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GOVT. COLLEGE OF EDUCATION

Jalandhar (Punjab) India.

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

RE-ACCREDITED BY NAAC

Ref. No. 1752 Dated 21-12-21

For the session 2021-22, Committee of Internal Quality Assurance Cell has been constituted with the following members:

1. Mr. Varinder Kumar (Principal)
2. Mrs. Gurvinder Kaur (In-charge Co-Curricular Activities)
3. Dr. Harvinder Singh (Convener NAAC/IQAC Committee)
4. Dr. Meenakshi Bhatia (In-charge M.Ed./ Convener Skill Dev. Committee)
5. Dr. Jagjit Kaur (In-charge RUSA/ B.Ed./ Convener Skill Dev. Committee)
6. Dr. Sukhamjit Kaur (Member NAAC/ IQAC Committee)
7. Ms. Ramanpreet Kaur (In-charge Post Matric Scholarship)
8. Ms. Isha Madaan (In-charge Courses Offered by Jagat Guru Nanak Dev Punjab Open State University)
9. Mr. Rajesh Sharma (In-charge NSS)
10. Mrs. Suman Lata (In-charge College Library)
11. Mr. Navneet Jeed (In-charge RTI)
12. Mrs. Kirandeep Kaur (In-charge Sports Activities)
13. Mrs. Priyanka Agnihotri (In-charge Research Resource Centre & College Alumni)
14. Mrs. Prabhdeep Kaur (In-charge Cultural Activities)
15. Mr. Vinod Ahir (Member, DAPO and Anti-Drug Committee)
16. Mrs. Harsharan Kaur (Councilor of the Area)
17. Mrs. Sunita Sahota (Principal, Govt. Girls Senior Secondary School, Jalandhar)
18. Ms. Kamaljeet Kaur (President, Literacy and Cultural Society of the College)
19. Ms. Nitika Prashar (President NSS Units of the College)

CC:

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

Convener NAAC/NCTE/IQAC

Principal Cum Chairperson IQAC
Government College of education,
Jalandhar

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Ref. No. 1027 Dated 31·12·2021

NOTICE

(1st Meeting)

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 white wash and paint of college campus entire building.
2. Deliberation on replacement of termite affected chugaths with irons ones.
3. Views on replacement and repair of electrical wires, switches and tube lights for the safety of students and staff.
4. Repair and plaster of affected area of the campus such as boundary wall etc.
5. Termite treatment for the affected area of College building.
6. Discussion on academic and Co-curricular activities for the session 2021-2022.

All the members are requested to come prepared with suggestions for the above mentioned issues.

IQAC COORDINATOR
(Dr. Harwinder Singh)

PRINCIPAL
(Sri.Varinder Kumar)

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Ref. No. 1752 Dated 21.12.21.

MINUTES OF MEETING

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the Principal Sri. Varinder Kumar on 31.12.2021 and discuss the agenda mention in the meeting college.

The following issues were discussed in the meeting.

1. White wash of enter college campus and paint on window, door, gate etc. were discuss in the meeting. About expenditure all members suggested to take permission for Head Office and then go ahead.
2. Members suggested that electrical work should be undertaken on priority basis and it involves students and Staff safety. Again ask to take approval from the higher authority with estimate.
3. Members were given go-ahead signal for repair and plaster work as it is essential to maintain heritage building outlook.
4. Member suggested before going to white wash, termite affected doors, windows chaugath should be replaced with iron ones.
5. To control the spread of termite in the Heritage building, committee ask the college authorizes to prepare estimate and complete the work.
6. A healthy discussion was held on the academic activities and co-curricular activities going to be held in the going session. House register and co-curricular activities in charge given free hand while involving staff and students.
7. Committee members ask the Principal to encourage the faculty members towards research activities and arranged resource persons for extension lecture for the students.

H Singh

IQAC COORDINATOR
(Dr.Harvinder Singh)

Varinder

PRINCIPAL
(Mr.Varinder Kumar)

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Ref. No. ..... Dated.....

ACTION TAKEN PLAN

S.No.	Plan of Action	Action Taken
1	For white wash & paints of entire college campus, write to the Head Office for permission, available funds, formation of committee to calculate the total area to be white washed & paint. Prepare estimate and follow government laid procedure for placing order.	Letter written to D.P.I colleges for taking permission for this work. Formational committee involving senior members and staff to do this job. Committee members with non-teaching staff measure the building dimension to calculate the total area for this white wash and paint. On the basis of requirement committee called the Quotations and with minimum rates of firm Darshan kumar, Vijay Kumar Gur Mandi Jalandhar allotted the work with written term and conditions and work will be completed upto 01-08-2022.
2	Action plan for replacing termite affected windows, door, Ventilator, Chuggaths involve formation the committee to identify the termite affected windows, doors etc. Making a list of these with dimensions, calculate the estimate expenditure, then follow the government procedure to select the firm and place the order to complete the job.	There is formation of committee involving teaching and non-teaching members. Committee prepare a list of affected door and windows, chuggaths with dimension to be replaced. On the basis of requirement quotation were called from different firms for the purpose. After preparing a comparative statement order was place to B.B.S Sons 214 Dayal nagar Jalandhar. They completed the job as per the order on dated 16-03-2022.
3	To repair the plasters of various walls of main building the committee will be formed to identify the repairable spots in	Committee arranged a Mason and two laborers, purchased cement, sand, bajri from

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		They completed the job as per the order on dated 16-03-2022.
3	To repair the plasters of various walls of main building the committee will be formed to identify the repairable spots in the college campus.	Committee arranged a Mason and two laborers, purchased cement, sand, bajri from saini cement Enterprises, sant nagar ladowali road, Jalandhar. Payment to the mason and laborers was made D.C rates and material is purchased on quotation basis.
4	To control the spread of termite, termite treatment from recognized firm will be planned. For this proper committee will be formed to identify the affected area for the treatment.	Committee has ask the firm to provide minimum rate for the treatment through quotation and order was placed to PCA PEST CONTROL ASSURANCE Bajwa compex Nakoder road Jalandhar. By the committee. Bill was cleared as per the amount approved by Head Office.
5.	Academic activities and co-curricular activities will be organized as per the calendar for session 2021-22.	Teachers were ask to complete the syllabus as per house and university examination. Co-Curricular activities are organized in the college campus and reports and photographs are kept for record.
6.	All Faculty members are ask to write research papers and attend webinar or seminar for keeping themselves updated.	Library and internet facilities was provided to the staff for writing research papers and to keep themselves updated as per the need of hour.
7.	For the replacement of electrical wire and switches, tube lights, street lights in the campus, a committee was formed to do the job as per the requirements.	Committee finalized the firm with minimum market rates and standard quality products. The firm was ask to replace Fan, switches, tube lights etc. with new ones by the firm SP Electricals Phagwara gate Jalandhar and Payment of 1,22,189 rupees made to the firm as per the bill.

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Ref. No. 453 Dated 06-4-2022

NOTICE

(2nd Meeting)

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 assess the ongoing work of white wash and paint, replacement of termite affected Doors, Windows and Ventilation chuggaths, Electrical work, termite treatment etc.
2. To discuss about the replacement of broken window & door panes or glass.
3. To discuss about the Annual sports meet, Alumni meet celebration & then events in the coming months.
4. To discuss plan for campus beautification.
5. To fix LED running board & glow sign name College name board at the entrance gate.

All the members are requested to come prepared with suggestions for the above mentioned issues.

IQAC COORDINATOR
(Dr. Harwinder Singh)

PRINCIPAL
(Sri. Varinder Kumar)

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Ref. No. 453 Dated 06-4-2022

MINUTES OF MEETING

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the Principal Sri. Varinder Kumar on 06.04.2022 and discuss the agenda mention in the meeting college.

The following issues were discussed in the meeting.

1. Committee members were satisfied with the ongoing work in the college campus. Such as White wash, Paint work, Replacement of Windows, Doors, Ventilation Chuggaths, Electrical work and termite treatment work.
2. For campus good outlook committee passed the agenda for replacing broken windows, Ventilation and doors glasses by adopting government laid procedure.
3. To encourage the students in Co-curricular activities, Annual sports meet and Alumni meet and other important days has be celebrated in the campus.
4. Requirement regarding running LED Board and glow sign college Name Board at the entrance gate was also passed by committee members after having discussion on this. It will enhance the entrance gate out look.

IQAC COORDINATOR
(Dr.Harvinder Singh)

PRINCIPAL
(Mr.Varinder Kumar)

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Ref. No. .....

Dated.....

ACTION TAKEN PLAN

S.No.	Plan of Action	Action Taken
1	To assess the progress of work related with white wash, paint, replacement of doors, windows chuggaths, electrical and termite treatment, a periodically check is planned so that speed and quality of work may be maintained to finish in it on time.	Committee members of all this work ask to check the speed and quality of work on a weekly basis and submit report to the principal in written.
2	By forming committee the windows, Ventilator and doors glasses will be replaced. Committee will prepare a list of broken glasses and complete the job of replacing them by following due procedure.	Committee asked the firm to send the quotations for 3,4,5 mm plain glass with all taxes and expenditure. After preparing comparative Statement, order was placed to the minimum rate firm that is to Bhag Sing & Sons's railway road Jalandhar to replace the broken glasses and payment of 25,730 rupees made to the firm by cheque.
3	Annual sports meet was planned on date 09-03-2021 for the session 2020-2022. Madam Kirandeep Kaur incharge Sports and Physical Education department is ask to select games and formed various committees for this purpose. Similarly 12 March 2022 was fixed to hold Alumni Meet in the college campus. Staff members and non-	College Annual Sports meet is celebrated on dated 09-03-2022. Different committees like Prize purchase committee, Refreshment committee, Discipline committee etc. played a vital role in the success of the sports meet function.

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	teaching staff members are nominated in various committees of Alumni Meet.	Alumni Meet celebrated in the college on 12th March 2022, Banners and presentation on college development work prepared. Refreshment, Lunch was arranged for the old students and guests. Secretary Higher Education Sh. Krishan Kumar also participated in this event.
4	Shop opposite the college entrance gate will be asked to give estimate about the LED running Board (6x1ft) and glow sign college name board (20x3ft) for the entrance gate.	For prepare committee is formed committee placed the order for this on the basis of minimum rate received in the Quotation. Now it is fixed on payment of bill is already made out of funds.

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Ref. No. 900 Dated 30.06.22.

NOTICE

(3rd Meeting)

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 new admission schedule for the session 2022-23 of B.Ed and M.Ed classes.
2. Campus Beautification that is how to make college campus more beautification?
3. University exam related with skill in teaching M.Ed Dissertation Viva-Vace.
4. Repair of Badminton Court and open Gym Euipments.
5. Students participation in the Zonal Youth festival of G.N.D.U. Amritsar.

All the members are requested to come prepared with suggestions for the above mentioned issues.

IQAC COORDINATOR
(Dr. Harwinder Singh)

PRINCIPAL
(Sri.Varinder Kumar)

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Ref. No. .....900.....

Dated.....30.06.22.

MINUTES OF MEETING

A meeting of IQAC members and few faculty members was conducted in the Principal office under the chairmanship of the Principal Sri. Varinder Kumar on 30.06.2022 and discuss the agenda mention in the meeting college.

The following issues were discussed in the meeting.

1. IQAC members discuss the admissions schedule of B.Ed and M.Ed classes for the session 2022-23. All members ask the Principal to prepare duty rotate of teaching and non-teaching staff as per the counseling dates. So that new comers take admission without any humble.
2. Committee members suggested that all teachers concerned with skill in teaching (Discussion) must contact their student group and ask then to prepare for the same. Similarly M.Ed Dissertation students and their guide should meet to same all queries of in students. Committee members ask to Principal sir to give warm welcome and to provide refreshment to external examiner as a gesture.
3. For the mental and physical development of students Principal sir ask to maintain sports facility and open Gym equipment up to date.
4. IQAC members supported the students participation in Zonal Youth Festival of G.N.D.U Amritsar and all ask the Principal to do the needful.
5. Committee members agree with campus beautification agenda proposal. Committee suggested leveling of lawns, Manson work, New plantation, coloring of flower pots and trees must be a part of beautification project.

IQAC COORDINATOR
(Dr.Harvinder Singh)

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Ref. No. ..... Dated.....

ACTION TAKEN PLAN

S.No.	Plan of Action	Action Taken
1	As per the counseling schedule help desk for the students, Formation of various admission related committee, Administration office must gear up to collect fees and funds from the students.	Help desk members answers queries of students. College website is updated with detail mention of counseling dates and admission procedure. Admission committees were formed under the headings like certificate verification committee, scholarship document Verification committee, Final admission committee and Fess collection committee, etc. Few staff members were assigned the work of uploading the data on university portal of admitted candidates.
2	For smooth conduct of discussion viva of skill in teaching and M.Ed dissertation students were advised to reach college on time and come prepare with your topic. Internal examiner were appointed by the Principal to support external. Refreshment committee ask to take care about the hospitality services.	To hold discussion viva for skill in teaching of B.Ed students Home science lab was the venue. While M.Ed students dissertation viva held in computer lab. The external examiner was Dr. Jatiner, Education Department from Punjab university Chandigarh.
3	Repairing of Badminton court and open Gym equipment is planed on priority basis as the new session as started.	Mason working in the college is ask to repair the badminton court with cement and sand, while open Gym equipment is

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		repaired by the authorized mechanic.
4	Music and fine Arts departments ask to select the students and items for the Zonal Youth Festival of G.N.D.U. Incharge also assigns duty to arrange transport and refreshment for the students and for the staff on duty.	Music and Fine Arts department selected 10 items and in these our college in going to participate. Arrange trainer is trained the students on daily basis. Refreshment also given to the students and trainer. To reach the venue that is G.N.D.U campus, transport facility was arrange as per the requirement. All bills pertaining to youth festival were clear from PTA funds. In this Zonal Youth Festival our college got 07 position.
5.	Plan of action for campus beautification is ear marked as ..... • Leveling of lawns and Mason work to develop boundary of flowers beds with bricks. • Developing "Thara" around old trees. • Plantation of ornamental plants and flowering plants. • Fixing of iron angle railing along the sides of lawns. • Coloring of flowers pots and trees available in the college campus.	To do the work related the beautification, campus beautification committee is formed and ask to do the work as per action plan. • Low line areas of lawns were filed with soil to make them plain. • One Manson and two laborer were hired on DC rates to complete brick work in lawns. • A verity of ornamental plants like ashoka, rubber plants, cheel, Madhukamni, etc and flowery plants like Guldodhi, chandni, shoe flower were planted in the campus. • For feet height angle iron is fixed at a fixed interval all along boundary of lawns with chain. • Angle iron and chain is painted with different colors to enhance the beauty of campus. • All flower pots are painted

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