

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK MIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2021-22

NOTICE

Date: 17TH July 2021

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 19TH July, 2021 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>Aruna</i>
Ms. Asha Awasthi	Member Of Management Committee <i>Asha</i>
Mr. Anil Yadav	Sr. Faculty Member <i>Anil</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	Asst. n-Charge <i>Anil</i>

AGENDA OF THE MEETING

- DISCUSSION ON STARTING OF NEW SESSION
- DISCUSSION ON COURSE COMPLETION OF PREVIOUS YEAR VIA ONLINE AND OFFLINE MODE
- DISCUSSION ON FILE AND PROJECT RELATED WORK OF 2ND YEAR STUDENTS
- DISCUSSION ON PREPARING COMMITTEE FOR THE IMPLEMENTATION OF NEP, 2020.
- DISCUSSION ON PUBLISHING THE RESEARCH PAPER BY THE FACULTY MEMBERS
- DISCUSSION ON EVALUATION PROCEDURE
- DISCUSSION ON ORGANIZING ONLINE CELEBRATION FOR INDEPENDENCE DAY.

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.

- The meeting started with the discussion on starting a new session. Discussion was done on admission, curriculum and practical related work.
- Further discussion was done on course completion via online and offline classes. and it was suggested to teachers to prepare online lectures and videos for students to help them during covid-19. It was also discussed that internship letter and certificates should be provided to the students.
- This was followed with the discussion on evaluation process of file and project related work of B.ED. 2ND YEAR. Teachers were asked to help to

complete their assignment and submit it soon so that their evaluation may be start soon.

- This was followed with the discussion on the implementation of New education policy, 2020. It was decided to prepare a committee for the successful conduction of works as per prescribed by the New Education Policy.
- Further discussion was done on the paper publishing of the faculty members. Principal guided the faculty member about the research paper publishing, UGC norms and asked them to take initiatives regarding this.
- This was followed with the discussion on the paper pattern and evaluation process. It was suggested by the principal that assessment would be done according to decided criteria. It was further informed that notice should be sent to the students to complete their work so that evaluation process can be started.
- Further discussion was done celebrating independence day via online platform. Faculty member Ms. Nazish Khan and Mrs. Jasneet Kaur were instructed to make preparation to celebrate independence day. They were asked to sort out activities and for its successful implementation, duties were assigned to all faculty members too.

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 25-08-2021 at 2 pm.

Anita Sharma

P. Madan
PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

IQAC CO-ORDINATOR

PRINCIPAL

DR. ANITA SHARMA

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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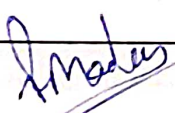
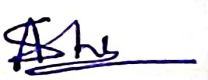
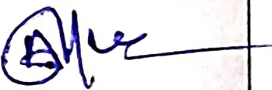
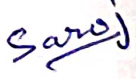
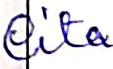
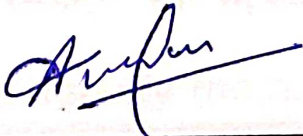
INTERNAL QUALITY ASSURANCE CELL

SESSION 2021-22

NOTICE

Date: 24th August, 2021

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 25th August, 2021 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 
Dr. Anita Sharma	IQAC Incharge 
Dr. Aruna Bajpai	Member Of Management Committee 
Ms. Asha Awasthi	Member Of Management Committee 
Mr. Ashish Yadav	Sr. Faculty Member 
Dr. Seema Mishra	Sr. Faculty Member 
Mrs. Sarla Madhyan	Faculty Member 
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur. 
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur 
Mr. Anil Kumar	Admin In-charge 

AGENDA OF THE MEETING

- DISCUSSION REGARDING MANAGEMENT OF PRACTICAL LABS FOR VARIOUS SUBJECTS
- DISCUSSION ON STRATEGY MAKING FOR ADMISSION PROCESS OF B.ED. 1ST YEAR
- DISCUSSION ON PREPARING WORKING SCHEDULE AS PRESCRIBED BY NEP 2020
- DISCUSSION ON SEMESTER SYSTEM
- DISCUSSION ON OBJECTIVE BASED EXAM PATTERN
- DISCUSSION REGARDING AQAR RELATED 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.

- The meeting began with the statement of principal regarding management of labs of all the subjects. She suggested that labs should be well managed and equipped. Teachers were instructed to prepare a list of all needed materials and equipment of their respective subjects so that teaching learning process may run smoothly.
- This was followed with the discussion on upcoming admission OF B.ED. 1ST year. In meeting, senior faculty member Dr. Aruna Bajpai stated about the procedure of admission. Principal stated regarding

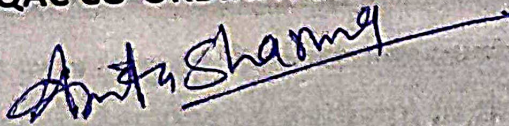
this that result of B.ED. entrance is about to declared on 27th August. All faculty members will fulfil their duties properly so that students may not face any problems.

- Further discussion was done on the implementation of new education policy and teachers were instructed about following the guidelines of NEP 2020. They were further suggested about preparing curricular and co-curricular time-table by following the guidelines of new education policy.
- This was followed with the discussion on semester system which is going to be implemented very soon by the university. Principal discussed strategies regarding semester system so that we may not face any issue while following the semester system as it is new for everyone and confusion may occur.
- Further discussion was done on objective based examination pattern which is going to be adopted by the university in various subjects first time. Principal suggested teachers to prepare multiple choice questions of each chapter for all subjects. She further suggested that mock tests, practice examinations, unit tests, mid-term Exam will be conducted via Google form for the better practice of students.
- Principal asked about the status of AQAR related work. It was instructed to the faculty member to complete their criterion related 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 26-10-2021.


PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

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 2021-22

NOTICE

Date: 25th OCTOBER, 2021

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 26th October, 2021 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>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 ORGANIZING CLASSES FOR CTET
- DISCUSSION ON CONDUCTING UNIT TEST
- DISCUSSION ON PREPARATION OF SEMESTER WISE CLASSES AND TIME-TABLE
- DISCUSSION ON ORGANIZING PARENTS TEACHER ASSOCIATION MEETING
- DISCUSSION ON ORGANIZING ALUMNI PROGRAMME
- DISCUSSION ON CULTURAL COMPETITION

MINUTES OF THE MEETING

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

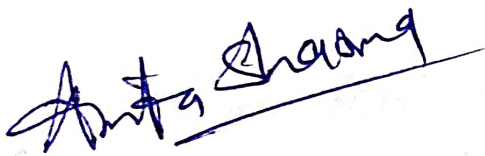
The meeting started with the welcome note by IQAC Coordinator Dr. Anita Sharma.

- Meeting was started with the welcome of the respected Principal. The focal point of discussion was to conduct CTET classes for B.Ed. 2nd year students. It was decided in the meeting that each faculty member will prepare their lectures for CTET classes. Subject-wise teaching slots were discussed. It was decided that CTET Classes will be started from 27th October and slots are as follow: Dr. Aruna Bajpai (Hindi) , Ms. Asha Awasthi (Social Science) , Dr. Seema Mishra (CDP), Mr. Ashish Yadav (Environment) , Mrs. Usha Mishra (Maths) , Ms. Nazish Khan (English)
- Further discussion was done on conducting Unit tests. It was discussed that test will be conducted of each unit. Each subject teacher will prepare multiple choice based question paper for the better practice of students for their examination.

- Principal further discussed about semester –wise classes and preparation of time-table. She said that university has implemented the semester system as per the recommendations of new education policy, so we are abide to follow. So for the successful implementation of semester system, we must need to work hard and prepare strategy. Dr. Aruna Bajpai, Sr. Faculty member was instructed to prepare the Time-Table for it.
- Principal also asked about the status of AQAR criterion work. The strategies regarding AQAR work were also discussed. Faculty members were asked to complete it as soon as possible.
- This was followed with the discussion of organizing parents- teacher meeting. It was discussed that PTA Meetings for B.Ed. 2nd year students will be called first and after that it will be scheduled for B.Ed. first year students. Principal asked Mrs. Sarla Mandhyan to prepare a plan for it and assign duties to other faculty members for its successful completion.
- Further discussion was done on organizing Alumni meet. The strategies and planning regarding alumni meet were discussed and it was asked to the teachers that preparation should be made quickly so that it can be conducted timely.
- This was followed with the discussion of organizing art and craft competition in which various activities like – Rangoli , Diya and Candle

decoration, candle making and other activities related to Deepawali festival. Faculty members were asked to make preparation.

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 25-11-2021.



IQAC CO-ORDINATOR

DR. ANITA SHARMA



PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

SESSION 2021-22

NOTICE

Date: 24TH NOVEMBER, 2021

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 25TH NOVEMBER, 2021 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 Bajpai</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>Asha Awasthi</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>Ashish Yadav</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema Mishra</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla Madhyan</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur.	<i>Saroj Pandey</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur	<i>Gita Dudeja</i>
Mr. Anil Kumar	Admin In-Charge	<i>Anil Kumar</i>

AGENDA OF THE MEETING

- DISCUSSION ON THE COURSE OF B.ED. 1ST YEAR AS PER SEMESTER SYSTEM
- DISCUSSION ON PLANNING NSS ACTIVITIES
- DISCUSSION ON ENSURING THE CREDIBILITY OF TEACHING-LEARNING
- DISCUSSION ON FRAMING OF STRATEGIES TO CONDUCT CURRICULAR AND CO-CURRICULAR ACTIVITIES VIA ONLINE MODE.
- DISCUSSION ON INTERNSHIP 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.

- Principal stated that main focus should be given on collecting course content for the convenience of students so that they may not face any issue related to content as new pattern had been introduced.
- This was followed with the discussion of on planning NSS ACTIVITIES. The principal had decided to conduct NSS activities in near future namely tree plantation, blood donation camp and road safety program on the basis of suggestions of all the members of meeting.
- Further discussion was done on improving credibility of teaching – learning process. In order to improve the academic and administrative performance of the institution, the members discussed the current status of academics, administrative procedure, and activities of the students.

- This was followed with the discussion on preparing strategies to conduct curricular and co-curricular activities via online mode. Principal stated that all subject teacher will prepare video lectures of each topic and also prepare notes to be sent to the students so that they may perform good in their examination.
- Further discussion was done on internship of B.Ed. 2nd year students. It was decided to provide online classes for the preparation of practicum work at teaching centers so that students can learn about all the activities which will be conducted at teaching centers.

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 04-12-2021.

[Signature]
PRINCIPAL
 DR. VIRENDRA SWARUP
 Institute of Professional Studies
 Kidwai Nagar, Kanpur

[Signature]
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 2021-22

NOTICE

Date: 3rd December, 2021

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 4th December, 2021 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 Madan</i>
Dr. Anita Sharma	IQAC Incharge	<i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee	<i>Aruna Bajpai</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>Asha Awasthi</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>Ashish Yadav</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema Mishra</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla Madhyan</i>
Dr. Saroj Pandey	Ass. Professor, B.Ed. Deptt. D.W.T.C. Kanpur.	<i>Saroj Pandey</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur	<i>Gita Dudeja</i>
Mr. Anil Pun	Admin In-Charge	<i>Anil Pun</i>

AGENDA OF THE MEETING

- **DISCUSSION ON ORGANIZING FIELD VISIT AND OTHER PROGRAMS**
- **DISCUSSION ON PREPARATION OF QUESTION BANKS AND MOCK TESTS**
- **DISCUSSION ON CELEBRATING WORLD'S HUMAN RIGHT DAY AND ENERGY CONSERVATION DAY**
- **DISCUSSION ON ORGANIZING POWERPOINT TRAINING WORKSHOP**

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.

- Principal discussed about the commencement of co-curricular activities such as field visit, visit of inclusive school, nukkad natak for awareness. Faculty members were instructed to prepare strategies to conduct these programs. Principal stated that these activities are good for creating awareness regarding inclusive education and a sense of humanity.
- This was followed with the discussion of preparing question banks and mock tests. Teachers were advised to prepare a question bank of their respective subject containing 200 questions. All teachers are advised to prepare and submit two sets of question paper of their respective subject for mock test. It was also discussed that mock tests will be conducted online via Google form. For the better preparation of the students, online teaching should be done. Teachers will keep reminding

the students to complete their assignments and other practicum material as soon as possible.

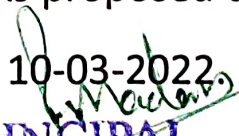
- Further discussion was done on celebrating world Human Right Day on 11 December, energy conservation day on 14th December. Teachers were asked to prepare strategies for these programs. Each teacher was assigned a duty and they were instructed to start planning and preparation.
- This was followed with the discussion on organizing 4 days PowerPoint training workshop. Principal stated that it was seen that students are facing issues in making PowerPoint presentation. They are not able to prepare their assignments. So it was decided that PPT training workshop will be organized under the guidance of Ms. Nazish Khan, Mr. Kamlesh Sharma and Mrs. Jasneet Kaur. They were instructed to prepare strategies and create groups of students so that students may learn accurately. The workshop will start from 16th December. All preparations should be made.

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 10-03-2022.



IQAC CO-ORDINATOR

DR. ANITA SHARMA


PRINCIPAL

DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

PRINCIPAL

DR. POONAM MADAN

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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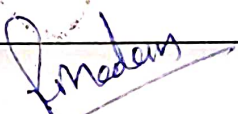
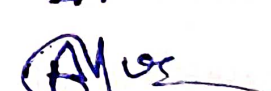
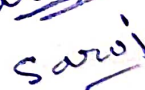
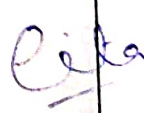
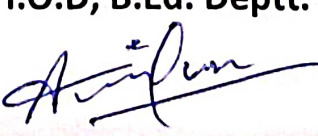
INTERNAL QUALITY ASSURANCE CELL

SESSION 2021-22

NOTICE

Date: 9TH March, 2022

A Meeting of the internal quality assurance cell (IQAC) of the college will be held on 10th March, 2021 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	
Dr. Anita Sharma	IQAC Incharge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Wadhyan	Faculty Member	
Dr. Saroj Pandey	Ass.Professor, B.Ed. Deptt. D.W.T.C. Kanpur.	
Dr. Gita Dudeja	Asso.Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- DISCUSSION ON ORGANIZING MEGA PLACEMENT DRIVE
- DISCUSSION ON ORGANIZING PERSONALITY DEVELOPMENT PROGRAMME
- DISCUSSION ON CONDUCTING MOTIVATIONAL LECTURES BY ALUMNI STUDENTS
- DISCUSSION ON THE IMPLEMENTATION OF PROGRAMMES AS PER THE NEW GUIDELINES OF NEP 2020

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.

- Principal stated in the meeting about organizing Mega Placement Drive. The placement cell in charge DR. Shipra Mishra and DR. Ashish yadav were instructed to chalk out the plan for the successful conduction of placement drive. She further advised to all the faculty member to make preparations and fulfill their assigned duties.
- Further discussion was done on organizing Personality development workshop. Principal stated to faculty member Ms. Nazish Khan to made preparation regarding organization of Personality Development workshop. Principal further said that those expert should be called who can teach students to prepare resume and guide them about preparing for interview and upcoming placement drive.

- This was followed with the discussion of organizing motivational lectures for the students in which old students will be invited for sharing their successful journey.
- Principal further discussed about organizing all the programmes prescribed by the university under N.E.P. All the faculty member were instructed about organizing and conducting all the programmes skillfully and student's maximum participation should be assured.

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 25-03-2022.

Anita Sharma

IQAC CO-ORDINATOR

DR. ANITA SHARMA

Poonam Madan
PRINCIPAL
 DR. VIRENDRA SWARUP
 Institute of Professional Studies
 Kidwai Nagar, Kanpur

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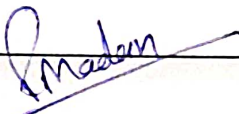
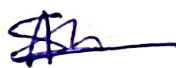
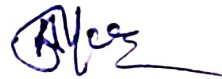
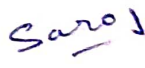
INTERNAL QUALITY ASSURANCE CELL

SESSION 2021-22

NOTICE

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Dr. Anita Sharma	IQAC Incharge 
Dr. Aruna Bajpai	Member Of Management Committee 
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Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. Deptt. D.B.S.C. Kanpur 
Mr. Anil Pun	Admin In-Charge 

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.
- DISCUSSION ON THE PROCESS OF EVALUATION OF ALL THE ASSIGNMENTS AND PROJECT FILES.

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.

- 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.
- 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.

- 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 was discussed that 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.
- 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.
- This was followed with the discussion of the distribution of work to the faculty members of different criteria. 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.

- This was followed with the discussion on evaluation process. Principal suggested the evaluation procedure. Duties were assigned to all the faculty members for the correction of files of their respective subjective subjects.

The meeting came to an end with a formal vote of thanks proposed to IQAC Coordinator.

Anita Sharma

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