

IQAC MINUTES OF MEETING

(2016-17)

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 7th July 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 8th July 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

| | | |
|---------------------|---|------------------------|
| Dr. Poonam Madan | (Principal) | <i>P. Madan</i> |
| Dr. Anita Sharma | IQAC Incharge | <i>Anita Sharma</i> |
| Dr. Aruna Bajpai | (Member of Management Committee) | <i>Arb</i> |
| Dr. Asha Awasthi | (Member of Management Committee) | <i>Ash</i> |
| Mrs. Poonam Gupta | (Sr. Faculty Member) | <i>Poonam Gupta</i> |
| Dr. Seema Awasthi | (Sr. Faculty Member) | <i>Seema</i> |
| Dr. Neeta Agnihotri | (Member in Advisory Board and Inner wheel Club) | <i>Neeta Agnihotri</i> |
| Dr. Gita Dudeja | (Member in Advisory Board and Inner wheel Club) | <i>Gita Dudeja</i> |
| Mr. Anil Pun | (Admin In- charge) | <i>Anil Pun</i> |

Anita Sharma
IQAC INCHARGE
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

P. Madan
PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

AGENDA OF THE MEETING

- Admissions for 2016-17
- Academic calendar 2016-17
- Orientation Program-2016-17
- Discussion on the increase of no. of faculty members according to new norms of NCTE.
- Discussion on the increase of infrastructural facility according to new norms.
- Discussion of requirement of new books of revised syllabus in the library.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma, IQAC Coordinator.

The admission process of B.Ed. for the session of 2016-17 was reviewed and it was seen that most of the admission were conducted smoothly. A consolidated report on admissions for B.Ed. classes for the current year was presented by Dr. Aruna Bajpai. After two years. On the filling of all seats, member of management committee praised the team work and good training being given to students and hoped that in future too all the seats will be filled in smooth manner.

It was also decided that some new faculty members will be appointed because all seats were filled and there is a need to increase the staff members according to 4 units. At this the member of management committee Dr. Ananta Swarup has assured that all necessary steps will be taken so that the teaching/training will be run smoothly.

Principal Dr. Poonam Madan also added that according to new norms, we need a curriculum lab too and new books are also required as the strength of students has also

Madan
PRINCIPAL
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

increased by 86 to 198. At this there was a common agreement that it shall be done at priority basis.

Then the academic calendar for this year was read out by the Principal and discussed. Dates for internal examination, submitting exam applications, paying fees, holidays, and instructions as to various planned activities were re-iterated.

It was decided that orientation program will be held on 22-07-2016 and related duties were assigned to teaching and non-teaching staff.

Syllabus of B.Ed. was reviewed by the members and discussion was made on the procedure followed to carry out the objectives of courses.

The meeting ended with a formal vote of thanks proposed by IQAC Coordinator, Dr. Poonam Madan and the next meeting decided to be held on 10th August, 2016.


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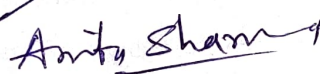




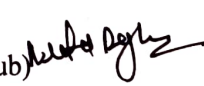
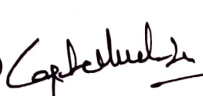

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE


Date: 9th August 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 10th August 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

| | | |
|---------------------|---|---|
| Dr. Poonam Madan | (Principal) |  |
| Dr. Anita Sharma | IQAC Incharge |  |
| Dr. Aruna Bajpai | (Member of Management Committee) |  |
| Dr. Asha Awasthi | (Member of Management Committee) |  |
| Mrs. Poonam Gupta | (Sr. Faculty Member) |  |
| Dr. Seema Awasthi | (Sr. Faculty Member) |  |
| Dr. Neeta Agnihotri | (Member in Advisory Board and Inner wheel Club) |  |
| Dr. Gita Dudeja | (Member in Advisory Board and Inner wheel Club) |  |
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IQAC INCHARGE

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Institute of Professional Studies
Kidwai Nagar, Kanpur


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Institute of Professional Studies
Kidwai Nagar, Kanpur

AGENDA OF THE MEETING

- Discussion on the workload and time table
- Discussion on co- curricular activities
- Decision about social activities.
- Discussion on practicum work
- Discussion on optional subject change by students
- Allotment of work of various cells to faculty members.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator. Principal welcomed the gathering. This was followed by the discussions on workload and timetable for forth coming semester. Average workload per staff member of the department and consolidated workload were presented by the principal.

It was decided that co- curricular activities should be held during the whole academic year and for this many competitions will be held at regular intervals during the session like Rakhi making competition, Mehndi competition, Rangoli competition and slogan competition etc. It was decided that on 12.08.2016 there will be Rangoli and Mehendi competition, on 13.08.2016 the students will make beautiful Rakhies for our brave soldiers and they will be sent to Major Dharendra Kumar, Chief of Airforce Office, Kanpur.

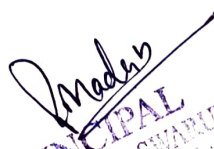
Under social activities Tree plantation campaign was organized on 05.06.2016 to involve the student's participation by head, hand and heart. Sadbhavna divas will be celebrated on 20-08-2016. Duties were assigned to different committees and cells. Tiranga March or Jhanda Diwas will also be organized on 22.08.2016.


Practicum work of this session had been proposed to be initiated in the month of September so that the scheduled practice teaching will be begun from the 1st week of October and will last on in IIIrd week in November. It was decided that Micro Teaching and Simulated Teaching will be held in September and final teaching of 40 days will be practiced by the students in various nearby Government schools in the months of October and November. In this session first time commerce teaching had been initiated for the commerce students.

In this meeting, there was also a discussion on optional subject change by students. At this Shweta Singh & Dr. Neeta Agnihotri advised that when the students get admission, there should be counseling on opting appropriate subjects so that the students may not face any problem in electing proper subjects.

After this, principal Dr. Poonam Madan informed that for the proper functioning of teacher training programme, all the teachers are allotted various cells to different teachers. So a proper list of this allotment was shown to all members and they all showed their satisfaction on this but added that proper monitoring of the works of these cells is also necessary.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 2nd September, 2016 to observe whether all the desired practicum work for practice teaching has been completed and to know the preparation and allotment of practice centres too.


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DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 1st September 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 2nd September 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan

(Principal)



Dr. Anita Sharma

IQAC Incharge

Dr. Aruna Bajpai

(Member of Management Committee)



Dr. Asha Awasthi

(Member of Management Committee)



Mrs. Poonam Gupta

(Sr. Faculty Member)



Dr. Seema Awasthi

(Sr. Faculty Member)



Dr. Neeta Agnihotri

(Member in Advisory Board and Inner wheel Club)



Dr. Gita Dudeja

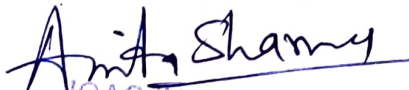
(Member in Advisory Board and Inner wheel Club)




Mr. Anil Pun

(Admin In- charge)




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AGENDA OF THE MEETING

- Celebration of Teacher's day and slogan competition
- Review of Lesson Planning.
- Discussion on activity based learning

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:


The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

Teacher's day was celebrated on 5th September. Principal congratulated all the members for their achievements and hard work. She stressed the need for more involvement and dedication towards teaching and learning and also assured us of his support to any new ventures.

It was decided that four types of approaches will be adopted in lesson planning. These are of Herbart, Bloom, RCEM and NCERT. Students will prepare lesson plans accordingly and concerning teacher will maintain their progress report regularly.

The Principal gave her suggestions and views on the activity based learning that it must be conducted in the class very often. This will motivate the students to learn regularly and keep themselves up to date. Current and emerging trends must also be discussed during class hours so that students are inspired to know more.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on the last week of September, 2016.


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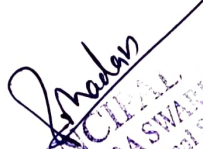
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INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 29th September 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 30th September 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan

(Principal)

Dr. Anita Sharma

IQAC Incharge

Dr. Aruna Bajpai

(Member of Management Committee)

Dr. Asha Awasthi

(Member of Management Committee)

Mrs. Poonam Gupta

(Sr. Faculty Member)

Dr. Seema Awasthi

(Sr. Faculty Member)

Dr. Neeta Agnihotri

(Member in Advisory Board and Inner wheel Club)

Dr. Gita Dudeja

(Member in Advisory Board and Inner wheel Club)

Mr. Anil Pun

(Admin In- charge)

Anita Sharma
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Poonam Madan
PRINCIPAL
Dr. VIRENDRA SWARUP
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AGENDA OF THE MEETING

- To get the status of allotment of students in Practicing Centres
- Providing teaching materials and allotment of supervisors at centres
- Discussion on 2015-17 (II year) result
- Discussion on the syllabus change in IInd Year and some revisions in Ist year too.

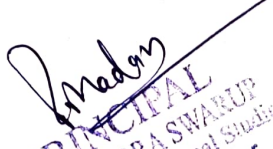
MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

In this meeting, all the supervisors were informed about their teaching centres and they were given instructions to make this practice teaching honestly and effectively by giving all opportunities for all round development of students. On the demand of practicing centres, some charts, models, globes and other teaching materials too that was prepared by our previous batch students were sent to these schools and supervisors were also instructed to conduct teaching by pupil teachers with the help of teaching materials.


Principal informed that as in this session we have 198 admissions, so we have to take the permission of more practicing schools. At this, Dr. Gita Dudeja informed that either with the permission of DIOS, we can get more schools or with the permission of BSA, we can get more schools. At this, it was decided at least 12-15 schools will be allotted for their students.

The results of 2015-17 B.Ed. II year was discussed and the committee expressed satisfaction over the result. Student performance in exams, results and ranks are good. Out of 86 students 54 got first division in both theory and practical. 32 students got II division in theory and Ist in practical.


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This was followed with the discussion of change in B.Ed. IInd year syllabus. Besides core subjects, issues of education, environmental education, personality development, through Educational activities and internship for four months have been added. NCTE mission is not only to development but also to promote and maintain academic & personal excellence, to develop in student skills and competencies necessary to play the multifaceted role of the teacher in the new millennium.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 21st October, 2016.


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DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 20th October 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 21st October 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

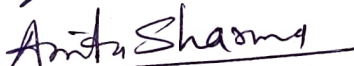
Dr. Poonam Madan

(Principal)



Dr. Anita Sharma

IQAC Incharge



Dr. Aruna Bajpai

(Member of Management Committee)



Dr. Asha Awasthi

(Member of Management Committee)



Mrs. Poonam Gupta

(Sr. Faculty Member)



Dr. Seema Awasthi

(Sr. Faculty Member)



Dr. Neeta Agnihotri

(Member in Advisory Board and Inner wheel Club)



Dr. Gita Dudeja

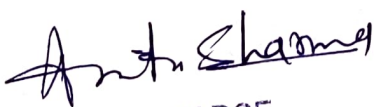
(Member in Advisory Board and Inner wheel Club)




Mr. Anil Pun

(Admin In-charge)




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AGENDA OF THE MEETING

- Discussion on guest lecture series.
- Discussion on Orientation program for II year students.
- Discussion of ways and means to improve the internal quality of institution.
- Discussion on Parent teacher meeting.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

It was decided that various guest lecturers related to different fields will be organized in the last week of November. Guests will be invited for giving lecture and share their experiences with our students.

This was followed with the discussion of orientation programme for B.Ed IIInd year. It was decided that orientation program will be held on 22-10-16 and related duties were assigned to teaching and non-teaching staff.

Principal suggested that there are various means to improve quality education. They are: to provide quality education to our students to achieve excellence, to encourage faculty members to attend various orientation and refresher courses, to upgrade their knowledge and expertise, to enhance the advanced knowledge of teaching skills and strategies to the teachers by organizing faculty development program (FDP) by management, to invite various resource persons to guide our students for UGC-NET/JRF, to conduct national seminar/workshops in the academic year, to achieve excellence in college and university examination.

Regular parent teacher meet should be organized in the at least once in two months and their suggestions will be taken seriously and acted upon.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 21st November, 2016.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 20th November, 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 21st November 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan

(Principal)

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IQAC Incharge

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(Member of Management Committee)

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Poonam Gupta
Dr. VIRENDRA SWARUP
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AGENDA OF THE MEETING

- Discussion on feed back of practice teaching at centres
- Discussion on half yearly examination
- Discussion on NSS camp and rally
- Discussion on sports meet
- Discussion on winter vacation

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

First of all there was a discussion about completion of practice teaching at centres. Principal asked all the supervisors about the feedback of Internship program. At this all the supervisors informed that they have trained well the pupil teachers and pupil teachers were also took much interest in all school activities too. One suggestion came from teachers that due to lack of full attendance, the students must be encouraged by other said activities to come to school daily so that they can be benefitted with the kind of good teaching provided by our pupil teachers. Besides this the feedback received by the in charge or principal of their practicing centres remained very satisfactory.

The principal informed that 40% of syllabus has been covered .Further they will make question papers and submit before the last date that will be given by examination committee.

A seven days camp in duration of 24-12-2016 to 31-12-2016 will be organized by NSS coordinator in nearby slum area to make people aware of their educational and social rights. A rally supporting the relevance of cleanliness and maintaining Personal Hygiene will be organized.

Two days Sports meet will be organized in the third week of December. During this Sports meet appreciation certificate were given to the participants to motivate them.

It was decided that winter vacation will be held for students as well as teachers for one week in the first week of January. It will help to boost up their energy.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 16th December 2017.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 15th December, 2016

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 16th December 2016 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan

(Principal)

Dr. Anita Sharma

IQAC Incharge

Dr. Aruna Bajpai

(Member of Management Committee)

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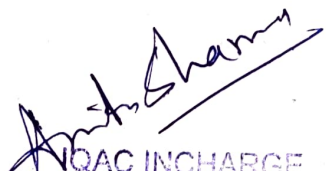
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AGENDA OF THE MEETING

- Plan of activities for IInd year students.
- Discussion on the allotment of centres for internship.
- Appointment of supervisors in allotted centres.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

The Plan of activities for the IInd year students was presented by Ms. Asha Awasthi. The nature of curriculum design in IInd year is interdisciplinary and multidisciplinary. The students study two subjects based on environment education and issues in education other than general subjects. The relationship among different subjects was emphasized. For the complete development of the students' Community Welfare Programmes were organized along with the academics. Field visits and Social outreach activities have been planned by the department. Community related issues were selected for the betterment of the community. A project was undertaken by the B.Ed. Students led by teacher educator visited nearby villages so that to make people aware about Education of Girl Child and distributed clothes during this session. A rally against Child Labor was headed by Dr. Anita Sharma. The B.Ed. Students helped in cleaning the LOHIA Park and made the school students aware about the relevance of cleanliness and maintaining Personal Hygiene. The college students celebrated "Environment Week" in the college by organizing "Beautification of the College Campus". Awareness programmes like Herbal fairs, exhibitions and guest lecture, brain storming sessions and quizzes were also conducted. College organized a 'Beti Padao Beti Bachao' rally and prepared Nukkad Natak on "Child Labor". Cultural program was prepared by students of current session. Tour committee organized a tour to CSA.

Department of B.Ed. planned for a national seminar on Gender Differences, and to conduct essay and debate competitions in trending areas. The department was also looking forward to collaborate with many other organizations.

Similarly the coordinators of Extension activities had also prepared presentation of their activities for the year. An activity diary was also prepared by everyone. These were scrutinized by the committee. Dr. Poonam Madan appreciated the efforts of the college, to maintain their quality through various measures taken. She stressed that more importance should also be given to such type of activities. Awards should be won at state and national level for these activities.

This was followed with the discussion of allotment of centres for internship for B.Ed. second year students. After the permission of BSA, DIOS, Dr. Aruna Bajpai presented the complete list of allotted centres where students will complete the internship of four months. These centres were Madan Mohan Inter College, Pujya Mahatma Gandhi High Secondary School Shri Prasad Gupta Inter College etc.

After it Principal, Dr. Poonam Madan informed that the following teachers Dr. Aruna Bajpai, Dr. Anita Sharma, Miss Asha Awasthi, Mrs. Poonam Gupta, Mr. Ashish Kumar, and Dr. Seema Mishra will supervise the above said centres for proper monitoring of the students on regular basis.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 21st January 2017.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

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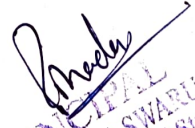
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AGENDA OF THE MEETING

- To conduct workshops on Personality Development, yoga and Fine Arts.
- Discussion on Women Empowerment Program
- Half yearly Result analysis.
- Discussion on bustling with activity

MINUTES OF THE MEETING- Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

Teaching college girls self-defence techniques has become the need of the hour as they always face a potential risk of being attacked when travelling to college, attending coaching classes, walking through secluded and dark areas in their neighborhood. With the safety of girls becoming a cause for concern, It was decided to conduct a camp on self-defence techniques under women empowerment program in duration of 23-1-2017 to 31-1-2017.

It was decided that three workshops will be conducted during first three months of the year.

In the last week of January workshop on 'Personality Development' will be conducted. Personality development is gaining more and more importance because it enables people to groom the overall personality of its own in terms of communication skills, presentation skills and develop leadership, negotiation and self-marketing skills. This course will also prepare the students for the interviews.

In the month of February during 8/2/17 to 15/2/17 Yoga Training will be given and Fine Arts workshop will be held in the first month of March. Workshop on Fine-arts and Yoga will help the students to gain a healthy life, free from stress. They helped in improving

concentration, and desire to learn after a change in activity and mood. So students were being given ample opportunities for activities outside the class room.

The performances of students in the half yearly examination were also discussed. Strict action must be taken against students who take long leave and who do not attend internal assessment tests. Parent-teacher meetings must be arranged to redress grievances and to correct deviant attitude of students. A general analysis on steps to improve the performance of students was also done. Remedial classes will be provided to fail students.

N.S.S was busy with camps and outreach programs. Under N.S.S. banner social outreach programs, various awareness programs like 'Saksharta Programme', 'Save Girl Child', 'Beti Bachao Beti Pado' etc. were conducted. On the whole, the college was bustling with activity.

Under NSS banner "Basantosava" and Birth day of famous Indian Poet Surya Kant Tripathi 'Nirala' was celebrated on 12-2-17, the auspicious day of Basant Panchmi. It was also decided that NSS will organize world energy conservation program and cancer awareness program on 14th and 19th February 2017 respectively.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 20th February, 2017.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 19th February, 2017

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 20th February 2017 at 1.00 p.m. in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

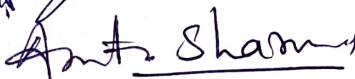
Dr. Poonam Madan

(Principal)



Dr. Anita Sharma

IQAC Incharge



Dr. Aruna Bajpai

(Member of Management Committee)



Dr. Asha Awasthi

(Member of Management Committee)



Mrs. Poonam Gupta

(Sr. Faculty Member)



Dr. Seema Awasthi

(Sr. Faculty Member)



Dr. Neeta Agnihotri

(Member in Advisory Board and Inner wheel Club)


Dr. Gita Dudeja

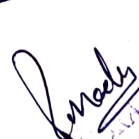
(Member in Advisory Board and Inner wheel Club)

Mr. Anil Pun

(Admin In-charge)




IQAC INCHARGE
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur


Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

AGENDA OF THE MEETING

- Discussion on community based program.
- Discussion on Psychological Testing.
- Discussion on updation of college website.
- Discussion on allotment of Assignment & project for students.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

It was decided that for the complete development of the students, Community Welfare Programs like Each one teach five, health camp, rally on awareness on women rights will be organized under the NSS (National Service Scheme) banner. Community related issues were selected for the betterment of the community.

It was decided that the psychology teachers will test student's intelligence, achievement motivation, and personality through psychological tests. The results were used for personal and academic guidance by the faculty.

It was followed with the discussions on updation of the college website for this year. Provisions for posting events along with photographs have been added to the website.

Principal instructed all the teachers to prepare the list of assignments and projects of their respective subjects and to allot it to the students.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 12th March, 2017.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 11th March, 2017

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 12th March 2017 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

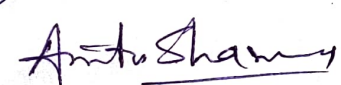
Dr. Poonam Madan

(Principal)



Dr. Anita Sharma

IQAC Incharge



Dr. Aruna Bajpai

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Dr. Gita Dudeja


(Member in Advisory Board and Inner wheel Club)

Mr. Anil Pun

(Admin In- charge)




IQAC INCHARGE
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur


PRINCIPAL
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

AGENDA OF THE MEETING

- Discussion on national seminar
- Discussion on students' Feedback
- Discussion on alumni meet

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC Coordinator.

It was decided that national seminar on the topic ' New Education Policy- a discussion' will conduct on 14-4-17 as a joint venture of VSIPS and Shiksha Sanskriti Utthan Nyas. Duties regarding Seminar were assigned to different committees and cells.

Then an analysis of student's feedback about performance of faculty in teaching, learning and assessment in the class, was presented by the IQAC Coordinator Dr. Poonam Madan. She explained the process used in collecting feedback, the format of the feedback form, and how the average performance for each staff member was computed course wise. A report on the consolidated feedback of all the staff members was submitted to the academic staff committee and the management for further action.

Regular alumni meet was organized in the fourth week of April where alumni and students interacted and shared their valuable experiences. Students tried to implement all the suggestions provided to them by alumni.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held on 15th April, 2017.

DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

INTERNAL QUALITY ASSURANCE CELL

SESSION 2016-17

NOTICE

Date: 14th April, 2017

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 15th April, 2017 at 1.00 pm in the IQAC room. All the members of IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan

(Principal)



Dr. Anita Sharma

IQAC Incharge



Dr. Aruna Bajpai

(Member of Management Committee)



Dr. Asha Awasthi

(Member of Management Committee)



Mrs. Poonam Gupta

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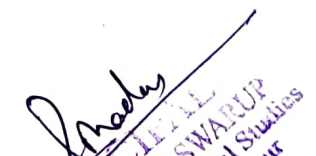
(Member in Advisory Board and Inner wheel Club)

Mr. Anil Pun

(Admin In- charge)




IQAC INCHARGE
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur


PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

AGENDA OF THE MEETING

- Discussion on the completion of course
- Discussion on the preparation of final exam
- Discussion on the submission of assignments and PPTs.

MINUTES OF THE MEETING - Minutes and the main points decided in the meeting were as follows:

The Meeting began with the welcome address by Dr. Anita Sharma, IQAC coordinator.

The Committee reviewed the completion of course and gave instructions to complete the course within one week by taking extra lectures to those teachers whose course was somewhat left.

It was also instructed that after completion the whole syllabus the faculty will prepare the students for final exam. Study materials for advanced learners, Tutorial material for slow learners, Question Banks, e-book etc. were provided on for students use.

Then, the date of submission of assignments and PPTs was decided that they will be submitted latest by last week of April. Students, who are facing problems in making PPTs, will be guided and assisted by the teachers.

The meeting came to an end with the vote of thanks given by the coordinator. The next meeting decided to be held in the next session on 16th July, 2017.