

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2019/25

Date 17.06.2019

Circular

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education for Women, village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 24 June, 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

AGENDA

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

Minutes of Internal Quality Assurance Cell held on 24 June, 2019 at 2.00 PM

Location:- Principal's office

Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

A meeting was held on 24 June, 2019 in Principal's office in which, Principal chaired the session, 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 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.

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2019/33

Date 05.08.2019

Circular

Dear Sir/ Madam,

The Second meeting (session 2019-20) of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 12 Aug, 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,
Yours sincerely,
Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

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 .

Minutes of Internal Quality Assurance Cell held on 12 Aug, 2019 at 2.00 PM

Location:- Principal's office.

Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

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. Following points were decided after the formal welcome of the IQAC members by the Principal .

- 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.
- It was planned to review the work done by the committees after a month.

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2019/50

Date 08.10.2019

Circular

Dear Sir/ Madam,

The 3rd meeting of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 15 Oct, 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,
Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

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 of Internal Quality Assurance Cell held on 15 Oct, 2019 at 2.00 PM
Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

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.

➤ 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.

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2019/62

Date 08.12.2019

Circular

Dear Sir/ Madam,

The 4th meeting of IQAC Aklia College of Education for Women, Village Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 12 Dec, 2019 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Thanking You,

Yours sincerely,

Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

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 of Internal Quality Assurance Cell held on 12 Dec, 2019 at 2.00 PM
Members present in the meeting

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

A meeting was held on 12 Dec, 2019 in Principal's office .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. students were formed & duties were allotted to staff members & non-teaching staff.
- Subject were allotted to different teacher
- Time table committee was formed

Akalia College of Education for Women

Village Akalia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2020/03

Date 09.01.2020

Circular

Dear Sir/ Madam,

The meeting of IQAC Akalia College of Education for Women, Village Akalia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 16 January 2020 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

Agenda:

- Discussion about the syllabus of subjects of 2ndSem B.Ed.
- Discussion about co-curricular activities – their weightage.

Meeting Minutes

Date: 16th January 2020

Time: 2:00 PM

Location: Principal's Office,

Attendees:

Sr. No.	Name of the Members	Designation in IQAC	Signatature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Amarjeet Kaur Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Sarbjeet kaur	Member	
11..	Miss. Rupinder Kaur	Member	

Agenda:

1. Discussion about the syllabus of subjects of 2nd Semester B.Ed.
2. Discussion about co-curricular activities – their weightage.

Minutes:

The meeting of the IQAC Aklia College of Education for Women was held on the scheduled date and time in the Principal's Office. The following points were discussed during the meeting:

1. **Discussion about the syllabus of subjects of 2nd Semester B.Ed.:** The members deliberated on the existing syllabus of the 2nd Semester B.Ed. and proposed certain modifications to ensure its relevance to the current academic standards. It was agreed that the concerned faculty members would submit their revised suggestions within the next two weeks for further review.
2. **Discussion about co-curricular activities – their weightage:** The significance of co-curricular activities in the holistic development of students was underscored. The attendees emphasized the need for a balanced approach in assigning appropriate weightage to co-curricular activities, ensuring that they complement the academic curriculum. A subcommittee was established to evaluate the current weightage and propose a revised structure that promotes the all-round growth of the students.

The meeting concluded with the decision to reconvene in two weeks to review the proposed recommendations and finalize the necessary actions. The attendees were urged to actively contribute to the discussions and provide constructive input in the interest of enhancing the overall educational experience at Aklia College of Education for Women.

Akalia College of Education for Women

Village Akalia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2020/12

Date 11.02.2020

Circular

Dear Sir/ Madam,

The meeting of IQAC Akalia College of Education for Women, Village Akalia Kalan, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 18 Feb 2020 at 2.00PM in Principal Office. The agenda is annexed herewith.

You are requested to make it convenient to attend the same.

Co-ordinator

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

AGENDA :

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

Meeting Minutes

Date: 18th February 2020 Time: 2:00 PM

Location: Principal's Office

Attendees:

Sr. No.	Name of the Members	Designation in IQAC	Signature
1.	Dr. Tara Singh Gill Principal	Chairperson	
2.	Ms. Gurpreet Kaur Assistant Prof.	Co-ordinator	
3.	Ms. Manpreet Kaur Assistant Prof.	Member	
4.	Mr. Gurkirat Singh Assistant Prof.	Member	
5.	Ms. Anu Jindal Assistant Prof.	Member	
6.	Mr. Kamaljit Singh Management Member	Member	
7.	Mr. Rajinder Singh Administrative Member	Member	
8.	Mr. M.S. Bath Administrative Member	Member	
9.	Mr. Narinder Singh Member Local Society	Member	
10.	Miss Himanshi	Member	
11.	Miss. Gurmeet Kaur	Member	

Agenda:

1. Discussion of Sports Meet and Convocation.
2. Steps to be taken before final exams.
3. Remedial classes after college or during the timetable.

Minutes:

The meeting of the IQAC Aklia College of Education for Women was held on the designated date and time in the Principal's Office. The following issues were deliberated upon:

1. **Discussion of Sports Meet and Convocation:** The members reviewed the arrangements for the upcoming Sports Meet and Convocation. The importance of ensuring adequate participation and smooth coordination was stressed. Responsibilities were assigned to faculty members and student representatives to oversee the planning and execution of these events.
2. **Steps to be taken before final exams:** A comprehensive discussion was held regarding the necessary preparations to be undertaken before the final examinations. The importance of providing students with adequate study materials, guidance, and counseling support was emphasized. It was agreed that a dedicated task force would be formed to ensure the availability of required resources and assistance for the students.
3. **Remedial classes after college or during the timetable:** The need for organizing remedial classes either after college hours or within the existing timetable was addressed. The members discussed the benefits of providing additional support to academically struggling students and the feasibility of incorporating these classes into the college schedule. A team was constituted to evaluate the availability of resources and to propose a plan for the implementation of remedial classes.

Aklia College of Education for Women

Village Aklia Kalan, Jaitu Road , Goniana Mandi
(Bathinda)

Ref. No. ACEW/2020/20

Date 20.05.2020

Annual Report

IQAC Meetings and Activities (2019-2020)

Introduction: The Internal Quality Assurance Cell (IQAC) at Aklia College of Education for Women has been instrumental in overseeing and enhancing the quality of education and overall development within the institution. This report provides a comprehensive overview of the key discussions and decisions made during various IQAC meetings held throughout the academic year.

June 24, 2019: In the initial meeting, the IQAC focused on reviewing the outcomes of the previous academic session, engaging staff members in brainstorming sessions to gather suggestions for improvement, and critically assessing student feedback on both teaching quality and infrastructure. Additionally, committees were established to address specific areas of concern, such as the enhancement of college and hostel facilities. The Academic Calendar for the upcoming session was also discussed, and a committee was formed to ensure the timely preparation of the prospectus for the admission process.

August 12, 2019: This meeting primarily marked the formal welcome of IQAC members for the academic session 2019-20. The college superintendent's mandatory presence in all meetings was established to ensure comprehensive oversight. Discussions included an overview of courses, curricular and co-curricular activities, and the valuable incorporation of suggestions from students, parents, and alumni.

Committees were reaffirmed to examine basic facilities and infrastructure, with plans to review their progress after a month.

October 15, 2019: The focus of this meeting was on the practical aspects of teaching, with detailed planning for teaching practice, micro-teaching sessions, and Action Research for Semester III students. Specific skills were selected for microteaching, and teachers were encouraged to engage actively with students during teaching practice. The importance of Action Research was emphasized, and steps for its implementation were discussed. Dates for Model-Demonstration lessons were set, with plans for subsequent discussion lessons to assess student progress.

December 12, 2019: This meeting covered a range of topics, including a review of the academic calendar and finalization of the prospectus. Committees formed for college and hostel improvement presented their findings, with some suggestions approved for implementation. Committees were established for the admission process of B.Ed. students, and subjects were allocated to different teachers. A timetable committee was also formed to ensure effective scheduling.

January 16, 2020: The January meeting involved a detailed discussion on the syllabus for the 2nd Semester B.Ed. subjects, with a call for faculty members to propose modifications. The significance of co-curricular activities and their appropriate weightage in the overall academic structure were deliberated. A subcommittee was formed to evaluate the current weightage and propose revisions, with plans to reconvene in two weeks for further review.

February 18, 2020: The final meeting of the academic year addressed preparations for the Sports Meet and Convocation. Responsibilities were assigned to faculty members and student representatives to ensure smooth coordination. Discussions also encompassed preparations for final exams, including the provision of study materials, guidance, and counseling support.

Consideration was given to the possibility of organizing remedial classes either after college hours or within the existing timetable, with a dedicated team formed to evaluate feasibility and propose a plan.

Conclusion: The annual report reflects the proactive initiatives undertaken by the IQAC throughout the academic year 2019-2020. The collaborative efforts of the faculty, staff, and students, as evidenced in the minutes of various meetings, underscore the institution's commitment to continuous improvement and excellence in education. The IQAC remains steadfast in its dedication to fostering a culture of quality within Aklia College of Education for Women.

Prepared by: IQAC Coordinator Date: 20.05.2020