

# **Aklia College of Education for Women**

## **Village- Aklia Kalan, Jaitu Road , Goniana Mandi (Bathinda)**

### **Circular**

Dear Sir/ Madam,

The first meeting of IQAC Aklia College of Education for Women, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 28-07-2022 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

### **Agenda:**

1. To Discuss the Co-curricular and Extension Activities in the session (2022-23)
2. To review the duties for several cell, Committees which organize those activities .
3. Admission 2022-23
4. To prepare College Academic Calendar under the broader view of Panjabi University Academic Calendar.
5. To conduct Entry Level Testing for students.

### **Copy to:**

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Mr. Gurkirat Singh Assistant Prof.	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member

4.	Ms. Gurpreet Kaur Assistant Prof.	Member
5.	Ms. Kirarjeet Kaur Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss. Manmehak Kaur	Student Member
11..	Jagdeep Singh (Member from local society)	Member

## MINUTES OF IQAC MEETINGS

1. **Co-curricular and Extension Activities:** Discussing co-curricular and extension activities is crucial for enhancing students' overall development. You can start by outlining the objectives of these activities, the types of events or programs you plan to organize, and their significance in promoting holistic education.
2. **Reviewing Duties for Cell and Committees:** To ensure the smooth organization of co-curricular and extension activities, it's important to review the responsibilities of various cells and committees involved. Assign clear roles and responsibilities, and make sure there is coordination among these groups.
3. **Admission for 2022-23:** Admission processes are critical for any academic institution. Discuss the admission criteria, application deadlines, and any changes or improvements you plan to implement for the upcoming academic year. Address any concerns or issues from the previous admission cycle.
4. **Preparing College Academic Calendar:** Create a detailed academic calendar for the college year 2022-23. Align this calendar with the broader Panjabi

University Academic Calendar to ensure consistency and compliance. Include important dates such as registration, examinations, holidays, and special events.

5. **Conducting Entry Level Testing:** If you're planning to conduct entry-level tests for students, discuss the purpose, format, and schedule of these tests. Ensure transparency in the testing process, including how results will be used for student placement or other purposes.

When discussing these topics, involve key stakeholders, such as faculty, administrative staff, and student representatives, to gather input and ensure that decisions are made collaboratively. Additionally, document the discussions and decisions for future reference and communication with the college community.

Remember to adapt your discussion based on the specific needs and priorities of your college, and consider any unique circumstances or challenges that may arise during the 2022-23 session.

# Akalia College of Education for Women

## Jaitu Road , Goniana Mandi (Bathinda)

Circular

Dear Sir/ Madam,

The meeting of IQAC Akalia College of Education for Women, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on **4th September 2022** 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

### Copy to:

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Mr. Gurkiat Singh Assistant Prof.	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member
4.	Ms. Harpreet Kaur Assistant Prof.	Member
5.	Ms. Kiranjeet Kaur Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Jagdeep Singh (Member from local society)	Member

## **Agenda**

- 1.To organize community outreach activite
2. More MoUs with institution
3. To cnduct orientation for I Semester students during the academic year 2022-23
4. Celebration of days of national and international importance.
5. to organize awareness campaign on HIV AIDS and drug prohibition .

## Minutes of the Meeting

Date: 4th September 2022

Time : 10:30 AM

Location:

Principal's Office

### Attendees:

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Mr. Gurkiat Singh Assistant Prof.	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member
4.	Ms. Harpreet Kaur Assistant Prof.	Member
5.	Ms. Kiranjeet Kaur Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Jagdeep Singh Member from local society	Member

### Agenda 1: Organizing Community Outreach Activities.

- The Principal initiated the discussion by highlighting the importance of community outreach activities for our institution.
- Miss Beant Kaur , a faculty member, presented a proposal to organize a series of community outreach activities during the academic year 2022-23.

- Sharanpreet Kaur, a student representative, suggested involving students in these activities to promote community engagement and social responsibility.
- It was decided to form a committee to plan and execute these activities, with Gurkirat Singh as the coordinator.
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### **Agenda 2: Memorandums of Understanding (MoUs) with Institutions**

- The Principal discussed the need to establish more MoUs with institutions for academic collaborations and student opportunities.
- Dr. Abhishek Godara, a faculty member, proposed identifying potential institutions for collaboration and drafting MoUs.
- The attendees agreed to create a task force to explore and establish MoUs, with Mata Sundri College of Education for Women leading the efforts.

### **Agenda 3: Orientation for I Semester Students (2022-23)**

- The Principal emphasized the importance of conducting a comprehensive orientation program for incoming I Semester students.
- Mr. Raj Kumar , an administrative staff member, outlined the proposed orientation schedule and activities.
- It was decided to schedule the orientation program and allocate necessary resources, with Gurkirat Singh in charge of coordination.

### **Agenda 4: Celebration of Days of National and International Importance**

- The discussion focused on commemorating national and international days of significance throughout the academic year.
- Attendees agreed to create a calendar of such important days and assign responsibilities to different departments for organizing relevant events.

- Harpreet Kaur suggested involving students to enhance their awareness and participation.

#### **Agenda 5: Awareness Campaign on HIV/AIDS and Drug Prohibition**

- The Principal emphasized the need to raise awareness about HIV/AIDS and drug prohibition among students and the local community.
- Ms. Beant Kuar, an external partner with expertise in healthcare, offered to collaborate on organizing awareness campaigns.
- It was decided to form a committee to plan and execute the campaigns, with Sukhpreet Kuar as the lead coordinator.

#### **Action :**

- Form a committee for community outreach activities, MoUs, orientation, and awareness campaigns.
- Create a calendar for national and international day celebrations.
- Assign responsibilities for each agenda item.
- Schedule regular follow-up meetings to track progress.

The meeting concluded at 10:30 AM. The minutes will be circulated to all attendees for review and approval.



## Aklia College of Education for Women

### Minutes of the Meeting

Date: 2nd November 2022

Time: 11:30 AM

Location: Principal's Office

#### Attendees:

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Dr. Gurkirat Singh	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member
4.	Ms. Gurpreet Kaur Assistant Prof.	Member
5.	Ms. Kiranjeet Kaur Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Jagdeep Singh (Member from local society)	Member

#### Agenda 1: Feedback from School, Teachers, Alumnus, and Practice Teaching

- The Principal initiated the meeting by emphasizing the importance of gathering feedback from different stakeholders.
- Harpeet Kuar presented feedback from the school regarding student performance during practice teaching.
- Shukhdeep Kuar shared insights from alumnae on the effectiveness of the college's education programs.

- Kiranjeet Kuar reported on the feedback received from practice teaching experiences.
- It was decided to analyze the feedback and implement necessary improvements in the curriculum and teaching methodologies.

#### **Agenda 2: Encouraging Faculty to Participate in Seminars**

- Sukhpreet Kur discussed the significance of faculty development through Seminars.
- The attendees encouraged all faculty members to actively participate in relevant Seminars to enhance their teaching skills.

#### **Agenda 3: Encouraging Faculty for E-content Development**

- Reetpal kuar emphasized the need for creating e-content to support online and blended learning.
- It was agreed that faculty members should be encouraged to develop e-content for their respective subjects.

#### **Agenda 4: Faculty Exchange Program with Different Institutions**

- Gagandeep Kuar introduced the idea of a faculty exchange program.
- The meeting attendees expressed interest in exploring partnerships with other institutions for faculty exchange to promote academic diversity.

#### **Agenda 5: Skill Enhancement Initiatives**

- Ramandeep kuar discussed initiatives to enhance students' skill sets.
- The college would introduce various skill enhancement programs and workshops.

#### **Agenda 6: Value-Added Courses for Employability Skills**

- Harpreet Kuar presented the concept of value-added courses.

- The college would offer courses designed to improve students' employability skills.

### **Agenda 7: Planning and Execution of Key Academic Activities**

- Veerpal kuar discussed the plan for conducting discussion lessons, house tests, and Punjabi University's final lesson and practical.
- The meeting attendees reviewed the schedule and responsibilities for these activities.

### **Action Items:**

- Analyze and act upon the feedback received from various stakeholders.
- Encourage faculty participation in Seminars.
- Promote e-content development among faculty members.
- Explore faculty exchange opportunities with other institutions.
- Implement skill enhancement initiatives and value-added courses.
- Ensure the effective planning and execution of key academic activities.

The meeting concluded at 1:00 pm. The minutes will be documented and shared with all attendees for their reference and further action.

**Aklia College of Education for Women –**

**Minutes of the Meeting**

*Date: 02nd February 2023*

*Time: 1:30 PM Location:*

*Principal's Office*

**Attendees:**

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Dr. Gurkirat Singh	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member
4.	Ms. Gurpreet Kaur Assistant Prof.	Member
5.	Ms. Kiranjeet Kaur Assistant Prof.	Member
6.	Mr. Kamajit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Jagdeep Singh (Member from local society)	Member

1.

**Meeting Proceedings:**

The IQAC meeting was called to order by the Principal, and the attendees were welcomed.

### **Agenda I: Annual Athletic Meet:**

- Harjinder Kuar and Gupreet Kuar presented the plan for organizing the Annual Athletic Meet.
- The proposed dates, events, and logistics were discussed.
- It was decided to proceed with the planning, with Ramandeep Kuar and Sukhpreet Kuar overseeing the arrangements.

### **Agenda II: Convocation Ceremony:**

- Gagandeep Kuar , Beant Kuar and Veerpal kuar discussed the preparations for the Convocation Ceremony.
- Key details such as the date, guest speaker, and award recipients were reviewed.
- The committee received approval to continue preparations for the event.

### **Agenda III: Alumni Meet:**

- Gagandeep Kuar , Beant Kuar and Veerpa kuar , Sukhpreet Kuar presented ideas for organizing an Alumni Meet.
- The committee discussed potential dates and engagement activities.
- It was agreed to move forward with planning the Alumni Meet, with in charge.

### **Agenda V: Activities under Self-Help Groups:**

- Gagandeep Kuar , Beant Kuar and Veerpal kuar presented the proposed activities under self-help groups.
- The committee reviewed the social impact and relevance of these activities.
- The committee members agreed to support and facilitate these initiatives.

**General Discussion and Conclusion:**

- The Principal thanked all attendees for their active participation.
- Timelines and responsibilities were assigned to ensure the smooth execution of the discussed activities.
- It was emphasized that regular follow-up meetings would be scheduled to monitor progress.

**Action Items:**

- Continue planning and organizing the Annual Athletic Meet, Convocation Ceremony, Alumni Meet, and self-help group activities as discussed.
- Regularly update the IQAC on progress made in implementing these activities.
- Schedule follow-up meetings to track developments and address any issues.

The meeting concluded at 3:00 pm, and the minutes will be documented and shared with all attendees for reference and further action.

## Meeting Minutes:

Date: 04<sup>th</sup> March, 2023 Time: 1:30 PM

Location: Principal's Office

Attendees:

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Dr. Gurkirat Singh	Co-ordinator
3.	Ms. Beant Kaur Assistant Prof.	Member
4.	Ms. Gurpreet Kaur Assistant Prof.	Member
5.	Ms. Kiranjeet Kaur Assistant Prof.	Member
6.	Mr. Kamaljit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Jagdeep Singh (Member from local society)	Member

Agenda:

1. Value-added and certificate courses
2. Free CTT and PTT coaching
3. House exam
4. Pre-practice orientation
5. Final discussion of self-study report
6. Preparation of NAAC

### Discussion Points:

1. The value-added and certificate courses were reviewed and found to be in line with the college's academic objectives. The responsible faculty members are tasked with updating the course content and ensuring its relevance to the current academic standards.
2. It was agreed that the free CTT and PTT coaching will continue as a part of the college's commitment to providing additional support for students. A schedule will be prepared and communicated to all relevant departments.
3. The upcoming house exam was discussed, and the examination committee was urged to ensure the smooth conduct of the examination process. A clear timeline for the exam schedule and grading procedures will be circulated to all faculty members.
4. The pre-practice orientation was highlighted as a crucial component of preparing students for practical experiences. The concerned department heads were instructed to coordinate with the faculty to organize an effective orientation session.
5. The final discussion of the self-study report was carried out, emphasizing the need for comprehensive insights and accurate data to improve the overall educational experience. The completion deadline for the self-study report was set and communicated to the relevant personnel.
6. The preparation of NAAC (National Assessment and Accreditation Council) was acknowledged as a significant step towards maintaining and enhancing the college's standards. The designated committee was advised to adhere to the guidelines and ensure timely completion of the preparation process.

### Action Items:

- Faculty members responsible for value-added and certificate courses to update course content.



- Communication of the schedule for free CTT and PTT coaching to relevant departments and students.
- Examination committee to finalize the schedule and grading procedures for the house exam.
- Department heads to coordinate with faculty for the pre-practice orientation.
- Setting and communicating the completion deadline for the self-study report.
- Designated committee to follow NAAC guidelines and complete the preparation process

## Meeting Minutes:

Date: 23<sup>rd</sup> May 2023 Time: 1:30 PM

Location: Principal's Office, Aklia College of Education for Women

Attendees:

Sr. No.	Name of the Members	Designation in IQAC
1.	Dr. Tara Singh Gill Principal	Chairperson
2.	Dr. Gurkirat Singh	Co-ordinator
3.	Ms. Kiranjeet Kaur Assistant Prof.Ms.	Member
4.	Ms. Gurpreet Kaur Assistant Prof.	Member
5.	Beant Kaur Assistant Prof.	Member
6.	Mr. Kamajit Singh Management Member	Member
7.	Mr. Sukhwinder Singh Administrative Member	Member
8.	Mr. Raj Kumar Administrative Member	Member
9.	Miss Amandeep Kaur	Student Member
10.	Miss Manmehak Kaur	Student Member
11..	Mr. Narinder Singh Member from local society	Member

Agenda:

1. Formation of new IQAC member
2. Delegation of duties of the new IQAC member
3. Organizing a placement fair
4. Environmental concerns to be addressed
5. Information given by college alumni

6. MoU with Mata Sundri College

7. Organizing a national seminar on the National Education Policy 2020

Discussion Points:

1. The need for a new IQAC (Internal Quality Assurance Cell) member was discussed. It was decided to invite nominations from faculty members for the position. A committee will be formed to review the applications and select the most suitable candidate based on qualifications and experience.
2. Responsibilities and duties of the new IQAC member were outlined to include overseeing quality assurance processes, monitoring academic activities, and ensuring compliance with accreditation standards. The detailed roles and expectations will be provided to the selected candidate upon appointment.
3. Organizing a placement fair was seen as a valuable opportunity to connect students with potential employers. The placement cell was tasked with creating an action plan, setting goals, and reaching out to companies and organizations to participate in the fair.
4. Environmental concerns, including waste management and energy conservation, were highlighted for immediate attention. A green committee will be established to propose and implement eco-friendly initiatives within the college premises.
5. The proposed MoU with Mata Sundri College, based on information from college alumni, was discussed. It was agreed to form a team to initiate dialogue with Mata Sundri College to explore collaboration possibilities, including student exchange programs and joint research projects.
6. Planning for a national seminar on the National Education Policy 2020 (NEP 2020) was discussed. A seminar committee will be formed to outline the seminar's objectives, invite guest speakers, and set a schedule for the event.

#### Action Items:

- Invitation of nominations for the new IQAC member position and formation of a selection committee.
- Drafting and sharing the detailed roles and responsibilities for the new IQAC member.
- Development of an action plan for the placement fair and outreach to potential recruiters.
- Establishment of a green committee to address environmental concerns within the college premises.
- Initiation of communication with Mata Sundri College for further discussions on the proposed MoU.
- Formation of a seminar committee for the national seminar on NEP 2020.