


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

Minutes of IQAC Meeting I

Date of meeting:- 01/08/23 Time:- 10:30 a.m. Venue:- Principal Office

Sr. No.	Agenda	Plan of Action	Action Taken
1.	To check and verify the stock of the college campus, hostel and update the stock register.	The Principal instructed the faculty and ancillary staff to check the material resources in working order and verify the stock.	The entire faculty and other staff members carried out the stock verification in August, 2023.
2.	To carry out the counselling of the students for admission in B.Ed. Ist Year and verify the original documents as per schedule of the CDLU, Sirsa.	Admission Committee was directed to verify the original documents of the students as per the schedule and list given by the CDLU, Sirsa in admission counselling.	Admission procedure was completed successfully under the guidance of the Principal and the admission committee.
3.	To prepare tentative plan of activities to be organized during the session 2023-24 under the guidance of IQAC.	IQAC members decided the major activities to be organized during the session and Co-ordinator 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 included in the academic calendar and uploaded on the college website.
4.	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. 25-08-23 to 17-12-23.

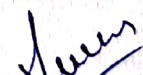

Principal
B.S.K. College of Education
Mandi Dabwali (For Women)

5.	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 01-09-23 to 02-09-23 and B.Ed. Ist Year students were oriented with the course outlines by the Principal and faculty with inauguration of the session.
6.	To celebrate the special days of National and International importance i.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.
7.	To organize the Talent Hunt Program for recognition of talents embedded in the students.	Cultural Committee was directed to plan for the Talent Hunt Program and submit the results in the affiliating university, CDLU, Sirsa.	Talent Hunt Program was organized on 21-09-23 and 22-09-23 and results were forwarded to CDLU, Sirsa.
8.	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.	Micro Teaching was organized w.e.f.23-10-23 to 03-11-23 and simulated teaching from 6-11-23 to 08-11-24. School Teaching Practice was organized from 17-11-23 to 11-12-23 after Diwali Break.



9.	To initiate ventures for creative, social, moral, national and career empowerment of young future female teachers.	Incharges of Women Cell, Swami Vivekananda Cell and YRCC were instructed to organize such programs of awareness during the session.	Creative competitions of Mehndi and Diwali Decoration, Speech competitions on "Language Issues", participation of students in District level Red Cross Training Camp, Extension lecture on Career Guidance, pledge on Constitution Day, Essay Writing Competition on National Youth Day, Essay Writing Competition on "Fundamental duties and rights" were organized during the session.
10.	To maintain the college campus and infrastructure by making required renovations, repairs and paint.	The Principal discussed about the needs of the paint, renovations and repairs required in the college campus with the IQAC members.	An amount of INR 2,27,160/- was spent to make required renovations and repairs. INR 2,78,400/- were spent for the paint of the college building.
11.	To motivate the faculty for participation in online webinars, FDPs and refresher courses and publish the articles and research papers.	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.


 Principal
 B.S.K. College of Education
 Manji Dabwali (For Women)
 Manji Dabwali Chairman IQAC


 Dr. Suman Chhabra
 Co-ordinator IQAC

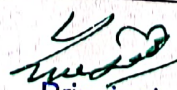
B.S.K. College of Education (for women)
Mandi Dabwali

Minutes of IQAC Meeting II

Date of Meeting:- 05-01-24

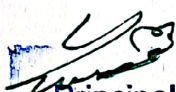
Time:- 12:00 Noon Venue:- Principal office


Sr. No.	Agenda	Plan of Action	Action Taken
1.	To submit the data of the AQAR of session 2022-23 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 29-02-24.
2.	To nurture the health awareness among the female students regarding their health for Menstrual Hygiene, Breast Cancer, Cervical Cancer and complete health in totality.	Incharges of the Women Cell, Youth Against Drugs Club, Guidance Counselling and Placement Cell well as YRCC were directed to conduct such activities for developing health awareness among girls.	Extension lecture on "Nasha Ek Samajik Burai and Cyber Crime", online lecture on "A step to aware", Awareness Rally on "Stop Drugs Among Youth", Documentary and Poster Making Competition on World Mental Health Day, Awareness Rally for "AIDS awareness in Community", Poster Making on Menstrual Hygiene, Extension Lecture on Say no to drugs, Debate on Women Education in Indian Society, Kidney Health Awareness Program in collaboration with Dr. Vikram Memorial Charitable Trust were organized during the session to meet the objectives.


Principal
B.S.K. College of Education
Mandi Dabwali (For Women)

3.	To develop awareness regarding Environmental conservation and sustainability for promotion of the best practice followed by the college.	The incharge of Eco Club and Science Club were instructed to create such awareness activities.	Preparation of best out of waste competition was organized by the Eco Club and YRCC to create Environmental awareness.
4.	To organize the Cultural Cum Prize Distribution Function to acknowledge the community with message of Women Empowerment as the primary aim of the institution.	All the faculty members were instructed to encourage students for preparation and organization of Cultural cum Prize Distribution Function.	A grand Cultural Cum Prize Distribution Function entitled "Shakti, Budhi, Prerna, Prayaas ka Pratibimb: Bharat ki Beti" was organized on 23 rd March, 2024 as community reach programme.
5.	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 2450 /- was spent to purchase the new books and periodicals for the library.
6.	To promote the best practice of eco- friendly campus for sustainable development.	More plantations in the college campus and maintenance of Vermicomposting pits were observed to meet the objectives of sustainable development.	For this objective, Rs 5430/- were spent for adding new plants and Rs. 5500/- were spent to maintain the Vermi composting pit.

7.	To instruct the faculty to fill ACR (PBAS) Performa at the end of the session and submit to the Principal.	Faculty was given instructions to complete their ACR (PBAS) Performa and submit to the Principal at the end of the session.	Faculty submitted the PBAS Performa (ACRs) in the month of July.
----	------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------


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


 Dr. Suman Chhabra
 Co-ordinator IQAC