

KIIT COLLEGE OF EDUCATION

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) held on 01-02-2022

Day & Date: Tuesday, 01/02/2022

Time: 02:00 PM

Location: KIIT Campus, Gurugram.

Venue: Director Office

Chaired by: Prof. Indira Dhull, Director

The Following members attended the meeting: -

1. Prof. SK Yadav Former Head Deptt. of Teacher Edu., NCERT, External Expert
2. Dr. Harsh Vardhan, CEO
3. Dr. Neelima V. Kamrah, Registrar
4. Dr. S.S. Agrawal, Director General
5. Prof. Indira Dhull, Chairman IQAC
6. Dr. Rachna Sharma, Member Secretary
7. Ms. Anupam Bansal, Member
8. Dr. Shikha Devgan, Member
9. Ms. Priti Rani, Member

The Agenda Items of the meeting:

1. To conduct a Students' Induction Programme
2. To conduct a webinar on NEP 2020
3. To send a seminar proposal to NAAC/ NCTE for a sponsored seminar tentatively in July / Aug 2022
4. To encourage faculty to Develop E-Content.
5. To conduct Alumni Meet & PTM

Proceedings:

- The Chairman of IQAC welcomed and introduced the members of the committee.
- Prof. Indira Dhull reviewed the minutes of the last meeting.

AGENDA ITEM NO. 1: - To conduct a Students' Induction Programme

- Students Induction Programme was decided to be conducted on 05th Feb 2022 for the academic session 2021-23.
- The theme for the induction programme was decided as "Communication Skills: The Ladder to a successful Professional Journey".

- It was decided that Prof. S.S. Agrawal, Director General, will welcome and address the students about the special features of the college.
- Dr. Neelima Kamrah, Registrar will take a special lecture.
- An expert will be invited to take the post-lunch session.
- Prof. Indira Dhull, Director (KCED.) will give a presentation about the foundation, management, vision, mission, values, and best practices of KCED.
- Dr. Rachna Sharma will give a presentation about the facilities in the college and introduce the teaching staff to students.
- Ms. Anupam Bansal and Ms. Ravneet Kaur will orient the students about B.Ed. and M.Ed. Curriculum respectively.
- Dr. Shikha will prepare and play a video of Co-curricular activities & will also present the code of conduct to be followed at the college.
- Ms. Neetu Sharma will be the moderator of the programme.

AGENDA ITEM NO. 2: - To conduct a Webinar on NEP 2020

A webinar on NEP 2020 was decided to be conducted in 3rd week of February 2022.
The date will be finalized as per the availability of the experts.

AGENDA ITEM NO. 3: - To send a seminar proposal to NAAC/ NCTE for a sponsored seminar tentatively in July / Aug 2022

It was decided that Ms. Anupam Bansal will prepare the seminar proposal under the guidance of Prof. Indira Dhull, Director.

AGENDA ITEM NO. 4: - To encourage faculty to Develop E-Content.

Prof. Indira Dhull motivated the faculty members to develop the course-related E- content to facilitate the students.

AGENDA ITEM NO. 5: - To conduct Alumni Meet & PTM

Dr. Shikha was told to plan for an alumni meet and PTM in April/ May 2022.



Prof. Indira Dhull

Director

KIIT College of Education,
KIIT Campus, Sohna Road, Gurugram

KIIT COLLEGE OF EDUCATION

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) held on 02-12-2021

Day & Date: Thursday, 02/12/2021

Time: 02:00 PM

Location: KIIT Campus, Gurugram.

Venue: Director Office

Chaired by: Prof. Indira Dhull, Director

The Following members attended the meeting: -

1. Prof. SK Yadav Former Head Deptt. of Teacher Edu., NCERT, External Expert
2. Dr. Harsh Vardhan, CEO
3. Dr. Neelima V. Kamrah, Registrar
4. Dr. S.S. Agrawal, Director General
5. Prof. Indira Dhull, Chairman IQAC
6. Dr. Rachna Sharma, Member Secretary
7. Ms. Anupam Bansal, Member
8. Dr. Shikha Devgan, Member
9. Ms. Priti Rani, Member

The Agenda Items of the meeting:

1. To discuss the status of the previous year's AQAR.
2. To conduct a Faculty Development Programme.

Proceedings:

- The Chairman of IQAC welcomed and introduced the members of the committee.
- Prof. Indira Dhull reviewed the minutes of the last meeting.

AGENDA ITEM NO. 1: -The status of the previous year's AQAR

- Discussion and modification of AQAR 2019-2020 & 2020-21.
- Faculty members working on the preparation of AQAR presented the status of their respective criteria and ensured to complete the same by 10-12-2021.
- Faculty members were also assigned the duty of the maintenance of college records and submitting the data related to various items in both, soft copies as well as hard copies up to 20-12-2021.
- Review of the placement of students and support in career services was done.
- Review of feedback from the stakeholders-Students, Parents, and Alumni was done.
- Updating the college website was also discussed.

AGENDA ITEM NO. 2 -To conduct Faculty Development Program:

- 5 days FDP was decided to be conducted from 14th December, 2021 to 18th December, 2021.
- Duties were assigned to the Faculty members and they were asked to maintain the record of registered candidates.
- Theme and Expert Panels were also discussed.
- The theme 'MOOCs, E-Content and Open Educational Resources' was finalized for the FDP.



Prof. Indira Dhull

Director

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