

**IQAC Meeting I**

**Minutes of Meeting**

**Members Present**

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

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

**Dr. Satnam Kaur, Member IQAC**

**Ms. Anjum Sharma, 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**

**Kritika, M.Ed. Student**

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

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

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

**Nandini, B.Ed. Student**

**AGENDA**

1. Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)"
2. Development of Innovative Practices of Internship Programme
3. Framing of Research policies for promoting research culture in organisation
- 4 Sensitizing students towards gender Equality
5. Planning of Transport facility for non-residential students
6. Planning of NSS activities

**Agenda 1 .**

Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)"

Ms. Lakshmi Chopra was assigned the responsibility to organise the extension lecture for awaring the women students about employment opportunities available as per govt.

scenarios. It was directed by the principal that the respective teachers on duty will collaborate with the resource person, make all necessary arrangements and inform the students about the same.

#### Agenda 2.

##### Development of Innovative Practices of Internship Programme

Keeping in mind the need of improving the quality of internship it was decided to arrange a discussion on application of qualitative practices in internship. Under the aegis of IQAC cell Dr. Mandeep Kaur was assigned the responsibility to organise a Group discussion on Development of Innovative Practices of Internship Programme. She was suggested to collaborate with Dr. Mandeep Kochhar, Bombay Teacher Training College, Mumbai and organise the whole event. Dr. Harjinder and Ms. Suruchi will make necessary arrangements along with her.

#### Agenda 3

##### Framing of Research policies for promoting research culture in the organisation

Dr. Satnam Kaur suggested that research culture should inculcate in academics and Industry-Institute interaction is to be strengthened.

Dr. Parwinderjit Kaur was of the opinion that academic policies are needed to be revised with special context to enrich the research culture in the institute.

#### Agenda 4

##### Sensitizing students towards gender Equality

Dr. Ruchi Bhargava was assigned responsibility to organize a seminar on issues related to gender equality. It was decided that she will arrange an expert from the field and organize the event to sensitize students towards gender equality. Ms. Neelu will assist her in the event.

#### Agenda 5

##### Planning of Transport facility for non-residential students

Dr. Surinder Kaur, coordinator, IQAC and other faculty members informed that non-residential students have a problem about traveling to reach campus on time due to poor public transport service specifically in rural areas. Mr. Yudhpreet Singh was assigned responsibility to look after this matter.

#### Agenda 6

##### Planning of NSS activities

Dr. Gurmanjit Kaur was asked to conduct NSS activities in near future namely Awareness about use of Eco- friendly Practices, Improvement in Mental Health and Road Safety program on the basis of suggestions from all the Committee members.

## **IQAC Meeting II**

### **Minutes of Meeting**

#### **Members Present**

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

**Dr. Surinder 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**

**Kritika, M.Ed. Student**

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

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

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

**Nandini, B.Ed. Student**

## **AGENDA**

1. Feedback regarding activities of first IQAC meeting
2. Professional training of teachers
3. Tie ups with industry
- 4 Yearly student feedback

### **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 co – ordinator of IQAC. It was followed by the monitoring of the targets achieved so far.

Agenda 2.

Professional training of teachers

Chairperson directed all the teachers who attended and are going to attend the workshops organised by school of education, GNDU in collaboration with PMMMMNMT, to organise the training sessions for all the teachers in the college. IQAC will facilitate in organisation of training sessions in the college.

Agenda 3

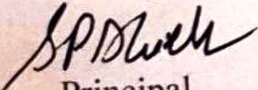
Tie ups with industry

Chairperson directed the co – ordinator of IQAC to work on developing tie ups with various schools and colleges for internship and placement of students and professional development of the faculty.

Agenda 4

Yearly student feedback

Dr. Surinder Kaur assigned the responsibility of taking feedback from the students of different streams. Ms. Prabhjit Kaur along with other faculty members were assigned the responsibility to construct the feedback proforma and get feedback from the students.

  
Principal  
Khalsa College of Education  
Ranjit Avenue, Amritsar

  
IQAC coordinator

## Action Taken Report

\* On Sept 10, 2019, Extension lecture was conducted by an Government's National Support to Training and Employment program for women. On the completion of above said lecture, students & teachers of the college were aware about government facilities available for creating enough job opportunities for females. It was beneficial for female students, as it gave a chance for them to plan their future indulgences, accordingly.

\* On 29<sup>th</sup> Nov, 2019, students were acquainted with the modifications and enhanced internship strategies for effective teaching learning outcomes. Use and need of appropriate tools for teaching were made clear to the students.

\* Teachers were motivated to undertake maximum research oriented tasks and projects. This was done to encourage reliability and authentication in the field of Teacher Education.

\* On 8<sup>th</sup> March, 2020 in a seminar conducted by Beauty House, students were guided towards gender equality. Legal policies and legislative rights were discussed with the students to ensure awareness amongst the students.

Transportation facility was sorted by the college respective members to encourage smooth travelling to college by the students. Any sort of travelling difficult was dealt by providing appropriate services to the students.

Various committees of the college worked in union for the eco-friendly practices, mental-health discussions by organising periodic counselling sessions and traffic rules awareness campaign amongst the students. Students pledged to use environment friendly behaviour for sustainable growth of the nation as a whole.

*SPD*

Principal  
Khalsa College of Education  
Ranjit Avenue, Amritsar

## Action Taken Report

After the IQAC meeting, college had taken measures for professional training of teachers. Many seminars and workshops has organised to improve quality of teaching among faculty.

Some workshops for faculty development program are →

1. Workshop on instructional strategies for social science teachers by Ms. Lakshmi Chopra on 15<sup>th</sup> July 2019 - 16<sup>th</sup> July 2019.
2. Workshop on instructional strategies for science teachers by Ms. Neeha Arora on 23<sup>rd</sup> Sept. 2019 - 24<sup>th</sup> Sept 2019.
3. Workshop on Action Research and case studies by Dr. Gurnanjit Kaur on 13<sup>th</sup> Aug 2019 to 14<sup>th</sup> Aug 2019.

Faculty exchange program was organized by college with partnering institution like Sidana College of Education, Anand (26<sup>th</sup> Oct 2019 - 18<sup>th</sup> Jan, 2020), Shaheed Bhagat Singh College of Education, Patli on (8<sup>th</sup> March 2019 - 5<sup>th</sup> Jan 2020), Anand College Jathuwal on 14<sup>th</sup> Jan 2020 - 21<sup>st</sup> Jan 2020.

Student feedback was taken by college. Student should overall satisfaction of academic and administrative functions.