

B.S.K. College of Education (for women)

Mandi Dabwall


Minutes of IQAC Meeting I

Date of meeting:- 29-07-2016 Time:- 2:00 p.m. Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	Tentative plan of action including all major events and activities of the session 2016-17	A discussion was carried out with IQAC members and college staff and teacher incharge was assigned the duty to prepare tentative plan of action for smooth functioning during the session	All major activities and events were included in the plan of action and printed as Academic Calender and updated on the college website.
2.	Celebration of the special days of National and International importance	Teacher Incharges of various committees and cells were given instructions to celebrate all the special days of National and International importance as per academic calendar.	All the special days were celebrated under the guidance of principal as well as co-operation of faculty incharges. The pupil teachers participated in the activities organized as per schedule of academic calendar.
3.	Organization of Talent Hunt Programme	Talent Hunt Competition was planned to organize in the last week of the October after the completion of admission process of B.Ed. 1st year	Talent hunt programme was organized on 23/10/2016 and 24/10/2016
4.	Distribution of Papers to teach and preparation of Time Table for smooth conduct of session 2016-17.	The Principal asked about the subject choice of the faculty as per their interest and Time Table incharge was instructed to prepare the time table for the session.	Time Table was prepared by the incharge and displayed on the notice board and website of the college after approval by the Principal.

5.	Preparation of the schedule for Teaching practice of B.Ed 1st year and internship for B.Ed. IInd Year	After discussion, Teaching practice incharge was given instructions to prepare the teaching practice schedule w.e.f. 27-10-2016 for B. Ed. 1st year as per guidelines of affiliating university CDLU.	Teaching practice was organized according to schedule –Micro teaching, simulated teaching and Real school teaching practice from 27/10/2016 to 3/12/2016.
6.	Maintenance of the college campus and infrastructure	College maintenance committee was given instructions to review the needs to maintain the campus and infrastructure and prepare estimated cost.	An amount of Rs. 43,500/- was spent to maintain the campus.
7.	Motivate the faculty to participate in FDP, Orientation and Refresher Courses for completion of API under Career Advancement Scheme.	Faculty members were asked for the need of FDPs, orientation and refresher courses and instructed to participate in the courses during the vacations.	Dr. Kamlesh Yadav participated in refresher course w.e.f 23/12/16 to 12/1/17 organized by GNDU, Amritsar

  
 Dr. Poonam Gupta  
 Principal and Chairman IQAC

  
 Dr. Suman Chhabra  
 Co-ordinator IQAC

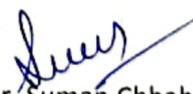
Minutes of IQAC Meeting II

Date of meeting:- 16-01-2017 Time:- 12:00 Noon Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	Review of the minutes of last meeting	Output was reviewed by the IQAC members for the minutes of the last meeting.	Actions taken for last meeting were reviewed by the Principal and Chairperson of the IQAC.
2.	Feedback of the Teaching Practice Schools	Mentor Teachers were instructed to get feedback from the Head of the school in which they performed the duty during the Teaching Practice, so that required improvements could be carried out in future.	Feedback given by the Heads of the Teaching practice school was shared by the mentor teachers in the meeting. Required changes were noted to be followed in the next session.
3.	Planning about the Celebration of Annual Day.	It was unanimously decided that Annual Day Function will be organized on 11/03/2017. Faculty and staff were instructed regarding the preliminary preparations.	Annual Day was celebrated on 11/03/2017 by organizing Cultural activities. Faculty, students and other staff members actively participated to make it a grand success.
4.	Update the computer lab with new computers.	Computer instructor was inquired about the need of equipments and computer for the computer lab. She was asked to prepare the list of requirements for approval.	The computer lab was updated with new computers and required repairs by spending an amount of 68500/-.
5.	Spot Evaluation Centre of KUK and CRSU, Jind.	It was decided that the college will work as spot evaluation centre for both universities KUK and CRSU, Jind after the conduct of theory examination.	Spot Evaluation Centers of KUK and CRSU, Jind were run in the college successfully.
6.	Preparation and submission of PBAS and ACRs on prescribed Performa at the end of the session.	Faculty was instructed for timely submission of PBAS and ACR.	All faculty submitted the PBAS and ACRs.



Dr. Poonam Gupta  
Principal and Chairman IQAC



Dr. Suman Chhabra  
Co-ordinator IQAC