



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 4th Meeting of Internal Quality Assurance Cell held on 25/05/2024 at 11.00 am at office of Smt. Jawala Devi Memorial Trust, Cordia Group of Institutes Sanghol. Meeting was chaired by Dr. Urmil Verma, Trustee, Smt. Jawala Devi Memorial Trust, Sanghol.

Following members were present in the meeting:

1. Honorable Lord Rana, Chairman, SJDMT
2. Ms. Urmil Verma, Executive Trustee
3. Prof Monika , Advisor, Cordia Group of Institutes
4. Dr. Sanjeev Kumar, Head- General Administration
5. Dr. Shahsi P. Negi, Principal cum Chairperson IQAC
6. Dr. Paramjeet Kaur Mangat, Coordinator, IQAC
7. Ms. Amita Sharma
8. Dr. Harjinder Singh
9. Ms Taruna Narang
10. Mr. Deven Sharma
11. Mr. Deepak, IT Assistant

Meeting started with the formal welcome of the chair by Head- Gen. Admin. Following agenda were discussed in the meeting and resolved:

Agenda 1: Redesigning the institutional website

Resolved: Demo website was presented by the concerned expert, it was decided by the committee that institutional website needs to be upgraded with some advanced features. The process needs to be initiated soon. Required menus and submenus needs to be created as per the requirements of NAAC for further documents upload.

Action taken: List of menus/submenus given to the centralized IT cell of the institute.

Agenda 2: Introducing ITEP

Resolved: In compliance of NEP-2020, Integrated Teacher Education Program needs to be introduced in the campus. The management discussed the point on technical ground and suggested all staff members to work on this matter for further discussion.

Action Taken: The point included in the agenda for further meeting of board of governance.

Agenda 3: Final submission of IIQA application.

Resolved: As it was decided in the previous meeting that an institution should submit IIQA application and the preparation for IIQA application has to be done asap. It was informed by the coordinator that the affiliating university yet to issue validity of affiliation letter as required by NAAC. The concerned dealing has to follow up the procedure. Further after the long discussion and deliberations, the committee decided to submit the IIQA application till end week of June, 2024 to proceed for accreditation cycle-III with existing methodology but before IIQA application, SSR report must be ready along with all annexures.

Action Taken: IIQA application form has been downloaded from NAAC portal to fill the same manually first. College transportation has been arranged after the meeting and scheduled for tomorrow to go to the university to follow-up the required documents (validity of affiliation) and procedure.

Agenda 4: SSR compilation (cycle-III)

Resolved: All faculty members have to compile the criteria wise data for the submission of SSR after the IIQA acceptance. IQAC coordinator informed the status of SSR report that almost maximum required annexures have been prepared by the faculty members except few; Arrangement of annexures in sequence as per the NAAC Manuel, scanning and preparing the pdf/jpg version of file is in process, which is taking little time as there is size limitation of all annexures to be uploaded in the portal. Mr. Deepak from IT cell is directed help the staff of Education department from in document scanning, compressing the size of documents and many other related works of NAAC so that workload may be divided.

Action Taken: NSS incharge, Mr Harjinder Singh has provided the hard copy of complete file related to outreach activities to Mr. Deepak for further scanning and compressing.

Agenda 5: Admission 2024-25

Resolved: As admission process has already been started for the session 2024-25. Centralized marketing department has to submit the report to the higher authorities on daily basis. All staff members were directed to contact pass out students about the ODL programs and other courses available at campus. B.Ed. students can be motivated for M.Ed. course. A career counseling session can be planned for the students. Dr Harjinder, Admission coordinator has given the responsibility to organize the same.

Action Taken: List of pass out students has been given to Ms. Khushpreet, Front office Executive to contact the students and to coordinate the progress with concerned course and class incharges. Marketing department continued to publicize the regular and ODL courses in various platforms of social media.

Keeping in mind SSR compilation process, the meeting was summarized with a note that Mock Inspection to be conducted for checking all documents at internal

level within the campus before uploading. Management of the college will also participate in the mock inspection.

Meeting was ended with the thanks to the chair

Approved By:

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

Principal

Smt. Jawala Devi College of Education, Sanghol

Copy circulated to all concerned



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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 Sainghol, 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, GHG 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**