



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 3rd Meeting of Internal Quality Assurance Cell was held on dated 17/02/2024 at 3.00 pm at Principal's office, Smt Jawala Devi College of Education, Sanghol, Punjab:

Following Agenda were discussed:

- Installation of Banner outside the main gate of an Institution
- Celebration of International Womens' Day
- Discussion about Two days sports Meet
- Activities to be scheduled under NSS unit
- Syllabus coverage
- Admission strategies for upcoming session 2024-25
- AQAR for current session
- AISHE 2022-23
- IIQA Application
- Website Updation

Proceedings.....

- It was decided in the meeting Mr. Deepak, Incharge IT cell has to design the Banner and finalize the content till 19/02/2024 including the features and Moto of the courses. Same has to be displayed immediately at main entrance of an institution. Damaged flex/banners may be removed with immediate effect.
- For the celebration of International Women's day, it was decided that SSP, FGS to be consented as chief guest on the occasion. Formal invitation will be sent by the respective Management. It was further decided that Two-three faculty members

and 4-5 students has to share their views on the day. IQAC coordinator has to follow-up all the arrangements have to be made to celebrate the day.

- It was directed to all the class incharges (Ms Amita Sharma, Ms Taruna Narang) that they have to announce and take the name of students for different events to be held on sports day. Moreover, Kabbadi, Volleyball, Badminton will be the main game. Rest events will be throws, Heats and others. 13th & 14th March has been finalized to organize the event in collaboration with GIO Education Council.
- Schedule and activities to be organized during the NSS camp has been discussed and approved by the committee. Dr Harjinder, In-charge, NSS unit has been directed to circulate the schedule among all staff members.
- It was also discussed in the meeting that all faculty members will have to complete the syllabus of their respective subject before 15th April 2024 and also submit their report to the principal. Ms Amita Sharma, Incharge, time table committee has to prepare the schedule of doubt session if any as required by the students.
- Admission policy for session 2024-25 was discussed in the meeting and draft proposal has to be forwarded to the Management for further perusal. Lord Rana scholarship to meritorious students was added in the proposal as it was previously practiced in the institution.
- All the members of IQAC have to submit their progress report regarding AQAR for further discussion and approval.
- Furthermore, Coordinator IQAC presented the AISHE data which was submitted on 13/02/2024 before the committee for their information and record as same is required for further IQA application to NAAC.
- It was decided that an institution has to submit IQA application in May/June, 2024 for entering in the cycle-3rd. All criteria incharges were told to update the SSR regularly till its submission. Preparation of IQA application needs to be finalized till end of March 2024.
- IT cell has to ensure that an institutional website must be functional without any flaws. All required documents need to be uploaded in the website of an institution as per the guidelines of affiliating university/regulatory bodies. IQAC members have to check the website regularly and also provide the data of regular activities to the IT cell for further upload.

Meeting was ended with the thanks to the chair

Following members were present in the meeting:

Dr. Shashi Prabha Negi, Principal cum Chairperson, IQAC

Dr Sanjeev Kumar, Head –General Administration

Dr. Paramjeet Kaur Mangat, Coordinator, IQAC

Dr Harjinder Singh

Ms. Amita Sharma

Ms. Taruna Narang

Dr Mandeep Kaur

Mr. Randeep Singh Dhillon

Mr Baljinder Singh

Mr. Deepak (IT cell)

Approved By...


Principal
Smt. Jawala Devi College of Education
Principal Sarighol, Fatehgarh Sahib



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Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 28/11/2023 at 11.00 am at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Dr. Sanjeev Kumar, Chairperson, IQAC
2. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Dr. Harjinder Singh
4. Ms. Amita Sharma
5. Ms Taruna Narang
6. Mr. Deven Sharma
7. Dr. Sarbjit Kaur, Associate Professor, GHG Khalsa College of Education, Sudhar.
8. Mr. Jorawar Singh, President Alumni association

1. Subscription of Journals

Resolved: Proposal approved by the committee for subscribe new journals of Education. Proposal sent to the management for further perusal.

2. Alumni Association.

Resolved: President alumni association has his views for organizing alumni meet once in a semester to the communication gap may be removed between an institution and alumni members. Same was accepted by the committee members. Incharge alumni association has to work on the agenda and finalize the schedule alongwith the principal ensuring the availability of all alumnees.

3. SSR

Resolved; Status of SSR report presented before the committee and IQAC coordinator has to compile all records. She was further directed coordinated with all criteria incharges to ensure the completion of all annexures. Notice to be circulated among all criteria incharges to complete their respective criteria alongwith all annexures till end of December.

4. Orientation and Refresher Course

Resolved: Faculty members those who wanted to do refresher/orientation course conducted by the UGC-MHRD, can pursue the same with prior approval. IQAC coordinator has to display the all upcoming course schedule of affiliating/other universities in IQAC notice board for spreading awareness.

5. Remedial Class for students

Resolved: students those who scored less marks in unit test went through the remedial classless of respective subjects. Final report of all remedial class was presented before the committee as it's a best practice of the institution.

6. Tutorial Groups

Resolved: It was approved by the committee to organize tutorials frequently as per the need of the students, incharges has to prepare report of all tutorials regularly.

7. No Dues /Concession

Resolved: All tutorial inchrages has to ensure that students must clear their no-dues before their semester end exam, notice regarding the same has to be displayed on notice board and

messages to be flashed in whatsapp group. Office clerks were directed to ensure cash free transactions. IT department has to ensure proper function of Fee portal/link in the institutional website.

Meeting was ended with the thanks to the chair

Approved By...

S. Kumar
Principal

Principal
Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib

10/11/2023



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Minutes of the 1st Meeting of Internal Quality Assurance Cell held on 02/08/2023 at 3.00 pm at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Dr. Sanjeev Kumar, Chairperson, IQAC
2. Dr. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Dr. Harjinder Singh
4. Ms. Amita Sharma
5. Ms Taruna Narang
6. Mr. Deven
7. Dr. Sarbjit Kaur, Associate Professor, GIIG Khalsa College of Education, Sudhar

Agenda 1: Academic calendar 2023-24.

Resolved: Academic Calendar for the session 2023-24 was presented before the committee and same was approved. Incharge B.Ed. department was directed to circulate the copy among all concerned, and also to ensure that same has to be uploaded on Institutional website as per the guidelines of NAAC/NCTE.

Agenda 2: Use of ICT in the classroom

Resolved: All faculty members have to prepare power point presentation two in each subject. It must be ensured that every student has to deliver one presentation atleast during the semester so that they can be familiar with technology. Also the students must be trained to use of LCD panel during the class as per the schedule.

Agenda 3: Clubs and committees

Resolved: As per the guidelines of various regulatory bodies, all clubs and committees have been revised. Incharges of committee has to record the activities of respective club and committees regularly. Coordinator-IQAC has to ensure the same.

Agenda 4 : Unit Test

Resolved: Schedule of unit test was presented by Examination cell and same was approved by the committee for further implementation during the session.

Agenda 5: Academic Unit Plan for the session 2023-24.

Resolved: All faculty members were directed to prepare unit plan for upcoming session and to submit the copy of same to IQAC Principal asap

Agenda 6: PTA Meet.

Resolved: it was unanimously decided to organize PTA meet after unit test to discuss the achievements/weakness of the students with parents; for further improvement of teaching learning system.

Agenda 7: Preparation of SSR

Resolved: All the faculty members were distributed the criteria for writing SSR, so that application process for NAAC Accreditation cycle -3 can be started Well in time.

Meeting was ended with the thanks to the chair

Approved By...

S. Kumar

Principal **Principal**

**Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib**



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Minutes of the 1st Meeting of Internal Quality Assurance Cell held on 01/06/2022 at 11.00 Am at administrative office, Smt. Jawala Devi Memorial Trust, Sanghol

Following members were present in the meeting:

1. Ms Urmil Verma, Executive Trustee
2. Dr Sanjeev Kumar, Principal
3. Dr Sarbjit Kaur, Management Representative
4. Dr Ravinder Kaur, Dean-Academics, Cordia Institutes
5. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
6. Ms. Amita Sharma
7. Dr. Harjinder Singh
8. Dr Papaldeep Gosal
9. Mr. Deyan

The following agenda were discussed in the meeting and Resolution:

Agenda	Resolved
Formation of core committee for day to day compliance.	The core committee was formulated to ensure day to day compliance in academic as well as administrative areas and also the compliance to various regulatory bodies. Committee comprises Ms Amita Sharma, Dr Papaldeep Gosal, Dr Harjinder Singh and Ms Paramjeet. It was decided that the committee will work under the guidance principal and also in coordination with administrative office.

Introduction of Dean Academics	The management of the college introduced Dr Ravinder Kaur, Ex Principal Malwa College of Education, Ludhiana as Dean, Academics, Cordia Group of Institutes, Sanghol. Honourable trustee welcomed Dr Ravinder to the team.
Academic calendar 2022-23	Academic calendar for session 2022-23 was approved by the committee. Ms Amita Sharma was given responsibility to display the academic calendar to all concerned and also circulate the same to all concerned.
Planning of Simulated Teaching sessions for B.Ed. students	Schedule of Simulated and microteaching sessions was approved by the committee for further execution, so that students will be well trained before proceeding for teaching practice at schools to be allotted to them.
Record of all clubs and committee	It was decided that all concerned incharges of various clubs and committees must keep record of all activities regularly so that final compilation can be made for respective annual reports. All have to share the status of documentation in next meeting of IQAC.

Meeting ended with the vote of thanks to the chair.

S. Kaur
Principal

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Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 29/08/2022 at
11.00 am at Principal's office, Smt. Jawala Devi college of Education, Sanghol

Following members were present in the meeting:

1. Dr Sanjeev Kumar, Principal
2. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Ms. Amita Sharma
4. Dr. Harjinder Singh
5. Dr Papaldeep Gosal
6. Mr. Deven

The following agenda were discussed in the meeting and Resolved:

1. Confirmation of minutes of previous meeting
Resolved: The minutes of previous meeting held on 01-06-2022 was read with a formal discussion with all IQAC members and same was confirmed by the members of IQAC.
2. AQAR Report 2021-22
Resolved: Coordinator IQAC discussed the status of AQAR 2021-22 with all committee members which were re-submitted to NAAC after editing. Compliance was already made on points raised by NAAC on AQAR 2021-22 after discussion with all committee members.
3. On duty leave to attend the conference/seminar.
Resolved: Principal informed that all faculty members will be provided on-duty leave rotation wise to attend the refresher course/seminars etc. Leave application needs to be submitted in advance alongwith all supportive documents for the approval of the leave.
4. Research and Publication
Resolved: It was decided that all faculty members must update their CV. It was further decided that Research Progress Report of all faculty members will be submitted in Google Sheet to be prepared by coordinator IQAC.

Meeting ended with the vote of thanks to the chair.

S. Kumar
Principal

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Smt. Jawala Devi College of Education, Sanghol
Sanghol, Fatehgarh Sahib

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Minutes of the 3rd Meeting of Internal Quality Assurance Cell held on 09/01/2023 at 11:00 am at Principal's office, Smt. Jawala Devi college of Education, Sanghol

Following members were present in the meeting:

1. Dr Sanjeev Kumar, Principal
2. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Ms. Amita Sharma
4. Dr. Harjinder Singh
5. Ms Laxmi Narang
6. Mr. Deven
7. Dr Sarbjit Kaur, Stakeholder Nominee

The following agenda were discussed in the meeting and Resolved:

1. Confirmation of minutes of previous meeting
Resolved: The minutes of previous meeting held on 29-08-2022 was read with a formal discussion with all IQAC members and same was confirmed by the members of IQAC.
2. Academic Session – Semester-IV
Resolved: All faculty members have to finalize their unit plan for semester-IV for all three classes and submit the report to Principal within two days. All must ensure the maximum use of ICT in the classroom.
Morning Assembly
Resolved: Regular morning assembly has to be conducted and various national/international days to be observed in morning assembly positively. Activity Incharge has to ensure the same.
3. M.Ed. Dissertation
Resolved: It was decided that all the faculty members have to check and finalize the dissertation till end of March and also ensure that students can submit the final copies till end of May 2023. It was also decided that Mock viva will be conducted after the theory examination. Coordinator IQAC has to prepare the list of dissertation guided by the faculty members for record.
4. Research and Publication
Resolved: It was decided that all faculty members must update their CV. It was further decided that Research Progress Report of all faculty members will be submitted in Google Sheet to be prepared by coordinator IQAC.

Meeting ended with the vote of thanks to the chair.

J. Kumar
Principal

Smt. Jawala Devi College of Education, Sanghol

Smt. Jawala Devi College of Education

Sanghol, Fatehgarh Sahib

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Minutes of the 9th Meeting of Internal Quality Assurance Cell held on 10/05/2023 at 1.00 pm at Principal's office, Smt. Jawala Devi college of Education, Sanghol

Following members were present in the meeting:

1. Dr Sanjeev Kumar, Principal
2. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Ms. Amita Sharma
4. Dr. Harjinder Singh
5. Ms Taruna Narang
6. Mr. Deven
7. Dr Sarbjit Kaur, Stakeolder Nominee

The following agenda were discussed in the meeting and Resolved:

1. Confirmation of minutes of previous meeting
Resolved: The minutes of previous meeting held on 09-01-2023 was read with a formal discussion with all IQAC members and same was confirmed by the members of IQAC.
2. Admission for upcoming session 2023-24
Resolved: After detailed discussion, Admission strategies for upcoming session 2023-24 was finalized and approved by the committee for further implementation.
3. Fee concession Policy
Resolved: An outline of Fee Concession policy was framed in the meeting which is to be forwarded to the management for further approval.
4. FDP
Resolved: It was decided that faculty development program must be organized for internal faculty members before the commencement of next academic year. It was made mandatory to attend the FDP by all faculty members.
5. Academic Calendar
Resolved: Academic Calendar for the session 2023-24 was approved by the committee for further implementation.
6. AQAR 2021-22
Resolved: It was decided that all criteria incharges have to submit their final report of AQAR-2021-22 till 15th July 2023, so that same will be compiled for its final submission in end week of July, 2023. Coordinator IQAC has to ensure the same.

Meeting ended with the vote of thanks to the chair.

S. Kumar
Principal

Principal
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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:

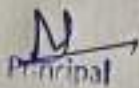
1. Annual Academic calendar for the session 2021-22 has been presented in the meeting and same has been approved.
2. All faculty members have to prepare and submit Unit plan of the subjects allotted, to IQAC asap.
3. In addition to the above, it is pertinent to mention here that the decision regarding 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...

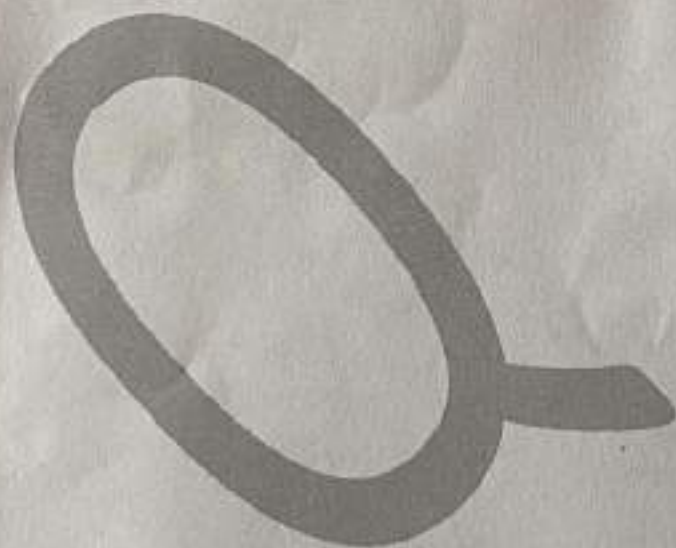
Principal



Principal

Smt. Jwala 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...


Principal
Smt. Jawara Devi College of Education
Sanghol, Fatehgarh Sahib



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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

Principal



M. Prasad

Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib



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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, SJDC, Sanghol. The meeting was chaired by Prof. Satish Kumar Sharma, Advisor, Cordia Group, [Educationist] and attended by all the members of IQAC, SJDC, 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


Principal
Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib



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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
Smt. Jawala Devi College of Education
SANGHOL

Copy forwarded to: All members of Committee



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 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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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

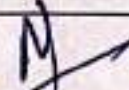
1. Covid Vaccination Camp

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


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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


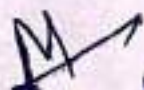
Resolved: The principal of the college instructed all faculty members to complete the syllabus of their respective subject asap. Meeting regarding the same will be conducted separately soon.

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:



Smt. Jawala Devi College of Education
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Principal

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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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Minutes of the 1st Meeting of Internal Quality Assurance Cell held on 12/07/2019 at 3.30 pm at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

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

Agenda items discussed in the meeting and resolved.....

1. Academic calendar

Resolved: Academic Calendar for 2019-20 was presented before the committee and same was approved.

2. Clubs and committees.

Resolved: Clubs and Committees were revised and notified to all members.

3. Use of ICT

Resolved: Utilization of ICT was made mandatory for all staff.

4. Unit Plan.

Resolved: Last date of submission of tentative unit plan to IQAC was decided as last week of the month, same was notified to all.

5. NNed MTK project for Rural Womens, Phase-I.

Resolved: Schedule for first phase of the project was finalized as 24th August to 26th August, 2019.

Meeting was ended with the thanks to the chair

Approved By

Principal

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Minutes of the 2nd Meeting of Internal Quality Assurance Cell held on 03/10/2019 at 3.30 pm at Principal Office, SJDCE, Sanghol:

Following members were present in the meeting:

1. Dr. Nutan Sharma, Chairperson, IQAC
2. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
3. Dr. Anita Arora
4. Ms. Amita Sharma
5. Dr. Harjinder Singh
6. Dr. Papaldeep Gosal
7. Mr. Deven
8. Dr. Sarbjit Kaur, GHG Khalsa College of Education, Sudhar.
9. Mr. Jorawar Singh,

1. List of books to be incurred by faculty members

Resolved: The Principal instructed all the faculty members to provide the list of books required for the library and the notice regarding the same was issued and circulated among all the faculty members. The list then sent to the management for further perusal.

2. Upcoming Alumni Meet on 15/10/2019.

Resolved: Schedule and activities to be organized during the alumni meet were discussed and approved by the committee. The notice regarding the Alumni meets including the list of duties assigned to the faculty members was circulated among them.

3. NNEd Pro MTK workshop, Second phase.

Resolved: Second phase of NNEdPro Mobile Teaching Kitchen workshop, Phase-II was finalized for last week of January, 2020.

4. MST Result Analysis.

Resolved; MST result analysis need to be submitted to IQAC within the stipulated time. Notice would be issued separately for the same.

5. Remedial Teaching and Enrichment class.

Resolved: All the faculty members were instructed to conduct the remedial and enrichment classes according to the approved schedule provided by the committee and also to provide the input through e mail regarding the same.

6. Mentor Mentee system

Resolved: The committee approved the mentor mentee sessions and directed the faculty members to organize the sessions once in a month.

Meeting was ended with the thanks to the chair

Approved By...

Principal

Principal

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