

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

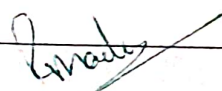
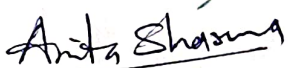
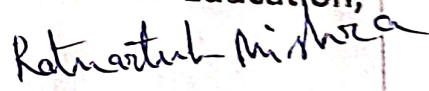
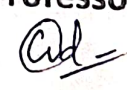
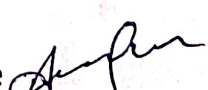
INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date: 17TH July, 2022

A Meeting of the college's internal quality assurance cell (IQAC) will be held on 18th July 2022 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 In charge 
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 Mandhyan	Faculty Member 
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. 
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur 
Mr. Anil Pun	Admin In-Charge 

AGENDA OF THE MEETING

- Discussion on the status of AQAR criterion work.
- Discussion on developing ICT competency of teachers
- Discussion regarding PPT Presentation and VIVA-VOICE
- Discussion on updates regarding academic activities and welfare measures.
- Discussion regarding optimization and integration of modern methods of teaching and learning
- Curriculum review

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the Principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

Review of Academic Performance:

This was followed with a discussion of the academic performance of the students. The overall academic performance of the students has been commendable. It was seen that the majority of students have consistently demonstrated a strong understanding of the subject matter of all the concerned

subjects. Faculty members have reported a high level of engagement from students, contributing positively to the overall learning environment.

Optimization and integration of modern methods of teaching and learning:

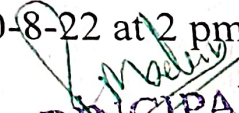
Further discussion was followed with the training of faculty members to make them proficient in technology and digitally equipped. It was decided that teachers would familiarize themselves with online teaching platforms, various learning management systems, and video conferencing tools for conducting online classes. This was decided in the meeting that the faculty members would prepare online notes for the students. All the faculty members were instructed to prepare PPTs, PDFs, audio/video recordings, etc. of all their lectures so that they will prepare PPTs, PDFs, audio/video recordings, etc. of all their lectures.

Curriculum Review:

Feedback on curricular and co-curricular activities was taken in the meeting by the principal Dr. Poonam Madan.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 10-8-22 at 2 pm.


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
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2022-23

NOTICE

Date: 9th August, 2022

The college's internal quality assurance cell (IQAC) meeting will be held on 10th August 2022 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 In charge
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 Mandhyan	Faculty Member
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur.
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur
Mr. Anil Pun	Admin In-Charge

AGENDA OF THE MEETING

- Discussion on conducting activities to celebrate Amrit Mahotsav
- Discussion on final teaching and VIVA-VOCE of B.Ed. 2nd year students
- Discussion on academic Guidance and counselling of faculty members and students
- Discussion on providing guidelines regarding internship to the students
- Discussion on a scholarship scheme for B.Ed. 3rd semester students
- Discussion on the functions and feedback of Anti Ragging Cell
- Discussion on the commencement of NSS training

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Conducting Activities to Celebrate Amrit Mahotsav:

This was followed by the discussion of planning and organizing various events to celebrate **Amrit Mahotsav**, including cultural programs, debates, and patriotic exhibitions. It was instructed to the faculty members that a timeline will be established for conducting activities from August 11, 2022, to August 17, 2022, ensuring the involvement of the students

and faculty members. The main focus areas include raising awareness about India's independence, organizing community outreach programs, and developing a spirit of patriotism on campus. The committee meeting was decided to be held weekly to monitor progress and address any logistical challenges.

2. Discussion on Final Teaching and VIVA-VOCE of B.Ed. 2nd-Year Students:

Further discussion was done on preparing the schedule for the **VIVA-VOCE examinations** for B.Ed. 2nd-year students. It was decided that Viva-voce will take place from 25th August to 5th September 2022. Faculty members were assigned specific roles for conducting and evaluating the VIVA, ensuring that both internal and external examiners were present. It was also decided that revision sessions would be conducted before the exams to prepare students adequately. Regular meetings will be held to review the progress of VIVA preparations.

3. Discussion on Academic Guidance and Counselling of Faculty Members and Students:

Further discussion was done on planning the series of **academic guidance and counselling sessions** for both faculty members and students. It was discussed that these sessions will focus on academic performance improvement, professional development, and mental well-being. It was also decided that external experts were invited to lead these sessions to ensure regular interaction with faculty and students, and respective faculty members were instructed to prepare a schedule. The principal finalized that the first counselling session be held at the end of August 2022, and feedback from participants should be collected to make future sessions more effective.

4. Discussion on Providing Guidelines Regarding Internships to Students:

This was followed by the discussion on preparing guidelines for student **internships**. It was instructed that these guidelines covered the objectives of the internships, expectations from students, and a step-by-step process for securing internship placements. Internship coordinators were appointed to assist students throughout the process, and workshops were conducted to help students understand their roles during internships. It was decided that the internship would be scheduled in September 2022.

5. Discussion on a Scholarship Scheme for B.Ed. 3rd-Semester Students:

This was followed by the discussion on introducing the students to the **scholarship scheme** for B.Ed. 3rd-semester students, with eligibility criteria based on academic performance and financial need. The principal instructed that the application process should be streamlined, and notices should be circulated to all students regarding the application deadline, which is 15th September 2022. A scholarship committee will be formed to evaluate applications and finalize the list of recipients. The committee will ensure that scholarships are disbursed by the end of September to aid students financially in the upcoming semester.

6. Discussion on the Functions and Feedback of the Anti-Ragging Cell:

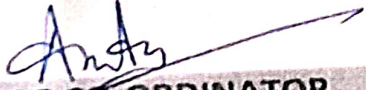
Further discussion was done on preparing the report of the **Anti-Ragging Cell** by mentioning its activities for the academic year, and it was decided to enhance the cell's visibility and accessibility to students. Awareness campaigns and workshops on anti-ragging policies should be planned to be integrated into the orientation programs for new students. Additionally, a feedback system should be introduced, allowing students to anonymously report any concerns or incidents. Regular meetings of the

Anti-Ragging Cell are scheduled to address ongoing issues and ensure campus safety.

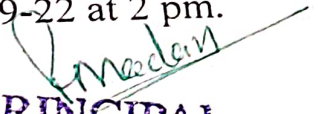
7. Discussion on the Commencement of NSS Training:

This was followed by the discussion on the NSS (National Service Scheme) training program to begin with the first batch of volunteers being enrolled. It was discussed by Dr. Seema Mishra that this program focused on leadership skills, social responsibility, and community service. It was instructed by the principal that the schedule for regular training sessions and workshops should be developed and the first community service project—a cleanliness drive in the local community—should be planned for September 2022. Regular monitoring and feedback mechanisms will also be put in place to assess the progress of NSS volunteers and their impact on the community.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 07-9-22 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA


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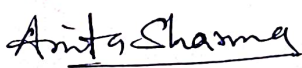
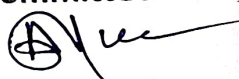
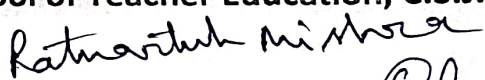
INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date: 6th September, 2022

The college's internal quality assurance cell (IQAC) meeting will be held on 7th September 2022 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 In charge 
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 Mandhyan	Faculty Member 
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. 
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur 
Mr. Anil Pun	Admin In-Charge 

AGENDA OF THE MEETING

- Discussion on the new admission process
- Discussion on the functions of grievance and redressal cell
- Discussion on the preparation of the final lesson plans
- Discussion on conducting cultural programmes and preparation of reports
- Discussion on the preparation of the AQAR report
- Discussion on preparing guidelines for the completion of assignments and projects

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on the New Admission Process

The meeting commenced with a discussion on the admission process for the upcoming academic session. The principal proposed various improvements to streamline the process, including the launch of an online portal to facilitate student applications and track admission status. Faculty members were assigned to guide students during admission counselling sessions, focusing on course details and clarifying doubts. It was also discussed that a timeline was set to

ensure that the admission process is completed efficiently, reducing delays and ensuring effective communication with prospective students.

2. Discussion on the Functions of Grievance and Redressal Cell

This was followed by a discussion on enhancing the functions of the Grievance and Redressal Cell. It was decided to implement an online grievance submission platform to ensure confidentiality and accessibility. Awareness initiatives were undertaken to inform the students about the cell's role. Regular monitoring of grievance redressals will be conducted, with monthly meetings scheduled to review resolutions and make improvements based on student and faculty feedback.

3. Discussion on the Preparation of Final Lesson Plans

Further discussion was focused on the preparation of final lesson plans. All faculty members were instructed to ensure clarity in learning objectives and teaching methodologies to the students for the preparation of the final lesson plan.

4. Discussion on Conducting Cultural Programs and Preparation of Reports

The meeting then moved to a discussion on conducting cultural programs. It was instructed to the respective faculty members to prepare the calendar of events. The principal instructed that proper documentation and report preparations of these events should be kept in mind and a standardized report format was shared with all coordinators. It was also decided to form a cultural committee to ensure the proper execution of all events and feedback-collection methods were established to enhance future cultural initiatives.

5. Discussion on the Preparation of the AQAR Report

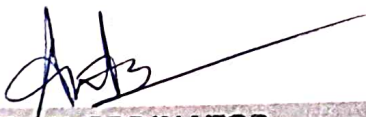
Further discussion was done on the preparation of the Annual Quality Assurance Report (AQAR). Departments were assigned responsibility for different sections of the report, and a checklist was distributed to streamline data collection. Faculty

members were asked to compile details of seminars, workshops, and other academic activities from the past year. A timeline for the submission of the AQAR was set, with regular review meetings to track progress.

6. Discussion on Preparing Guidelines for the Completion of Assignments and Projects

The meeting concluded with a discussion on preparing guidelines for the completion of assignments and projects. Comprehensive guidelines were developed and distributed to students, outlining research standards, formatting requirements, and deadlines. Faculty were tasked with providing workshops and mentoring to support students in completing their academic work. A structured feedback system was also implemented to ensure students receive timely input on their assignments and projects.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 07-10-22 at 2 pm.



IQAC CO-ORDINATOR

DR. ANITA SHARMA



PRINCIPAL

DR. VIRENDRA SWARUP
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Kidwai Nagar, Kanpur

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Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date: 6th October, 2022

The college's internal quality assurance cell (IQAC) meeting will be held on 7th October 2022 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 In charge <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 Mandhyan	Faculty Member <i>Sarla</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on the results of the second semester
- Discussion on organizing the Mid-term exam and its preparation
- Discussion on the commencement of online classes for the completion of the syllabus
- Discussion on the preparation of attractive teaching aids
- Discussion on the preparation of the AQAR report

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion of the Results of the Second Semester

The meeting started by discussing the results for the second semester. It was noted that the average grade achieved by the students had improved and also the pass grades from this year, as compared to the previous one. Further request was made to the teachers concerned to provide guidance to the weaker section of the students so that they might gain suitable remedial classes along with extra tutorials. A plan was devised to identify some flaws in specific areas of topics and the assistance would be rendered accordingly. Furthermore, an understanding

was developed to communicate results and responses with the students which also comprised timely grade distribution and recommendations for betterment.

2. Discussion on the Mid-term Test Plan and Preparation Strategies

This was followed by the discussion regarding preparation for the forthcoming mid-term exams. The faculty agreed on a set schedule of examinations so that enough time is provided for preparation as well as review sessions. Guidelines for the setting of an examination paper were distributed to facilitate uniformity of all departments. The examination committee was held responsible so the exams would run very smoothly at all levels, including seating arrangements and invigilation. Further, it was also understood that there would be both online and offline assessment modes to help the students who might need to choose according to their interests or convenience.

3. Discussion on the Commencement of Online Classes to Complete the Syllabus

Further discussion was done on the commencement of online classes extensively to begin the classes in time so that the syllabus gets completed. It was further agreed that there should be in continuation of the blended learning mode, during which faculty members would continue teaching their classes, both in-person and virtually. There was preparation of a detailed schedule of online classes such that the classes do not get disrupted, for which the schedule would be reminded to the students. Faculty members were encouraged to use digital platforms and interactive tools in order to build engagement. The discussion on the attendance monitoring and the engagement of students in those online classes, hence ensuring that students are on the right way to achieve their academic goals.

4. Discussion on the Preparation of Attractive Teaching Aids

The meeting then agreed on the need for attractive teaching aids to enhance the learning experience. It was decided that the faculty member would prepare educational material that would be innovative and also give it an attractive look in the form of infographics, digital presentations, and interactive videos to enhance excitement in the minds of students. There was a proposal for a workshop to use digital tools and software in making such aids. Best practices also need to be shared and collaborated on to make teaching aids effectively inclusive.

5. Discussion on Preparation of AQAR Report

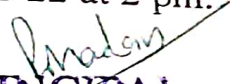
The meeting concluded by reviewing the preparation that is in progress on the Annual Quality Assurance Report (AQAR). It was recalled that all criterion in charge need to submit their sections of the report well in time so that all the activities, achievements, and improvements of the institution are adequately documented. It was agreed that the preparation of AQAR be monitored at periodic meetings so that the final version is submitted latest by the deadline. Suggestions were made that more qualitative data reflecting the efforts of the institution in enhancing the quality of education and administration be included in the AQAR.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 16-12-22 at 2 pm.



IQAC CO-ORDINATOR

DR. ANITA SHARMA



PRINCIPAL

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

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Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

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INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date- 15th December, 2022

The college's internal quality assurance cell (IQAC) meeting will be held on 16th December 2022 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>[Signature]</i>
Dr. Anita Sharma	IQAC In charge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>[Signature]</i>
Ms. Asha Awasthi	Member Of Management Committee <i>[Signature]</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>[Signature]</i>
Dr. Seema Mishra	Sr. Faculty Member <i>[Signature]</i>
Mrs. Sarla Mandhyan	Faculty Member <i>[Signature]</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur <i>[Signature]</i>
Mr. Anil Pun	Admin In-Charge <i>[Signature]</i>

- Discussion on internal evaluation and kit submission
- Discussion on organizing CTET special classes for the students.
- Discussion on maintaining attendance of the 1st and 3rd Sem students.
- Discussion on the scholarship scheme
- Discussion on organizing online classes to provide guidance for the completion of assignments and projects.
- Discussion on organizing the PLACEMENT drive
- Discussion on organizing PTM
- Discussion on organizing ALUMNI MEET

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Internal Evaluation and Kit Submission

The meeting began with a discussion on the procedure for internal evaluation and kit submission for practical subjects. It was decided that clear guidelines would be communicated to students regarding the submission timelines and requirements for their respective kits and practical work. Faculty members will

monitor the progress of students closely, ensuring timely evaluations and submissions. A schedule for internal assessments was finalized, and teachers were assigned to conduct regular check-ins with students to provide support where necessary.

2. Discussion on Organizing CTET Special Classes for the Students

Further discussion was held on organizing special CTET preparation classes for students. A dedicated team of faculty members was assigned to design a curriculum focusing on key areas of the CTET syllabus. It was decided that the special classes would be held in both online and offline modes to accommodate all students. A timetable was prepared, and sessions on exam strategies and mock tests were included to enhance student readiness. The aim is to improve the CTET success rate among the students.

3. Discussion on Maintaining Attendance of 1st and 3rd Sem Students

Following this, the issue of attendance tracking for 1st and 3rd-semester students was discussed. It was agreed to implement a stricter attendance monitoring system, utilizing both manual and digital platforms to ensure accuracy. Faculty members were instructed to regularly update attendance records and address any discrepancies promptly. Students with attendance issues will be counselled. The importance of maintaining the required attendance for appearing in exams was emphasized.

4. Discussion on the Scholarship Scheme

This was followed by a discussion on the available scholarship schemes for students. It was decided that a dedicated helpdesk would be set up to assist students with the application process, providing guidance on eligibility criteria and necessary documentation. Faculty members were instructed to spread awareness among students about filling up the scholarship form.

5. Discussion on Organizing Online Classes to Provide Guidance for the Completion of Assignments and Projects

Further discussion was done regarding the commencement of online classes to provide guidance for the completion of assignments and projects. Faculty members were instructed to schedule dedicated online sessions where students could seek help and clarification on their assignments. Recorded tutorials and resources were also suggested to be made available for students to reference during their project work. A system was set in place for regular feedback and evaluation to ensure students stay on track with their academic requirements.

6. Discussion on Organizing the Placement Drive

The meeting then proceeded with a discussion on organizing a placement drive for final-year students. It was agreed to invite various reputed institutions to participate. The placement in charge, Ms. Shipra Mishra informed about forming a placement committee, and student coordinators were also appointed to assist with the logistics. Pre-placement training sessions, including resume writing workshops and mock interviews, were planned to prepare students for the upcoming opportunities. A timeline for the placement drive was also established, ensuring adequate preparation and execution.

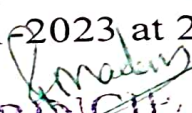
7. Discussion on Organizing PTM (Parent-Teacher Meeting)

The topic of organizing a Parent-Teacher Meeting (PTM) was discussed next. It was decided to hold the PTM in hybrid mode, offering both online and offline options to accommodate all parents. The aim is to discuss student performance, attendance, and overall progress with their guardians. A detailed schedule will be created, and faculty members will prepare individual reports for each student. It was also proposed to gather parent feedback on areas of improvement in the institution's academic and administrative activities.

8. Discussion on Organizing an Alumni Meet

The meeting concluded with a discussion on organizing an Alumni Meet to strengthen the connection between the institution and its graduates. A date for the event was proposed, and an organizing committee was formed to coordinate the event. Alumni will be invited to share their experiences and provide career guidance to current students. It was also agreed to create an alumni database to maintain regular contact and foster engagement with the institution.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 07-01-2023 at 2 pm.


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


IQAC CO-ORDINATOR

DR. ANITA SHARMA

PRINCIPAL

DR. POONAM MADAN

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INTERNAL QUALITY ASSURANCE CELL
SESSION 2022-23

NOTICE

Date- 7th January, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 9th January 2023 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 In charge <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 Mandhyan	Faculty Member <i>Sarla Mandhyan</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. 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 preparing the record of kit submission and final lesson plan allotment of 3rd Sem
- Discussion on organizing online classes for students to guide them in preparing assignments.
- Discussion on preparing the schedule for PPT presentation and VIVA-VOCE of 3rd Sem students.
- Discussion on preparing the schedule for the Pidilite workshop.
- Discussion on the preparation of question papers for the mid-term exam
- Discussion on organizing workshop for value added courses

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Preparing the Record of Kit Submission and Final Lesson Plan Allotment of 3rd Semester Students

The meeting began with a detailed discussion on preparing the **record of kit submissions** and the **final lesson plan allotment** for the 3rd-semester students. Faculty members were tasked with ensuring all kit submissions were properly

recorded and organized for future reference. It was also decided that the final lesson plans would be distributed to the students in an organized manner, ensuring clarity and alignment with the curriculum. Faculty will monitor the progress of lesson plans to ensure timely completion and feedback.

2. Discussion on Organizing Online Classes for Students to Guide Them in Preparing Assignments

This was followed by a discussion on **organizing online classes** aimed at guiding students in preparing their assignments. Faculty members were encouraged to create interactive sessions where students can receive personalized guidance on assignment structuring, and content presentation. A schedule for these online sessions was created and shared with the students, offering flexibility for those who require additional support. Recorded sessions will also be made available for students to review at their convenience.

3. Discussion on Preparing the Schedule for PPT Presentation and VIVA-VOCE of 3rd Semester Students

Further discussion was done on preparing the **schedule for PPT presentations and VIVA-VOCE** for 3rd-semester students. A timeline was developed for the presentations, ensuring that students had sufficient time to prepare. Faculty members were assigned to assess the presentations and conduct the VIVA-VOCE sessions. Guidelines for presentation content and VIVA expectations were prepared and distributed to the students to help them understand the assessment criteria.

4. Discussion on Preparing the Schedule for the Pidilite Workshop

The committee discussed organizing a **Pidilite workshop** to enhance students' practical skills. A tentative date for the workshop was proposed, and faculty members were assigned to coordinate the event with the Pidilite company. The

workshop will include hands-on activities to provide students with exposure to innovative techniques and products. It was also agreed to promote the workshop extensively to ensure maximum student participation.

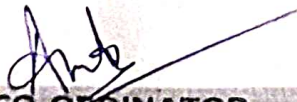
5. Discussion on the Preparation of Question Papers for the Mid-term Exam

This was followed by a discussion on the preparation of question papers for the upcoming mid-term exam. Faculty members were reminded to submit their question papers by the designated deadline, following the exam guidelines set by the examination committee. It was agreed that papers would be reviewed for quality assurance before finalizing them for distribution. The mid-term exam schedule was also confirmed, and necessary resources were allocated to ensure smooth conduct.

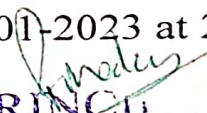
6. Discussion on Organizing a Workshop for Value-added Courses

The meeting concluded with a discussion on organizing a workshop for value-added courses. It was decided to focus on enhancing students' skill sets through specialized courses that complement their academic learning. Faculty members were tasked with identifying relevant courses and external resource persons who could facilitate these workshops. The workshop schedule will be prepared in collaboration with the placement cell to ensure that the courses align with current industry demands.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 17-01-2023 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA


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

PRINCIPAL

DR. POONAM MADAN

Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date- 16th January, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 17th January 2023 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 In charge <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 Mandhyan	Faculty Member <i>Sarla Mandhyan</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. 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 celebrating Republic Day
- Discussion on encouraging students to participate in the G-20 Programme organized by the university
- Discussion on organizing a seminar on social entrepreneurship sustainable development & rural development.
- Discussion on organizing placement drive.

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Celebrating Republic Day

The meeting began with a discussion on **organizing Republic Day celebrations**. It was decided that the event would include a flag-hoisting ceremony followed by cultural performances highlighting the spirit of national pride. Faculty members and student volunteers were assigned various roles to ensure the smooth execution of the event. A detailed schedule of activities, including speeches, patriotic songs, and group performances, was finalized.

2. Discussion on Encouraging Students to Participate in the G-20 Programme Organized by the University

Further discussion was held regarding the **G-20 Programme** organized by the university. It was agreed that students would be actively encouraged to participate in this prestigious event, which focuses on global leadership and development. The faculty were instructed to raise awareness about the programme by circulating information through digital platforms and notice boards. Faculty member, **Ms. Nazish Khan** was appointed to guide interested students in the application process and ensure they were well-prepared to represent the institution in the event. Sessions to discuss the themes of the G-20 summit were also proposed to enhance students' knowledge and engagement.

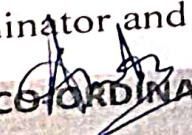
3. Discussion on Organizing a Seminar on Social Entrepreneurship, Sustainable Development, and Rural Development

The meeting proceeded with a discussion on organizing a **seminar on social entrepreneurship, sustainable development, and rural development**. A date for the seminar was tentatively set, and keynote speakers, including experts in the fields of entrepreneurship and rural development, were identified. The seminar aims to provide students with insights into how sustainable business models can positively impact rural communities. It was also proposed to collaborate with local NGOs and businesses to provide practical exposure to students. Faculty members were tasked with coordinating logistics and finalizing the speaker list.

4. Discussion on Organizing a Placement Drive

The final discussion focused on organizing a **placement drive** for the final-year students. A dedicated placement team was formed, with the responsibility of inviting potential recruiters from various sectors, including education, IT, and NGOs. The drive will include pre-placement workshops, such as resume writing, interview techniques, and skill development, to prepare students effectively. The placement schedule was planned in coordination with the academic calendar to ensure that students could attend without conflicts. Emphasis was also placed on gathering feedback from both students and recruiters to improve the process in future events.

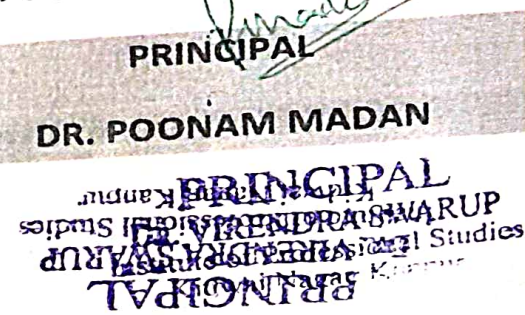
The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 12-02-2023 at 2 pm.


IQAC COORDINATOR

DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN


PRINCIPAL

Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date- 12th February, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 13th February 2023 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 In charge <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 Mandhyan	Faculty Member <i>Sarla Mandhyan</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B-Ed, dept. 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 course completion for the upcoming semester exam
- Discussion on the submission of projects, assignments, and models for internal assessment
- Discussion on using interactive teaching techniques as per the new revised curriculum for 2nd and 4th Sem students.
- Discussion on encouraging faculty members to participate in international & national conferences, seminars, and workshops.
- Discussion on seeking permission from BSA for the practice teaching centers for 2nd Sem

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Course Completion for the Upcoming Semester Exam

The meeting commenced with a focus on **course completion** for the upcoming semester exams. Faculty members were instructed to ensure that the syllabus for all subjects was covered comprehensively and within the stipulated time. It was decided to schedule extra classes where necessary to assist students who might require additional help. Regular review sessions will also be conducted, and mock

tests will be proposed to help students gauge their understanding and preparedness for the exams. The course completion timeline was confirmed to be in line with the academic calendar.

2. Discussion on the Submission of Projects, Assignments, and Models for Internal Assessment

Further discussion was held regarding the **submission of projects, assignments, and models** for internal assessment. Faculty members were assigned specific roles to monitor and guide students in completing their assignments and projects on time. A submission schedule was prepared, ensuring that students have clear deadlines. Additionally, guidelines on project quality and assessment criteria were communicated to students to ensure alignment with the institution's academic standards.

3. Discussion on Using Interactive Teaching Techniques as per the New Revised Curriculum for 2nd and 4th Semester Students

The discussion moved on to **interactive teaching techniques** for 2nd and 4th-semester students, in alignment with the revised curriculum. Faculty members were encouraged to adopt new methods, including case studies, group discussions, role-playing, and multimedia presentations, to enhance student engagement. Workshops were also proposed to train teachers in using technology-based tools, ensuring that the delivery of lessons remains dynamic and up to date with current educational practices.

4. Discussion on Encouraging Faculty Members to Participate in International & National Conferences, Seminars, and Workshops:

It was further discussed to **encourage faculty members** to participate in international and national conferences, seminars, and workshops. Faculty were asked to regularly update themselves on upcoming academic events and were assured of institutional support in terms of sponsorship and leave. This initiative aims to foster continuous professional development and to ensure that faculty stay connected with the latest research and teaching methodologies.

5. Discussion on Seeking Permission from BSA for the Practice Teaching Centres for 2nd Semester:

This was followed with the discussion on **seeking permission from the Basic Shiksha Adhikari (BSA)** for practice teaching centers for 2nd-semester students. It was agreed that formal communication would be initiated with the BSA to

obtain the necessary permissions and assign teaching centers for internships.
Faculty members were tasked with liaising with schools to ensure.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 15-03-2023 at 2 pm.

IQAC CO-ORDINATOR
DR. ANITA SHARMA

PRINCIPAL
DR. POONAM MADAN

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

Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2022-23

NOTICE

Date- 14th March, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 15th March 2023 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 In charge <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 Mandhyan	Faculty Member <i>Sarla</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur <i>Gita</i>
Mr. Anil Pun	Admin In-Charge <i>Anil</i>

AGENDA OF THE MEETING

- Discussion on preparation of the time-table for 2nd and 3rd Semester
- Discussion on training and practice teaching of B.Ed. 2nd Semester
- Discussion on appointing a new programme officer for NSS
- Discussion on organizing a special NSS camp and making necessary arrangements
- Discussion on maintaining the library and selecting new books

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on the Preparation of the Time-table for 2nd and 3rd Semester
The meeting started with a discussion on the **preparation of the timetable** for the upcoming 2nd and 3rd semesters. It was decided that the academic schedule would be carefully aligned to ensure an optimal balance between theoretical and practical classes. Faculty coordinators were assigned the responsibility of preparing subject-wise timetables, considering faculty availability and student needs. The final draft will be reviewed and finalized by the IQAC before implementation.

2. Discussion on Training and Practice Teaching of B.Ed. 2nd Semester

Further discussions revolved around the **training and practice teaching** schedule for B.Ed. 2nd-semester students. It was resolved that a comprehensive plan for practice teaching would be developed in coordination with the assigned schools. Necessary documentation and permissions are already in progress, and a dedicated faculty team will monitor the teaching practice to ensure quality and adherence to academic guidelines. Students will be briefed on the requirements and expectations of the practice teaching sessions in advance.

3. Discussion on Appointing a New Programme Officer for NSS

The next point of discussion was the appointment of a **new Programme Officer for NSS**. It was decided that the selection process would be initiated, and interested faculty members would be invited to submit their applications. A panel comprising senior faculty and administrative members will oversee the appointment to ensure that the selected individual has a keen understanding of the responsibilities associated with NSS and the ability to effectively engage students in social service activities.

4. Discussion on Organizing a Special NSS Camp and Making Necessary Arrangements

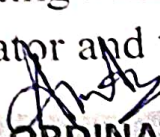
The discussion on **organizing a special NSS camp** followed, with a tentative schedule set for the next semester. A team was assigned to make necessary arrangements, including venue selection, planning activities, and coordinating logistics. The camp will focus on social awareness, community service, and leadership development for the students. Resource persons and volunteers were identified to ensure the smooth execution of the camp activities. Students will be informed about the registration process and objectives of the camp in the coming weeks.

5. Discussion on Maintaining the Library and Selecting New Books

The final agenda item was the **maintenance of the library and the selection of new books**. It was agreed that a stock verification of the library would be conducted to identify outdated or damaged materials. Faculty members were invited to submit their recommendations for new book purchases, particularly in areas that are currently underrepresented. Digital resources and e-journal subscriptions were discussed to ensure the library meets the evolving needs of

both students and faculty. The necessary budget for the purchase of new materials was approved, and orders will be placed shortly.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 18-05-2023 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA


PRINCIPAL

DR. POONAM MADAN

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

Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2022-23

NOTICE

Date- 10th May, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 18th May 2023 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 In charge <i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee <i>[Signature]</i>
Ms. Asha Awasthi	Member Of Management Committee <i>[Signature]</i>
Mr. Ashish Yadav	Sr. Faculty Member <i>[Signature]</i>
Dr. Seema Mishra	Sr. Faculty Member <i>[Signature]</i>
Mrs. Sarla Mandhyan	Faculty Member <i>[Signature]</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. D.B.S.C. Kanpur <i>[Signature]</i>
Mr. Anil Pun	Admin In-Charge <i>[Signature]</i>

AGENDA OF THE MEETING

- Discussion on completion of practice teaching of 2nd-semester students
- Discussion on the commencement of the theory classes
- Discussion on organizing valuable activities under care for the environment in PDP
- Discussion on preparing MCQs for the practice of examination
- Discussion on the preparation of the CTET exam
- Discussion on organizing a field visit
- Discussion on conducting Team Teaching for students
- Discussion on providing honor to the students participating well in teaching practice

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Completion of Practice Teaching of 2nd Semester Students

The meeting commenced with a discussion on the completion of **practice teaching for 2nd-semester students**. It was noted that the majority of students completed their teaching practice. The faculty supervising the sessions provided positive feedback. A few students who faced challenges due to unforeseen

circumstances will be given an opportunity to complete their teaching practice within an extended timeframe. A review committee will be formed to assess the overall performance of the students during this period.

2. Discussion on the Commencement of Theory Classes

Further discussions were focused on the **commencement of theory classes** for the next semester. A detailed timetable has been prepared, ensuring a smooth transition from practice teaching to regular classes. Faculty members have been instructed to revise the syllabus as per the new academic calendar and implement interactive teaching methods to engage students effectively. Theory classes are scheduled to begin on [start date] with an orientation session for students.

3. Discussion on Organizing Valuable Activities under Care for the Environment in PDP

The next point addressed was organizing **environmental care activities** under the Personal Development Program (PDP). It was resolved that eco-friendly initiatives such as tree plantation drives, waste management workshops, and environmental awareness sessions will be organized. A committee has been formed to plan these activities, and students will be encouraged to participate actively to enhance their sense of responsibility towards the environment.

4. Discussion on Preparing MCQs for the Practice of Examination

In order to help students prepare for their upcoming exams, it was decided that **Multiple Choice Questions (MCQs)** would be prepared for practice. Faculty members across different subjects were tasked with creating a comprehensive set of MCQs based on key concepts and examination patterns. These questions will be shared with the students as part of their exam preparation strategy to improve their performance in objective-type questions.

5. Discussion on the Preparation of the CTET Exam

A detailed discussion followed regarding the **preparation for the CTET exam**. It was decided that special preparatory classes focusing on core topics such as child development, pedagogy, and teaching methodologies would be conducted. Faculty members will guide the students through sample papers, mock tests, and relevant resources. A schedule for these preparatory sessions has been drafted, and classes will begin next week to provide ample time for student preparation.

6. Discussion on Organizing a Field Visit

It was also discussed organizing a **field visit** to provide students with practical exposure related to their course of study. It was decided that a visit to a local educational institution, NGO, or community service centre would be arranged. This visit aims to give students insights into real-world teaching environments and community-based projects. Permission for the visit will be sought, and a tentative date will be finalized soon.

7. Discussion on Conducting Team Teaching for Students

It was agreed that **Team Teaching** would be introduced as an innovative teaching method to enhance student engagement. Faculty members from different disciplines will collaborate to conduct joint sessions, where they will teach interconnected topics. This approach will help students understand subjects from multiple perspectives. The implementation of team teaching will be initiated from next month, with a focus on interdisciplinary topics.

8. Discussion on Providing Honor to the Students Participating Well in Teaching Practice

The final discussion was done to **honor students who performed exceptionally well during their teaching practice**. A small ceremony will be organized where these students will be recognized for their dedication and excellence. Certificates of appreciation will be awarded, and the top performers will be given an opportunity to present their teaching experiences and innovative practices to their peers.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 08-06-2023 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA


PRINCIPAL
DR. POONAM MADAN

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

Dr. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2022-23

NOTICE

Date- 7th June, 2023

The college's internal quality assurance cell (IQAC) meeting will be held on 8th June 2023 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 In charge <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 Mandhyan	Faculty Member <i>Sarla Mandhyan</i>
Dr. Ratnartuh Mishra	Asst. Professor, School of Teacher Education, C.S.J.M. University, Kanpur. <i>Ratnartuh Mishra</i>
Dr. Gita Dudeja	Asso. Professor & H.O.D, B.Ed. dept. 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 completion of the course for keeping in mind the final exam
- Discussion on Kit submission and correction of 2nd and 3rd semester
- Discussion on the preparation of final projects
- Discussion on preparing AQAR criterion-wise data.

MINUTES OF THE MEETING

The minutes and the main points decided in the meeting were as follows:

Welcome, and Introduction:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities. The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma and a brief update to all members about the college activities.

Confirmation of Previous Minutes:

The minutes of the previous meeting were read by Prof. Asha Awasthi and were reviewed and approved by the principal and all the faculty members.

Feedback on the Implementation of Previous Decisions:

Feedback was taken regarding the implementation of the plan of action decided in the previous meeting.

1. Discussion on Completion of the Course Keeping in Mind the Final Exam

The meeting began with a detailed discussion on the **completion of the course** for the upcoming final exam. It was resolved that faculty members should prioritize finishing the curriculum within the prescribed timeline. Remedial classes will be organized for students who require additional support, and special revision sessions will be scheduled before the exam. A strict deadline was set for the completion of the syllabus to allow sufficient time for review and revision.

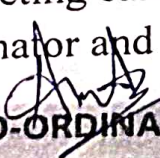
2. Discussion on Kit Submission and Correction of 2nd and 3rd Semester:
Further discussion focused on the submission and correction of kits for 2nd and 3rd semester students. It was decided that students must submit their kits by the end of the month after which the faculty will undertake a thorough review and correction process. Faculty members have been assigned to oversee the correction, ensuring all kits meet the required standards. Students who face issues with submission will be provided guidance to complete their kits in a timely manner.

3. Discussion on the Preparation of Final Projects:
The meeting continued with a focus on the preparation of final projects for students. It was decided that faculty members would provide step-by-step guidance on project submission, including key components like research methodology, analysis, and presentation. A project submission schedule was drawn up, with clear deadlines for drafts and final submissions. Workshops will be conducted to assist students in understanding project expectations and ensuring high-quality submissions.

4. Discussion on Preparing AQAR Criterion-Wise Data

The final point of discussion was the preparation of criterion-wise data for the **AQAR report**. Faculty members were tasked with gathering relevant data for their respective areas of responsibility. It was decided that each criterion would be meticulously reviewed to ensure accurate and comprehensive reporting. The IQAC coordinator will compile the data once it is submitted, ensuring that the report aligns with NAAC requirements and is submitted on time.

The meeting came to an end with a formal vote of thanks proposed to the IQAC Coordinator and the next meeting decided to be held on 10-07-2023 at 2 pm.


IQAC CO-ORDINATOR

DR. ANITA SHARMA

PRINCIPAL


DR. POONAM MADAN

PRINCIPAL
DR. VIRENDRA SHARUP
Institute of Professional Studies
Kirti Nagar, Kanpur