

VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr Bhim Rao Ambedkar University, Agra

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting No.1 (2020-21)

Date of Meeting- 01-09-2020

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	Mrs. Neeti Sharma	Faculty
5	Mrs. Shalini Bhardwaj	Faculty
6	Mr. Ashwani Tomar	Faculty
7	Dr. Manoj Kumar Yadav	Faculty
8	Prabhakar Singh	Student
9	Abhishek Upadhyay	Student
10	Mr. Sandeep Sharma	Technical Staff

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

Activities Planned from September to November:

S.No.	Activity	Incharge
1	Orientation Programme of teachers towards Online Teaching	Dr. Abha Sharma
2	Teaching-Learning Process	Dr. Abha Sharma
3	Teacher's Day	Mrs. Deepti Bhardwaj
4	Online Mehndi Competition	Mrs. Parul Pathak
5	Gandhi Jayanti (Mask Distribution)	Mrs. Shalini Bhardwaj

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


Coordinator


Principal
Vivekanand College of Education
ALIGARH-202001

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report of IQAC meeting No. 1/2020-21 conducted on 01-09-2020

S.No	Activity	Action Taken
1	Online Teaching Learning Process	A workshop for faculty was conducted to train them for online-teaching. Mr. Pradeep Sharma, HOD, Computer Science Department, VCTM, Aligarh gave demonstration on 3 rd and 4 th September 2020.
2	Online Teaching	Online Teaching was conducted on Zoom and Google meet.
3	Teacher's Day	Celebrated virtually through online mode
4	Mehndi Competition	Online Mehndi Competition was also conducted
5	Gandhi Jayanti	Masks were distributed to the employees of the college and they were encouraged to use mask and sanitizer in their daily routine.

Reports of all the activities were submitted to the Principal.

Coordinator



Principal
Vivekananda College of Education,
ALIGARH-202001

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting No.2 (2020-21)

Date of Meeting- 01/12/2020

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. Uroos Fatema	Administrator
5	Mrs. Neeti Sharma	Faculty
6	Mrs. Shalini Bhardwaj	Faculty
7	Mr. Ashwani Kumar Singh Tomar	Faculty
8	Dr. Manoj Kumar Singh	Faculty
9	Rani Singh	Student
10	Kuldeep Chaudhary	Student
11	Mr. Sandeep Sharma	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 01-09-2020.

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

Activities Planned from December to February:

S.No.	Activity	Incharge
1	Online Skill Teaching Classes	Dr. Abha Sharma
2	Republic Day	Mrs. Deepti Bhardwaj
3	Yatayat Rally	Mrs. Shalini Bhardwaj
4	Tour	Mr. Raj Kumar Singh
5	Guest Lecture	Dr. Shelja Singh
6	Sessionals	Mr. Neeti Sharma
7	Sports Week	Mr. Riyazul Hak
8	Yoga Camp	Dr. Pushpendra Sharma

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. 2/2020-21 Conducted on 01-12-2020

S.No	Activity	Action Taken
1	Online Teaching and Skill Teaching	Online Teaching was done through zoom and Goolge meet. Skills of teaching were also taught to B.Ed. II yr students in January 2020.
2	Republic Day	Republic day was celebrated on 26 January 2020 taking all precautions and maintaining social distance. Flag was hoisted by Chairman Shri Anil Saraswat. All faculty members were present on the occasion.
3	Yatayat Rally	A Rally organized by VCE & Aligarh Police was taken at college to Sootmill chauraha and 19/02/2021 to make people aware of traffic rules and to encourage them to follow traffic rules .
4	Tour	A educational tour was take college to Aligarh Exhibition on 25-02-2021 students were shown the handicrafts from different states and cities.
5	Yoga Camp	Yoga camp was organized on 22-02-2021 to 26-02-2021 sh. Bhupesh sh. Vikas Upadhyay and Shashi ji from Patanjali thought different Aasans to B.Ed. Ilyr. Students
6	Sessional	Online Sessionals of B.Ed were conducted from 07-06-2021 to 15-06-2021
7	Sports Week	Sports Week was organized from 22-02-2021 to 27-02-2021 for B.Ed I yr. students

Reports of all the activities were submitted to the Principal.

Coordinator



Principal
vivekanand College of Education
ALIGARH-202001

VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting No.3 (2020-21)

Date of Meeting- 01/03/2020

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
3	Dr. Shelja Singh	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	Ms. Hemlata Sharma	Faculty
10	Amita Singh	Student
11	Simran	Student
12	Mr. Sandeep Sharma	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 01/12/2020

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

VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr Bhim Rao Ambedkar University, Agra

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report of IQAC meeting No. 3/2020-21 conducted on 01-03-2020

S.No	Activity	Action Taken
1	Teaching Learning Process	Teaching was done both in class room & virtually through online classes & blended teaching.
2	Women's Day	Students presented their views on women empowerment virtually on 8th March 2021
3	Practice Teaching	Practice teaching was conducted in the college and Peer Teaching was done by B.Ed. II yr. students as schools were closed in the wake of covid-19 pandemic from 08-02-21 to 08-03-21.
4	SUPW camp	SUPW camp was organized from 08-04-2021 to 10-04-2021 in which students were taught making masks, paintings and cloth bags.
5	Scout Guide Camp	Scout Guide camp was organized from 16-02-21 to 20-02-2021
6	D.El.Ed. Internship	D.El.Ed. Internship was organized from 17-02-2021 to 18-03-2021
7	Tree Plantation	Plantation was done on 09-04-2021 by students and teachers
8	Environment Day	World Environment Day was celebrated on 05-06-2021 through Online Poster Competition.
9	Sessionals	D.El.Ed. sessionals were organized in 2 nd week of April(offline) and 1 st week of June(online)

Reports of all the activities were submitted to the Principal.

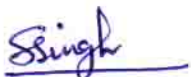

Coordinator


Principal
Vivekanand College of Education
ALIGARH-202001

Activities Planned from March to June:

S.No.	Activity	Incharge
1	Teaching Learning Process	Dr. Abha Sharma
2	Practice Teaching	Dr. Abha Sharma
3	SUPW Camp	Mrs. Shalini Bhardwaj
4	Scout Guide Camp	Mrs. Neeti Sharma
5	Sessionals	Dr. Pushpendra Sharma
6	D.El.Ed Internship	Dr. Madhu Gaur
7	Tree Plantation	Mr. Ashwani Kumar Singh Tomar

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


Coordinator


Principal
Vivekanand College of Education
LICARH-202001

Vivekananda College of Education Aligarh

Annual report for the academic year 2020-21

Our Vision

- To promote the Indian culture, morals and values among the students.
- To impart quality education to future generation.

About the College

Vivekananda College of Education was started in memory of the spiritual founder of our college Late Mr. Niranjana Lal Saraswati in 2003. College is running smoothly since then. Our college offers M.Ed., B.Ed. and D.El.Ed courses.

Mission

To facilitate professional consultancy, advocacy and networking in our future teachers through strategic planning, research, training, monitoring and evaluation.

Thought

The institution follows the thoughts of Swami Vivekananda who believed that,

**“EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY PRESENT
IN THE MAN.”**

Activities of session 2020-21

IQAC Meeting:- IQAC meeting was conducted on 1st September 2020 after overcoming the pandemic of Covid-19. We started online classes for IInd year students.

Induction Programme:- The new session was started on 28th December 2020 with Induction Programme. On this occasion principal of Vivekananda College of Education Dr. Abha Sharma addressed new students and introduce them to all faculty members.

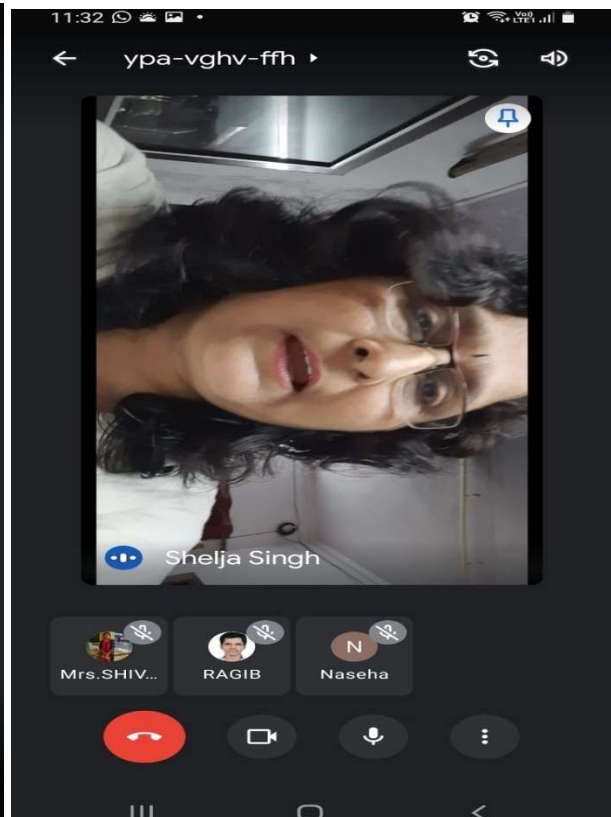
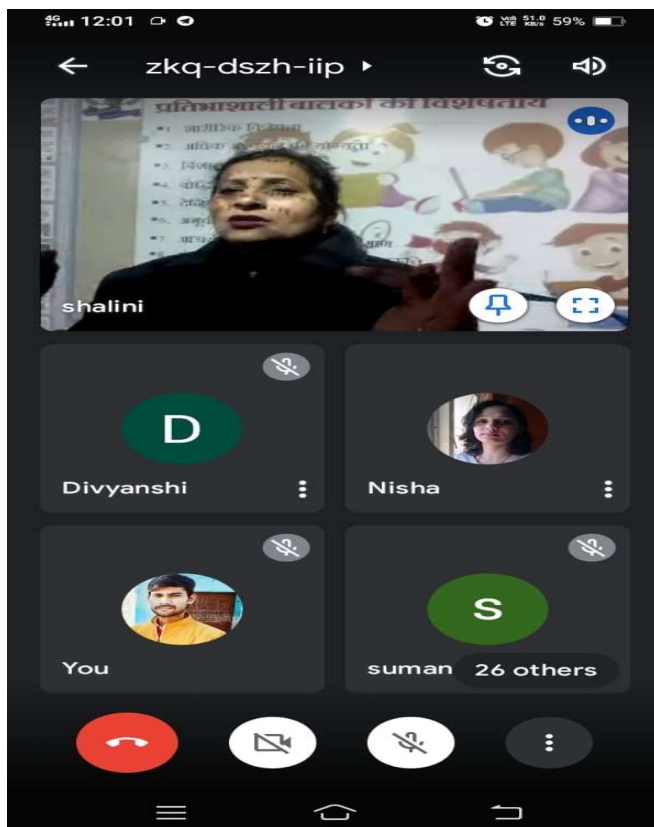


Gandhi Jayanti:- “Gandhi Jayanti” was celebrated on 2nd Oct 2020 with gaiety and simplicity. Teachers and Management arranged a mask distribution programme among fourth class employees of our institution. Basic knowledge of hygiene according to Covid-19 provided to them.



Celebration of Teacher's Day:- We celebrated teacher's day on 5th September 2021. Students of M.Ed. celebrate this programme with simplicity. Some light programmes were presented by the students of M.Ed. classes.

Theory lectures and evaluations:- Classes for B.Ed.-IIInd Year Students started from 4th November 2020, B.Ed.- Ist Year 2020-22 commenced on 28th December 2020. D.El.Ed. and M.Ed. Classes commenced according to their Semesters. The academic inputs were participative and interactive with several experiences provided to the students such as theatre, Guest Lecture and through literary activities. Along with traditional methods of teaching we also use innovative methods of teaching. Teaching through power point is our best practice of teaching. During this academic session we started a new practice of teaching- Online Classes for the students of B.Ed. , D.El.Ed. & M.Ed. This innovative practice of teaching help us in completion of courses and we were connected with the students during Covid-19. In online classes we give knowledge and affection to the students. Online Classes created empathy and harmony among the students and teachers as well.



School Internship:- School internship is an important part of Education programme in our college. Student teachers were very much excited for this education programme. They were trained in different teaching competencies as provided experiences to develop multi-perspective outlook towards teaching and learning. To fulfil these objectives we started skill teaching. Student teachers were trained to take constructive steps under the efficient watchful eyes of the professors of our college. Students were sent in different schools of Aligarh where they learnt diversities found in schools at various levels.

For the students of session 2020-22 Internship (B.Ed.-I Year) could not be arranged due to Covid-19. This is very important activity for the pupil teachers but due to this activity could not be conducted because all teaching institutions were closed at that time.

For the students of II Year (2019-21) Practice Teaching planned at college level just like simulated teaching or peer teaching from 8th February- 8th March 2021.

Mehndi Competition:- Mehandi competition was organized on the eve of “Karvachauth” on 23rd October 2021. Many students were participated in the competition. This competition was organized online mode. Pallvavi and Pratibha won the Ist and IInd prizes. Ms. Hemlata Sharma was incharge of this programme.



Celebration of Republic Day:- We celebrated Independence Day on 26th January 2021. The function of Republic Day was started with flag hoisting ceremony by our Chairman and National Anthem sung by the students. Chairman Mr. Anil Saraswat (Vivekananda College) provide initiative to the teachers in the form of a check on this occasion of Republic Day.



Tree Plantation:- On 9th April 2021, tree plantation programme were arranged. Students planted different plants in college campus. Teachers of B.Ed., D.El.Ed. were present and participated with students. Mrs. Shalini Bhardwaj was the incharge of this activity.



Yatayat Awareness Rally:- Yatayat awareness rally was organized by the students of B.Ed. on 15th February 2021 with coordination of Aligarh Police. Mr. Brijesh Chaudhary TSI Aligarh gave instructional lecturer after the rally.



Sports Week:- On 22 February to 27 February 2021 sports week was organized in which not only student teachers were participated in different games but also learnt how to organize such events in schools. On this occasion our Chairman Mr. Anil Saraswat and Vice Chairperson Mrs. Sudha Saraswat were present. Prizes were distributed to the winners. There were a mix of individual and group event such as 100m race 400m, Three Leg Race, Dodge Ball and Tag of War etc. Mr. Ashwani Tomar & Mr. Riyazul Hak were incharge of this programme.



Scout Guide Camp:- Scout Guide Camp was organized for B.Ed. I year students on 17 February to 20 February 2021. In this camp several group activities were organised by scout master. Student teachers learn co-operation love, unity, non discrimination, harmony from such events. Mr. Kuldeep & Mrs. Jyoti Sharma were Scout Masters in this camp. In this camp we develop co-operation, no discrimination, unity and love among the students.



Yoga Shivir:- We organized a yoga camp for the students of B.Ed. II year. This Shivir was organized on from 22th February to 26 February 2021 this year. Yoga Guru Shri Bhupesh Ji, Vikas Upadhyay Ji and Shashi ji from Patanjali thought different yoga activities like Pranayam, Asana etc. Students participated with great spiritual feeling in this shivir.



Educational Tour:- We arranged the an educational tour on 25 Feb. 2021 to Exhibition. Students enjoyed there craft mela and agricultural activities. Students learnt so much in Krishanjali many Cultural Programmes were presented by different school children. These Activities improve cooperation and management qualities in students.

Fresher's party:- Fresher's party was organized By the students of B.Ed. 2nd Year (2019-21) on 24th march 2021. Students arranged a party for their seniors. Students presented variety of programs. They enjoyed these pleasant moments of get to gather very much.



Women's day:- on the occasion of women's day a simple and sober program was organized in Vivekananda college of education. Students and teachers presented their views in the form of speech. They discussed about women empowerment and present condition of women in the society. A poster making competition was organized by department of low. Students of B.Ed. and M.Ed. were participated in this competition.

Sessional:- sessionals were conducted through online mode from 7th June to 15th June 2021 for the students of B.Ed. and D.El.Ed.

Conclusion : Institution tried to organize activities related teacher training courses but due to pandemic of Covid-19 some of activities could not be organized as seminar workshop which we like to organized end of the academic session.

All he teaching and non-teaching staff cooperate with students and management very nicely.

