



ACCREDITED B++ BY NAAC

ਮਿੰਟਗੁਮਰੀ ਗੁਰੂ ਨਾਨਕ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ

MONTGOMERY GURU NANAK COLLEGE OF EDUCATION

Adarsh Nagar, JALANDHAR-144 008.

Off. : 0181-2201883

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Website : www.mgncollege.org.

RECOGNISED BY NCTE, (2f & 12b of UGC Act.) GOVT. AIDED & AFFILIATED TO G.N.D.U., AMRITSAR.

Dated: 22.07.2023

The meeting of IQAC was held on 22.07.2023 at 11.00 am in the Principal Office. The following members were present in the meeting:

Sr.No.	Members	Name	Signature
1	Chairperson IQAC	Dr. Neelu Jhanji	
2	Members IQAC	Dr. Pooja Bhardwaj	
		Dr. Pooja Arora	
		Dr. Seema Rani	
		Dr. Ravjeet Kaur	
		Mrs. Shivani Gulati	
3	Management Nominee	S. Charanjeet Singh Rai (Chairman, M.G.N. Educational Trust)	
4	Senior Administrative Officers	Dr. Gurcharan Kaur	
		S. Ravinder Singh Mehta	
5	Local Society's Nominee	Dr. H.M. Hurriya	
	Student's Nominee	Student Representatives	
	Alumni's Nominee	Dr. Kala Singh	
6	Stakeholder's Nominee	Mrs. Alka	
7	Coordinator IQAC	Dr. Radha Arora	

The following agendas were discussed and resolved:-

IQAC MINUTES OF MEETINGS

SESSION 2023-24

MEETING NO. 1

Date: 22-07-2023

Venue: Principal's Office

Agenda 1

- **Admission procedure for B.Ed. Semester 1 through CET**

Principal Mrs. Neelu Jhanji informed the IQAC members about the schedule of admission process for B.Ed. Semester I. Further, Dr Radha Arora conveyed the members about the procedure of form filling and date of Entrance Test. It was further resolved that all teachers will participate in the admission process.

Agenda 2

- **Designing of Annual Academic Calendar**

Keeping in view the academic calendar issued by GNDU, Amritsar, Dr. Radha Arora discussed about the different activities to be taken up in the upcoming session. All the members gave their inputs regarding the same. Dates of various competitions, celebration of important days and house examinations were decided during the meeting.

Agenda 3

- **Theme based Morning Assemblies**

It was resolved that a series of Morning Assemblies will be organized throughout the session. The themes of the assemblies were finalized after discussion with the members. The theme for B.Ed. Semester I was finalized as "**Emerging Power of Social Media**" and B.Ed. Semester IV was finalized as "**Ethics and Teacher Education**".

Agenda 4

- **Discussion on various Inter House Competitions**

It was decided to organize various Inter House Competitions to develop teaching and ICT skills of the students. Inter House Thematic Display Board Competition, Inter House Teaching Aids Competition, Inter House Preparation of PowerPoint Presentation Competition, Inter House Badminton Competition, Inter House Kho-Kho Competition, etc. were decided. These competitions provide myriad experiences and opportunities to the students to present their artistic talent and views.

Agenda 5

- **Quality Practice Teaching**

Ensuring quality in practice teaching was the major agenda of the IQAC. For this, it was decided that Subject teachers will orient their students regarding model based, ICT based, Constructivist Approach based and Value based lesson plans. Supervisors must concentrate on certain specific activities of pupil teachers to upgrade their performance. A certificate of activities duly signed and stamped by the concerned school Principal at completion of practice teaching should be submitted to the college office.

Agenda 6

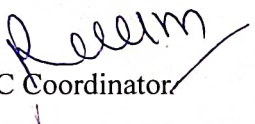
- **To discuss the time table of the course**

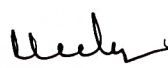
The time table for the session was discussed and planned in alignment with the curriculum prescribed by Guru Nanak Dev University.

Agenda 7

- **Clubs and Committees**

It was decided that in the coming session various Clubs and Committees will select their student representatives. Different teachers were allocated with different Clubs and Committees of the college. Also, the nature of activities to be organized by different clubs was discussed.


IQAC Coordinator


Principal



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Dated: 11.09.2023

The meeting of IQAC was held on 11.09.2023 at 11.00 am in the Principal Office. The following members were present in the meeting:

Sr.No.	Members	Name	Signature
1	Chairperson IQAC	Dr. Neelu Jhanji	
2	Members IQAC	Dr. Pooja Bhardwaj	
		Dr. Pooja Arora	
		Dr. Seema Rani	
		Dr. Ravjeet Kaur	
		Mrs. Shivani Gulati	
3	Management Nominee	S. Charanjeet Singh Rai (Chairman, M.G.N. Educational Trust)	
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		S. Ravinder Singh Mehta	
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7	Coordinator IQAC	Dr. Radha Arora	

The following agendas were discussed and resolved:-

**IQAC MINUTES OF MEETINGS
SESSION 2023-24**

MEETING NO. 2

Date: 11/09/2023

Venue: IQAC Office

Agenda 1

- **Student Enrichment Programmes**

It was decided that under student enrichment programmes talent hunt will be organized under following categories viz: Fine arts Competition, Literary Competitions and Cultural competitions . Further it was decided that students will be prepared for participating youth festival under the supervision of different activity in-charges.

Agenda 2

- **Allotment of Mentors**

Role of Mentor – mentee system for redressing the grievances of students was discussed. It was resolved that each student will be allotted with a mentor. Dr Radha Arora was assigned the responsibility to coordinate the allotment.

Agenda 3

- **Examination Schedule and Syllabus Completion**

During the meeting, the dates of Unit Test and House examination were decided. In light of upcoming examination, it was resolved that the teachers should finish the syllabus before house tests.

Agenda 4

- **Schedule for submission of sessional work**

The schedule for sessional work of different subjects of semesters was planned before hand and dates were decided accordingly.

Agenda 5

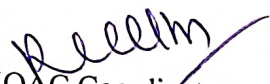
- **Safai Mitra Suraksha Shivar**

It was discussed that a 15 days Swachhta Campaign will be organized under the theme "Safai Mitra Suraksha Shivar" in different Practicing Schools of Jalandhar district by NSS Unit. This Campaign will be organized from 15.09.2023 to 02.10.2023 to make students aware regarding the importance of environmental protection. Other activities to be conducted during this campaign were also decided.

Agenda 6

- **Organization of Extension Activities**

During the meeting, it was decided that different extension activities like guest lecturers or seminars will be organized under the faculty development and student enrichment programs.


IQAC Coordinator


Principal



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Dated: 19.01.2024

The meeting of IQAC was held on 19.01.2024 at 11.00 am in the Principal Office. The following members were present in the meeting:

Sr.No.	Members	Name	Signature
1	Chairperson IQAC	Dr.Neel Jhanji	
2	Members IQAC	Dr.Pooja Bhardwaj	
		Dr.Pooja Arora	
		Dr.Seema Rani	
		Dr.Ravjeet Kaur	
		Mrs.Shivani Gulati	
3	Management Nominee	S.Charanjeet Singh Rai (Chairman, M.G.N. Educational Trust)	
4	Senior Administrative Officers	Dr.Gurcharan Kaur	
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6	Stakeholder's Nominee	Mrs.Alka	
7	Coordinator IQAC	Dr.Radha Arora	

The following agendas were discussed and resolved:-

IQAC MINUTES OF MEETINGS

SESSION 2023-24

MEETING NO.3

Date: 19/01/2024

Venue: Principal's Office

Agenda 1

- **Annual Magazine of the College**

Deliberations took place to decide the theme for the Annual publication of the college 'Jiwan Jaach' and it was finalized as 'Integrating Life Skills for Systematic Change'.

Agenda 2

- **Annual Sports Meet**

IQAC decided to conduct annual Sports in month of February. Events to be conducted on Sports meet were under category viz. Track Events, Field Events and other events viz. Apple Race, Pillow Fighting, Obstacle Race, Sack Race, Three legged race. It was also decided that Inter House Badminton and KhoKho Competitions will also be organized prior to the sports meet.

Agenda 3

- **Conduct of Workshop**

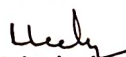
During the meeting, it was decided that workshops on Yoga and ICT Skills will be organized to providing hands on experiences to the students.

Agenda 4

- **Preparation for Visit of NAAC Peer Team**

Dr. Radha Arora briefed the members regarding visit of NAAC Peer Team. Criterion wise records were maintained as demanded by NAAC Team. Tentative schedule of NAAC visit was prepared. It was decided that college website needs to be updated and to be made more accessible. Content of power point presentation was planned and finalized. Different activities were planned for NAAC visit vis-à-vis meeting with alumni, parents and schools for internship. Further, it was decided to beautify the college for the upcoming visit of NAAC.


IQAC Coordinator


Principal



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Dated: 06.04.2024

The meeting of IQAC was held on 06.04.2024 at 11.00 am in the Principal Office. The following members were present in the meeting:

Sr.No.	Members	Name	Signature
1	Chairperson IQAC	Dr.Neelu Jhanji	
2	Members IQAC	Dr.Pooja Bhardwaj	
		Dr.Pooja Arora	
		Dr.Seema Rani	
		Dr.Ravjeet Kaur	
		Dr.Shivani Gulati	
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7	Coordinator IQAC	Dr.Radha Arora	

The following agendas were discussed and resolved:-

IQAC MINUTES OF MEETINGS

SESSION 2023-24

MEETING NO. 4

Date: 06/04/2024

Venue: IQAC Office

Agenda 1

- Remedial Teaching

It was decided that remedial material will be prepared by the faculty and submitted to Examination Incharge before final examination.

Agenda 2

- Purchase of books for Library

It was decided that teachers will recommend the titles for Library regarding various subjects

Agenda 3

- Feedback

As session is to end, it was decided that teacher and institutional feedback should be filled by students and should be analyzed by teachers meticulously for improvement in their teaching. Institutional feedback should be analyzed by IQAC for improvement in various areas

Agenda 4

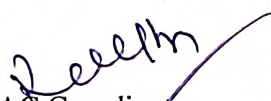
- Alumni Reunion

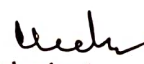
It was decided that Alumni association of the college will organize Alumni Reunion 2023 in upcoming months.

Agenda 5

- Review of AQAR for academic year 2022-23

Dr. Radha Arora presented overview of AQAR of academic year 2022-23 submitted to NAAC.

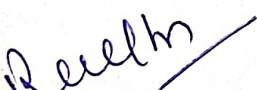

IQAC Coordinator


Principal

Action Taken Report

Sr. No.	Suggestions	Action Taken
1.	Annual Academic Calendar	Academic Calendar was framed including dates of various competitions, days' celebration, activities house examinations
2.	Morning Assemblies	Morning Assemblies were organized on various themes in the whole academic session.
3.	Inter House Competitions	Inter House Thematic Display Board Competition, Inter House Teaching Aids Competition, Inter House Preparation of PowerPoint Presentation Competition, Inter House Badminton Competition, Inter House Kho-Kho Competition were organized.
4.	Safai Mitra Suraksha Shivar	Various activities viz. Cleanliness camps, Speeches, Swachhta Run, Nukkad Natak were organized under the programme.
5.	Quality Practice Teaching	Certificates of Practice teaching activities were submitted by mentors in college office.
6.	Time table of the course	The time table for the session was framed in alignment with the curriculum prescribed by Guru Nanak Dev University.
7.	Clubs and Committees and activities	Student Members of the various clubs were appointed. Duties of different committees were assigned to different staff members. Activities were organized throughout the session by these clubs and committees.
8.	Student Enrichment Programme	Talent Hunt was organized in the month of September. Students of the college also participated in Youth Festival
9.	Mentor – mentee system	Mentors were assigned to different students.
10.	Mechanisms for redressal of grievances of students	Grievances by students were taken up by the Grievance and Redressal committee members and student's problems were solved.
11.	College Magazine	College Magazine 'Jiwan Jaach' was published on the theme 'Integrating Life Skills for Systematic Change.'

12.	Annual Sports Meet	Annual Sports meet was organized in the month of March, 2024
13.	Extension Lectures/Seminar	Seminars were organized on the following themes: " Say No to Corruption" "Importance of Value Education"
14.	Preparation for Visit of NAAC Peer Team	Different activities are planned for the visit of NAAC Peer Team.
15.	Remedial Material	Remedial material was submitted to Examination in-charge.
16.	Feedback	Proper feedback from parents and students were taken and analyzed.
17.	Alumni Reunion	Alumni Reunion was organized in the month of May, 2024.
18	Purchase of books	New books were purchased for the Library.


IQAC Coordinator


Principal