

PMC COLLEGE OF EDUCATION

PRATAP VIHAR, KIRARI EXTN., NANGLOI, DELHI



Approved by NCTE, Accredited by NAAC & Affiliated to GGSIPU

INTERNAL QUALITY ASSURANCE CELL

NO.PMCCE/IQAC/MEETING/2020.

DATED 10th September 2020

IQAC MEETING NOTICE (ON-LINE MEETING)

Dear Colleagues,


I am pleased to inform you that the meeting of Internal Quality Assurance Cell (IQAC) of PMC College of Education, Nangloai, Delhi is scheduled to be organized on.....21/09/2020.....at.....2:00 P.M (ON-LINE MEETING)

.....in the Committee Room of the college. Agenda of the meeting is as under:

Agenda:

1. Introduction with the members
2. Development of Teaching Plan-course-wise
3. Student Progression support mechanism.
4. Planning for Extension Lectures & Seminar.
5. Orientation programs for Office Management
6. Filling up vacant posts of teaching and non-teaching staff.
7. Any other Issue with the special permission of the chair.

Your esteem on-line presence is solicited
With warm regards

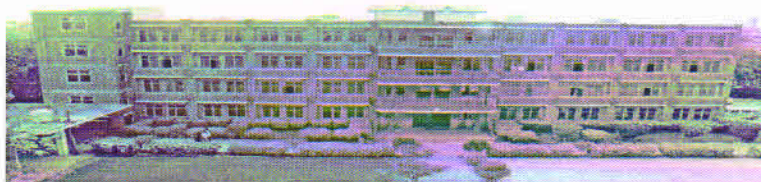

PRINCIPAL
Chairman(IQAC)

Copy to: All Members of IQAC (as per list Attached)
Coordinator IQAC

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INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET OF MEETING OF IQAC

DATE OF IQAC MEETING...21/09/2020.....TIME.....2:00P.M
(ON-LINE MEETING)

LIST OF MEMBERS OF IQAC for a period of 4 year

Sr.No	Name	Position
1	Dr Bharti Dimri	Chairman
2	Dr.ManishaMinocha	Member
3	Ms .Sunil Kumar Pandey	Member
4	Ms.Poonam Kumari	Member
5	Ms.Rita Chowdhury	Member
6	Prof L C Singh	Educationist
7	Prof I S Suri	Educationist
8	Dr.Ajit Singh	Educationist
9	Prof ChanderBhusan	Educationist
10	Ms.Shweta Chaudhary	Administration Member
11	Ms.Jiya Bhatia	Student Member
12	Ms.Neha Jain	Student Member
13	Ms.Ritu Kaushik	Alumni Member


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Agenda:


1. Approval of minutes of IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Development of Teaching Plan-course-wise
4. Student Progression support mechanism.
5. Planning for Extension Lectures & Seminar.
6. Orientation programs for Office Management
7. Filling up vacant posts of teaching and non-teaching staff.
8. Any other Issue with the special permission of the chair

Following members attended the meeting.

S.NO	NAME	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr Bharti Dimri	Principal	Chairperson	(ON-LINE MEETING)
2	Dr.ManishaMinocha	Faculty-member	Member	Present
3	Ms .Sunil Kumar Pandey	Faculty-member	Member	Present
4	Ms.Poonam Kumari	Faculty-member	Member-Coordinator	Present
5	Ms.Rita Chowdhury	Faculty-member	Member	Present
6	Prof L C Singh	Educationist	Member	Present
7	Prof I S Suri	Educationist	Member	Present
8	Dr.Ajit Singh	Educationist	Member	Present
9	Prof ChanderBhusan	Educationist	Member	Present
10	Ms.Shweta Chaudhary	Administration Member	Member	Present
11	Ms.Jiya Bhatia	Student Member	Member	Not -Present
12	Ms.Neha Jain	Student Member	Member	Present
13	Ms.Ritu Kaushik	Alumni Member	Member	Not-Present
14.	Ms.Renu Chaudhary	School Principal	Member	Present
15	Ms.Poonam Rani	Management Nominee	Member	Present

The following points were discussed in the meeting


Agenda 1: Approval of minutes of IQAC Meeting


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Resolution:. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members

Agenda 2: Action taken report on the decisions of the previous meeting

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.	<p>Internal Quality Assurance Cell starts working</p> <p>Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.</p> <p>Focus is laid on criterion-wise additional inputs which facilitates better understanding and effective implementation</p> <p>IQAC Coordinator held detailed discussion on important role to be played by IQAC for the overall growth of the institution. She discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute.</p>
2	<p>-Planning of on-line classes</p> <p>-Creation of a learner-centric environment</p>	<p>Teachers of the respective subject oriented on conduct of on-line classes by the Principal.</p> <p>Faculty members developed on-line lesson-plan and discussed with the Principal.</p> <p>Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;</p> <p>Faculty suggested for optimum use of ICT. PPT of lesson/topic for discussion prepared</p>
3	Feedback from students, parents and other stakeholders	Feedback is very important for the improvement of teaching learning and functioning of the


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		institution. College developed a Feedback Schedule to obtain responses from the students, parents and other stakeholders including alumni. Feedback data analyses done and report prepared
4	Conduct of workshop and seminar	<p>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles ;such as :</p> <ul style="list-style-type: none"> - IEDC - Life Skills - Communication Skills - Internship planning and evaluation <p>Discussion on introduction of skill based courses</p>
5	Any other Issue with the special permission of the chair.	

AGENDA -3 Development of Teaching Plan-course-wise

Ms.Poonam Kumari, Member Coordinator explain about various inputs on how to Develop Teaching Plan-course-wise, Though this exercise is conducted every year, members first draw out programme and course outcomes as it will facilitate and give a better understanding and create a concrete picture to develop course plan. Members agreed to the suggestion.

AGENDA -4Student Progression support mechanism.

Ms. Poonam Kumari, Member Coordinator put forward the record of the placement of the previous year. She informed that institute has a better placement record as compared to the other institutions. . Members suggested more and more drill and


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mock exercise is desired to built confidence and improve communication skill. It is also suggested a

- (a) workshop on professional communication be organized.
- (b) Workshop on strengthening of teaching competencies be organised

AGENDA -5 Planning for Extension Lectures & Seminar.

Chairperson IQAC proposed that every faculty member to identify a most relevant desired topic on which extension lecture from experts be planned. This proposal to be forwarded within next fifteen days. Members appreciated the proposal and approved with a note there should be chain of extension lecture at least one or two in a month.

AGENDA -6 Orientation programs for Office Management

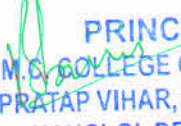
Principal desired that accounting system of the institute as suggested by the CA needs to be regularly upgraded by using Tally Soft-ware. Thus , one day orientation on Tally Software needf to be organized. Members consented their approval

AGENDA -7 Filling up vacant posts of teaching and non-teaching staff.

It is expressed by the members that all vacant posts to be filled observing all norms of NCTE and codal formalities

Any other Issue with the special permission of the chair

Members expressed their thanks to the chair


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NO.PMCCE/IQAC/MEETING/2020

DATED: 03/04/2021

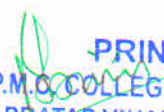
IQAC MEETING NOTICE (ON LINE MEETING)

Dear Colleagues,

I am pleased to inform you that the meeting of Internal Quality Assurance Cell (IQAC) of is scheduled to be organized on...**20/04/2021**...On-line..at...1:00 A.M... Agenda of the meeting is as under:


1. Approval of minutes of IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Development of Teaching Plan-course-wise
4. Student Progression –Inhouse TET Exercise and Mock Interview.
5. FDP on Reflective Teaching
6. Orientation programs on Tally for Accounts personals
7. Academic and Administrative Audit.
8. Any other Issue with the special permission of the chair

1	Dr Bharti Dimri	Chairman
2	Dr.ManishaMinocha	Member
3	Ms .Sunil Kumar Pandey	Member
4	Ms.Poonam Kumari	Member
5	Ms.Rita Chowdhury	Member


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6	Prof L C Singh	Educationist
7	Prof I S Suri	Educationist
8	Dr.Ajit Singh	Educationist
9	Prof ChanderBhusan	Educationist
10	Ms.Shweta Chaudhary	Administration Member
11	Ms.Jiya Bhatia	Student Member
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13	Ms.Ritu Kaushik	Alumni Member

Your esteem presence is solicited
With warm regards


Chairman(IQAC)

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Copy to: All Members of IQAC (as per list Attached)
Coordinator IQAC

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INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET OF MEETING OF IQAC

DATE OF IQAC MEETING...20/04/2021.....TIME.....11:00 A.M....
(on-line)

NO. IQAC/PMCCE/2020

DATED 20th April 2021

AGENDA

Agenda:

1. Approval of minutes of Previous IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Development of Teaching Plan-course-wise
4. Student Progression –Inhouse TET Exercise and Mock Interview.
5. FDP on Reflective Teaching
6. Orientation programs on Tally for Accounts personals
7. Academic and Administrative Audit.
8. Any other Issue with the special permission of the chair.

Prof L C Singh could not attend the meeting due to his pre-occupation else where. Rest all the members attended the meeting.

The following points were discussed in the meeting

1: Approval of minutes of previous IQAC Meeting



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Ms. Poonam Kumari presented minutes of previous meeting and readout decisions taken with a formal discussion with all IQAC members. These minutes of meeting of were approved by the IQAC members.

Agenda 2: Action taken report on the decisions of the

Ms. Poonam Kumari placed a record of action taken on the decisions taken in the previous meeting

S.No	Recommendation given by IQAC	Action Taken for Implementation & Outcomes
1	To make necessary measures for improving the quality of lesson planning and teaching models of the students.	<p>Five day workshop was organized on "Quality improvement of lesson planning." In this all types lesson planning ware discussed along:</p> <p>Formulation of instructional objectives</p> <p>Formulation of content specific objectives</p> <p>Drawing out of learning outcomes</p> <p>Effective use of ICT</p> <p>Interactive teaching</p> <p>Reflective teaching</p> <p>Backboard sum-up</p> <p>Evaluation and feedback</p>
2	FDP for faculty and Orientation programme for administrative staff	<p>Detailed discussion was done on FDP for faculty and administrative staff.</p> <ul style="list-style-type: none"> -Road-map of academic activities finalized -Roadmap of administrate of schedule and activities planned -Proper and timely financial budgeting and expenditure record


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		It was in house training arranged and implemented successfully with the help of expert faculty members in the field of ICT, Effective Communication and Administrative writing. In this all the faculty members, Administrative staff and no teaching faculty members take part in this programme.
3	To identify the best practices in the institute.	Faculty held its meeting to workout review all activities performed in the past and evaluate its input and output to declare which one could be termed as the best activity of the year.
4	To prepare action plan for year 207-18.	With the help of Principal of the institute and senior faculty members action plan is prepared in the light of present scenario for the effective outcomes for the session 2017-18
5	Planning for Extension Lectures & Seminar.	As IQAC approved that every faculty member to identify a most relevant desired topic on which extension lecture from experts be planned. Thus, the following lectures /extension lectures are planned: <ul style="list-style-type: none"> - Feedback and its analyses - Role and responsibilities of Alumani Association - Reflective teaching - Need and significance of self appraisal of teacher

Agenda 3: Welcoming all Members & Appointment of new Members of Internal Quality Assurance Cell for the tenure of two years.

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Resolution: The Chairperson Dr. (Mrs.) Bharti Dimri welcomed all the newly members for the 1st meeting and assigned the duty as IQAC Coordinator to Ms Renu Chowhary. The Chairperson Dr. (Mrs.) Bharti Dimri felicitated all the new members.

Agenda 4: Discussing the role of IQAC and planning of its future activities.

Proposed By: Ms Rita Chowdhary

Resolution: IQAC Coordinator briefly introduced all the members and discussed their role and responsibilities. A brief discussion was done with the important role to be played by IQAC for the overall growth of the institution. She discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute.

Agenda 5: Discussion on Plan of action and outcome

Dr Ajit Singh suggested that a well-designed action plan can make it easier for us to track and realize intuitional goals. An action plan is a document that lays out the tasks you need to complete in order to accomplish your goal. It divides the process of reaching the goal into actionable tasks based on a timeline. In addition, an action plan can make it easier for you to monitor progress, allowing you to keep your projects on schedule and within budget.

Agenda 6: Formulation of new Admission committee and Admission Plan for the new session 2021-22

Dr Ajit Singh suggested to formulate new admission committee for the new session i.e. 2017-18 for strengthen admission. A college admissions committee is a group of people who work together to make decisions about the right and deserving candidate. He further suggested that only expert members are taken who knows all the norms and conditions of all the bodies for the admission of students.

Agenda 6: Introducing Add-on Courses

Dr Bharti Dimri suggested that with today's digitally savvy and social-media oriented generation, there is a dire need for different skill development programme for each and every society member. In present scenario skill based courses holds a great significance in defining the future of education and therefore, universities prefer skill-based learning and knowledge-oriented teaching. The concept of knowledge-based learning aims to develop an understanding of the theoretical concepts in a linear framework of delivering facts; however, the skill-based learning methodology is more of practical learning.


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Dr Ajit Singh and Prof. I S Suri sought a clarification whether add on courses shall be on digitization or related to the value based learning. While making clarification, Chairperson IQAC added that these courses needs to be value based learning and initially the following Add-on-Courses are proposed for the session 2017-18

- Life Skill Education
- Human Rights Education
- Ethics in Education

Members agreed in principle and urged Chairperson to identify one faculty to act as Nodal Officer for each course.


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