

Circular

Dear Sir/ Madam,

The first meeting (session 2016-17) of IQAC Aklia College of Education for Women, Village Aklia Kalan Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 19th July 2016 at 11.00PM 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. S S Joshi Principal	Chairperson
2.	Mr Gurkirat Assistant Prof.	Co-ordinator
3.	Ms. Kiranjit Kaur Assistant Prof.	Member
4.	Ms. Manpreet Kaur Assistant Prof.	Member
5.	Ms. Gagandeep kaur Assistant Prof.	Member
6.	Mr. Kanwaljit Singh Management Member	Member
7.	Mr. Rajinder Singh Administrative Member	Member
8.	Mr. M.S. Bath Administrative Member	Member
9.	Mr Ninderpreet singh society member	Member
10.	Ms Manpreet kaur Alumni Member	Member
11.	Mr. Harmandeep kaur Student Member	Member

Agenda:

1. Quality initiatives to be adopted by IQAC.
2. Constitute College Committees.
3. Any other matter.

Meeting Minutes:

Date: 19th July 2016 Time: 11:00 AM

Location: Principal office

Agenda:

1. Quality initiatives to be adopted by IQAC.
2. Constitute College Committees.
3. Any other matter.

Discussion Points:

1. The meeting began with a comprehensive discussion on various quality initiatives that could be adopted by the Internal Quality Assurance Cell (IQAC). Suggestions were made to focus on curriculum development, faculty training, infrastructure enhancement, and student support mechanisms. A subcommittee was formed to investigate and propose specific initiatives for implementation.
2. The constitution of various college committees was deliberated upon, emphasizing the importance of creating effective teams to handle different aspects of college functioning. The committees proposed included academic committees, research committees, student welfare committees, and infrastructure development committees. Members were assigned responsibilities to form and lead these committees.
3. The floor was open for any other matters or concerns to be addressed. Several miscellaneous issues, including the upcoming academic events, student grievances, and faculty development programs, were discussed

briefly. It was decided to address these matters in subsequent meetings or through designated committees as necessary.

Action Items:

- The subcommittee to propose a set of quality initiatives to be adopted by the IQAC is responsible for conducting thorough research and presenting a detailed plan of action at the next meeting.
- Members assigned responsibilities for constituting various college committees are tasked with identifying suitable candidates, defining the roles and responsibilities of each committee, and initiating the committee formation process immediately.
- Any other matters raised during the meeting will be assigned to respective subcommittees or individuals for further investigation and resolution.

Circular

Dear Sir/ Madam,

The second meeting (session 2016-17) of IQAC Aklia College of Education for Women, Jaitu Road , Goniana Mandi (Bathinda) is scheduled to be held on 14th Jan 2017 at 11.00 AM 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. S S Joshi Principal	Chairperson
2.	Mr Gurkirat Assistant Prof.	Co-ordinator
3.	Ms. Kiranjit Kaur Assistant Prof.	Member
4.	Ms. Manpreet Kaur Assistant Prof.	Member
5.	Ms Gagandeep kaur Assistant Prof.	Member
6.	Mr. Kanwaljit Singh Management Member	Member
7.	Mr. Rajinder Singh Administrative Member	Member
8.	Mr. M.S. Bath Administrative Member	Member
9.	Mr Ninderpreet singh society member	Member
10.	Ms Manpreet kaur Alumni Member	Member
11.	Mr. Harmandeep kaur Student Member	Member

Agenda:

- Conduct of Induction Programme for Fresher.
- Introduction of more innovative add-on courses.
- Strengthening the infrastructure support for Teachers.
- Approval of Department Activity Plan and Previous Report.

Meeting Minutes:

Date: 15/01/2017

Time: 11.00AM

Location: Principal office

Agenda:

1. Conduct of Induction Programme for Fresher.
2. Introduction of more innovative add-on courses.
3. Strengthening the infrastructure support for Teachers.
4. Approval of Department Activity Plan and Previous Report.

Discussion Points:

1. The need for a comprehensive Induction Programme for Fresher was emphasized to help new students acclimate to the college environment. The Academic Committee was tasked with outlining a detailed plan, including orientation sessions, campus tours, and student support mechanisms.
2. The proposal for introducing more innovative add-on courses was discussed to enhance the academic offerings and provide students with a diverse set of skills. The Curriculum Development Committee was directed to conduct a thorough analysis of potential courses and their relevance to current industry demands.
3. Strengthening infrastructure support for teachers was recognized as essential for promoting effective teaching practices. The Administration Department was instructed to conduct a survey to identify specific areas where infrastructure improvements were needed, such as updated teaching tools, access to research materials, and technological support.

4. The Department Activity Plan and Previous Report were reviewed, and after thorough examination, it was approved with recommendations for certain improvements. The concerned department heads were advised to incorporate the suggestions and submit the finalized documents to the administration for record-keeping and future reference.

Action Items:

- Academic Committee to develop a detailed Induction Programme for Fresher and circulate it among faculty members for their input before finalization.
- Curriculum Development Committee to conduct a comprehensive analysis of potential innovative add-on courses and present a proposal with clear learning outcomes and benefits.
- Administration Department to conduct a survey to identify and address infrastructure gaps for teachers and submit a report with recommendations for necessary improvements.
- Department heads to incorporate the suggestions from the review and finalize the Department Activity Plan and Previous Report for submission to the administration.