13 June, 2023

#### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

#### Action taken

- ➤ 9<sup>th</sup> International Yoga Day to be celebrated on 21<sup>st</sup> June, 2023. Sports department incharge Dr. Hardeep Kaur Saini was assigned duty of organizing the event.
- ➤ The date for International Anti-Drug Abuse campaign was decided as 26<sup>th</sup> June, 2023 and the students to be motivated to attend the same.

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College of Edicas

Principal

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13 June, 2023

Principal

A meeting of IQAC was held in the Principal's Office on 13-06-2023 at 1:45 pm. The meeting was chaired by Principal Smt. Hartej Kaur.

### Agenda of the meeting

- Discussion regarding celebration of International Yoga Day.
- Decision regarding Resource Person for International Yoga Day celebration.
- Discussion regarding International Anti-Drug Abuse campaign.

Any other relevant matter.

4 July, 2023

A meeting of IQAC was held in the Principal's Office on 04-07-2023 at 12:00 pm. The meeting was chaired by Principal Smt. Charanjit Kaur.

#### Agenda of the meeting

- > Discussion regarding preparation of NAAC report.
- > Any other relevant matter.

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4 July, 2023

### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

### Action taken

> The NAAC Committee members were oriented to prepare the NAAC report as soon as possible.

1 August, 2023

A meeting of IQAC was held in the Principal's Office on 01-08-2023 at The meeting was chaired by Principal Smt. Charanjit Kaur.

#### Agenda of the meeting

- ➤ Discussion regarding the celebration of Meri Mati, Mera Desh under 'Azadi Ka Amrit Mahotsav' by NSS, Red Ribbon club, Youth Club and Ek Bharat Sreshth Bharat.
- > IIQA to be completed & submitted.
- > Celebration of 76<sup>th</sup> Independence Day.
- > Allotment of Schools for Teaching Practice.
- > Admission Committee to be constituted.
- > SVEEP activities to be conducted.
- > Any other relevant matter.

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1 August, 2023

#### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

#### Action taken

- ➤ The NSS, Red Ribbon club, Youth Club and Ek Bharat Sreshth Bharat Committee members were given directions to conduct various activities to celebrate Meri Mati, Mera Desh.
- > NAAC Committee members were directed to submit IIQA.
- > Independence Day to be celebrated with fervor and zeal in the College.
- > Teaching Practice incharges to take further action for smooth conduct of Teaching Practice.
- > The admission committee was constituted for smooth functioning of admission process.
- > SVEEP incharge to involve students to carry out activities.

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2<sup>nd</sup> September, 2023

A meeting of IQAC was held in the Principal's Office on 02-09-2023 at 1:.00 ρ·m· The meeting was chaired by Principal Smt. Charanjit Kaur.

### Agenda of the meeting

- > Finalization of date for students induction programme for newly admitted
- > NAAC Committee members were directed to submit SSR.
- > Day celebrations by different committees to be conducted.
- Morning Assembly to be conducted and its theme to be finalized.
- > Finalization of a seminar to be organized under Career Counselling in Government Colleges of Punjab.
- > Swachhata Camp to be organized in the College.

> Any other relevant matter.

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2 September, 2023

### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

### Action taken

- > The date for students induction programme for newly admitted students was decided to be 11th September, 2023.
- > The SSR to be submitted before the stipulated date.
- ➤ Morning Assembly theme would be EMPATHY.
- > Hindi diwas, World Ozone day to be celebrated.
- > Seminar to be organized under Career Counselling in Government Colleges of
- > Swachhata Camp to be organized in the College by Swachhata Club/ Eco cherjit k. Club/ NSS.

7<sup>th</sup> October, 2023

A meeting of IQAC was held in the Principal's Office on 07-10-2023 at 12:00 p.m. The meeting was chaired by Principal Smt. Charanjit Kaur.

#### Agenda of the meeting

- Advocacy meeting by Red Ribbon Clubs date to be finalized.
- > Morning Assembly to be conducted and its theme to be finalized.
- ➤ Workshops / Extension Lectures to be organized under Vocationalisation and Skill Orientation Programme.
- Workshop related to Research for M.Ed. students to be organized.
- > SVEEP and Buddy activities to be conducted in the College.

> Any other relevant matter.

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7th October, 2023

#### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

#### Action taken

- ➤ The date for students induction programme for newly admitted students was decided to be 9<sup>th</sup> October, 2023.
- > Morning Assembly theme was finalized to be Never Stop Learning.
- > Two day Workshop to be organized under Vocationalisation and Skill Orientation Programme and Committee was constituted and guidelines provided in this direction.
- Five day Workshop for M.Ed. students on the theme Research Methodology and Data Analysis as per guidelines by Higher Education Department Punjab under scheme for Career Counselling in Government Colleges of Punjab to be organized from 11<sup>th</sup> October, 2023.
  - > SVEEP and Buddy activities to be conducted by the respective incharges.

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30th October, 2023

A meeting of IQAC was held in the Principal's Office on 30-10-2023 at 1:00 pm. The meeting was chaired by Principal Smt. Charanjit Kaur.

### Agenda of the meeting

➤ To establish SVEEP Cell in the College as per directions of Hon'ble Chief Electoral Officer Punjab.

Discussion regarding Zonal Youth Festival at Punjab College of Education,

Bahadurgarh, Patiala.

Discussion regarding Inter Zonal Youth Festival at Punjabi University, Patiala.

> Any other relevant matter.

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30 October, 2023

### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

#### Action taken

- ➤ A SVEEP Cell for carrying out various awareness activities will be established in the College as per the instructions to the Nodal Officer SVEEP, Mr. Rupinder Singh (Librarian).
- The Youth Coordinator and members of the cultural committee of the College to motivate and guide the college students for participation in the forthcoming Zonal Youth Festival from 3<sup>rd</sup> November, 2023 to 6<sup>th</sup> November, 2023 in various activities as provided in their brochure.
- ➤ The plan for participation of students in Inter Zonal Youth Festival to be held at Punjabi University, Patiala from 21<sup>st</sup> November, 2023 to 24<sup>th</sup> November, 2023.
- ➤ Buddy programme activities regarding awareness about Drug abuse to be carried out in the College Campus.

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23rd December, 2023

A meeting of IQAC was held in the Principal's Office on 23-12-2023 at 2:45 p.m. The meeting was chaired by Principal Smt. Charanjit Kaur.

### Agenda of the meeting

- > To establish and register IIC (Institution's Innovation Council) in the College as per the directions by Ministry of Education Innovation Cell.
- > To conduct seven day NSS Camp in the College.
- > To celebrate National Youth day in the College.
- > Alumni Meet date to be fixed and plan to be prepared by the Alumni Council
- > Various activities to be carried out for the grant received under the Scheme for Career Counselling in Govt. Colleges of Punjab.
- > Various activities to be carried out for the grant received under the Vocationalisation and Skill Orientation programme.

> Any other relevant matter.

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23rd December, 2023

### Minutes of the Meeting

The minutes of the meeting were read followed by the unanimous approval by the house.

#### Action Taken

- Instructions regarding establishment of Institution's Innovation Council (IIC) were given.
- NSS coordinators to ensure Seven day NSS camp to be carried out with enriching experiences for the students.
- National youth day to be celebrated on 12<sup>th</sup> January on the theme: HIV in 2024.
- Alumni meet date finalized as 27<sup>th</sup> January, 2024
- The decision about grant of Rs. 3,00,000/- under the Scheme for Career Counselling in Govt. Colleges of Punjab to be spent on the activities for the students related to the instructions provided by the Govt. of Punjab.
- Discussion with the committee of Scheme for Career Counselling in Govt. Colleges of Punjab was held. The decision about use of grant of Rs. 3,00,000/- under the Scheme for Career Counselling in Govt. Colleges of Punjab on the activities for the students related to the instructions provided by the Govt. of Punjab was taken.
- Discussion with the committee of Scheme for Vocationalization and Skill Orientation Programme was held. The decision about use of grant of Rs. 2,53,000/- under the Scheme for Career Counselling in Govt. Colleges of Punjab on the activities for the students related to the instructions provided by the Govt. of Punjab was taken.

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6<sup>th</sup> March, 2024

An IQAC meeting was held in the Principal's Office on 06.03.2024 at 1:00 p.m. The meeting was chaired by Principal Dr. Jaspreet Kaur.

#### Agenda of the Meeting

- To finalize the date of Annual Sports Meet.
- To conduct various activities by the clubs / cells of the college for day celebrations to impart enriching experiences to the students.
- To carry out Big FM Patiala run under green initiative.
- To organize awareness / extension lecture regarding protection against sexual harassment of women at work place.
- Any other relevant matter.

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PATIALA

6<sup>th</sup> March, 2024

#### **Minutes of the Meeting**

The minutes of the meeting were read followed by the unanimous approval by the house.

#### **Action Taken**

- The date of Annual Sports Meet was decided to be held on 18<sup>th</sup> March 2024. Dr. Hardeep Kaur Saini, Sports incharge to follow up to organize the sports meet.
- NSS department of the college to enlist our students to participate in big FM Patiala run under **green initiative** to be held on March 17<sup>th</sup>, 2024.
- ➤ It was decided that SVEEP Incharge, Mr. Rupinder Singh (Librarian) and his committee will conduct various camps, awareness activities alongwith the students as per the instructions by the electoral department.
- ➤ Decision was taken to involve the students by the incharges of the Clubs / Cells of the college to celebrate upcoming day celebrations and morning assembly.
- ➤ DAPO Incharge to organize an awareness programme on 'Drug Free World' on March 22<sup>nd</sup>, 2024.

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