



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

Date: 31/08/2020


Minutes of 1st meeting of Internal Quality Assurance cell held virtually on 31/08/2020 through Google Meet, following decisions have been taken:

1. All faculty members has to follow the academic calendar for organizing various academic/non-academic activities online/offline and also has to comply with the guidelines issues by affiliating university time to time in terms of teaching learning, examination/evaluation etc. Principal ensured that Separate mail/notice will be issued for each and every criteria as and when required.
2. As per UGC guidelines, revised composition of **Internal Quality Assurance Cell [IQAC]** for Planning, guiding and monitoring quality assurance and quality enhancement activities in the college for the session 2020-21 has been circulated among all members. The committee comprise of the following members w.e.f. **31/08/2020**

Two nominees of Employer	Ms. Urmil Verma, Trustee, SJDMT Dr. C.L. Sharma, Trustee, SJDMT
External Expert/ Educationist	Dr. Sarbjit Kaur Former Principal, GHG Khalsa college of Education, Gurusar Sudhar
External Expert/ Educationist	Dr. Ravinder Kaur Former Principal, Malwa Central college of Education, Ludhiana
One member from the Management	Dr. S.K. Sharma
Chairperson of IQAC [Principal]	Dr. Nutan Sharma
Coordinator, IQAC	Ms. Paramjeet Kaur Mangat
Administrative officer	Mr. Deven Sharma
Faculty Members	Dr. Harjinder Singh, Ms. Amita Sharma Dr. Anita Rani, Dr. Papaldeep Gosal
Alumni members	Mr. Jorawar Singh Ms Pushpinder Kaur
Student Representative	Manisha [BEd. 2 nd Year] Mansi [B.Ed. 2 nd Year]
	Total members =16

Principal

Smt. Jawala Devi College of Education, Sanghol


Principal
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Copy forwarded to: All members of Committee



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Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 19/11/2020 at 11.00 am at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Mr. C.L. Sharma, Management Representative
2. Dr. Nutan Sharma, Principal
3. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
4. Dr. Papaldeep Gosal
5. Dr. Anita Rani
6. Ms. Amita Sharma
7. Dr. Harjinder Singh
8. Mr. Deven

Decisions taken in the meeting are as follows:

1. All faculty members will continue to upload the lecture notes at LMS- E-shiksha platform and ensure same has to be downloaded and visited the content by all the students.
2. Incharge of all existing clubs and committees has to conduct atleast one activity [Online] related to their domain during the session.
3. Any grievances of students need to be addressed properly by all staff including network issues during online classes.
4. Faculty has to utilize different platform for assessment and evaluation of student to make it objective.
5. Students those who are not vaccinated need to be notified and directed to get vaccinated as per state govt. guidelines.
6. All faculty members have to maintain soft copy of unit plan of subjects assigned.
7. Faculty members were instructed to evaluate the answer sheets of University exams held online and instructed to submit the award list within the stipulated time.
8. All faculty members have to give admission duty/digital marketing duty regularly as assigned by administrative office.
9. All faculty members have to submit revised copy of paper to be a part of National Seminar proceedings releasing soon in 2021.



Any other issue/matter will be notified as and when required.

Meeting was ended with the thanks to the chair

Approved By

Principal

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Principal
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Minutes of the 3rd Meeting of Internal Quality Assurance Cell held on 25/01/2021 at 2.00 pm at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Ms. Urmil Verma, Trustee, SJDMT
2. Dr. Nutan Sharma, Principal
3. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
4. Dr. Anita Rani
5. Ms. Amita Sharma
6. Dr. Harjinder Singh
7. Dr. Papaldeep Gosal
8. Mr. Deven

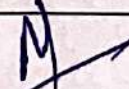
1. Covid Vaccination Camp

Resolved: it was decided by the committee to organize Covid vaccination camp, so that all stakeholders of an institution will get vaccinated as precautionary measures. Dr Harjinder Singh, Coordinator-NSS was assigned for the same.

2. Organization of Extension lecture

Resolved: The schedule of the extension lecture presented by IQAC coordinator before the committee for discussion and the same was approved for May 3rd Week, 2021. The topic of the lecture approved by the resource person is 'Mind Management: An approach to Online Learning'. The event is to be organized virtually as the resource person consented for the extension lecture is from Canada. Coordinator-IQAC has to follow-up and execute the same.

For


Principal
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3. Releasing of National Seminar Proceedings

Resolved: The dummy copy of National seminar proceedings was presented before the committee for final comments and same was approved by the committee, to place the final order of 100 copies. It was decided to release the same asap at college level in third week of April, 2021. Formal promotion and releasing ceremony will be organized virtually in the presence of management and external experts and guests later on as per their availability. Coordinator IQAC has to follow-up and execute with due approval of competent authority.

4. Publication of research paper

Resolved: All the faculty members were directed to publish atleast one research paper related to their specialized fields and made mandatory by the committee to do the same till April, 2021. Notice regarding the same has to be circulated among all through e mail by the coordinator-IQAC.

5. Syllabus coverage


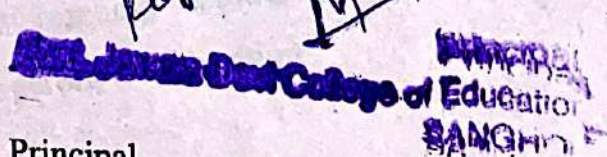
Resolved: The principal of the college instructed all faculty members to complete the syllabus of their respective subject asap. Meeting regarding the same will be conducted separately soon.

6. Feedback from all stakeholders.

Resolved: After the completion of the syllabus, Feedback forms among students, teachers, parents and management need to be disbursed and the In charge of the feedback mechanism was instructed to follow up the same.

Meeting was ended with the thanks to the chair

Approved By:

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Minutes of the 4th Meeting of Internal Quality Assurance Cell held on 23/04/2021 at 11.00 am at office of Smt. Jawala Devi Memorial Trust, (at college campus) Sanghol. Meeting was chaired by Ms. Urmil Verma, Trustee, SJDMT, Sanghol.

Following members were present in the meeting:

1. Ms. Urmil Verma, Trustee
2. Dr. S.K. Sharma, Director, General Admin
3. Ms. Amita Sharma, Incharge , SJDCE (ofg.)
4. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
5. Dr. Harjinder Singh
6. Dr Anita Rani
7. Mr. Deven
8. Mr. Sohan, IT Head

Meeting started with the formal welcome of the chair by Dr S.K. Sharma, Director, Gen. Admin. Decisions taken in the meeting are as follows:


1. It was informed by coordinator –IQAC that the timeline for the submission of AQAR which was delayed due to Covid-19. All the members of IQAC and coordinator has to verify and check all the data received from office for AQAR/NAAC purpose. All records received from faculty members need to be verified and to be compiled before deadline. It was decided to send pending AQAR report of previous years till 30th May 2021.
2. Coordinator IQAC has to upload all the documents related to AQAR with the help of IT dept.
3. IT head has to check and ensure that all the systems installed in Computer lab/offices are working properly.
4. All faculty members has to ensure students participation in teaching learning process and desired to submit daily report to Incharge(ofg.), Education department regularly..

5. The date of Free- Covid -19 vaccination camp has been finalized as 30th April 2021. All faculty members has to report at 9.00 am sharp for their respective duties.
6. The final date of extension lecture on "Mind Management; An approach to online Learning" has been finalized as 22nd May, 2021 through Google Meet. Coordinator-IQAC has to follow up and execute the same with the help of IT department.
7. IQAC has to upload CMRJ-2020 Annual issue before 31st May, 2021.

Highlight: At the end, all concerned from different department were called to release the National Seminar Proceedings on "Educational Leadership: Issues and Challenges" [ISBN: 978-93-90953-18-9]. Due to covid scenario, the releasing ceremony was done at college level with few staff members by following the all covid protocols, so that the circulation of the proceedings among the contributors cannot be delayed. It was further decided by the committee, to organize 'virtual releasing ceremony' in the presence of honorable chairman and trustee, Cordia Institutes, Guests, all staff, students and contributors of the book, so that all stakeholders can be involved, and the achievement of the college can be promoted among all stakeholders at large. The date of virtual releasing ceremony was decided as 4th June, 2021 through Google Meet. The coordinator IQAC has to coordinate the virtual meet with the help of IT department.

Meeting was ended with the thanks to the chair

Approved By:


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