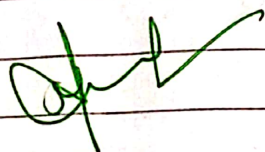


Date - 22 June, 2023

* Celebration of Achievements at P.U.
Results of Sem I (2022-24)

Dr. Monika Dua applauded the efforts of faculty for their hardwork and dedication to bring outstanding results by ^{securing} positions in University merit list of Sem I Batch (2022-24). She congratulated everyone and inspired them for their untiring efforts in all the future endeavours too. Results of the students has been tabulated below:

<u>Name of Student</u>	<u>% age</u>	<u>Positions</u>
1. Ms. Nishika Sharan	87.55%	VI in University I in college
2. Ms. Kajal & Ms. Pooja Mehta	87.11%	VIII in University II in College
3. Mr. Anirudh Batra & Mr. Shivam	86.44%	III in College




Date – July 05, 2023

AGENDA - ORGANIZED B.ED. ENTRANCE TEST COACHING

IQAC of the College planned to organize coaching for the new entrants to prepare for Common Entrance Test for B.Ed. admission from July 10-24, 2023. Dr. Monika Dua guided the faculty to use multimedia to prepare the aspirants for entrance test to be held on July 30, 2023 by Guru Nanak Dev University, Amritsar.

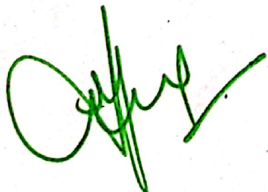
- Faculty was inspired by the Principal to use multimedia while taking these classes.
- Date of upcoming Common Entrance Test i.e. July 30, 2023 was also communicated to the faculty and it was also informed that GNDU Amritsar will conduct the exam.



Date – July 20, 2023

**AGENDA – ORGANIZATION OF ONLINE TEACHER ELIGIBILITY
TEST COACHING**

Under the stewardship of Principal Dr. Monika Dua College planned to organize TET Coaching for the learners who wish to qualify upcoming CTET Exam to be conducted by CBSE on Aug. 20, 2023. Special online evening classes will be organised from July 27, 2023 to be continued till Aug. 19, 2023. Learners will be taught by the expert faculty with the help of e – learning resources. Teaching Sessions will be supplemented with the Mock Test Sessions to evaluate the understanding of the learners and boost their morale. Mrs. Shilpa Kaura and Dr. Ramandeep Arora will coordinate the TET classes



Date - July 22, 2023

Agenda - * Pre-Internship Programme
* Faculty Development Programme

Principal, Dr. Monika Dua guided the faculty to prepare students well for the Internship Programme of Sem III. Faculty was guided to inspire students to perform in the best possible manner during Internship. Dates of Pre-Internship Programme were fixed from July 24 - Aug. 05, 2023.

Mrs. Anita Khesla was assigned the responsibility of organizing Faculty Development Programme from July 25 - 31, 2023. Principal, Dr. Monika Dua guided Mrs. Anita to plan practical topics for FDP.

Date - Aug 19, 2023

Agenda - * Meeting with Cultural Committee for Upcoming P.U. Zonal Youth & Heritage Festival

* Principal, Dr. Monika Dua conducted a meeting with IOAC and Cultural Committee members and acquainted them about the upcoming P.U. Zonal Youth & Heritage Festival.

* Dates of Youth Festival were informed to the committee members i.e. Oct. 14-17, 2023.

* Venue for the Youth Festival was also disclosed. This year Youth Festival will be held at DAV College of Education, Hoshiarpur.

* Guidelines were given by the Principal to assign Youth Festival duties to the faculty so that they can begin with preparations and strive hard for overall Trophy.

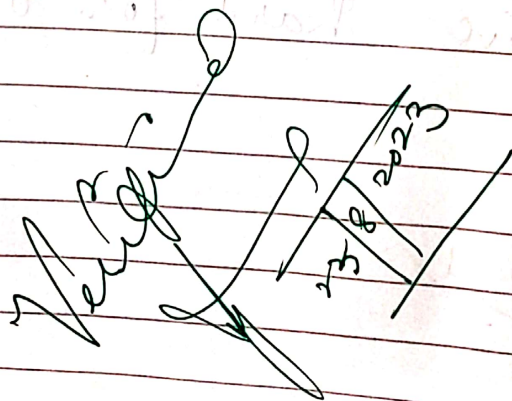
Date - Aug 21, 2023

Agenda - Annual Physical Stock Taking 2023
- Checking of log Books and Activity Registers

* Principal Dr. Monika Dua Conducted a meeting with IOAC. Coordinators to plan Annual Physical Stock Taking 2023.

* Format for the preparation of compiled Report of Annual Physical Stock Taking was also guided by the Principal Dr. Monika Dua.

* Duties of the faculty were also discussed and finalised. Duty has been attached herewith.


A handwritten signature is written over a date stamp. The date stamp is a rectangular box containing the date '21/8/23' and the year '2023'.

ANNUAL PHYSICAL STOCK TAKING 2023

Stock Taking Committees are required to submit the Report by August 31, 2023

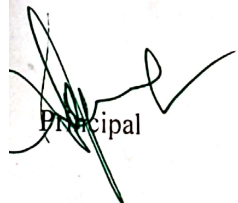
S. No.	LABS/ROOMS	TEACHER INCHARGES	STOCK TAKING COMMITTEES
1	LIBRARY	Ms. Kanwalpreet Kaur Mrs Raj (Library Supporting Staff)	Dr. Ramandeep Arora Ms. Gagandeep Kaur
2	COMPUTER LAB	Mr. Lovepreet Singh	Dr. Jasmeet Bedi Ms. Kanwalpreet Kaur
3	E. T. LAB	Ms. Gagandeep Kaur	Mrs Shilpa Kaura Mrs Amita Khosla
4	PSYCHOLOGY LAB	Dr. Suprerna Khanna	Dr. Manminder Kaur Dr. Jasdeep Kaur
5	HOME SCIENCE LAB	Ms. Hardeep Kaur	Dr. Suprerna Khanna Mrs. Kanwalpreet kaur
6	SCIENCE LAB	Dr. Jasdeep Kaur Ms. Kanwalpreet Kaur	Dr. Jasmeet Bedi Dr. Suprerna Khanna
7	SOCIAL STUDIES LAB	Dr. Manminder Kaur Ms. Hardeep Kaur	Dr. Sangeeta Mrs Amita Khosla
8	AUDIO VISUAL AID ROOM	Ms. Manjit Kaur	Ms. Hardeep Kaur Ms. Gagandeep Kaur
9	MUSIC EQUIPMENTS	Dr. Suprerna Khanna	Dr. Manminder Kaur Ms. Hardeep Kaur
10	FINE ARTS ROOM	Mrs Yamuna	Mrs. Shilpa Kaura Mrs Parwinderpal
11	PHYSICAL EDUCATION ROOM	Ms. Parwinderpal Kaur	Dr. Ramandeep Arora Dr. Jasdeep Kaur
12	SANITATION FACILITIES	Ms. Manjit Kaur Ms. Hardeep Kaur	Ms. Manjit Kaur Mr. Davinder
13	FURNITURE & FIXTURE	Mr. Davinder singh	Mrs Manjit Kaur Mrs. Parwinderpal Kaur
14	MATHS LAB	Dr. Ramandeep Arora	Dr. Manminder Kaur Mrs Shilpa Kaura
15	CRAFT ROOM	Dr. Sangeeta	Mrs. Hardeep Kaur Mrs Yamuna
Final Report Compilation: IQAC Coordinators: Dr. Manminder Kaur & Mrs Shilpa Kaura			

Principal

**CHECKING OF LOG BOOKS/ACTIVITY REGISTERS OF
CLUBS/COMMITTEES/CELLS by August 25,2023**

S. NO.	COMMITTEES/CELLS/CLUBS	TEACHER INCHARGES
1.	Student Council	Dr. Sangeeta Arora Dr. Jasdeep Kaur
2.	Peace Club	Mrs. Shilpa Kaura Ms. Manjit Kaur
3.	Red Ribbon Club	Dr. Suprerna Khanna Ms. Kanwalpreet Kaur
4.	Mathematic Club	Dr. Ramandeep Arora
5.	Electoral Literacy Club	Dr. Suprerna Khanna Mrs. Parwinderpal Kaur
6.	Fine Arts Club	Mrs. Yamuna Arora Ms. Hardeep Kaur
7.	Eco Club	Dr. Jasdeep Kaur Mrs. Kanwalpreet
8.	Social Sciences Club	Dr. Manminder Kaur Ms. Gagandeep Kaur
9.	Literary Club	Mrs. Manjeet Kaur Dr. Jasmeet Kaur Bedi Mrs. Amrita Khosla
10.	Book Lovers' Club	Dr. Suprerna Khanna Ms. Kanwalpreet Kaur
11.	Ek Bharat Shreshtha Bharat Cell	Dr. Ramandeep Arora Ms. Hardeep Kaur
12.	Internal Quality Assurance Cell	Dr. Manminder Kaur Mrs. Shilpa Kaura
13.	Guidance Services	Dr. Manminder Kaur Mrs. Manjit Kaur
14.	Counselling Cell	Dr. Suprerna Khanna Mrs. Amrita Khosla
15.	Placement Cell	Dr. Jasdeep Kaur Mrs. Kanwalpreet Kaur
16.	Extension Services	Ms. Gagandeep Kaur Dr. Ramandeep
17.	Alumni Cell	Dr. Suprerna Khanna Mrs. Kanwalpreet Kaur
18.	Equal Opportunity Cell	Dr. Ramandeep Arora Ms. Gagandeep Kaur
19.	Anti-Ragging Cell	Dr. Sangeeta Arora Dr. Ramandeep

20.	Skill Enhancement Cell	Ms. Gagandeep Kaur Dr. Jasdeep Kaur Mrs. Shilpa Kaura Dr. Ramandeep
21.	Talent Development Cell	Dr. Suprerna Khanna Ms. Manjit Kaur Mrs. Kanwalpreet Kaur
22.	Time Table Committee	Dr. Sangeeta Arora Dr. Jasmeet Kaur Bedi
23.	Morning Assembly Committee	Dr. Ramandeep Arora & Mrs. Kanwalpreet Kaur
24.	Cultural Committee	Dr. Suprerna Khanna, Dr. Manminder Kaur, Mrs. Shilpa Kaura Ms. Hardeep Kaur
25.	Library Committee	Dr. Suprerna Khanna Mrs. Kanwalpreet Kaur
26.	Sports Committee	Mrs. Parwinderpal Kaur, Ms. Hardeep Kaur Mrs. Amita Khosla
27.	Examination Committee	Dr. Sangeeta Arora Dr. Jasmeet Kaur Bedi
28.	School Internship Committee	Dr. Manminder Kaur Ms. Gagandeep Kaur
29.	NSS Programme	Mrs. Manjit Kaur Mrs. Shilpa Kaura
30.	Research Committee	Dr. Manminder Kaur Dr. Jasmeet Kaur Bedi
31.	Ability Groups	Dr. Manminder Kaur, Ms. Hardeep Kaur, Dr. Ramandeep Mrs. Shilpa Kaura
32.	Skills Enhancement Cell	Dr. Jasdeep Kaur Mrs. Shilpa Kaura
33.	TET Coaching	Mrs. Shilpa Kaura Dr. Ramandeep Arora
34.	Scholarship Committee	Dr. Ramandeep Arora Mr. Sandeep


Principal

Date - Sept. 11, 2023.

Agenda : * Research Proposal
* Flipped Learning
* AQAR Completion
* Hawan Ceremony
* Youth festival

- Principal Dr. Monika Dua informed faculty members about acceptance of Research Proposal by Department of Alumni Association. Research Proposal is entitled - "Flipped Classroom - A tool for Quality Education".
- Principal instructed all the faculty members to teach through Flipped Learning - an innovative teaching strategy.
- IQAC guided staff members for completion of AQAR 2022-23 till Oct 31, 2023.
- Date of Hawan Ceremony was proposed in the third week of Oct '2023.
- Cultural Committee informed all the staff members about the final dates of upcoming Youth festival from Oct 14-17, 2023 at OAV college of Education, Hoshiarpur.

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Date – Sept.12, 2023

AGENDA – FACULTY DEVELOPMENT PROGRAMME

Under the able stewardship of the Principal, IQAC of the college plans to organize a week long Faculty Development Programme to hone the Information, Communication and Technological skills of the faculty. The planned schedule of the same has been tabulated below:

Date	Content
Sept. 19, 2023	Video Preparation Workshop by Dr. Manminder Kaur
Sept. 20, 2023	Canva Designing App Workshop by Ms. Gagandeep Kaur
Sept. 21, 2023	Language Skills Enhancement Workshop by Dr. Jasdeep Kaur
Sept. 22, 2023	Workshop on Statistical Application on MS Excel by Dr. Ramandeep Arora
Sept. 25, 2023	Effective Powerpoint Presentation Preparation Workshop by Ms. Shilpa Kaura



Date – Sept. 30, 2023

AGENDA - ORGANIZATION OF MASTERING EDUCATION IN THE METAVERSE PROGRAMME

IQAC of the college plans to provide golden opportunity to students to participate in the Mastering Education in the Metaverse Programme to be organized by MBCIE. This programme aims at harnessing the potential of the Metaverse to elevate teaching to a whole new level. It would enable students to leverage metaverse technologies, create immersive educational content and foster a dynamic online classroom environment.

Principal Dr. Monika Dua guided the faculty to conduct Mock Test and a Powerpoint Presentation Competition to select the students for Metaverse Programme. Selected students of B.Ed Sem I will avail the opportunity to attend the Programme.



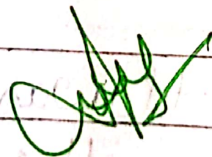
Date - 07 Oct, 2023

Agenda - * Preparation for participation in P.V. Zonal Youth & Heritage Festival

* Club Activities

Principal conducted a meeting with faculty members to prepare themselves well for participation in upcoming P.V. Zonal Youth & Heritage Festival to be held at D.A.V. College of Education, Hoshiarpur from Oct 14-17, 2023.

→ Incharges of all the clubs and cells were instructed to stay updated and organise activities of their clubs and cells in time.



Date - Oct 18, 2023

Agenda - * Accolades for achievements at P.U. Zonal Youth & Heritage Festival

* Preparations for BML Munjal Excellence Awards

→ Dr. Monika Dua conducted a meeting with Cultural Committee and congratulated them for their meticulous achievements at P.U. Zonal Youth & Heritage Festival.

→ Cultural Committee members were instructed to organise a well coordinated cultural function for BML Munjal Excellence Awards.

Date - 29-11-2022

Agenda - * Activities of Skill Enhancement Cell

* Follow up of Flipped Teaching

* Remedial Teaching

→ Dr. Monika asked Skill Enhancement Cell Incharges to plan and make a schedule of activities to groom teaching skills of the pupil teachers. Holistic growth and development of the learners should be focused so that they can get recruitment in the best of the schools.

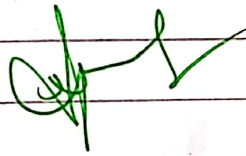
→ All the faculty members were asked to follow the flipped teaching and learning technique and submit their flipped lessons with TLM at the email-id of the college made especially for flipped teaching.

→ Mrs. Amita and Ms. Hardeep were guided to organise remedial teaching for the students of Sem I.

Date - Dec 12, 2023

Agenda - Follow up for ADAR Completion (Session 2022-23)

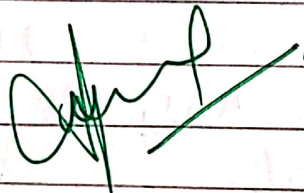
Dr. Monika Dua conducted a meeting with IDAC members Mrs. Shilpa Kaur and Ms. Gagandeep Kaur to take the report of completion of work of ADAR 2022-23. She instructed IDAC members to coordinate with faculty members in order to fill ADAR criteria for the session 2022-23 till Dec 31, 2023.



Date - Feb 17, 2024

Agenda - Review Meet of AQAR Completion
for Session 2022-23

Dr. Monika Dua conducted a meeting with IQAC Coordinators - Ms. Shilpa Kaura and Ms. Gagandeep Kaur to review the report of AQAR completion for the session 2022-23. Report of each criteria was given to the principal and she further guided the members to speed up the work of filling of AQAR for the session 2022-23 within the stipulated time.



Date - March 07, 2024

Agenda - * Recognition of University level Sports Achievements

* Planning for upcoming seven days (Day-Night) NSS Camp to be organised from March 15-21, 2024.

* Annual Sports Meet 2024.

* Reunion 2024

* Organisation of Orientation Programme on Early Childhood Care and Education

→ IOAC of the College applauded the efforts of Physical Education Department by shining like a star at P.U. Inter-College Sports Competitions. Our students won -

03 Gold Medals (Volleyball (Men), Volleyball (Women) and Basketball (Boys))

01 Silver Medal Table Tennis (Men)

won overall Runner-Up Evening & Education (P.U. Sports Events) Trophy

Won P.U.S.C. Trophy in volleyball (Men)

Won P.U.S.C. Trophy in volleyball (Women)

Won P.U.S.C. Trophy in Volleyball (Women)

★ Principal Dr. Monika Dua guided staff members regarding organisation of important events like Annual Sports Meet, Reunion 2024 in the month of March.

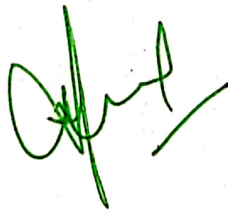
★ The Orientation Programme on ECCE was planned to be organised in the month of March. This programme aims to help new and experienced in-service pre-school teachers of BUM world Pre School, Ludhiana.

Date – March 19, 2024

AGENDA - ORIENTATION PROGRAMME ON EARLY CHILDHOOD CARE AND EDUCATION

IQAC of the college plans to organize the Orientation Programme on Early Childhood Care and Education from March 26 - 30, 2024 to help new and experienced in- service pre - school teachers of B.C.M. World Preschool, Ludhiana to sharpen their pedagogical skills.

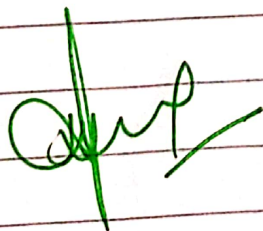
Dr. Monika Dua enlightened the faculty that during this programme, Workshops and Extension Lectures on varied contemporary topics like “Childhood Experiences”, “Social Skills for Preschoolers”, “Vocabulary Enrichment Workshop”, “ICT Workshop” will be conducted to acquaint the Preschool teachers with the latest Educational tools and facilitate their professional growth.



Date - April 04 '2024

Agenda - Hosting P.U. Zonal Skill-in-Teaching Competitions 2024

Principal Dr. Monika Dua along with IQAC members and Internship Committee conducted a meeting regarding hosting P.U. Zonal Skill-in-Teaching and On the Spot Teaching Aid Preparation Competition 2024 (Zone A) for Pedagogy of Social Studies, Commerce, Economics and Physical Education on April 10, 2024. Duties of the faculties were discussed. Faculty was guided to prepare students of their pedagogy to the best possible manner. Principal guided the faculty to organise the hosting of event in a smooth manner.



Date - April 08, 2024

Agenda - * Need Based Coaching

IQAC of the college organised a meeting with the coordinators of Need Based Coaching to prepare the students for the upcoming final P. U. Exams. Booster Group classes were organised for Above Average Students, Remedial Group classes were arranged for Below Average Students.

Principal Dr. Monika Dua gave tips regarding successful organisation of the Need Based Coaching.

