

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

Mandi Dabwali

Minutes of IQAC Meeting I

Date of meeting:- 01-08-2017 Time:- 11:00 a.m. Venue:- Principal Office

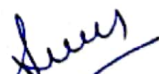
Sr. No.	Agenda	Plan of Action	Action Taken
1.	Prepare Academic Calendar for the session 2017-18 under the guidance of IQ AC	Major Events and Activities to be organized during the session were discussed and it was unanimously decided to include all these activities in tentative academic calendar of the session.	All the major activities decided by the IQ AC in the beginning of the session were printed in the form of academic calendar.
2.	Celebration of Special week and days of National and International importance i.e. Independence Day, Republic Day, National Unity Week, AIDS Awareness Day, Unity Day, International Women Day, Communal Harmony Awareness Week, National Youth Day, World Health Day, National Science Day, Constitution Day, National Voters Day, Road Safety Week	All the incharges of cells, clubs and committees were asked to plan activities for the celebration of special days of National and International importance.	Different activities were organized for the celebration of special weeks and days under the guidance of Principal as well as cooperation of faculty incharges. The teacher trainees participated in the activities organized as per schedule in the academic calendar of the session 2017-18.
3.	Update the Library with latest books and journals.	Librarian was asked to prepare the list of required books and journals by the faculty and students.	An amount of Rupees 20,749/- was spent to purchase books and journals.
4.	Construct the washrooms and utilities for students.	Maintenance committee was asked to plan for the required construction and find out the estimate cost by inviting quotations.	An amount of Rupees 85,030/- was spent to construct the six washrooms and utilities for girls.

Minutes of IQAC Meeting II

Date of meeting:- 08-01-2018 Time:- 12:00 Noon Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	Organize the Inter College Essay Writing and Speech Competition as per letter by DSW, Sirsa.	Dr. Kamlesh Yadav and Dr. Suman Chhabra were assigned duties as incharges to organize the Inter College Essay Writing and Speech Competitions as per directions and sponsorship by DSW, Sirsa.	DSW, Sirsa sponsored Inter College Essay Writing and Speech Competition on topic "PCR Act 1955 and Mahatma Gandhi's thoughts and Role of Bhim Rao Ambedkar in Removing the the Untouchability" were organized on 06-02-2018.
2.	To organize extension lectures.	Teacher incharges were instructed to arrange and organize extension lectures by experts of their fields for the guidance of the teacher trainees.	Extension lectures were organized on topic "Swadeshi Vastu" and "How to face the Interview on dated 17-10-2017 to 28-03-2018.
3.	To organize the Placement Drive.	Incharge and members of the Guidance, Counselling and Placement Cell were directed in the meeting to contact Heads of the reputed schools to organize the placement drive.	Placement drive was organized in the college campus from 28-3-2018 to 24-03-2018.
4.	To organize the Sports Meet.	All the teaching and non-teaching staff was instructed to make preparations required for the organization of the Sports Meet in the month of March.	Sports Meet (31st)was organized on 01-3-2018


Dr. Poonam Gupta
Principal and Chairman IQAC


Dr. Suman Chhabra
Co-ordinator IQAC