

## KIIT College of Education, Gurugram Minutes of Meeting of IQAC

A meeting of the Internal Quality Assurance Cell (IQAC) of KIIT College of Education was held on **10th July 2024** at 2.00 PM.

The following members attended the meeting: -

1. Prof. S. K. Yadav, (Former Head Deptt. of Teacher Edu., NCERT) (External Expert)
2. Prof. Vandana Punia (Dean, Faculty of Education, Guru Jambheshwar University of Science and Technology, Hisar) (External Expert)
3. Prof. Saroj Yadav, Former Dean Academics, NCERT (Special Invitee)
4. Prof. Indira Dhull, Director, KCED (Chair Person)
5. Prof. Anshu Radha Aggarwal, Principal, KCED (Co-Chair Person)
6. Dr. Harsh Vardhan (Vice Chairman, Vidyapati Sansthan)
7. Mr. Anshuman Kamrah (CEO, Vidyapati Sansthan)
8. Dr. Neelima Vardhan (Member)
9. Dr. Rachna Sharma (Coordinator)
10. Dr. Seema Srivastava (Member Faculty)
11. Dr. Ravneet Kaur (Member Faculty)
12. Dr. Anupam Bansal (Member Faculty)
13. Dr. Shikha (Member Faculty)
14. Dr. Aruna (Member Faculty)
15. Ms. Mukta Sharma (M.Ed. Student)
16. Ms. Ashish Kumar Jha (B.Ed. Student)
17. Ms. Rashmi Tomar (Alumni)

### The Agenda Items of the meeting:

1. Review of the previous meeting's minutes and follow-up actions.
2. Proposed One-week FDP on 'AI Tools in English Language Teaching' in the last week of July.
3. Planning for Educational Visit(s) to a School for the Visually Challenged, Orphanage, and Old Age Home.
4. Development of E-Content by faculty in their respective subjects.
5. Planning for New Students Council.
6. Orientation Program for Faculty & In-house Discussions.
7. Planning for Lectures by Alumni.
8. Development of Innovative Pedagogy by the faculty.
9. Planning for B.Ed. 2<sup>nd</sup> Year Internship (Oct 24 - Jan 25).
10. Introduction of New Value Added Courses i.e.
  - Vedic Mathematics
  - Green Education for Sustainable Future

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Mukta  
Anshuman Kamrah  
Rashmi Tomar  
Anshu Radha  
Indira Dhull  
S. K. Yadav  
Anupam Bansal  
Ravneet Kaur  
Ashish Kumar Jha  
Aruna  
Shikha  
Neelima Vardhan  
Harsh Vardhan

- Global Citizenship
11. Advertisement for the Posts of Professor, Associate Professor, Assistant Professors, & Administrative Staff.
  12. Any other Agenda.

### Proceedings:

**Agenda Item No. 1:** Review of the previous meeting's minutes and follow-up actions.

- Minutes of the previous meeting were presented by the Principal and reviewed by the members.

**Agenda Item No. 2:** Proposed One-week FDP on 'AI Tools for English Language Teaching' for the last week of July.

- The members deliberated on the proposal for the organization of a One-week FDP on 'AI Tools in English Language Teaching' and it was approved that it may be conducted in the last week of July 2024.
- Prof. Saroj Yadav suggested incorporating the pedagogy to teach the English Language according to NCF 2023. She also suggested that as per NEP 2020, we should organize lectures on Cyber Security, POCSO, and other current issues/ recent trends in education.

**Agenda Item No. 3:** Planning for Educational Visit(s) to a School for the Visually Challenged, Orphanage, and Old Age Home.

- Regarding Agenda Item No. 3, the members suggested some institutions may be identified for students' visit for gaining experiential learning.
- Prof. Saroj Yadav suggested introducing the concept of Time Bank among students indicating that students should *save* time for helping the needy.

**Agenda Item No. 4:** Development of E-Content by faculty in their respective subjects.

- Agenda item No. 4, Development of E-Content by the faculty was discussed and the members unanimously decided that the faculty members can contribute significantly in their respective fields by developing E-Content and OERs.
- Prof. Vandana Punia suggested that IQAC should prepare guidelines for developing E-Content & MOOCS.
- She further emphasised that E-Content should include a variety of content like short stories, documentaries, film strips, audio and video clips, etc. so as it can be interesting and engaging.
- For MOOCS teachers should follow the four-quadrant approach which may prove effective for a blended mode of learning.
- Prof. Saroj Yadav suggested that specifications for development of E-Content should be prepared and implemented. Teachers can also refer to existing resources like NISHTHA, SWAYAM, DIKSHA and other OERs.

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*[Handwritten signature: Anshu Jaiswal]*

*[Handwritten signature: Mukta]*

*[Handwritten signature: Pooja]*

*[Handwritten signature: Jyoti]*

*[Handwritten signature: Rashmi]*

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*[Handwritten signature: Ravneet]*

*[Handwritten signature: Anshu]*

*[Handwritten signature: Ashish]*

**Agenda Item No. 5: Planning for New Students Council.**

- The members suggested that planning for constituting a New Students Council may be implemented as soon as the session starts through fair elections.

**Agenda Item No. 6: Orientation Program for Faculty & In-house Discussions.**

- So far as Agenda Item No. 6 is concerned, the members deliberated at length and gave valuable suggestions to be incorporated in the Orientation Program for the faculty. They appreciated the concept of holding In-house Discussions and further emphasised that In-house discussions should be made a regular feature of the academic sessions.

**Agenda Item No. 7: Planning for Lectures by Alumni.**

- The agenda item relating to Lectures by Alumni was discussed and unanimously approved.

**Agenda Item No. 8: Development of Innovative Pedagogy by the faculty.**

- Agenda Item No. 8, Development of Innovative Pedagogy by the Faculty was discussed exhaustively and the members suggested that to make teaching-learning more effective, teachers should come forward with innovative pedagogy by combining different methods and strategies of teaching.
- Prof. Saroj Yadav recommended integrating the innovative pedagogies as emphasized in NEP 2020 which suggests various innovative pedagogies like Inquiry Based Learning, Story Telling- Based Pedagogy, Art Integrated Learning, Sports Integrated Pedagogy, and Experiential Learning for promoting critical thinking among students.

**Agenda Item No. 9: Planning of B.Ed. 2<sup>nd</sup> Year Internship.**

- Planning of B.Ed. 2<sup>nd</sup> Year internship was discussed and it was decided that it can be executed as proposed by the college i.e. from Oct 2024 - Jan 2025.

**Agenda Item No. 10: Introduction of New Value-Added Courses i.e. Vedic Mathematics, Green Education for Sustainable Future & Global Citizenship.**

- Agenda item No. 10 was discussed at length and the members appreciated the proposal of the college for the introduction of additional value-added courses on relevant areas promoting Indian Knowledge Systems and Sustainable Development.

**Agenda Item No. 11: Advertisement for the Posts of Professor, Associate Professor, Assistant Professors, & Administrative Staff.**

- Agenda no. 11 which relates to the advertisement for various teaching and non-teaching posts was approved unanimously.

**Agenda Item No. 12: Any other agenda.**

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*Mukta*

*Anshu Jaiswal*

*Rashmi*

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- Under any other agenda, the college proposed to establish **Vedic Mathematics Club** comprising faculty members with specialization in Mathematics and Teacher Education to promote ancient knowledge in Mathematics. This initiative was much appreciated by the members and external experts. They felt that this club could also enhance/promote the awareness of students about the significant contributions of our ancient mathematicians like Aryabhata, Brahmagupta, Bhaskaracharya, etc.

An open house discussion also took place where the new approaches like Flipped Classrooms, Group Discussions, Fish Bowl Technique, Debate, Group Activities, and creating opportunities for students for promoting spoken and writing skills were deliberated upon.

The meeting ended with a vote of thanks at 4:00 PM.

### Plan of Action

- ✓ Preparation for One-week FDP on '*AI Tools in English Language Teaching*'.
- ✓ Preparation for Educational Visit(s) to a School for the Visually Challenged, Orphanage, and Old Age Home.
- ✓ Preparation for E-Content by faculty in their respective subjects.
- ✓ Preparation for the constitution of the New Students Council by conducting fair elections.
- ✓ Preparation for Orientation Program for Faculty & In-house Discussions.
- ✓ Efforts to be made for conducting Lectures by Alumni.
- ✓ Preparation for Development of Innovative Pedagogy by the faculty.
- ✓ Preparation for B.Ed. 2<sup>nd</sup> Year Internship (Oct 24 - Jan 25).
- ✓ Duties to be assigned for Preparation of ordinance and syllabi for additional Value-Added Courses.
- ✓ To start the process for selection of teaching and non-teaching staff by giving advertisement in local and national newspapers.

### Name of the attendees:

1. Prof. S.K Yadav



2. Prof. Vandana Punia

3. Prof. Saroj Yadav



4. Prof. Indira Dhull



5. Prof. Anshu Radha Aggarwal



6. Dr. Harsh Vardhan

Harsh

7. Mr. Anshuman Kamrah

Anshu Kamrah

8. Dr. Neelima Vardhan Kamrah

Neelima

9. Dr. Rachna Sharma

Rachna

10. Dr. Seema Srivastava

Seema Srivastava

11. Dr. Anupam Bansal

Anupam 10/07/2024

12. Dr. Shikha

Shikha

13. Dr. Ravneet Kaur

Ravneet

14. Dr. Aruna

Aruna

15. Ms. Mukta Sharma

Mukta

16. Ms. Ashish Kumar Jha

Ashish Kumar

17. Ms. Rashmi Tomar

Rashmi