

**G.H.G.Harparkash College of Education for Women,  
Sidhwan Khurd, Ludhiana**

**IQAC MEETING**

**10<sup>th</sup> July, 2020**

**PROGRAMME SCHEDULE**

**Timings 10.00am to 12.30**

- Welcome Address by Principal Dr. Amandeep Kaur
- Agenda Presenter – Dr. Seema Chopra

**AGENDA Point -II Teaching Learning & Evaluation**

- Conducting online Theory and Practical exams of B.Ed and M.Ed and PG Diploma in Guidance and Counselling

**AGENDA Point-III Research & Outreach Activities**

- Organizing National Level Workshop for the staff of Mentee institution on NAAC Assessment and Accreditation

**AGENDA Point -V Student Support & Progression**

- To celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji..
- To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.
- Observing Founder's Day of Sidhwan Institutes

**AGENDA Point -VI Governance, Leadership and Management**

- To Organize Faculty Development Programme for college teachers on NAAC Assessment and Accreditation.
- Conducting B.Ed admission during COVID-19 through online mode

**AGENDA Point -VII Institutional values and Best Practices**

- Working on UGC Quality Mandate- PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation.

**Principal**

**IQAC Coordinator**

**C.H.G. Harparkash College of Education for Women**  
Sidhwan Khurd, Ludhiana

**IQAC MEETING 10<sup>th</sup> July, 2020**

**AGENDA (IQAC 10<sup>th</sup> July, 2020).**

**Criterion -II Teaching Learning & Evaluation**

1. Conducting online Theory and Practical exams of B.Ed and M.Ed and PG Diploma in Guidance and Counselling

**Criterion -III Research & Outreach Activities**

2. Organizing National Level Workshop for the staff of Mentee institution on NAAC Assessment and Accreditation

**Criterion -V Student Support & Progression**

3. To celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji..
4. To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.
5. Observing Founder's Day of Sidhwan Institutes

**Criterion -VI Governance, Leadership and Management**

6. To Organize Faculty Development Programme for college teachers on NAAC Assessment and Accreditation.
7. Conducting B.Ed admission during COVID-19 through online mode

**Criterion -VII Institutional values and Best Practices**

8. Working on UGC Quality Mandate- PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation.

  
Principal

  
IQAC Coordinator

**GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN**  
**Sidhwan Khurd (Ludhiana)**

**Resolution of 10<sup>th</sup> July, 2020**

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on**  
**10.7.2020 at 10.00 AM**

**Members Present:**

Dr. Amandeep Kaur, Chairperson, IQAC (Principal G.H.G Harparkash College of  
Education for Women)

Dr. Seema Chopra, Coordinator

Dr. Kiran Duggal and Mrs. Pushpinder Kaur, Administrative officer

Dr. Hardip Singh Sur, Manager SGHGU Hari Trust, Sidhwan Khurd

**Faculty Members Present**

Dr. Manjeet Kaur

Dr. Sarvjeet Kaur

Dr. Shally

Dr. Gurwinder Singh

Dr. Jagminder Kaur

Dr. Jaspreet Kaur

Dr. Ajay Kumar

**Technical Staff:**

Mrs. Manpreet Kaur

Mrs. Harmeet Kaur

**External Expert**

Prof. Mohammad Rafi

Dr. Khushwinder Kumar

**Community Representatives**

Er. Sanjeev Sood

Dr. Purshotam

**Employers**

Dr. Puneet Sohi

Mr. Pawan Sood

### **Alumni Representatives**

Mrs. Bhupinder Kaur (Principal)

Mrs. Jatinder Kaur (Principal)

### **Students Representatives**

Ms. Avneesh Kaur

Ms. Ramandeep Kaur

Dr. Amandeep Kaur, Principal, GHG Harparkash College of Education for Women, Sidhwan Khurd welcomed the invitees. Dr. Seema Chopra, IQAC Coordinator welcomed the members to the meeting once again and presented Action taken Report.

### **AGENDA POINTS :**

#### **Criterion -II Teaching Learning & Evaluation**

- 1. Agenda Point:- Conducting online Theory and Practical exams of B.Ed and M.Ed and PG Diploma in Guidance and Counseling.**

#### **IQAC Resolved:**

- The College should make necessary arrangements and provide guidelines to students and staff for the smooth conduct of online theory and practical exams of B.Ed, M.Ed and PG Diploma in Guidance and Counseling.

#### **Criterion -III Research & Outreach Activities**

- 2. Agenda Point:- Organizing National Level Workshop for the staff of Mentee institution on NAAC Assessment and Accreditation**

#### **IQAC Resolved:**

- It was suggested to organize online National level Seven Day Faculty Development Programme for college teachers on NAAC Assessment and Accreditation to make them fully aware about each criterion. The teachers from other institutions all over India will participate

#### **Criterion -V Student Support & Progression**

3. **Agenda Point:-** To celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji.

**IQAC Resolved:**

- College should organized webinar and different competitions with theme “Sri Guru Teg Bahadur Ji” to mark his 400<sup>th</sup> Birth Anniversary.

4. **Agenda Point:-**To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.

**IQAC Resolved**

A Webinar is to be conducted to commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.

5. **Agenda Point:-**Observing Founder’s Day of Sidhwan Institutes

**IQAC Resolved:**

- Founder’s Day of Sidhwan Institutions will be observed offline/online keeping in view the COVID-19 situation in the Month of October.

**Criterion -VI Governance, Leadership and Management**

6. **Agenda Point:-**To Organize Faculty Development Programme for college teachers on NAAC Assessment and Accreditation.

**IQAC Resolved:**

- .It was suggested that college should organized faculty development program for the staff on NAAC Assessment and Accreditation process and parameters.

7. **Agenda Point:-**Conducting B.Ed admission during COVID-19 through online mode.

**IQAC Resolved:**

- It was suggested to guide students about online process of B.Ed Admission during COVID-19 and to open helpdesk for admission.

**Criterion -VII Institutional values and Best Practices .**

8. **Agenda Point:-**Working on UGC Quality Mandate- PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation.

**IQAC Resolved:**

- A meeting of Principals and Coordinators of Mentee Institutions should be conducted offline/online as per COVID-19 instructions to monitor their work and to guide them further.

  
**IQAC Coordinator**

  
**Principal**  
**IQAC Chairperson**

## Duties to accomplish Program of Action of IQAC Meeting 10 July, 2020.

Sr. No.	Agenda/ Resolve	Teacher Incharge
1	<b>Criterion 2:</b> <ul style="list-style-type: none"> <li>• Conducting Online Theory and Practical exam of B.Ed and M.Ed and PG Diploma in Guidance and Counselling</li> </ul>	Dr. Kiran Duggal Dr. Gurwinder Singh Dr. Sarvjeet Kaur Dr. Jagminder Kaur Dr. Jaspreet Kaur Mrs. Harjeet Kaur (Practical Exams)
2	<b>Criterion 3:</b> Organizing National Level Workshop for the staff of Mentee institution on NAAC Assessment and Accreditation	Criterion Wise teachers
3	<b>Criterion 5</b> To celebrate 400 <sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji.	<b>Webinar</b> Dr. Gurwinder Singh Mrs. Manpreet Kaur <b>Quiz</b> Dr Jagminder Kaur Dr. Jaspreet Kaur <b>Poem Recitation</b> Dr. Kiran Dr. Saravjeet Kaur <b>Webinar</b> Dr. Seema Chopra Dr. Ajay Kumar <b>PPT Presentation</b> Dr. Manjit Kaur Dr. Shally
4	To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.	Dr. Gurwinder Singh Dr. Jagminder Kaur
5	Observing Founder's Day of Sidhwan Institutes	Gurudwara Committee
6	<b>Criterion 6:</b> To Organize Faculty Development Programme for college teachers on NAAC Assessment and Accreditation	Criterion Wise Teachers
7	Conducting B.Ed admission during COVID-19 through online mode	Admission Committee
8	<b>Criterion 7:</b> Working on UGC Quality Mandate-PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation.	Project Team

  
IQAC Coordinator

  
Principal  
IQAC Chairperson

# **GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN**

**Sidhwan Khurd (Ludhiana)**

## **ACTION TAKEN REPORT**

**of**

**Internal Quality Assurance Cell (IQAC) meeting held on 10.07.2020**

### **Criterion 2 Teaching Learning & Evaluation**

#### **Agenda Point:**

- **Conducting Online Theory and Practical exam of B.Ed and M.Ed and PG Diploma in Guidance and Counselling**

#### **Action taken**

1. Online Practical Exams of B.Ed 2<sup>nd</sup> and 4<sup>th</sup> sem and M.Ed 2<sup>nd</sup> and 4<sup>th</sup> sem were conducted by College teachers in the month of August.
2. Online Practical Exams of B.Ed 4<sup>th</sup> sem were conducted by teacher incharges from 14<sup>th</sup> to 16<sup>th</sup> September 2020
3. Demonstration was given to students about how to make pdf of Answer sheets through laptop and mobile and how to send email
4. Path Sri Sukhmani Sahib Ji was recited by Staff and Students to pray for students success in final examination. Students participated through online mode on 15<sup>th</sup> September, 2020.
5. Punjab University Online Theory Examination of B.Ed , M.Ed and PG Diploma were conducted from 17<sup>th</sup> September to 1<sup>st</sup> October 2020

### **Criterion 3: Research and Outreach Activities**

#### **Agenda Point:**

#### **Organizing National Level Workshop for the staff of Mentee institution**

#### **Action Taken**

6. National level Workshop on NAAC Accreditation Process and Parameters (Under UGC PARAMARSH Scheme) was organized by Internal Quality Assurance cell of the college from 12<sup>th</sup> September to 19<sup>th</sup> September, 2020.

### **Criterion 5: Student Support & Progression**

#### **Agenda Point:**

- **To celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji.**
- **To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh.**



- **Observing Founder's Day of Sidhwan Institutes**

#### **Action taken**

7. Our college organized National Webinar to celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji under the Patronage of department of Higher Education, Punjab in collaboration with Department of Youth Welfare, Chandigarh on 14<sup>th</sup> and 15<sup>th</sup> July 2020.
8. Online Inter college Quiz was conducted to Commemorate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji on 28<sup>th</sup> July 2020.
9. Online Inter college Poem Recitation Competition was organized by college to Commemorate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji on 28<sup>th</sup> July 2020.
10. One Day National Webinar to celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji was organized by the college. Professor Sarabjeet Singh, Director University, Counselling and Placement cell, Punjab Agriculture University, Ludhiana was the resource person.
11. Shabad Vichar State Level Competition to Celebrate 400<sup>th</sup> Birth Anniversary of Sri Guru Teg Bahadur Ji was organised in the college on 26<sup>th</sup> August 2020.
12. Inter National Webinar to commemorate 113<sup>th</sup> birth anniversary of Shaheed-E-Azam S. Bhagat Singh was organized on 30<sup>th</sup> September, 2020.
13. Founders Day was observed to commemorate revered founders of Sidhwan Institution on 21<sup>st</sup> October, 2020 in college.

#### **Criterion 6: Governance, Leadership and Management**

##### **Agenda Point:**

- **To Organize Faculty Development Programme for Mentee Institutions for college teachers on NAAC Assessment and Accreditation.**
- **Conducting B.Ed admission during COVID-19 through online mode**

#### **Action taken**

14. College level one week Faculty Development Programme on NAAC Accreditation process and parameters was organized from 19<sup>th</sup> to 27<sup>th</sup> August 2020. Faculty members discussed process of Accreditation.
15. The portal for joint B.Ed admission (Punjab) 2020 was opened for colleges to fill mandatory proforma and documents from 22<sup>nd</sup> September, 2020.

16. Online Application form and counselling schedule for B.Ed admission was uploaded on the website of Punjabi University, Patiala on 15<sup>th</sup> October, 2020.
17. Online registration for B.Ed was started by Punjabi University, Patiala on 21<sup>st</sup> October, 2020.
18. College has its own Help desk for conducting admission and for handling the queries of student telephonically.

**Criterion 7: Institutional value and Best Practices**

**Agenda Point:**

- **Working on UGC Quality Mandate- PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation.**

**Action Taken**

- 19 UGC PARAMARSH team of the college organized a meeting with Principals and Coordinators of mentee institution on NAAC accreditation process in the college on 12<sup>th</sup> October, 2020.

  
**IQAC Coordinator**

  
**Principal**  
**IQAC Chairperson**