



Internal Quality Assurance Cell
Smt. Jawala Devi College of Education, Sanghol Punjab-140802
Recognized by NCTE, Accredited by NAAC, Affiliated to Punjabi University, Patiala
www.jawaladevicollege.org, iqacjawaladevi@cordia.edu.in

Minutes of the 1st Meeting of Internal Quality Assurance Cell held on 30/07/2021 at 11.00 am at administrative block, SJDCE, Cordia Campus, Sanghol:

Following members were present in the meeting:

1. Dr. Meenu Dhiman, Director
2. Ms. Paramjeet Kaur, Coordinator, IQAC
3. Dr. Anita Arora
4. Ms. Amita Sharma
5. Dr. Harjinder Singh
6. Dr. Papaldeep Gosal
7. Mr. Deven

Decisions taken in the meeting are as follows:

1. Annual Academic calendar for the session 2021-22 has been presented in the meeting and same has been approved.
2. All faculty members have to prepare and submit Unit plan of the subjects allotted, to IQAC asap.
3. In addition to the above , it is pertinent to mention here that the decision regarding offline mode of classes need to be taken which would solely depend on the candidates having taken at least first dose of vaccination and produced evidence to the Cordia Group before taking the classes .
4. To this effect it has been decided that a google sheet may be shared with all our students so as to allow them to share their first vaccination certificate and a consent form may be shared with all students to sign stating that the responsibility of attending classes lies solely on them and they would ensure that they would follow all Covid specific guidelines while operating at the campus. IQAC coordinator has coordinate with all concerned for compliance.
5. Lecture series by CNX is to be initiated soon. Same has to be the part of time table. Incharge Time table has to take care the matter.
6. District level Rojgar mela has been scheduled for 17/09/2021.
7. Webinar on Sports day

8. Mentor Mentee system

Meeting was ended with the thanks to the chair

Approved By...

Principal


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Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib

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Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 30/10/2021 at 3.00 pm at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Dr Jatinder singh Sidhu, Director
2. Dr. S.K.Sharma, Director Academics
3. Mrs. Paramjeet Kaur, Coordinator, IQAC
4. Dr. Anita Arora
5. Ms. Amita Sharma
6. Mr. Harjinder Singh
7. Dr. Papaldeep Gosal
8. Mr. Deven
9. Dr. Sarbjit Kaur. External Expert

The following agenda discussed in the meeting and Resolved:

1. Renewal of Journals in the Library
Resolved: It was decided to initiate the process immediately for further renewal of all journals in the library. Library committee has to coordinate with the librarian for the same.
2. Strengthening the alumni association.
Resolved: All the members of staff and alumni association are directed to coordinate with pass-out students regarding registration in the alumni association to strengthen the association and its activities throughout the year.
3. Proposal of One Day Training Program on Human Rights for the sanction of grant.

Resolved; Proposal presented before the committee and same was approved for the final submission of proposal to National Human Rights Commission, New Delhi. Coordiantor IQAC will have to follow-up the same.

4. One Day faculty development program

Resolved: FDP has to be organized by the MAZAR advisory in the first week of December. Team, IQAC has to plan and implement successfully.

5. MST Examination

Resolved: Schedule of Mid-Semester Term Examination has been approved by the committee for November 2021.

6. Final Releasing ceremony of Skill Gap Report

Resolved: It was approved by the committee to organize the event on 10/12/2021 in the presence of District administration. Event planning and implementation part will be taken care by Dr Harjinder.

7. Schedule of winter vacation has also been finalizes from 25/12/2021 to 02/01/2022.

8. It was further decided to organize 'Tea-Sewa' on 24/12/2021. Dr Harjinder, Incharge-NSS will have to coordinate the whole event.

Meeting was ended with the thanks to the chair

Approved By...


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Minutes of the 3rd Meeting of Internal Quality Assurance Cell held on **19/01/2022** at 3.00 pm at Conference Hall, SJDCE, Sanghol. The meeting was chaired by Prof. Satish Kumar Sharma, Advisor, Cordia Group, [Educationist] & Management Representative Mam Urmil Vermaji. Attendees: Dr. Satish K. Sharma, Dr. Jatinder Singh Sidhu, all the members of IQAC, Smt. Jawala Devi College of Education, Sanghol.

Meeting started with a formal welcome of the Advisor, Cordia Group by honorable trustee, Cordia Institutes, which was followed by self introduction by all the members

Agenda discussed in the meeting are given below:

Agenda-1: Organization of One day training program on Human Rights sponsored by National Human Rights Commission, Govt. of India, New Delhi.

IQAC coordinator shared the notification received from NHRC, New Delhi regarding the sponsorship received from National Human Rights Commission, Govt. of India for organizing one day training program on Human Rights. It was unanimously decided to organize the same program on 26/03/2022. IQAC Coordinator has to circulate the duty list among staff within a week. Higher authorities congratulated the team, SJDCE for this achievement.

Agenda-2: Online Examination

The affiliating University decided to conduct final semester examination online. Incharge Examination has to take care of smooth conduction of examination. Team, IQAC will have to coordinate the same.

Agenda-3: Webinar on International Womens Day

The committee decided to observe International Womens day on 10/03/2022 instead of 8/3/22. The event will be organized online. IQAC coordinator has to plan and organize the whole event alongwith team members.

Agenda-4: Admission for upcoming session 2022-23

Points related to upcoming admissions, shared and discussed by all participants in the meeting are summed up as under:

1. Transportation service needs to be strengthened keeping in mind locality, where there is no local bus facility available.
2. Branding Exercise needs to be polished including digital marketing, print media, more banners to be fitted at each and every corner of the target area.
3. Digital marketing must be active throughout the year.
4. Fee concession policy can be reframed.


5. After listening to the various problems faced by our students regarding matters related to university/documentation; it was suggested by trustee, Ms. Urmil Verma, that Single Window Solution can be introduced in the campus to deal with all the matters related to university including migration, DMC, Result, Other University correspondence etc. .

6. There should be a trend of periodical meetings of all faculty members with management to discuss and follow-up the various issues which can be helpful in the growth of an Institution.

At the end , Concluding remarks were given by Dr. Sharma(Advisor) for immediate compliance, which was followed by formal vote of thanks delivered by Dr. J.S. Sidhu, Director, Cordia Institutes.

Approved by

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Minutes of the 4th Meeting of Internal Quality Assurance Cell held on 06/04/2022 at 11.00 am at Library, SJDCE, Sanghol. The meeting was chaired by Prof. Satish Kumar Sharma, Advisor, Cordia Group, [Educationist] and attended by all the members of IQAC, SJDCE, Sanghol.

Agenda discussed in the meeting are as follows:

Agenda-1: Preparation and Submission of utilization of grant received from NHRC.

IQAC coordinator has to coordinate for all the required documentation in prescribed format and send the same to NHRC, New Delhi asap.

Agenda-2: Final AQAR Preparation.

All the members of IQAC have to coordinate with other stakeholders regarding allotted criteria for final preparation of AQAR. Same has to be submitted to IQAC within the stipulated time.

Agenda-3: Vaisakhi celebration on 08/04/2022.

Incharge, cultural committee alongwith the members of cultural committee have to ensure proper execution of vaisakhi celebration plan.

Agenda-4: Syllabus Completion.

It was decided by the committee that all faculty members will have to complete the syllabus and submit the report to the principal till 30/04/2023.

Agenda-5: MST Examination.


Schedule of MST examination was presented by Ms. Amita Sharma and same was approved by the committee which was scheduled to be started from 2nd May 2022. All faculty members will have to submit the question paper to examination cell till 25/4/2022. Question paper must be prepared as per norms.

Agenda-6: Fee-structure for admission (session 2022-23)

Admission committee has to ensure proper adherence of norms as prescribed by affiliating university. Ms Amita Sharma was given responsibility to look after the matter. Dr. Harjinder Singh has to coordinate overall, the admission related matter.

At the end, It was informed by Prof Satish Sharma that college is making progress to collaborate with other institutions for introducing more new courses in the campus keeping in mind new education policy. Meeting ended with the thanks to the chair.

Approved by


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