

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

Minutes of IQAC Meeting I

Date of meeting:- 01/08/2022 Time:- 10:30 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 2022-23 under the guidance of IQAC.	IQAC members decided the major activities to be organized during the session and teacher incharges were 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 included in the academic calendar and uploaded on the college website.
2.	To check and verify the stock of the college campus and hostel to update the stock register.	The Principal instructed the faculty and ancillary staff to check the material resources in working order and dispose off destructed material from the stock.	All the faculty and other staff members carried out the stock verification in August, 2022.
3.	To celebrate the special days of National and International importance j.e. Independence Day, National Unity Day, National Education Day, Road Safety Week, National Literacy day, World Human Rights Day, World AIDS Day, Republic Day	The duty chart was revised and prepared by the IQAC and incharges of different Cells, Clubs and Committees were instructed to plan for activities to celebrate the special days of National as well as International importance during the session.	All the special days of National as well as International importance were celebrated under the guidance of Principal as well as co-operation of faculty incharges of different cells, clubs and committees.

4.	To carry out the Plantation Drive for environment conservation and celebrate under the motto of HAR GHAR TIRANGA as directed by the DGHE, Haryana.	Plants were purchased under the guidance of the Principal and Eco club was given instructions to celebrate Har Ghar Tiranga.	Eco Club organized Plantation Drive from 13-08-22 to 15-08-22 with the co-operation of all the staff members under the aegis of HAR GHAR TIRANGA and plantation was done.
5.	To inaugurate the Teaching Session of B.Ed. IInd year after the completion of theory examinations conducted by CDLU, Sirsa.	IQAC decided to start the Teaching session of B.Ed. IInd year in the month of September. Time Table incharge was instructed to prepare the Time Schedule after discussion about subject choices with the faculty.	Time Table was prepared and classes of the B.Ed. IInd year were initiated w.e.f. 12-09-2022 successfully.
6.	To initiate ventures for social, creative, health, moral, national and career empowerment of young future female teachers.	Incharges of Guidance Counselling and Placement Cell, Women Cell and YRCC were instructed to organize such programs of awareness during the session.	Creative competitions of Mehndi and Diwali Decoration Competitions, Extension lectures on Career Guidance, Scope and opportunities after B.Ed., Webinar on Financial awareness, Group Discussion on Digital Generation, Documentary display on Menstruation hygiene, Symposium on School Health Awareness Program, Poster Making Competitions for empowerment of young future female teachers were organized during the session.

7.	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 with the IQAC members.	An amount of 1,09,150/- was spent to maintain the campus regarding electricity bills, repairs, TA, DA and paving the path with tiles.
8.	To motivate the faculty for participation in online webinars, FDPs and refresher courses and work for the publications.	The principal directed the faculty to participate in such programs and carry out the research work for publication of research papers and books.	The faculty members participated in different programs during the session and enriched their API

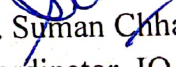

Dr. Poojam Gupta

Principal and Chairman IQAC

Principal

B.S.K. College of Education

Mandi Dabwali (For Women)


Dr. Suman Chhabra
Co-ordinator IQAC

Minutes of IQAC Meeting II

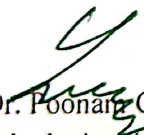
Date of Meeting:- 01-11-22

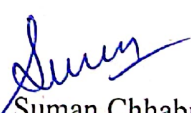
Time:- 12:00 Noon Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	To carry out the counselling process as per schedule allotted by the Chaudhary Devi Lal University, Sirsa for admission in B.Ed. Ist Year.	The admission process and counselling schedule was allotted by the Chaudhary Devi Lal University, Sirsa.	First Counselling schedule was carried out from 9-11-22 to 12-11-22 and IInd Counselling was organized from 15-11-22 to 16-11-22 as per the schedule allotted by the affiliating university CDLU, Sirsa and admission process of B.Ed. Ist Year was carried out by document verification of the students.
2.	To organize the Orientation program and start session for B.Ed. Ist year class.	Orientation Program and Ramayan Path were decided to be organized after the completion of admission process.	Ramayan Path Bhog was carried out on 23-11-22 and B.Ed. Ist Year students were oriented with the course outlines by the Principal and faculty with inauguration of the session.
3.	To plan the schedule of Internship of B.Ed. II Year.	Teaching Practice Committee members were given directions to prepare Internship schedule for the B.Ed. IInd Year.	Internship of B.Ed. IInd year was scheduled w.e.f. 28-11-22 to 05-03-23.

4.	To organize the Talent Hunt Program for recognition of talents embedded in the students.	Cultural Committee was directed to plan for the organization of the Talent Hunt Program and submit the results in the affiliating university, CDLU.	Talent Hunt Programme was organized on 05-12-22 and 06-12-22 and results were forwarded to CDLU, Sirsa.
5.	To submit the data of the AQAR of session 2020-21 on the portal of HEI, NAAC.	IQAC Co-ordinator was given instructions to submit the data of AQAR on the portal within time limit prescribed by the HEI, NAAC.	Data was submitted on the portal of HEI, NAAC on 31-12-22.
6.	To plan the schedule of Micro Teaching, Simulated Teaching and Teaching Practice in schools for B.Ed. Ist Year.	Teaching Practice incharge was given directions to prepare Teaching Practice schedule for the B.Ed. Ist Year.	Teaching practice was organized w.e.f.02-02-2022 to 26-02-2022 as per the duration of Micro teaching, simulated teaching and practice teaching in schools scheduled in the syllabus.
7.	To nurture the health awareness among the girl students regarding best practice to be followed for Menstrual Hygiene, Breast Cancer and Cervical Cancer particularly.	Incharge of the Women Cell, Guidance Counseling and Placement Cell as well as YRCC were directed to conduct such activities for developing health awareness among girls.	Extension lecture on Causes and Prevention of Breast and Cervical Cancer, Group discussion and Slogan Writing on World Health Day, Documentary display on Menstruation hygiene, Symposium on School Health Awareness Program were organized during the session to meet the objectives.

8.	To develop awareness regarding Environmental conservation and sustainability for promotion of the best practice followed by the college.	The incharge of Eco Club was instructed to create such awareness activities.	Plantation drive, Poster Making and Slogan Writing Competitions on Environment Conservation Pledge to save water, Preparation of best out of waste competitions were organized by the Eco Club to create Environmental awareness.
9.	To prepare the proposal of National Seminars for sponsorship by the Directorate of Higher Education, Panchkula.	IQAC Incharge and Eco Club Incharge were directed to prepare the proposal of National Seminars with objectives on current issue for the betterment of students, faculty as well as community.	The proposal summaries of the National Seminars on topic, 'Relevance of NEP 2020 in present with special reference to Teacher Education' & 'Understanding the Environment for Sustainable development" were submitted to DGHE, Panchkula for approval.


 Dr. Poonam Gupta
 Principal and Chairman IQAC
 Principal
 B.S.K. College of Education
 Mandi Dabwali (for Women)


 Dr. Suman Chhabra
 Co-ordinator IQAC

Minutes of IQAC Meeting III
Date of Meeting:- 23-02-23
Time:- 12:00 Noon Venue:- Principal office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	To organize the National Seminars approved by the DGHE, Panchkula Haryana vide letter no. on dated 16-2-2023.	Incharge of the Eco Club was directed to organize the seminar in the month of March.	National Seminar on Topic "Understanding the environment for Sustainable Development" was successfully organized on 18-03-2023.
2.	To sensitize and aware the students regarding Disaster Training and Awareness Camp.	YRCC Incharge was directed to organize such awareness program.	Disaster- Training and Awareness Camp was organized by YRCC in collaboration with NDRF on 21-03-2023.
3.	To update the library with new books and periodicals and Science Laboratory with required equipments.	Library Committee was directed to purchase new books and periodicals and Science incharge was directed to purchase equipments as per requirements.	An amount of Rs 53181 /- was spent to purchase the new books and periodicals for the library.
4.	To take the measures for promoting the best practice of eco- friendly campus for sustainable development.	Ideas of more plantations, Vermicomposting pits were discussed to meet the objectives of sustainable development.	For this objective, Rs 2030/- were spent for adding new plants, Rs. 5500/- were spent to construct the Vermi composting pit.
5.	To organize Alumni Meet in the college and invite suggestions and feedback for the	Incharge and members of Alumni Association were instructed to organize Alumni Meet and invite Alumni of the college via online	Alumni Meet was organized on 08-04-23 and feedback was collected. Suggestions of

	betterment of the college in future.	or offline mode.	the Alumni were analyzed and discussed for the betterment of the college.
6.	To organize the Placement Drive to enhance the professional competence of the B.Ed. IInd year.	Guidance Counselling and Placement Cell was instructed to organize the Placement Drive before the final examination of the B.Ed. IInd year class to enhance the professional competences.	Guidance Counselling and Placement Cell organized Campus Placement on 19-05-2023 by inviting Principals of the 6 reputed schools from the Dabwali block. Interviews were held and tips to face the interview were given by the school principals.
7.	To direct the faculty for submitting their due API cases to IQAC for verification before forwarding to the affiliating university for promotion under CAS.	Faculty was instructed to prepare and submit the record of their API for promotion under CAS.	The faculty submitted their records to Principal and the cases were evaluated by the IQAC and forwarded to Dean, CDLU, Sirsa.
8.	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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