



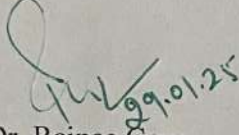
Internal Quality Assurance Cell
Smt. Jawala Devi College of Education, Sanghol Punjab-140802
Recognized by NCTE, Accredited by NAAC, Affiliated to Punjabi University, Patiala
www.jawaladevicollege.org

Date: 29/01/2025

NOTICE

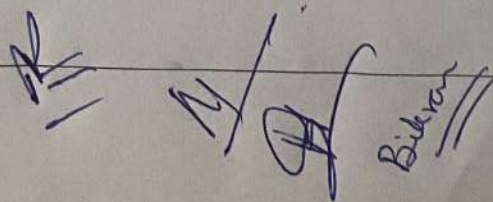
Minutes of Emergent meeting held at seminar room, Jawala College of Education to revise the composition of **Internal Quality Assurance Cell [IQAC]** for Planning, guiding and monitoring quality assurance and quality enhancement activities in the college. The committee comprise of the following members w.e.f.29/01/2025

| | | |
|----|--|---|
| 1. | Chairperson [Head of an Institution] | Prof. (Dr)Rajnee Gaur, Principal |
| 2 | One member from the Management | Lord Diljit Rana, Chairman Smt. Jawala Devi Memorial Trust |
| 3 | One nominee of Employer | Dr. Urmil Verma Executive Trustee, SJDMT |
| 4 | One nominee of Stakeholders | Dr Sarbjit Kaur Ranu, Principal(Rtd.), GHG Khalsa College of Education, Sudhar |
| 5 | One nominee of Industrialists | Mr Pushan Kumar, Industrialist |
| 6 | One nominee from local society | Ms. Jyoti, Member Block Samiti, Khamano |
| 7 | Few Senior administrative officers | Dr. Ravi Prakash Mishra, Head Academics Mr. Deven |
| 8 | Coordinator/Director of the IQAC | Dr Paramjeet Kaur Mangat |
| 9 | Teachers to represent all level (Three to eight) | Dr. Harjinder Singh, Ms. Amita Sharma Mr. Bikram |
| 10 | One nominee from Students | Mona Rani, Jasbir Kaur [B.Ed 2 nd Year] |
| 11 | One nominee from Alumni | Mr Jorawar Singh Teacher, Govt Sen Sec School, President Alumni Association |


Dr. Rajnee Gaur
Principal

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

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Date: 29/01/2025

Minutes of Meeting of IQAC – Smt. Jawala Devi College of Education, Sanghol

Date: 29th January 2025

Time: 11:00 AM

Venue: Seminar Hall, Smt. Jawala Devi College of Education, Sanghol

The meeting was chaired by Dr. Urmil Varma, Executive Trustee, Smt. Jawala Devi Memorial Trust, Co-chaired by Dr. Rajnee Gaur, Principal and attended by following members:

- Dr. Paramjeet Kaur Mangat, Coordinator, IQAC
- Ms. Amita Sharma, Member, IQAC
- Dr. Harjinder Singh, Member, IQAC
- Mr. Bikram, Member, IQAC
- Mr. Deven
- Dr. Harjinder
- Mr. Mandeep Singh
- Ms. Rachna Kaura
- Mr. Adhikari, IT Head

Following agenda were discussed in the meeting and resolved:

1. Commencement of 2nd and 4th Semester of B.Ed.: It was decided that the 2nd semester of class B.Ed would commence from 3rd February 2025, ensuring that students

receive prior notification. Also the faculty must take regular classes of 4th semester of B.Ed. which was already begun on 27-01-2025.

2. Compilation of Files for Peer Team Visit: Principal, Dr. Rajnee Gaur emphasized the importance of completing the documentation of Qualitative Metrics for NAAC Peer Team Visit. Dr. Urmil Verma, Executive Trustee ensured the faculty members that all the support required will be provided from management side. The IQAC members were assigned responsibilities to ensure timely submission of hard copies of report to Principal office for final Mock-Audit.

3. Approval of Timetable for B.Ed. 2nd and 4th Semester: The proposed timetable for B.Ed. 2nd semesters was reviewed and approved by the committee. It was decided that the final timetable would be shared with faculty and students via the college notice board and website.

4. Maintenance of Infrastructure: Principal, Dr. Rajnee Gaur highlighted the need for regular maintenance of classrooms, laboratories, and libraries. The committee resolved to conduct a monthly infrastructure audit, and the administrative department was assigned to oversee this task.

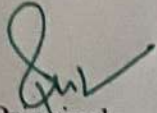
5. Reminder to NAAC for Confirmation of Visit Schedule: Dr. Urmil Varma directed that an official reminder email be sent to NAAC regarding the confirmation of the Peer Team Visit schedule, with a follow-up by the end of the week.

6. Preparation of CLO-PLO for Pending Subjects: Ms. Amita Sharma urged all subject coordinators to complete the pending CLO-PLO mappings for respective subjects.

7. Ensuring Student Attendance (Minimum 75%): The committee reiterated that 75% attendance is mandatory for all students. Faculty members were instructed to track attendance weekly, and reminders would be sent to students falling short of attendance.

8. Status of M.Ed. dissertation: Principal, Dr. Rajnee Gaur directed all the faculty members to submit the status of M.Ed. dissertation to the principal office till first week of March 2025.

The meeting concluded with a vote of thanks by Dr. Paramjeet, appreciating the participation and contributions of all IQAC members.



Principal

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11-02-2025

Minutes of an emergent meeting of IQAC

Smt. Jawala Devi College of Education, Sanghol

Date: 11th February 2025

Venue: Seminar Room, Smt. Jawala Devi College of Education, Sanghol

Chairperson: Dr. Rajni Gaur (Principal)

Meeting attended by following members:

- Dr. Paramjeet Kaur Mangat (IQAC Coordinator)
- Ms. Amita Sharma
- Dr Harjinder singh
- Mr Bikram

Agenda Discussed:

1. NAAC Correspondence and Selection of Assessment Method:

• Reference Press Release by NAAC dated 10th February 2025, the institution has received official correspondence from NAAC regarding the selection of an assessment method. Options provided by NAAC are- Revised Accreditation Framework (RAF) existing or Basic/MBGL (yet to be launched). The issue was discussed thoroughly as in both cases, the team visit will not be conducted by NAAC. The decision on the preferred method needs to be finalized. Suggestions from all stakeholders are invited. Principal Dr. Rajnee Gaur is co-coordinating with Management members for seeking their input. Final reply to NAAC to be sent within 3-4 days.

2. Workshop on Financial Awareness: Principal Dr. Rajnee Gaur informed all faculty members that a workshop on Financial Awareness will be conducted on 3rd March 2025. Attendance is mandatory for all faculty members. Dr. Harjinder was given responsibility for social media coverage of the event.

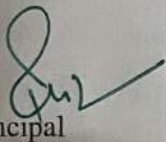
3. Status of M.Ed. dissertation: Faculty members are requested to submit the status of dissertations to the Principal's office at the earliest.

4. Regularity of classes: Principal Dr Rajnee Gaur said that faculty members must ensure regular conduct of classes. No classes should be left unattended without prior approval.

5. Sports Activities for Students:

- A sports event is scheduled for next week. Badminton and Basketball will be the main activities. Mr. Baljinder, Incharge sports is assigned the responsibility of organizing the event under the supervision of principal and IQAC members.

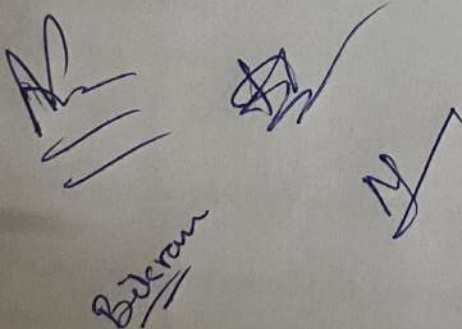
Meeting ended with thanks to the chair.



Principal

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27-02-2025

Actions Taken Report (ATR)

Date of Meeting: 11-02-2025

Venue: Seminar Room, Smt. Jawala Devi College of Education, Sanghol

| s. no. | Agenda Discussed | Action Taken |
|--------|--|---|
| 1 | NAAC Correspondence and Selection of Assessment Method | The institution has decided to continue with existing RAF and official mail regarding the same has been sent to NAAC on 24-02-2024. Further, as informed by the principal; the institution has received a response from NAAC stating that the peer team online visit date will be intimated soon. The official mail has been sent to all stakeholders in the campus to update their current database regularly. |
| 2 | Workshop on Financial Awareness | Invitation has been sent to all stakeholders to participate in the workshop on 3 rd March, 2025 at Smt. Jawala Devi College of Education, Sanghol. |
| 3 | Sports Activities for Students | Activities are being conducted regularly. |

Pending Tasks:

1. Status of M.Ed. dissertation: Status report needs to be submitted by all faculty members till first week of March 2025.

Principal

Smt. Jawala Devi College of Education

Principal

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Sanghol, Fatehgarh Sahib

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