

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:

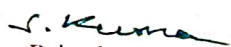
1. Ms Urmil Verma, Executive Trustee
2. Dr Sanjeev Kumar, Principal
3. Dr Sarbjit Kaur, Management Representative
4. Dr Ravinder Kaur, Dean-Academics, Cordia Institutes
5. Ms. Paramjeet Kaur Mangat, Coordinator, IQAC
6. Ms. Amita Sharma
7. Dr. Harjinder Singh
8. Dr Papaldeep Gosal
9. Mr. Deven

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 Academies	The management of the college introduced Dr Ravinder Kaur, Ex Principal Malwa College of Education, Ludhiana as Dean, Academies, Cordia Group of Institutes, Sanghol. Honourble 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.


Principal

Smt. Jawala Devi College of Education, Sanghol

Smt. Jawala Devi College of Education
Sanghol, Fatehgarh Sahib

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 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

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



Internal Quality Assurance Cell

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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 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 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

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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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