

SHRI KRISHNA COLLEGE OF EDUCATION

VPO. PALI, DISTT. MOHINDERGARH – 123029 (Haryana)

NAAC Accredited, Recognised by NCTE & Affiliated to IGU Meerpur (Rewari) & HBSE Bhiwani.

Ref.. No. _____

Date _____

**THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)****Academic Session 2017-18**

Date: 19-09-2017

Time: 11.00 AM

Venue: Principal's Office

AGENDA**AGENDA:**

1. Review of IQAC meeting held in the previous academic year
2. To strengthen the Placement Cell and Review on the placement made by Placement Cell
3. To implement and analyse Student Satisfaction Survey
4. Other issue with the special permission of the chair

**Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Meeting (Previous academic year)****Meeting Dated 19.01.2017**

The 2nd IQAC meeting for Academic Session 2016-17 was held on 19.01.2017. The following members attended the meeting.

S.No	Designation & Affiliation	Name
1	Principal as Chairperson	DR. R.K.VERMA
2	IQAC Coordinator	Mrs. Minakshi Kumari
3	Faculty Members	Mrs. Poonam Yadav Mrs. Urmila Mrs. Rajesh Bai
4	Management Representation	Mr. Sonu Kumar Mr. Sandeep Kumar
5	Connoisseur from the field of Education	Mrs. Meera Yadav
6	Illustrious person from Industry	Mr. Sanjay Kumar
7	Administrative Representative	Mr. K.S. Tanwar
8	Alumni Representative	Mrs. Rajesh Bai Mrs. Devendra
9	Student Representative	Two Students representative, one each from First & Second Year with tenure of 2 years.

The Chairperson Dr. R.K.Verma welcomed the members for the 2nd meeting followed by review presentation made by Minakshi Kumari, Coordinator of IQAC.

The following points were discussed in the meeting

Agenda 1: Review of minutes of 2nd IQAC Meeting.

Proposed By: Ms. Sonu Kumar

Resolution 1: The 2nd IQAC meeting was held on 19-01-2017 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

Agenda 2: Action taken report on the decisions of the previous meeting IQAC Meeting.

Proposed By: Mrs. Minakshi Kumari

Seconded By: Mrs. Rajesh Bai

ACTION TAKEN REPORT

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To organize National Seminar on “Teacher Education: Issues and Challenges”	The national seminar on the theme on “Teacher Education: Issues and Challenges” is planned. Poonam Yadav was Seminar Director along with Mrs. Rajesh Bai as Seminar Coordinator. Further IQAC Members suggested that: <ol style="list-style-type: none">1. Prepare a table depicting state-wise participation/papers2. Principal to constitute Editorial Board to review and edit the papers3. All these papers need to be published in the college journal
2	To organize Educational Field trip/Programme/Courses for students	B.Ed curriculum has cognitive and non-cognitive component. B.Ed Curriculum envisages a need to plan and conduct field interaction from time to time to understand the ground realities culture and heritage of people of India. College organized excursion toplaces. Field Interaction Curriculum demands to make intervention in the identified /adopted village and to bring awareness among people of neighboring villages about the national programmes such as Students of the institute conducted different activities under the guidance of Mrs. Urmil, and Mr. K.S. Tanwar. Activity-wise report was presented jointly by Mrs. Urmil, and Mr. K.S. Tanwar Members applauded the work done by the institute.
3	To appoint Academic and Administrative Audit (AAA) Committee for the institute	As per the Programme it is mandatory that Academic and Administrative Audit (AAA) of the institute to be carried out every year by the outside team requested by the Management of the institute to assessment of academic inputs such as innovation in teaching learning, use of ICT in teaching and administrative activities, promotion of research , publication and dissemination etc. On the administrative front participatory management, decentralization and use of MIS etc.

		<p>Institute appointed a team of two members to conduct Academic and Administrative Audit (AAA) of the institute for the academic Session 2017-2018.</p> <p>Principal of the institute placed a copy of the report of Academic and Administrative Audit (AAA) of the institute before the IQAC Members and point-wise discussion was made. Suggestions of the IQAC are as under:</p> <p>Members advised that whatever short-comings, suggestions, advised have been given in the report needs to be communicated to all the concerns and properly addressed.</p> <p>This committee did audit of educational services provided by the institute. Is this administrative audit also carried out and final report handed over to the management of the institute.</p>
4	Adoption of Best Practices for the Institute.	<p>Faculty members informed about the different awareness camps /activities were conducted in the nearby villages for bringing awareness among the residents about various beneficiary schemes of the state government and Central government.</p> <p>Pamphlets/posters and guidelines were also provided to the local resident so that they can understand and get maximum benefits from government policies and programmes.</p>
5	Any other Issue with the special permission of the chair.	Nil

Above action taken report is noted by all the IQAC Members.

Agenda 3:To strengthen the Placement Cell and Review on the placement made by Placement Cell

Proposed By: Mrs. Poonam Yadav

Resolution: With reference to request letters from different schools for the requirement of teachers for different subjects at different levels, Mrs. Meera Yadav suggested to update placement record of the academic session 2017-18, number of placement done and pending non placed students. In this discussion Mrs. Rajesh Bai suggested that we have to work on the policy more firmly so that maximum students are placed in good schools. Unanimously all the members assigned duty as TPO to Mrs. Meera Yadav and Mrs. Rajesh Bai will coordinator to her for future.

Agenda 4:Self-Appraisal Report from all the faculty members.

Proposed By: Mrs. Urmila

Resolution: Each faculty member is required to submit a Self-Appraisal Report annually on the basis of parameters such as teaching hours, number of subjects taught, research papers/articles, books published, conferences attended, papers presented in the conferences, participation in extra-curricular/co-curricular activities, extra responsibilities assigned by the institute, and other contributions made towards the society. The self-appraisal report of the teaching staff is duly verified by the Principal. Members of the IQAC made a point-wise discussion on the Self-Appraisal Report and approved with minor changes. Members also made a point that Principal of the Institute henceforth shall be the Reporting Officer, and the Chairman of the Managing Committee of the Institute shall be the Reviewing Officer of the Self-Appraisal Report.

Agenda 5: To analyze faculty positions and requirement for academic session with effect April 2018.

Proposed By: Mr. K.S. Tanwar

Resolution: Mr. K.S. Tanwar suggested that before going to start new semester go through the available foundation core subjects and Pedagogy subjects. According to the norms of university norms teacher student ratio we have to analyze the faculty positioned retained and new faculty required if any. For this institute need to publishes advertisement in the newspapers so that approval process can be completed before the start of new academic session

Agenda 6:To conduct Student Satisfaction Survey

Proposed By: DR. R.K.VERMA

Seconded By: Mr. Sandeep Kumar

Resolution: DR. R.K.VERMA suggested that happier students perform better, in class and in life. Student Satisfaction Survey is required at the end of academic session. Students genuine input and suggestions will take us to the greater heights. Students will have to respond to the questions given in the format on all the parameters which are to be accessed. The motto of this survey is to upgrade the quality of education and services provided by the institutes. In this survey the identity of students will not be revealed with anyone.

Members of the IQAC made a point-wise discussion on the Student Satisfaction Survey.

Questionnaire and approved with minor modifications. Members also made a clear that data should be statistically analyse, properly recorded and documented and disseminated to the faculty. Finding emerging from the Student Satisfaction Survey taken care of for the improvement and strengthening of the system.

Agenda 7: Any other Issue with the special permission of the chair

IQAC Coordinator Minakshi Kumari proposed the date for the next meeting and it was unanimously decided to be held in Feb., 2018. The meeting ended with formal vote of thanks by IQAC Chairperson Dr. R. K. Verma

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CC:

1. All committeemembers
2. Office