

**GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION,  
DASUYA**

**IQAC MEETINGS**



**Session 2022-23**



# Guru Teg Bahadur Khalsa College of Education

DASUYA -144 205 (Hoshiarpur)

(Affiliated to Panjab University Chandigarh)

Recognized by N.C.T.E. under 2 (F) and 12 (B) of U.G.C. Act (1956)

Accredited by NAAC Grade-B

Ref. No. G.T.B./2882/22

Dated 12/7/2022

## Guru Teg Bahadur Khalsa College of Education, Dasuya IQAC Members (2022-23)

S. No.	Composition as per NAAC	Name	Designation
1.	Chairperson	Dr. Varinder Kaur	Principal
2.	Teachers	Ms. Sandeep Kaur Boski	Vice Principal
		S. Inderpreet Singh	Assistant Professor
		Dr. Ranju Bala	Assistant Professor
		Ms. Seema Rani	Assistant Professor
		Mr. Pardeep Singh Sahota	Assistant Professor
		Mr. Manpreet Singh	Assistant Professor
		Mr. Raj Kumar	Assistant Professor
		Ms. Tajinder Kaur	Assistant Professor
3.	Management Member	S. Jasbir Singh Randhawa	Chairman
4.	Senior Administrative Officer	Mr. Tek Chand	Office Supdt.
5.	Nominee from Local society	S. Jagdish Singh Soie	Local Representative
6.	Student	Rajwinder Kaur	Student Council Member
7.	Alumni Members	Ms. Sudesh Verma	Assistant Professor
8.	Employers	Ms. (Dr.) Surjit Kaur Bajwa	Principal
9.	Industrialists	S. Gurpreet Singh Ghuman	
10.	Stakeholders	S. Harbans Singh	Parents
11.	IQAC Co-ordinator	Ms. Gagandeep Kaur	Assistant Professor

  
IQAC Coordinator

  
Principal

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**GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION, DASUYA**

**IQAC MEETING JULY 2022**

This is for the information of all concerned that a meeting of IQAC will be scheduled on July 19, 2022 at 1:00 P.M. in the Principal Office.

The agenda points for the meeting are as follows:

- Admission strategies for upcoming session
- College Academic Calendar
- Composition of committees
- Curriculum Planning and Remedial Classes
- Framing Annual Institutional Plan of Action for Internal Evaluation
- Plan for Mid Course Correction
- Feedback Performa - Revision and Updation
- Discussion of AQAR criteria wise for the session 2021-22
- Strategy for conducting School Internship Programme
- Extension Lecture on Models of Teaching
- Mandate to read action taken of previous meeting for all committees
- Selection of student council
- Curricular and Co-Curricular Activities:  
Van Mahotsav Week, Saawan Kavi Darbar, Independence Day, Teej Festival, National Nutrition Week, Teachers' Day, Hindi Diwas, Birth Celebration of Saheed Bhagat Singh

  
**IQAC Co-ordinator**



## PLAN OF ACTION OF MEETING HELD IN JULY 2022

The meeting was conducted under the able guidance of Chairperson Principal (Dr.) Varinder Kaur on July 19, 2022 at 1:00 P.M. to discuss different agendas in the meeting.

1. Admission strategies for upcoming session
2. College Academic Calendar
3. Composition of committees
4. Curriculum Planning and Remedial Classes
5. Framing Annual Institutional Plan of Action for Internal Evaluation
6. Plan for Mid Course Correction
7. Feedback Performa - Revision and Updation
8. Discussion of AQAR criteria wise for the session 2021-22
9. Strategy for conducting School Internship Programme
10. Extension Lecture on Models of Teaching
11. Mandate to read action taken of previous meeting for all committees
12. Selection of student council
13. Curricular and Co-Curricular Activities:

Van Mahotsav Week, Saawan Kavi Darbar, Independence Day, Teej Festival, National Nutrition Week, Teachers' Day, Hindi Diwas, Birth Celebration of Saheed Bhagat Singh

Principal Dr. Varinder Kaur gave a warm welcome to all members present in the meeting and acquainted them with the agendas under process.

### Proceedings of Plan of Action

S.No	AGENDA	PLAN OF ACTION
1.	Admission strategies for upcoming session	<ul style="list-style-type: none"> <li>• To accomplish admission process successfully, A help desk for admission, registration and form filling has been set up.</li> <li>• It was intimated in the meeting that the admission was conducted by Guru Nanak Dev University Amritsar, through a centralized procedure for all educational colleges of Punjab affiliated to Guru Nanak Dev University Amritsar, Panjab University Chandigarh, Punjabi University Patiala.</li> <li>• Free coaching to registered students will be provided.</li> </ul>
2.	College Academic Calendar	<ul style="list-style-type: none"> <li>• On the basis of the University Academic Calendar, the college academic calendar has been developed for timely accomplishment of academic tasks in the college throughout the year.</li> <li>• In the meeting, the college academic calendar has been finalized.</li> </ul>

3.	Composition of committees	<ul style="list-style-type: none"> <li>For the smooth functioning of the institutional work, standing committee has been revised with the discussion of all the members in the meeting.</li> </ul>
4.	Curriculum Planning and Enrichment/ Remedial Classes	<ul style="list-style-type: none"> <li>Time Table committee will frame time table along with adjustment time table for semester I and III</li> <li>B.Ed. course outcomes, Unit and content planning, Assignment planning, Sessional Work planning and test planning was done.</li> <li>Proper preparation of course files which ensure smooth and timely completion of syllabus has been discussed.</li> <li>During the meeting, it was decided that the examination committee will enlist meritorious and weak students.</li> <li>Special test will be conducted soon after the house examination.</li> </ul>
5.	Framing Annual Institutional Plan of Action for Internal Evaluation	<ul style="list-style-type: none"> <li>Annual Institutional Plan of Action for Internal Evaluation will be framed by IQAC.</li> </ul>
6.	Plan for Mid Course Correction	<ul style="list-style-type: none"> <li>Plan for Mid Course Correction will be designed by IQAC wherever the need arises.</li> </ul>
7.	Feedback Performa – Revision and Updation	<ul style="list-style-type: none"> <li>Feedback Performas has been revised and updated.</li> </ul>
8.	Discussion of AQAR criteria wise for the session 2021-22	<ul style="list-style-type: none"> <li>Criteria wise in-charges must prepare and organize record in both hard form as well as soft form.</li> <li>Submission of AQAR will be ensured with all supporting documents by IQAC coordinator within allotted time period.</li> </ul>
9.	Strategy for conducting School Internship Programme	<ul style="list-style-type: none"> <li>It was decided to commence School Initiation Programme for B.Ed. interns of semester III.</li> <li>List of school for Teaching Practice has been finalized along with teacher allotted.</li> <li>Students will submit the report of CCA that they will conduct in their respective schools every month to their concerned in-charges.</li> <li>After 16 week Internship, representative of each school will present report during Finishing School Programme.</li> </ul>
10.	Extension Lecture on Models of Teaching	<ul style="list-style-type: none"> <li>It was planned in the meeting to conduct online extension lecture under the School Internship Initiation Program.</li> </ul>
11.	Mandate to read action taken of previous meeting for all committees	<ul style="list-style-type: none"> <li>In the meeting it was decided that reading action taken of previous meeting for all committees will be mandatory.</li> <li>Chairperson/coordinators will read action taken of previous meeting.</li> </ul>

12.	Selection of student council	<ul style="list-style-type: none"> <li>• Student council will be elected under Academic Core Committee.</li> </ul>
13.	Curricular and Co-curricular Activities	<ul style="list-style-type: none"> <li>• Saawan Kavi Darbar, Van Mahotsav Week, Teej Festival, Independence Day, National Nutrition Week, Teachers' Day, Hindi Diwas, Birth Celebration of Saheed Bhagat Singh</li> </ul>

Members who could not attend the meeting due to some personal issues, Proceedings of the meeting along with plan of action were made available to them for further considerations.

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## ACTION TAKEN

1. Admission Planning was done.
2. Academic Calendar was modified according to the Panjab University, Chandigarh and was finalized.
3. Composition of committees was uploaded on the website.
4. Curriculum Planning was done and remedial classes were planned taking into consideration students' needs and requirements.
5. Annual Institutional Plan of Action for Internal Evaluation was framed by IQAC and further directed to examination department to implement the same.
6. IQAC directed Academic Core Committee to review curriculum plan and set further mid course corrections for the academic year if needed.
7. Feedback Performa was revised and updated.
8. Discussion regarding NAAC AQAR criterion wise was done.
9. School Initiation Programme for B.Ed. interns of semester III was conducted in the month of August 2022
10. Online extension lecture under the School Internship Initiation Program on Models of Teaching was conducted on August 25, 2022.
11. Committee chairperson/coordinators commenced their respective meeting by reading action taken of previous meeting.
12. ACC coordinator had directed Grievance Redressal Cell to plan the strategy for selection of student council.
13. Curricular and co-curricular activities were planned as per academic calendar in the months of July, August and September 2022.

Saawan Kavi Darbar was organized on July 27, 2022

Van Mahotsav Week was celebrated from July 30, 2022 to August 05, 2022

Independence Day was celebrated under the theme "Har Ghar Tiranga" from 8 to 15 August, 2022.

National Nutrition Week was celebrated from September 1 to 7, 2022.

Teachers' Day was celebrated on September 5, 2022.

Hindi Diwas was celebrated on September 14, 2022.

Birth Anniversary of Saheed Bhagat Singh was celebrated on September 26, 2022.

In the end, a formal vote of thanks was presented by IQAC coordinator with warm blessings and good health for all the members present in the meeting.


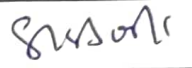

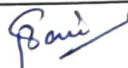
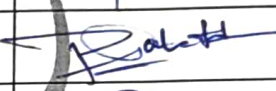

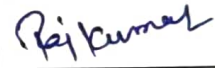
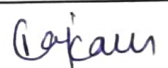


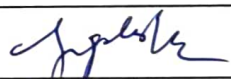

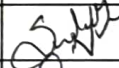
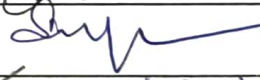

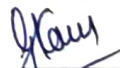
  
IQAC Co-ordinator

  
Principal

**Guru Teg Bahadur Khalsa College of Education, Dasuya**

**IQAC Members (2022-23)**

Date: 19/7/2022

S.No.	Composition as per NAAC	Name	Designation	Signature
1.	Chairperson	Dr. Varinder Kaur	Principal	
2.	Teachers	Ms. Sandeep Kaur Boski	Vice Principal	
		S. Inderpreet Singh	Assistant Professor	—
		Dr. Ranju Bala	Assistant Professor	
		Ms. Seema Rani	Assistant Professor	
		Mr. Pardeep Singh Sahota	Assistant Professor	
		Mr. Manpreet Singh	Assistant Professor	
		Mr. Raj Kumar	Assistant Professor	
		Ms. Tajinder Kaur	Assistant Professor	
3.	Management Member	S. Jasbir Singh Randhawa	Chairman	
4.	Senior Administrative Officer	Mr. Tek Chand	Office Supdt.	
5.	Nominee from Local society	S. Jagdish Singh Soie	Local Representative	
6.	Student	Rajwinder Kaur	Student Council Member	
7.	Alumni Members	Ms. Sudesh Verma	Assistant Professor	
8.	Employers	Ms. (Dr.) Surjit Kaur Bajwa	Principal	
9.	Industrialists	S. Gurpreet Singh Ghuman		
10.	Stakeholders	S. Harbans Singh	Parents	—
11.	IQAC Co-ordinator	Ms. Gagandeep Kaur	Assistant Professor	

  
IQAC Coordinator

  
Principal



**GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION, DASUYA**

**IQAC MEETING SEPTEMBER 2022**

This is in for the information of all concerned that a meeting of IQAC will be held on September 28, 2022 at 12:30 P.M. in the Principal Office.

The agenda points for the meeting are as follows:

- Filling up PAR details and AISHE data
- Academic Inauguration cum Orientation Programme
- Youth Festival Preparation
- Uploading of NAAC AQAR for the year 2021-22
- Discussion lesson and Final Skill-in-Teaching Practical
- Academic and Administrative Audit (AAA)
- House and Final Examination
- Martyrdom Day of Guru Teg Bahadur Ji
- Curricular and Co-curricular Activities  
Gandhi Jayanti, Indian Air Force Day, Celebration of Bandhi Chodh Diwas & Diwali, Talent Hunt, Celebration of Birth Anniversary of Sri Guru Nanak Dev Ji, National Education Day, Punjabi Diwas, Human Rights Day, Disaster Management Risk Reduction Day, Celebration of Mathematics Day, Shaheedi Diwas of Sahibzadas, Birth Anniversary of Guru Gobind Singh Ji

  
IQAC Co-ordinator

## PLAN OF ACTION OF MEETING HELD IN SEPTEMBER 2022

The meeting was conducted under the able guidance of Chairperson Principal (Dr.) Varinder Kaur on September 28, 2022 to discuss different agendas in the meeting.

1. Filling up PAR details and AISHE data
2. Academic Inauguration cum Orientation Programme
3. Youth Festival
4. Uploading of NAAC AQAR for the year 2021-22
5. Discussion lesson and Final Skill-in-Teaching Practical
6. Academic and Administrative Audit (AAA)
7. House and Final Examination
8. Martyrdom Day of Guru Teg Bahadur Ji
9. Curricular and Co-curricular Activities

Gandhi Jayanti, Indian Air Force Day, Celebration of Bandhi Chodh Diwas & Diwali, Talent Hunt, Celebration of Birth Anniversary of Sri Guru Nanak Dev Ji, National Education Day, Punjabi Diwas, Human Rights Day, Disaster Management Risk Reduction Day, Celebration of Mathematics Day, Shaheedi Diwas of Sahibzadas, Birth Anniversary of Guru Gobind Singh Ji

IQAC Coordinator Gagandeep Kaur gave a warm welcome to all members present in the meeting followed by reading of action taken report of previous meeting and acquainted members with the agendas under process.

### Proceedings of Plan of Action

S.No.	AGENDA	PLAN OF ACTION
1.	Filling up PAR details and AISHE data	<ul style="list-style-type: none"><li>• Staff was allotted the duty to fill PAR data online under the defined time limit.</li><li>• Essential points for filling the online data were discussed with IQAC and deputed faculty.</li></ul>
2.	Academic Inauguration cum Orientation Programme	<ul style="list-style-type: none"><li>• Academic Inauguration of the session with path Sri Sukhmani Sahib was planned.</li><li>• It was decided in the meeting to release Annual Report.</li></ul>
3.	Youth Festival	<ul style="list-style-type: none"><li>• Youth Festival participation as well as preparation was planned and initiatives for Youth Festival achievement have been decided.</li><li>• Group Items and individual items have been decided in the meeting.</li></ul>

4.	Uploading of NAAC AQAR	<ul style="list-style-type: none"> <li>It was instructed to all criteria in-charges that criteria wise questions will be uploaded timely on the NAAC Portal in order to avoid any type of inconvenience.</li> </ul>
5.	Discussion lesson and Final Skill-in-Teaching Practical	<ul style="list-style-type: none"> <li>Teaching Practice In-charge will devise schedule for conduction of major and minor discussion lesson plan.</li> <li>Requisites for Final Skill-in-Teaching Practical will be enlisted by Teaching Practice In-charge well in advance and conveyed to the Principal and IQAC co-ordinator.</li> </ul>
6.	Academic and Administrative Audit (AAA)	<ul style="list-style-type: none"> <li>In the meeting it was decided to conduct internal and external Academic and Administrative Audit (AAA).</li> </ul>
7.	House Examination	<ul style="list-style-type: none"> <li>Dates of house test and duties of faculty will be decided by examination committee well in advance for smooth conduction of examination.</li> <li>It was decided concerned incharges will enter marks in ERP.</li> </ul>
8.	Martyrdom Day of Guru Teg Bahadur Ji	<ul style="list-style-type: none"> <li>Program regarding Martyrdom day of Guru Teg Bahadur Ji was chalked out.</li> </ul>
9.	Curricular and Co-Curricular Activities	<ul style="list-style-type: none"> <li>Activities were decided for different days to generate interest in CCA and enhance the social cum academic awareness among the students. Gandhi Jayanti, Indian Air Force Day, Celebration of Bandhi Chodh Diwas &amp; Diwali, Talent Hunt, Celebration of Birth Anniversary of Sri Guru Nanak Dev Ji, National Education Day, Punjabi Diwas, Human Rights Day, Disaster Management Risk Reduction Day, Celebration of Mathematics Day, Shaheedi Diwas of Sahibzadas, Birth Anniversary of Guru Gobind Singh Ji</li> </ul>

Members who could not attend the meeting due to some personal issues, Proceedings of the meeting along with plan of action were made available to them for further considerations.

#### **Suggestions by IQAC Members**

Principal Dr. Varinder Kaur directed IQAC coordinator to plan and organize seminar, workshop and extension lectures.

In the end, a formal vote of thanks was presented by vice-principal with warm blessings for all members present in the meeting.



## ACTION TAKEN

1. Concerned In-charges filled PAR and AISHE data timely.
2. Academic Inauguration cum Orientation Programme was organized from October 1-3, 2022.
3. Youth Festival Preparation was done in the month of September- October 2022. PU Zonal Youth and Heritage Festival was held at Sant Baba Hari Singh Memorial Khalsa College of Education, Mahilpur from October 28-31, 2022 and bagged the overall trophy.
4. Uploading of NAAC AQAR was done timely.
5. Major discussion lesson will be conducted on October 10, 2022 and minor discussion lesson will be conducted on November 12, 2022 and November 15, 2022.
6. Academic and Administrative Audit (AAA) for the session 2021-22 was conducted on December 17, 2022.
7. House Examination was conducted in the month of December, 2022.
8. Martyrdom Day of Guru Teg Bahadur Ji was celebrated on November 24, 2022.
9. Curricular and Co-curricular Activities were planned as per academic calendar in the months of October, November and December.  
Gandhi Jayanti was celebrated on October 3, 2022.  
Indian Air Force Day was celebrated on October 8, 2022.  
Celebration of Bandhi Chodh Diwas & Diwali was celebrated on October 22, 2022.  
Talent Hunt was celebrated on October 25, 2022.  
Birth Anniversary of Sri Guru Nanak Dev Ji was celebrated on November 8, 2022.  
National Education Day was celebrated on November 12, 2022.  
Punjabi Diwas was celebrated on November 26, 2022.  
Human Rights Day celebrated on December 10, 2022.  
Disaster Management Risk Reduction Day celebrated on December 14, 2022.  
Mathematics Day was celebrated on December 24, 2022.  
Shaheedi Diwas of Sahibzadas was observed on December 27, 2022.  
Birth Anniversary of Guru Gobind Singh Ji was celebrated on December 31, 2022.

  
IQA Co-ordinator

  
Principal

**Guru Teg Bahadur Khalsa College of Education, Dasuya**

**IQAC Members (2022-23)**

Date: 28/9/2022

S.No.	Composition as per NAAC	Name	Designation	Signature
1.	Chairperson	Dr. Varinder Kaur	Principal	
2.	Teachers	Ms. Sandeep Kaur Boski	Vice Principal	
		S. Inderpreet Singh	Assistant Professor	—
		Dr. Ranju Bala	Assistant Professor	
		Ms. Seema Rani	Assistant Professor	
		Mr. Pardeep Singh Sahota	Assistant Professor	
		Mr. Manpreet Singh	Assistant Professor	
		Mr. Raj Kumar	Assistant Professor	
		Ms. Tajinder Kaur	Assistant Professor	
3.	Management Member	S. Jasbir Singh Randhawa	Chairman	
4.	Senior Administrative Officer	Mr. Tek Chand	Office Supdt.	
5.	Nominee from Local society	S. Jagdish Singh Soie	Local Representative	—
6.	Student	Rajwinder Kaur	Student Council Member	
7.	Alumni Members	Ms. Sudesh Verma	Assistant Professor	
8.	Employers	Ms. (Dr.) Surjit Kaur Bajwa	Principal	
9.	Industrialists	S. Gurpreet Singh Ghuman		
10.	Stakeholders	S. Harbans Singh	Parents	—
11.	IQAC Co-ordinator	Ms. Gagandeep Kaur	Assistant Professor	

  
IQAC Coordinator

  
Principal

**GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION, DASUYA**

**IQAC MEETING JANUARY 2023**

This is in for the information of all concerned that a meeting of IQAC will be held on January 23, 2023 at 1:00 P.M. in the Principal Office.

The agenda points for the meeting are as follows:

- Final Examination to be conducted
  - National Seminar to be conducted.
  - Renew Fire Safety Certificate
  - Workshop on Painting, Music and Yoga
  - Commencement of Magazine, Campus Reporter and Prospectus related work.
  - Curricular and Co-curricular Activities
- Anti Drug Drive Programme, Lohri Celebration, Republic Day, Voters' Day, Basant Celebrations, Guru Ravidas Jayanti, World Cancer Day, Sports Meet International Women Day, Educational & Recreational Trip, Martyrdom Day of Saheed Bhagat Singh, Water Conservation Day, World Theatre Day

  
IQAC Co-ordinator



## PLAN OF ACTION OF MEETING HELD IN JANUARY 2023

The meeting was conducted under the able guidance of Chairperson Principal (Dr.) Varinder Kaur on January 23, 2023 to discuss different agendas in the meeting.

1. Final Examination to be conducted
2. National Seminar to be conducted.
3. Renew Fire Safety Certificate
4. Workshop on Painting, Music and Yoga
5. Commencement of Magazine, Annual Report and Prospectus related work.
6. Curricular and Co-curricular Activities

Anti Drug Drive Programme, Lohri Celebration, Republic Day, Voters' Day, Basant Celebrations, Guru Ravidas Jayanti, World Cancer Day, Sports Meet International Women Day, Educational & Recreational Trip, Martyrdom Day of Saheed Bhagat Singh, Water Conservation Day, World Theatre Day

IQAC Coordinator Gagandeep Kaur gave a warm welcome to all members present in the meeting followed by reading of action taken report of previous meeting and acquainted members with the agendas under process.

### Proceedings of Plan of Action

S.No	AGENDA	PLAN OF ACTION
1.	Final Examination	<ul style="list-style-type: none"> <li>• Under the guidance of Principal and IQAC directions there was a meeting with the examination department of the institution to manage university exams with proper planning and accuracy.</li> <li>• Duties of faculty were decided for smooth conduction of examination.</li> </ul>
2.	National Seminar to be conducted	<ul style="list-style-type: none"> <li>• In the meeting, it was planned to organize National Seminar sponsored by DCDC, Panjab University, Chandigarh.</li> <li>• IQAC and Academic Core Committee will decide duties of faculty for the seminar.</li> </ul>
3.	Renew Fire Safety Certificate	<ul style="list-style-type: none"> <li>• It was proposed in the meeting to renew Fire Safety Certificate as per the need of the institution.</li> </ul>
4.	Workshop on Painting, Music and Yoga	<ul style="list-style-type: none"> <li>• It was decided in the meeting to conduct Workshop for Value Added Courses.</li> </ul>
5.	Commencement of Magazine, Annual Report and Prospectus related work.	<ul style="list-style-type: none"> <li>• IQAC proposed to commence the formation of magazine, prospectus and Annual Report.</li> <li>• Prospectus up gradation was discussed and duty was allotted to concerned faculty members.</li> <li>• Editors of magazine were decided.</li> <li>• Annual Report was proposed to be modified further according to the need of AQAR.</li> </ul>

6.	Curricular and Co-curricular Activities	<ul style="list-style-type: none"><li>• Anti Drug Drive Programme, Lohri Celebration, Republic Day, Voters' Day, Basant Celebrations, Guru Ravidas Jayanti, World Cancer Day, Sports Meet International Women Day, Educational &amp; Recreational Trip, Martyrdom Day of Saheed Bhagat Singh, Water Conservation Day, World Theatre Day to be organized in the future.</li><li>• Duties were allotted. In-charge of activities was decided.</li></ul>
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Members who could not attend the meeting due to some personal issues, Proceedings of the meeting along with plan of action were made available to them for further considerations.

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## ACTION TAKEN

1. Final Examination was conducted in the month of January-February, 2023.
2. National Seminar was organized on February 21, 2023.
3. Fire Safety Certificate was renewed.
4. Workshop on Painting, Music and Yoga and was organized on March 5, 2023 and March 24, 2023 respectively.
5. Magazine, Annual Report and Prospectus were reframed according to AQAR requirement by the appointed editors.
6. Curricular and Co-curricular Activities were organized in the months of January, February and March.

Anti Drug Drive Programme was organized on January 5, 2023.

Lohri was celebrated on January 8, 2023.

Republic Day, Voters' Day, Basant Celebrations were celebrated on January 25, 2023.

Guru Ravidas Jayanti was celebrated on January 31, 2023.

World Cancer Day was observed on February 7, 2023

18<sup>th</sup> Annual Sports Meet was organized on February 25, 2023

International Women Day was celebrated on March 10, 2023.

Educational & Recreational Trip was organized on March 17, 2023

Martyrdom Day of Saheed Bhagat Singh was observed on March 21, 2023

World Water Day was organized on March 22, 2023.

World Theatre Day was celebrated on March 28, 2023

In the end, a formal vote of thanks was presented by vice-principal with warm blessings and good health for all the members present in the meeting.

  
IQAC Co-ordinator


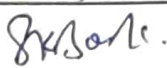
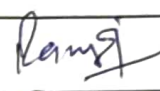
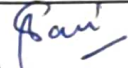

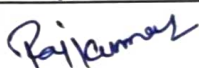
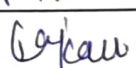
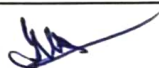
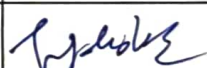
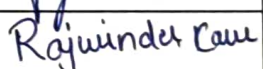

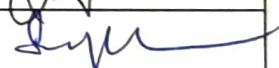
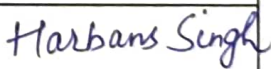

  
Principal



**Guru Teg Bahadur Khalsa College of Education, Dasuya**

**IQAC Members (2022-23)**

Date: 23/01/2023

S.No.	Composition as per NAAC	Name	Designation	Signature
1.	Chairperson	Dr. Varinder Kaur	Principal	
2.	Teachers	Ms. Sandeep Kaur Boski	Vice Principal	
		S. Inderpreet Singh	Assistant Professor	—
		Dr. Ranju Bala	Assistant Professor	
		Ms. Seema Rani	Assistant Professor	
		Mr. Pardeep Singh Sahota	Assistant Professor	
		Mr. Manpreet Singh	Assistant Professor	
		Mr. Raj Kumar	Assistant Professor	
		Ms. Tajinder Kaur	Assistant Professor	
3.	Management Member	S. Jasbir Singh Randhawa	Chairman	
4.	Senior Administrative Officer	Mr. Tek Chand	Office Supdt.	
5.	Nominee from Local society	S. Jagdish Singh Soie	Local Representative	
6.	Student	Rajwinder Kaur	Student Council Member	
7.	Alumni Members	Ms. Sudesh Verma	Assistant Professor	
8.	Employers	Ms. (Dr.) Surjit Kaur Bajwa	Principal	
9.	Industrialists	S. Gurpreet Singh Ghuman		—
10.	Stakeholders	S. Harbans Singh	Parents	
11.	IQAC Co-ordinator	Ms. Gagandeep Kaur	Assistant Professor	

  
IQAC Coordinator

  
Principal


**GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION, DASUYA**

**IQAC MEETING MARCH 2023**

This is in for the information of all concerned that a meeting of IQAC will be held on March 31, 2023 at 11:30 A.M. in the Principal Office.

The agenda points for the meeting are as follows:

- Updating ERP
- Academic and Administrative Audit
- Addition of E-books
- Admission strategies for next session
- Final view of Prospectus, Campus Reporter and Magazine
- Skill-in-teaching and On the Spot Teaching Aid Preparation Competition
- Green Audit
- Purchase of books for college library
- House Examination and Final Examination
- Annual Prize Distribution
- Parents Teacher Meeting
- Curricular and Co-curricular Activities  
Celebration of Baisakhi festival and Dr. B.R. Ambedkar Jayanti, Plantation Drive, World Thalassemia Week, Placement Drive, Personality Development Drive, Alumni Meet ,World No Tobacco Day

  
IQAC Co-ordinator

## PLAN OF ACTION OF MEETING HELD IN MARCH 2023

The meeting was conducted under the able guidance of Chairperson Principal (Dr.) Varinder Kaur on March 31, 2023 at 11:30 A.M to discuss different agendas in the meeting.

1. Updating ERP
2. Academic and Administrative Audit
3. Addition of E-books
4. Admission strategies for next session
5. Final view of Prospectus, Campus Reporter and Magazine
6. Skill-in-teaching and On the Spot Teaching Aid Preparation Competition
7. Green Audit
8. Purchase of books for college library
9. House Examination and Final Examination
10. Annual Prize Distribution
11. Parents Teacher Meeting
12. Curricular and Co-curricular Activities

Celebration of Baisakhi festival and Dr. B.R. Ambedkar Jayanti, Plantation Drive, World Thalassemia Week, Placement Drive, Personality Development Drive, Alumni Meet ,World No Tobacco Day

Principal Dr. Varinder Kaur gave a warm welcome to all members present in the meeting along with reading of action taken report of previous meeting.

### Proceedings of Plan of Action

S.No	AGENDA	PLAN OF ACTION
1.	Updating ERP	<ul style="list-style-type: none"><li>• Timely updating marks of house examination on ERP.</li><li>• In the meeting it was decided to keep a timely check by the administrator.</li></ul>
2.	Academic and Administrative Audit	<ul style="list-style-type: none"><li>• It was planned to conduct Academic and Administrative Audit for the session 2022-23</li><li>• AAA was conducted on the guidelines given by NAAC in the form of seven criteria.</li></ul>
3.	Addition of E-books	<ul style="list-style-type: none"><li>• Addition of e-books through Wonderslate has been approved.</li></ul>
4.	Admission strategies for next session	<ul style="list-style-type: none"><li>• It was for the admission process to be accomplished successfully, pre-registration process to be started. A Help desk for admission, registration and form filling after the final notification from the university will be set up.</li></ul>
5.	Final view of Prospectus, Campus Reporter and Magazine	<ul style="list-style-type: none"><li>• Editors of Prospectus, Annual Report and Magazine were directed to check the all.</li></ul>



6.	Skill-in-teaching and On the Spot Teaching Aid Preparation Competition	<ul style="list-style-type: none"> <li>In the meeting, it was decided to host and participate in Panjab University Skill-in-teaching and On the Spot Teaching Aid Preparation Competition.</li> </ul>
7.	Green Audit	<ul style="list-style-type: none"> <li>IQAC emphasized upon Green Audit for the session 2022-23</li> <li>In-charges Asst. Prof. Tajinder Kaur and Asst. Prof. Raj Kumar were allotted the overall work of Green Audit.</li> <li>Essential requirements were asked.</li> </ul>
8.	Purchase of books for college library	<ul style="list-style-type: none"> <li>Requirement of books for college library has been approved.</li> </ul>
9.	House Examination and Final Examination	<ul style="list-style-type: none"> <li>Duties of Centre Superintendent will be decided by examination committee.</li> <li>Dates of house tests were decided. Duties of faculty were decided for smooth conduction of examination.</li> </ul>
10.	Annual Prize Distribution	<ul style="list-style-type: none"> <li>It was discussed in the IQAC meeting to organize Annual Prize Distribution function to give positive reinforcement to the students.</li> <li>Overall In-charges were decided.</li> <li>Categories of Prize Distribution were decided.</li> <li>Chief guests were decided</li> <li>Other cultural activities were decided.</li> <li>Refreshment was decided.</li> <li>Staff duties were decided.</li> </ul>
11.	Parents Teacher Meeting	<ul style="list-style-type: none"> <li>In the meeting it was decided to conduct parent teacher meeting after completion of examination so as to provide feedback to parents regarding their child's development.</li> </ul>
12.	Curricular and Co-Curricular Activities	<ul style="list-style-type: none"> <li>Celebration of Baisakhi festival and Dr. B.R. Ambedkar Jayanti, Plantation Drive, World Thalassemia Week, Placement Drive, Personality Development Drive, Alumni Meet ,World No Tobacco Day will be planned.</li> </ul>

Members who could not attend the meeting due to some personal issues, Proceedings of the meeting along with plan of action were made available to them for further considerations.

#### **Suggestions by IQAC Members**

- Principal Dr. Varinder Kaur directed IQAC coordinator to plan the guidelines to conduct Academic and Administrative Audit for the session 2022-23 on the basis of framework given by NAAC in the form of seven criteria.

In the end, a formal vote of thanks was presented by IQAC coordinator with warm blessings and good health for all the members present in the meeting.

## **ACTION TAKEN**

1. Faculty members uploaded the marks of students of house examination.
2. Academic and Administrative Audit was planned to be conducted for the session 2022-23.
3. E-books from Wonderslate were updated on May 19, 2023.
4. Admission Planning was done and strategies were implemented.
5. View of Prospectus, Campus Reporter and Magazine was done by concerned editors.
6. Skill-in-teaching and On the Spot Teaching Aid Preparation Competition was hosted on April 27, 2023.
7. Green Audit was conducted on May 2, 2023
8. Purchase of books for college library was done.
9. House Examination and Final Examination were conducted smoothly.
10. Annual Prize Distribution function was conducted on May 8, 2023.
11. Parents Teacher Meeting was conducted on May 30, 2023
12. Curricular and Co-Curricular Activities were organized in the months of April, May and June, 2023

Celebration of Baisakhi festival and Dr. B.R. Ambedkar Jayanti was conducted on April 13, 2023.

Plantation Drive was done in collaboration with Shri Guru Hargobind Sahib Sewa Society Dasuya on May 16, 2023.

World Thalassaemia Week was observed from May 15-22, 2023.

Placement Drive was conducted on May 27, 2023.

Personality Development Drive was organized on May 29, 2023.

Alumni Meet was conducted on May 31, 2023.

World No Tobacco Day was conducted on May 31, 2023.

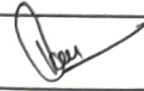
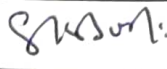


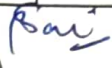


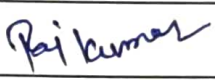

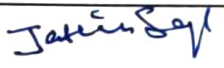
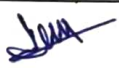
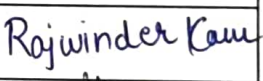
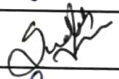


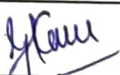
  
IQAC Co-ordinator

  
Principal

**Guru Teg Bahadur Khalsa College of Education, Dasuya**

**IQAC Members (2022-23)**

Date: 31/3/23

S.No.	Composition as per NAAC	Name	Designation	Signature
1.	Chairperson	Dr. Varinder Kaur	Principal	
2.	Teachers	Ms. Sandeep Kaur Boski	Vice Principal	
		Dr. Ranju Bala	Assistant Professor	
		Ms. Manwinderjit Kaur	Assistant Professor	
		Ms. Seema Rani	Assistant Professor	
		Mr. Pardeep Singh Sahota	Assistant Professor	
		Mr. Manpreet Singh	Assistant Professor	
		Mr. Raj Kumar	Assistant Professor	
		Ms. Tajinder Kaur	Assistant Professor	
3.	Management Member	S. Jasbir Singh Randhawa	Chairman	
4.	Senior Administrative Officer	Mr. Tek Chand	Office Supdt.	
5.	Nominee from Local society	S. Jagdish Singh Soie	Local Representative	—
6.	Student	Rajwinder Kaur	Student Council Member	
7.	Alumni Members	Ms. Sudesh Verma	Assistant Professor	
8.	Employers	Ms. (Dr.) Surjit Kaur Bajwa	Principal	
9.	Industrialists	S. Gurpreet Singh Ghuman		—
10.	Stakeholders	S. Harbans Singh	Parents	
11.	IQAC Co-ordinator	Ms. Gagandeep Kaur	Assistant Professor	

  
IQAC Coordinator

  
Principal