



GOVT. COLLEGE OF EDUCATION, CANAL ROAD, JAMMU.

(NAAC RE-ACCREDITED GRADE 'A')

(A Constituent College of Cluster University Jammu, India )

Website: [www.gcoedu.in](http://www.gcoedu.in)

E-mail: [gcoe.jammu@gmail.com](mailto:gcoe.jammu@gmail.com)

Contact: 0191-2580401, 9419104272

NOTICE

No: GCOE/J/2019/576(a)  
Dt: 17.05.2019

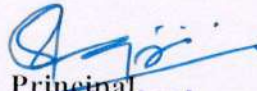
Date: 17.05.2019

This is for the information of all the IQAC members that a meeting of all the core team members and the Heads of Teaching Departments shall be held today at 3.00 pm in the IQAC Chamber.

**AGENDA**

1. To finalize the preparations for Three Week Induction Training Program.
2. To prepare activity calendars for the programs to be conducted by different committees for Curricular and co-curricular activities.
3. To collect and review the data for AQAR's of the session 2019-2020.

  
IQAC Coordinator

  
Principal  
Govt. College of Education  
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## MINUTES OF MEETING

No: GCOE/J/2019/576(a)  
Dt: 17.05.2019

Date: 17.05.2019






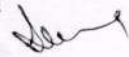
A meeting of all the IQAC members and Heads of Teaching Departments of GCOE, Jammu was held in the IQAC Chamber under the Chairpersonship of worthy Principal of the College, Prof(Dr.) Sangeeta Nagari. The IQAC Coordinator apprised the chair about the progress done in the preparation for the upcoming Induction Training Program for Newly Inducted Assistant Professors in Higher Education. It was followed by finalization of schedule and the committees that shall be looking after the arrangements for the successful conduct of the program. The following decisions were also taken for the conduct of the program as well as the activities that shall be followed along with that.

1. That the Registration of participants shall be done by Dr Shubhra Jamwal and a team of volunteers before the inaugural session.
- 2 That food and lodging of Chief Guests and eminent guest speakers shall be looked after by Prof Satish Sharma.
3. That attendance and feedback collection shall be the responsibility of Prof Rubina.
4. Print and Electronic Media information shall be the responsibility of Prof Shalini Rana.
5. Overall monitoring and supervision shall be done by Dr Zubair Kales.
6. That for the new session, the Activity Calendar and Institutional Academic Calendar shall be prepared by Prof Seema Kumari and Prof Neeraj Verma.
7. That all the faculty members shall be conducting Overall Student Satisfaction Survey before Summer Break.
8. All the Criteria In-charge shall conduct meetings of their respective Criteria Team members for timely collection and consolidation of data for AQAR 2019-20.

Cont...2....

All the members present in meeting agreed upon the decisions taken during the meeting. The meeting concluded with a formal Vote of Thanks by Prof Seema Kumari.

The following members were present during the meeting:

1. Prof Radhika Mahajan 
2. Dr Rajinder Kour 
3. Prof Shalini Rana 
4. Prof Rubina Yasmeen 
5. Prof Shapia Shameem 
6. Dr Shubhra Jamwal
7. Prof Seema Kumari 

  
IQAC COORDINATOR

  
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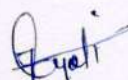
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### ACTION TAKEN REPORT

S.No.	Plan of Action	Action Taken
1	Organize Three Weeks Induction Program for Newly Appointed College Teachers	The IQAC team and College faculty members successfully conducted the Induction Training Program.
2.	Activity Calendar and Institutional Academic Calendar shall be prepared by Prof Seema Kumari and Prof Neeraj Verma.	Activity Calendar and Institutional Academic Calendar Prepared by Prof Seema and Prof Neeraj Verma.
3.	Overall Student's satisfaction Survey to be conducted by faculty members.	Students Satisfaction Survey conducted by respective teachers.

  
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NOTICE

No:- GCOE/J/2019/11  
Dt:- 21/08/2019

Date: 21.8.2019

This is for the information of all the members of IQAC Cell, Convener of Cultural Committee and NSS Program officer that a meeting of all these members shall be held today at 1.00 pm in the IQAC Cell.

AGENDA

1. To discuss and plan for the upcoming event, "Swachta Pakhwara,"
2. To devise different activities under the banner of Swachta Pakhwara .
- 3.To organize programs on Mahatma Gandhi Jayanti in collaboration with Gandhi Global family.
4. To organize Awareness programs on Sanitary Waste Management.
- 5.To celebrate National Constitution Day.
6. To maintain the records of AISHE.

  
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No: GCOE/J/2019/911  
Dt: 21/08/2019

### MINUTES OF MEETING

Date: 21.08.2019

A meeting of all the IQAC members and Heads of Departments was held under the chairpersonship of Prof. (Dr.) Sangeeta Nagari, Principal. The meeting was conducted in the IQAC chamber on 21.08.2019. The IQAC Coordinator Dr. Jyoti Parihar welcomed the chairperson and all the faculty members present in the meeting. She deliberated upon the further plan of action to be taken by IQAC unit of the college. The following issues were discussed during the meeting:

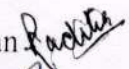
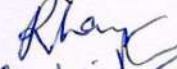


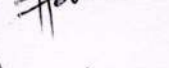
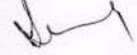
1. That the college shall observe Swacchta Pakhwara from 18.09.2019 to 1.10.2019.
2. That the cultural committee along with NSS Unit of the college shall conduct the following activities viz. Oath taking Ceremony, Slogan Writing Competition, Cultural Programs, Poetry Recitation Competition to commemorate Swacchta Pakhwara.
3. That programs on Mahatma Gandhi Jayanti shall be organized in collaboration with Gandhi Global Family.
4. Awareness Campaign on Sanitary Waste Management shall also be organized on 15.10.2019.
5. All the students of the college shall join the Oath Taking ceremony on National Constitution Day on 26.10.2019. A banner pertaining to this activity shall be prepared by NSS Unit of the college.
6. That the ASIHE Coordinator shall maintain the record of AISHE and submit it to IQAC Coordinator also.
7. Besides Co-curricular activities the faculty members shall be engaged in Group supervision of Teaching Practice from the first week of November 2019.

The meeting concluded after finalizing the schedule for above mentioned activities by the concerned departments with the consent of the IQAC Coordinator and Head of the institution.

Cont...2...

Vote of thanks was presented by Dr Shubhra Jamwal.

The meeting was attended by the following faculty members:

1. Prof Radhika Mahajan 
2. Prof Rajinder Kour 
3. Prof Shalini Rana 
4. Prof Rubina Yasmeen 
5. Prof Shapia Shameem 
6. Dr Shubhra Jamwal
7. Prof Seema Kumari 

  
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### ACTION TAKEN REPORT

S.No.	Plan of Action	Action Taken
1.	To observe Swacchta Pakhwara from 18.09.2019 to 1.10.2019.	Swacchta Pakhwara was observed from 18th September 2019 to 1st October 2019. The following activities were organized under this program viz. Oath taking Ceremony, Slogan Writing Competition, Cultural Program and Poetry Recitation Competition.
2.	To organize socially relevant programs on Gandhi Jayanti.	Gandhi Jayanti observed by organizing special Cleanliness drive in the campus and other programs in collaboration with Gandhi Global Family.
3.	To organize awareness campaign on Sanitary Waste Management.	Awareness campaign on Sanitary Waste Management organized on 15th October 2019. About 110 students participated in the program.
4.	To organize Oath Taking Ceremony on National Constitution Day	Oath Taking Ceremony on National Constitution Day organized by the NSS Unit of the college.
5.	To maintain and document the record of AISHE.	AISHE record submitted by AISHE Coordinator.

  
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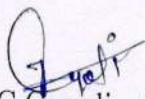
No: G/CoE/J/2020/73(a)  
Dt: 22/01/2020

Date: 22.01.2020

A meeting of all the IQAC members and Heads of Teaching Departments shall be held today at 2.30 pm in the Principal's chamber to discuss the following issues:

AGENDA

1. To plan a schedule for Six Days Productivity Enhancement Program for College Teachers of J&K.
2. To plan and prepare schedule for Second Batch of Productivity Enhancement Program for College Teachers of J&K from first week of February 2020.
3. To make preparations for Two Week Faculty Development Program on Recent Advances in Research Methodology ( Equivalent to Refresher Course).

  
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No: GCOE/J/2020/73(a)  
Dt: 22/01/2020

### MINUTES OF MEETING

Date: 22.01.2020


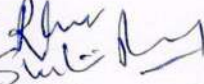
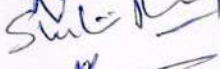



A meeting of all the IQAC members and Heads of Departments was held under the chairpersonship of Prof. (Dr.) Sangeeta Nagari. The meeting was held in the IQAC Cell on 21.08.219 at 2.30pm . The IQAC Coordinator Dr. Jyoti Parihar welcomed the chairperson and all the faculty members present in the meeting. She apprised the members that since Government College of Education Jammu is a premier institution in the Jammu region, the J&K Higher Education Department desires the College to conduct a series of Productivity Enhancement Programs in the coming months. In this regard the meeting has been called so that the college can prepare schedule for the conduct of the said programs. The members gave suggestions and modus operandi for the above mentioned programs. The following decisions were taken during the meeting:

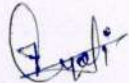
1. That the Six day Productivity Enhancement program shall be held from 27.01.2020.
2. List of Resource Persons and Schedule for the same shall be prepared by Dr Rajinder Kour and Prof Seema Kumari.
3. Consent of Resource Persons and final list of speakers shall be prepared by Dr Rajinder Kour.
4. The program for the Second Batch of PEP shall begin from 3.02.2020.
5. Preparation for the same shall be the responsibility of Prof Radhika Mahajan and Prof Rubina Yasmeen.
6. The Two Week Faculty Development Program shall be conducted from 10.02.2020.
7. The preparation for the same shall be looked after by Prof Shalini Rana and Dr Shubhra Jamwal.
8. Student volunteers shall also be roped in for the smooth conduct of all the important programs.
9. A detailed list of all the important committees viz. Organizing Committee, Refreshment Committee, Publicity/ Printing committee, Hospitality and Protocol, Registration Committee, Finance and Purchase Committee shall be prepared by IQAC Coordinator.
10. Non-teaching staff and students shall also play a key role for the smooth conduct of the above mentioned programs.

Cont...2...

The meeting concluded with a warm vote of thanks by Prof Seema Kumari.

The meeting was attended by the following faculty members:

1. Prof Radhika Mahajan 
2. Prof Rajinder Kour 
3. Prof Shalini Rana 
4. Prof Rubina Yasmeen 
5. Prof Shapia Shameem 
6. Dr Shubhra Jamwal
7. Prof Seema Kumari 



**IQAC COORDINATOR**

  
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### ACTION TAKEN REPORT

S.No.	Plan of Action	Action Taken
1.	To organize Six Days Productivity Enhancement Program for College Teachers of J&K.	Six Days Productivity Enhancement Program for College Teachers of J&K conducted successfully by IQAC in collaboration with J&K Higher Education Department. Thirty College Teachers from different institutions of J&K participated in the program.
2.	To organize Second Batch of Productivity Enhancement Program for College Teachers of J&K from first week of February 2020.	<b>Second PEP also conducted successfully by IQAC of the college. Thirty participants from different higher education institutions participated in the program.</b>
3.	To conduct Two Week Faculty Development Program on Recent Advances in Research Methodology ( Equivalent to Refresher Course).	Two Week Faculty Development Program on Recent Advances in Research Methodology ( Equivalent to Refresher Course) was successfully organized by IQAC of the college. A total number of 25 faculty members across J&K participated in the FDP. Resource Persons and experts from reputed Universities and Colleges were invited as speakers for the FDP.

  
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