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Ref.	No.	

Dated: 06/08/2022

### Notice

This is to inform all the members of IQAC cell that there will be a meeting on 06/08/2022 at 10:15 am in office of the Principal.

### Agenda

- Pre-Internship Workshop III
- Value Added Certificate Course on Teaching Aid

**IQAC** Coordinator

A.S. Collors of B. cation

Kalal Majra, Khanna-Samrala Road

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Ref.	NO.	

Dated: 06/08/2022

# Minutes of meeting of IQAC cell held on 06/08/2022

#### Agenda

- Pre-Internship Workshop III
- Value Added Certificate Course on Teaching Aid

Minutes of the meeting on 06/08/2022

Venue: Principal Office

Time: 10: 15 A.M.

### Discussion and Suggestions:

- Pre-Internship Workshop for semester III will be held as per the Panjab University guidelines. In this programme, students will be oriented professionally towards how to teach. Students will also be taught to prepare lesson plans..
- Value Added Certificate Course on Teaching Aids will be organised under the course coordinator Dr. Vimal Vidushy during Pre-Internship Workshop.

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

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

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Rel.	No.	

Dated: 06/08/2022

### Action Taken Report of the IQAC meeting on 06/08/2022

- Pre-Internship Workshop for semester III hold as per the Panjab University guidelines. In this programme, students oriented professionally towards how to teach. Students also taught to prepare general, model based and ICT based lesson plans, Micro teaching lessons, Objectives etc. Head of practising school awared the pupil teachers that it is their moral as well as professional duty to channelize the potential of students in the right direction and make them self-reliant and self-sufficient in academics as well as in social skills.
- Value Added Certificate Course on Teaching Aids organised under the course coordinator Dr. Vimal Vidushy during Pre-Internship Workshop in which students taught about different types of teaching aids and how teaching aids like models, flash cards are prepared and used.

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D.C No	
Ref. No	

Dated: 06/08/2022

# Signature of IQAC members who attended meeting on 06/08/2022

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Office Bearers	Name of IQAC members	8
Chairperson	Dr. Pawan Kumar, Principal	anna
Coordinator	Mrs. Alka Sharma	Alka Grant
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Alka shar Hanjif &
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President)	Ishita Goyal Haishite Marken Chahat Khanna
	Ms. Chahat Khanna (Secretary)	Challet Charma
Management Representative	Sh. Shamender Single (President) Sh. Dinesh Kuma	
	Sharma(Secretary) Dr. R.S Jhanji.(Principal, A. college Khanna)	s
Alumnae members	Mrs. Harneet Kaur	the state of the s
Any other stakeholders an community representatives	d Sh. Paramjit Singh(Adv)	Paracept Sy

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

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Dated: 23/09/2022

#### Notice

This is to inform all the members of IQAC cell that there will be a meeting on 23/09/22 at 12:00pm in office of the Principal.

#### Agenda

- Induction Programme for New Session.
- Duties regarding Induction Programme.
- Time table for the session (2022-23) B.Ed Ist Sem.
- Unit Plan for session (2022-23) B.Ed Ist Sem.
- Awareness regarding Code of Conduct for faculty.

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Principal

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A.S. Composite Francation Kalal Majra, Khanna-Samrala Road

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Ref. No.

Dated: 23/09/2022

### Minutes of meeting of IQAC cell held on 23/09/2022

#### Agenda

- Induction Programme for New Session.
- Duties regarding Induction Programme.
- Time table for the session (2022-23) B.Ed Ist Sem.
- Unit Plan for session (2022-23) B.Ed Ist Sem.
- Awareness regarding Code of Conduct for faculty.

Minutes of the meeting on 23 September 2022 Venue: Principal Office Discussion and Suggestions:

**Time:** 12: 00 pm

- Six days Induction Programme of B.Ed. 1<sup>st</sup> Semester students will be organized from Oct1, 2022 -October 10, 2022.
- Mrs Alka Sharma & Dr. Shilpy Arora were assigned the duty to prepare the schedule of the Induction programme.
- Regular time table of Ist Sem for the session (2022-23) will be followed after the Induction programme w.e.f. October,12,2022.
- All the staff members will prepare the unit plans for their respective subjects for Ist Sem for the session (2022-23) before the commencement of the regular classes and will have to submit to Dr. Vimal Vidushy.
- Discussion regarding Code of Conduct for faculty .

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

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Ref. No. \_\_\_\_\_ Dated: 23/09/2022

#### Action Taken Report of the IQAC meeting on 23/09/2022

- Six days Induction Programme of B.Ed. 1<sup>st</sup> Semester students was organized from Oct1, 2022 -October 10, 2022. Information regarding B.Ed. two-year course and activities was given to the students. Faculty members interacted with the students as per the schedule.
- In charges of the Induction Programme prepared the schedule of Induction programme and get it circulated among the staff. All the staff members followed the duties as per schedule of Induction Programme.
- All the staff members followed the time table of Ist Sem for the session (2022-23) w.e.f. October,12,2022.
- All the staff members prepared the unit plans of their respective subjects of 1st Sem for the session (2022-23).
- All the staff members became aware regarding the Code of Conduct.

Principal

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Kalal Majra, Khanna-Samrala Road

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Ref. No.	Datad. 22/00/2022
	Dated: 23/09/2022

### Signature of IQAC members who attended meeting on 23/09/22

Office Bearers	Name of IQAC members	Signature
Chairperson	Dr. Pawan Kumar, Principal	Mmon
Coordinator	Mrs. Alka Sharma	Alka sham
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Alka Shan Har fl Kay
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	J ASON
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Ishita Goyal Harshile Marker Chahat Khawe
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Dinghkama
Alumnae members	Mrs. Harneet Kaur	the
Any other stakeholders and community representatives	Sh. Paramjit Singh(Adv)	lawy do

Alka Juan IQAC Coordinator

Principal

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Ref. No.	
Rel. No.	

Dated: 03/12/2022

#### **Notice**

This is to inform incharges of IQAC cell that there will be a meeting on 3/12/2022 at 11:15 am in office of the Principal.

#### Agenda

- NAAC
- Final Skill- In- Teaching

Alka Sham IQAC Coordinator

Principal

Principal

A.S. College of Farcation

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Ref.	No.	

Dated: 03/12/2022

### Minutes of meeting of IQAC cell held on 03/12/2022

#### Agenda

- NAAC
- Final Skill- In- Teaching

Minutes of the meeting on 03 December 2022 Venue: Principal Office Time: 11: 15 A.M. Discussion and Suggestions:

- All the staff members have to complete files with paging and preparing Index regarding NAAC Work.
- Following Dates are given to the staff members to get their files checked from NAAC Coordinators i.e., Dr. Vimal Vidushy & Mrs. Alka Sharma and also have to paste tags on original documents as per their respective criteria.

Sr. No.	Name	Date
1.	Dr. Shilpy Arora, Dr. Gurmeet Singh	6/12/22
2.	Mr. Hari Krishan	7/12/22
3.	Mrs. Harjeet Kaur	8/12/22
4.	Mrs. Harneet Kaur	9/12/22, 10/12/22
5.	Dr. Vimal Vidushy	12/12/22
6.	Mrs. Alka Sharma	13/12/22

- All the Inchrages of labs have to maintained the records of their respective labs and update the stock register as well as Issue registers.
- Dr. Gurmeet Singh is assigned the duty to get the labs and furniture cleaned under his supervision.
- Information is given to the staff members that the date- 15/11/2022 for Final Skill-in-Teaching Practical has been given by the Panjab University with the consent of coordinator.
  - 1. All the Teaching Practice Inchrages have to maintained files and documents accordingly for the conduction of Final Skill-in-Teaching Practical.
  - 2. All the staff members have to reach to A.S. Sen. Sec. School on same date at 8:30 A.M.

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

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Ref.	No.		

Dated: 03/12/2022

#### Action Taken Report of the staff meeting on 03/12/2022

- All the staff members had completed files with paging and prepared Index regarding NAAC Work.
- All staff members got their files checked from NAAC Coordinators i.e., Dr. Vimal Vidushy & Mrs. Alka Sharma and also pasted tags on original documents as per their respective criteria.
- All the Inchrages of labs had maintained the records of their respective labs and updated the stock register as well as Issue registers.
- Dr. Gurmeet Singh got the labs and furniture cleaned under his supervision.
- All the Teaching Practice Inchrages had maintained files and documents and Final Skill-in-Teaching Practical had been conducted on 15/11/2022.

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Ref. No.	Dated: 03/12/2022

### Signature of IQAC members who attended meeting on 3/12/22

Office Bearers	Name of IQAC members	Signature
Chairperson	Dr. Pawan Kumar, Principal	must
Coordinator	Mrs. Alka Sharma	Meshan
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	I they they
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	De Am
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Islite Gayal Harshite Markes Chahet Khama
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Dineth kum
Alumnae members	Mrs. Harneet Kaur	the
Any other stakeholders and community representatives	Sh. Paramjit Singh(Adv)	beary dy

ilka Ham IQAC Coordinator

Princi Principal

A.S. College of Manacation

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Ref. No.

Dated: 20/12/2022

#### **Notice**

This is to inform incharges of IQAC cell that there will be a meeting on 20/12/2022 at 2:00 pm in office of the Principal.

#### Agenda

NSS Camp

Alia Stram **IQAC** Coordinator

· A.S. College of manication Kalal Majra, Khanna-Samrala Road

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Dated: 20/12/2022

#### Minutes of meeting of IQAC cell held on 20/12/2022

#### Agenda

NSS Camp

Minutes of the meeting on 20 December 2022 Venue: Principal Office Time: 02: 00 P.M. Discussion and Suggestions:

• All the teachers are informed that the NSS camp will be organized from 22/12/2 to 28/12/22

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

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

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Dated: 20/12/2022

### Action Taken Report of the staff meeting on 20/12/2022

The NSS camp organized from 22/12/2 to 28/12/22

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Ref. No	Dated: 20/12/2022
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### Signature of IQAC members who attended meeting on 20/12/22

Office Bearers	Nome of IOAC	Tai
	Name of IQAC members	Signature
Chairperson	Dr. Pawan Kumar, Principal	Kund
Coordinator	Mrs. Alka Sharma	Alka snaen
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Alto snam Harft his
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	J-Den
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President)	Islie Gayy Harshite Marker Charokhanny
	Ms. Chahat Khanna (Secretary)	Chaldkhanns
Management Representative	Sh. Shamender Singh (President)	
	Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S	Dineth kumar
Almana	college Khanna)	
Alumnae members  Any other stakeholders and	Mrs. Harneet Kaur	the,
community representatives	Sh. Paramjit Singh(Adv)	beaugitedy.

Alkashar IQAC Coordinator

Princi Principal

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Kalal Majra, Khanna-Samrala Road

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Dated: 27/12/2022

#### **Notice**

This is to inform all the members of IQAC cell that there will be a meeting on 27/12/2022 at 2:30 pm in office of the Principal.

#### Agenda

• NAAC Inspection

Mer Sharm
IOAC Coordinator

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

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Dated: 27/12/2022

### Minutes of meeting of IQAC cell held on 27/12/2022

#### Agenda

NAAC Inspection

Minutes of the meeting on 27 December 2022 Venue: Principal Office Time: 02:30 P.M. Discussion and Suggestions:

- All the staff members have to check their files as per criterion and complete that if there will be any pendency.
- All the staff members have to prepare the files as per the criterion of the year 2021-2022 also.
- All the staff members have to prepare the presentation of their respective criterion.
- Mrs Harjeet Kaur assigned the duty to arrange the meeting of alumini meeting.

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

LS. College of the leation

Kalal Majra, Khanna-Samrala Road

Alka Shaon

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Ref.	No.	

Dated: 27/12/2022

### Action Taken Report of the IQAC meeting on 27/12/2022

- All the staff members had checked their files as per criterion and completed the pendency.
- All the staff members had also prepared the files as per the criterion of the year 2021-2022.
- All the staff members had prepared the presentation of their respective criterion.
- Mrs Harjeet Kaur had arranged the meeting of alumini meeting on 30/12/22.

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

Masham

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Ref. No.	Dated: 27/12/2022

### Signature of IQAC members who attended meeting on 27/12/22

Office Bearers	Name of IQAC members	Signature
Chairperson	Dr. Pawan Kumar, Principal	Kning
Coordinator	Mrs. Alka Sharma	Mashan de
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Ma Gran Haglis
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	J. Sa
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Sshite Gayof Harshote Markers Chahel Change
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Dhirlikum
Alumnae members	Mrs. Harneet Kaur	the
Any other stakeholders and community representatives	Sh. Paramjit Singh(Adv)	laray Syr

Alla Sharr IQAC Coordinator

Principal Principal

· A.S. College of West cation Kalal Majra, Khanna-Samrala Road

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Ref.	No.	

Dated: 08/01/2023

#### **Notice**

This is to inform all the members of IQAC cell that there will be a meeting on 8/01/2023 at 2:30 pm in office of the Principal.

#### Agenda

NAAC Inspection

**IQAC** Coordinator

Kalal Majra, Khanna-Samrala Road

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Ref. No.

Dated: 08/01/2023

# Minutes of meeting of IQAC cell held on 08/01/2023

#### Agenda

NAAC Inspection

Minutes of the meeting on 08 Jan 2023 Venue: Principal Office Time: 02: 30 P.M. **Discussion and Suggestions:** 

- Tentative schedule of NAAC Peer Team will be prepared.
- Duties will be assigned to the staff members as per the schedule.
- Staff members have to submit their thesis, dissertation, published & edited books to Mr. Kamaljit Singh to display in the library.
- Staff members have to submit the original certificates of seminars or courses etc.
- All the staff members have to accessorize their resource centres and labs with charts and educational materials related to the subjects.
- All the staff members have to execute the ideas of campus presentation and

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

Kalal Majra, Khanna-Samrala Road

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Ref. No	Dated: 08/01/2023

#### Action Taken Report of the IQAC meeting on 08/01/2023

- Tentative schedule of NAAC Peer Team had prepared.
- Duties had been assigned to the staff members as per the schedule.
- Staff members had submitted their thesis, dissertation, published & edited books to Mr. Kamaljit Singh to display in the library.
- Staff members had submitted the original certificates of seminars or courses etc.
- All the staff members had accessorized their resource centres and labs with charts and educational materials related to the subjects.
- All the staff members had executed the ideas of campus presentation and beautification.

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

Alka Sham

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# Signature of IQAC members who attended meeting on 08/01/2023

Office Bearers	Name of IQAC members	Signatura
Chairperson	Dr. Pawan Kumar, Principal	Signature
Coordinator	Mrs. Alka Sharma	Allasham
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Mka Shain
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	& Asm
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Istita Goyal Harshita Marken Chahet Khana
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Inenterie
Alumnae members  Any other stakeholders and community representatives	Mrs. Harneet Kaur Sh. Paramjit Singh(Adv)	heave See

Alta Hans
IQAC Coordinator

Principal

• A.S. College of Watcation

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Dated: 23/01/2023

(Accredited with B++ by NAAC)

#### **Notice**

This is to inform all the members of IQAC cell that there will be a meeting on 23/1/2023 at1:30 pm in office of the Principal.

#### Agenda

- NAAC Accreditation and Certification
- Discussion regarding analysis given by NAAC
- Theory and Practical examination of 1st Sem
- Approval of National Seminar

IQAC Coordinator

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- A.S. Common Multiple A.S. Co

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P.O. A.S. College, Khanna – 141402 Distt. Ludhiana (Pb.)

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			Dated: 23/01/2023
Ref. No.			Dated: 23/01/2023

(Accredited with B++ by NAAC)

### Minutes of meeting of IQAC cell held on 23/01/2023

#### Agenda

- NAAC Accreditation and Certification
- Discussion regarding analysis given by NAAC
- Theory and Practical examination of 1st Sem
- Approval of National Seminar

Minutes of the meeting on 23 Jan 2023 Venue: Principal Office Time: 01: 30 P.M.

#### **Discussion and Suggestions:**

- Principal Sir, congratulate all the IQAC members by giving the Information that our institution has been accredited by NAAC and has been awarded B++ grade with CGPA
   2.85. Principal Sir has appreciated the efforts of all the members.
- Assessment report regarding scores and analysis given by NAAC has been discussed as per the criterion.
- Discussion regarding conduction of Practical and theory examination of 1<sup>st</sup> semester as per the dates given by the university.
- Principal Sir, also congratulate all the members by giving the Information regarding approval of the National seminar sponsored by CDC and finalize the date-25/02/23 to organise it.

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

· A.S. College of Secretion
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Dated: 23/01/2023

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### Action Taken Report of the staff meeting on 23/01/2023

- All the staff members read the assessment report regarding scores and analysis given by NAAC as per the criterion and look through the inadequacies to accomplish in forthcoming cycle.
- Practical and theory examination of 1<sup>st</sup> semester were conducted as per the dates given by the university.
- National seminar sponsored by CDC was organised on 25, 02,2023.

A.S. College of Education

Kalal Majra, Khanna-Samrala Road

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Ref. No.	Dated: 23/01/2023
	2010112025

#### (Accredited with B++ by NAAC) Signature of IQAC members who attended meeting on 23/1/23

Office Bearers	Name of IQAC members	Signature \
Chairperson	Dr. Pawan Kumar, Principal	funal
Coordinator	Mrs. Alka Sharma	Alta snam
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Alta snam
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Johnta Goyal Harshite Chahat Change
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Dinopple
Alumnae members	Mrs. Harneet Kaur	the
Any other stakeholders and community representatives	Sh. Paramjit Singh(Adv)	lacary to

IQAC Coordinator

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A.S. College of Mucation

Kalal Majra, Khanna-Samrala Road

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Ref. No.

Dated: 06/02/2023

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#### Notice

This is to inform all the members of IQAC cell that there will be a meeting on 6/02/23 at 1:00pm in office of the Principal.

#### Agenda

- National Seminar
- Attendance Register

Alka Sham IQAC Coordinator

Principal Principal

A.S. College of action

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Ref. No. Dated: 06/02/2023

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#### Minutes of meeting of IQAC cell held on 06/02/23

#### Agenda

- National Seminar
- Attendance Register

Minutes of the meeting on 06 Feb 2023

Venue: Principal Office

**Time:** 01: 00 P.M.

#### **Discussion and Suggestions:**

- All the members have been assigned the duties regarding National Seminar.
- Discussion regarding maintenance of the attendance register of IV Semester and get it checked from the Principal by 09/02/2023.

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

**Princ**ipal

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Kalal Majra, Khanna-Samrala Road

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Ref. No.	*	Dated: 06/02/2023

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#### Action Taken Report of the IQAC meeting on 06/02/2023

- All the staff members had performed the duties on the day of National Seminar.
- All the staff members had maintained the attendance register of IV Semester and get it checked from the Principal on 09/02/2023.

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Ref. No.	Dated: 06/02/2023

(Accredited with B++ by NAAC)

#### Signature of IQAC members who attended meeting on 6/02/23

Office Bearers	Name of IQAC members	Signature
Chairperson	Dr. Pawan Kumar, Principal	anna.
Coordinator	Mrs. Alka Sharma	Alka Sirain
Teachers	Mrs. Alka Sharma, Mrs. Harjeet Kaur, Mr. Piyush Kant	Ma shan Harpika
Administrative/Technical Staff	Sh. Piyush Kant, Sh. Avtar Singh	Is Abril
Students	Ms. Ishita Goyal (President), Ms. Harshita Marken (Vice- President) Ms. Chahat Khanna (Secretary)	Harrinte Marken Chahas Khens
Management Representative	Sh. Shamender Singh (President) Sh. Dinesh Kumar Sharma(Secretary) Dr. R.S Jhanji.(Principal, A.S college Khanna)	Dimprober
Alumnae members	Mrs. Harneet Kaur	the
Any other stakeholders and community representatives	Sh. Paramjit Singh(Adv)	larangt Is

Alta Han IQAC Coordinator

Principal Principal

· A.S. College of Aducation Kalal Majra, Khanna-Samrala Road