

2021-2022

Circular

Date

No

Dear Sir/ Madam,

The meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 16.06.2021 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,

Co-ordinator

Copy to:

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 Meena Sharma	Member (Student)	Meena Sharma
11.	Miss. Deepali	Member (Alumni)	Deepali

Agenda:

Akliya College of Education
Goneana Mandi, Bathinda

Tara Gill
Principal
Akliya College of Education
Goneana Mandi, Bathinda

1. Discussion of Stock Verification.
2. Numbering of Rooms.
3. Youth Festival.
4. Organization of Various Activities.
5. Micro Teaching.

Meeting Proceedings:

The meeting commenced with Dr. Tara Singh Gill welcoming all attendees and outlining the agenda for the meeting.

Agenda Item 1: Discussion of Stock Verification:

- Ms. Sukhdeep Kaur presented the current status of stock verification.
- Issues, discrepancies, and challenges related to stock verification were discussed.
- It was decided to form a committee to conduct a thorough stock verification and report back with findings and recommendations.

Agenda Item 2: Numbering of Rooms:

- Ms Manpreet Kuar provided an update on the room numbering project.
- Attendees discussed the rationale behind room numbering and its benefits.
- The committee approved the plan and set a timeline for the implementation of room numbering.

Agenda Item 3: Youth Festival:

- Mr. Gurkirat Singh , Ms Manpreet Kuar and Ms Sukhdeep Kuar presented the plan for the upcoming Youth Festival.
- Discussion focused on event details, participant coordination, and logistics

Principal
State College of Education
Srinagar Mandi, Bathinda

Tara Gill
Principal
State College of Education
Bathinda

- It was decided to support the Youth Festival and allocate necessary resources.

Agenda Item 4: Organization of Various Activities:

- Ms Manpreet Kuar and Ms Sukhdeep Kuar discussed upcoming activities and events.
- Attendees reviewed the schedule and resources required.
- The committee members agreed to support and facilitate the various activities.

Agenda Item 5: Micro Teaching:

- Ms Manpreet Kuar and Ms Sukhdeep Kuar and Gurkirat Singh provided an overview of the micro teaching sessions.
- Discussion included the objectives, participants, and evaluation criteria.
- The committee endorsed the continuation of micro teaching sessions.

General Discussion and Conclusion:

- The chairperson thanked all attendees for their contributions.
- Clear action points and responsibilities were assigned based on the discussions.
- A timeline for follow-up actions was agreed upon.

Action Items:

- Stock verification committee to conduct a thorough stock verification and report findings.
- Room numbering coordinator to proceed with the room numbering project.
- Youth Festival organizer to finalize event details and coordinate with participants.

10/11/2024
 College of Education
 Ambala Mandi, Bathinda

10/11/2024
 College of Education
 Ambala Mandi, Bathinda

- Activities coordinator to plan and execute upcoming activities.
- Micro teaching coordinator to schedule and facilitate micro teaching sessions.

The meeting concluded at 3:00 pm, and the minutes will be documented and shared with all attendees for reference and follow-up.

Tagill

Director
State College of Education
Kalamazoo, Michigan

Tagill
Director of Education
State College of Education
Kalamazoo, Michigan

Circular

Date

No

Dear Sir/ Madam,

The meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 16.09.2021 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,

Co-ordinator

Copy to:

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

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tara Gill
Principal
Aklia College of Education
Goneana Mandi, Bathinda

Circular

Date

No

Dear Sir/ Madam,

The meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 16.09.2021 at 2.00PM in Principal Office. The agenda is annexed herewith.

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

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Yours sincerely,

Co-ordinator

Copy to:

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. Shikha Singla	Member (Alumni)	Shikha Singla

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tara Gill
Principal
Aklia College of Education
Goneana Mandi, Bathinda

Meeting Proceedings:

Agenda:

1. Review of the 1st IQAC Meeting.
2. Faculty Development for Teachers.
3. Creation of an Ecosystem.
4. Initiation of Value Added Courses.
5. Celebration of National and International Days of Importance.

Meeting Proceedings:

The meeting commenced with Dr. Tara Singh Gill welcoming all attendees and outlining the agenda for the meeting.

Agenda 1: Review of 1st IQAC Meeting:

- Mr. Gurkirat Singh Coordinator of IQAC provided a summary of the discussions and decisions made in the 1st IQAC meeting.
- Attendees discussed the progress and implementation of action items from the previous meeting.
- Feedback and suggestions for improvement were noted, and it was agreed to continue monitoring the progress of previous decisions.

Agenda 2: Faculty Development for Teachers:

- Ms. Gurpreet Kaur presented a plan for faculty development initiatives.
- Discussion focused on the types of programs, training modules, and workshops for teachers.
- It was decided to support faculty development programs and allocate necessary resources.

Agenda 3: Creation of an Ecosystem:

- Ms. Manpreet Kuar introduced the concept of creating an ecosystem within the institution.
- Attendees discussed the components and benefits of such an ecosystem.
- It was agreed to form a committee to explore and establish an ecosystem in line with the institution's goals.

Agenda 4: Initiation of Value Added Courses:

- Ms. Sukhdeep Kuar discussed the proposal for initiating value-added courses.
- Attendees reviewed the courses, target audience, and potential impact.
- The committee endorsed the launch of value-added courses and suggested strategies for their promotion.

Agenda 5: Celebration of National and International Days:

- Ms. Gurpreet Kuar presented a plan for the celebration of national and international days of importance.
- Discussion included identifying key days, planning events, and involving students.
- It was decided to support the celebration of these days and engage various departments in organizing events.

General Discussion and Conclusion:

- The chairperson thanked all attendees for their contributions.
- Clear action points and responsibilities were assigned based on the discussions.
- A timeline for follow-up actions was agreed upon.

Action Items:

- IQAC coordinator to continue monitoring and reporting on the progress of previous decisions.
- Faculty development coordinator to plan and implement faculty development programs.
- Ecosystem creation committee to explore and establish an ecosystem within the institution.
- Value-added courses coordinator to launch and promote value-added courses.
- Cultural and event coordinator to plan and execute celebrations of national and international days.

Principal
Uttam College of Education
Gandhinagar, Bhubaneswar

Ta Gill
Principal
Uttam College of Education
Gandhinagar, Bhubaneswar

Circular

No

Date

Dear Sir/ Madam,

The meeting of IQAC Aklia College of Education (WOMEN), Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 23rd .04.2022 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,

Co-ordinator

1. Conduct of Activities Regarding Health Awareness.
2. Review of the Session 2021-23.
3. Planning New Initiatives for the Upcoming Session.
4. Extension Lecture on School Internship.

Copy to:

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill, Principal	Chairperson	Tara 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
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. Shikha Singla	Member (Alumni)	Shikha Singla

Principal
Aklia College of Education
Goneana Mandi, Bathinda

Tara Gill
Aklia College of Education
Goneana Mandi, Bathinda

Minutes meeting

Following decision have been taken unanimously for taking quality initiatives for the session 2021-22.

Agenda:

5. Conduct of Activities Regarding Health Awareness.
6. Review of the Session 2021-23.
7. Planning New Initiatives for the Upcoming Session.
8. Extension Lecture on School Internship.

Meeting Proceedings:

The meeting commenced with Dr. TS Gill welcoming all attendees and outlining the agenda for the meeting.

Agenda Item 1: Conduct of Activities Regarding Health Awareness:

- Mr. Gurkirat Singh presented a plan for conducting health awareness activities.
- Discussion centered on the types of activities, target audience, and expected outcomes.
- It was decided to proceed with the activities and allocate resources accordingly.

Agenda 2: Review of the Session 2021-23:

- Ms. Sukhdeep Kuar provided an overview of the achievements and challenges of the 2021-23 session.
- Attendees discussed the session's performance, academic outcomes, and student feedback.

Principal
GGS College of Education
Gurgaon, Haryana

TS Gill
Principal
GGS College of Education
Gurgaon, Haryana

- Action points were identified to address any shortcomings and build on successes.

Agenda 3: Planning New Initiatives for the Upcoming Session:

- Ms. Manpreet Kuar discussed ideas for new initiatives in the upcoming session.
- The committee considered potential programs, workshops, and collaborations.
- It was agreed to form subcommittees to further explore and plan these initiatives.

Agenda 4: Extension Lecture on School Internship:

- Mr. Gurkirat Singh presented a proposal for an extension lecture on school internship.
- Discussion included the content, guest speaker, and scheduling of the lecture.
- The committee supported the idea and scheduled the lecture accordingly.

General Discussion and Conclusion:

- The chairperson thanked all attendees for their contributions.
- Clear action points and responsibilities were assigned based on the discussions.
- A timeline for follow-up actions was agreed upon.

Action Items:

- Health awareness activities coordinator to plan and execute health awareness initiatives.
- Session review coordinator to address issues and enhance the upcoming session.

- New initiatives planning coordinator to form subcommittees and explore new programs.
- Extension lecture coordinator to schedule and organize the lecture on school internsh

Ta Gill

Principal
1514 College of Education
Lansing, Michigan

Session 2018-19

About IQAC

The college has established an Internal Quality Assurance Cell (IQAC) on May 1, 2007. Since quality enhancement is a continuous process, the IQAC functions as a vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the college.

Vision

To promote quality culture as the prime concern of the college through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

Aims:

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies:

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research programmes.
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) Ensuring credible assessment and evaluation processes.
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services.

g) Sharing of research findings and networking with other institutions.

Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks.
- b) Setting parameters for various academic and administrative activities of the institution.
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- e) Dissemination of information on various quality parameters to all the stakeholders.
- f) Organization of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles.
- g) Documentation of various programmes/activities leading to quality improvement.
- h) Acting as a nodal agency of the institution for coordinating quality-related activities.
- i) Development and maintenance of institutional database for maintaining and enhancing institutional quality.
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- k) Preparation and submission of reports as per the guidelines and parameters of NAAC.

Joshi

College of Education
Mandi, Bathin

Akalia College of Education (Women)

Jaitu Road , Goneana Mandi (Bathinda)

Circular

Date

No

Dear Sir/ Madam,

The first meeting of IQAC Akalia College of Education (WOMEN), Village Akalia Kalan Jaitu Road , Goneana Mandi (Bathinda) is scheduled to be held on 04.06.2018 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,

Co-ordinator

Copy to:

Sr. No.	Name of the Members	Designation in IQAC	Signatature
1.	Dr. S.S Joshi Principal	Chairperson	Joshi
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. Kiranjit Kaur Singh Assistant Prof.	Member	Kiranjit Kaur
6.	Mr. Kamaljit Singh Management Member	Member	Kamaljit Singh
7.	Mr. Rajinder Singh Administrative Member	Member	Rajinder
8.	Mr. M.S. Bath Administrative Member	Member	M.S.
9.	Mr. Narinder Singh Member Local Society	Member	Narinder Singh
10.	Miss Amandeep Kaur	Member (Student)	Amandeep Kaur
11.	Miss. Deepali	Member (Alumni)	Deepali

Agenda of IQAC Meeting to be held on 04.06.2018

1. Quality initiatives to be adopted by IQAC.
2. Constitute College Committees.
3. Any other matter.

Joshi
Principal
State College of Education
Mumbai

The first meeting of IQAC is convened on 04.06.2018 at 02.00 PM in the Principal Office.

Agenda :

1. Quality initiatives to be adopted by IQAC.
2. Constitute College Committees.
3. Any other matter

Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signatature
1.	Dr. S.S Joshi Principal	Chairperson	Joshi
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. Charanjit Kaur Assistant Prof.	Member	Charanjit 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 Amandeep Kaur	Member (Student)	Amandeep Kaur
11.	Miss. Deepali	Member (Alumni)	Deepali


 Dr. S.S. Joshi
 College of Education
 Postage Mandi Bathinda

Minutes of the meeting

Agenda 1.

Principal welcomed the members of the newly formed IQAC team. IQAC coordinator spoke about the aims and objectives of IQAC and the initiatives to be adopted. All the members were briefed about the objectives of IQAC to new members.

Aims and objectives of IQAC

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through incorporation of quality culture and institutionalization of best practices.
3. Provides intervention mechanism at various stages of institutional growth
4. Develop new standards, policies, systems, processes, and procedures by adapting and incorporating best practices.
5. Systematically monitor and evaluate institution's practices and processes through audit, survey and other instruments to ensure generally acceptable standards of quality.
6. Build image of the institution with confidence of the stakeholders ensuring transparency, accountability, and good practices in all aspects of management.
7. Prepare the institution to meet the external quality assurance assessment and accreditation requirements.
8. Documentation of the various programmes leading to quality improvement.
9. Acting as a nodal agency of the Institution for coordinating activities of the institution, including adoption and dissemination of best practices.
10. 10 Enhance Accountability in every aspect of the system.

Agenda 2.

To execute all administrative and academic work smoothly, it was decided to form different committees. The following Committees are constituted to ensure the operational administration functionalities of the institute. This diversification ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees are as follows:

S. No	Name of the Committee	Coordinator	Frequency of Meetings
1.	Academic Committee	Amandeep	Once in a semester, Need based
2.	Alumni Committee	Deepali	Once in a semester, Need based
3.	Anti Ragging Committee	Gagandeep Jau	Once in a semester, Need based
4.	Career Guidance and Placement Cell	Sandeep	Once in a semester, Need based
5.	Cultural Committee	Lovejot Kaur	Once in a semester, Need based
6.	Counseling Cell	Mamta Rani	Once in a semester, Need based
7.	Library Advisory Committee	Ranandeep Kaur	Once in a semester, Need based
8.	Grievance Redressal Cell	Karamjeet Kaur Joshi	Once in a semester, Need based

College of Education
Gandhinagar, Bikaner

9.	The National Service Scheme (NSS)		Once in a semester, Need based
10.	Website/ICT/Internet Committee		Once in a semester, Need based
11.	Internal Examination Committee		Need based
12.	Sports Advisory Committee		Need based
13.	Minority Cell		Need based
14.	SC/ ST/ OBC Cell		Need based

IQAC Coordinator thanked all the members for their active participation in the meeting.

To Shi
 1100 College of Education
 Andhra Pradesh Path...

Akha College of Education (WOMEN)

Circular

Date

No.

Dear Sir/ Madam,

The second meeting of IQAC Akha College of Education (WOMEN) is scheduled to be held on 9th July 2018 at 2 PM at Principal Office .The agenda is annexed here with. You are requested to make it convenient to attend to same.

Thanking You,
Yours sincerely,
Co-ordinator

Copy to:

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. S.S Joshi Principal	Chairperson	Joshi
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. Kiranjit Kaur Singh Assistant Prof.	Member	Kiranjit 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 Amandeep Kaur	Member (Student)	Amandeep Kaur
11.	Miss. Deepali	Member (Alumni)	Deepali

10

Joshi
Principal
Akha College of Education
Goolara Mandi, Bathinda

Minutes of QAC Meeting to be held on 9th July 2012 at 2 PM at SAHODRA Office

- Continuation of Induction Programme for Teachers.
- Introduction of more innovative add-on courses.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Unity Plan and Pension Fund.
- Approval of Plan for Club and Cell Activities.
- Work to be initiated.
- All other matters will be referred to the Dean.

Minutes of the 1st Meeting of Internal Quality Assurance Cell held on 9th July 2012 at SAHODRA Office

Attendees

- Continuation of Induction Programme for Teachers.
- Introduction of more innovative add-on courses.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Unity Plan and Pension Fund.
- Approval of Plan for Club and Cell Activities.
- Work to be initiated.
- All other matters will be referred to the Dean.

Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 16th July 2012 at SAHODRA Office

Sl. No.	Name of the Member	Designation	Signature
1	Dr. S. Srinivasan	Chairman	
2	Dr. S. Srinivasan	Member	
3	Dr. S. Srinivasan	Member	
4	Dr. S. Srinivasan	Member	
5	Dr. S. Srinivasan	Member	
6	Dr. S. Srinivasan	Member	
7	Dr. S. Srinivasan	Member	
8	Dr. S. Srinivasan	Member	
9	Dr. S. Srinivasan	Member	
10	Dr. S. Srinivasan	Member	

Agendas of IQAC Meeting to be held on 9th July 2018 at 2 PM at Principal Office

- Conduct of Induction Programme for Freshers.
- Introduction of more innovative add-on courses.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Activity Plan and Previous Report.
- Plan of action for Club and Cell Activities.
- NAAC Accreditation
- Any other matter with the permission of the chair.

Minutes of the 2nd Meeting of Internal Quality Assurance Cell Held on 9th July 2018 at 2 PM at Principal Office

AGENDA:

- Conduct of Induction Programme for Freshers.
- Introduction of more innovative add-on courses.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Activity Plan and Previous Report.
- Plan of action for Club and Cell Activities.
- NAAC Accreditation
- Any other matter with the permission of the chair.

Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. S.S Joshi Principal	Chairperson	Joshi
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. Kiranjit Kaur Singh Assistant Prof.	Member	Kiranjit 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	M.S. Bath

9.	Mr. Narinder Singh Member Local Society	Member	Narinder an
10.	Miss Amandeep Kaur	Member (Student)	Amandeep Kaur
11.	Miss. Deepali	Member (Alumni)	Deepali

Mr. Gurkiat Singh (Coordinator, IQAC) welcomed the IQAC members to the meeting. The Principal addressed the members and proposed her views on the items in the agenda and invited active deliberations from the part of members. Principal directed the IQAC team to look upon all the necessary steps to improve the Quality of the Institution and also to sensitize all the acuity about the college's initiatives towards accreditation. After discussion on agenda items following decisions were made.

Decisions

- The minutes of the previous meeting was read out by and it was approved by the members.
- Decided to conduct the induction program for the freshers in the first week after the commencement of their classes with a formal inaugural function and orientation by a renowned academician.
- Suggested all HoDs to prepare and submit proposal to the principal for conducting relevant add on programmes in their departments.
- Recommended the management to provide more equipment for sports and games activities of the students .
- IQAC instructed all the HoDs to prepare and submit department activity plans for the current academic year and submit the reports of the previous year to the principal.
- All faculty members are instructed to prepare course plan and monthly statement of work done which is duly signed by HoD and principal.
- IQAC decided to distribute the print material regarding the provisions/ criteria for NAAC Accreditation to all teachers .

The IQAC coordinator proposed the vote of thanks and the meeting concluded at 4 PM.

Joshi
College of Education
Mumbai

Aklia College of Education (Women)

Circular

No.

Date

Dear Sir/ Madam,

The 3rd meeting of IQAC Aklia College of Education (WOMEN) is scheduled to be held on 30.04.2019 at 2 PM at Principal Office .The agenda is annexed here with. You are requested to make it convenient to attend to same.

Thanking You,
Yours sincerely,
Co-ordinator

Copy to:

Sr. No.	Name of the Members	Designation in IQAC	Signatature
1.	Dr. Tara Singh Gill, Principal	Chairperson	Toshi
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11.	Miss. Deepali	Member (Alumni)	Deepali

Joshi
Aklia College of Education
Gurgaon Noida

Aklia College of Education (Women)

Circular

30.04.2019 at 2 PM

No.

Dear Sir/ Madam,

The 3rd meeting of IQAC Aklia College of Education (WOMEN) is scheduled to be held on 30.04.2019 at 2 PM at Principal Office .The agenda is annexed here with. You are requested to make it convenient to attend to same.

Thanking You,

Yours sincerely,

Co-ordinator

Copy to:

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

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Agendas

- Verification of Activity reports of Departments and Functional bodies
- Analysis of Examination Result
- Evaluation of Remedial Coaching and Mentoring
- Conduct of Orientation programmes for teachers
- Any other matter with the permission of the chair

Minutes of Internal Quality Assurance Cell held on 30/04/2019 at 2.00 PM

Location:- Principal's office.

AGENDA

- NAAC Orientation
- Verification of Activity reports of Departments and Functional bodies
- Analysis of Examination Result
- Evaluation of Remedial Coaching and Mentoring
- Conduct of Orientation programmes for teachers
- Any other matter with the permission of the chair

Members present in the meeting

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

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Gurgaon Road, Bathinda

11.	Miss. Deepali	(Student) Member (Alumni)	Deepali
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Agenda: I. Verification of Activity Reports of Departments and Functional Bodies. II. Analysis of Examination Results. III. Evaluation of Remedial Coaching and Mentoring. IV. Conduct of Orientation Programs for Teachers. V. Any Other Matters with the Permission of the Chair.

Meeting Proceedings:

The meeting commenced with Dr. Tara Singh Gill welcoming all attendees and outlining the agenda for the meeting.

Agenda I: Verification of Activity Reports:

- Mr. Gurkirat Singh presented activity reports from various departments and functional bodies.
- The committee discussed the completeness and accuracy of the reports.
- It was decided to accept the reports and recommend any necessary improvements for the future.

Agenda : Analysis of Examination Results:

- Mr. Kiranjit Kaur Singh provided an overview of the examination results and trends.
- The committee reviewed the data, including pass rates and performance metrics.
- Action points were identified to address any concerning trends and improve overall academic outcomes.

Agenda Item III: Evaluation of Remedial Coaching and Mentoring:

- Mr. Kiranjit Kaur Singh presented an evaluation of the remedial coaching and mentoring programs.
- The effectiveness of these programs in supporting struggling students was discussed.
- Suggestions were made to enhance the impact of these support services.

Agenda Item IV: Conduct of Orientation Programs for Teachers:

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- The committee endorsed the continuation of these programs and suggested adjustments for future sessions.

Agenda Item V: Any Other Matters:

- Dr. Tara Singh Gill invited attendees to bring up any additional matters.

General Discussion and Conclusion:

- The chairperson expressed gratitude to all attendees for their contributions.
- Clear action points and responsibilities were assigned based on the discussions.
- A timeline for follow-up actions was agreed upon.

Action Items:

- Department heads to make necessary improvements to activity reports.
- Examination committee to take steps to address concerns identified in the examination results.
- Remedial coaching and mentoring coordinator to implement suggestions for improvement.
- Orientation program coordinator to plan and execute future sessions based on feedback.

The meeting concluded at 2.00 PM, and the minutes will be documented and shared with all attendees for reference and follow-up.

Regenerate

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Head, Division of Education
Gurukul Kangri

Annual Report: IQAC Meetings and Activities (2018-2019)

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 2018-2019 to discuss and plan various initiatives aimed at enhancing the quality of education and administrative processes. This report summarizes the key discussions and decisions made during these meetings.

I. First IQAC Meeting - 04.06.2018:

- **Agenda:**

1. Quality initiatives to be adopted by IQAC.
2. Constitute College Committees.
3. Any other matter.

- **Decisions and Highlights:**

- The aims and objectives of IQAC were discussed, emphasizing quality enhancement and institutional improvement.
- Various committees were constituted to address specific issues and improvements.
- Faculty members were instructed to prepare course plans and monthly statements of work.
- Information regarding NAAC Accreditation was distributed to all teachers.
- The meeting concluded with a vote of thanks.

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II. Second IQAC Meeting - 09.07.2018:

• Agenda:

1. Conduct of Induction Programme for Fresher's.
2. Introduction of more innovative add-on courses.
3. Strengthening infrastructure support for teachers.
4. Approval of Department Activity Plans and Previous Reports.
5. Plan of action for Club and Cell Activities.
6. NAAC Accreditation.
7. Any other matter.

• Decisions and Highlights:

- Minutes of the previous meeting were approved.
- An induction program for fresher's was planned to include an inaugural function and orientation by an academic expert.
- Heads of Departments (HoDs) were encouraged to propose and conduct relevant add-on programs.
- Recommendations were made to enhance sports and games facilities.
- All HoDs were instructed to prepare and submit department activity plans and previous year's reports.
- Faculty members were directed to prepare course plans and monthly work statements.
- Printed material regarding NAAC Accreditation criteria was distributed.

III, Third IQAC Meeting - 30.04.2019;

• Agenda:

1. NAAC Orientation,
2. Verification of Activity reports of Departments and Functional bodies.
3. Analysis of Examination Results.
4. Evaluation of Remedial Coaching and Mentoring.
5. Conduct of Orientation programs for teachers.
6. Any other matter.

• Decisions and Highlights:

- A NAAC orientation workshop was planned for teachers.
- Activity reports from departments and functional bodies were verified.
- Examination results were analyzed.
- The effectiveness of remedial coaching and mentoring was evaluated.
- An orientation program for teachers was scheduled for the last week of May 2019.
- HOD 's were advised to motivate students to enroll in add-on/value-added courses.
- The ED Club was promoted to encourage innovative ideas among students.

Conclusion: The IQAC meetings during the academic year 2018-2019 were instrumental in addressing various quality enhancement initiatives, ensuring transparency, and promoting faculty and student development. These meetings facilitated the institution's journey towards achieving and maintaining high standards of education and administration.

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