

Minutes of First Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 14 August,2019 at 12 pm in the Principal's Office.

Members present

1. Mr.Surinder Kumar Thakral(Chairman/President, Managing Committee and Governing body of the College)
2. Mr.Roshan Lal Thakkar(Secretary, Managing Committee)
3. Mr.Sat Pal Gupta (Cashier,Managing Committee)
4. Dr.(Mrs.)Anita Arora(Convenor)
5. Ms.Renu(IQAC,Co-ordinator)
6. Mr.Vipul Makkar(Assistant Professor)
7. Mrs.Jaspreet Kaur(Assistant Professor)
8. Mrs.Isha(Assistant Professor)
9. Miss Nishu Bala(Student)
10. Mr.Mandeep(Alumni)

Agenda

1. To Discuss the Curricular and Extension activities in the coming session (2019-20) .
2. To motivate the Faculty members to teach students with the help of ICT.
3. To encourage teachers to use new methods of teaching for effective teaching.
4. To organize workshop on "Training for Use of ICT in teaching such as use of media, preparation of Ppt etc."
5. To organize Seminar for Male & Female staff members on Health or Hygiene.
6. To assign duties for several cell, committees which organize those activities.

Action taken

1. Organization of Different Curricular and Extension activities for the coming session were discussed and the nomenclature of most of cell & committees remain same.
2. Teachers were informed how to use ICT for effective teaching-learning process.
3. Knowledge related to new teaching methods was given .
4. Workshop on “Training for Use of ICT in teaching such as use of of Media,Preparation of Ppt etc.”was organized.
5. One day seminar for Male & Female staff members on Health or Hygiene was organized.
6. Circular for nomination of students office bearers for houses, YWC and other cells will be notified later.
7. Format for preparing and maintaining the files of respective committee was also finalized and all are once again reminded .
8. Duties of staff members were assigned for several cells & Committees, which organize those activities. List regarding duties for the session 2018-19 :-

Sr. No	Name of Cell or Committee	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. Shaina Member- Mr. Rajvinder
3	Skill-in- Teaching	Member - Mrs. Pawandeep (B.Ed.) Member- Mr. Gursewak Singh (D.El.Ed)

4	IQAC	Principal- Dr. Anita Arora Member-Ms. Renu Member-Mrs. Jaspreet Kaur Member –Mrs. Isha Management President Management secretary
5.	ICT Cell	Member- Renuka Member- Mrs. Kiran
6	Faculty development , ICT Development & Research Committee	Member - Ms. Renu Member- Mrs. Kiran
7	Co- curricular and Cultural Activity Committee (Youth Welfare Committee)	Member- Mrs. Renuka Member- Mr. Anil Member :- Mrs. Suniana Rani
8	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
9	Eco Friendly Club	Member :- Mr. Rajvinder Singh Member :- Mr. Gursewak Singh Member :- Mr. Anil Kumar Member :- Mrs. Jaspreet Kaur
10	Institutional Calendar and Timetable committee	Member :- Mr. Rajvinder Singh, Mr. Gurpreet Singh
11	News Letter (Press Report) and Photograph Committee	Member- Mrs. Kiran
12	Scholarship	Member- Mr. Aman Member :- Mr. Gursewak Singh

13	Educational tour and trip	Incharge- Mr. Pankaj Member- Mr. Rajvinder Member- Ms. Renu Member- Mrs. Sunaina
14	Literary Club	Editor in chief- Dr. Anita Arora Editor Punjabi- Mr. Rajvinder Editor Hindi- Mrs. Reetu Editor English- Ms. Isha Editor Social Studies - Mrs. Sunaina Rani
15	Discipline Committee & Anti Ragging Cell	Member - Mr. Pankaj Member- Mr. Gursewak Singh Member- Mrs. Reetu Member- Mrs. Sunaina
16	Placement Services	Incharge- Mrs. Pawandeep Kaur (B.Ed.) Member- Mr. Gursewak Singh (D.El.Ed)
17	Library Committee	Member :- Mr. Vipul Makkar Member- Mrs. Renuka Member- Mr. Gurpreet Singh Member- Mrs. Pawandeep Kaur
18	Alumni Association	Member :- Mrs. Renuka Member :- Mrs. Kiran
19	Guidance and counseling Cell	Member- Ms. Renu Member-Mrs. Jaspreet Member- Mrs. Swati
20	Women Grievance Redressal Committee	Member- Mrs. Sunaina Member- Mrs. Shaina Member- Mrs. Renuka Member – Mrs. Sawati

21	Website and Social Media (Technical Upgrading)	Member- Mrs. Renuka Member- Mrs. Kiran
22	Attendance Record	Member- Mr. Pankaj Member- Mrs. Pawandeep Kaur
23	Activity Register	Member :- Ms. Renu
24	Purchase Committee	Member- Mr. Rajpal Sharma Incharges of Labs/Library
25	Staff Meeting Proceeding	Member :- Mrs. Pawandeep Kaur Member :- Mrs. Isha

The meeting was ended with vote of thanks.

Dr. (Mrs.) Anita Arora
Principal

JYOTI B.ED. COLLEGE,RAMPURA,FAZILKA

Date:12.02.2020

Minutes of Second Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 12 February, 2020 at 12 pm in the Principal's Office.

Members present

1. Mr.Surinder Kumar Thakral(Chairman/President, Managing Committee and Governing body of the College)
2. Mr.Roshan Lal Thakkar(Secretary, Managing Committee)
3. Mr.Sat Pal Gupta (Cashier,Managing Committee)
4. Dr.(Mrs.)Anita Arora(Convenor)
5. Ms.Renu(IQAC,Co-ordinator)
6. Mr.Vipul Makkar(Assistant Professor)
7. Mrs.Jaspreet Kaur(Assistant Professor)
8. Mrs.Isha(Assistant Professor)
9. Miss Nishu Bala(Student)
10. Mr.Mandeep(Alumni)

Agenda

1. Review of minutes of 1st IQAC meeting.
2. To Focus on Improving communication skills of the students.
3. To focus on Improving Teaching- learning skills of the Faculties.
4. Evaluation process
5. Feedback from teachers regarding Curricular and Extension activities.
6. Tree Plantation.

Action Taken

1. Review of 1st IQAC Meeting was taken for further process.
2. Seminars on Communication Skill Development were organized.
3. Faculties were encourage to attend various workshops/conferences for the improvement of teaching learning skill.
4. Evaluation process was discussed in terms of Class test,House test, Assignments, Sessional work, Seminars etc;
5. Teachers were informed to give timely feedback regarding Curricular & Extra curricular activities held in institution.
6. It was decided to plant more and more trees for making environment eco-friendly.
7. The meeting was ended with vote of thanks.



Dr. (Mrs.) Anita Arora
Principal

JYOTI B.ED. COLLEGE,RAMPURA,FAZILKA

DATE:14.03.2020

Minutes of Third Meeting of IQAC

A meeting of all the members of IQAC was conveyed on 14 March,2020 at 12 pm in the Principal's Office.

Members present

- 1 Mr.Surinder Kumar Thakral(Chairman/President, Managing Committee and Governing body of the College)
- 2 Mr.Roshan Lal Thakkar(Secretary, Managing Committee)
- 3 Mr.Sat Pal Gupta (Cashier,Managing Committee)
- 4 Dr.(Mrs.)Anita Arora(Convenor)
- 5 Ms.Renu(IQAC,Co-ordinator)
- 6 Mr.Vipul Makkar(Assistant Professor)
- 7 Mrs.Jaspreet Kaur(Assistant Professor)
- 8 Mrs.Isha(Assistant Professor)
- 9 Miss Nishu Bala(Student)
- 10 Mr.Mandeep(Alumni)

Agenda

- 1.To Conduct National Seminar.
- 2.Discussion on purchasing of Biometric attendance machine for teachers and students.
- 3.To organize development programmes for supporting staff.
- 4.Discussion on purchasing new books &sports material.
- 5.College Magazine.
6. Solar System.
- 7.Smart Classroom.

Action Taken

1. It was decided to organize National Seminar in the session.
2. College Purchased Biometric attendance machines for teachers and students with the purpose of transparent attendance.
3. One week workshop on 'First aid' for the development of supporting staff was organized.
4. The Librarian was informed to prepare the list of required books from the subject teachers so that the books could be purchased .Also the Head of the Physical Education. Mr.Pankaj was told to submit the list of required sports material so that it could be put before Management for approval.
5. Members of IQAC recommended for the annual college magazine.
6. It was decided to install solar system for saving energy.
7. It was decided to prepare smart classroom for virtual teaching.
8. The meeting was ended with vote of thanks.



Dr. (Mrs.) Anita Arora
Principal