

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr.B.R.Ambedkar University, Agra

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.1 (2019-20)

Date of Meeting- 15-07-2019

Time- 11.00 am

Venue – Principal Office

Following committee members were present in the meeting:

S.No.	Name	Designation of Members
1	Dr. Abha Sharma	Principal
2	Dr. Neelima Joshi	Coordinator
3	Dr. Shelja Singh	Co-coordinator
4	Dr. Madhu Gaur	Administrator
5	Dr. Uroos Fatema	Administrator
6	Mrs. Neeti Sharma	Faculty
7	Mrs. Shalini Bhardwaj	Faculty
8	Mr. Raj Kumar Singh	Faculty
9	Dr. Manoj Kumar Yadav	Faculty
10	Charu Varshney	Student
11	Chandresh Sharma	Student
12	Mr. Parag Tiwari	Technical Staff

Following activities were planned for the quarter and the in charge of all the activities were deputed in the meeting with the concern of all the members.

**Activities Planned from July to September:**

S.No.	Activity	Incharge
1	Teaching Learning Process (Traditional & PowerPoint)	Dr. Abha Sharma
2	Tree Plantation	Dr. Pushpendra Sharma
3	Independence Day	Mrs. Deepti Bhardwaj
4	Career Guidance Programme	Dr. Shelja Singh
5	Personal Counseling Programme	Dr. Manoj Kumar Yadav
6	Alumni Meet	Mr. Raj Kumar Singh
7	Speech Competition	Ms. Shilpi Sharma
8	Sending Rakhi to soldiers	Ms. Hemlata Sharma
9	Teachers Day	Mrs. Parul Pathak
10	Hindi Week	Dr. Neelima Joshi

The meeting concluded with thanks to the Principal and all members present.

  
Coordinator

  
Principal  
Vivekanand College of Education  
ALIGARH-202001

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report of IQAC meeting No. 1/2019-20 conducted on 15-07-2019

S.No	Activity	Action Taken
1	Teaching Learning Process (Traditional & PowerPoint)	Teaching started on 29 July with orientation of the students. Traditional and innovative both methods were used for teaching.
2	Sending Rakhi to soldiers	Students prepared beautiful Rakhis and the box of rakhis was handed over to the 'Raksha Rath ' of Dainik Jagran News Paper on 9 <sup>th</sup> August 2019
3	Tree Plantation	Tree Plantation was done in the campus on 14 August 2019
4	Independence Day	Independence Day was celebrated with great zeal and enthusiasm. Students presented different activity/dances, song and play after the flag hosting ceremony.
5	Career Guidance Programme	Students were made aware of different career opportunities by our trained counselor Dr. Shelja Singh, in a group guidance programme on 12 August 2019
6	Personal Counseling Session	Personal problems were attended by Dr. Shelja Singh and Dr. Manoj Kumar Yadav on 17 August 2019
7	Alumni Meet	Alumni meet was organized on 28 Aug. 2019
8	National Sports Day	It was celebrated on 29 August 2019
9	KAVACH	A women safety programme run by UP Police was conducted by the orders of DM Aligarh
10	Teacher's Day	The birthday of Dr. Radhakrishnan was celebrated by both teacher and students. Dances, songs, games etc were organized by students.
11	Hindi Week	Week long competition were organized like poster making, "sahityik antyakshri", group dance (folk) etc from 9 September to 14 September 2019

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Principal  
Vivekanand College of Education  
ALIGARH-202001

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.2 (2019-20)

**Date of Meeting- 01/10/2019**

**Time- 11.00 am**

**Venue – Principal Office**

The Following committee members were present in the meeting.

S.No.	Name	Designation of Members
1	Dr. Abha Sharma	Principal
2	Dr. Neelima Joshi	Coordinator
3	Dr. Shelja Singh	Co-coordinator
4	Dr. Madhu Gaur	Administrator
5	Dr. Uroos Fatema	Administrator
6	Mrs. Neeti Sharma	Faculty
7	Mrs. Shalini Bhardwaj	Faculty
8	Mr. Raj Kumar Singh	Faculty
9	Dr. Manoj Kumar Singh	Faculty
10	Rani Singh	Student
11	Prabhakar Singh	Student
12	Mr. Parag Tiwari	Technical Staff

The following points were discussed in detail and incharge of every activity were deputed.

**Subject 1-** Review of MOM and Action Taken Report of IQAC meeting no.-1 conducted on 15-07/2019.

**Subject 2-** Discussion and identification of activities to be conducted in the next quarter from October to December and deputing the incharge of every activity.

**Activities Planned from October to December:**

S.No.	Activity	Incharge
1	Teaching Learning Process (Traditional & PowerPoint)	Dr. Abha Sharma
2	Gandhi Jayanti	Mr. Mukesh Kumar
3	Guest Lecture	Dr. Shelja Singh
4	Mehandi Competition	Mrs. Deepti Bhardwaj
5	Sessionals	Mr. Neeti Sharma
6	Tour (D.El.Ed.)	Mrs. Parul Pathak
7	Blood Donation Camp	Dr. Pushpendra Sharma
8	Internship	Dr. Manoj Kumar Singh Dr. Uroos Fatema
9	Rangoli Competition and Exhibition	Mrs. Shalini Bhardwaj

The meeting concluded with thanks to the Principal and all members present.

  
Coordinator

  
Principal  
Vivekanand College of Education  
ALIGARH-202001

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

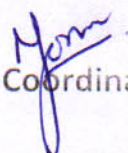
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report of IQAC meeting No. 2/2019-20 conducted on 01-10-2019

S.No	Activity	Action Taken
1	Teaching Learning Process	Teaching was done properly in the whole quarter under the observation of the Principal.
2	Gandhi Jayanti	Birthday of Gandhi ji and Shastri ji was celebrated organizing a quiz on the life great leaders.
3	Guest Lecture	A panel discussion and a guest lecturer was organized on gender issues on 11 October 2019
4	Guest Lecture	A guest lecturer was organized on stress management on 15 November 2019.
5	Mehndi Competition	It was organized on 16 <sup>th</sup> October 2019
6	Rangoli Competition and Exhibition	It was organized on 23 <sup>rd</sup> October 2019 followed by the exhibition of craft work done by students.
7	Sessionals	Sessionals were conducted from 22 Nov.2019 to 30 November 2019.
8	Tour	03 day tour of D.El.Ed. students was taken to Mussorie.
9	Blood Donation Camp	Blood donation and medical checkup camp was organized on 14 November 2019 in collaboration with the Lions Club of Aligarh
10	Internship	Internships of B.Ed. and D.El.Ed. were arranged and successfully completed by the pupil-teachers in the month of December.

The report of each activity was submitted by the teacher incharge to the Principal.

  
Coordinator

Principal  
Principal  
Vivekanand College of Education  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.3 (2019-20)

Date of Meeting- 01/01/2020

Time- 11.00 am

Venue – Principal Office

Following committee members were present in the meeting.

S.No.	Name	Designation of Members
1	Dr. Abha Sharma	Principal
2	Dr. Neelima Joshi	Coordinator
3	Dr. Shelja Singh	Co-coordinator
4	Dr. Madhu Gaur	Administrator
5	Dr. Uroos Fatema	Administrator
6	Mrs. Neeti Sharma	Faculty
7	Mrs. Shalini Bhardwaj	Faculty
8	Mr. Raj Kumar Singh	Faculty
9	Dr. Manoj Kumar Singh	Faculty
10	Amita Singh	Student
11	Anand	Student
12	Mr. Parag Tiwari	Technical Staff

The following points were discussed in detail and incharge of each activity was deputed.

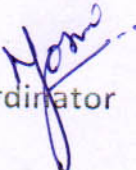
**Subject 1-** Review of MOM and action taken report of IQAC meeting no.-2 conducted on 01/10/2019


**Subject 2-** Discussion and identification of activities to be conducted in the next quarter from January to March and deputing the incharge of every activity.

**Activities Planned from January to March:**

S.No.	Activity	Incharge
1	Teaching Learning Process	Dr. Abha Sharma
2	Internship	Dr. Uroos Fatema
3	Tour (B.Ed.)	Mrs. Shalini Bhardwaj
4	Scout Guide Camp	Ms. Shilpi Sharma
5	Yoga Camp	Mrs. Ruchi Singh
6	Sports Week	Mrs. Paridhi Mishra

The meeting concluded with thanks to the Principal and all members present.

  
Coordinator

Principal  
  
Principal  
Vivekanand College of Education  
ALIGARH-202001



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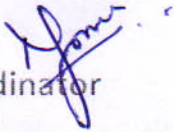
## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report of IQAC meeting No. 3/2019-20 conducted on 01-01-2020

S.No	Activity	Action Taken
1	Teaching Learning Process	Teaching was done under the vigilance of the Principal.
2	Internship	Internship of B.Ed., D.El.Ed. and M.Ed. was organized the students completed their internship.
3	Tour (B.Ed.)	One day tour of B.Ed. students to Aligarh exhibition on 25 February 2020.
4	Sports Week	Sports week was organized from 15 February to 22 February 2020
5	Scout Guide Camp	This camp was organized for 5 day from 03 March to 07 march 2020. The scout teachers were called by the institution for the same.
6	Yoga Camp	Yoga camp was organized for 5 days from 11 March to 15 March 2020 for B.Ed. Students. Yoga teachers of Yuva Bharat Patanjali taught different Yoga asanas to the students.

Reports of all the activities were submitted to the Principal. The college remained close due to Covid-19 for rest of the session.

Coordinator



Principal

Principal

Vivekanand College of Education  
ALIGARH-202001