

MEETING 01

Day/Date of Meeting : 13/07/2020

Time : 3:00 p.m.

Location of Meeting : Principal Room

Note Maker : Mrs. PUNAM SAHU

AGENDA

- Plans of institution for the current academic year 2020-21
- Admission 2020-21
- Mentoring
- To organize collaborative workshops and seminars for faculty and students.
- Skill Development Programme.
- Use of ICT



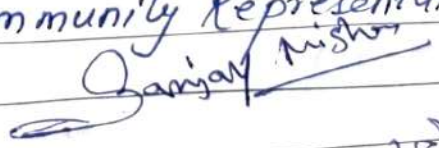

MINUTES

- Plans of institution for the current academic year 2021-21
- : Based on first year's work and consequent learning, tentative plans drawn earlier were discussed threadbare. Sessions on service conditions for teaching and non-teaching staff were to be organized.

- Admission 2020-21
- Mentoring: Data - It was agreed that data of teachers and students (all semesters of B.Ed, B.P.Ed & M.Ed) from each department will be sent as excel document to IQAC team. This information includes names and number of teachers engaged in teaching different papers/courses and respective number of students.
- All departments will group their students (in groups 20-25 each) and accordingly allocate each teacher with one group of students.
- After allocation of teachers to all students, remaining teachers of the department will be in the common pool to mentor students from B.Ed, B.P.Ed and M.ED program.
- Each teacher will have 20-25 students under their mentorship
- To cater to students' needs by strengthening our Tutorial and Remedial program through Communication Skill Developmental Programme & Language Lab activities.

- The IQAC played a significant role by orienting staff and students towards the use of ICT across all arenas of learning.
- B.Ed admissions are taken through counselling process in every semester.
- M.Ed and B.P.Ed admissions are taken on the basis of their percentage.

• MEMBERS PRESENT

- Mr. B.S. SAXENA (Chairperson) 
- Dr. SMITA SAXENA (Principal) 
- Dr. P.K. SHRIVASTAVA (Connoisseur from the field of Education)
- Dr. SUMANLATA SAXENA (Connoisseur from the field of Education)
- Dr. SANJAY MISHRA (Community Representative) 
- Mrs. PUNAM SAHU (IQAC Coordinator) 

Mrs. RITIKA SONI — Ritika

Dr. MADHURI SINGH MD

Dr. PUSHPA SHARMA PS

Mrs. NAMRATA PANDEY Nandya

Mrs. SANGEETA JOSHI Sangeeta Joshi

Mr. JAMAL BABU J. Babu

TABASSUM SULEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Sainee

ANJALI ROHRA (Student Representative)
Anjali

MEETING 02

Day / Date of Meeting: 02/11/2020

Time: 3:00 p.m

Location of Meeting: Principal Room

Note Maker: Mrs. PUNAM SAHU

AGENDA

- To organize collaborative workshops and seminars for faculty and students
- Enhance use of ICT

MINUTES

- To organize collaborative workshops and seminars with a view to enhance the teacher education curriculum in various areas like Environment, Information and Communication Technology etc.
- To organize several short and interesting workshops, seminars and courses to provide wide scope of understanding to the students.

To integrate ICT in curriculum transaction, the overall working of the institution and feedback mechanism.

To strengthen the use of ICT in assessment, evaluation processes and delivery of instruction.

B.Ed admissions are taken through counselling process in every semester

M.Ed and B.P.Ed admissions are taken on the basis of their percentage.

MEMBERS PRESENT

Ms. B.S. SAXENA (Chairperson) *B.S.*

Dr. SMITA SAXENA (Principal) *SS*

Dr. P.K. SHRIVASTAVA (Connoisseur from the field of education)
PK: Shrivastava

Dr. SUMANLATA SAXENA (Connoisseur from the field of education)

Mr. SANJAY MISHRA (Community Representative)
Sanjay Mishra

Mr. SANJEEV SAXENA (Management Representative)
Sanjeev

Mrs. PUNIAM SAHU (IQAC Coordinator)
Puniam

Mrs. RITIKA SONI

Ritika

Dr. MADHURI SINGH MS

Dr. PUSHPA SHARMA PS

Mrs. NAMRATA PANDEY Nanda

Mrs. SANGEETA JOSHI

Sangeeta Joshi

Mr. JAMAL BABU

J. Babu

TABASSUM SULEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Sainee

ANJALI ROHRA (Student Representative)
Anjali

MEETING-3

Day/Date of Meeting: 03/04/2021

Time: 3:00 p.m

Location of Meeting: Principal Room

Note Maker: Mrs. PUNAM SAHU

AGENDA

- Reviewing current academic year's work.
- Setting targets for the next academic year.
- Green Initiatives.

MINUTES


- Green Initiatives: Attempts were made to provide a cleaner, Healthier and more Beautiful Environment in the college premises. The value of Green Initiatives were highlighted by the IQAC and various drives like Tree Plantation Drive will be executed in future.
- Reviewing current year's work with respect to the quality of

activities, result analysis, degree of student participation, suggestions from students, new ideas, continuation of the best practices and challenges etc.

- Setting targets for the next academic year: The college plans to identify and implement good practices and challenges, etc for enhanced teaching, learning and evaluation processes. We propose the following small steps:
- Provide opportunities to students for field experiences related to the syllabus.
- For every course, one unit/subunit be assigned for self-study. The instructional material for this will be made available in the library as well as in digital format. This unit should be evaluated.
- B.Ed admissions are taken through counselling process in every semester.
- M.Ed and B.P.Ed admissions are taken through on the basis of their percentage.

MEMBERS PRESENT

Mr. B. S. SAXENA (Chairperson) ^{B.S.}

Dr. SMITA SAXENA (Principal) 

Dr. P. K. SHRIVASTAVA (Connoisseur
from the field of Education)
_{P.K. Shrivastava}

Dr. SUMANLATA SAXENA (Connoisseur
from the field of Education)


Mr. SANTAY MISHRA (Community
Representative) ^{Santay Mishra}

Mr. SANJEEV SAXENA (Management
Representative) ^{S.S.}

Mrs. PUNAM SAHU (IGAC Coordinator) ^{P.S.}

Mrs. RITIKA SONI ^{Ritika}

Dr. MADHURI SENGH ^{M.S.}

Dr. PUSHPA SHARMA 

Mrs. NAMRATA PANDEY Pandey

Mrs. SANGEETA JOSHI Sangeeta Joshi

Mr. JAMAL BABU J. Babu

TABASSUM SULEMAN (Alumni Representative)
Tabassum

SUBHDRA SAINEE (Alumni Representative)
Sainee

ANJALI ROHRA (Student Representative)
Anjali