

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2018/25

Date 01.06.2018

Circular

Dear Sir/ Madam,

The first meeting (session 2018-19) of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana 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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal 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	Member

	Local Society	
10.	Miss Himanshi	Member
11..	Miss. Gurmeet Kaur	Member

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.

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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal 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 Himanshi	Member
11..	Miss. Gurmeet Kaur	Member

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. 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	Ms. Gurpreet Kaur Assistant Prof.	Once in a semester, Need based
2.	Alumni Committee	Mamta sharma	Once in a semester, Need based
3.	Anti Ragging Committee	Gurkirat singh	Once in a semester, Need based
4.	Career Guidance and Placement Cell	Jagsir singh	Once in a semester, Need based
5.	Cultural Committee	Ms. Manpreet Kaur Assistant Prof.	Once in a semester, Need based
6.	Counseling Cell	Veerpal kaur	Once in a semester, Need based
7.	Library Advisory Committee	Mamta sharma	Once in a semester, Need

			based
8.	Grievance Redressal Cell	Gagandeep kaur	Once in a semester, Need based
9.	The National Service Scheme (NSS)	Navpreet singh	Once in a semester, Need based
10.	Website/ICT/Internet Committee	Kiranjeet kaur	Once in a semester, Need based
11.	Internal Examination Committee	Sukhdeep kaur	
12.	Sports Advisory Committee	Navpreet singh	
13.	Minority Cell	Sukhdeep kaur	
14.	SC/ ST/ OBC Cell	Ms. Manpreet Kaur	

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

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2018/30

Date 02.07.2018

Circular

Dear Sir/ Madam,

The second meeting (session 2018-19) of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) 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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal 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 Himanshi	Member
11..	Miss. Gurmeet Kaur	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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal 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 Himanshi	Member
11..	Miss. Gurmeet Kaur	Member

Ms. Gurpreet Kaur Assistant Prof (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.

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2019/16

Date 23.04.2019

Circular

Dear Sir/ Madam,

The 3rd meeting (session 2018-19) of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) 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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Rajinder Singh	Member

	Administrative Member	
8.	Mr. M.S. Bath Administrative Member	Member
9.	Mr. Narinder Singh Member Local Society	Member
10.	Miss Himanshi	Member
11..	Miss. Gurmeet Kaur	Member

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
1.	Dr. Rolly Mishra Principal	Chairperson
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator
3.	Ms. Manpreet Kaur Assistant Prof.	Member
4.	Mr. Gurkirat Singh Assistant Prof.	Member
5.	Ms. Anu Jindal 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 Himanshi	Member
11..	Miss. Gurmeet Kaur	Member

Meeting Proceedings:

The meeting commenced with Dr. Rolly Mishra 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:

- Ms Manpreet Kaur 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:

- Ms. Manpreet Kaur 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:

- Ms. Gurpreet Kaur discussed the orientation programs conducted for teachers.

- The content, feedback from participants, and potential improvements were reviewed.
- The committee endorsed the continuation of these programs and suggested adjustments for future sessions.

Agenda Item V: Any Other Matters:

- Dr. Rolly mishra invited attendees to bring up any additional matters.
- It was agreed to address in the following meeting.

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 3.30 pm, and the minutes will be documented and shared with all attendees for reference and follow-up.

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

Aklia College of Education for Women, Bathinda

Introduction: The Internal Quality Assurance Cell (IQAC) of Aklia College of Education for 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.

II. Second IQAC Meeting - 09.07.2018:

- **Agenda:**

1. Conduct of Induction Programme for Freshers.
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 freshers 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.

- HoDs 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.


Principal
Akila College of Education for Women