinator and other resource persons scheduled the time table and Dr. Harpreet Kaur was coordinated with the students for all necessary arrangements.

### Agenda 3

By considering the specific requirements of the passing on batch sessions, IOAC organized a Career Counselling for all the students of the institution for the placement of students in reputed schools inside and outside the city. Placements Cell of the college work on it and students were benefited.

Agenda 4 →  
For the different programmes performed  
in the college Dr Surinder Kaur assigned  
the responsibility to taking feedback  
from the students for the same Ms  
Prekshat Kaur and other faculty members  
were assigned and construct the feedback  
perform. The performed their duties  
were and get feedback from the students



Principal  
Khalsa College of Education  
Ranjit Avenue, Amritsar