

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr Bhim Rao Ambedkar University, Agra

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.1 (2021-22)

**Date of Meeting- 05-07-2021**


**Time- 11-00am**

**Venue – Principal Office**

Following committee members were present in the meeting:

| S.No. | Name                  | Designation of Members |
|-------|-----------------------|------------------------|
| 1.    | Dr. Abha Sharma       | Principal              |
| 2.    | Dr. Shelja Singh      | Coordinator            |
| 3.    | Dr. Madhu Gaur        | Administrator          |
| 4.    | Mrs. Neeti Sharma     | Faculty                |
| 5.    | Dr. Pushpendra Sharma | Faculty                |
| 6.    | Dr. Manoj Kumar Yadav | Faculty                |
| 7.    | Rahul Sharma          | Student                |
| 8.    | Anuj                  | Student                |
| 9.    | Mr. Sandeep Sharma    | Technical Staff        |

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


  
Principal  
Vivekanand College of Education  
ALIGARH-202001

**Activities Planned from July to September:**

| <b>S.No.</b> | <b>Activity</b>           | <b>Incharge</b>      |
|--------------|---------------------------|----------------------|
| 1            | Teaching Learning Process | Dr. Abha Sharma      |
| 2            | Independence Day          | Dr. Urus Fatema      |
| 3            | Webinar                   | Dr. Madhu Gaur       |
| 4            | Teacher's Day             | Ms. Shalini Bhardwaj |
| 5            | Hindi Week Celebration    | Ms. Hemlata Sharma   |
| 6            | Mehndi Competition        | Ms. Parul Pathak     |

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

  
Coordinator

  
Principal  
Wardha College of Education  
W.C.E. (G.A.R.H.-202001)

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr Bhim Rao Ambedkar University, Agra

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.2 (2021-22)

**Date of Meeting- 01/10/2021**

**Time- 11-00am**

**Venue – Principal Office**

Following committee members were present in the meeting:


| S.No. | Name                  | Designation of Members |
|-------|-----------------------|------------------------|
| 1.    | Dr. Abha Sharma       | Principal              |
| 2.    | Dr. Shelja Singh      | Coordinator            |
| 3.    | Dr. Madhu Gaur        | Administrator          |
| 4.    | Dr. Sarita Rani       | Faculty                |
| 5.    | Dr. Pushendra Sharma  | Faculty                |
| 6.    | Dr. Manoj Kumar Yadav | Faculty                |
| 7.    | Rahul Sharma          | Student                |
| 8.    | Anuj                  | Student                |
| 9.    | Mr. Sandeep Sharma    | Technical Staff        |

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.-1.

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

**Subject 3-** Discussing the student grievances, if any. Special focus on the teaching learning process


  
Principal  
Vivekananda College of Education  
ALIGARH-202001

**Activities Planned from October to December:**

| <b>S.No</b> | <b>Activity</b>                 | <b>Incharge</b>      |
|-------------|---------------------------------|----------------------|
| 1           | Teaching Learning Process       | Dr. Abha Sharma      |
| 2           | Gandhi Jayanti                  | Dr. Urus Fatema      |
| 3           | School Internship               | Ms. Shalini Bhardwaj |
| 4           | Induction Programme of Students | Dr. Abha Sharma      |
| 5           | Guidance Programme              | Dr. Shelja Singh     |
| 6.          | Rangoli Competition             | Ms. Deepti Bhardwaj  |
| 7.          | Mehndi Competition              | Ms. Mamta Sharma     |
| 8.          | Sports Week                     | Mr. RiyazulHak       |
| 9.          | SUPW Camp                       | Dr. Shalini Bhardwaj |

Reports of all the activities were submitted to the Principal.

  
**Coordinator**

  
**Principal**  
Vivekanand College of Education  
ALGARH-202001

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

Affiliated to Dr Bhim Rao Ambedkar University, Agra

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.3 (2021-22)

**Date of Meeting- 06/01/2022**

**Time- 11-00am**

**Venue – Principal Office**

The 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. Uroos Fatema             | Administrator          |
| 5     | Mrs. Neeti Sharma            | Faculty                |
| 6     | Mrs. Shalini Bhardwaj        | Faculty                |
| 7     | Mr. Ashwani Kumar SinghTomar | Faculty                |
| 8     | Dr. Manoj Kumar Yadav        | Faculty                |
| 9     | Abhishek                     | Student                |
| 10    | Jyoti Pal                    | 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.-2 conducted.

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

**Subject 3-** Discussing the student grievances, if any. Special focus on the teaching learning process

  
Principal  
Vivekananda College of Education  
ALIGARH-202001

**Activities Planned from January to March:**

| <b>S.No.</b> | <b>Activity</b>                  | <b>Incharge</b>       |
|--------------|----------------------------------|-----------------------|
| 1            | Teaching Learning Process        | Dr. Abha Sharma       |
| 2            | Counselling / Guidance Programme | Dr. Shelja Singh      |
| 3            | Republic Day                     | Ms. Ruchi Singh       |
| 4            | Scout Guide Camp                 | Mr. Raj Kumar Singh   |
| 5            | Sessional                        | Dr. Pushpendra Sharma |
| 6            | Yoga Camp                        | Dr. Pushpendra Sharma |
| 7            | Guest Lecture                    | Dr. Shelja Singh      |
| 8            | Women's Day Celebration          | Mrs. Neeti 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

Affiliated to Dr Bhim Rao Ambedkar University, Agra

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting No.4 (2021-22)

**Date of Meeting- 01/04/2022**

**Time- 11-00am**

**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     | Dr. Sarita Rani       | Faculty                |
| 9     | Ms. Hemlata Sharma    | Faculty                |
| 10    | Abhishek Kulshreshtha | Student                |
| 11    | Nisha Singh           | 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.-3 conducted.

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

  
Principal  
Vivekanand College of Education  
ALIGARH-202001

**Activities Planned from April to June:**

| S.No. | Activity                  | Incharge           |
|-------|---------------------------|--------------------|
| 1     | Teaching Learning Process | Dr. Abha Sharma    |
| 2     | Educational Tour          | Dr. Madhu Gaur     |
| 3     | Fresher's Party           | Dr. Savita Rani    |
| 4     | Sessional                 | Ms. Neeti Sharma   |
| 5     | Farewells Party           | Ms. Hemlata Sharma |
| 6     | Tree Plantation           | Dr. Manoj Yadav    |
| 7     | Workshop                  | Dr. Savita Rani    |
| 8     | School Internship         | Dr. Abha Sharma    |

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

Slugh  
Coordinator

Principal  
Principal  
Anand College of Education  
ALIGARH-202001

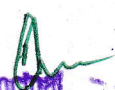


# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

## Internal Quality Assurance Cell

### Action Taken Report (July- September 2021)

| S.No. | Plan of Action               | Achievements   |
|-------|------------------------------|--|
| 1     | Teaching Learning Process    | The Principal took account of the courses covered by all the faculty members in their respective papers and asked them to include innovative ways to make their teaching more effective.   |
| 2     | Independence Day             | Independence Day was celebrated with great zeal and fervour. The chairman hoisted the National Flag. All faculty members were present on the event.  |
| 3     | Webinar                      | A Webinar was conducted by Vivekananda college of Education on the topic "Effect of Pandemic on the Physical and Mental Health of Learner" on 20 <sup>th</sup> August 2021. The guest speaker was Mr. Rakesh Chandra Chaturvedi (Ex NCERT Member). Dr. Madhu Gaur was the convener of the Webinar. |
| 4     | Teachers Day                 | M.Ed. students celebrated Teachers Day this year.  |
| 5     | Hindi Week                   | Hindi week was celebrated from 15 <sup>th</sup> September to 18 <sup>th</sup> September 2021. Various competitions were organised like poem, antyakshari and debate.   |
| 6     | Teachers Orientation Program | Teachers Orientation Program was conducted on the topic "Research Paper Writing" on 28 <sup>th</sup> September 2021. The guest speaker was Dr. Ajay Mahaur, Sr Faculty, VCTM.  |

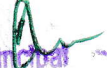
  
Principal  
Vivekanand College of Education  
ALIGARH-202001

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH


## Internal Quality Assurance Cell

### Action Taken Report (October - December 2021)

| S.No. | Plan of Action             | Achievements  |
|-------|----------------------------|---|
| 1.    | Teaching Learning Process  | The Principal took account of the courses covered by all the faculty members in their respective papers and asked them to include innovative ways to make their teaching more effective.                              |
| 2.    | Gandhi Jayanti             | The National festival was celebrated by offering flowers on the portraits of Mahatma Gandhi and Sh. Lal Bahadur Shastri and singing patriotic songs and reciting poems.   |
| 3.    | Students Induction Program | B.Ed I yr classes started from 15 <sup>th</sup> November. The students were addressed by the vice chairperson Smt. Sudha Saraswat and the Principal. They were also briefed about the code of conduct of the college. |
| 4.    | School internship          | B.Ed. I yr was sent on internship for 28 days in different schools of Aligarh from 16/12/21 to 20/01/2021. B.Ed. II YR students were sent for school teaching from 16/12/21 to 05/01/2021.                            |
| 5.    | Sports Week                | Sports Week was organised from 8 <sup>th</sup> - 11 <sup>th</sup> December 2021. Students took part in all the sports events wholeheartedly with full enthusiasm.   |
| 6.    | Rangoli Competition        | Rangoli competition and diya making activity was organised on 2 <sup>nd</sup> November 2021. An exhibition was also organised of the craft works of students.   |

  
Principal  
Vivekananda College of Education  
ALIGARH-202001

|    |                    |  |
|----|--------------------|--|
| 7. | Mehndi Competition | It was organised on 23 <sup>rd</sup> October 2021.   |
| 8. | Guidance Program   | Group Guidance Program was organised on 12 <sup>th</sup> December 2021 by Dr Shelja Singh.               |
| 9. | SUPW camp          | SUPW camp was organised on 8-10th December 2021 by Mrs. Shalini Bharadwaj. Students made masks and bags. |

  
Principal  
Vignand College of Education  
AUGARH-202001

# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

## Internal Quality Assurance Cell

### Action Taken Report (January-March 2022)

| S.No. | Plan of Action            | Achievements   |
|-------|---------------------------|--|
| 1     | Republic Day              | Republic Day was organised on 26 <sup>th</sup> Jan, 2022. The National Flag was unfurled by the college Chairman Advt. Mr. Anil Saraswat   |
| 2     | Scout Guide Camp          | Scout Guide camp was organised for B.Ed. students from 22 <sup>nd</sup> Feb. -26 <sup>th</sup> Feb. 2022. Scout Masters Mr. Kuldeep and Ms. Jyoti instruct the students in the camp.   |
| 3     | Yoga Camp                 | Yoga camp was organised for B.Ed. (II yr) students from 14-18th Feb. 2022. Yoga Guru Sh. Vikas Upadhyay and Smt . from Yuva Bharat Patanjali guided students to do   |
| 4     | Guest Lecture             | A guest lecture was organised on 4 <sup>th</sup> March 2022 on the topic "Status of Primary Education in UP doing for B.Ed. and D.El.Ed students. The Guest speaker was Dr.Neelima Joshi, Assistant Teacher in Basic Education Department, Aligarh |
| 5     | Sessionals                | Sessionals were conducted from 18 <sup>th</sup> -26 <sup>th</sup> April 2022.  |
| 6     | Women's Day               | Women's Day was celebrated on 8 <sup>th</sup> March 2022.  |
| 7     | Internship M.Ed           | Internship of M.Ed. students was conducted from 22/03/2022 to 05/04/2022. They were sent to B.Ed colleges.   |
| 8     | Teaching Learning Process | The Principal took account of the courses covered by all the faculty members in their respective papers and asked them to include innovative ways to make their teaching more effective.   |

Principal  
Vivekananda College of Education  
ALIGARH-202001

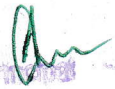
# VIVEKANANDA COLLEGE OF EDUCATION, ALIGARH

## Internal Quality Assurance Cell

### Action Taken Report (April-June 2022)

| S.No. | Plan of Action            | Achievements  |
|-------|---------------------------|---|
| 1     | Teaching Learning Process | The Principal took account of the courses covered by all the faculty members in their respective papers and asked them to include innovative ways to make their teaching more effective.  |
| 2     | Educational Tour          | Students of B.Ed. and D.El.Ed. were taken to New Delhi and 1st April 2021. The Sites visited were Qutub Minar and Lotus Temple  |
| 3     | Tree Plantation           | The plantation was done in the college campus on 5th June 2022  |
| 4     | Sessionals                | Sessionals were conducted from 18- 26 April 2022.   |
| 5     | Fresher's Party           | A fresher's party was organized for the students of B.Ed. I year 2021-23 batch and D.El.Ed I sem by their senior students of B.Ed. II year 2020-22 batch and D.El.Ed 4 <sup>th</sup> sem on 13th April 2022. On this occasion students both here enjoyed the party. |
| 6     | Farewell Party            | Farewell party arranged by students B.Ed. I year 2020-22 and D.El.Ed I sem for the students of B.Ed. II year 2019-21 and D.El.Ed 4 <sup>th</sup> sem in Vivekananda College of Education Aligarh on 28th May 2022.  |
| 7     | Workshop                  | Workshop was organized on the Topic <b>"Modification of in the behavior of teachers by using various techniques of teaching"</b> on 7th- 8th June 2022. Coordinator of this   |

|   |            |  |
|---|------------|--|
|   |            | workshop was Dr. Sarita Rani. The resource person for the workshop was Dr. Surendra Pal Singh (Assistant Professor, B.Ed Department, D.S. College, Aligarh). |
| 8 | Internship | B.ed. II YR students were sent for school teaching in April 2022   |

  
Surendra College of Education  
ALIGARH-202001