



# SADHAVNA COLLEGE OF EDUCATION FOR WOMEN

(AN ISO 9001:2008 CERTIFIED ORGANIZATION)

REGD. OFFICE : TALWANDI ROAD, RAIKOT-141 109, DISTT. LUDHIANA, PUNJAB, INDIA

CAMPUS : VILL. JALALDIWAL, LUDHIANA-BARNALA ROAD, RAIKOT - 148104, PUNJAB

Affiliated to Panjab University, Chandigarh - Approved by National Council for Teacher Education

SCEW/001/3287

Date - 17-12-2025

## Structure of IQAC Cell

Sr. No.	Name	Designation
1.	Dr.Madhumeeta Banerjee	President
2.	Ms.Neerja Kuthiala	General Secretary (Management Nominee)
3.	Ms.Balwinder Kaur	Co-ordinator IQAC
4.	Ms.Baljeet Kaur	Member(Officiating Principal)
5.	Dr.Vishaldeep	Member
6.	Ms.Kamaldeep Kaur	Member
7.	Ms.Neha Sabharwal	Member
8.	Dr.Sanjeev Kumar Modi	Academician
9.	Dr.Bharat Bhushan	Academician
10.	Ms.Puneet Chhabra	Advocate
11.	Mrs.Satguru Kaur	Principal GTB School,Mullanpur
12.	Dr.Ginakshi Kapoor	Principal Spring Bells Sr.Sec.Day boarding School,Ludhiana

*Baljeet Kaur*  
Officiating Principal  
Sadbhavna College of Education for Women  
RAIKOT-141109





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SCEW/001/3127

Date-17-07-2025

## Minutes of the Meeting of IQAC Cell

**Name of the Institution:** Sadbhavna College of Education for Women, Raikot

**Date:** 17-07-25

**Time:** 10:00 a.m.

**Venue:** Conference Room

### Chair

Ms. Balwinder Kaur – IQAC Convenor *Balwinder*

### Members Present

- Dr. Madhumeeta Banerjee – Management Representative *Madhumeeta Banerjee*
- Ms. Neerja Kuthiala – General Secretary *Neerja Kuthiala*
- Ms. Gurpreet Kaur *Gurpreet Kaur*
- Ms. Baljeet Kaur *Baljeet Kaur*
- **External Academician:** Dr. Sanjeev Modi, Associate Professor, Arya Bhatta College, Barnala

### Faculty Members Present

- Ms. Neha Sabharwal *Neha*
- Mr. Kuldeep Singh *Kuldeep*
- Ms. Lakhwinder Kaur *Lakhwinder Kaur*
- Ms. Sandeep *Sandeep*
- Ms. Manpreet *Manpreet*
- Ms. Atinderpal Kaur *Atinderpal Kaur*
- Ms. Vanita *Vanita*
- Dr. Preety Antil *Preety Antil*





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## Agenda Items

1. Orientation Programme for B.Ed. Semester-I (2025-26)
2. Preparation of Time Table for Semester-I
3. Syllabus Updation on the College Website
4. Activity Calendar for the Session
5. Academic Calendar (2025-26)
6. Placement Record of Pass-out Students

## Proceedings and Resolutions

### Agenda 1: Orientation Programme for B.Ed. Semester-I (2025-26)

#### Discussion:

The committee discussed the need for a structured orientation programme to familiarize newly admitted students with the curriculum framework, institutional rules and regulations, evaluation system, and available student support services.

#### Resolution:

It was resolved to organize a **one-day Orientation Programme** at the commencement of the academic session for B.Ed. Semester-I students.

**Responsibility:** IQAC & Academic Committee

**Timeline:** First week of the academic session

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### Agenda 2: Preparation of Time Table for Semester-I

#### Discussion:

The importance of balanced workload distribution among faculty members and optimal utilization of teaching hours was emphasized.

#### Resolution:

The Time Table Committee will prepare and implement the timetable, ensuring its execution from the first day of classes.

**Responsibility:** Time Table Committee

**Timeline:** Before the commencement of classes





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## Agenda 3: Syllabus Updation on College Website

### Discussion:

The committee stressed the importance of providing timely access to the updated syllabus for both students and faculty members through the college website.

### Resolution:

The revised syllabus will be uploaded on the college website in coordination with the IT Cell.

**Responsibility:** IQAC & IT Cell

**Timeline:** Within one week of the start of the academic session

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## Agenda 4: Activity Calendar

### Discussion:

Advance planning of academic, co-curricular, and extension activities for the academic session was deliberated to ensure systematic implementation.

### Resolution:

A comprehensive Activity Calendar will be prepared and circulated among all stakeholders.

**Responsibility:** IQAC

**Timeline:** Within two weeks

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## Agenda 5: Academic Calendar (2025–26)

### Discussion:

The committee highlighted the need to ensure compliance with university norms and regulatory guidelines while finalizing the Academic Calendar.

### Resolution:

The Academic Calendar for the academic session **2025–26** was approved and recommended for immediate circulation.

**Responsibility:** IQAC

**Timeline:** Immediate circulation

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## Agenda 6: Placement Record of Pass-out Students

### Discussion:

The importance of systematic collection and maintenance of placement data for accreditation, quality assurance, and institutional record-keeping was emphasized.





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## Resolution:

Placement data of pass-out students will be collected, verified, and updated on a regular basis.

**Responsibility:** Placement Cell

**Timeline:** Ongoing (Annual update)

## Conclusion

The meeting concluded with a vote of thanks to the Chair. The IQAC Convenor appreciated the constructive inputs of all members and urged timely and effective implementation of the resolutions.

**Signature of IQAC Convenor**

Ms. Balwinder Kaur



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SCCW/001/3275(i)

Date-29-12-2025

## Minutes of the Meeting of IQAC Cell

**Name of the Institution:** Sadbhavna College of Education for Women, Raikot

**Date:** 29/12/2025

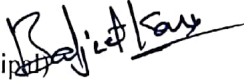
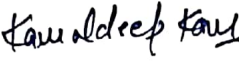
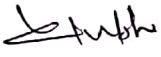

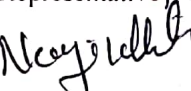
**Time:** 11:00 a.m.

**Venue:** Conference Room



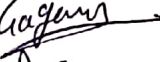
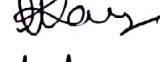

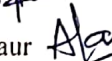

### Chair

Ms. Balwinder Kaur – IQAC Convenor 

### Members Present

- Ms. Baljeet Kaur (officiating Principal) 
- Ms. Kamaldeep Kaur 
- Dr. Vishaldeep 
- Dr. Madhumeeta Banerjee – Management Representative 
- Ms. Neerja Kuthiala – General Secretary 
- **External Academician:** Dr. Sanjeev Modi, Associate Professor, Arya Bhatta College, Barnala

### Faculty Members Present

- Ms. Neha Sabharwal 
- Mr. Kuldeep Singh 
- Ms. Gagandeep Kaur 
- Ms. Lakhwinder Kaur 
- Ms. Sandeep 
- Ms. Manpreet 
- Ms. Atinderpal Kaur 

### Agenda Items

1. Orientation Programme for B.Ed. Semester-II&IV (2025-26)
2. Preparation of Time Table for Semester-II & IV
3. Syllabus Updation on the College Website
4. Enrolment in SWAYAM Courses
5. Placement Record of Pass-out Students





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6. Introduction of Value-Added Courses
7. Preparation of Video Lectures by Faculty
8. Preparation and Submission of Course Plans

## Proceedings and Resolutions

### Agenda 1: Orientation Programme for B.Ed. Semester-II (2025-26)

**Discussion:** The need for a structured orientation programme to familiarize students with curriculum.

**Resolution:** It was resolved to organize a one-day orientation programme at the commencement of the session.

**Responsibility:** IQAC & Academic Committee

**Timeline:** First week of the academic session

### Agenda 2: Preparation of Time Table for Semester-II & IV

**Discussion:** Balanced workload distribution and optimal utilization of teaching hours were emphasized.

**Resolution:** The timetable will be prepared and implemented from the first day of classes.

**Responsibility:** Time Table Committee

**Timeline:** Before commencement of classes

### Agenda 3: Syllabus Updation on College Website

**Discussion:** Timely access to the updated syllabus for students and faculty was stressed.

**Resolution:** Revised syllabus will be uploaded on the college website in coordination with the IT cell.

**Responsibility:** IQAC & IT Cell

**Timeline:** Within one week of session start

### Agenda 4: Enrolment in SWAYAM Courses

**Discussion:** The academic enrichment through MOOCs was discussed.

**Resolution:** Faculty and students will be motivated to enrol in relevant SWAYAM courses and credits may be integrated as per norms.

**Responsibility:** Department Heads & Mentors

**Timeline:** Ongoing

### Agenda 5: Placement Record of Pass-out Students

**Discussion:** Importance of systematic data collection for accreditation and quality assurance was emphasized.

**Resolution:** Placement data of alumni will be collected, verified, and updated regularly.

**Responsibility:** Placement Cell

**Timeline:** Ongoing (annual update)





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## Agenda 6: Introduction of Value-Added Courses

**Discussion:** Skill enhancement and employability-oriented courses were discussed.

**Resolution:** Suitable value-added courses aligned with NEP and employability needs will be introduced.

**Responsibility:** IQAC & Academic Committee

**Timeline:** From the new semester

## Agenda 7: Video Lectures by Subject-wise Teachers

**Discussion:** Blended learning and digital content creation were emphasized.

**Resolution:** Faculty members will prepare and upload subject-wise video lectures on the LMS/college platform.

**Responsibility:** All Faculty Members

**Timeline:** Semester-wise

## Agenda 8: Preparation of Course Plans by All Teachers

**Discussion:** The importance of systematic academic planning was highlighted.

**Resolution:** All teachers will prepare and submit detailed course plans before the start of the semester.

**Responsibility:** All Faculty Members


**Timeline:** Before commencement of teaching

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## Conclusion

The meeting concluded with a vote of thanks to the Chair. The IQAC Convenor appreciated the constructive inputs of all members and urged timely and effective implementation of the resolutions.

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Signature of IQAC Convenor  
Ms. Balwinder Kaur