

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2019-20

NOTICE

DATE: 26TH JULY 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 27th July 2019 at 12:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. PoonamMadan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. ArunaBajpai	Member Of Management Committee <i>Aruna</i>
Ms. AshaAwasthi	Member Of Management Committee <i>Asha</i>
Mr. Ashish Yadav	Sr.Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. SarlaMadhyan	Faculty Member <i>Sarla</i>
Dr. SarojPandey	Ass.Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso.Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Admission For 2019-21
- Academic Calendar 2019-20
- Orientation Program 2019-20
- Review on the functions of cell
- Discussion on conducting various awareness program.
- Discussion on the implementation of the Best/Innovative practices.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1. DISCUSSION ON THE ADMISSION PROCESS OF 2019-21

The admission process of B.Ed. for the session 2019-20 was reviewed and it was found that the admission process were completed smoothly. A consolidated report on admissions for B.Ed. classes for the current year was presented by. Dr. Aruna Bajpai. On the filling of all seats, members of management committee praised the team work and good training being given to students and hoped that in future too all the seats will be filled in smooth manner.

2. DISCUSSION ON ACADEMIC CALENDAR OF 2019-20

The academic calendar for this year was read out by the Principal and discussed dates for internal examination, submitting exam applications, paying fees, holidays, various programs and instructions as to various planned were re-iterated.

3. DISCUSSION ON ORIENTATION PROGRAM OF 2019-20

This was decided that orientation program will be held 19-07-2019 and related duties were assigned to teaching and non-teaching staff.

4. DISCUSSION ON THE FUNCTIONS OF DIFFERENT CELLS

Functions of different cells have been reviewed. Principal suggested that there must be latest update in every cell and instructed to submit the reports of last academic session.

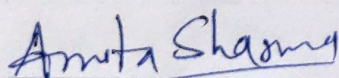
5. DISCUSSION ON CONDUCTING VARIOUS AWARENESS PROGRAM OF 2019-20

This was followed with the discussion of starting the theory classes from 20-07-2019. And conducting various awareness program as well. It was proposed to conduct the program by Inner Wheel club on 02-08-2019 and it was also decided to conduct 'Tree Plantation' program to create awareness regarding nature among students on 09-08-2019.

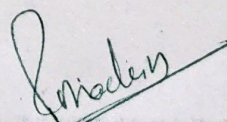
6. DISCUSSION ON THE IMPLEMENTATION OF BEST/INNOVATIVE PRACTICES

As decided in the previous meetings, each faculty member should come up with at least two best/innovative practices. It was advised to all faculty member that they should choose best practices to improve the quality of education and learning experiences.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 17-8-19 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2019-20

NOTICE

DATE: 16TH AUGUST, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 17th August 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Ar</i>
Ms. Asha Awasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion On The Time-Table And Work Schedule
- Discussion On Co-Curricular Activities
- Discussion On Independence Day Celebration
- Discussion On Activity Based Learning.
- Discussion On Reviewing The Functions Of Cells
- Discussion On Practicum Work

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1. DISCUSSION ON TIME-TABLE AND WORK-SCHEDULE

The meeting began with the statement of the principal on setting up the time-table. It was discussed that the time-table was set-up for forth coming semester. Principal presented the consolidated work schedule

2. DISCUSSION ON CO-CURRICULAR ACTIVITIES AND INDEPENDENCE CELEBRATION

It was decided that co-curricular activities will be conducted as decided and it should be held during whole academic year and many competition will be held on regular intervals during the session. It was decided that on August 9th, 2019, 'Tree Plantation Activity' will be held. Mentors were advised to motivate the students to participate in this activity. This will create awareness regarding environment safety among students and on 14-8-2019 Independence Day eve will be celebrated and various patriotic activities will be performed by the students.

3. DISCUSSION ON ACTIVITY BASED LEARNING

This was followed with the suggestions of Principal to promote activity based learning. Principal suggested that various activities should be organized to make the classroom learning interactive and long-lasting. Time to time, each faculty member will come forward with the suggestions of organizing activities to promote all round development of a learner. Activity based learning must be conducted periodically. This will encourage the students to take responsibility of their own learning experiences and group based activity work which will be helpful in developing team work and social skills. These skills will later prove essential to their work and social life. Activity-based learning can be used to improve both learning and as well as teaching.

4 . DISCUSSION ON UNIT TEST

This was followed with the discussion of conducting unit test to test the grasped knowledge of students. it was decided that unit test of B.Ed. first year will be conducted from 9th September, 2019. Principal instructed the faculty members to prepare the question paper and ask students to prepare accordingly.

5 . DISCUSSION ON PRACTICUM WORK

It was discussed that the practicum work for this session had been proposed to be initiated in the month of September so that the scheduled practice teaching will be begun from the 1st week of October and will last till 3rd week of November. It was decided that micro teaching and simulated teaching will be held in September and final teaching of 40 days will be practiced by the students in various nearby government schools in the month of October and November.

6. DISCUSSION ON ORGANISING NUTRITION WEEK VIA NSS AND CELEBRATION OF HINDI DIWAS.

This was followed with the discussion on organizing Nutrition Week and Hindi Diwas through NSS. Principal said that students should be aware about their health so Nutrition related programmes are the good options for the students.

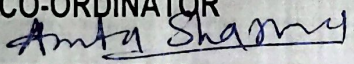
Further discussion on celebrating Hindi Diwas. Principal stated that students should be prepared to participate in all the activities on this day.

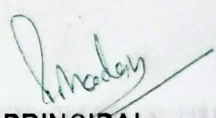
7. DISCUSSION ON ORGANISING HONORING CEREMONY FOR GOLD MEDALISTS

It was discussed that Honoring Ceremony will be organized in the last week of September. In this programme, our all Gold Medalist will be honored.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 13-9-2019.

IQAC CO-ORDINATOR


DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2019-20

NOTICE

DATE: 12TH SEPTEMBER, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 13th September, 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. PoonamMadan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. ArunaBajpai	Member Of Management Committee <i>Ar</i>
Ms. AshaAwasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr.Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. SarlaMadhyan	Faculty Member <i>Sarla</i>
Dr. SarojPandey	Ass.Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso.Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on the aims of IQAC establishment with the new staff.
- Discussion on the guidelines of Internal Quality Assurance Cell.
- Discussion on the functions of IQAC.
- Discussion on the criterion based work.
- Discussion on the distribution of criterion based work to the faculty members.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1 .DISCUSSION ON THE AIMS OF IQAC ESTABLISHMENT WITH THE NEW STAFF

The discussion started with the aims of Internal Quality Assurance Cell to make it familiar with the staff. The principal discussed that our institution is working on IQAC since last two year to develop a quality system for conscious and relevant action and to improve the academic and administrative performance of the college. and it also helps to promote measures for institutional functioning towards quality enhancement.

2 . DISCUSSION ON THE GUIDELINES OF INTERNAL QUALITY ASSURANCE CELL

This was followed with the discussion on the guidelines of IQAC. It was discussed that IQAC is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the colleges. The IQAC may channelize and systemize the efforts and measures of an institution towards academic excellence.

3 . DISCUSSION ON THE FUNCTIONS OF IQAC

The functions of IQAC has also been discussed. IQAC works for the development and application of quality based work for the various academic and administrative activities of the colleges. It facilitates learner- centric environment to promote quality education. It also helps the faculty members to adopt the require knowledge of updated technology for making the teaching learning process more effective. It also helps in collecting feedback from parents and students for quality based improvement. It is also helpful in organizing various quality based workshops, seminars And various activities to develop better learning environment. And it was discussed to work according to the guidelines of IQAC for qualitative learning.

4 . DISCUSSION ON THE CRITERION BASED WORK

Criterion based work was discussed. It was told that there are seven criteria to work for the enhancement of quality based learning. These criteria's are curricular aspects, teaching-learning and evaluation, research innovation and extension , infrastructure and learning resources , students support and progression, governance management and leadership.

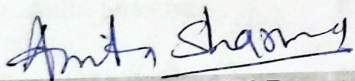
5. DISCUSSION ON THE DISTRIBUTION OF CRITERION BASED WORK TO THE FACULTY MEMBERS

This was followed with the discussion of the distribution of work to the faculty members of different criteria's . It was said that in each criteria, there will be three to four member under the supervision of head of the member and the Principal. They will work passionately for the enhancement of quality based learning and the creation of a better learning environment. Everyone has to follow the guidelines of IQAC and complete the tasks accordingly.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 27-9-2019.

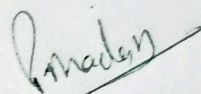
28 SEPTEMBER 2019

A Meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 27 September 2019 at 2:00 pm in the IQAC room. All the members of IQAC and co-ordinators of different cells are requested to be present in the meeting.



IQAC CO-ORDINATOR

DR. ANITA SHARMA



PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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INTERNAL QUALITY ASSURANCE CELL

SESSION 2019-20

NOTICE

DATE: 26TH SEPTEMBER, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 27th september, 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>P. Madan</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Aruna</i>
Ms. Asha Awasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion On The Preparation Of Framework For The Practical Work (Micro Teaching And Simulated Teaching.) Of B.Ed. First Year.
- Discussion On Practice Teaching
- To get the status of the allotment of students in practice centres.
- Providing Teaching Materials And Allotment Of Supervisors At Centres
- Discussion On Organizing Cultural Programme.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1 . DISCUSSION ON THE PREPARATION OF GUIDELINES FOR THE PRACTICAL WORK(MICRO TEACHING AND SIMULATED TEACHING) OF B.ED FIRST YEAR

The discussion was started on preparing guidelines for the practical work of B.Ed. first year. Principal asked all the faculty members to prepare a framework of conducting the practical work and inform students about this. This was followed with the discussion of preparation of theoretical and practical framework of micro teaching and simulated teaching. Principal advised all the faculty members to start the training of teaching skills before implementing it in the actual classroom. She suggested that students should be pre-prepared for teaching. She further suggested that simulated teaching lesson plan will be prepared on NCERT based lesson planning approach. Teachers were asked to prepare the schedule for conducting micro-teaching and simulated teaching.

3 . DISCUSSION ON PRACTICE TEACHING

This was followed with the discussion on preparing schedule and guidelines for students to make them aware about practice teaching. Teachers were asked to

inform and guide the students about making lesson plans for teaching at practice teaching centers.

4 TO GET THE STATUS OF ALLOTMENT OF STUDENTS AT PRACTICE TEACHING CENTRES

Further discussion was done on the allotment of the practice centers to the students. All the supervisors were informed about their teaching centers and they were given instructions to make this practice teaching honestly and effectively by giving all opportunities for all round development of the students.

5 PROVIDING TEACHING MATERIALS AT TEACHING PRACTICE CENTRES

On the demand of practicing centers, various charts, working and non-working models and other teaching materials which was prepared by our previous batch students were sent to these schools to make the teaching learning process interactive and encourage continuous learning and supervisors were also instructed to guide the pupil teachers to conduct teaching with the help of teaching materials.

6. DISCUSSION ON SELECTING OBSERVER FOR THE EVALUATION OF CRITICISM PLANS

This was followed with the discussion of evaluating the criticism lesson plan. Faculty member, Asha Awasthi suggested that a teacher should be sent at the teaching centers to observe the criticism plan so that accurate evaluation can be possible.

DISCUSSION ON CELEBRATING GANDHI AND SHASTRI JAYANTI .

Further discussion was done on celebrating Gandhi Jayanti and Lal Bahadur Shastri Jayanti. Faculty member were instructed about the preparation of the programme. Principal asked to all the faculty members to fulfil their duties accordingly to make the programme successful.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 07-10-2019

Anita Sharma

IQAC CO-ORDINATOR

DR. ANITA SHARMA

Poonam Madan

PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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INTERNAL QUALITY ASSURANCE CELL

SESSION 2019-20

NOTICE

DATE: 6TH OCTOBER, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 7th October, 2019 at 12:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Aruna</i>
Ms. Asha Awasthi	Member Of Management Committee <i>Asha</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on the practical work of B.Ed second year.
- Discussion on preparing activities, time-table and groups for educational and environmental issues.
- Discussion on receiving allotment letter and resources for practical work.
- Discussion on organizing visit and preparing criteria of competing the practical work.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1 . DISCUSSION ON THE PRACTICAL WORK OF B.ED SECOND YEAR

The discussion was started with the decision of conducting practical work of B.Ed. 2nd year from 10.10.2019. All teachers were instructed to prepare well to conduct all practical related work and activities. Teachers were allotted duties in different sections.

2 . DISCUSSION ON PREPARING ACTIVITIES, TIME-TABLE AND GROUPS FOR ISSUES RELATED WITH EDUCATION AND ENVIRONMENT

This was followed with the discussion of preparing time-table and groups for organizing various activities related with educational and environmental issues. In this discussion, various activities were decided such as (a visit of zoological park, medicine park, CSA university, a visit to Sanjay Van and Sai park, rallies on clean India Green India, survey, debate competition on clean and green India, slogan competition on clean Ganga, seminar on the topic of acid rain, importance of cleanliness etc.) It was also decided that groups will be divided into 50-50 students and conceptual framework will also be conducted on the same groups.

3. DISCUSSION ON RECEIVING PERMISSION LETTER AND RESOURCES FOR PRACTICAL WORK

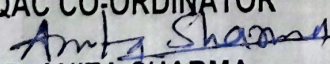
Further discussion was done on collecting resources and receiving permission letter from different institution for the successful completion of practical work and faculty members were asked to encourage the students to participate in all the activities.

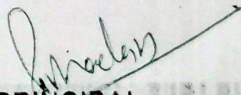
4. DISCUSSION ON ORGANISING VISIT AND PREPARING CRITERIA OF COMPLETING THE PRACTICAL WORK.

This was followed with the discussion of organizing the decided visits and teachers were instructed to prepare guidelines for the activities and selecting the criteria to evaluate the student's performance for the successful completion of practical work.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 22-10-19.

IQAC CO-ORDINATOR


DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2019-20

NOTICE

DATE: 21 OCTOBER, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 22nd october, 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Ar</i>
Ms. Asha Awasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on participation of student in the youth festival of university.
- Discussion on organizing TET Classes.
- Discussion on organizing workshop for action research and unit test.
- Discussion on organizing activity week for B.Ed 2nd year

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1. DISCUSSION ON PARTICIPATION OF STUDENT IN THE YOUTH FESTIVAL OF KANPUR UNIVERSITY

The meeting began with the discussion of university's youth festival 2019 which was going to be held on 2ND, 3RD AND 4TH November. Various competitions and activities such as (mimic acts, debate, rangoli making, mehndi, collage making, group singing, poster making, spot paintings, cartooning etc) are held in this youth festival. It was discussed that students were informed about the activities and programs held at university campus. Also informed about the guidelines and criteria for participating in youth festival. Principal allotted duties to all the faculty members. Teachers were allotted duties to prepare students for different activities. Further discussion was done on arranging practice session for preparing the students for youth festivals.

2. DISCUSSION ON ORGANISING TET CLASSES

This was followed with the discussion of organizing TET classes on demand of students. Classes for different subjects were decided and principal asked respective subject teachers to set the time-table and subject matter to conduct the classes.

3. DISCUSSION ON ORGANISING WORKSHOP FOR ACTION RESEARCH AND UNIT TEST

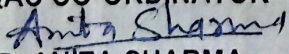
It was discussed to conduct a workshop on Action Research for B.Ed. 2nd year students to make them an effective teacher by solving the issues and problems occurring in class during teaching. The student teacher will be able to understand the problems of the students related to their learning and will be able to sort out their problems by giving them remedial teaching and effective guidance. And they will learn it through this Action Research workshop.

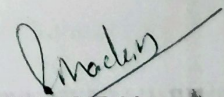
4. DISCUSSION ON ORGANISING ACTIVITY WEEK FOR B.ED 2ND YEAR

This was followed with the discussion of organizing activity week for B.Ed. 2nd year students. In this activity week, it was decided to conduct visits and various programs related to environment.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 23-11-2019.

IQAC CO-ORDINATOR


DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2019-20

NOTICE

DATE: 22ND NOVEMBER, 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 23rd November, 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Any</i>
Ms. Asha Awasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Aj</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- **DISCUSSION ON THE CONDUCTION OF PSYCHOLOGICAL TESTS.**
- **DISCUSSION ON THE COMPLETION OF PRACTICAL WORK AND KIT SUBMISSION**
- **DISCUSSION ON INTERNSHIP COMPLETION REPORT OF B.ED SECOND YEAR**
- **DISCUSSION ON CONDUCTING WORKSHOP ON CYBER CRIME**
- **DISCUSSION ON CONDUCTING HONOURING CEREMONY FOR AWARD WINNING STUDENTS**

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1. DISCUSSION ON THE CONDUCTION OF PSYCHOLOGICAL TESTS

Further discussion was done the psychological tests. It was decided that psychology teachers will conduct psychological tests on student's intelligence, achievement, motivation, and personality. The results were used for personal and academic guidance by the faculty. The main purposes or objectives of psychology tests are:

- To enable the students to understand way of conducting psychological experiments.
- To give practical experiences to B.Ed. students teachers in regard to some of the psychological concepts and principles.
- To enable the B.Ed. students to apply scientific method for the solution of psychological problems in psychological laboratory.
- To give B.Ed. students living experience in regard in the conducting of psychological experiences in their class room situation in future.

- To apply the knowledge of various psychological experiments and tests in situations.
- To apply the psychological tests in during research work.

2. DISCUSSION ON COMPLETION OF PRACTICAL WORK AND KIT SUBMISSION

Further Discussion was done on about completion of practice teaching at centres of Bed. 1st year, Principal asked all supervisors about the feedback of internship program. . At this all the supervisors told that the pupil teacher had taken much interest in activity based learning. They taught very well during their internship. By activity-based learning, it was found that the teaching learning outcomes were excellent. Students performed well during practice teaching.

3. DISCUSSION ON INTERSHIP COMPLETION REPORT OF B.ED SECOND YEAR

This was followed with the discussion about completion of internship of B.ED. 2nd year students. Principal stated that a report should be prepared of internship by the respective teachers and it should be submitted as soon as possible.

4. DISCUSSION ON CONDUCTING WORKSHOP ON CYBER CRIME

Further discussion was done on conducting workshop on cybercrime on 25th November. Principal said that cybercrime is a flagrant issue as many cybercrimes were occurring now-a-days and students should be aware about this so that this programme is going to be helpful for students as well as teachers too. Principal allotted duties to the faculty member for successful organization of this programme.

5. DISCUSSION ON CONDUCTING HONOURING CEREMONY AWARD WINNING STUDENTS

This was discussed in the meeting that Award Winning students will be honored. Principal instructed the faculty members to make preparations for this programme.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 24th December.

IQAC CO-ORDINATOR

Anita Sharma
DR. ANITA SHARMA

Poonam Madan
PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2019-20

NOTICE

DATE: 23RD DECEMBER 2019

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 24th December 2019 at 2:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam Madan</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Aruna</i>
Ms. Asha Awasthi	Member Of Management Committee <i>Asha</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on the assignments and project work of 2nd year students.
- Discussion on the encouragement of faculty members regarding preparation and publication of research paper in UGC registered journals.
- Discussion on the presentation of assignments and ppts.
- Discussion on the selecting the observer for b.ed. Internship.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1 DISCUSSION ON THE ASSIGNMENTS AND PROJECT WORK OF 1ST & 2ND YEAR

This was followed with the discussion of assignments and project works of B.Ed 1ST & 2nd year. Teachers were informed to prepare the lists of assignments and projects of their respective subjects and to allot it to the students. For this, they should follow the instructions as given in the prescribed syllabus and also an extra period for library can be given to students for consulting reference books to prepare projects and assignments in a well-planned manner and to get good marks in internal assessment. Besides this, PowerPoint presentation should be completed by making groups of pupil teachers.

2 . DISCUSSION REGARDING PUBLICATION AND PUBICATION RESEARCH PAPER

Principal motivated the faculty members that they should prepare research papers and assured that it should be published on UGC registered journals.

3 . DISCUSSION ON THE Preparation OF ASSIGNMENTS AND PPTS FOR B.ED 1ST & 2ND YEAR

This was followed with the discussion on the preparation of assignments and PPTs of B.Ed. 1st year and 2nd year students. The faculty members were asked to prepare a list of assignments and PPT presentation topics. And it was also discussed that those Students who are facing problems in making PPTs will be guided and assisted by the teachers.

4 . DISCUSSION ON SELECTING THE OBSERVER FOR B.ED. 2ND YEAR INTERNSHIP

For getting better teaching learning outcomes, discussion was done on selecting the observer for the evaluation of the internship of B.Ed. 2nd year. Teachers were advised to co-operate with the students and provide help to solve their queries. Dr. Anita Sharma , Anirudh Yadav , Dr. Aruna Bajpai , Sarla Mandhyan etc were selected for this.

5 . DISCUSSION ON SUBMISSION OF PRACTICUM KITS OF B.ED FIRST YEAR

Further discussion was done on the submission of kits of B.Ed 1st year. All the faculty members were asked to inform the students about this and collect the kits as soon as possible and students were further informed about the preparation of examination. Principal allotted duties to Dr. Aruna Bajpai , Dr. Anita Sharma , Shipra Mishra , Seema Mishra , Sarla Mandhyan for the submission of kits.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on 10-01-2020.

Anita Sharma

IQAC CO-ORDINATOR

DR. ANITA SHARMA

Poonam Madan

PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2019-20

NOTICE

DATE: 9TH JANUARY, 2020

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 10th July 2020 at 12:00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal <i>Poonam</i>
Dr. Anita Sharma	IQAC Incharge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>Ar</i>
Ms. Asha Awasthi	Member Of Management Committee <i>A</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>Ay</i>
Dr. Seema Mishra	Sr. Faculty Member <i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member <i>Sarla</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. <i>Saroj</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on organizing the Legal Awareness Programme
- Discussion on organizing Seminars
- Discussion on conducting Pre-Board Exam of B.Ed. 1st year
- Discussion on organizing Placement Drive
- Discussion on providing feedback to the Faculty Member after completion of practice teaching.

MINUTES OF THE MEETING

Minutes and the main points decided in the meeting were as follows:

The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

1 . DISCUSSION ON ORGANIZING THE LEGAL AWARENESS PROGRAMME

The discussion started to organize The Legal Awareness Programme by National Women Organization. Principal stated that this programme will be held in the month of February. Responsibilities for the successful conduction of this programme were allotted to Dr. Aruna Bajpai, Asha Awasthi, Dr. Anjali Porwal, Prerna Arora and all the teachers were instructed to follow the guidelines. Further discussion done on inviting the Chief Guest of this programme.

2 . DISCUSSION ON ORGANIZING SEMINAR

This was followed with the discussion of conducting seminar to improve the teaching learning process. The duties for the successful conduction of this programme were given to senior faculty member Dr. Anita Sharma and Jyoti Sengar. Further duties were allotted to different faculty members.

3 . DISCUSSION ON PREPARATION OF SCHEME OF PRE-BOARD EXAMINATION B.ED. 1ST YEAR

Principal discussed about the Pre-Board about the examination she said that the examination will be conducted in the last week of January from 27th January 2020 to 4th February 2020. She advised to the all the faculty members to complete the syllabus as soon as possible and to solve the queries of the students related to Pre-Board exams.

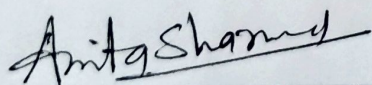
4 . DISCUSSION ON CONDUCTING PLACEMENT DRIVE

This was followed the discussion of conducting the placement drive in the month of February. For the successful organization of this programme, duties were allotted to Prof. Ashish Yadav and Prof. Shipra Mishra. It was discussed that other participants can also join this programme along with our college students. Principal stated that pre-registration will be done and only registered candidates will be allowed to attend this programme.

5 . DISCUSSION ON PROVIDING FEEDBACK REGARDING PRACTICE TEACHING

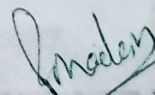
Principal voted heartfelt thanks to all the faculty members for the successful completion of practice teaching at centers. She appreciated the work of all the teachers and suggested that you all will fulfill your duties likes this future also. After this, principal asked suggestions to all the faculty members for implementing the best practices in teaching learning process.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator and the next meeting decided to be held on February 2020.



IQAC CO-ORDINATOR

DR. ANITA SHARMA



PRINCIPAL

DR. POONAM MADAN