

**Biyani Girls B.Ed. College**  
**Composition of IQAC 2018-19**

Date : 24/04/2018

<b>S.No.</b>	<b>Designation</b>	<b>Name of Person</b>
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	Alumini Nominee	Ms. Neelam Kumari

**Biyani Girls B.Ed. College**  
**IQAC**  
**Minutes of the Meeting**

Date : 25/06/2018

The Meeting of IQAC Was held on 25 June 2018 at 12:00 Noon in Manthan conference hall  
The following members were present.

<b>S.No.</b>	<b>Designation</b>	<b>Name of Person</b>
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 should be framed for the smooth admission of the students.
- Goals to be decided.

**Agenda -2: Regarding Research activities and Seminar.**

- A Seminar committee should be framed for the Successful organization of Seminar.
- Faculty members should be encouraged to attend workshop, seminar and to publish research papers in UGC approved journals

**Agenda -3: Regarding library Planning.**

- Bar code system should be introduced in the library.
- New books should be purchased as per revised curriculum.

**Agenda -4: Organisation of Orientation Programme**

- Orientation Programme should be held. for newly admitted B.Ed. Students.
- It Should be focused on development of interpersonal, communication and presentation skills in students.

**Biyani Girls B.Ed. College**  
**IQAC**  
**Minutes of the Meeting**

Date : 18/09/2018

The Meeting of IQAC Was held on 18 June 2018 at 12:00 Noon in Manthan conference hall  
The following members were present.

<b>S.No.</b>	<b>Designation</b>	<b>Name of Person</b>
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 Students mentoring system.**

- Mentoring system should establish for better and effective student's teacher relationship and guide the students in academic matter.
- All Teachers should work as mentors the students allotted to them.

**Agenda -2: Regarding Academic Audit of all Subjects.**

- Academic Audit Should be held.
- A Meeting should be held between academic audit committee and subject teachers to discuss academic achievement and ways to improve the academic performance of students.

**Agenda -3: Formation of various committees and clubs.**

- The administration of college should be decentralized by forming various committees and clubs.
- Principal along with the HOD should appoint faculty to various committee with the approval of director.
- Committee should submit the progress in detail.

**Agenda -4: Regarding Seminar**

- Seminar committee should be framed for the smooth organisation of upcoming ICSSR Sponsored National Seminar titled "**Excellence and Efficiency in higher education for women A Mission**"
- All the faculty members and students should be involved in research activities related with seminar.

**Biyani Girls B.Ed. College**  
**IQAC 2018-19**  
**Minutes of the Meeting**

Date : 09/01/2019

The Meeting of IQAC Was held on 09 Jan. 2019 at 12:30 Noon in Manthan conference hall  
The following members were present.

<b>S.No.</b>	<b>Designation</b>	<b>Name of Person</b>
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 Grievance resolution process.**

- Grievance Committee should always try to resolve problems at the earliest possible opportunity.
- Grievance cell should conduct seminar and lectures by eminent personalities to inculcate awareness..
- If any grievance is filed meetings are to be immediately held by the internal members of the cell to find out appropriate solution

**Agenda -2: Regarding Workshop, Extension Lecture.**

- Guest will be invited for the giving lectures and share their experiences with our students.
- Workshop on self defence and innovative. teaching to be conducted by IQAC.

**Agenda -3: Regarding Sports activities.**

- Sports day to be organized in upcoming month to develop physical health of the students.
- Appreciation certificate should be given to the participants to motivate them.
- Committee should submit the progress in detail.

**Agenda -4: Regarding Remedial Classes.**

- Remedial Classes will be organized to improve the performance of slow learners.