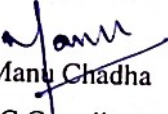


### IQAC MEETING SEPTEMBER 2020

This is for the information of all concerned that a meeting of IQAC will be held on September 26, 2020.

The agenda points for the meeting are as follows:

- Renewal of INFLIBNET Subscription.
- Purchase Learning Management System.
- Remedial Classes
- Discussion on NAAC SSR criterion wise.
- Organize National level Webinars/FDPs
- Curriculum Planning
- Analysis of Online Classes during Pandemic
- Revision of Feedback performas( NAAC SSR )
- New Colleges for Mentoring Process under UGC Paramarsh Scheme

  
Dr Manu Chadha  
IQAC Coordinator

## PLAN OF ACTION OF MEETING IN SEPTEMBER 2020

The meeting was attended by Principal Dr. Pargat Singh Garcha, Member, Managing Committee Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & Nutrition, PAU, Ludhiana) Administrative Officer Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar, Community Representative S. Charanjit Singh Gill (Panchayat Member, Local Community), Faculty members on September 26, 2020 to discuss the following agenda:

- Renewal of INFLIBNET Subscription.
- Purchase Learning Management System.
- Remedial Classes
- Discussion on NAAC SSR criterion wise.
- Organize National level Webinars/FDPs
- Curriculum Planning
- Analysis of Online Classes during Pandemic
- Revision of Feedback Performs( NAAC SSR )
- Admission strategies for next session.
- New Colleges for Mentoring Process under UGC Paramarsh Scheme

Member of the Alumni, Mr. Jaskaranjeet Singh (Maths teacher in Govt School) Mr. Gurbeer Singh (Maths teacher in Govt School) could not attend the meet due to some reasons. However, it was ensured that the proceedings with the plan of action were made available to the absent members and their opinions were taken into considerations.

### PLAN OF ACTION:

Dr Pargat welcomed the members and briefed them with the results and achievements of the students during the session 2019-2020. He acquainted the members with the efforts of the faculty in conducting online Final semester exams of the outgoing students.

Dr Manu Chadha read the highlights of AQAR 2019-2020 and informed the IQAC about submission and subsequent successful approval of AQAR 2019-2020 by NAAC.

- As per the suggestions by Dr. S S Thind, Secretary Managing Committee in the IQAC meeting held in March 2020 the college decided to purchase space from MOODLE for

smooth conduct of classes so as to disseminate learning material to the students. The faculty has now been regularly putting their notes on LMS (**ACTION TAKEN**)

1. The teachers had utilized their lockdown period in preparing E-content, recording it and uploading it on LMS as well as College YOUTUBE channel. Majority of the faculty had brushed their skills by joining online learning courses like MOOC on Plagiarism.
  2. A Faculty Development Programme on Integrating Technology on Classroom Teaching was organized from June 26 to July 3, 2020.
  3. During Lockdown period Student teaching learning evaluation process was through online process viz Google classroom, Google Quiz. Regular feedback was provided to students. Faculty had prepared Question banks and shared with their students.
  4. The faculty had updated their personal data on ERP.
- New email ID's have already been created for the whole staff with the college domain. The IQAC members suggested that the faculty members need to register themselves at prominent research websites like Researchgate. The institution needs to renew its INFLIBNET subscription which was approved by IQAC members.
  - Dr H S Brar was of the opinion that faculty must be oriented and motivated to look for various online journals and make qualitative attempts for research publications.
  - Dr. Pargat informed the IQAC members that NAAC has revised its Assessment and Accreditation process and the third cycle of the assessment process of the college is due in 2022. IQAC coordinator briefed the members with NAAC-RAF and then it was suggested that the planning, discussing and report writing of SSR may be started criterion wise.
  - A webinar series was organized in collaboration with BTTC, Mumbai for Cultural Education and Faculty Exchange Programme under the MOU Activities with the college on September 18, 2020. The theme of the workshop was "How to Promote and Integrate Cultural Education in Primary Classroom" Another webinar to be planned in October 2020.
  - Although the college was not functional in face to face mode but it did not lag behind in various academic as well as cultural activities. There were proposals regarding organizing webinars and faculty development programmes.

**THE ACTIONS TAKEN WERE AS FOLLOWS:**

- Adhiyapan Vich Kavita ate Bal Kahani di Mahatta on November 07, 2020
- State level webinar to celebrate constitution day on Nov. 26, 2020



- Webinar on birth anniversary of Shri Guru Gobind Singh Ji on January 19, 2021
- Seminar to commemorate 400<sup>th</sup> birth anniversary of Shri Guru Teg Bahadur Ji on January 23, 2021
- Panel discussion on NEP 2020 on Feb 04, 2021
- Seven day Faculty Development Programme on the theme "Resource Mobilization: Local to Global" from Feb 08-14, 2021.

The faculty catered to the needs of students keeping in mind the time and covid panic constraints and planned the Curriculum. Course outcomes, Unit planning to be done and put on the website. Planning the schedule and mode of Orientation sessions for new comers are the main highlights. Keeping in mind the NAAC criterion I it has been decided to revise the Feedback Performas. The faculty and criterion incharges plan to work on it.

It was decided to start a Help Desk for registration and Form Filling for B.Ed Admission once the college gets a green signal from the University. It has been brought to the notice of the colleges that The admission is to be conducted by Punjabi University through the centralized process for all the Colleges of Education situated in Punjab and affiliated to Panjab University, Chandigarh, Punjabi University, Patiala and Guru Nanak Dev University, Amritsar and probably the process will start in October 2020.

**Regarding withdrawal of MOU by Mentee institutions the Mentor College** is in the process of identifying a new institution for mentoring under the UGC Paramarsh scheme. Dialogue with a few potential institutions is being initiated and soon a new mentee institution will be identified and intimated to NAAC

- **Guru Gobind Singh Khalsa College for Women, Kamalpura-** Due to the sudden rise of pandemic, the mentoring process slowed down for a few months, the national lock down put forth new challenges before the mentee institution, therefore the mentee institution expressed its incapability to continue with the preparations for NAAC and decided to withdraw the MOU. The MOU was withdrawn on June 22, 2020 and the mentee institution assured to avail the services of the mentor institution in the future.
- **Shanti Tara College, Ahmedgarh-** Due to the sudden rise of pandemic, the mentoring process slowed down for a few months, the national lock down put forth new challenges before the mentee institution, therefore the mentee institution expressed its incapability to continue with the preparations for NAAC and decided to withdraw the MOU. The Mentor institution made several attempts to motivate the mentee institution but due to sudden fall in admissions and the

accompanying challenges the mentee institution finally gave the decision of withdrawing the MOU. The mentee institution assured to prepare for NAAC assessment and avail the services of the mentor institution in the future.

- **Shree Atam Vallabh Jain College, Ludhiana-** Due to withdrawal of MOU with Guru Gobind Singh Khalsa College for Women, Kamalpura, the Mentor College has signed a memorandum of understanding with Shree Atam Vallabh Jain College, Ludhiana on August 5, 2020 under the UGC Paramarsh scheme as per which Mentor College would be assisting the mentee institution in their process of NAAC accreditation. The institution was asked to form a steering committee and nominate a coordinator for this project. They were also suggested to update the AISHE Portal and the IQAC cell should maintain all the documents and the records for the previous 5 years.

#### SUGGESTIONS BY IQAC MEMBERS:

- Form teams for SSR preparation (criterion wise) and conduct regular meetings. Dr Thind directed the IQAC coordinator to plan a framework and share with the faculty involved in SSR preparation well in advance and conduct regular internal IQAC meetings to discuss NAAC criterion wise.
- Dr H S Brar emphasized that the faculty needs to be motivated to take research funding projects and for this a special FDP needs to be planned accordingly. (Action was taken in Feb 2021)
- Remedial Classes for B Ed Semester III students was suggested by Dr Jasleen Kaur. It was suggested that a definite criterion and planned strategies need to be formalized and implemented in regular time table.

The meeting ended with a formal vote of thanks by the IQAC coordinator wishing happiness and good health.

- Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & Nutrition, PAU, Ludhiana) *S. S. Thind*
- Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar) *H. S. Brar*
- S. Charanjit Singh Gill (Panchayat Member, Local Community), *Charanjit Singh Gill*
- Dr Sarbjit Kaur (Associate Professor) *Sarbjit Kaur*
- Dr Rachhpal Singh (Assistant Professor) *Rachhpal Singh*
- Dr Jasleen Kaur (Assistant Professor) *Jasleen Kaur*

*Pargat Singh Garcha*  
Dr Pargat Singh Garcha  
Principal

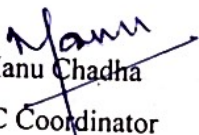
*Manu Chadha*  
Dr Manu Chadha  
IQAC Coordinator

## IQAC MEETING JANUARY 2021

This is for the information of all concerned that a meeting of IQAC will be held on January 24, 2021

The agenda points for the meeting are as follows:

- Organize Seven day Faculty Development Programme on the theme "Resource Mobilization: Local to Global
- Formation of Teams Criterion wise for SSR preparation
- Remedial Classes of BEd Semester III.
- Setting of Media Laboratory.
- Value Added Courses.
- Publishing Morning Prayers (a booklet of Morning Assembly articles)
- Bakhtawar Singh Gill Barsi celebration
- Switching over to Offline classes
- Parent Teacher Interaction Sessions
- School Internship Programme for BEd Semester IV

  
Dr Manu Chadha

IQAC Coordinator



## PLAN OF ACTION OF MEETING IN JANUARY 2021

The meeting was attended by Principal Dr Pargat Singh Garcha, Member, Managing Committee Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & Nutrition, PAU, Ludhiana) Administrative Officer Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar) Members of the Alumni, Mr. Jaskaranjeet Singh (Maths teacher in Govt School), Mr. Gurbeer Singh (Maths teacher in Govt School) Community Representative S. Charanjit Singh Gill (Panchayat Member, Local Community), Faculty members on January 24, 2021 to discuss the following agenda:

Agenda	Plan of Action
Organize Seven day Faculty Development Programme on the theme "Resource Mobilization: Local to Global"	Seven day Faculty Development Programme on the theme "Resource Mobilization: Local to Global is being planned to be organized in the month of February. The scheduled dates are February 8-14, 2021 in collaboration with Bombay Teachers Training College, Mumbai and Best Health Solutions, Johannesburg, South Africa. It was decided that a complete brochure along with programme outline be prepared and details worked out.
Formation of Teams Criterion wise for SSR preparation	Dr H S Brar being former Principal as well as Accreditation Ambassador of Paramarsh Mentor Scheme advised Principal and IQAC coordinator to form teams for SSR preparation. The IQAC coordinator was directed to give orientation regarding SSR preparation and documentation.
Remedial Classes of B.Ed. Semester III.	As per the suggestion of the last meeting regarding Remedial classes of BEd Semester III students, it was suggested that remedial teaching be provided to the students. Resources in the form of notes, question banks and sample answers must be provided to the students. Strategies need to be prepared for dividing students into groups.
Setting of Media Laboratory.	Dr Pargat put forth the proposal of construction of Media Laboratory. Suggestions were given regarding which room can be modified as Media Lab i.e.-Learning Gallery/Method Laboratory/E.T Lab etc. The IQAC members unanimously came

	to a decision that Learning Gallery be constructed as Media Laboratory. Special equipments need to be explored and purchased accordingly.
Value Added Courses & Add on Courses	As per the requirement of NAAC Criterion I Value Added Courses need to be introduced in the institution. The IQAC members suggested that the faculty should make efforts in add on and Value added courses in their respective areas of expertise and interest. For this they suggested that faculty to enroll themselves in such courses so that they get to know how to prepare. College plans to collaborate with Bombay teachers' training College, Mumbai for an add on course on "Models of Teaching" for the students of B.Ed and M.Ed students of the college. Probable dates to be in April-May, 2021.
Publishing Morning Prayers (a booklet of Morning Assembly articles)	As a regular annual publication of one our Best Practice the mentor group incharges are to be directed to collect articles deliberated during Morning Assembly and publish the collection in the form of Morning Prayers Booklet.
Bakhtawar Singh Gill Barsi celebration	The annual feature of the college to commemorate the efforts and dedication of the founder president Sardar Bakhtawar Singh, the IQAC members decided to make this Barsi Celebration a small scale affair. Keeping in mind the Covid restrictions it was proposed that Akhand Path will be held in Hostel.
Switching over to Offline classes	Although in January we were going for online mode of teaching but suggestions were cited to switch to Offline mode.
Parent Teacher Interaction Sessions	Covid Pandemic was mentally and psychologically affecting the students and their families. Although the mentors were interacting with students and parents informally but it was suggested that Formal Parent Teacher Interactions by Mentors be held regularly and report to be submitted to IQAC.
School Internship Programme for BEd Semester IV	Modalities for Internship Programme needed to be planned as the schools were closed due to Pandemic. Online simulated teaching, Allocation of schools etc. were points of consideration. The Internship Incharge was asked to prepare data in accordance



	with the norms.
Panel discussion on NEP	To acquaint the teacher educators about various challenges and opportunities of National Education Policy 2020 with special reference to teacher education, College plans to organize a panel discussion .The IQAC members suggested the topic as- "Teacher Education in National Education Policy 2020: TEI's at Crossroads" and it was tentatively decided to be in first week of February,2021.The Principal being the Secretary of CTEF suggested it to be in collaboration with Council for Teacher Education Foundation (CTEF).
Skill Enhancement Programme for Semester IV Students	Alumni members of IQAC Mr Jaskaranjeet & Mr Gurbeer Singh suggested that the college should organize skill enhancement Programme. This could be in collaboration with the alumni association. Students should be given exposure on writing different types of lesson plans, Tips for effective teaching, Developing classroom confidence.

The meeting ended with a formal vote of thanks by IQAC coordinator and appreciated the suggestions and inputs of IQAC members in making the meeting fruitful.

#### SIGNATURE OF MEMBERS:

- Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & Nutrition, PAU, Ludhiana) *S.S. Thind*
- Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar) *H.S. Brar*
- Mr. Jaskaranjeet Singh (Maths teacher in Govt School), *Jaskaranjeet Singh*
- Mr. Gurbeer Singh (Maths teacher in Govt School) *Gurbeer Singh*
- S.Charanjit Singh Gill (Panchayat Member, Local Community), *S. Charanjit Singh Gill*
- Dr Sarbjit Kaur (Associate Professor) *Sarbjit Kaur*
- Dr Rachhpal Singh (Assistant Professor) *Rachhpal Singh*
- Dr Jasleen Kaur (Assistant Professor) *Jasleen Kaur*

*Pargat Singh Garcha*  
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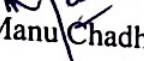
*Manu Chadha*  
Dr Manu Chadha  
IQAC Coordinator

## IQAC MEETING MAY 2021

This is for the information of all concerned that a meeting of IQAC will be held on May 22, 2021 through Zoom online.

The agenda points for the meeting are as follows:

- Faculty Development Programme regarding various aspects of NAAC criteria
- Finishing School Programme for outgoing students
- Vaccination Drive for Faculty
- MSME Courses
- Progress of Paramarsh Team and further Projects
- Webinar Series

  
Dr Manu Chadha  
IQAC Coordinator



## **PLAN OF ACTION OF MAY 2021 MEETING**

The meeting was attended by Principal Dr Pargat Singh Garcha, Member, Managing Committee Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & Nutrition, PAU, Ludhiana) Administrative Officer Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar) Members of the Alumni, Mr. Jaskaranjeet Singh (Maths teacher in Govt School), Mr. Gurbeer Singh (Maths teacher in Govt School) Community Representative S.Charanjit Singh Gill (Panchayat Member, Local Community), Faculty members on May 22, 2021 through Zoom online to discuss the following agenda:

- Faculty Development Programme regarding various aspects of NAAC criteria
- Finishing School Programme for outgoing students
- Vaccination Drive for Faculty
- MSME Courses
- Progress of Paramarsh Team and further Projects
- Webinar Series

### **FACULTY DEVELOPMENT PROGRAMME REGARDING VARIOUS ASPECTS OF NAAC CRITERIA**

Dr Pargat Singh Garcha welcomed the IQAC members. The IQAC Coordinator presented the highlights of the previous quarter and discussed the contribution of steering committee in the mentoring process. Dr Pargat quoted that the team has been facing some issues and needs some orientation, thereby a faculty development programme needs to be conducted. It was decided that FDP can be organized in the month of June-July 2021.

#### **ACTION TAKEN:**

Faculty Development Programme on the theme- "Quality Assessment & Enhancement in Higher Education in the Light of New Frame Work of NAAC" June 22-29, 2021. The FDP was proposed to be organised under PARAMARSH Scheme of UGC in collaboration with five mentee colleges with an aim to present opportunities and challenges in the direction of quality improvement and sustenance in higher education as per the new framework of NAAC

### **FINISHING SCHOOL PROGRAMME FOR OUTGOING STUDENTS**

With the objectives to increase employability skills and overall personality development of M.Ed and B.Ed students of the college, the IQAC proposed to organize Finishing School Programme. It was decided to organize a two week long programme. Various topics suggested were use of e- resources in

teaching and learning, Workshop on CV writing, Portfolio management, Presentation Skills, critical thinking skills, creative skills, problem solving skills, Mock Interview sessions, demonstration of Blackboard Work, experiments with audio-visual material, NEP -2020 etc. The tentative dates decided were June-July,2021.

### **VACCINATION DRIVE FOR FACULTY**

As per directions of DPI as well as keeping in mind the safety of faculty Dr S S Thind Secretary Managing Committee, suggested that the whole faculty should get themselves vaccinated. He appreciated and applauded those who had got themselves vaccinated.

### **MSME COURSES**

Dr Pargat informed the house that the college had applied for MSME courses which have been approved. Various modes of advertisements for admission process like printing of pamphlets, flexes, announcements in village gurudwaras, etc were suggested by the house.

### **PROGRESS OF PARAMARSH TEAM AND FURTHER PROJECTS**

*It was a proud moment for both the Mentor and Mentee institutes when the NAAC awarded A grade to Arya College, Ludhiana in their first cycle of accreditation. Dr. Pargat Singh Garcha, Principal of the Mentor institution and the entire standing committee congratulated the Management, the Principal Dr. Savita Uppal, Ms. Suksham Ahluwalia, Coordinator IQAC and the entire steering committee and staff of Arya College for their commendable results. The mentee institution extended their heartfelt thanks to the mentor college for their support and guidance for the NAAC accreditation.*

- **Meeting Of The Standing Committee In The Campus-** A meeting of the standing committee was held in the office of Principal on March 2,2021 to discuss the future course of action in giving guidance to the mentee colleges. The meeting was chaired by the Accreditation Ambassador Dr. H.S. Brar. A questionnaire of doubts and clarifications in answering certain questions from SSR received from AVJ College, Ludhiana was discussed. An on campus meeting with the Mentee institution was also planned so as to offer advice and suggestions in preparing SSR and other maintenance of records.
- **Mock NAAC Visit –I and II to Arya College, Ludhiana-** A four member team comprising Dr. H.S. Brar, Dr. Pargat Singh Garcha, Dr. Manu Chadha and Mr. Harpal Singh from the Mentor institution visited Arya College, Ludhiana on March 5, 2021. The purpose of the visit was to conduct Mock NAAC in the mentee institution. The team also reviewed the best practices of the college and gave the necessary feedback.



A four member team comprising of Dr. H.S. Brar, Dr. Pargat Singh Garcha, Dr. Manu Chadha and Dr. Jasleen Kaur visited Arya college, Ludhiana on March 13, 2021. This was the second part of the Mock NAAC visit. The team observed the departmental presentations of the mentee college and all the necessary suggestion were given post each presentation. A collective feedback and suggestions for improvement were given at the end of all presentations the efforts of the mentee college were duly appreciated. The team also met the Secretary of the Managing Committee and shared the feedback of the observations during the two day Mock.

- **Visit to Atam Vallabh Jain College, Ludhiana-** A three member team comprising of Dr Pargat Singh Garcha, Dr. Jasleen Kaur and Dr. Rachhpal Singh visited Atam Vallabh Jain College, Ludhiana on March 9, 2021. The visit aimed at a face to face interaction and discussion of doubts with the mentee college. The team had a brief meeting with the Principal and Coordinator of the college and the team was updated with the current status of preparations for NAAC accreditation.
- **Visit to Cordia College Sanghol-** A two member team comprising Dr. S.K Ranu & Dr. Pargat Singh Garcha visited Arya College, Ludhiana on March 20, 2021. The team discussed the process of preparation of SSR of the college.
- **Visit to Innocent Hearts institute of Management and Technology-** A two member committee comprising of Dr. Pargat Singh Garcha (Principal) and Dr Jasleen Kaur visited Innocent Hearts Institute of Management and Technology, Jalandhar on April 9, 2021. During discussion and on campus visit many good practices of the mentee college were identified and highlighted by the team. The team shared its observations with the managing committee that the college had a lot of potential to excel and their work and conduct was in line with requirements of NAAC.
- **Online Paramarsh Meeting with Innocent Hearts institute of Management and Technology-** In the wake of the pandemic, an online discussion session was held with the Innocent Heart Institute of Management and Technology on May 21, 2021. Dr. Pargat Singh Garcha, Principal of the Mentor College discussed the criterion III and Dr Manu Chadha(IQAC Coordinator) discussed Criterion II with steering committee of the mentee institution. Further meetings regarding discussions of other Criteria are to be planned with Innocent Hearts institute of Management and Technology
- **Online Paramarsh Meeting with Cordia College, Sanghol** to discuss the first draft of NAAC SSR is also proposed in the coming weeks.

## WEBINAR SERIES

As part of Webinar series planned earlier it is proposed to organize a Webinar to commemorate the martyrdom of Shri Guru Arjan Dev Ji in June. The lecture series are being organized with the aim so that the sacrifices made by our great martyrs will always be remembered by the generations to come and they must not consider these days mere a public holiday. A similar webinar was organized in March to pay homage to Bhagat Singh.

The meeting ended with a formal vote of thanks and wishing good health to one and all during pandemic.

### Signature of Members:

- Dr. S S Thind, Secretary Managing Committee (Prof, Dept. of Food Science & <sup>Technology</sup> Nutrition, PAU, <sup>Distt.</sup> Ludhiana) *S. S. Thind*
- Dr. H S Brar (Former Principal, GHG Khalsa College of Education, Gurusar Sadhar) *H. S. Brar*
- Mr. Jaskaranjeet Singh (Maths teacher in Govt School), *Jaskaranjeet Singh*
- Mr. Gurbeer Singh (Maths teacher in Govt School) *Gurbeer Singh*
- S. Charanjit Singh Gill (Panchayat Member, Local Community), *S. Charanjit Singh Gill*
- Dr Sarbjit Kaur (Associate Professor) *Sarbjit Kaur*
- Dr Rachhpal Singh (Assistant Professor) *Rachhpal Singh*
- Dr Jasleen Kaur (Assistant Professor) *Jasleen Kaur*

*Pargat Singh Garcha*  
Dr Pargat Singh Garcha  
Principal

*Manu Chadha*  
Dr Manu Chadha  
IQAC Coordinator