



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref No. ....

Dated.....

## GOVERNMENT COLLEGE OF EDUCATION, JALANDHAR

For the session 2020-21, Committee of Internal Quality Assurance Cell has been constituted with the following members:

- 1 Dr. Jaswinder Kaur ( Principal)
- 2 Prof. Manjeet Saini ( In-charge UGC)
- 3 Mrs. Gurvinder Kaur ( Co- Curricular activities)
- 4 Dr. Harvinder Singh (Convener NAAC/IQAC Committee)
- 5 Dr. Meenakshi Bhatia ( In-charge M.Ed./ Convener Skill Dev. Committee)
- 6 Dr. Jagjit Kaur ( In-charge RUSA/ B.Ed./ Convener Skill Dev. Committee)
- 7 Mrs. Priyanka Agnihotri ( In-charge Research Resource Centre)
- 8 Mrs. Harsharan Kaur ( Counselor of the Area)
- 9 Mrs. Sunita Sahota ( Principal, Govt. Girls Senior Secondary School, Jalandhar)
- 10 Ms. Jasmeen Kaur ( President, Literacy and Cultural Society of the College)
- 11 Ms. Manav Sohal ( President NSS Units of the College)

CC:

- 1 A copy to Dr. Jagjit Kaur for uploading on the College Website.
- 2 Convener NAAC/NCTE/IQAC.

IQAC COORDINATOR

(PROF. MANJEET SAINI)

ਸਮਦਿ ਰਾਏ  
Principal  
Govt. College of Education  
Jalandhar

PRINCIPAL

(Dr. JASWINDER KAUR)



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref. No. ....

Dated.....

## NOTICE

**MEMO NO.: 632**

**DATE: 14.09.2020**

It is for the information of all the IQAC members and Heads of teaching Departments that a meeting of IQAC will be held today in the Principal Office today at 2.00 pm. The members are requested to come prepared for the following agenda for discussion:

### AGENDA

1. To discuss the modalities for the conduct of online classes.
2. To make preparations for Online Webinars for up grading and up skilling the faculty members.
3. To encourage faculty members to prepare e-content.
4. To purchase Covid-19 related safety materials.

All the members are requested to come prepared with suggestions for the above mentioned issues and strictly follow the SOP's of Covid-19.

**IQAC COORDINATOR  
(PROF. MANJEET SAINI)**

**Principal  
Govt. College of Education  
Jalandhar**

**PRINCIPAL  
(Dr. JASWINDER KAUR)**



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref. No. ....

Dated.....

## MINUTES OF MEETING

MEMO NO.: 633

DATE: 14.09.2020

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the Principal Dr. Jaswinder Kaur on 14.09.2020 and to discuss the challenges posed by Covid-19 Pandemic to educational Institutions and the issues pertaining to continuation of Teaching-Learning process.

The following issues were discussed in the meeting.

1. Due to strict lock down and curfew restrictions, the meetings will be held through online mode only.
2. The internship activities were scheduled to be held in on-line mode.
3. The faculty members shall hold on-line meetings with students to keep their morale up in the prevailing situations.

The following decisions were taken unanimously by all the faculty members present in the meeting:

1. Keeping in mind, lock down restrictions, staff members shall come on rotation basis to ensure least exposure to any kind of Covid infection.
2. Students are asked to contact their allotted school heads for on-line mode of internship.
3. To keep the students morale up, recordings of on-line lectures will be made available.

A letter to MCJ shall be written for complete sanitation of college premises.

IQAC COORDINATOR  
(PROF. MANJEET SAINI)

Principal  
Govt. College of Education  
Jalandhar

PRINCIPAL  
(Dr. JASWINDER KAUR)



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref. No. ....

Dated.....

## ACTION TAKEN PLAN

| S.No. | Plan of Action  | Action Taken   |
|-------|---|--|
| 1     | To encourage the faculty members to deliver classes via on-line mode                | All the faculty members learnt new apps and started taking classes on Google meet and Zoom |
| 2     | To make preparation for on-line webinars for upgrading and up-skilling the students | Webinars were conducted for upgrading and up-skilling the students                         |
| 3     | To encourage faculty members to prepare e-content.                                  | Committees for e-content development framed by the college.                                |
| 4     | To involve the college class IV employees in sanitation process                     | To create hygienic environment in college  |

IQAC COORDINATOR  
(PROF. MANJEET SAINI)

Principal  
Govt. College of Education  
Jalandhar

PRINCIPAL  
(Dr. JASWINDER KAUR)



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref. No. ....

Dated.....

## NOTICE

**MEMO NO.: 276**

**DATE: 06.03.2021**

It is for the information of all the IQAC members and Heads of teaching Departments that a meeting of IQAC will be held today in the Principal Office today at 12.00 pm. The members are requested to come prepared for the following agenda for discussion:

### AGENDA

- 1 To discuss and conduct co-curricular activities via on-line mode.
  - 2 To discuss the modalities for the conduct of online class tests/examination.
  - 3 To make preparations for Online examination center in the college.
  - 4 To encourage faculty members to diligently participate in examination related activities.
1. All the members are requested to come prepared with suggestions for the above mentioned issues and strictly follow the SOP's of Covid-19.

Dr. Harvinder Singh.

(Convener NAAC/IQAC Committee)

PRINCIPAL



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref. No. ....

Dated.....

## MINUTES OF MEETING

MEMO NO.: 278

DATE: 8.03.2021

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the Officiating Principal Mrs. Gurvinder Kaur on 08.03.2021 and to discuss agenda mentioned in the meeting

The following issues were discussed in the meeting.

- 1 Due to strict lock down, the examination will be held through online mode only.
- 2 The co-curricular activities were scheduled to be held in on-line mode.
- 3 The faculty members shall hold on-line meetings with students regarding sessional work queries.

The following decisions were taken unanimously by all the faculty members present in the meeting:

1. Keeping in mind, lock down restrictions, staff members shall ensure Covid safety measures while performing college duties.
2. Social distancing was maintained. Preparation of co-curricular activities schedule by the faculty members.
3. As per the GNDU guidelines , faculty members are asked to prepare To keep the students morale up, recordings of on-line lectures will be made available.
4. A letter to MCJ shall be written for complete sanitation of college premises.

Dr. Harvinder Singh

(Convener NAAC/IQAC Committee)

PRINCIPAL



# GOVT. COLLEGE OF EDUCATION

**Jalandhar (Punjab) India.**

(Affiliated to G.N.D.U., Amritsar)

RE-ACCREDITED BY NAAC

Ref No. ....

Dated.....

## MINUTES OF MEETING

DATE: 22.06.2021

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the officiating Principal Mrs. Gurvinder Kaur on 22.06.21 and to agenda mentioned in the meeting notice.

The following issues were discussed in the meeting.

1. New guidelines are discussed with faculty members for admission of B.Ed./M.Ed. for the session 2021-2022.
2. The internship schedule was discussed according to SCERT norms and activities were scheduled to be held in on-line mode.
3. The faculty members shall hold on-line meetings with students to keep their morale up in the prevailing situations.

The following decisions were taken unanimously by all the faculty members present in the meeting:

2. Keeping in mind, lock down restrictions, staff members shall come on rotation basis to ensure least exposure to any kind of Covid infection.
3. Students are asked to contact their allotted school heads for on-line mode of internship.
4. To keep the students morale up, recordings of on-line lectures will be made available.
5. A letter to MCJ shall be written for complete sanitation of college premises.

Dr. Harvinder Singh

(Convener NAAC/IQAC Committee)

PRINCIPAL