

## A Report of Teachers Orientation Programme

Dated:15.01.2021

An Online 'Teachers Orientation Programme' was held on dated 14.01.2021 At 11 A.M through zoom. The Principal Dr.(Mrs.) Anita Arora has chaired the meeting. In this programme, Principal along with the staff members discussed about regular internship, syllabus, Academic Calendar provided by the Panjab University, Chandigarh. Principal assigned duties with the consent of all faculty members by discussing the roles and responsibility of particular Cell/Committee for the session 2020-21. In the meeting previous year time table has been reviewed by all the faculty members with time table incharge Mr. Rajwinder Singh. The Principal along with staff discussed about current year admission and enrollment keeping in view covid-19 situation. Principal Dr. Anita Arora has sum-up the programme and conclude all the parts of teachers orientation programme.

The following are resolved:-

1. The principal of the College has informed all that it has been decided in the meeting of Panjab University Board of Studies that due to Covid-19 situation regular internship in schools is not possible thus, the theory part of IVth semester is done from July to Nov. 2020 and internship will be held in January 2021 in IVth semester.
2. All faculty members discussed about the new syllabus provided by the Panjab University, Chandigarh. No changes have been made by the Panjab University and No amendment is suggested by our college faculty members. Thus, syllabus is decided to be implemented as it is in the previous year.
3. The University has provided us tentative academic calendar so it is decided to prepare college academic calendar also to organize curricular or extra-curricular activities according to that.
4. Duties have been assigned by the principal with the consent of all faculty members by discussing the roles and responsibility of particular Cell/Committee. List regarding duty for the session 2020-21

Sr. No	Committees or Cells	Members
1	Admission Committee	Member- Mrs. Pawandeep Member- Mrs. Renuka Member- Mrs. Isha Member- Mr. Rajvinder Member- Mr. Pankaj Member- Mr. Gurpreet
2	Examination Committee	Member - Mr. Gurpreet Member- Mrs. Kiran Member- Mr. Rajvinder
3	Skill-in- Teaching	Member - Mrs. Pawandeep (B.Ed.), Member :- Mrs. Reetu Member- Mr. Gursewak Singh (D.El.Ed)
4	IQAC	Principal- Dr. Anita Arora Co-ordinator - Ms. Renu Member - Mrs. Isha Management President Management secretary

IAAC

5	Faculty development , ICT Development & Research Committee	Member - Ms. Renu Member- Mrs. Kiran
6	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mrs. Renuka Member :- Mrs. Suniana Rani
7	Sports, Social Work & Extension Activities A) Legal Literacy Club  B) Voter Awareness Club  C) Red Ribbon club  D) N.G.O Work	Member – Mr. Vipul Makkar Member - Mr. Pankaj Member- Mrs. Reetu
8	Eco Friendly Club	Member :- Mr. Rajvinder Singh Member :- Mr. Gursewak Singh Member :- Mrs. Jaspreet Kaur
9	Institutional Calendar and Timetable committee	Member:- Mr. Rajvinder Singh Member :- Mr. Gurpreet Singh
10	News Letter ( Press Report) and Photograph Committee	Member :- Mrs. Kiran , Member :- Mrs. Reetu
11	Scholarship	Member- Mr. Amandeep Member :- Mr. Gursewak Singh
12	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member- Ms. Reetu Member- Mrs. Sunaina
13	Literary Club	Editor in chief- Dr. Anita Arora Editor Punjabi- Mr. Rajvinder Editor English- Ms. Isha Editor Social Studies - Mrs. Sunaina Rani
14	Discipline Committee & Anti Ragging Cell	Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Reetu Member- Mrs. Sunaina
15	Placement Services	Incharge- Mrs. Pawandeep Kaur (B.Ed.), Member :- Mrs. Reetu Member- Mr. Gursewak Singh (D.El.Ed)
16	Library Committee	Member :- Mr. Vipul Makkar Member- Mrs. Renuka Member- Mr. Gurpreet Singh Member- Mrs. Pawandeep Kaur
17	Alumni Association	Member:- Mr. Vipul Makkar Member :- Mrs. Renuka , Member :- Mrs. Kiran
18	Guidance and counseling Cell	Member- Ms. Renu Member-Mrs. Jaspreet Member- Mrs. Swati

*Sub*

Principal  
Jyoti B.Ed. College  
Rampura, Fazilka


*Renu*  
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19	Women Grievance Redressal Committee	Member- Mrs. Sunaina Member- Mrs. Shaina Member- Mrs. Renuka Member – Mrs. Sawati
20	Website and Social Media (Technical Upgrading)	Member- Mrs. Renuka Member- Mrs. Kiran Member :- Mr. Amandeep
21	Attendance Record	Member- Mr. Pankaj Member- Mrs. Pawandeep Kaur
22	Activity Register	Member :- Ms. Renu
23	Purchase Committee	Member- Mr. Vipul Makkar Incharges of Labs/Library
24	Committee for Minority, SC/ST and Obc	Mr.Amandeep  Mr.Pankaj Mr.Gursewak
25	Internal Complaint Committee	Mr.Pankaj, Mr.Gursewak Singh Mrs.Ritu Mrs.Sunaina
26	Sexual Harassment and Gender Discrimination Committee	Mrs. Pawandeep Kaur Mr. Pankaj Mrs. Reetu B.Ed. (Male) Mr Pankaj Kumar ,Ms. Poonam ( Female) D.El.Ed. -(Male) Mr. Yuvraj Kumar, Ms. Amanveer (Female)
27	Staff Meeting Proceeding	Member :- Mrs. Pawandeep Kaur Member :- Mr. Dhurab Singh Tommar Member :- Mrs. Isha

5. Previous year time table has been reviewed by all the faculty members with time table incharge Mr.Rajwinder Singh . It has also been decided that due to covid-19 online classes were taken by all faculty members .After July, 50% of staff was allowed for college work according to Punjab govt. covid -19 guidelines. So the staff who physically attend the College will take their on line classes by using College wi-fi facility.

6. The Principal along with staff discussed about current year admission and enrollment keeping in view covid-19.Regarding this,Punjabi University,Patiala,has,been appointment to conduct on line joint admission counseling as per the panjab govt.notification but from the Punjabi University no schedule has been issued.Therefore,admission process for year 2020-21 will be started after getting schedule from Punjabi University ,Patiala but the" Help Desk" level is to be established by "Admission Committee" to respond the students' and parents queries.A public notice in this regard also be published in the newspapers and on college website also.

  
IQAC Cell

  
Dr.(Mrs.)Anita Arora  
Principal



032-884-1450



Password: Zwqg8



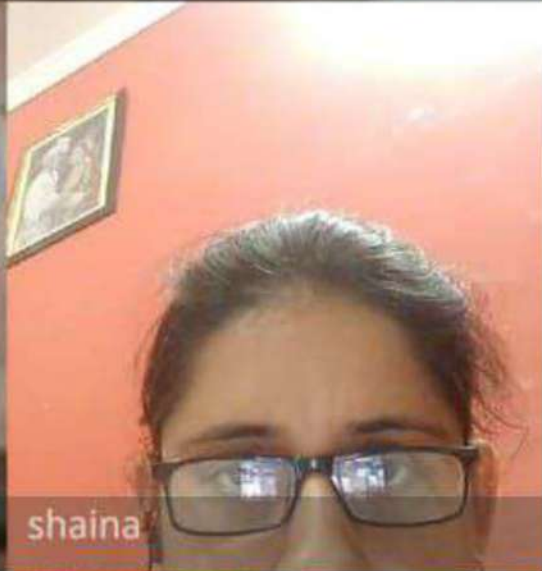
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