

Biyani Girls B.Ed. College
IQAC 2017-18
Minutes of the Meeting

Date : 25/06/2017

The Meeting of IQAC Was held on 25 June 2017 at 12:30 Noon in Manthan conference hall
The following members were present.

S.No.	Designation	Name of Person
1	Chairperson	Dr. Ekta Pareek
2	Coordinator	Dr. Shipra Sharma
3	Teachers Representative	Ms. Sunita Sharma
4		Mr. Manish Saini
5		Dr. Arti Gupta
6	Management Nominee	Ms. Priyanka Biyani
7	Administrative Staff	Dr. Neha Pandey
8	Society Representative	Ms. Sarita Pareek
9	Student Nominee	Ms. Sonu Sharma
10	Alumina Nominee	Ms. Neelam Kumari

The agenda was discussed one by one:-

Agenda -1: Setting up Planning committee for new session.

- Admission committee to be framed to ensure smooth and effective progress of the admission process and to verify the previous prospectus.
- Academic Committee has to prepare academic calendar and action plan of the session 2017-18 and plan for orientation programme.

Agenda -2: Website Updation.

- Website should be updated to provide all the essential information's of the college and all the particulars regarding the institute.
- Academic Calendar and action plan of session2017-18 should be updated.

Agenda -3: Regarding AQAR.

- IQAC members have to collect data from different committees and prepare AQAR.

Agenda -4: Faculty Development Programme.

- FDP should be organised in the first weak of August to equip teachers with skills and knowledge.

Agenda -5: Regarding Orientation Programme.

- An orientation Programme for Students should be organise in the second week of Aug. to enhance the confidence of new admitted students and help them to adapt to the Institution environment.

Biyani Girls B.Ed. College
IQAC 2017-18
Minutes of the Meeting

Date : 18/09/2017

The Meeting of IQAC Was held on 18 Sep. 2017 at 12:30 Noon in Manthan conference hall
The following members were present.

S.No.	Designation	Name of Person
1	Chairperson	Dr. Ekta Pareek
2	Coordinator	Dr. Shipra Sharma
3	Teachers Representative	Ms. Sunita Sharma
4		Mr. Manish Saini
5		Dr. Arti Gupta
6	Management Nominee	Ms. Priyanka Biyani
7	Administrative Staff	Dr. Neha Pandey
8	Society Representative	Ms. Sarita Pareek
9	Student Nominee	Ms. Sonu Sharma
10	Alumina Nominee	Ms. Neelam Kumari

The agenda was discussed one by one:-

Agenda -1: Regarding Community Activities.

- Community activities should be organized to sensitise students and teachers to the needs of society and their role as a teacher. Some community activities like awareness of traffic rules, tree planting, Visit to old age home should be organized in November and December Month.

Agenda -2: Regarding Workshop and guest lecture.

- Pupil Teachers are the future Pillars of society so guest lecture should be organized to enhance teaching aptitude among students.

Agenda -3: Regarding discipline of Students.

- Discipline is very important in student's life to achieve all the impossible things and goals to maintain discipline the following disciplinary action should be taken.
 - Students will come on time in Proper Uniform
 - Proper Manner and etiquettes is to be maintained among all students.
 - Spitting, defacing walls and use of polythene is to be prohibited.

Biyani Girls B.Ed. College
IQAC 2017-18
Minutes of the Meeting

Date : 09/01/2018

The Meeting of IQAC Was held on 09 Jan. 2018 at 12:30 Noon in Manthan conference hall
The following members were present.

S.No.	Designation	Name of Person
1	Chairperson	Dr. Ekta Pareek
2	Coordinator	Dr. Shipra Sharma
3	Teachers Representative	Ms. Sunita Sharma
4		Mr. Manish Saini
5		Dr. Arti Gupta
6	Management Nominee	Ms. Priyanka Biyani
7	Administrative Staff	Dr. Neha Pandey
8	Society Representative	Ms. Sarita Pareek
9	Student Nominee	Ms. Sonu Sharma
10	Alumina Nominee	Ms. Neelam Kumari

The agenda was discussed one by one:-

Agenda -1: Regarding Remedial Classes.

- Remedial Classes to be organised for weak Students.
- Innovation Teaching Strategies should be used for remedial teaching.

Agenda -2: Regarding Placement Activities.

- Placement cell should arrange MOS Programme and language Proficiency Programme to enhance Profession skills of students.

Agenda -3: Regarding Cultural Programmes.

- Inter House Competition Should be Organised by Cultural Committee.

Agenda -4: Regarding Grievance Redressed Cell.

- Grievance Cell to be Organised a Seminar
- Grievance Resolution Process should be carried out by expert of grievance redressed Committee.