


## 2016-17

### List of Persons who participated in In- house curriculum planning (2016-17)

Sr.No.	Name	Designation
1.	Mrs. Vimal Vidushy	Off. Principal
2.	Sh. Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna
3.	Mrs. HarjeetKaur	Asstt. Prof.
4.	Mrs. Alka Sharma	Asstt. Prof.
5.	Mrs. Yashoda Chopra	Asstt. Prof.
6.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.
7.	Mrs. HarneetKaur	Asstt. Prof.
8.	Mrs. Bhawna	Asstt. Prof.
9.	Ms. Maninder Kaur	Fine Art Teacher
10.	Mr. Ranjit Singh	Librarian
11.	Mr. Avtar Singh	Clerk
12.	Mr. Kamaljit Singh	Restorer
13.	Ms. Mandeep Kaur	Alumni
14.	Ms. Gurpeet Kaur	Student
15.	Mr. Gurjinder Singh	Student
16.	Ms. Simran	Student

*[Handwritten signature]*

  
 Principal  
 A.S. College of Education  
 Kalal Majra, Khanna-Samrala Road



# A.S. COLLEGE OF EDUCATION

Kalal-Majra, Samrala Road, KHANNA-141402

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## List of Persons who participated in In- house curriculum planning (2017-18)

Sr.No.	Name	Designation
1.	Mrs. Vimal Vidushy	Off. Principal
2.	Sh. Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna
3.	Mrs. Harjeet Kaur	Asstt. Prof.
4.	Mrs. Alka Sharma	Asstt. Prof.
5.	Ms. Harneet Kaur	Asstt. Prof.
6.	Mrs. Shilpy Arora	Asstt. Prof.
7.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.
8.	Mrs. Rupinder Kaur	Asstt. Prof.
9.	Mrs. Bhawna	Asstt. Prof.
10.	Ms. Maninder Kaur	Fine Art Instructor
11.	Mr. Ranjit Singh	Librarian
11.	Mr. Dilpreet Singh	Physical Education Instructor
12.	Mrs. Karmandeep Kaur	Fine Art Instructor
13.	Ms. Rajni	Asstt. Prof.
14.	Mr. Avtar Singh	Clerk
15.	Mr. Kamaljit Singh	Restorer
16.	Ms. Mandeep Kaur	Alumni
17.	Ms. Prabhjot Kaur	Alumni
18.	Ms. Gurpreet Kaur	Student
19.	Ms. Samridhi Dhir	Student
20.	Ms. Mehak Jindal	Student

*he*

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2018-19

List of Persons who participated in In- house curriculum planning (2018-19)

Sr.No.	Name	Designation
1.	Mrs. Vimal Vidushy	Off. Principal
2.	Sh. Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna
3.	Sh. Shaminder Verma	Principal A.S. Modern Sen. Sec. School, Khanna
4.	Mrs. Harjeet Kaur	Asstt. Prof.
5.	Mrs. Alka Sharma	Asstt. Prof.
6.	Ms. Harneet Kaur	Asstt. Prof.
7.	Mrs. Shilpy Arora	Asstt. Prof.
8.	Mr. Hari Krishan	Asstt. Prof.
9.	Ms. Rajni	Asstt. Prof.
10.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.
11.	Mrs. Bhawna	Asstt. Prof.
11.	Mrs. Karmandeep Kaur	Fine Art Instructor
12.	Mr. Dilpreet Singh	Physical Education Instructor
13.	Ms. Gurpreet Kaur	Alumni
14.	Ms. Sheery Dhir	Student

*me*

Principal *K. Kumar*  
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(ESTD. 2007)

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(ESTD. 2007)

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2019-20

**List of Persons who participated in In- house curriculum planning (2019-20)**

Sr.No.	Name	Designation
1.	Mrs. Vimal Vidushy	Off. Principal
2.	Sh. Shaminder Verma	Principal A.S. Modern Sen. Sec. School, Khanna
3.	Mrs. Alka Sharma	Asstt. Prof.
4.	Mrs. Harneet Kaur	Asstt. Prof.
5.	Dr. Shilpy Arora	Asstt. Prof.
6.	Sh. Hari Krishan	Asstt. Prof.
7.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.
8.	Sh. Avtar Singh	Office Asstt.- Cum- Computer Operator
9.	Sh. Kamaljeet Singh	Library store keeper
10.	Ms. Simranjit Kaur	Student
11.	Mr. Himanshu	Student
12.	Ms. Deepshikha	Alumni
13.	Ms. Gurpreet Kaur	Alumni
14.	Ms. Sherry Dhir	Alumni

M

  
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## List of Persons who participated in In- house curriculum planning (2020-21)

Sr.No.	Name	Designation
1.	Mrs. Vimal Vidushy	Off. Principal
2.	Mrs. HarjeetKaur	Asstt. Prof.
3.	Mrs. Alka Sharma	Asstt. Prof.
4.	Mrs. HarneetKaur	Asstt. Prof.
5.	Dr. ShilpyArora	Asstt. Prof.
6.	Sh. HariKrishan	Asstt. Prof.
7.	Dr. Gurmeet Singh	Asstt. Prof.
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.
9.	Sh. Uma Dutt Sharma	Officiating Principal, A.S. Sr. Sec. School, Khanna
10.	Simranjit Kaur	Student
11.	Himanshu	Student
12.	Deepshikha	Alumni
13.	Gurpreet Kaur	Alumni
14.	Sherry Dhir	Alumni
15.	Sh. Avtar Singh	Office Asstt.- Cum- Computer Operator
16.	Sh. Kamaljeet Singh	Library store keeper

*[Handwritten signature]*

Principal *[Handwritten signature]*  
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## Meeting Notices and Minutes of the meeting for in-house Curriculum Planning and Action Taken Report (2016-21)

Session (2016-17)

Dated: 15/07/2016

### NOTICE

This is to inform all staff members that there will be a staff meeting on 16/07/2016 at 12.00 noon in the office of the Principal.

Agenda:-

1. Regarding the Admission of 3<sup>rd</sup> Semester.
2. Regarding the Internship programme.

(Officiating Principal)

#### Special Invitee

- Sh. Dinesh Kumar Gautam (Principal A.S.Sen. Sec. School, Khanna)

#### STAFF MEMBERS

- Mrs. Harjeet Kaur
- Mrs. Alka Sharma
- Mrs. Yashoda Chopra
- Sh. Piyush Kant
- Mrs. Harneet Kaur

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## True Translated Copy of the Meeting

### Staff Meeting :

Date : 16/7/2016

Time : 12:00pm

Venue : Principal Office

Agenda : 1.) Regarding the Admission of 3<sup>rd</sup> Semester

2.) Regarding the Internship programme

### Minutes of The Meeting :

1. The students will be asked to deposit the fee for 3<sup>rd</sup> Semester between 18-21 July 2016.
2. Two hundred per Students will be Charged for the 3<sup>rd</sup> Sem.
3. 700/ rupees will be Charged for the printed notebooks of Internship.
4. Mr. Piyush Sareen and Ms. Harneet Kaur will be on duty for the admission for the third Sem.
5. The following documents will be checked for the purpose of Admission:
  - a. Adhaar card
  - b. Photo
  - c. Previous Roll no. of the college
6. 35000 rupees per Students will be charged.
7. Assessment of Internees will be held for 50 marks by the concerned Schools.
8. The details of the Schools holding Internship are as follows :
  - A.S. Sr. Sec. School, Khanna.
  - M.G. Chopra Sr. Sec. School, Khanna.
  - D.A.V. Sr. Sec. School, Khanna.
  - Hindi Putri Pathshala, Khanna.
  - A.A. Ram Jain Girls Sr. Sec. School, Khanna.
  - Govt. Sr. Sec. School, Khanna.

One Teacher per School with the help of school mentor will be responsible for the Students undertraining as per following duties:

- a. Maintenance of Attendance record.
- b. Time-table as per the school provisions.
- c. Record of School based activities.
- d. Remarks to be given as per Students performance.
- e. Selection of one leader of the group of Students (Per School).

*[Handwritten signature]*

Principal  
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*[Handwritten signature]*



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9. It was also Suggested by the Head of practicing school that the pupil teachers must be trained to ensure the discipline in the school and follow the Time -Table as given by the school Time-Table Committee.

The meeting ended after deciding the above-mentioned points. Vote of Thanks was given to the Chairperson.

Dated:- 16/07/2016

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Sh. Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna	
3.	Mrs. HarjeetKaur	Asstt. Prof.	
4.	Mrs. Alka Sharma	Asstt. Prof.	
5.	Mrs. Yashoda Chopra	Asstt. Prof.	
6.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
7.	Mrs. HarneetKaur	Asstt. Prof.	

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## Action Taken Report (2016-17)

- B.Ed 3<sup>rd</sup> semester admission was done as per the schedule i.e. from 18-21 July 2016.
- Four days workshop on School Internship was organized from 23/7/2016 to 26/7/16.
- The details of the Schools where Internship held:
  - A.S. Sr. Sec. School, Khanna.
  - Nankana Sahib Sr. Sec. School, Kalal- Majra.
  - Govt. Sr. Sec. School, Lalheri.
- Our Teachers with the help of school mentors supervised the activities of Students undertraining.

Dated: 20/08/2016

## NOTICE

This is to inform all staff members that there will be a staff meeting on 20/08/2016 at 12.45p.m in the office of the Principal.

Agenda:-

1. Regarding Talent Hunt Event & Teej Celebration.

(Officiating Principal)

### STAFF MEMBERS

- Mrs. Harjeet Kaur *Harjeet Kaur*
- Mrs. Alka Sharma *Alka*
- Mrs. Yashoda Chopra *Yashoda*
- Sh. Piyush Kant *Piyush*
- Mrs. Harneet Kaur *Harneet*
- Ms. Mandeep Kaur (Alumni) *Mandeep*

*Principal*  
Principal  
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## True Translated Copy of the Meeting

### STAFF MEETING

**Date :** 20/8/2016

**Time :** 12:40pm

**Venue :** Principal Office

### AGENDA

Regarding The Talent Hunt Event and Teej Celebration.

### Minutes of the meeting:

1. Talent Hunt contest and Teej celebration will be held on 26 and 27 August 2016.

The following teachers deputed on different duties:

2. Overall incharge /Convener will be Mrs. Harjeet Kaur and Ms. Harneet Kaur.
3. Venues for different activities will be decided by the Incharges.
4. Debate, Quiz, Creativity activities will be managed by Ms Yashodha Chopra.
5. General Dance and Folk Dance items will be managed by Ms. Harneet Kaur.
6. Skit, Mime and Mimicry items will be managed by Mrs. Alka Sharma.
7. Poem recitation, Song, Gazal items will be managed by Ms. Harjeet Kaur.
8. Fine Arts and Heritage items will be managed by Ms. Maninder Kaur.
9. The preparation for each item will be undertaken strictly as per the stipulated rules mentioned in the Booklet of Youth Festival.
10. The Alumnus of the college suggested that they will encourage the students during Talent Hunt program to maximize their participation in each and every activity organized by the institution for their professional growth.

The meeting ended with the vote of thanks to the chairperson.

Principal   
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Dated:- 20/08/2016

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Yashoda Chopra	Asstt. Prof.	
5.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
6.	Mrs. HarneetKaur	Asstt. Prof.	
7.	Ms. Mandeep Kaur	Alumni	

### Action Taken Report (2016-17)

- Talent Hunt contest and Teej celebration was held from 26 and 27 August 2016.
- All the teachers deputed on different duties performed well.
- Our Alumnae of the college encouraged the students during Talent Hunt program to maximize their participation in each and every activity organized by the institution for their professional growth. They also prepared the students for various Youth Festival Items like Giddha, Debate etc.

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Dated: 03/11/2016

## NOTICE

This is to inform all staff members that there will be a staff meeting on 04/11/2016 at 12.00 noon in the office of the Principal.

Agenda:-

1. Inter School Competition.

(Officiating Principal)

### STAFF MEMBERS

- Mrs. Harjeet Kaur
- Mrs. Alka Sharma
- Mrs. Yashoda Chopra
- Sh. Piyush Kant
- Mrs. Harneet Kaur
- Mrs. Bhawna
- Ms. Maninder Kaur
- Mr. Ranjit Singh
- Mr. Avtar Singh
- Mr. Kamaljit Singh
- Ms. Gurpreet Kaur (Student)
- Mr. Gurjinder Singh (Student)

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## True Translated Copy of the Meeting

### Staff meeting

Time: 12:00 PM

Date: 4/11/16

Venue: Principal office

### Agenda

Inter-School Competitions to be held on November 11, 2016

### Minutes of meeting

- I. It was unanimously decided that the following duties has been assigned to different teachers as follows:

	<u>Names</u>
1. Registration and Reception	Ms. Harneet Kaur and Ms. Maninder Kaur
2. Decoration of Campus	Ms. Harneet Kaur and Ms. Maninder Kaur
3. Refreshment of Guests and Participants	Ms Yashodha Chopra
4. Refreshment of College Students	Mrs. Harjeet Kaur and Mr. Mandeep Kumar
5. Stage Convenor	Mrs. Alka Sharma and Mrs. Bhawna Sharma
6. Welcome and Reception of Guests	Mrs. Alka Sharma
7. Seating Arrangement (about 150 chairs)	Mrs. Harjeet Kaur and non-teaching Staff
8. Written Quiz for the Competition (seminar hall)	Mr. Ranjit Singh
9. Sound System	Mr. Piyush Sareen and Mr. Ranjit Singh
10. Press Report	Press Committee
II. Ms. Harneet kaur will write the certificates for the winners and the participants	
III. Venue for the Refreshment of the guests – Staff Room Venue for the participants of other institutions – LT-1	
IV. Registration will commence at 9:00 A.M. on the same day.	
V. For the following duties the students of the college will cooperate with above staff members in their respective duties.	

The meeting concluded after the Vote of thanks to the chairperson.

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Dated:- 04/11/2016

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Yashoda Chopra	Asstt. Prof.	
5.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
6.	Mrs. HarneetKaur	Asstt. Prof.	
7.	Mrs. Bhawna	Asstt. Prof.	
8.	Ms. Maninder Kaur	Fine Art Teacher	
9.	Mr. Ranjit Singh	Librarian	
10.	Mr. Aytar Singh	Clerk	
11.	Mr. Kamaljit Singh	Restorer	
12.	Ms. Gurpreet Kaur	Student	
13.	Mr. Gurjinder Singh	Student	

### Action Taken Report (2016-17)

- Inter-School Competition was held on November 11, 2016 to make linkages with schools and strengthen school based practices through joint discussion on the theme Vedas and written test on Vedic literature which was pertinent to school education.

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Dated: 03/01/2017

## NOTICE

This is to inform all staff members that there will be a staff meeting on 04/01/2017 at 02:30 p.m in the office of the Principal.

Agenda:-

1. Regarding the Subject allocation during the 2<sup>nd</sup> & 4<sup>th</sup> Semester.

(Officialing Principal)

### STAFF MEMBERS

- Mrs. Harjeet Kaur *Harjeet Kaur*
- Mrs. Alka Sharma *Alka*
- Mrs. Yashoda Chopra *ychv*
- Sh. Piyush Kant *Piyush*
- Mrs. Harneet Kaur *H*
- Mrs. Bhawna *B*
- Ms. Maninder Kaur *Maninder*
- Mr. Ranjit Singh *Ranjit Singh*
- Mr. Avtar Singh *Avtar*
- Mr. Kamaljit Singh *Kamaljit*
- Ms. Simran (Student) *Simran*
- Ms. Gurpreet Kaur (Student) *Gurpreet Kaur*
- Mr. Gurjinder Singh (Student) *Gurjinder Singh*

*me*

Principal *[Signature]*  
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True Translated Copy of the Meeting

## Staff Meeting

**Date:** 04 January, 2017

**Time:** 02:30 pm

**Venue:** Principal Office

## Agenda

Regarding the subject allocation during the second and fourth semester.

## Minutes of The Teaching:

The following decisions were taken unanimously

1. The teachers were assigned to teach the different subjects during second semester as follows:

### Names

- |                      |                    |
|----------------------|--------------------|
| i. C-9               | Ms. Harneet Kaur   |
| ii. C-10             | Mrs. Alka Sharma   |
| iii. C-11            | Ms. Rupinder Kaur  |
| iv. C-12             | Mr. Piyush         |
| v. C-13              | Ms. Maninder Kaur  |
| vi. Tg. of Economics | Ms Yashodha Chopra |
| vii. Tg. of Commerce | Ms. Rupinder Kaur  |

2. During fourth semester the plan will be as given below:

### Names

- |           |                     |
|-----------|---------------------|
| i. C-19   | Ms. Shilpy Arora    |
| ii. C-20  | Mrs. Harjeet Kaur   |
| iii. C-21 | Ms. Yashodha Chopra |

3. Regarding the teaching of optional/elective subjects:

### Names

- |                             |                     |
|-----------------------------|---------------------|
| i. Guidance and counselling | Ms. Yashodha Chopra |
| ii. Environment             | Mrs. Bhawna Sharma  |
| iii. Health & Sports        | Mrs. Harjeet Kaur   |

4. Morning assembly will be held every Monday.

5. The timings of the college will be from 9:00A.M. to 3:20 P.M.

6. Pre-internship of 2<sup>nd</sup> semester will be held.

7. House system will be executed with the help of following teachers:

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## Names

- i. 1<sup>st</sup> house Mrs. Harjeet Kaur  
ii. 2<sup>nd</sup> house Mrs. Alka Sharma and Ms. Rupinder Kaur  
iii. 3<sup>rd</sup> house Ms. Yashodha Chopra and Ms. Shilpy Arora  
iv. 4<sup>th</sup> house Ms. Harneet Kaur and Ms. Maninder Kaur

8. Ms. Maninder Kaur will manage the display board for presenting students' creativity.

The above-mentioned points were decided to be implemented with the consent of chairperson and the attendees followed by thanks to the chair.

Dated:- 04/01/2017

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Yashoda Chopra	Asstt. Prof.	
5.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
6.	Mrs. HarneetKaur	Asstt. Prof.	
7.	Mrs. Bhawna	Asstt. Prof.	
8.	Ms. Maninder Kaur	Fine Art Teacher	
9.	Mr. Ranjit Singh	Librarian	
10.	Mr. Avtar Singh	Clerk	
11.	Mr. Kamaljit Singh	Restorer	
12.	Ms. Simran	Student	
13.	Ms. Gurpreet Kaur	Student	
14.	Mr. Gurjinder Singh	Student	

Principal   
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



# A.S. COLLEGE OF EDUCATION

Kalal-Majra, Samraja Road, KHANNA-141402

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## Action Taken Report (2016-17)

- The subjects were allocated to the staff members for the second and fourth semester.
- Morning assembly was held every Monday and House In charges supervised the students activities.
- Pre-internship workshop of 2<sup>nd</sup> semester was held on dated 9/3/17, 10/3/16, 14/3/17 and 15/3/17.

Dated: 16/01/2017

**NOTICE**

This is to inform all staff members that there will be a staff meeting on 16/01/2017 at 11.45 p.m in the office of the Principal.

Agenda:-

1. B.Ed Syllabus.
2. Periodical Inspection.

(Officiating Principal)

**STAFF MEMBERS**

- Mrs. Harjeet Kaur *Harjeet Kaur*
- Mrs. Alka Sharma *Alka*
- Mrs. Yashoda Chopra *Yashoda*
- Mrs. Harneet Kaur *Harneet*
- Mrs. Shilpy Arora
- Ms. Rupinder Kaur
- Sh. Piyush Kant *Piyush*
- Mrs. Bhawna *Bhawna*
- Ms. Maninder Kaur *Maninder*
- Mr. Ranjit Singh *Ranjit Singh*

*me*

Principal *Kumra*  
A.S. College of Education  
Kalal Majra, Khanna-Samraja Road



## True Translated Copy of the Meeting

### Staff Meeting

**Date:** 16/1/2017

**Time:** 11:45 AM

**Venue:** Principal office

### Agenda

1. Regarding the Curriculum of B.Ed.
2. Regarding the Periodically checking.

### Minutes of meeting:

The following decisions were taken unanimously

1. The teacher will organise Seminars in their respective subjects.
2. Ms. Shilpy Arora and Mr. Piyush will arrange for the extension lecture activities by various resource persons.
3. Morning assembly will be held every Monday and Every House- Incharge will celebrate important national and international days. It will be held on Tuesday if Monday is a holiday.
4. Teacher on leave must inform the Time -Table Committee in advance for smooth functioning of the college.
5. Updation of Library Books will be done time and again.
6. All the teachers will fill Performa of Periodical Checking.

The above-mentioned points were decided to be implemented with the consent of chairperson and the attendees followed by thanks to the chair.

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Dated:- 16/01/2017

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Yashoda Chopra	Asstt. Prof.	
5.	Mrs. HarneetKaur	Asstt. Prof.	
6.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
7.	Mrs. Bhawna	Asstt. Prof.	
8.	Ms. Maninder Kaur	Fine Art Teacher	
9.	Mr. Ranjit Singh	Librarian	

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### Action Taken Report (2016-17)

- The teachers organised Seminars in their respective subjects.  
Ms. Shilpy Arora and Mr. Piyush arranged various extension lectures by various resource persons like
  - Extension lecture on Cancer Awareness on World Cancer Day dated 30/1/2017.
  - Extension lecture on Investor Awareness dated 21/2/2017.
  - Extension lecture on Gender, School and Society dated 25/2/2017.
- Various national and international days were celebrated during Morning assembly under the supervision of House In charges like Republic Day, Basant Panchmi, Ravidas Jayanti, National Science Day, International Women's Day etc.
- All the teachers filled Performa of Periodical Checking.



  
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STEPPING TOWARDS ACADEMIC EXCELLENCE



(2017-18)

Dated: 04/07/2017

## NOTICE

This is to inform all staff members that there will be a staff meeting on 04/07/2017 at 10.00 a.m in the office of the Principal.

Agenda:-

1. Internship workshop.
2. Record maintenance for PAR.

(Officiating Principal)

### Special Invitee

- Sh. Dinesh Kumar Gautam (Principal A.S.Sen. Sec. School, Khanna)

### STAFF MEMBERS

- Mrs. Harjeet Kaur
- Mrs. Alka Sharma
- Mrs. Harneet Kaur
- Mrs. Shilpy Arora
- Ms. Rupinder Kaur
- Sh. Piyush Kant

*Handwritten signature in blue ink.*

Principal  
A.S. College of Education  
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STEPPING TOWARDS ACADEMIC EXCELLENCE

## True Translated Copy of the Meeting

### Staff Meeting

Date: 04/07/2017

Time: 10:00 A.M.

Venue: Principal Office

### Agenda

1. Internship workshop
2. Record maintenance for PAR (TEI)

### Minutes of meeting:

The following decisions were taken unanimously

- a) Duty related to pre-internship workshop is assigned to Mrs. Alka Sharma and it will held from 20<sup>th</sup> July to 27<sup>th</sup> July 2017. Student will prepare 5 model lessons plans. It was also Suggested by the Head of practicing school that in present times there is a great need to use improvised teaching aids for effective teaching and pupil teachers must bring teaching aids while presenting their lessons.
- b) Related to alumni of the year 2014-15 and 2015-17, students of these batches are informed to submit their documents related to their higher education and Teacher Eligibility Test (CTET and PTET) to the assigned teachers- Mrs. Harjeet Kaur, Mrs. Rupinder Kaur and Mrs. Harneet Kaur.
- c) Different duties were assigned to different teachers for records and maintenance as mentioned below:-

Record	Assigned Teachers
❖ Audio-visual record	Mrs Harneet Kaur
❖ ICT Resource centre record	Mr Piyush Kant
❖ Library Resources (on-line system, NCERT books)	Mr. Ranjeet Singh
❖ Proper utilisation of Labs (Language and social science)	Mrs. Shilpy Arora

- d) Stock register must be maintained up to- date by all the teachers.
- e) Enrichment of teaching related duties were assigned to Mrs Alka Sharma and Ms. Rupinder Kaur which must include the following details:-

1. Record of student's activities
2. Diary format-Lecture –Discussion
3. Enhancement of quality teaching.
4. Record of House exams test.

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5. Record of assignments.

After all the discussion, the meeting was ended with a vote of thanks to the Principal madam.

Dated:- 04/07/2017

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Sh.Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna	
3.	Mrs. HarjeetKaur	Asstt. Prof.	
4.	Mrs. Alka Sharma	Asstt. Prof.	
5.	Mrs. HarneetKaur	Asstt. Prof.	
6.	Mrs. Shilpy Arora	Asstt. Prof.	
7.	Ms. Rupinder Kaur	Asstt. Prof.	
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	

### Action Taken Report (2017-18)

- Seven Days Pre-internship workshop was organised from 20<sup>th</sup> July to 27<sup>th</sup> July 2017 for their Internship program in schools ie was from 28/7/2017 to 28/11/2017.
- Record maintenance and PAR, QCI (TEI) was prepared by the staff members till 30/11/2017.
- For enhancement of quality initiatives a National Level seminar was organized on dated 5/2/2018.

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STEPPING TOWARDS ACADEMIC EXCELLENCE



Dated: 06/09/2017

## NOTICE

This is to inform all staff members that there will be a staff meeting on 06/09/2017 at 11.40 a.m in the office of the Principal.

Agenda:-

1. Regarding allocation of duties during youth festival.

(Officiating Principal)

### STAFF MEMBERS

1. Mrs. Harjeet Kaur *Harjeet Kaur*
2. Mrs. Alka Sharma *Alka*
3. Ms. Harneet Kaur *Harneet*
4. Mrs. Shilpy Arora *Shilpy*
5. Ms. Rupinder Kaur *Rupinder*
6. Mrs. Bhawna *Bhawna*
7. Ms. Maninder Kaur *Maninder*
8. Sh. Dilpreet Singh *Dilpreet*
9. Sh. Piyush Kant *Piyush*
10. Sh. Ranjit Singh *Ranjit*
11. Sh. Avtar Singh *Avtar*
12. Sh. Kamaljit Singh *Kamaljit*
13. Ms. Prabhjot Kaur (Alumni) *Prabhjot*
14. Ms. Mandeep Kaur (Alumni) *Mandeep*

*me*

Principal *K Khanna*  
A.S. College of Education  
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STEPPING TOWARDS ACADEMIC EXCELLENCE

## True Translated Copy of the Meeting

### Staff Meeting

Date: 6/9/17. Time: 11.40 am Venue: Principal Office

Agenda: Regarding Allocation of duties during youth festival.

### Minutes of meeting.

The following decisions were taken unanimously

- The teacher were assigned duties as per the events of Youth festival.
- 1. Fine Arts, heritage, art and craft. Ms. Maninder Kaur and Mrs. Bhawna Sharma
- 2. Dance. Mrs Harneet Kaur
- 3. Mine, Histrionic Mrs. Alka Sharma
- 4. Folk heritage. Mrs. HarjeetKaur
- 5. Light music. Mrs. Shilpy Arora
- 6. Creative writing Ms. Rupinder Kaur
- Our Alumnus will also guide our students in preparation of various Youth Festival Items.
- The attendance of teachers will be compulsory during youth festival.

After all the discussion, the meeting was ended with a vote of thanks to the Principal madam.

Principal   
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STEPPING TOWARDS ACADEMIC EXCELLENCE

Dated:- 06/09/2017

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. HarneetKaur	Asstt. Prof.	
5.	Mrs. Shilpy Arora	Asstt. Prof.	
6.	Mrs. Bhawna	Asstt. Prof.	
7.	Mr. Dilpreet Singh	Physical Education Instructor	
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
9.	Mrs. Karmandeep Kaur	Fine Art Teacher	
10.	Mr. Avtar Singh	Clerk	
11.	Mr. Ranjit Singh	Librarian	
12.	Mr. Kamaljit Singh	Restorer	
13.	Ms. Prabhjot Kaur	Alumni	
14.	Ms. Mandeep Kaur	Alumni	

Principal   
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STEPPING TOWARDS ACADEMIC EXCELLENCE



## Action Taken Report (2017-18)

- P.U. Zonal Youth Festival was organized in the college from 3<sup>rd</sup> October to 6<sup>th</sup> October 2017.
- Our Alumnus also guide our students in preparation of various Youth Festival Items like Giddha, General Dance, clay modelling, Rangoli etc. and efficiently managed Prize distribution ceremony during Youth Festival.

Dated: 14/11/2017

## NOTICE

This is to inform all staff members that there will be a staff meeting on 14/11/2017 at 11.30 a.m in the office of the Principal.

Agenda:-

1. To discuss the revised B.Ed Academic calendar for the session 2017-18.

(Officiating Principal)

### STAFF MEMBERS

1. Mrs. Harjeet Kaur *Harjeet Kaur*
2. Mrs. Alka Sharma *Alka*
3. Ms. Harneet Kaur *Harneet*
4. Mrs. Shilpy Arora *Shilpy*
5. Ms. Rupinder Kaur *Rupinder*
6. Mrs. Bhawna *Bhawna*
7. Sh. Dilpreet Singh *Dilpreet*
9. Sh. Piyush Kant *Piyush*
10. Ms. Gurpreet Kaur *Gurpreet*
11. Ms. Samridhi Dhir *Samridhi Dhir*

*Handwritten mark*

Principal *Amay*  
A.S. College of Education  
Kalal Majra, Khanna-Samraia Road



## True Translated Copy of the Meeting

### Staff Meeting:

**Date:** 14/11/17.

**Time:** 11.30 am

**Venue:** Principal Office

**Agenda:** To discuss the revised B.Ed. academic calendar for the session (2017-18).

### Minutes of the meeting.

The following resolution was passed regarding the academic calendar in this staff meeting headed by the principal.

- a) This final practical for the 2nd SEM will be held from 14<sup>th</sup> December to 22 December 2017.
- b) NSS Camp will be organized under the guidance of Ms Alka Sharma from 21<sup>st</sup> December to 27<sup>th</sup> December 2017.
- c) New admission for this second SEM will be started from June 10, 2018 to June 25, 2018.
- d) Regular classes for second SEM will commence from March 1, 2018.
- e) House test for newly admitted students will be held in May.
- f) Teaching practice for these students will start in the month of May.
- g) Final examination for these second SEM will be held from June 10 to June 25.
- h) Teaching practice for the third SEM will be held from July 17 to November 20.
- i) Final lesson will be held from December 1 to December 16.
- j) Teaching schedule for 4<sup>th</sup> SEM will commence from January 6<sup>th</sup>, 2018.
- k) House examination will be held in April 2018.
- l) Skill in teaching and teaching aid preparation competition.
  - 1) The students of third SEM will participate in Zone B from Feb 1 to Feb 8.
  - 2) P.U. Inter-Zonal competition will be held on Feb 12, 2018 at BCM College of Education, Ludhiana.
  - 3) On Feb 13, 2018 P.U. Inter-zonal competition (Social science and languages) will be organized.

The above mentioned decisions were taken and thanks was extended to the chairperson.

Principal  
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STEPPING TOWARDS ACADEMIC EXCELLENCE



Dated:- 14/11/2017

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. Harjeet Kaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Harneet Kaur	Asstt. Prof.	
5.	Mrs. Shilpy Arora	Asstt. Prof.	
6.	Mrs. Rupinder Kaur	Asstt. Prof.	
7.	Mrs. Bhawna	Asstt. Prof.	
8.	Mr. Dilpreet Singh	Physical Education Instructor	
9.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
10.	Ms. Gurpreet Kaur	Student	
11.	Ms. Samridhi Dhir	Student	

### Action Taken Report (2017-18)

- The revised B.Ed. academic calendar for the session (2017-18) was implemented as per the schedule mentioned by the Panjab University, Chandigarh.

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Dated: 13/04/2018

## NOTICE

This is to inform all staff members that there will be a staff meeting on 13/04/2018 at 11.45 a.m in the office of the Principal.

Agenda:-

1. Regarding simulated teaching to be held on 16/04/2018.

(~~Officiating~~ Principal)

### STAFF MEMBERS

1. Mrs. Harjeet Kaur *Harjeet Kaur*
2. Mrs. Alka Sharma *Alka*
3. Ms. Harneet Kaur *H*
4. Mrs. Shilpy Arora *S*
5. Mrs. Bhawna *B*
6. Sh. Dilpreet Singh *D*
7. Sh. Piyush Kant *P*
8. Mrs. Rajni *Rajni*
9. Mrs. Karmandeep Kaur *K*
10. Ms. Gurpreet Kaur *Gurpreet Kaur*
11. Ms. Mehak Jindal *Mehak*

*me*

Principal *Kumar*  
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STEPPING TOWARDS ACADEMIC EXCELLENCE

## True Translated Copy of the Meeting

**Date:** 13/04/18 **Time:** 11:45 AM **Venue:** Principal Office

**Agendas:** Regarding simulated teaching to be held on April 16,2018

### Minutes of the meeting:

The following objectives were decided unanimously to be the part of simulated teaching to be held on April 16,2018.

1. To collect the information about the background of the institution where the pupil teachers will act as interns.
2. To familiarise with the evaluation process.
3. To report on the examination system.
4. Information about the library.
5. Details of the grant released by the govt. And the scholarships as well.
6. To acquaint with micro teaching skills.
7. To make students aware about the lesson plans and about its revision.

A vote of thanks was given to the principal before the meeting concluded.

Dated:- 13/04/2018

Attendance			
Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. HarjeetKaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. HarneetKaur	Asstt. Prof.	
5.	Mrs. Shilpy Arora	Asstt. Prof.	
6.	Mrs. Bhawna	Asstt. Prof.	
7.	Mr. Dilpreet Singh	Physical Education Instructor	
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
9.	Ms. Rajni	Asstt. Prof.	
10.	Mrs. Karmandeep Kaur	Fine Art Instructor	
11.	Ms. Gurpreet Kaur	Student	
12.	Ms. Mehak Jindal	Student	

Principal  
A.S. College of Education





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## Action Taken Report (2017-18)

- Simulated teaching was held from April 16, 2018 to April 30, 2018.

Dated: 16/07/2018

### NOTICE

This is to inform all staff members that there will be a staff meeting on 16/07/2018 at 11.45 a.m in the office of the Principal.

Agenda:-

1. Regarding admission 1<sup>st</sup> & 3<sup>rd</sup> Semester 2018-19.
2. School Internship
3. Time Table & workshop.

(Officialing Principal)

**Special Invitee**

- Sh. Dinesh Kumar Gautam (Principal, A.S.Sen. Sec. School, Khanna)
- Sh. Shaminder Verma (Principal, A.S. Modern Sen. Sec. School, Khanna)

**STAFF MEMBERS**

1. Mrs. Harjeet Kaur
2. Mrs. Alka Sharma
3. Mrs. Harneet Kaur
4. Dr. Shilpy Arora
5. Mr. Hari Krishan
6. Ms. Rajni
7. Mr. Piyush Kant
8. Ms. Gurpreet Kaur (Alumni)
9. Ms. Sheery Dhir (Student)

*Handwritten signature in blue ink.*

Principal *Handwritten signature in green ink*  
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STEPPING TOWARDS ACADEMIC EXCELLENCE

## True Translated Copy of the Meeting

**Staff Meeting 16 July, 2018**

### Agenda

- B.Ed Admission (1<sup>st</sup> and 3<sup>rd</sup> semester)
- School Internship, Time table and Workshop.

**Minutes of the meeting on 16 July, 2018 Venue:** Principal Office **Time:** 10:30 am

### Suggestions:

1. A Help Desk will be created for the convenience of students and Mrs. Harjeet Kaur, Dr. Shilpy Arora and Mr. Hari Krishan will facilitate the students regarding B.Ed admission.
2. The dates for the admission of 3<sup>rd</sup> semester will be 17,18 and 19 July, 2018 and all the students must bring Aadhar card copy and passport size photograph for this purpose.
3. Roll numbers of 3<sup>rd</sup> semester will start from 501.
4. Online choice filling for the 1<sup>st</sup> semester students was from 12-20 July and Mrs Alka Sharma and Mrs. Harneet Kaur will manage this process.
5. Re- Verification of admission forms for the 3<sup>rd</sup> semester students will be managed by Mrs Alka Sharma and Mrs. Harneet Kaur.
6. Activity Record will be managed by Mrs Alka Sharma and Mrs. Harneet Kaur.
7. Conduction of morning Assembly will be managed by Mrs Harjeet Kaur and Mrs. Bhawna Sharma.
8. Conduction of House Exam will be managed by Mrs Alka Sharma and Mrs. Harneet Kaur and Mr. Avtar Singh.
9. Responsibility regarding Scholarships will be managed by Dr. Shilpy Arora, Mr. Hari Krishan and Mr. Ranjit Singh.
10. Responsibility regarding Hospitality will be managed by Mrs. Harneet Kaur, Dr. Shilpy Arora, and Mrs. Bhawna Sharma.
11. Responsibility regarding Guidance and Placement will be managed by Mrs Harjeet Kaur and Mrs. Harneet Kaur.
12. Responsibility regarding Grievance Cell will be managed by Dr. Shilpy Arora, Mrs. Harneet Kaur.
13. Time- Table will be managed by Mrs Alka Sharma and Mrs. Harneet Kaur.
14. Internship workshop of 3<sup>rd</sup> sem. will be held from 19/07/2018. It was also Suggested by the Head of practicing school that the pupil teachers must use our science labs and computer labs while teaching their topics and also provide remedial teaching in the form of extra classes to the needy students.
15. The alumnus of the college also suggested for pupil teachers to use ICT tools in the schools for effective presentation of the lessons to make teaching learning more interesting.

Principal

A.S. College of Education



# A.S. COLLEGE OF EDUCATION

Kalal-Majra, Samrala Road, KHANNA-141402

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STEPPING TOWARDS ACADEMIC EXCELLENCE

The above mentioned decisions were unanimously accepted and the staff members thanked the principal.

Dated:- 16/07/2018

Attendance			
Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Sh. Dinesh Kumar Gautam	Principal A.S.Sen. Sec. School, Khanna	
3.	Sh. Shaminder Verma	Principal A.S. Modern Sen. Sec. School, Khanna	
4.	Mrs. Harjeet Kaur	Asstt. Prof.	
5.	Mrs. Alka Sharma	Asstt. Prof.	
6.	Mrs. Harneet Kaur	Asstt. Prof.	
7.	Mrs. Shilpy Arora	Asstt. Prof.	
8.	Mr. Hari Krishan	Asstt. Prof.	
9.	Ms. Rajni	Asstt. Prof.	
10.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
11.	Ms. Gurpreet Kaur	Alumni	
12.	Ms. Sheery Dhir	Students	

## Action Taken Report (2018-19)

- A Help Desk was created for the convenience of students and Teacher in-charges facilitated the students regarding B.Ed admission.
- The dates for the admission of 3<sup>rd</sup> semester were 17,18 and 19 July, 2018.
- The duties were allocated to the staff members.
- Internship workshop of 3<sup>rd</sup> sem. was held from 19/07/2018 to 25/7/2018.

Principal

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STEPPING TOWARDS ACADEMIC EXCELLENCE




Dated: 06/11/2018

## NOTICE









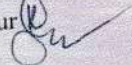
This is to inform all staff members that there will be a staff meeting on 06/11/2018 at 12.15 p.m in the office of the Principal.

Agenda:-

1. Regarding Faculty Development Programme.

  
(Officiating Principal)

### STAFF MEMBERS

1. Mrs. Harjeet Kaur 
2. Mrs. Alka Sharma 
3. Mrs. Harneet Kaur
4. Dr. Shilpy Arora 
5. Sh. Hari Krishan 
6. Sh. Piyush Kant 
7. Ms. Rajni 
8. Sh. Dilpreet Singh 
9. Mrs. Bhawna 
10. Mrs. Karmandeep Kaur 



Principal   
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STEPPING TOWARDS ACADEMIC EXCELLENCE

True Translated Copy of the Meeting

## Staff Meeting

**DATE** – 6/11/2018      **TIME** -12:15pm      **VENUE** – Principal Office

**AGENDA:** Regarding Faculty Development Programme

### MINUTES OF MEETING:

- As per “New Education Policy” a faculty development programme will be organized from Nov.19 to Nov.25 tentatively.
- The teachers from other colleges will participate in this event held at A.S. College of Education, Khanna sponsored by MGNCRE (GOI) in collaboration with Panjab University, Chandigarh.
- 25 members will participate in this programme, free of cost
- Emphasis will be put on Rural Education and Vocational Education

The above mentioned points were decided regarding the organization of the programme. A vote of thanks was given to the chairperson.

Dated:- 06/11/2018

**Attendance**

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Mrs. Harjeet Kaur	Asstt. Prof.	
3.	Mrs. Alka Sharma	Asstt. Prof.	
4.	Mrs. Shilpy Arora	Asstt. Prof.	
5.	Mr. Hari Krishan	Asstt. Prof.	
6.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
7.	Ms. Rajni	Asstt. Prof.	
8.	Mr. Dilpreet Singh	Physical Education Instructor	
9.	Mrs. Bhawna	Asstt. Prof.	
10.	Mrs. Karmandeep Kaur	Fine Art Instructor	

### Action Taken Report (2018-19)

- A faculty development programme was organized from Nov.18 to Nov.24, 2018.

Principal



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STEPPING TOWARDS ACADEMIC EXCELLENCE

True Translated Copy of the Meeting

Staff Meeting 8 July, 2019

Agenda:-

1. Regarding admission 1<sup>st</sup> & 3<sup>rd</sup> Semester.
2. Pre-Internship workshop
3. Simulated teaching

Minutes of the meeting on 8 July, 2019 Venue: Principal Office Time: 10:30 am

Suggestions:

- The dates for the admission of 3<sup>rd</sup> semester will be 8, 9 and 10 July, 2019.
- The admission of 1<sup>st</sup> semester students will be done carefully keeping in mind the major and minor subject combinations and must be studied for at least 2 years.
- Rural area weightage will be given to those who have done their 10<sup>th</sup> and 12<sup>th</sup> (PSEB) from rural area school and CBSE affiliated schools in rural area will be given weightage after having signature with stamp and seal from Sarpanch of that particular rural area.
- In B.Ed seat matrix, seats of subject physical education and fine arts will be shifted to Science, Maths, Social science and languages.
- Language subject will be carefully checked for Honours Combination.
- Pre- Internship workshop will be from 10<sup>th</sup> July to 16<sup>th</sup> July. During 3<sup>rd</sup> Semester Internship workshop 5-7 B.Ed. will prepare videos of their lessons for record purpose.
- It was also Suggested by the Head of practicing school that the pupil teachers must guide students about career opportunities during morning assembly conducted in the schools and train them to use interactive/ smart boards while presenting their lessons.
- Discussion lessons of 3<sup>rd</sup> semester will be held from 17<sup>th</sup> July to 17<sup>th</sup> August 2019.
- For Soft Skills (English), ICT based lesson plan will be prepared.
- Semester Activities will be organized in the following subjects:
  1. Inclusive Education
  2. Diversity
  3. Environment sustainability
  4. Professional Ethics etc.

The meeting ended after deciding the above-mentioned points. Vote of Thanks was given to the Chairperson.

Principa.   
A.S. College of Education  
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STEPPING TOWARDS ACADEMIC EXCELLENCE



(2019-20)

Dated: 08/07/2019

## NOTICE

This is to inform all staff members that there will be a staff meeting on 08/07/2019 at 10.30 a.m in the office of the Principal.

Agenda:-

1. Regarding admission 1<sup>st</sup> & 3<sup>rd</sup> Semester.
2. Pre-Internship workshop
3. Simulated teaching

(Officiating Principal)

### Special Invitee

- Sh. Shaminder Verma (Principal, A.S. Modern Sen. Sec. School, Khanna)

### STAFF MEMBERS

1. Mrs. Harjeet Kaur *Harjeet Kaur*
2. Mrs. Alka Sharma *Alka*
3. Mrs. Harneet Kaur *H*
4. Dr. Shilpy Arora *Shilpy Arora*
5. Sh. Hari Krishan *for Kaur*
6. Sh. Piyush Kant *Piyush Kant*
7. Ms. Rajni
8. Sh. Avtar Singh *ASr*
9. Sh. Kamaljit Singh *Kamaljit Singh*
10. Mr. Himanshu (Student) *Himanshu*

*[Handwritten signature]*

Principal *Kumar*  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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Dated:- 08/07/2019

## Attendance

Sr.No.	Name	Designation	Signature
1.	Mrs. Vimal Vidushy	Off. Principal	
2.	Sh. Shaminder Verma	Principal, A.S. Modern Sen. Sec. School, Khanna	
3.	Mrs. HarjeetKaur	Asstt. Prof.	
4.	Mrs. Alka Sharma	Asstt. Prof.	
5.	Mrs. Shilpy Arora	Asstt. Prof.	
6.	Mr. Hari Krishan	Asstt. Prof.	
7.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	
8.	Mr. Avtar Singh	Clerk	
9.	Mr. Kamaljit Singh	Restorer	
10.	Mr. Himanshu	Student	Himanshu

### Action Taken Report (2019-20)

- The admission of 3<sup>rd</sup> semester was from 8, 9 and 10 July, 2019.

Principal   
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STEPPING TOWARDS ACADEMIC EXCELLENCE




Dated: 20/03/2020

## NOTICE






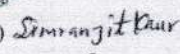
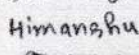
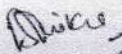
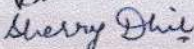
This is to inform all the Administrative committee members that there will be a meeting on 20/03/2020 at 10.00 a.m in the office of the Principal.

### Agenda:-

1. To review the effect of pandemic COVID 19 on Education
2. Student support services
3. Feedback from stakeholders
4. Staff appraisal
5. Mentoring activities
6. To plan for admissions 2020-21

  
Officiating Principal

### Administrative Committee:-

- Mrs. Alka Sharma 
- Mrs. Harneet Kaur 
- Dr. Shilpy Arora 
- Mr. Piyush Kant 
- Sh. Avtar Singh 
- Simranjit Kaur (Student) 
- Himanshu (Student) 
- Deepshikha (Alumni) 
- Sherry Dhir (Alumni) 



  
Principal  
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STEPPING TOWARDS ACADEMIC EXCELLENCE



(20/3/2020)

### Attendance

Sr.No.	Name	Designation	Attendance
1.	Mrs. Vimal Vidushy	Off. Principal	<i>[Signature]</i>
2.	Mrs. Alka Sharma	Asstt. Prof.	<i>[Signature]</i>
3.	Mrs. HarneetKaur	Asstt. Prof.	<i>[Signature]</i>
4.	Dr. ShilpyArora	Asstt. Prof.	<i>[Signature]</i>
5.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	<i>[Signature]</i>
6.	Sh. Avtar Singh	Office Asstt. Cum- Computer Operator	<i>[Signature]</i>
7.	Simranjit Kaur	Student	<i>Simranjit Kaur</i>
8.	Himanshu	Student	<i>Himanshu</i>
9.	Deepshikha	Alumni	<i>[Signature]</i>
10.	Sherry Dhir	Alumni	<i>Sherry Dhir</i>

*[Signature]*

Principal *[Signature]*  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE



## Minutes of the Administrative committee meeting on 20th March 2020

Venue: Principal Office


Time: 10:00 am

The following members are present in the meeting:-

- Mrs. Alka Sharma
- Mrs. HarnetKaur
- Dr. ShilpyArora
- Mr. Piyush Kant
- Sh. Avtar Singh
- Simranjit Kaur
- Himanshu
- Deepshikha
- Sherry Dhir

### Proceedings Agenda wise

1. There may be disruption in normal mode of teaching and the syllabus can be completed using online teaching platforms by considering the convenience of the students.
2. Respective teachers must ensure that syllabus is completed in time. Further, A whatsapp group will be created to communicate all the information's, decisions taken by the University and college to staff for the smooth functioning. Online Mid- term Examinations will be decided as per the guidelines of Panjab University. The administrative committee will provide opportunities to its faculty to join FDPs to enhance their digital skills.
3. Feedback need to be collected from all the stakeholders.
4. Faculty performance appraisal need to be carried out.
5. Mentoring to be carried out using any digital / social media for the Physical and mental well-being of the students. It was decided that teachers should be in continuous link with students and provide opportunities to them to be involved for various awareness campaign against this pandemic decease.  
It was decided that all the faculty members must attend various webinars being organised during this period to enhance their knowledge.
6. Members suggested for online admission campaign and online registration of the students for session 2020-21.

  
Officiating Principal



Principal   
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



### Action Taken Report (2019-20)

- Due to Covid-19 Lockdown, portions were completed using whatsapp, Google meet and Zoom Meeting and other online platforms as per the university guidelines in the month of April.
- Feedback collected from all stakeholders-Parents, Alumni, Teachers and Employers and from students on Teaching learning, Curriculum and Support Services for the session 2020-21 and Feedback collected from students for the session 2019-20.
- Three faculty members attended 5 online FDP's and one faculty member join orientation programme during lockdown.
- Faculty Appraisal was carried out for each faculty member in the month of March.
- Students and faculty are continuously encouraged to attend various online webinars and participate in various online inter-college/state competitions to engage them during Lockdown/ Pandemic period and also for their good mental health.
- Online registration form was created and uploaded on college website for online admission campaign and online registration of the students for session 2020-21.

Principal   
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(2020-21)

Dated: 24/07/2020

## NOTICE

This is to inform all the staff members that there will be a meeting on 24/07/2020 at 11.30 a.m in the office of the Principal.

Agenda:-

1. Admission process and Online teaching of 3<sup>rd</sup> Semester

\_\_\_\_\_  
Officiating Principal

### Staff Members

- Mrs. HarjeetKaur
- Mrs. Alka Sharma
- Mrs. HarneetKaur
- Dr. ShilpyArora
- Sh. HariKrishan
- Dr. Gurmeet Singh
- Mr. Piyush Kant
- Sh. Uma Dutt Sharma (Off. Principal A.S.Sen Sec. School, Khanna)
- Simranjit Kaur (Students) Simranjit Kaur
- Himanshu (Students) Himanshu
- Deepshikha (Alumni) Deepshikha
- Gurpreet Kaur (Alumni) Gurpreet Kaur
- Sherry Dhir (Alumni) Sherry Dhir
- Sh. Avtar Singh
- Sh. Kamaljeet Singh

*[Handwritten signature]*

Principal  
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STEPPING TOWARDS ACADEMIC EXCELLENCE



## Minutes of the Administrative committee meeting on 24th August 2020

Venue: Principal Office

Time: 11:30 am

### The following members are present in the meeting:-

- Mrs. Harjeet Kaur
- Mrs. Aika Sharma
- Mrs. Harmeet Kaur
- Dr. Shilpy Arora
- Sh. Hari Krishan
- Dr. Gurmeet Singh
- Mr. Piyush Kant
- Sh. Uma Dutt Sharma (Off. Principal A.S. Sen. Sec. School, Khanna)
- Simranjit Kaur (Students)
- Himanshu (Students)
- Deepshikha (Alumni)
- Gurpreet Kaur (Alumni)
- Sherry Dhir (Alumni)
- Sh. Avtar Singh
- Sh. Kamaljeet Singh

### Proceeding

1. As per the information given by Dean, Faculty of Education, P.U. Chandigarh that Due to Covid-19 it is not possible to carry on school internship programme for Semester III students of B.Ed. As the course is entirely related to school practice teaching and due to closure of schools, it is not possible to conduct the practice in schools as per prescribed rules. So, it was resolved in the meeting of Board of Studies dated 21/7/20 to swap the syllabi of semester i.e. of B.Ed. IV to B.Ed. Semester III. Further all external practical's of B.Ed. will be conducted internally in online mode.

Admission to 3<sup>rd</sup> semester will be done from 27/7/20 to 3/8/20.

Three days' workshop was organised for teachers on how to create class in google meet and google classrooms and appreciated the efforts of teachers to create their youtube channels and same training will be given to students for enhancement of their skills.

Online teaching for Semester III will start from 5/8/20 till further information from university. Information regarding final exams of semester IV will be given in whatsapp groups of staff and students.

\_\_\_\_\_  
Officiating Principal

*Handwritten signature*

Principal  
*Handwritten signature*  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE

(24/07/2020)

Attendance			Attendance
Sr.No.	Name	Designation	
1.	Mrs. Vimal Vidushy	Off. Principal	<i>[Signature]</i>
2.	Mrs. HarjeetKaur	Asstt. Prof.	<i>[Signature]</i>
3.	Mrs. Alka Sharma	Asstt. Prof.	<i>[Signature]</i>
4.	Mrs. HarneetKaur	Asstt. Prof.	<i>[Signature]</i>
5.	Dr. ShilpyArora	Asstt. Prof.	<i>[Signature]</i>
6.	Sh. HariKrishan	Asstt. Prof.	<i>[Signature]</i>
7.	Dr. Gurmeet Singh	Asstt. Prof.	<i>[Signature]</i>
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	<i>[Signature]</i>
9.	Sh. Uma Dutt Sharma	Officiating Principal, A.S. Sr. Sec. School, Khanna	<i>[Signature]</i>
10.	Simranjit Kaur	Student	<i>Simranjit Kaur</i>
11.	Himanshu	Student	<i>Himanshu</i>
12.	Deepshikha	Alumni	<i>[Signature]</i>
13.	Gurpreet kaur	Alumni	<i>[Signature]</i>
14.	Sherry Dhir	Alumni	<i>Sherry Dhir</i>
15.	Sh. Avtar Singh	Office Asstt.- Cum- Computer Operator	<i>[Signature]</i>
16.	Sh. Kamaljeet Singh	Library store keeper	<i>[Signature]</i>

## Action Taken Report (2020-21)

- The decision in the meeting of BOS was intimated to staff and students.
- All external practicals were conducted in the month of October as per the guidelines issued by the Panjab University, Chandigarh.
- Training to students was given in the month of August to attend class in googlemeet and how to use google classrooms for assignments and other relevant materials.
- Online teaching for Semester III started from 5/8/20 and time- table was prepared as per the instructions given by Panjab University, Chandigarh.
- Online final exams of B.Ed. semester IV was conducted in the month of September 2020 as per the guidelines issued by the Panjab University, Chandigarh.

*[Handwritten signature]*

Princip  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE

Dated: 04/01/2021

## NOTICE

This is to inform all the staff members that there will be a meeting on 04/01/2021 at 10.00 a.m in the office of the Principal.

Agenda:-

1. Orientation of B.Ed. 1st semester
2. 2<sup>nd</sup> counselling B.Ed admission
3. Online Final Exams of 3<sup>rd</sup> Semester

Officiating Principal

### Staff Members

- Mrs. HarjeetKaur *Harjeet*
- Mrs. Alka Sharma *Alka*
- Mrs. HarneetKaur *Harneet*
- Dr. ShilpyArora *Shilpy*
- Sh. HariKrishan *Hari*
- Dr. Gurmeet Singh *Gurmeet*
- Mr. Piyush Kant *Piyush*
- Simranjit Kaur (Student) *Simranjit Kaur*
- Himanshu (Student) *Himanshu*
- Deepshikha (Alumni) *Deepshikha*
- Gurpreet Kaur (Alumni) *Gurpreet Kaur*
- Sherry Dhir (Alumni) *Sherry Dhir*
- Sh. Avtar Singh *Avtar*
- Sh. Kamaljeet Singh *Kamaljeet*

Principal *Kumar*  
 A.S. College of Education  
 Kalal Majra, Khanna-Samrala Road





# A.S. COLLEGE OF EDUCATION

Kalal-Majra, Samrala Road, KHANNA-141402

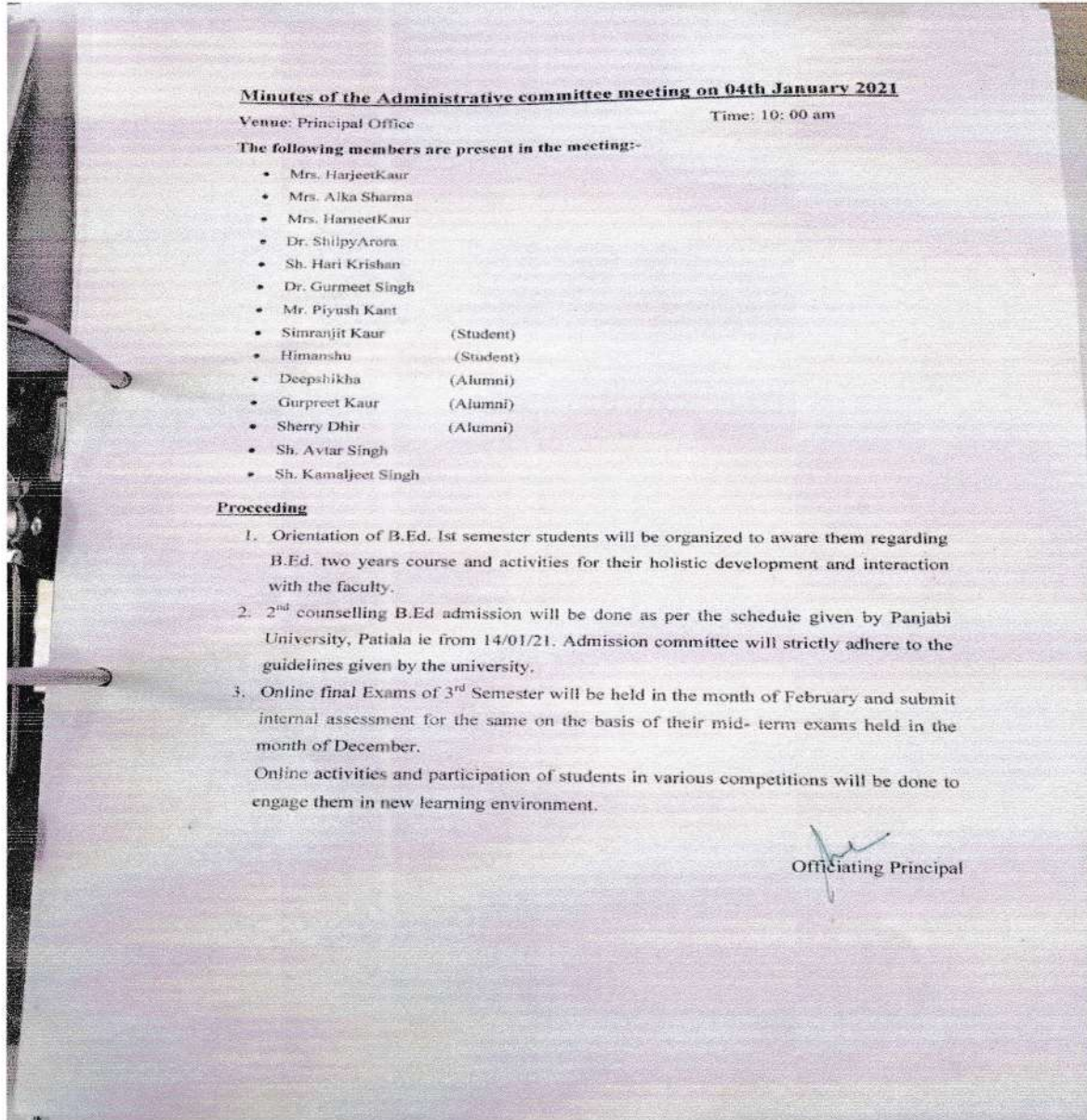
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visit us at : www.ascekh.com mail us: asce\_khn@yahoo.com



STEPPING TOWARDS ACADEMIC EXCELLENCE



## Minutes of the Administrative committee meeting on 04th January 2021

Venue: Principal Office

Time: 10: 00 am


The following members are present in the meeting:-

- Mrs. Harjeet Kaur
- Mrs. Alka Sharma
- Mrs. Harjeet Kaur
- Dr. Shilpy Arora
- Sh. Hari Krishan
- Dr. Gurmeet Singh
- Mr. Piyush Kant
- Simranjit Kaur (Student)
- Himanshu (Student)
- Deepshikha (Alumni)
- Gurpreet Kaur (Alumni)
- Sherry Dhir (Alumni)
- Sh. Avtar Singh
- Sh. Kamaljeet Singh


### Proceeding

1. Orientation of B.Ed. 1st semester students will be organized to aware them regarding B.Ed. two years course and activities for their holistic development and interaction with the faculty.
2. 2<sup>nd</sup> counselling B.Ed admission will be done as per the schedule given by Panjabi University, Patiala ie from 14/01/21. Admission committee will strictly adhere to the guidelines given by the university.
3. Online final Exams of 3<sup>rd</sup> Semester will be held in the month of February and submit internal assessment for the same on the basis of their mid- term exams held in the month of December.

Online activities and participation of students in various competitions will be done to engage them in new learning environment.

  
Officiating Principal



  
Principal  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE

(4/01/2021)

Attendance			
Sr.No.	Name	Designation	Attendance
1.	Mrs. Vimal Vidushy	Off. Principal	<i>[Signature]</i>
2.	Mrs. HarjeetKaur	Asstt. Prof.	<i>[Signature]</i>
3.	Mrs. Alka Sharma	Asstt. Prof.	<i>[Signature]</i>
4.	Mrs. HarneetKaur	Asstt. Prof.	<i>[Signature]</i>
5.	Dr. ShilpyArora	Asstt. Prof.	<i>[Signature]</i>
6.	Sh. HariKrishan	Asstt. Prof.	<i>[Signature]</i>
7.	Dr. Gurmeet Singh	Asstt. Prof.	<i>[Signature]</i>
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	<i>[Signature]</i>
9.	Simranjit Kaur	Student	<i>Simranjit Kaur</i>
10.	Himanshu	Student	<i>Himanshu</i>
11.	Deepshikha	Alumni	<i>[Signature]</i>
12.	Gurpreet kaur	Alumni	<i>[Signature]</i>
13.	Sherry Dhir	Alumni	<i>Sherry Dhir</i>
14.	Sh. Avtar Singh	Office Asstt.- Cum- Computer Operator	<i>[Signature]</i>
15.	Sh. Kamaljeet Singh	Library store keeper	<i>[Signature]</i>

## Action Taken Report (2020-21)

Orientation of B.Ed. Ist semester students was organized from 5/1/21 to 7/1/21.

2<sup>nd</sup> counselling B.Ed admission was done as per the schedule given by Panjabi University, Patiala ie from 14/1/21 to 17/1/21 further admission extended upto 27/1/21.

Online final Exams of 3<sup>rd</sup> Semester were conducted from 15/2/21 to 3/3/21.

*[Signature]*

Principal  
*[Signature]*  
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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(ESTD. 2007)

(ESTD. 2007)

STEPPING TOWARDS ACADEMIC EXCELLENCE



Dated: 22/03/2021

## NOTICE

This is to inform all the staff members that there will be a meeting on 22/03/2021 at 10.30 a.m in the office of the Principal.

### Agenda:-

1. Pre- Internship workshop for semester IV

Officialing Principal

### Staff Members

- Mrs. HarjeetKaur
- Mrs. Aika Sharma
- Mrs. HameetKaur
- Dr. ShilpyArora
- Sh. HariKrishan
- Dr. Gurmeet Singh
- Mr. Piyush Kant
- Sh. Uma Dutt Sharma (off. principal, A.S.Sen. Sec. School, Khanna)
- Simranjit Kaur (Student)
- Himanshu (Student)
- Deepshikha (Alumni)
- Gurpreet Kaur (Alumni)
- Sherry Dhir (Alumni)
- Sh. Avtar Singh
- Sh. Kamaljeet Singh

*Handwritten signature*

Principi  
 A.S. College of Education  
 Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE



## Minutes of the Administrative committee meeting on 22th March 2021

Time: 10: 30 a.m

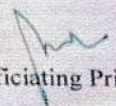
Venue: Principal Office

The following members are present in the meeting:-

- Mrs. HarjeetKaur
- Mrs. Alka Sharma
- Mrs. HarneetKaur
- Dr. ShilpyArora
- Sh. Hari Krishan
- Dr. Gurmeet Singh
- Mr. Piyush Kant
- Sh. Uma Dutt Sharma (off, Principal, A.S.Sen. Sec. School, Khanna)
- Simranjit Kaur (Student)
- Himanshu (Student)
- Deepshikha (Alumni)
- Gurpreet Kaur (Alumni)
- Sherry Dhir (Alumni)
- Sh. Avtar Singh
- Sh. Kamaljeet Singh

### Proceeding

1. Pre- Internship workshop for semester IV will be held online as per the university guidelines regarding Covid-19. In this programme, students will be oriented professionally towards how to teach online, create google classrooms, preparing google forms etc. in the present situation of Covid-19. Students will also be prepared for How to plan lessons, Micro teaching, Objectives etc. as previously we do in our pre-internship workshops. It was also suggested by the Head of practising school that if any pupil teacher diagnose any gifted/ educationally backward student in the school then they must be trained with different strategies during their online class and also inform to their mentors for their continuous betterment.

  
Officiating Principal

  
Principal   
A.S. College of Education  
Kalal Majra, Khanna-Samrala Road



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STEPPING TOWARDS ACADEMIC EXCELLENCE

(22/03/2021)

Attendance			
Sr.No.	Name	Designation	Attendance
1.	Mrs. Vimal Vidushy	Off. Principal	<i>[Signature]</i>
2.	Mrs. HarjeetKaur	Asstt. Prof.	<i>[Signature]</i>
3.	Mrs. Alka Sharma	Asstt. Prof.	<i>[Signature]</i>
4.	Mrs. HarnheetKaur	Asstt. Prof.	<i>[Signature]</i>
5.	Dr. ShilpyArora	Asstt. Prof.	<i>[Signature]</i>
6.	Sh. HariKrishan	Asstt. Prof.	<i>[Signature]</i>
7.	Dr. Gurmeet Singh	Asstt. Prof.	<i>[Signature]</i>
8.	Mr. Piyush Kant	Computer Instructor cum Lab Asstt.	<i>[Signature]</i>
9.	Sh. Uma Dutt Sharma	Officiating Principal, A.S. Sr. Sec. School, Khanna	<i>[Signature]</i>
10.	Simranjit Kaur	Student	<i>Simranjit Kaur</i>
11.	Himanshu	Student	<i>Himanshu</i>
12.	Deepshikha	Alumni	<i>[Signature]</i>
13.	Gurpreet kaur	Alumni	<i>[Signature]</i>
14.	Sherry Dhir	Alumni	<i>Sherry Dhir</i>
15.	Sh. Avtar Singh	Office Asstt.- Cum- Computer Operator	<i>[Signature]</i>
16.	Sh. Kamaljeet Singh	Library store keeper	<i>[Signature]</i>

## Action Taken Report (2020-21)

11 days Online Pre- Internship workshop was conducted for semester IV from 27/3/21 to 12/4/21.

*[Signature]*

Princ.  
A.S. College  
Kalal Majra, Khanna-Samrala Road