

Minutes of Meetings (2019-2020)

Dated: 11th July 2019

A meeting was held in the Principal's office for the discussion of formulation of Internal Quality Assurance cell (IQAC) for the session 2019 – 2020 on 11th July 2019. In this, College Principal Mrs. Raj Kumari, Dr. Deepika Rajpal, Prof. Veerdev Singh, Mrs. Kiranjeet Kaur, & Mrs. Navdeep Kamboj were present. It was decided in the meeting to hold another meeting in the same office on 15 July, 2019 for the formulation of IQAC 2019 – 2020 at 11:00 am.

Dated: 15 July 2019

A meeting was held in the Principal's office for the formulation of Internal Quality Assurance cell (IQAC) for the session 2019-20. College Principal Mrs. Raj Kumari was made chairperson. Dr. Deepika Rajpal as co-ordinator, Mrs. Navdeep Kamboj & Dr. Aarti Bathla were made Co-coordinator's, Prof. Veerdev Singh, Mrs. Kiranjeet Kaur, Sh. Rupinder Singh (Librarian), Ms. Navneet Kaur Jeji were selected as the members of IQAC. Advisory Committee members were Dr. Jasraj Kaur & Prof. Gagandeep Kaur from Punjabi University, Patiala. Dr. Harminder Kaur and Dr. Navila were made external experts. Mrs. Jagdeep Kaur was picked up as a member of IQAC from Alumni. Mr. Sehajpal Singh, Miss Lovepreet Kaur, Mr. Gurinder Singh & Miss Neetu Bawa were made student members of the IQAC.

Dated: 17 July 2019

AGENDA

- Welcome to the Committee members.
- Planning for the academic year.
- Discussion about academic & Co-Curricular activities to be taken up during the session.
- Discussion on the basis of feedback/ suggestions by the students, Parents & Alumni in their feedback forms.
- Checking of basic amenities in the College & hostels (girls & boys)

Minutes

A meeting was held in the Principal's office for the formally welcoming the members of Internal Quality Assurance cell (IQAC) for the session 2019-20. College Principal Mrs. Raj Kumari chaired the meeting. Dr. Deepika Rajpal was the convenor, Mrs. Navdeep Kamboj recorded the minutes of the meeting. All the members of IQAC were present in the meeting. Following points were decided after the formal welcome of the IQAC members by the Principal and other staff members of the college

- Presence of college superintendent was made mandatory for all meetings
- Discussion about the course, curricular & co-curricular activities to be taken up during the session was done.
- Suggestions from the Students, Parents, Alumni was discussed & appreciated by the Principal. It was assured that the implementation of the suggestions made by the stakeholders will be taken care
- Committees were made to check the basic facilities /infrastructure of the college & hostels separately.
- It was planned to review the work done by the committees after a month

Dated: 19th July 2019

AGENDA

- Discussion about schedule of teaching practice.
- Allotment of schools.
- Teachers who are to be assigned duties during teaching practice.
- Schedule of Micro teaching.
- Schedule of Model-demonstration lesson, discussion lesson.
- Action research

Minutes

A meeting was held in the Principal's office with IQAC representatives and teaching staff to discuss about the schedule of teaching practice, micro-teaching Action Research and discussion lessons of Semester III students. College Principal Mrs. Raj Kumari chaired the meeting. Dr. Deepika Rajpal was the convenor of the meeting, Mrs. Navdeep Kamboj recorded the minutes of meeting.

- Teaching Practice was planned to begin on 1 August till December. Various Schools were requested about the teaching practice schedule.
- Allotment of schools & students was discussed with the staff members. Faculty members were ensured to visit school every day to keep a check on student attendance, check their teaching learning material and to visit their class at least every alternate day.
- Microteaching schedule was discussed. 8 skills were selected. Teachers were asked to choose any 5 skills and demonstrate and discuss their components with their respective teaching students during the microteaching sessions.
- It was decided that the students should be well versed with all the teaching skills so the teachers will give 2 model-Demonstration lessons which will be followed by one discussion lesson at College level to have an idea of the skills imbibed by the student.
- Dates of 2 Model demonstration lessons to be delivered by the teachers on their respective teaching subject were planned & announced.
- It was suggested that 1 discussion lesson will be taken in the college after demonstration lesson & another one after coming back from Teaching Practice in the college to check the progress and problems of the students.
- Steps and procedure of Action Research was discussed and it was suggested that the teacher should discuss the procedure of action research in the classes with students before going to the T.P so that the students can conduct action research during their teaching practice. Thus they can learn the practical side of the learning too.

Dated: 22 July, 2019

AGENDA

- Reflection on the previous session
- Preparation of Academic Calendar (2019-20)
- Discussion on students feedback of previous session
- Preparation of prospectus

MINUTES

A meeting was held on 22 July, 2019 in Principal's office in which Mrs. Raj Kumari, Principal chaired the session. Dr. Deepika Rajpal was the convener & following points were taken into consideration.

- Major events and result of previous session were discussed. Suggestions from all the staff members were invited to improve upon the quality of both teaching and non teaching aspects of the college.
- Student's feedback on teachers, infrastructure (both college & hostels) was discussed.
- Teachers lagging in their work were suggested accordingly.
- Committees of staff members and student representatives were formed for the improvement of college, hostel infrastructure & facilities.
- Academic Calendar was discussed.
- Prospectus committee was formed and given the task of getting prospectus done well in advance before the start of admission process.

Dated: 29 July 2019

AGENDA

- Reviewing of academic calendar and suggestions for addition of some activities into it
- Reviewing of Prospectus
- Reviewing of work done by the committees on the suggestions made by students/parents for the improvement of college & hostel facilities
- Discussion of admission procedure
- Allotment of subjects to teachers other than teaching subjects
- Formation of time table committee

MINUTES

A meeting was held on 29th July, 2019 in Principal's office in which Mrs. Raj Kumari, Principal chaired the session. Dr. Deepika Rajpal was the convener & following points were taken into consideration.:-

- Academic calendar was reviewed and suggestions made by staff members and IQAC members were taken and incorporated
- Prospectus was finalized.

- Discussion on the work done by committees formed for college & hostel improvement & work done was reviewed. Some of the suggestions made by the committee were found fit for implementation and approved by the IQAC members.
- Various committees for admission of B.Ed. & M.Ed. students were formed & duties were allotted to staff members & non-teaching staff.
- Subject were allotted to different teacher
- Time table committee was formed

Dated:12 August 2019

AGENDA

- Discussions with non-teaching staff about admission procedure.
- Discussion about fees, PTA, hostel funds etc.
- Formulation of various committees for admission process.

MINUTES

A meeting was held on 12 August 2019 in Principal's office in which Dr. Mohammad Zameel Principal chaired the session. Dr. Deepika Rajpal was the convener & following points were taken into consideration.

- A detailed discussion about admission procedure was done with the admission committee members (both teaching & non-teaching staff members)
- Various duties were assigned to the staff members.
- Fee structure for General Category / Reserved Category (both B.Ed & M.Ed students was discussed & fixed.
- Discussion about PTA, hostel funds and other details regarding admission of new students was done.
- Different conveners were designated for different committee to facilitate the admission process of B.Ed & M.Ed students.

Dated: 14 August, 2019

AGENDA

- Discussions with Alumni members activities of session 2019-20
- Discussion about tentative dates of sports meets Annual function, etc.

- Discussion about the contribution of alumni members in .improving the quality of performance of students and for the betterment of the institution

MINUTES

A meeting was held in the Principal's office with the Alumni members & IQAC representatives to discuss about the Academic & Activities Calendar of session 2019 -20 and other activities to done during the current session. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting, Mrs. Navdeep Kamboj recorded the minutes of meeting. Prof. Veerdev Singh, Mrs. Kiranjeet Kaur, Sh. Rupinder Singh, Dr. Aarti Bathla & Dr. Kuljit Kaur were present during the meeting, Various members of Alumni Association were present for discussion.

- 1 Academic & Activities Calendar was discussed and it was planned to that the College Alumni will also be the part of College Activities with Students.
- 2 A proposal of holding Annual sports meetin the second week of Feb. 2020 was made. Annual function to be held between 4th week of March & 1st week of April 2020 was made.It was decided that all the distinguished Alumni will meet before the events to advice and suggest and will be the part of these events.
- 3 Members of the association agreed to help the needy students monetarily and award the meritorious student with medal / set of books.
- 4 Alumni also decided to help in the maintenance & development of college infrastructure, provide academic & financial support wherever & whenever required.
- 5 Dr. Mohan Tyagi agreed upon giving academic help from the University to the students .

Dated: 27 August, 2019

AGENDA

- Commencement of the session

- Orientation program for the students
- Discussion about teacher's diary.
- Discussion about time table, work load
- Discussion about duty list

MINUTES

A meeting was held in the Principal's office with college teaching staff in the presence of IQAC representatives to discuss about the commencement of the new session and duties of the faculty members. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- New session was decided to begin on 28 August, 2019 date as per Punjabi University schedule
- 3 days orientation program was chalked out in which students will be informed about the course of work & various curricular & co-curricular activities
- Teachers were informed to prepare their teacher's diary as per their weekly schedule
- Time table was discussed along with work load
- Various duties were allotted to all the faculty members and their respective roles in particular committees were discussed
- Tentative dates for MST-1 & 2 were decided

Dated: 09 September, 2019

AGENDA

- Filling & submission of Examination forms
- Collection of Examination fees
- Criteria for Internal assessment

MINUTES

A meeting was held in the Principal's office with college teaching staff in the presence of IQAC representatives to discuss about the duties of the faculty members filling & submission of Examination forms. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting. Mrs. Kiranjeet Kaur, Registrar internal Examinations were also present.

- Duty was assigned to office for the collection of examination fee (as per Pbi. University norms)
- Duties of Filling up of Examination forms were divided among staff members. It was decided to be finished by 19th September 2019 and submitted within the stipulated time to the Punjabi university. For that, Prof. Kiranjit Kaur & Dr. Rupinder Sohi were made in-charge.
- Criteria for the internal assessment of the students were discussed and guidelines were given to the staff members to prepare internal assessment of the students accordingly.

Dated: 10 October, 2019

AGENDA

- To Thank Alumni members for their help
- Discussion about tentative dates for expert lectures.

MINUTES

A meeting was held in the Principal's office with the Alumni members & IQAC representatives on 10 October, 2019. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting. Dr. Aarti Bathla recorded the minutes of meeting. Prof. Veerdev Singh, Mrs. Kiranjeet Kaur, Sh. Rupinder Singh, Dr. Kuljit Kaur were present during the meeting, Various members of Alumni Association were also present.

- College Principal Dr. Mohammad Zameel thanked Alumni Association members on the behalf of all the staff members and students for helping Needy Students with the set of books required for their course.
- Prof. J.S.Rana agreed to deliver expert lectures on Statistics & Research Methodology to M.Ed. students during the vacations for 3-4 days.

Dated: 5 November, 2019

AGENDA

- Discussion of results of MST-1
- Schedule of Remedial classes
- Other measures for weak students
- Submission of teaching Aids by Semester III students

MINUTES

A meeting was held in the Principal's office with the staff members & IQAC representatives on 5 November, 2019. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- After MST-1, results of MST-1 were discussed and list of weak students was prepared.
- Teachers were suggested to change their teaching strategies accordingly.
- Remedial classes were scheduled for weak students after College hours.
- Supplementary books and notes were provided to needy students.
- Teachers were asked to give notes to the students who were very weak.
- Submission of teaching Aids by Semester III students was decided to be done on 13 November 2019

Dated: 22 November, 2019

AGENDA:

- Discussion of result MST-2
- Steps to be taken before final exams
- Remedial classes after college or during time table to be discussed

MINUTES

A meeting was held in the Principal's office with the staff members & IQAC representatives on 22 November, 2019. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- Result of MST-2 was discussed. It was found that there is a lot of improvement among weak students after taking of remedial classes on the basis of the result of MST-1
- Suggestions were made to continue remedial teaching till final exams.
- Deliberation was done to check the completion of syllabus, assignments, assessments, sessional work etc. time slots were fixed.
- Time Slots were fixed for completion of all the pending work

Dated: 29 November, 2019

AGENDA

- Discussion about previous semester result
- Completion of syllabus
- Internal assessment

MINUTES

A meeting was held in the Principal's office with the staff members & IQAC representatives on 29 November, 2019. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- As the result & previous semester was out, a discussion was done on the result & suggestions were made to make it better. Students were asked to introspect the reason for get less marks if, in particular subject
- Completion of syllabus was checked students who still needed guidance, their time table was discussed with their respective teachers.

- Internal assessment of the students was discussed. A chance of improvement was given to those who could not perform well because of health issues or family problems.

Dated: 29th November, 2019

AGENDA

- Distribution of Roll numbers
- Submission of Internal assessment
- Duties during Final exams

MINUTES

A meeting was held in the Principal's office with the staff members (Teaching, Non-teaching) & IQAC representatives on 29th November, 2019. College Principal Dr. Mohammad Zameel chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- Duty for the distribution of the Roll numbers to the students was assigned to office.
- Submission of the internal assessment of the students was given to S. Rupinder Singh under the guidance of Prof. Kiranjit Kaur (Registrar).
- As college was made a centre for Final Exams by the Punjabi University, various duties were assigned to the staff members for the smooth conduct of Examinations in the college.

16 January 2020

Agenda:

- Discussion about the syllabus of subjects of 2nd Sem B.Ed.
- Discussion about the syllabus of subjects of 2nd & 4th sem. M.Ed.
- Discussion about co-curricular activities – their weightage.

Minutes-

- Representations of B.Ed 2nd Sem- & M.Ed. 2ndSem-4th were present in the meeting & detailed discussions about various subject was done & suggesting from students were insisted to make strategies for teaching process.
- Students were told about various co-curricular activities during semester and they were told about the weightage & importance of various co-curricular activities.

Dated: 17 Feb 2020

AGENDA :

- Discussion of Sports Meet , Convocation
- Steps to be taken before final exams
- Remedial classes after college or during time table to be discussed

MINUTES

A meeting was held in the Principal's office with the staff members & IQAC representatives on 17 Feb 2020 College vice Principal Prof. Veerdev Singh chaired the meeting. Dr. Deepika Rajpal was the convener of the meeting.

- Result of MST-2 was discussed. It was found that there is a lot of improvement among weak students after taking of remedial classes on the basis of the result of MST-1
- Suggestions were made to continue remedial teaching till final exams.
- Deliberation was done to check the completion of syllabus, assignments, assessments, sessional work etc. time slots were fixed.
- Time Slots were fixed for completion of all the pending work