



Session 2020-21

IQAC Meeting-1

Date:- 20/08/2020

A meeting of IQAC was held in the office of college director on 20/08/2020

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Coordinator IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Mrs. Sarabjote Bedi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)
- Ms. Ameet Rana (Member IQAC)
- Ms. Hardeep Kaur (Member IQAC)

AGENDA:

- To provide training to teachers regarding online teaching tools.
- To provide quality Education in covid time.

The agenda was discussed as given below.

Agenda 1:

To provide training to teachers regarding online teaching tools.

A meeting was held in the office of the college director on 20.08.2020 to organize F.D.P on the theme "Online Teaching Learning tools & Data Management" in association with Master soft ERP solutions. In the covid-19 situation, it has become necessary to know about the teaching learning tools so that teaching & learning goes on unaffected. It will be mandatory for the teachers to attend it and they will also be given certificates of this F.D.P. It was decided that Prof. Jatinder Singh will coordinate with the team of ERP Mastersoft Solutions to organize this F.D.P. The date of F.D.P was decided as 5 September, 2020.

Agenda 2:

To provide quality Education in covid time.

All the members agreed that online platform should be used for teaching and learning till students come to college. The teachers should understand the situation of students and cooperate in every possible way.

Action Taken Report:

- Prof. Jatinder Singh made all the necessary arrangements and faculty development program will be conducted on teachers' day.
- All the members made all the possible efforts to provide quality education to students.

Sumedha Syal
Director
S. Govt. College of Science
Education & Research, Jagraon

Nidhi
I.Q.A.C. Coordinator
S. Govt. College of Science
Education & Research, Jagraon

IQAC Meeting-2

A meeting of IQAC/NAAC committee was held in the office of the college director on
10/11/2020 **Date:- 10/11/2020**

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Coordinator IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Mrs. Sarabjote Bedi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)
- Ms. Ameet Rana (Member IQAC)
- Ms. Hardeep Kaur (Member IQAC)

AGENDA:

1. To know the status of syllabus.
2. Online platforms and requirements.
3. National Education day.

The agenda was discussed as given below.

Agenda 1:

To know the status of syllabus.

All the members ensured that syllabus is being done successfully through online platform. The members felt that in case some student has network issue during the class time, the teachers should make a video and send it.

Agenda 2:

Online platforms and requirements

The requirements for online teaching tools were discussed at length. All the requirements will be fulfilled on priority basis.

Agenda 3:

National Education day.

All the members felt that it should be celebrated to emphasize the need of education in today's modern world. It was decided that IQAC & department of chemistry will organize various competitions to celebrate National Education Day on 15/11/2020.

It was unanimously decided that a speech competition will be held online on the topic "Importance of Education in Life"

Action Taken Report:

- The syllabus should be completed in December and online problem solving methods should be adopted.
- The network and other facilities will be available
- Mrs. Nidhi and Miss Ameet Rana will make the necessary arrangements for celebrating National Education day.

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IQAC Meeting-3

Date:- 15/12/2020

A meeting of IQAC/NAAC committee was held in the office of the college director on 15/12/2020

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Coordinator IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Mrs. Sarbjote Bedi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)
- Ms. Ameet Rana (Member IQAC)
- Ms. Hardeep Kaur (Member IQAC)

AGENDA:

- 1. To purchase some online platform.
- 2. Repair of virtual classroom.
- 3. To provide better network connection.
- 4. Repair of college boundary wall.
- 5. College website.
- 6. National Education Policy

Agenda 1:

To purchase some online platform.

Members discussed about buying some online platform like Zoom, Google Meet etc. to conduct various departmental online programs.

Agenda 2:

Repair of virtual classroom

As it's the need of the hour, repair work of virtual class room to bring it in working condition was required. Prof. Nirmal Singh took the responsibility to do the needful.

Agenda 3:

To provide better network connection.

All wanted that wiring should be done for providing better network to all departments for online classes & programs.

Agenda 4:

Repair of college boundary wall.

Repair of boundary wall is of utmost importance for safety of the college and the staff. Prof. Jatinder Singh was assigned the task to oversee the work.

Agenda 5:

College website.

College website should be properly maintained. So, all agreed that quotations should be called for the upkeep and maintenance of the college website.

Agenda 6:

Sumedha Syal



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National Education Policy

A webinar was to be organised on National Education Policy as per the directions of higher education department. Mrs. Nidhi was assigned the task to make the required arrangements.

Action Taken Report:

- Prof. Nirmal Singh consulted different agencies and compared rates of online platforms according to our requirements.
- The agency which installed the equipment for the setting-up of the virtual classroom will have to be consulted.
- Proper wiring should be done to provide good quality network to all the departments.
- Boundary wall was repaired by utilising funds out of the available grants.
- Some local person was considered for updating of college website.


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IQAC Meeting-4

A meeting of IQAC/NAAC committee was held in the office of the college director on 11/01/2021.

Date:- 11/01/2021

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Coordinator IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Mrs. Sarabjote Bedi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)
- Ms. Ameet Rana (Member IQAC)
- Ms. Hardeep Kaur (Member IQAC)

AGENDA:

1. To organize Faculty Development Program on available online e-resources.
2. Republic Day celebration.

Agenda 1:

To organize Faculty Development Program on available Online e-resources

All felt the need for organizing a faculty department program on available e-resources. It was decided that Mr. Jatinder Singh from Botany Department will address the faculty and enlighten about the various available e-resources for the benefit of faculty & students. He told that he can discuss about the e-pathshala, N-list, NDL, virtual labs, spoken tutorials, Awaysans, five books. The members agreed to his proposal.

Agenda 2:

Republic Day celebration

It is customary as well as our duty to celebrate Republic day in the college. So, all the staff members will join the celebration to mark Republic day in the college.

Action Taken Report:

- Prof. Jatinder Singh conducted the FDP and enlightened the faculty.
- Flag hoisting ceremony was performed to mark Republic day. Mr. Narinder Singh, Office superintendent, will make the necessary arrangements.

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IQAC Meeting-5

Date:- 05/02/2021

A meeting of IQAC/NAAC committee was held in the office of the college director on 05/02/2021.

Members Present:

- Mrs. Sumedha Syal (Chairperson IQAC)
- Mr. Nirmal Singh (Member IQAC)
- Mrs. Nidhi (Coordinator IQAC)
- Mrs. Sarbdeep Kaur Sidhu (Member IQAC)
- Mrs. Sarabjote Bedi (Member IQAC)
- Mr. Jatinder Singh (Member IQAC)
- Mr. Parminder Singh (Member IQAC)
- Dr. (Mrs.) Karamdeep Kaur (Member IQAC)
- Ms. Ameet Rana (Member IQAC)
- Ms. Hardeep Kaur (Member IQAC)

AGENDA:

Conducting Online Examination.

A meeting was held in the office of the undersigned to discuss about conduct of online examination of various classes. It was decided that students will send the PDF of answer sheet on the given mail and print out of pdf will be taken by the teachers. Mrs. Sarbdeep Kaur Sidhu will prepare a date wise duty list as per the date sheet to streamline the examination process. Students will send the PDF within the stipulated time as per the university guidelines. The collected answer sheets after download & printout will be submitted in the office.

Action Taken Report:

- Mr. Sumit Soni and Mrs. Sarbdeep Kaur Sidhu made the necessary arrangements for conduct of the online examination.
- The teachers submitted the downloaded answer sheets to Mr. Narinder Singh.
- The Heads of various departments ensured evaluation of answer sheets within the stipulated time.


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