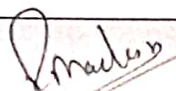
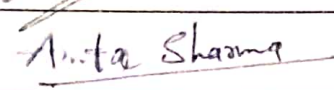

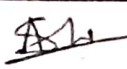
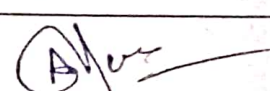
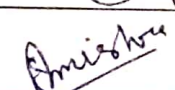
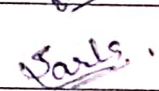
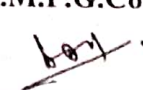
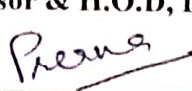
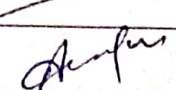


DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2023-24

NOTICE

Date: 6TH July 2023

A Meeting of the college's internal quality assurance cell (IQAC) will be held on 8TH July 2023 at 2:00 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 In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Prerna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

1. Discussion on the starting of the new session.
2. Discussion on course completion of the previous year via online and offline modes.
3. Discussion on file and project-related work of 2nd-year students.
4. Discussion on preparing a committee for the implementation of NEP 2020.
5. Discussion on publishing research papers by faculty members.
6. Discussion on evaluation procedures.
7. Discussion on completion of value-added courses

MINUTES OF THE MEETING

The meeting started with a welcome note by IQAC Coordinator Dr. Anita Sharma, who expressed her gratitude to all members for their presence and dedication to the continuous improvement of our institution. She emphasized the importance of the IQAC in ensuring quality standards in all aspects of academic and administrative functions.

Discussion on the starting of the new session:

Principal, Dr. Poonam Madan led a comprehensive discussion on the commencement of the new academic session. Key points included the timeline for admissions, strategies for enhancing curriculum delivery and planning practical sessions to ensure a smooth transition from theoretical knowledge to practical application. Special focus was given to ensuring that the new session aligns with the latest educational standards and technological advancements. A subcommittee was proposed to monitor the admissions process and address any issues promptly.

Discussion on course completion of the previous year via online and offline modes:

The discussion continued with an evaluation of the previous year's course completion methods. Principal, Dr. Poonam Madan, highlighted the need for a balanced approach, integrating both online and offline teaching methods. Faculty members were encouraged to develop interactive and engaging online lectures and resources to support student's learning, especially those unable to attend in-person classes due to ongoing health concerns. It was also decided to survey to gather feedback from students on their online learning experience to identify areas for improvement. The importance of providing timely and comprehensive internship letters and certificates to students was reiterated.

Discussion on file and project-related work of 2nd year students:

Ms. Asha Awasthi presented an overview of the status of file and project submissions by 2nd year students. Faculty members were assigned specific roles to assist students in completing their assignments. A detailed schedule was proposed for the submission and evaluation of these projects to ensure timely completion. It was also suggested to conduct workshops to help students understand the expectations and requirements for their projects. The need for regular follow-up meetings to track progress and address any challenges faced by the students was emphasized.

Discussion on preparing a committee for the implementation of NEP 2020:

Dr. Anita Sharma introduced the agenda point on the New Education Policy 2020. She outlined the key components of NEP 2020 and the changes it mandates. A dedicated committee was formed to oversee the implementation of these changes, including curriculum updates, pedagogical innovations, and infrastructure enhancements. The committee will also be responsible for conducting orientation sessions for faculty and students to familiarize them with the new policy. The importance of aligning our institutional goals with the national education standards was stressed.

Discussion on publishing research papers by faculty members:

Principal, Dr. Poonam Madan, emphasized the significance of research in academic excellence. She provided guidelines on publishing research papers, including adhering to UGC norms and selecting reputable journals. Faculty members were encouraged to collaborate on interdisciplinary research projects and seek funding opportunities. The principal offered to arrange workshops on research methodology and paper writing to support faculty members in their publishing efforts. Success stories of faculty who have recently published papers were shared to motivate others.

Discussion on evaluation procedures:

Mr. Ashish Yadav discussed the current evaluation procedures and proposed improvements to ensure a fair and transparent assessment system. The principal suggested forming a task force to review and update the evaluation criteria, taking into account the diverse learning styles and needs of students. The task force will also develop guidelines for continuous assessment and formative evaluations. Notices will be sent to students, informing them about the updated evaluation procedures and encouraging them to complete their coursework on time.

Discussion on the completion of value-added courses:

Further discussion was done on assessing the completion of the course, it was evident that students had successfully covered a comprehensive range of topics and practical applications. Through diligent participation and engagement with course materials, students gained a deep understanding of the subject matter, acquiring not only theoretical knowledge but also valuable practical skills. The outcomes observed among students included heightened proficiency in critical thinking, problem-solving, and the ability to apply learned concepts in real-world scenarios. Additionally, participants demonstrated enhanced confidence in their

thinking, problem-solving, and the ability to apply learned concepts in real-world scenarios. Additionally, participants demonstrated enhanced confidence in their abilities, as evidenced by their presentations and projects. The completion of the course not only validated their dedication to learning but also equipped them with competencies that are directly applicable to their academic pursuits and future career endeavours.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 1st August 2023 at 2:00 pm.

IQAC COORDINATOR
Anita Sharma
DR. ANITA SHARMA



PRINCIPAL

DR. POONAM MADAN

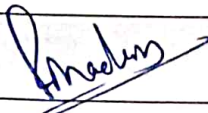
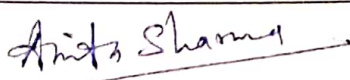
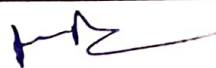

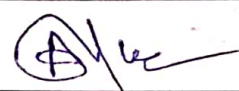
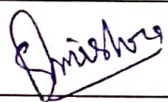
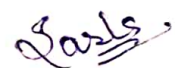
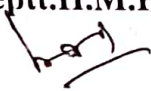
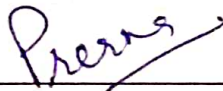
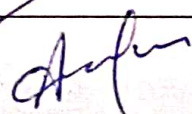
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DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 202324

NOTICE

Date: 28th July, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 1st August, 2023 at 2:00 pm in the IQAC room. All members of the IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal	
Dr. Anita Sharma	IQAC In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Prerna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- Discussion on organizing the orientation programme for the students of 3rd semester
- Discussion on practical works and internship of 3rd-semester students.
- Discussion on preparing a working schedule as prescribed by NEP 2020.
- Discussion on the organization of Amrit Kalash Yatra and Independence Day celebration.
- Discussion on the program conducted under the NSS unit.
- Discussion regarding AQAR-related work.

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on organizing the orientation programme for the students of the 3rd semester:

The principal, Dr. Poonam Madan, discussed organizing the orientation program for third-semester students. The aim is to ensure a smooth transition and effective integration of new students into the college community. It was decided that the orientation would cover essential information such as academic policies, support services, and student extracurricular opportunities. Special emphasis will be placed on introducing them to faculty members, facilities, and campus resources to facilitate their academic and personal growth. Committees were formed to plan sessions on career guidance, time management, and student clubs, fostering a welcoming and supportive environment for the incoming cohort.

2. Discussion on practical works and internship of 3rd-semester students:

Senior faculty members Dr. Aruna Bajpai and Asha Awasthi provided an overview of the practical works and internships for B.Ed. students in their third semester. The importance of practical experiences in educational settings was underscored, aiming to enrich their teaching methodologies and classroom management skills. It was decided to prioritize hands-on teaching practice in diverse educational environments, ensuring alignment with theoretical coursework to enhance pedagogical understanding. Committees coordinated placements, mentorship, and assessment frameworks to support students throughout their internship journeys, aiming to develop their professional growth and readiness for the teaching profession.

3. Discussion on preparing a working schedule as prescribed by NEP 2020:

Principal, Dr. Poonam Madan led the discussion on the implementation of the New Education Policy (NEP) 2020. She highlighted the critical aspects of NEP 2020 that necessitate changes in our curriculum and co-curricular activities. Faculty members were instructed to develop a new timetable that incorporates these changes, ensuring alignment with NEP guidelines. The preparation of an annual calendar outlining key academic and extracurricular activities was also proposed to facilitate better planning and execution. The principal emphasized the importance of integrating skill-based and experiential learning modules as per NEP 2020, to enhance the overall educational experience and employability of students. Further, Dr. Mishra proposed forming subcommittees to focus on different aspects of the NEP implementation, ensuring thorough and effective execution.

4. Discussion on the program conducted under the NSS unit.

Dr. Seema Mishra, the NSS supervisor, provided insights. It was noted that the recent NSS initiative focused on community outreach and social welfare activities. Dr. Mishra highlighted the successful completion of a cleanliness drive in the local area, emphasizing active participation from NSS volunteers and

positive feedback from the community. Plans include organizing health camps and educational workshops to further contribute to societal well-being and student engagement. Coordination among volunteers and effective utilization of resources were also recognized as key factors contributing to the program's success, encouraging continued dedication to NSS initiatives in fostering social responsibility among students.

5. Discussion on the organization of Amrit Kalash Yatra and Independence Day celebration:

The principal discussed the organization of the Amrit Kalash Yatra and the Independence Day celebration was discussed. It was decided that both events would be meticulously planned to uphold the spirit of unity and patriotism among students. The Amrit Kalash Yatra will commence with a traditional ceremony followed by a procession showcasing cultural diversity and historical significance. Similarly, the Independence Day celebration will include flag hoisting, cultural performances, and inspirational speeches to commemorate our nation's freedom struggle and achievements. Committees were formed to oversee logistics, decorations, cultural programs, and security arrangements to ensure the smooth execution of both events, fostering a sense of pride and belonging within the college community.

6. Discussion regarding AQAR-related work:

Mr. Ashish Yadav provided an update on the AQAR (Annual Quality Assurance Report) related work. The principal reminded faculty members to complete their assigned criteria-related tasks promptly. A detailed timeline for the submission of AQAR was proposed to ensure timely completion. The importance of accurate and comprehensive documentation of all activities and achievements was emphasized to reflect the true quality and efforts of the institution in the AQAR. It was also suggested that a dedicated team be formed to oversee the AQAR preparation and submission process, ensuring consistency

and completeness. Principal, Dr. Poonam Madan encouraged faculty members to engage in more community outreach and extension activities, as these are critical components of the AQAR.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 4th September 2023.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

P. Madan

DR. POONAM MADAN

PRINCIPAL

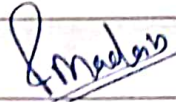
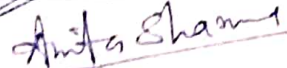


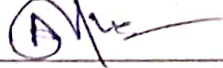

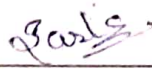

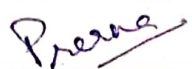
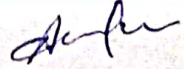
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DR. VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2023-24

NOTICE

Date: 1st September, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 4th September, 2023 at 2:00 pm in the IQAC room. All members of the IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal	
Dr. Anita Sharma	IQAC In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Purna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- Discussion on the preparation of exams
- Discussion on the completion of practical works and internship of 3rd-semester students.
- Discussion on course- completion.
- Discussion on the implementation of recommended points by NEP-2020
- Discussion on organizing inter-collegiate level and university-level competitions motivates the students
- Discussion on the review of the NSS programme
- Discussion on organizing visits for 3rd-semester students

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on the preparation of exams:

The discussion revolved around ensuring comprehensive preparation for exams to foster student success. Dr. Poonam Madan emphasized the need for structured review sessions and academic guidance across all semesters. Dr. Anita Sharma suggested implementing peer tutoring and exam workshops to support students in understanding complex topics. Dr. Seema Mishra stressed the importance of fair and transparent assessment practices to uphold academic integrity and student motivation. Dr. Poonam Madan underscored the adherence to exam schedules and policies to maintain discipline and fairness in evaluations, ensuring that students are adequately prepared to excel academically.

2. Discussion on the completion of practical works and internship of 3rd-semester students:

Ms. Asha Awasthi highlighted the pivotal role of practical experiences in enhancing students' theoretical knowledge and professional skills. The discussion focused on integrating real-world applications with classroom learning to prepare third-semester students effectively. Dr. Aruna Bajpai proposed strengthening internship opportunities aligned with academic goals to provide hands-on experience in diverse educational settings. Dr. Saroj Pandey emphasized the significance of faculty mentorship during internships to guide students in applying theoretical concepts to practical scenarios, thereby enhancing their employability and professional growth.

3. Discussion on course completion:

Principal, Dr. Poonam Madan provided an overview of the progress towards course completion and proposed strategies to address any pending coursework issues. The discussion emphasized creating supportive academic environments where students receive timely feedback and resources to meet academic deadlines. Mrs. Sarla Mandhyan suggested implementing peer mentoring programs to assist struggling students and ensure equitable academic outcomes across all semesters. Dr. Poonam Madan emphasized the role of faculty collaboration in coordinating efforts to support students in completing their courses successfully, fostering a culture of academic achievement and student empowerment.

4. Discussion on the implementation of recommended points by NEP-2020:

Principal, Dr. Poonam Madan led discussions on aligning educational practices with the transformative goals of NEP-2020. She proposed curriculum revisions and innovative teaching methodologies to promote critical thinking and holistic development among students. She further emphasized administrative

support for implementing NEP guidelines effectively, ensuring that educational reforms enhance students' readiness for future challenges and opportunities. The discussion underscored the importance of adapting curriculum frameworks to foster creativity, entrepreneurship, and ethical leadership among students, aligning with national priorities for educational excellence and inclusive growth.

5. Discussion on organizing inter-collegiate and university-level competitions to motivate students:

Dr. Aruna Bajpai and Ms. Asha Awasthi discussed initiatives to organize competitions that inspire academic excellence, artistic creativity, and sportsmanship among students. Mrs. Sarla Mandhyan proposed creating platforms for students to showcase their talents and leadership potential through competitive events. Principal, Dr. Poonam Madan emphasized the role of such competitions in building students' confidence, teamwork, and resilience, preparing them for future professional and personal challenges. The discussion focused on fostering a culture of healthy competition and collaboration that enhances students' overall development and engagement in extracurricular activities.

6. Discussion on the review of the NSS program:

Dr. Seema Mishra shared insights on the impact of NSS activities in fostering community engagement and social responsibility among students. Dr. Anita Sharma proposed expanding outreach initiatives and collaborative projects that address local community needs. Mrs. Sarla Mandhyan recommended evaluating student participation and outcomes to enhance program effectiveness and sustainability. The discussion underscored the importance of nurturing students' empathy, leadership, and teamwork skills through meaningful service-learning experiences, aligning with the college's mission to cultivate responsible global citizens.

7. Discussion on organizing visits for 3rd-semester students:

Principal Dr. Poonam Madan discussed planning educational visits to enrich students' practical learning experiences beyond the classroom. Ms. Asha Awasthi and Dr. Aruna Bajpai suggested aligning visits with curriculum objectives to reinforce theoretical knowledge with hands-on experiences. Dr. Irshad Hussain emphasized safety protocols and logistical planning to ensure educational trips are conducted smoothly and effectively. The discussion focused on providing students with immersive learning opportunities that broaden their perspectives, enhance critical thinking skills, and prepare them for future professional endeavours.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 1st October 2023.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

P. Madan

DR. POONAM MADAN

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

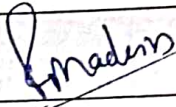
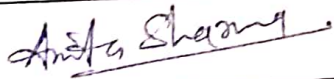
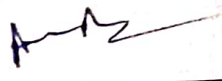

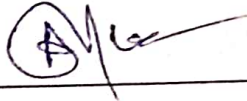
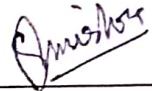
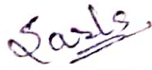
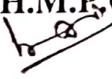
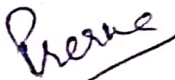
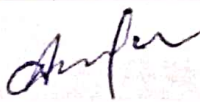
INTERNAL QUALITY ASSURANCE CELL

SESSION 2023-24

NOTICE

Date: 30th September, 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 1st October 2023 at 2:00 pm in the IQAC room. All members of the IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal	
Dr. Anita Sharma	IQAC In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Prerna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- Discussion on the preparation of the timeline of the programs conducted in October month
- Discussion on the counselling process of the new session 2023-25
- Discussion on the distribution smart phone provided by the government of India.
- Discussion on the instructions of online examinations to the students
- Discussion on the instructions related to the observation of students doing internship in Parishadiya schools and preparation of reports by the center in charges.
- Discussion on participating in the seminar organized by the university on the topic: Implementation of NEP-2020: Challenges and Solutions
- Discussion on the allotment of assignments and kit completion of B.Ed. 3rd semester.
- Discussion on conducting BHARTIYA SANSKRITI GYAN PARIKSHA

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on the preparation of the timeline of the programs conducted in October month:

The meeting was chaired by Dr. Poonam Madan, Principal, who emphasized the importance of planning and organizing various programs scheduled for October. Dr. Anita Sharma provided insights on cultural events and academic seminars respectively, proposing detailed timelines to ensure effective

execution and participation. Dr. Seema Mishra and Dr. Aruna Bajpai discussed community outreach activities and guest lectures, highlighting the need for coordination with student bodies and departments. Committees were assigned to oversee logistics, promotion, and student engagement to enrich institution life during October.

2. Discussion on the counselling process of the new session 2023-25:

Dr. Poonam Madan, principal led discussions on designing a comprehensive counselling process for the new academic session. Ms. Asha Awasthi shared plans for orientation sessions and individual counselling, focusing on guiding students through academic requirements and career pathways. Dr. Anita Sharma emphasized faculty mentorship to address student concerns and facilitate their integration into college life. The meeting emphasized creating a supportive environment that promotes student well-being and academic success under the guidance of Mrs. Sarla Mandhyan.

3. Discussion on the distribution of smartphones provided by the government of India:

Mr. Ashish Yadav, the faculty member, presented distribution guidelines for smartphones provided under government initiatives. Dr. Poonam Madan discussed the educational benefits of digital access, emphasizing the role of technology in enhancing learning experiences. Dr. Aruna Bajpai highlighted equitable distribution and maximizing the educational impact of this initiative. The meeting underscored the importance of administrative efficiency and support from Dr. Anita Sharma and Mrs. Sarla Mandhyan in ensuring smooth implementation.

4. Discussion on instructions for online examinations to the students:

Dr. Aruna Bajpai and Dr. Asha Awasthi outlined guidelines for conducting online examinations effectively. Dr. Anita Sharma discussed

strategies for ensuring exam integrity and supporting students with technical assistance. Dr. Poonam Madan, the Principal emphasized the role of clear communication and mock tests to minimize disruptions and ensure fair evaluations, and faculty members were advised to follow the strategies for better outcomes.

5. Discussion on instructions related to the observation of students doing internships in Parishadiya schools and preparation of reports by the centre in charges:

Principal, Dr. Poonam Madan discussed supervisory protocols for student internships in Parishadiya schools. She outlined guidelines for the centre-in-charge regarding internship supervision and report preparation. She also emphasized the role of feedback and evaluation in enhancing student learning experiences. The meeting highlighted collaborative efforts among faculty members and administrative support to ensure educational objectives are met effectively.

6. Discussion on participating in the seminar organized by the university on the topic: Implementation of NEP-2020: Challenges and Solutions:

Dr. Anita Sharma discussed strategies for participating in an upcoming university seminar on NEP-2020 implementation. Dr. Asha Awasthi proposed topics for presentations and panel discussions to address challenges and propose solutions aligned with national educational priorities. Dr. Shipra Mishra highlighted the significance of sharing insights and best practices related to educational reforms. The meeting emphasized leveraging this platform to contribute and enhance institutional visibility under the guidance of the principal Dr. Poonam Madan.

7. Discussion on the allotment of assignments and kit completion of B.Ed. 3rd semester:

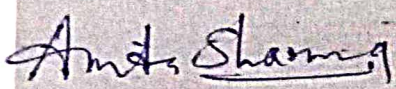
Dr. Asha Awasthi outlined assignment deadlines and practical components for third-semester B.Ed. students and Dr. Aruna Bajpai discussed the importance of aligning assignments with learning outcomes and providing necessary resources. Timely feedback and peer collaboration to enhance learning effectiveness was emphasized. The meeting focused on ensuring comprehensive assessment and support for student's academic progress.

8. Discussion on conducting BHARTIYA SANSKRITI GYAN PARIKSHA:

Dr. Aruna Bajpai, Sr. Faculty Member, outlined plans for conducting the BHARTIYA SANSKRITI GYAN PARIKSHA, focusing on promoting cultural awareness among students. Dr. Anita Sharma discussed thematic areas and participation criteria for the competition and proposed evaluation criteria to assess cultural knowledge and creativity. Through this examination, the educational value of preserving and promoting India's cultural heritage among students will be emphasized.

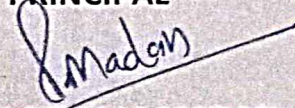
The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 21st November 2023.

IQAC COORDINATOR



DR. ANITA SHARMA

PRINCIPAL



DR. POONAM MADAN

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES**337, K BLOCK KIDWAI NAGAR, KANPUR****INTERNAL QUALITY ASSURANCE CELL****SESSION 2023-24****NOTICE**Date: 17th November 2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 22nd November 2023 at 2:00 pm in the IQAC room. All members of the 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 In charge	<i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee	<i>Aruna</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>Asha</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>Ashish</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla</i>
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	<i>Irshad</i>
Dr. Purna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	<i>Purna</i>
Mr. Anil Pun	Admin In-Charge	<i>Anil</i>

AGENDA OF THE MEETING

- Discussion on the admission process of the new session 2023-25.
- Discussion on organizing the orientation programme for the upcoming batch.
- Discussion on preparing the academic calendar of B.Ed. 1st semester and preparation of agenda of upcoming Programmes
- Discussion on organizing online classes for the students of 3rd semester for course completion.
- Discussion on the preparation of the questions banks for the preparation of the exam.
- Discussion on Accepting guidelines of the university for the successful Implementation of recommendations of NEP-2020 related to teacher education.
- Discussion on the allotment of assignments and kit completion of B.Ed. 3rd semester.
- Discussion on preparation of time table and classes starting.

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on the admission process of the new session 2023-25:

The meeting, chaired by Principal, Dr. Poonam Madan, focused on streamlining the admission process for the upcoming session 2023-25 and discussed the criteria for admission, eligibility requirements, and admission deadlines. Dr. Anita Sharma and Dr. Aruna Bajpai emphasized transparency and highlighted the importance of effective communication with prospective students

and parents to ensure a smooth transition into the college community. Duties were assigned to all the faculty members for the successful completion of the admission process.

2. Discussion on organizing the orientation programme for the upcoming batch:

Ms. Asha Awasthi outlined plans for organizing an orientation programme to welcome the new batch of students. She discussed the schedule, activities, and resources to introduce students to academic policies, campus facilities, and support services. Principal, Dr. Poonam Madan emphasized the role of faculty members in facilitating student integration and addressing queries. The meeting underscored the importance of creating a welcoming environment that fosters a sense of belonging and prepares students for academic success.

3. Discussion on preparing the academic calendar of B.Ed. 1st semester and preparation of agenda of upcoming programmes:

Dr. Anita Sharma, IQAC co-ordinator, presented the draft academic calendar for the B.Ed. 1st semester, highlighting key dates for classes, examinations, and academic events. Dr. Aruna Bajpai proposed thematic seminars, workshops, and cultural activities to enrich students' learning experiences throughout the semester. Mr. Ashish Yadav discussed logistical planning and coordination to ensure programmatic success. The meeting emphasized aligning academic activities with institutional goals and student learning outcomes under the guidance of principal, Dr. Poonam Madan.

4. Discussion on organizing online classes for the students of 3rd semester for course completion:

Dr. Asha Awasthi, a senior faculty member, discussed strategies for organizing online classes to facilitate course completion for third-semester students. Principal Dr. Poonam Madan outlined technology requirements,

scheduling considerations, and faculty training to ensure effective delivery of online education. Dr. Anita Sharma emphasized interactive teaching methods and student engagement strategies in virtual classrooms. The meeting underscored the importance of flexibility and support for students to adapt to online learning environments.

5. Discussion on the preparation of the question banks for the preparation of exams:

Principal, Dr. Poonam Madan led discussions on preparing comprehensive question banks aligned with course objectives and examination patterns and instructed the faculty members to prepare question banks. She discussed quality assurance measures and peer-review processes for question formulation and emphasized incorporating diverse question types to assess students' critical thinking and application skills. The meeting highlighted the role of rigorous assessment practices in promoting academic rigor and ensuring fair evaluations.

6. Discussion on accepting guidelines of the University for the Successful Implementation of recommendations of NEP-2020 related to teacher education:

Principal, Dr. Poonam Madan discussed the university's guidelines for implementing NEP-2020 recommendations in teacher education programs. Faculty development programs, curriculum revisions, and pedagogical innovations to align with NEP-2020 goals were proposed. Dr. Anita Sharma emphasized collaborative partnerships with other institutions to enhance teacher preparation and professional development. The meeting underscored institutional commitment to educational reforms and fostering excellence in teacher education.

7. Discussion on the allotment of assignments and kit completion of B.Ed. 3rd semester:

Ms. Asha Awasthi proposed assignment deadlines and practical components for third-semester students. Dr. Aruna Bajpai discussed the importance of aligning assignments with learning outcomes and providing necessary resources. It was discussed that students should be motivated to complete the kits as soon as possible. The main emphasis was given to providing timely feedback and peer collaboration to enhance learning effectiveness. The meeting focused on ensuring comprehensive assessment and support for student's academic progress.

8. Discussion on the preparation of timetable and classes starting:

This was followed with a discussion of the preparation of the timetable. A timetable draft for the upcoming semester was presented focusing on class schedules, faculty availability, and resource allocation. Dr. Anita Sharma discussed strategies for optimizing timetables to accommodate student preferences and academic requirements and emphasized the importance of balancing curricular and co-curricular activities within the timetable framework. The meeting highlighted the need for flexibility and effective communication to ensure smooth implementation of the timetable under the guidance of Dr. Poonam Madan.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 21st November 2023.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

Poonam Madan

DR. POONAM MADAN

PRINCIPAL

DR. VIRENDRA SWARUP
Institute of Professional Studies
Kirti Nagar, Delhi

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES**337, K BLOCK KIDWAI NAGAR, KANPUR****INTERNAL QUALITY ASSURANCE CELL****SESSION 2023-24****NOTICE****Date: 16th December 2023**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 18th December 2023 at 2:00 pm in the IQAC room. All members of the 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 In charge	<i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee	<i>Aruna Bajpai</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>Asha Awasthi</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>Ashish Yadav</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema Mishra</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla Madhyan</i>
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	<i>Irshad Hussain</i>
Dr. Purna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	<i>Purna Kambo</i>
Mr. Anil Pun	Admin In-Charge	<i>Anil Pun</i>

AGENDA OF THE MEETING

- Discussion on organizing a workshop for PowerPoint training and presentation.
- Discussion on conducting offline classes for the students of 3rd semester after completion of the internship.
- Discussion on the preparation of assignments in all three compulsory subjects and elective subjects for the students of B.Ed. 1st semester.
- Discussion on taking updates on the course and preparation for conducting the Mid-Term Exam from 08/01/2024 to 16/01/2024
- Discussion on kit submission of the 3rd semester
- Discussion on organizing Programmes in the month of like Human Rights Day, Maths Day, Constitution Day, Voter Awareness Day, Geeta Jayanti, and guest lectures.

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on organizing a workshop for PowerPoint training and presentation:

The meeting focused on planning a workshop aimed at enhancing B.Ed. students' skills in PowerPoint and presentation techniques. Principal, Dr. Poonam Madan emphasized interactive sessions and practical exercises to improve students' ability to create visually appealing and informative presentations. Ms. Asha Awasthi proposed inviting alumni to provide insights into effective presentation strategies relevant to educational contexts. Dr. Anita Sharma

discussed integrating workshop outcomes into the curriculum to foster digital literacy and professional communication skills crucial for future teaching roles. The meeting highlighted the workshop's role not only in improving technical skills but also in boosting students' confidence in delivering engaging educational content.

2. Discussion on conducting offline classes for the students of 3rd semester after completion of the internship:

Principal, Dr. Poonam Madan discussed plans for transitioning to third-semester B.Ed. students from internship experiences to offline classes. Ms. Asha Awasthi outlined logistical considerations such as classroom allocation, scheduling, and safety protocols to facilitate a smooth return to face-to-face instruction. Dr. Aruna Bajpai and Dr. Anita Sharma emphasized the continuity of learning experiences and the role of offline classes in reinforcing theoretical concepts through practical teaching methods. The meeting underscored the importance of faculty support in addressing students' academic needs and facilitating their professional growth beyond internship settings. Discussions also revolved around creating inclusive learning environments that cater to diverse learning styles and ensure holistic development.

3. Discussion on the preparation of assignments in all three compulsory subjects and elective subjects for the students of B.Ed. 1st semester:

Principal Dr. Poonam Madan led discussions on designing assignments for B.Ed. 1st-semester students across compulsory and elective subjects. Dr. Aruna Bajpai proposed aligning assignments with specific learning outcomes and curriculum objectives to promote critical thinking and mastery of the subjects. Ms. Asha Awasthi highlighted the importance of integrating practical applications and reflective exercises into assignments to enhance students' understanding and engagement. The meeting emphasized the role of assignments in fostering independent learning, research skills, and collaborative problem-

solving among future educators. Discussions also included strategies for providing constructive feedback to support student's academic progress and professional development.

4. Discussion on taking updates on the course and preparation for conducting the Mid-Term Exam from 08/01/2024 to 16/01/2024:

Principal Dr. Poonam Madan provided updates on the ongoing course progress and outlined preparations for the upcoming Mid-Term Exam scheduled from 08/01/2024 to 16/01/2024. Dr. Anita Sharma discussed exam logistics, including setting exam papers, conducting mock tests, and ensuring adherence to assessment guidelines. Ms. Asha Awasthi emphasized the importance of creating a conducive exam environment and providing necessary academic support to students during the exam period. The meeting highlighted the significance of fair and transparent assessment practices in evaluating students' comprehension and application of course content, contributing to their professional readiness as educators.

5. Discussion on kit submission of the 3rd semester:

Faculty members Dr. Aruna Bajpai and Ms. Asha Awasthi discussed guidelines and deadlines for third-semester students to submit their kits. The principal outlined the criteria for assessing the completeness and quality of the kits, which include writing criticisms and reflective reports, and all the faculty members were instructed to ask about the status of the kits. The meeting emphasized the importance of timely submission and thorough evaluation to provide constructive feedback and support students' continuous learning and professional growth beyond the internship phase.

6. Discussion on organizing programs in the month of [specific days like Human Rights Day, Maths Day, Constitution Day, Voter Awareness Day, Geeta Jayanti, and guest lectures]:

Further discussion was done making plans for organizing educational and commemorative events to celebrate significant days such as Human Rights Day, Maths Day, Constitution Day, Voter Awareness Day, and Geeta Jayanti. Principal, Dr. Poonam Madan proposed thematic activities and guest lectures to deepen students' understanding of civic responsibilities, mathematical concepts, constitutional principles, and cultural heritage. Dr. Anita Sharma highlighted the educational significance of these events in promoting awareness, critical thinking, and cultural appreciation among students. Ms. Asha Awasthi suggested collaborative efforts with students to enhance event participation and foster meaningful dialogue on relevant social issues. The meeting emphasized creating enriching experiences that align with educational objectives, nurture civic engagement, and contribute to students' holistic development as future educators.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 18/01/2024.

IQAC COORDINATOR

Anita Sharma
DR. ANITA SHARMA

PRINCIPAL


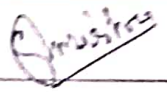
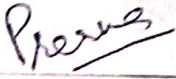
P. Madan
DR. POONAM MADAN

**VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES,
337, K BLOCK KIDWAI NAGAR, KANPUR
INTERNAL QUALITY ASSURANCE CELL
SESSION 2023-24**

NOTICE

Date: 12th January 2024

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 12th January 2024 at 2:00 pm in the IQAC room. All members of the IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal	
Dr. Anita Sharma	IQAC In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Purna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- Discussion on filling up the scholarship forms for both years
- Discussion on the preparation of mark sheet of mid-term exam of 1st and 3rd semester and providing feedback to students.
- Discussion on motivating the students to register themselves in useful courses on SWAYAM Portal.
- Discussion on checking and correction work of the kits
- Discussion on the allotment of topics for final lesson plans of 3rd-semester students for their final practical
- Discussion on registering students on various value-added courses offered by college

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on filling up the scholarship forms for both years:

The meeting focused on facilitating and supporting students in filling out scholarship forms for both current and prospective years. Principal, Dr. Poonam Madan instructed students to fill out forms properly. Mrs. Sarla Mandhyan and Dr. Aruna Bajpai were given the responsibility of checking the students' forms and aware them among students about eligibility criteria, and application deadlines. They were instructed to organize a counselling session to guide students through the application process and required documentation. The meeting highlighted the college's commitment to empowering students through access to financial assistance and promoting equal opportunities for academic success.

2. Discussion on the preparation of mark sheets of mid-term exams of 1st and 3rd semester and providing feedback to students:

Principal, Dr. Poonam Madan asked to provide updates on the preparation of mid-term exam mark sheets for 1st and 3rd semester B.Ed. students. Dr. Anita Sharma discussed strategies for providing constructive feedback to students based on their performance, emphasizing areas of improvement and strengths. Ms. Asha Awasthi highlighted the importance of personalized feedback sessions to facilitate students' understanding of assessment criteria and encourage academic growth. The meeting emphasized timely dissemination of results and feedback to support students in refining their study strategies and achieving learning goals.

3. Discussion on motivating the students to register themselves in useful courses on SWAYAM Portal:

Principal, Dr. Poonam Madan discussed initiatives to motivate B.Ed. students to enroll in beneficial courses available on the SWAYAM Portal. She proposed showcasing the relevance of these courses in enhancing teaching skills, subject knowledge, and professional development. Dr. Aruna Bajpai highlighted the flexibility and accessibility of online learning resources offered by SWAYAM. The meeting emphasized promoting awareness through orientation sessions, testimonials from peers, and incentives for course completion. Discussions also included integrating SWAYAM courses into the curriculum to supplement classroom learning and prepare students for diverse educational challenges.

4. Discussion on checking and correction work of the kits:

Principal, Dr. Poonam Madan discussed the criteria for checking the kits submitted by third-semester students as part of their internship kits. She outlined criteria for assessing the completeness, accuracy, and presentation of internship reports and practical materials. Emphasis was given to providing timely feedback

to students to facilitate reflection and improvement in their professional skills. The meeting highlighted the role of kit assessments in evaluating students' practical competencies and ensuring alignment with academic standards and internship objectives.

5. Discussion on the allotment of topics for final lesson plans of 3rd-semester students for their final practical:

Principal, Dr. Poonam Madan discussed the process of assigning topics for final lesson plans to be developed by the third-semester B.Ed. students as part of their final practical assessments. She instructed faculty members to align topics with curriculum requirements and student interests to foster creativity and innovation in teaching methodologies. The meeting emphasized mentorship from faculty members to guide students in crafting comprehensive lesson plans that demonstrate instructional strategies, learning objectives, and assessment techniques effectively.

6. Discussion on registering students on various value-added courses offered by the college:

Principal, Dr. Poonam Madan discussed opportunities for registering students in value-added courses offered by the college. Dr. Aruna Bajpai proposed courses focusing on educational technology, inclusive education practices, and professional ethics to enhance students' teaching competencies. Ms. Asha Awasthi highlighted the benefits of value-added courses in broadening students' knowledge base and skill sets beyond the core curriculum. The meeting emphasized promoting interdisciplinary learning experiences and career readiness through targeted course offerings. Discussions also included strategies for integrating course outcomes into students' academic and professional development plans.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 20/02/2024.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

Poonam Madan

DR. POONAM MADAN

PRINCIPAL

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

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES
337, K BLOCK KIDWAI NAGAR, KANPUR

INTERNAL QUALITY ASSURANCE CELL

SESSION 2023-24

NOTICE

Date: 19th February 2024

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 20th February 2024 at 2:00 pm in the IQAC room. All members of the 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 In charge	<i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee	<i>Aruna Bajpai</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>Asha Awasthi</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>Ashish Yadav</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema Mishra</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla Madhyan</i>
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	<i>Irshad Hussain</i>
Dr. Prerna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	<i>Prerna Kambo</i>
Mr. Anil Pun	Admin In-Charge	<i>Anil Pun</i>

AGENDA OF THE MEETING

- Discussion on completion of the course of B.Ed. 1st and 3rd semester for the university final exams.
- Discussion on providing learning material for the preparation of exams
- Discussion on organizing Research Paper Writing Workshop
- Discussion on organizing N.S.S CAMP
- Discussion on the commencement of the 4th-semester classes.
- Discussion on practicum work of B.Ed. 2nd semester.

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on completion of the course of B.Ed. 1st and 3rd semester for the university final exams:

Principal, Dr. Poonam Madan initiated the discussion on ensuring the timely completion of the B.Ed. 1st and 3rd-semester courses in preparation for the upcoming university final exams. Dr. Anita Sharma and Dr. Aruna Bajpai outlined the current progress of the syllabus and identified any remaining topics that need to be covered. Ms. Asha Awasthi proposed additional revision classes and study sessions to help students consolidate their learning. Principal Dr. Poonam Madan emphasized the importance of aligning teaching methods with exam requirements to ensure students are well-prepared. The meeting stressed the need for a structured plan to cover all essential content, provide comprehensive revision, and boost students' confidence in the exams.

2. Discussion on providing learning material for the preparation of exams:

Principal, Dr. Poonam Madan discussed strategies to provide students with effective learning materials to aid their exam preparation. She suggested compiling study guides, sample papers, and keynotes tailored to the exam syllabus. Dr. Asha Awasthi highlighted the importance of digital resources and proposed creating an online repository accessible to all students. The meeting emphasized the role of well-curated learning materials in enhancing students' understanding, facilitating independent study, and improving overall academic performance. Discussions also included methods for ensuring that materials cater to diverse learning styles and support comprehensive exam readiness.

3. Discussion on organizing a Research Paper Writing Workshop:

Principal, Dr. Poonam Madan proposed organizing a workshop focused on research paper writing to enhance students' academic writing and research skills. She emphasized the importance of equipping B.Ed. students with the ability to conduct educational research and effectively communicate their findings. Dr. Anita Sharma and Ms. Asha Awasthi discussed the workshop's content, which would cover research methodologies, literature review, data analysis, and academic writing standards. The meeting highlighted the workshop's role in fostering critical thinking, analytical skills, and academic rigor among students, preparing them for future research endeavours and advanced studies.

4. Discussion on organizing N.S.S CAMP:

Dr. Seema Mishra, the supervisor of the NSS program, discussed the planning and organization of the upcoming NSS camp. She emphasized the camp's importance in promoting community service, leadership skills, and social responsibility among students. Dr. Jyoti Sengar proposed activities that align with the NSS objectives, such as community outreach programs, environmental

initiatives, and health awareness campaigns. Mr. Ashish Yadav suggested involving students in planning and executing camp activities to enhance their organizational and teamwork skills. The meeting underscored the NSS camp's role in holistic development, fostering a sense of civic duty, and providing practical experiences beyond the classroom.

5. Discussion on the commencement of the 4th-semester classes:

Principal, Dr. Poonam Madan discussed the schedule and curriculum for the commencement of 4th-semester classes. Dr. Poonam Madan emphasized the need for a smooth transition from the 3rd semester, ensuring continuity in academic progression. Ms. Asha Awasthi proposed an orientation session to brief students on the upcoming semester's objectives, key topics, and assessment methods. Dr. Aruna Bajpai and Dr. Anita Sharma highlighted the importance of integrating advanced pedagogical practices and field experiences to prepare students for their final phase of teacher training. The meeting emphasized providing robust academic support and guidance to help students achieve their final semester goals successfully.

6. Discussion on practicum work of B.Ed. 2nd semester:

Dr. Poonam Madan initiated the discussion on the practicum work required for B.Ed. 2nd-semester students. Dr. Anita Sharma and Dr. Aruna Bajpai outlined the objectives and expectations of the practicum work, emphasizing the application of theoretical knowledge in real classroom settings. Ms. Asha Awasthi proposed a detailed schedule for school visits, observation sessions, and teaching practice. She discussed methods for evaluating students' performance during the practicum, including reflective journals, feedback from mentor teachers, and self-assessment reports. The meeting highlighted the practicum's role in developing practical teaching skills, classroom management abilities, and professional competence among students.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 20/03/2024.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

Poonam Madan

DR. POONAM MADAN

PRINCIPAL

DR. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Meerut

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES**337, K BLOCK KIDWAI NAGAR, KANPUR****INTERNAL QUALITY ASSURANCE****SESSION 2023-24****NOTICE**Date: 19th March 2024

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 20th March 2024 at 2:00 pm in the IQAC room. All members of the 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 In charge	<i>Anita Sharma</i>
Dr. Aruna Bajpai	Member Of Management Committee	<i>A. Bajpai</i>
Ms. Asha Awasthi	Member Of Management Committee	<i>A. Awasthi</i>
Mr. Ashish Yadav	Sr. Faculty Member	<i>A. Yadav</i>
Dr. Seema Mishra	Sr. Faculty Member	<i>Seema Mishra</i>
Mrs. Sarla Madhyan	Faculty Member	<i>Sarla</i>
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	<i>I. Hussain</i>
Dr. Purna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	<i>Purna</i>
Mr. Anil Pun	Admin In-Charge	<i>Anil Pun</i>

AGENDA OF THE MEETING

- Discussion on taking updates of the course taught in B.Ed. 2nd and 4th semester.
- Discussion on preparing an action plan for the practice teaching and mid-term exam
- Discussion on providing letters to the practice teaching center as per the letter received from BSA
- Discussion on making necessary preparations and mapping of smartphone distribution under the Digishakti scheme
- Discussion on AQAR criterion-wise completion of work

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on taking updates of the course taught in B.Ed. 2nd and 4th semester:

Principal Dr. Poonam Madan initiated the discussion on reviewing the progress of the courses taught in the B.Ed. 2nd and 4th semesters. Dr. Anita Sharma and Dr. Aruna Bajpai provided detailed updates on the syllabus coverage, student engagement, and any challenges faced during the teaching process. Ms. Asha Awasthi proposed regular progress meetings to ensure the timely completion of the curriculum and emphasized the importance of tracking academic progress to identify areas requiring additional support or resources. The meeting underscored the need for continuous monitoring and feedback to enhance the quality of education and ensure all learning objectives are met.

2. Discussion on preparing an action plan for the practice teaching and mid-term exam:

Dr. Aruna Bajpai outlined the proposed action plan for the practice teaching phase. Principal Dr. Poonam Madan emphasized the importance of structured preparation to maximize the learning experience for B.Ed. students. Dr. Anita Sharma discussed the schedule for pre-teaching workshops, mentor assignments, and evaluation criteria. Dr. Asha Awasthi proposed integrating reflective sessions to help students analyse and improve their teaching techniques. Additionally, the plan for mid-term exams was reviewed, ensuring they align with practice teaching schedules and do not overwhelm students. The meeting highlighted the need for a balanced approach to practical and theoretical assessments to support comprehensive student development.

3. Discussion on providing letters to the practice teaching centre as per the letter received from BSA:

Mr. Ashish Yadav discussed the logistics of distributing official letters to practice teaching centres, with practice teaching scheduled from 1st April to 30th April, in accordance with directives from the Basic Shiksha Adhikari (BSA). Principal Dr. Poonam Madan emphasized the importance of clear communication and timely distribution to avoid any disruptions. Dr. Anita Sharma and Dr. Aruna Bajpai were suggested for a follow-up mechanism to ensure all centres acknowledge receipt and understand the requirements. Ms. Asha Awasthi proposed assigning faculty members to liaise with each centre, providing support, and addressing any concerns. The meeting stressed the role of effective coordination in facilitating a smooth and productive practice teaching experience for students.

4. Discussion on making necessary preparations and mapping of smartphone distribution under the Digishakti scheme:

Mr. Ashish Yadav presented an overview of the Digishakti scheme, which aims to enhance digital literacy by distributing smartphones to students. Principal Dr. Poonam Madan emphasized the importance of this initiative in bridging the digital divide and supporting students' access to online educational resources. Mr. Ashish Yadav discussed the logistical aspects, including inventory management and distribution schedules. The meeting highlighted the need for thorough planning and coordination to ensure the smartphones are distributed efficiently and students are equipped to utilize them for their academic benefit.

5. Discussion on AQAR criterion-wise completion of work:

Principal Dr. Poonam Madan reviewed the progress on the Annual Quality Assurance Report (AQAR), focusing on criterion-wise completion of tasks. She emphasized the importance of meeting NAAC guidelines and maintaining high standards of quality in education. Dr. Anita Sharma and Dr. Aruna Bajpai discussed the status of various criteria, including curriculum planning, teaching-learning processes, and student support services. Ms. Asha Awasthi proposed a timeline for completing pending tasks and ensuring all necessary documentation is accurate and comprehensive. The meeting underscored the role of collaborative efforts in achieving AQAR objectives and enhancing the overall quality of the institution.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 10/5/2024.

IQAC COORDINATOR

Anita Sharma
DR. ANITA SHARMA

PRINCIPAL

Poonam Madan
DR. POONAM MADAN
PRINCIPAL

DR. VIRENDRA SWARUP
Institute of Professional Studies
Kirti Nagar, Kanpur

VIRENDRA SWARUP INSTITUTE OF PROFESSIONAL STUDIES

337, K BLOCK KIDWAI NAGAR, KANPUR

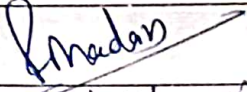
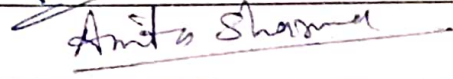
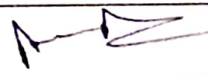
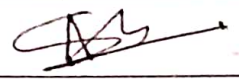
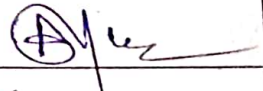

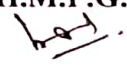
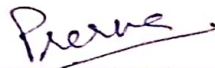
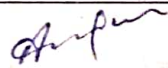
INTERNAL QUALITY ASSURANCE CELL

SESSION 2023-24

NOTICE

Date: 9th May 2024

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 10th May 2024 at 2:00 pm in the IQAC room. All members of the IQAC and coordinators of different cells are requested to be present in the meeting.

Dr. Poonam Madan	Principal	
Dr. Anita Sharma	IQAC In charge	
Dr. Aruna Bajpai	Member Of Management Committee	
Ms. Asha Awasthi	Member Of Management Committee	
Mr. Ashish Yadav	Sr. Faculty Member	
Dr. Seema Mishra	Sr. Faculty Member	
Mrs. Sarla Madhyan	Faculty Member	
Dr. Irshad Hussain	Assoc. Professor, B.Ed. Deptt. H.M.P.G. College Kanpur.	
Dr. Prerna Kambo	Asst. Professor & H.O.D, B.Ed. Deptt. D.G.P.G. College, Kanpur.	
Mr. Anil Pun	Admin In-Charge	

AGENDA OF THE MEETING

- Discussion on preparing MCQs for the practice of examination
- Discussion on providing supported learning material digitally to the students
- Discussion on organizing Programmes in May such as the FAREWELL ceremony, Biodiversity Day, and so on.
- Discussion on organizing mid-term exams for the 2nd & 4th semesters next month
- Discussion on the completion of kits of the 2nd and 4th semesters
- Discussion on checking and correction work of kits for evaluating the student's works and providing marks of internal assessment and sending it to the university.

MINUTES OF THE MEETING

The 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, who emphasized the importance of collaborative efforts to enhance the institution's quality of education and administration.

1. Discussion on preparing MCQs for the practice of examination:

Principal Dr. Poonam Madan initiated the discussion on the importance of preparing Multiple Choice Questions (MCQs) to aid students in their exam preparation. She suggested that MCQs be developed for all core subjects, ensuring they cover key concepts and learning outcomes, and emphasized the need for these practice questions to be reflective of the exam format to build students' confidence and familiarity. All faculty members are instructed to follow the suggestion and prepare MCQs. Dr. Asha Awasthi proposed regular mock tests using these MCQs to track student progress and identify areas needing additional support. The meeting highlighted the role of well-prepared MCQs in enhancing students' exam readiness and overall academic performance.

2. Discussion on providing supported learning material digitally to the students:

The discussion led by Principal Dr. Poonam Madan focused on the provision of digital learning materials to support student learning. She stressed the importance of accessibility and the benefits of digital resources in supplementing classroom instruction. Mr. Ashish Yadav proposed a platform for centralized access to these materials, ensuring all students can easily download and use them. Dr. Asha Awasthi recommended including interactive elements such as videos, quizzes, and e-books to enhance engagement. The meeting underscored the need for digital resources to be comprehensive and user-friendly, providing students with valuable tools for independent study and revision.

3. Discussion on organizing Programmes in May such as the FAREWELL ceremony, Biodiversity Day, and so on:

Principal Dr. Poonam Madan highlighted the significance of upcoming events in fostering a sense of community and appreciation for the environment. Dr. Aruna Bajpai outlined plans for various events in May, including the farewell ceremony and Biodiversity Day celebrations. Ms. Asha Awasthi suggested involving students in the planning and execution of these events to develop their organizational and leadership skills. Mrs. Sarla Mandhyan proposed inviting guest speakers and alumni to the farewell ceremony to inspire current students. The meeting emphasized the educational and social benefits of such events in enriching the student experience.

4. Discussion on organizing mid-term exams for the 2nd & 4th semesters next month:

The focus was on the organization of mid-term exams for the 2nd and 4th semesters. Principal Dr. Poonam Madan emphasized the need for a well-structured exam schedule that accommodates all subjects without overwhelming students. Dr. Anita Sharma proposed a timetable and discussed the logistics of

exam invigilation and venue preparation. Ms. Asha Awasthi recommended providing students with a study guide and revision sessions to help them prepare effectively. The meeting underscored the importance of clear communication regarding exam schedules and requirements to ensure the smooth conduct of the exams.

5. Discussion on the completion of kits of the 2nd and 4th semesters:

Principal Dr. Poonam Madan led the discussion on the timely completion of student kits for the 2nd and 4th semesters. She emphasized the need for students to adhere to deadlines and maintain the quality of their work. Ms. Asha Awasthi suggested providing guidelines and templates to help students organize their kits efficiently. Dr. Aruna Bajpai proposed periodic reviews and feedback sessions to track progress and address any issues. The meeting highlighted the role of well-prepared kits in practical assessments and overall academic performance.

6. Discussion on checking and correcting the work of kits for evaluating the student's works and providing marks of internal assessment and sending it to the university:

Principal Dr. Poonam Madan discussed the process of evaluating and correcting the student kits for internal assessments. She emphasized the importance of fair and consistent grading practices and suggested a rubric for assessment to ensure transparency and objectivity. Dr. Aruna Bajpai proposed organizing review sessions where students can receive feedback on their kits before final submission. Mr. Ashish Yadav discussed the logistics of compiling and sending the internal assessment marks to the university on time. The meeting stressed the importance of accurate evaluation and prompt submission to meet university deadlines and support student progression.

The meeting concluded with a formal vote of thanks proposed to the IQAC Coordinator. The next meeting is scheduled to be held on 15/06/2024.

IQAC COORDINATOR

Anita Sharma

DR. ANITA SHARMA

PRINCIPAL

P. Madan

DR. POONAM MADAN

PRINCIPAL

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