

GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK
INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting

Date: 08.08.2017

Time -12A.M- 1.00 PM

Venue-- Principal Office

Agenda

- ✚ Review of the academic report for the academic year 2016–2017
- ✚ Preparation of the Academic/Activity Calendar for the academic year 2017-2018
- ✚ Preparation of the timetable for the academic year 2017-2018
- ✚ To check the necessary amenities to be provided to students by the college.

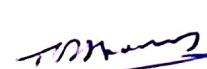
Action taken

- A healthy discussion on the report was held. Strengthening the areas of student progression and library facilities was unanimously approved.
- It was unanimously decided to include all the major events and activities during the session in the tentative schedule. As part of the opening process of the session, the IQ AC decided that all the major activities that would take place in the session in the form of an academic calendar.
- Each teacher's workload was discussed and timetable was prepared accordingly. The timetable in charge was asked to prepare it in the same way.

Outcome

An Academic Calendar was printed out with all the significant events that had been decided upon by the IQAC at the start of the session. Every teacher received a copy of the timetable, which was also posted on the college notice board


Dr. Geeta Rani
IQAC Coordinator


Dr. R. P. Sharma
Officiating Principal
G. B. College of Education
Rohtak

**GAUR BRAHMAN COLLEGE OF EDUCATION, ROHTAK
INTERNAL QUALITY ASSURANCE CELL**

Minutes of IQAC Meeting

Date: 18.08.2017

Time: 11.30AM-12.30 PM

Venue: Principal Office

Agenda:

- ↓ To constitute a Committee regarding Admission.
- ↓ Organize the timetable to accommodate School Internship Teaching for B. Ed 2nd year students.

Outcomes:

Admission Committee for the session 2017-2018 has been constituted comprising following faculty members.

Science Admission Committee:

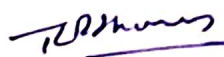
- | | |
|-----------------------|----------|
| (1) Dr. Meena Sharma | Convener |
| (2) Dr. Vinod Kumar | Member |
| (3) Dr. Savita Sharma | Member |

Arts Admission Committee:

- | | |
|----------------------|----------|
| (1) Dr. Sushma Chugh | Convener |
| (2) Dr. Mahasheva | Member |
| (3) Dr. Geeta Rani | Member |

The meeting also decided that Dr. Sushma Chugh would prepare the timetable and Dr. Vinod Kumar would manage the School Internship Programme.


Dr. Geeta Rani
IQAC Coordinator


Dr. R. P. Sharma
Officiating Principal
Officiating Principal
G. B. College of Education
Rohtak

**Gaur Brahman College of Education
Rohtak**

Date: October 26th 2017

Time -11A.M -12 P.M

Venue-- Principal Office

Agenda

- ↓ To Discuss the schedule B.Ed 2nd year Internship Programme
- ↓ To update the college website
- ↓ To conduct the evaluation process

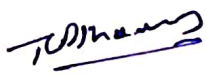
Action taken

- ✓ Dr. Vinod Kumar, with other teaching faculty prepared the schedule for B. Ed 2nd year Internship Programme.
- ✓ Dr. Savita and Dr. Vinod Kumar were assigned to monitor and update the college website.
- ✓ The evaluation process was discussed in terms of class tests, house tests, assignments, sessional work seminars, etc.

Outcome

- ✓ A letter was written to D.O. regarding the Permission of Govt. Schools for Internship Program for B. Ed II Year Students.
- ✓ A few essential changes were made to the college website. The college website was updated with recent activities and changes made in the college.
- ✓ The progress reports of the students were sought from the teachers regarding the different dimensions of the curriculum.

Geeta Pami


Officiating Principal
G. B. College of Education
Rohtak

**Gaur Brahman College of Education
Rohtak**

Date: 08.01.2018

Time: 1.40-2.30 PM

3
Venue: Principal Office

Agenda:

- ✦ To discuss and implement the directions given by Principal Secretary, DGHE, Haryana.
- ✦ To appoint mentors of students
- ✦ To decide the workload of teachers & placement of students,
- ✦ To upgrade the wifi of the college.
- ✦ Review the composition of the various committees and form a new committee to ensure smooth functioning of the college.

Outcome:

A meeting of IQAC members was held on 08.01.2018 under the chairmanship of Dr. R.P. Sharma. Student mentors were appointed. The teachers workload was calculated and time table was prepared accordingly. The house unanimously decided to keep all committees the same, with only a few changes for smooth functioning. In order to achieve the objectives of the Agenda, the following committees were formed:

✓ **The Advisory Committee (College Outreach Programme)**

It was also decided by the house that Dr. Meena Sharma will be the Coordinator, and the rest of the faculty will serve as committee members. Five students were also included i.e. two from B.Ed. 1st year and three from B. Ed 2nd year. Shri Rajender Singh Sarpanch from Singhpura village and Dr. Virender Phoughat from a non-governmental organization were also a part of the programme.

✓ **Digital Learning / Smart Classroom Committee**

It was unanimously agreed upon by the house that Dr. Meena Sharma & Dr. Savita Sharma will take over the incharge of the Smart Classroom as of 09.01.2018.

✓ **Placement Cell**

Dr. Geeta Rani will be Coordinator of the Placement Cell.

✓ **Electoral Club**

Dr. Vinod is the Nodal officer accompanied by staff members and student representatives.

Geeta Rani

TP Sharma
Officiating Principal
G. B. College of Education

**Gaur Brahman College of Education
Rohtak**

Date : 09.01. 2018

Time -11A.M

Venue-- Principal Office

Agenda

- ↓ To constitute the Advisory Committee for outreach activities and adopt a village.
- ↓ To discuss the curricular and extension activities in the coming session (2018-19).
- ↓ Upgradation of infrastructure

Action taken

- ✓ The meeting started with the reading of the minutes of the last IQAC meeting, and the same were approved unanimously.
- ✓ The list of different curricula and extension activities for the coming session was chalked out.
- ✓ For the upgradation of the college infrastructure new electrical gadgets.
- ✓ The college will be updated with new electrical equipment.

Geeta Anil



**Officiating Principal
G. B. College of Education
Rohtak**