



Session 2019-20

IQAC Meeting-1

Date:- 22/07/2019

A meeting of IQAC was held in the office of college director on 22/07/2019.

Members Present:

- Prof Gurcharan Singh (College Director & Chairperson IQAC)
- Mrs. Sumedha Syal (Coordinator IQAC)
- Mr. Balwinder Singh (Member IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Ms. Sarabjote Bedi (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)

AGENDA:

1. Preparation and display of schedule of work.
2. Use of modern methods of teaching.
3. Co-curricular activities.
4. Assignment and minor projects.
5. Updating of labs.
6. Science fiesta.
7. To update knowledge of teachers.
8. To encourage participation of students in extracurricular activities.

The agenda was discussed as given below.

Agenda 1:

Preparation and display of schedule of work.

All the teachers will prepare schedule of work and follow it during the session for timely completion of syllabus. It will also be provided to the students so that they come prepared accordingly.

Agenda 2:

Use of modern methods of teaching

Teachers will be asked to use modern methods for teaching and learning for better understanding of the students.

Agenda 3:

Co-curricular activities

Every department will organize seminar/extension lecture to enrich the knowledge of students and to provide opportunity to students to meet the renowned scientists.

Agenda 4:

Assignment and minor projects

To develop the analytical abilities and research aptitude, the students will be given seminar, projects and assignments.

Agenda 5:

Updating of labs

Instruments and chemicals will be purchased out of the RUSA and Star college grants to provide better practical knowledge to the students.

Agenda 6:

Science fiesta

To organize inter school/inter college competitions during science fiesta and invite all the nearby school and colleges in this.

Agenda 7:

To update knowledge of teachers

To encourage the teachers to participate in seminars and workshop to update their knowledge

Agenda 8:

To encourage participation of students in extracurricular activities

To encourage and motivate the students to participate in different competition and zonal level youth festival.

The meeting concluded with optimistic note from the members of staff to whole heartedly co-operate

Action Taken Report:

- The Heads ensured that the schedule of work is ready well in time and students are informed about it.
- The teachers ensured that modern methods of teaching are used.
- The heads coordinated with each other and organized extension lectures and workshops.
- RUSA and star college Grant were utilized in stipulated time.
- The teachers and students were encouraged to participate in seminars, conferences and workshops.

Amal Kumar Singh
Director
S. Govt. College of Science
Education & Research, Jagraon

Sumedha Syal
I.Q.A.C. Coordinator
S. Govt. College of Science
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IQAC Meeting-2

Date:- 28/01/2020

A meeting of IQAC/NAAC committee was held in the office of the college director on 28/01/2020 to discuss about the arrangements of seminar on 'Water Resources: Challenges and Strategy' to be held on 25/02/2020.

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Balwinder Singh (Member IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Ms. Sarabjote Bedi (Member IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)

AGENDA:

1. Arrangement of seminar on water management.
2. Duties of student council.
3. Timely completion of syllabus.

The agenda was discussed as given below.

Agenda 1:

Arrangement of seminar on water management.

- The invitations should be sent to the resource persons, chief guest and local schools and colleges.
- The resource persons, key note speaker and guest of honor will be honoured with mementos.
- The committees were formed in the meeting for the proper organization of the program.

Agenda 2:

Duties of student council.

Members of student council will be fully involved in the seminar and duties will be assigned to them which they need to carry out with full responsibility.

Agenda 3:

Timely completion of syllabus.

Teachers will ensure that syllabus is completed well in time according to the schedule of work.

Action Taken Report:

1. Prof. Nirmal Singh ensured that the invitations are sent to dignitaries well in time.
2. The heads kept in touch with the respective teachers regarding timely syllabus completion.
3. Dr. Karmdeep Kaur assigned duties to student council and guided them.

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IQAC Meeting-3

Date:- 27-2-2020

A meeting of IQAC/NAAC committee was held in the office of the college director on 27-2-2020.

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Balwinder Singh (Member IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Ms. Sarabjote Bedi (Member IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)

AGENDA:

1. To update college website.
2. Annual athletic meet

Agenda 1:

To update college website.

Mrs. Sumedha Syal, convener IQAC asked all the heads of departments to update the college website as per their allotted duties. Mrs. Sumedha Syal told the faculty members that college website is the first impression of the college so it should be updated regularly to provide all the required information to the students. She assigned the duty to Mr. Jatinder Singh and Mrs. Sarabdeep Kaur Sidhu to update the college website..

Agenda 2:

Annual athletic meet.

Prof. Nirmal Singh, In-charge, sports activities discussed about the arrangements of annual athletic meet. The dates of sports meet were also finalized as 12th and 13th March, 2020. The matter of invitation cards and chief guest was also discussed in the meeting..

Action Taken Report:

- Mr. Jatinder Singh and Mrs. Sarbdeep Kaur Sidhu ensured that the website is updated soon.
- Prof. Nirmal Singh contacted the chief guest of sports meet and sent the invitation.

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