

Session 2019-20

Circular

Date

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 15 July 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Welcome to the Committee members.
- Planning for the academic year.
- Discussion about academic & Co-Curricular activities to be taken up during the session.
- Discussion on the basis of feedback/ suggestions by the students, Parents & Alumni in their feedback forms.
- Checking of basic amenities in the College .

Minutes

A meeting was held in the Principal's office for the formally welcoming the members of Internal Quality Assurance cell (IQAC) for the session 2019-20.

Following points were decided after the formal welcome of the IQAC members by the Principal .

- Presence of college superintendent was made mandatory for all meetings
- Discussion about the course, curricular & co-curricular activities to be taken up during the session was done.
- Suggestions from the Students, Parents, Alumni was discussed & appreciated by the Principal. It was assured that the implementation of the suggestions made by the stakeholders will be taken care
- Committees were made to check the basic facilities /infrastructure of the college.
- It was planned to review the work done by the committees after a month.

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tagell

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Circular

Date:

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 19 July 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Discussion about schedule of teaching practice.
- Allotment of schools.
- Teachers who are to be assigned duties during teaching practice.
- Schedule of Micro teaching.
- Schedule of Model-demonstration lesson, discussion lesson.
- Action research

Minutes

A meeting was held in the Principal's office with IQAC representatives and teaching staff to discuss about the schedule of teaching practice, micro-teaching Action Research and discussion lessons of Semester III students.

- Teaching Practice was planned to begin on 1 August till December Various Schools were requested about the teaching practice schedule.
- Allotment of schools & students was discussed with the staff members. Faculty members were ensured to visit school every day to keep a check on student attendance, check their teaching learning material and to visit their class at least every alternate day.
- Microteaching schedule was discussed 8 skills were selected. Teachers were asked to choose any 5 skills and demonstrate and discuss their components with their respective teaching students during the microteaching sessions.
- It was decided that the students should be well versed with all the teaching skills so the teachers will give 2 model-Demonstration lessons which will be followed by one discussion lesson at College level to have an idea of the skills imbibed by the student.

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tagill
Principal
Aklia College of Education
Goneana Mandi, Bathinda

- Dates of 2 Model demonstration lessons to be delivered by the teachers on their respective teaching subject were planned & announced.
- It was suggested that 1 discussion lesson will be taken in the college after demonstration lesson & another one after coming back from Teaching Practice in the college to check the progress and problems of the students.
- Steps and procedure of Action Research was discussed and it was suggested that the teacher should discuss the procedure of action research in the classes with students before going to the T.P so that the students can conduct action research during their teaching practice. Thus they can learn the practical side of the learning too.

Tagil

Principal
State College of Education
Gontara Mandi, Baito

Principal
State College of Education
Gontara Mandi, Baito

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 22 July 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Reflection on the previous session
- Preparation of Academic Calendar (2019-20)
- Discussion on students feedback of previous session
- Preparation of prospectus

MINUTES

A meeting was held on 22 July, 2019 in Principal's office in which, Principal chaired the session. following points were taken into consideration.

- Major events and result of previous session were discussed. Suggestions from all the staff members were invited to improve upon the quality of both teaching and non teaching aspects of the college.
- Student's feedback on teachers, infrastructure (both college & hostels) was discussed.
- Teachers lagging in their work were suggested accordingly.
- Committees of staff members and student representatives were formed for the improvement of college, hostel infrastructure & facilities.
- Academic Calendar was discussed.
- Prospectus committee was formed and given the task of getting prospectus done well in advance before the start of admission process.

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Ta Gill

Circular

Date

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 29 July 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Reviewing of academic calendar and suggestions for addition of some activities into it
- Reviewing of Prospectus
- Reviewing of work done by the committees on the suggestions made by students/parents for the improvement of college & hostel facilities
- Discussion of admission procedure
- Allotment of subjects to teachers other than teaching subjects
- Formation of time table committee

MINUTES

A meeting was held on 29th July, 2019 in Principal's office .Following points were taken into consideration.:-

- Academic calendar was reviewed and suggestions made by staff members and IQAC members were taken and incorporated
- Prospectus was finalized.
- Discussion on the work done by committees formed for college & hostel improvement & work done was reviewed. Some of the suggestions made by the committee were found fit for implementation and approved by the IQAC members.
- Various committees for admission of B.Ed. D .El.Ed. students were formed & duties were allotted to staff members & non-teaching staff.
- Subject were allotted to different teacher
- Time table committee was formed

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Ta Gill

Circular

Date

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 12, August 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Discussions with non-teaching staff about admission procedure.
- Discussion about fees, PTA, etc.
- Formulation of various committees for admission process.

MINUTES

A meeting was held on 12 August 2019 in Principal's office .

Following points were taken into consideration.

- A detailed discussion about admission procedure was done with the admission committee members (both teaching & non-teaching staff members)
- Various duties were assigned to the staff members.
- Fee structure for General Category / Reserved Category (both B.Ed & D.Ed.Ed students was discussed & fixed.
- Discussion about PTA, and other details regarding admission of new students was done.
- Different conveners were designated for different committee to facilitate the admission process of B.Ed & D.Ed.Ed students.

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Ta Gill

Circular

Dear Sir/ Madam,

Date

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road ,
Goneana Mandi (Bathinda) is scheduled to be held on 09 September, 2019 at
2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Filling & submission of Examination forms
- Collection of Examination fees
- Criteria for Internal assessment

MINUTES

A meeting was held in the Principal's office with college teaching staff in the presence of IQAC representatives to discuss about the duties of the faculty members filling & submission of Examination forms.

- Duty was assigned to office for the collection of examination fee (as per Pbi. University norms)
- Duties of Filling up of Examination forms were divided among staff members. It was decided to be finished by 19th September 2019 and submitted within the stipulated time to the Punjabi university.
- Criteria for the internal assessment of the students were discussed and guidelines were given to the staff members to prepare internal assessment of the students accordingly.

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Ta Gill

Circular

Date

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on **10 October, 2019**

at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- To Thank Alumni members for their help
- Discussion about tentative dates for expert lectures.

MINUTES

A meeting was held in the Principal's office with the Alumni members & IQAC representatives on 10 October, 2019 Alumni Association were also present.

- College Principal thanked Alumni Association members on the behalf of all the staff members and students for helping Needy Students with the set of books required for their course.
- AP. Kiranjit Kaur Singh agreed to deliver expert lectures on Action Research to B.Ed.& 'D.El.Ed. students during the vacations for 3-4 days.

Ta Gill

Akliya College of Education
Jaitu Road, Bathinda

Circular

Dear Sir/ Madam,

Date

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 5 November, 2019 at 2.00PM in Principal Office. The agenda is annexed herewith. You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

AGENDA

- Discussion of results of MST-1
- Schedule of Remedial classes
- Other measures for weak students
- Submission of teaching Aids by Semester III students

MINUTES

A meeting was held in the Principal's office with the staff members & IQAC representatives on 5 November, 2019.

- After MST-1, results of MST-1 were discussed and list of weak students was prepared.
- Teachers were suggested to change their teaching strategies accordingly.
- Remedial classes were scheduled for weak students after College hours.
- Supplementary books and notes were provided to needy students.
- Teachers were asked to give notes to the students who were very weak.
- Submission of teaching Aids by Semester III students was decided to be done on 1 November 2019 .

Principal
Aklia College of Education
Goneana Mandi, Bathinda.

Ta Gill

Circular

Date

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 16 January 2020 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Agenda:

- Discussion about the syllabus of subjects of 2ndSem B.Ed.
- Discussion about the syllabus of subjects of 2nd&4th sem. D.El.Ed.
- Discussion about co-curricular activities – their weightage.

Tagill

IQAC
Akliya College of Education
Goneana Mandi, Bathinda

Meeting Minutes

Date: 16th January 2020

Time: 2:00 PM

Location: Principal's Office,

Attendees:

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	Tara Singh Gill
2.	Mr. Gurkiat Singh Assistant Prof.	Co-ordinator	Gurkiat Singh
3.	Ms. Manpreet Kaur Assistant Prof.	Member	Manpreet Kaur
4.	Ms. Gurpreet Kaur Assistant Prof.	Member	Gurpreet Kaur
5.	Ms. Amarjeet Kaur Assistant Prof.	Member	Amarjeet Kaur
6.	Mr. Kamaljit Singh Management Member	Member	Kamaljit Singh
7.	Mr. Rajinder Singh Administrative Member	Member	Rajinder Singh
8.	Mr. M.S. Bath Administrative Member	Member	M.S. Bath
9.	Mr. Narinder Singh Member Local Society	Member	Narinder Singh
10.	Miss Sarbjeet kaur	Member	Sarbjeet kaur
11..	Miss. Rupinder Kaur	Member	Rupinder Kaur

Agenda:

1. Discussion about the syllabus of subjects of 2nd Semester B.Ed.
2. Discussion about the syllabus of subjects of 2nd & 4th sem. D.El.Ed.
3. Discussion about co-curricular activities – their weightage.

Minutes:

The meeting of the IQAC Aklia College of Education (WOMEN) was held on the scheduled date and time in the Principal's Office. The following points were discussed during the meeting:

Principal
Aklia College of Education
16th Jan 2020

Tara Gill

1. **Discussion about the syllabus of subjects of 2nd Semester B.Ed.:** The members deliberated on the existing syllabus of the 2nd Semester B.Ed. and proposed certain modifications to ensure its relevance to the current academic standards. It was agreed that the concerned faculty members would submit their revised suggestions within the next two weeks for further review.
2. **Discussion about the syllabus of subjects of 2nd & 4th sem. D.El.Ed.:** The syllabus of the 2nd and 4th semesters of the D.El.Ed. program was thoroughly reviewed. It was emphasized that the syllabus must align with the national education framework and cater to the evolving needs of the teaching profession. A committee was formed to draft a comprehensive report on the necessary amendments to be incorporated, which would be presented in the next meeting.
3. **Discussion about co-curricular activities – their weightage:** The significance of co-curricular activities in the holistic development of students was underscored. The attendees emphasized the need for a balanced approach in assigning appropriate weightage to co-curricular activities, ensuring that they complement the academic curriculum. A subcommittee was established to evaluate the current weightage and propose a revised structure that promotes the all-round growth of the students.

The meeting concluded with the decision to reconvene in two weeks to review the proposed recommendations and finalize the necessary actions. The attendees were urged to actively contribute to the discussions and provide constructive input in the interest of enhancing the overall educational experience at Aklia College of Education (WOMEN).

2024
Aklia College of Education
Banda, Banda

Ta Gill

Dear Sir/ Madam,

The meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 17 Feb 2020 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

AGENDA :

- Discussion of Sports Meet , Convocation
- Steps to be taken before final exams
- Remedial classes after college or during time table to be discussed

Meeting Minutes

Date: 17th February 2020 Time: 2:00 PM

Location: Principal's Office

Attendees:

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill, Principal	Chairperson	Tara Singh Gill
2.	Mr. Gurkirat Singh Assistant Prof.	Co-ordinator	Gurkirat Singh
3.	Ms. Manpreet Kaur Assistant Prof.	Member	Manpreet Kaur
4.	Ms. Gurpreet Kaur Assistant Prof.	Member	Gurpreet Kaur
5.	Ms. Sukhdeep Kaur Assistant Prof.	Member	Sukhdeep Kaur
6.	Mr. Kamaljit Singh Management Member	Member	Kamaljit Singh
7.	Mr. Rajinder Singh Administrative Member	Member	Rajinder Singh
8.	Mr. M.S. Bath Administrative Member	Member	M.S. Bath
9.	Mr. Narinder Singh Member Local Society	Member	Narinder Singh
10.	Miss Pushpa Devi	Member (Student)	Pushpa Devi
11.	Miss. Deepali	Member (Alumni)	Deepali

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tara Gill

Agenda:

1. Discussion of Sports Meet and Convocation.
2. Steps to be taken before final exams.
3. Remedial classes after college or during the timetable.

Minutes:

The meeting of the IQAC Aklia College of Education (WOMEN) was held on the designated date and time in the Principal's Office. The following issues were deliberated upon:

1. **Discussion of Sports Meet and Convocation:** The members reviewed the arrangements for the upcoming Sports Meet and Convocation. The importance of ensuring adequate participation and smooth coordination was stressed. Responsibilities were assigned to faculty members and student representatives to oversee the planning and execution of these events.
2. **Steps to be taken before final exams:** A comprehensive discussion was held regarding the necessary preparations to be undertaken before the final examinations. The importance of providing students with adequate study materials, guidance, and counseling support was emphasized. It was agreed that a dedicated task force would be formed to ensure the availability of required resources and assistance for the students.
3. **Remedial classes after college or during the timetable:** The need for organizing remedial classes either after college hours or within the existing timetable was addressed. The members discussed the benefits of providing additional support to academically struggling students and the feasibility of incorporating these classes into the college schedule. A team was constituted to evaluate the availability of resources and to propose a plan for the implementation of remedial classes.

Principal
Akalia College of Education
Bardhaman

Tagill

Annual Report:

IQAC Meetings and Activities (2019-2020)

Aklia College of Education (WOMEN), Bathinda

Introduction: The Internal Quality Assurance Cell (IQAC) of Aklia College of Education (WOMEN), Bathinda, held several meetings during the academic year 2019-2020 to discuss various aspects of college functioning and improvement. This report summarizes the key discussions and decisions made during these meetings.

I. First IQAC Meeting - 15 July 2019:

- **Agenda:**

1. Welcome to the Committee members.
2. Planning for the academic year.
3. Discussion about academic & co-curricular activities.
4. Discussion based on feedback/suggestions from students, parents & alumni.
5. Checking of basic amenities in the college.

- **Decisions and Highlights:**

- Presence of the college superintendent was made mandatory for all meetings.
- Detailed discussions about academic and co-curricular activities for the academic year were held.
- Feedback and suggestions from students, parents, and alumni were discussed and considered for implementation.
- Committees were formed to check and improve basic facilities and infrastructure.

- Plans were made to review the work done by these committees after a month.

II. Second IQAC Meeting - 19 July 2019:

- **Agenda:**

1. Discussion about the schedule of teaching practice.
2. Allotment of schools.
3. Teachers to be assigned duties during teaching practice.
4. Schedule of Microteaching.
5. Schedule of Model-demonstration lessons and discussion lessons.
6. Action research.

- **Decisions and Highlights:**

- Teaching practice details were discussed, including schedules and school allotments.
- Microteaching schedules were decided, focusing on specific skills.
- Plans for model-demonstration lessons and discussion lessons were laid out.
- Guidelines for conducting action research were discussed.

III. Third IQAC Meeting - 22 July 2019:

- **Agenda:**

1. Reflection on the previous session.
2. Preparation of Academic Calendar (2019-20).
3. Discussion on student feedback from the previous session.
4. Preparation of the prospectus.

Ta Gill

- Plans were made to review the work done by these committees after a month.

II. Second IQAC Meeting - 19 July 2019:

- **Agenda:**

1. Discussion about the schedule of teaching practice.
2. Allotment of schools.
3. Teachers to be assigned duties during teaching practice.
4. Schedule of Microteaching.
5. Schedule of Model-demonstration lessons and discussion lessons.
6. Action research.

- **Decisions and Highlights:**

- Teaching practice details were discussed, including schedules and school allotments.
- Microteaching schedules were decided, focusing on specific skills.
- Plans for model-demonstration lessons and discussion lessons were laid out.
- Guidelines for conducting action research were discussed.

III. Third IQAC Meeting - 22 July 2019:

- **Agenda:**

1. Reflection on the previous session.
2. Preparation of Academic Calendar (2019-20).
3. Discussion on student feedback from the previous session.
4. Preparation of the prospectus.

Ta Gill

- **Decisions and Highlights:**

- Evaluation of the previous academic session's major events and results.
- Incorporation of staff and student feedback into the academic calendar.
- Formation of committees for college and hostel infrastructure improvements.
- Planning for the preparation of the prospectus for the next academic year.

IV. Fourth IQAC Meeting - 29 July 2019:

- **Agenda:**

1. Reviewing the academic calendar.
2. Reviewing the prospectus.
3. Reviewing the work done by committees based on student/parent suggestions.
4. Discussion of the admission procedure.
5. Allotment of subjects to teachers.
6. Formation of the timetable committee.

- **Decisions and Highlights:**

- Further review and updates of the academic calendar and prospectus.
- Committees' work on improving college and hostel facilities was reviewed, with some suggestions approved.
- Admission procedures for B.Ed. and D.El.Ed. students were discussed.

- Subject allotment and the formation of a timetable committee were addressed.

V. Fifth IQAC Meeting - 12 August 2019:

- **Agenda:**

1. Discussions with non-teaching staff about the admission procedure.
2. Discussion about fees, PTA, etc.
3. Formulation of various committees for the admission process.

- **Decisions and Highlights:**

- Detailed discussions with non-teaching staff regarding admission procedures.
- Finalization of fee structures and discussions about the Parents-Teachers Association (PTA).
- Formation of various committees to facilitate the admission process.

VI. Sixth IQAC Meeting - 09 September 2019:

- **Agenda:**

1. Filling & submission of Examination forms.
2. Collection of Examination fees.
3. Criteria for Internal assessment.

- **Decisions and Highlights:**

- Planning and assignment of duties for the filling and submission of examination forms.
- Discussion of the fee collection process.
- Review and discussion of criteria for internal assessment of students.

VII. Seventh IQAC Meeting - 05 November 2019:

- **Agenda:**

1. Discussion of results of MST-1.
2. Schedule of Remedial classes.
3. Other measures for weak students.
4. Submission of teaching aids by Semester III students.

- **Decisions and Highlights:**

- Review and discussion of the results of MST-1.
- Scheduling of remedial

Principal
College of Education
Guntur Mandl. Bath

Ta Gil