



GOVT. COLLEGE OF EDUCATION, CANAL ROAD JAMMU.

(NAAC RE-ACCREDITED GRADE 'A')

(A Constituent College of Cluster University Jammu)

www.gcoedu.in & email: [gcoe.jammu@gmail.com](mailto:gcoe.jammu@gmail.com)

0191-2580401, 9419104272

No: GCOE/J/2017/3259  
Dt: 18/7/2017

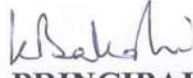
## NOTICE

Date: 18<sup>th</sup> July 2017

All the Staff members are directed to attend Internal Quality Assurance Cell (IQAC) meeting in the conference hall of the college at 11.00 am sharp.

### Agenda

- Introduction to New IQAC Members
- Overall Review of Previous NAAC Visit Report
- Criteria Wise Planning for preparation of AQAR of 2017-18
- Discussions on Institutional Strengths, Weaknesses,
- Opportunities and Challenges

  
PRINCIPAL  
Govt. College of Education  
GCOE, Jammu.



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Contact: 0191-2580401, 9419104272

### Minutes of Meeting

No: G/COE/J/2021/3259  
Dt = 18/7/2017

**Date: 18<sup>th</sup> July 2017**

The Principal welcomed all the IQAC Members in the meeting and introduced the new members and coordinator of IQAC. It was decided in the meeting that:

1. Efforts shall be made for new collaborations with HEI's and NGO's for which letters shall be communicated to Jammu University, Central University of Jammu and other institutions of national repute.
2. In order to enhance the quality of research in education, communication shall be initiated to Higher Education authorities for establishment of Research Hub.
3. In order to equip the institution with latest ICT tools, the college will initiate the process of installation of Smart Boards in every classroom.
4. The college will also initiate a proposal for introduction of three years Integrated B.Ed. - M.Ed. program.
5. In order to promote better health and fitness of students, the college shall provide adequate facilities for sports and games including up gradation of playground. The meeting concluded with formal Vote-of-Thanks by Dr Prabhjot Kour.

The following members were present in the meeting:

1. Dr Rajinder Kour 
2. Prof Ashu Jolly (Members) 
3. Prof Rubina Yasmeen (Members) 
4. Prof. Deep Bangotra 
5. Dr. Prabhjot Kour ( Member) 
6. Dr. Mandeep Singh (Member)

  
IQAC CONVENER

  
PRINCIPAL

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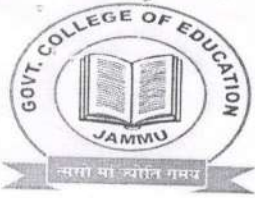
### ACTION TAKEN REPORT

S. No.	Suggestions	Action Taken
1	IQAC needs to be constituted as per guidelines of NAAC.	New IQAC team was constituted as per the guidelines of NAAC.
2	Promote quality research in Teacher Education Institution.	Initiatives taken to establish Research Hub in the institution. Letters to higher authorities regarding the same has been sent.
3.	Equip the college with latest ICT tools.	Efforts were made to add new ICT Tools. Two Smart Boards were installed in the classrooms by the college.
4.	Initiate the process of introducing Integrated B. Ed. – M.Ed. program.	The college played a key role in introducing Integrated B.Ed. –M.Ed. Course under the aegis of Cluster University of Jammu as School of Teacher Education. College faculty members prepared and designed the curriculum of Integrated B.Ed. – M.Ed. Course. The faculty is also teaching the students of Integrated Course.
5.	Better sports facility and infrastructure for the students.	Students were trained for participation in different sports activities. New sports goods were purchased that included uniforms meant for their participation.

IQAC Coordinator

Principal  
PRINCIPAL

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No: GCOE/J/2017/3569  
Dt: 4/9/2017

## NOTICE

Date: 4<sup>th</sup> September 2017

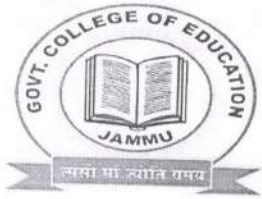
All the members of IQAC are directed to attend a meeting in the Conference Hall today at 2.00 pm, to discuss the following issues:

### AGENDA

1. Planning for conduct of Workshops and expert talks on important issues.
2. Feedback collection and analysis
3. Workshop on Interpersonal skills
4. Discussion on conduct of Internal assessment
5. Planning for conduct of Extension Activities

**IQAC Coordinator**

**Principal**  
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MINUTES OF MEETING

No. 5 GCOE/J/2017/3569  
Dt: 4/9/2017

Date: 4<sup>th</sup> Sep 2017

The IQAC Coordinator welcomed the Principal Dr. Kiran Bakshi and other members of the IQAC cell.

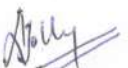

In the beginning the Co-Ordinator explained about the meeting held on 18<sup>th</sup> July 2017. She elaborated upon the important decisions taken to enhance the quality of teacher education institution according to the NAAC Guidelines. In order to implement quality initiatives, it was decided that:

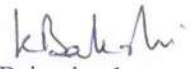
- The IQAC shall monitor and ensure the timely completion of Syllabus.
- The college library shall offer open access for the benefit of the students.
- E-Journal facilities shall also be provided for effective teaching. For delivery of curriculum various teaching methods should be devised based on the requirement of topic.
- Seminars and special talks by experts shall be organized by all the teaching Departments.
- Regular assessments shall be conducted in both theory and practical classes.
- Internal assessment shall be done transparently and the examined scripts shall be shown to the students for satisfactory feedback.
- Workshops on Interpersonal skills shall be conducted by college faculty members.
- **Feedback** shall be collected from different sources to promote the quality education and analysis will be done for immediate improvement

- Mentoring as an important aspect of Teacher Training program shall be given special attention. The Mentors shall look into both academics and career counseling issues faced by the students.
- **The following extension activities shall be organized by the concerned committees:**
  - International week of Girl child
  - Women Development Cell
  - Women Equality Day
  - International Women's Day
  - World Earth Day
  - Road Safety Awareness
  - Campaign Program

The meeting concluded with the vote of thanks to the chair by Dr Prabhjot Kour.

**The following members of the IQAC were present in the meeting:**

- 1) Dr. Rajinder Kour (IQAC Coordinator) 
- 2) Prof Ashu Jolly (Member) 
- 3) Prof Rubina Yasmeen (Member) 
- 4) Prof. Deep K. Bangotra (Member) 
- 5) Dr. Prabhjot Kour (Member) 
- 6) Dr. Mandeep Singh (Member)

  
Principal  
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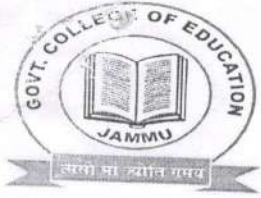
## ACTION TAKEN REPORT

S. No.	Suggestions	Action Taken
1	College should conduct seminars, workshops and faculty improvement programs.	IQAC conducted four Faculty Development Programs for newly inducted Assistant Professors in Higher Education Department of J&K. College faculty members acted as Resource Persons also.  Seven Workshops for school teachers were also conducted by College faculty members.
2	Up-gradation of Research facility.	Open access to E-journal facility provided by College Library.
3.	Timely completion of syllabus.	College IQAC team ensured timely completion of the syllabus by strictly following the Academic Calendar prepared by B.Ed. and M.Ed. Coordinators.
4.	Feedback should be collected from the students.	Feedback from students and parents collected by faculty members and data analyzed by IQAC team.
5.	Mentoring system should be strengthened.	Mentors assigned for each group. Individual attention given to each trainee for better understanding of theory and practicum of teaching.

**IQAC Coordinator**

**Principal**  
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No: GCOE/J/2018/121  
Dt: 30/01/2018

## NOTICE

Date: 30.01.2018

All the IQAC members are hereby directed to attend the meeting today at 2.30pm in the conference hall.

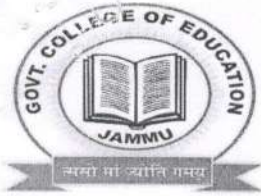
### AGENDA

1. To discuss the new guidelines issued by NAAC.
2. To discuss the issues of evaluation of B. Ed and M.Ed.
3. To depute faculty members for five- day workshop at GCW Gandhi Nagar.

IQAC COORDINATOR

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No. → GCOE/J/2018/121  
Dt. → 30/01/2018

### MINUTES OF MEETING



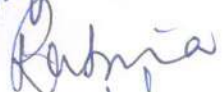

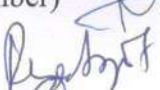
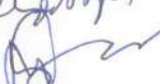
Date: 30.01.2018


A meeting of all the members of IQAC cell was held in the conference hall on 30<sup>th</sup> January 2018 at 2.30pm. The meeting began with a formal introduction of all the members of IQAC. The IQAC Coordinator Dr Rajinder Kour elaborated upon the New Guidelines issued by NAAC. She deliberated upon the following points:

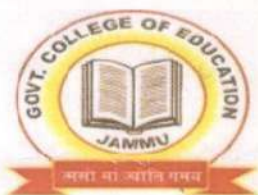
1. That IQAC will have to take up more responsible role for ensuring quality improvement.
2. That the IQAC cell shall encourage Faculty development through promotion of Research and Innovation.
3. That a new IQAC team shall be framed according to new the guidelines of NAAC for the session 2018-19.
4. Workshops and Conferences shall be organized on new methodologies and approach of approaches of teaching.

All the faculty members agreed upon the above decisions unanimously.

**The following members of the IQAC were present in the meeting:**

- 1) Dr. Rajinder Kour (IQAC Coordinator) 
- 2) Prof Ashu Jolly (Member) 
- 3) Prof Rubina Yasmeen (Member) 
- 4) Prof. Deep K. Bangotra (Member) 
- 5) Dr. Prabhjot Kour (Member) 
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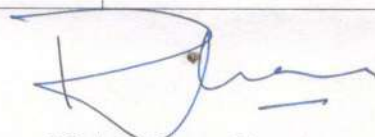
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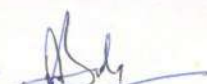
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### **ACTION TAKEN REPORT**

<b>S.No.</b>	<b>Plan of Action</b>	<b>Action Taken</b>
<b>1.</b>	IQAC will have to take up more responsible role for ensuring quality improvement.	IQAC ensured collection of data and feedback of students. Timely completion of academic and co-curricular activities also supervised by IQAC.
<b>2</b>	The IQAC cell shall encourage Faculty development through promotion of Research and Innovation.	Faculty members participated in seminars and conferences.
<b>3.</b>	Workshops and Conferences shall be organized on new methodologies and approaches of teaching.	Induction programs and workshops conducted by IQAC and faculty members of the college.

  
**IQAC Coordinator**

  
**Principal**  
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