

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

Mandi Dabwali

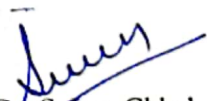
Minutes of IQAC Meeting I

Date of meeting:- 03-08-2019 Time:- 10:00 a.m. Venue:- Principal Office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	To prepare tentative plan of activities to be organized during the session 2019-20 under the guidance of IQAC.	IQAC members decided the major activities to be organized during the session and teacher incharge was instructed to prepare the complete plan in the form of tentative academic calendar.	All the major activities decided by the IQAC in the beginning of the session were printed in the form of academic calendar and uploaded on the college website.
2.	To celebrate the special days of National and International importance i.e. Communal Harmony Day, National Literacy day, World Human Rights Day, World AIDS Day etc.	All the incharges of cells, clubs and committees were instructed to plan for activities to celebrate the special days of National and International importance during the session.	All the special days were celebrated under the guidance of Principal as well as co-operation of faculty incharges. The teacher trainees participated in the activities organized as per scheduled in the academic calendar for the session 2019-20.
3.	To maintain the college campus and infrastructure by making required renovations and repairs.	The Principal discussed about the needs of the renovations and repairs required in the college campus. Maintenance committee was directed to make the list of renovations required and estimated cost.	An amount of Rs 4, 57,944 was spent to maintain the campus as well as the infrastructure and furniture.

4.	To plan the schedule of Teaching Practice and internship in schools.	Teaching Practice incharge was given directions to prepare Teaching Practice schedule for the B.Ed. Ist Year.	Teaching practice was organised w.e.f. 11-11-19 to 16-12-19 and internship of B.Ed. IInd year already was scheduled w.e.f. 08-08-19 to 28-11-19.
5.	To develop college campus as the Plastic Free Campus as per directions of DGHE, Panchkula.	There was discussion to find the ways of making the college campus as Plastic Free Campus. Idea to ban the use of single use plastic in college and canteen was strengthened in the meeting.	For this objective, Plastic Free Campus- Shrm Daan Activity was organized w.e.f. 16-09-19 to 02-10-19. The Principal and faculty initiated a campaign to stop the single use plastic in the campus.
6.	To motivate the faculty for participation in online FDPs on SWAYAM platform.	It was discussed to increase the participation of faculty in online FDPs in place of offline to compensate the college work.	Dr. Suman Chhabra, Mrs. Simta Setia and Miss. Anju Bala registered, participated and completed online refresher courses on SWAYAM platform.
7.	To organize the Talent Hunt Programme for recognition of Talents embedded in the students.	Cultural Committee was directed to plan for the organization of the Talent Hunt Programme and submission of results in the affiliating university, CDLU.	Talent Hunt Programme was organized on 3-10-2019 and 4-10-2019. A number of students participated and presented their talents.


 Dr. Poonam Gupta
 Principal and Chairman IQAC


 Dr. Suman Chhabra
 Co-ordinator IQAC

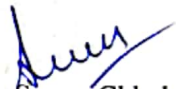
Minutes of IQAC Meeting II

Date of meeting:- 02-12-19 Time:- 12:00 Noon Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	Update the PAR (Performance Appraisal Report) of Session 2018-19 on NCTE Portal as per notice on dated 22-09-2019 given by NCTE	Dr. Suman Chhabra was given the charge as Co-ordinator to prepare and upload the data on PAR on NCTE Portal.	Data was prepared and Uploaded as PAR on NCTE Portal on 20-12-2019.
2.	Purchase and install the noise free Gen Set for the college.	It was unanimously decided in the meeting to replace the Gen Set for noise free supply of electricity.	A Gen Set was purchased and installed by spending an amount of Rs 3,28,607.
3.	Update the library with new periodicals.	Library Committee was directed to purchase new periodicals.	An amount of Rs 8130 was spent to purchase the new periodicals for the library.
4.	Plan and organize the National Seminar sponsored by DGHE, PANCHKULA dated 5/11/2019 vide letter no.5/2-2019 NPE(2).	Incharge and members of Road Safety Club were directed to plan for the organization of National Seminar on Topic "Road Safety: India's Biggest Challenges" in the month of December.	DGHE, Panchkula sponsored National Seminar on topic "Road Safety: India's Biggest Challenges" was organized on 18/02/20.
5.	Renew the corrupted website and update the website of the college with required links.	Need of expert and update the website was approved by the members.	The website of the college http://bskcoe.edu.in/ was updated and made working properly by spending an amount of Rs. 23600.

6.	To register the institution on HEI-NAAC portal as per directions of NAAC.	IQAC co-ordinator Dr. Suman Chhabra was given instructions to register the college on the NAAC portal.	The Co-ordinator of IQAC completed the registration process on 22-02-2020 and institution got registered on the HEI- NAAC portal with TRACK ID- HRCOTE10461
7.	To instruct the faculty to fill PBAS performa (ACRs) at the end of the session and submit to the IQAC Incharge.	Faculty was given instructions to complete their PBAS performa and submit to the Principal at the end of the session.	Faculty submitted the PBAS Performa (ACRs) at the end of the session.


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 Principal and Chairman IQAC


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