



# ROYAL EDUCATIONAL INSTITUTE

A UNIT OF LORD SHIVA EDUCATIONAL SOCIETY

(Affiliated to CCS University, Meerut & Recognised by NCTE & NAAC Accredited)

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College Code : 775

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Dated : 5/7/16

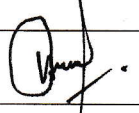



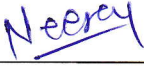

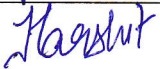

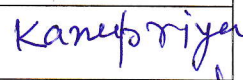
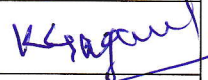

## MINUTES OF THE MEETING OF IQAC

Session 2016-17

Internal quality assurance first meeting was held on 05/07/2016 in the Meeting room at 2:00 P.M.

The chairperson welcomed the members who were participating in the meeting of the IQAC.

The following members were present in the meeting:-

S.No	Name	Designation
1	Mr .Vijay Agarwal	Chairperson 
2	Mrs. Poonam Chaudhary	Member 
3	Mrs Tripti Saxena	Member 
4	Mrs Aarti Sharma	Member 
5	Mr.Niraj Singh	Member 
6	Mrs. Ritu Gautam	Member 
7	Mr. Harshit Agarwal	Member 
8	Mr . P.K Jain	Member 
9	Ms. Kanupriya	Member 
10	Mr. K.G. Agarwal	Member 
11	Dr .Manish Porwal	Member 

Principal Dr. Poonam Chaudhary presided over the preliminary meeting. The chairperson pointed out that the main strategic objective of the IQAC was to achieve the institution-specific objectives that are derived from its mission. They are written in a general manner concentrating on the knowledge and skills that the college intends to develop in its students.

**Agenda of the meeting will be :-**

1. The IQAC would precisely identify learning deficiencies and obstacles, obtain opinions of the stakeholders of the programme, including students, faculty members, and the Management etc with the aim of improving and developing the programme to cope with the problems, obstacles etc.
2. The IQAC Cell may invite some expert to act as peer reviewer for the ongoing programmes and make suggestions.
3. The IQAC Cell would examine the details concerning student assessment
4. The IQAC Cell would review teaching and learning methods in vogue in the college. The methods, which are used by teachers to help students to achieve the ILOs for the course, such as a case study to teach students how to analyze information and reach a decision; writing a review paper for the students to gain the skills of self-learning and presentation; practical sessions for the students to gain practical skills and executing experiments to train the students to analyze the results and reach specific conclusions.
5. The IQAC Cell would see that the records of the following activities are duly maintained:
  - i. Preparation of the Time table.
  - ii. Commencement of regular classes.
  - iii. Complete Syllabus coverage on quarterly basis.
  - iv. Attendance Record of students on monthly basis.
  - v. Feedback on Internship undergone by students.
  - vi. Assignments.
  - vii. Use of Educational Technology Tools
  - viii. Special efforts taken for slow learners

The meeting concluded at 2:00 p.m. with a vote of thanks to the chairperson.



# ROYAL EDUCATIONAL INSTITUTE

SESSION 2016-17

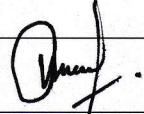


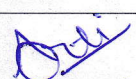
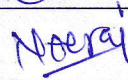

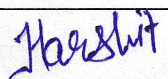

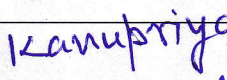
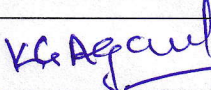
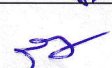
## MINUTES OF THE MEETING OF IQAC

### Agenda

Internal quality assurance meeting was held on 10/08/2016 in the Meeting room at 02:00 P.M.

The chairperson welcomed the members who were participating in the meeting of the IQAC.

The following members were present in the meeting:-

S.No	Name	Designation
1	Mr .Vijay Agarwal	Chairperson 
2	Mrs. Poonam Chaudhary	Member 
3	Mrs Tripti Saxena	Member 
4	Mrs Aarti Sharma	Member 
5	Mr.Niraj Singh	Member 
6	Mrs. Ritu Gautam	Member 
7	Mr. Harshit Agarwal	Member 
8	Mr . P.K Jain	Member 
9	Ms. Kanupriya	Member 
10	Mr. K.G. Agarwal	Member 
11	Dr .Manish Porwal	Member 

### Agenda

1. To work in coordination with one another so as to avoid any error or lapse.
2. To in-corporate the ideas of the faculty members in day to day functioning.
3. To carefully scrutinize the records of the students at the time of seeking admission.
4. Framing of committee.

## 5. Plan of action (2016-17)

Dr. Manish Porwal, Head of the department initiated the discussion in the meeting. In her opening speech, he narrated the events and achievements of the last year. He further said that the entire administration of the department be decentralized into small committees. Each committee be placed under one faculty member who should carry out all activities of the departments.

**Framing of Committees:** - With the approval of the Chairman the following committees were formed. Each committee was put under the charge of one faculty member.

### A. Admission Committee: -

Name	Designation
1. Dr. Manish Porwal	H O D
2. Mrs. Tripti Saxena	Lecturer
3. Mrs. Arti Sharma	Lecturer

### B. Development and Planning Committee:-

Name	Designation
1. Mr. Vijay Agarwal	Chairperson
2. Dr. Poonam Chaudhary	Principal
3. Dr. Manish Porwal	Head of the Department
4. Mr. Sandeep	Office Assistant

### C. Co-curricular and Cultural Committee:-

Name	Designation
1. Mrs. Tripti Saxena	Lecturer
2. Mrs. Arti Sharma	Lecturer
3. Mrs. Neeta Jain	Lecturer

### D. Games-and Sport Committee:-

Name	Designation
1. Mr. Anil Kumar	Lecturer
2. Mr. Niraj Singh	Lecturer
3. Mr. Virendra k. Tyagi	Sports Teacher

### E. Administrative Committee:-

Name	Designation
1. Mr. Vijay Agarwal	Chairperson
2. Mr. P.K Jain	Administrative Head

- |                         |                        |               |
|-------------------------|------------------------|---------------|
| 3. Dr. Poonam Chaudhary | Principal              | <u>Poonam</u> |
| 4. Dr. Manish Porwal    | Head of the Department | <u>MP</u>     |

**F. Examination Committee:-**

- | Name                 | Designation            |             |
|----------------------|------------------------|-------------|
| 1. Dr. Manish Porwal | Head of the Department | <u>MP</u>   |
| 2. Mrs. Arti Sharma  | Lecturer               | <u>Arti</u> |
| 3. Mrs Ritu Gautam   | Lecturer               | <u>Ritu</u> |

**G. Student Grievance Redressal Committee:-**

- | Name                    | Designation            |               |
|-------------------------|------------------------|---------------|
| 1. Dr. Poonam Chaudhary | Principal              | <u>Poonam</u> |
| 2. Dr. Manish Porwal    | Head of the Department | <u>MP</u>     |
| 3. Mr. Niraj Singh      | Lecturer               | <u>Niraj</u>  |
| 4. Mrs. Seema Singhal   | Lecturer               | <u>Seema</u>  |
| 5. Mrs. Pragya Goel     | Lecturer               | <u>Pragya</u> |

**H. Discipline Committee :-**

- | Name                  | Designation            |              |
|-----------------------|------------------------|--------------|
| 1. Mr. Niraj Singh    | Lecturer               | <u>Niraj</u> |
| 2. Dr. Manish Porwal  | Head of the Department | <u>MP</u>    |
| 3. Mrs. Tripti Saxena | Lecturer               | <u>TS</u>    |

**I. Anti Ragging Committee**

- | Name                    | Designation            |               |
|-------------------------|------------------------|---------------|
| 1. Dr. Poonam Chaudhary | Principal              | <u>Poonam</u> |
| 2. Dr. Manish Parwal    | Head of the Department | <u>MP</u>     |
| 3. Mrs. Tripti Saxena   | Lecturer               | <u>TS</u>     |

**J. Sexual Harassment Committee**

- | Name                  | Designation |             |
|-----------------------|-------------|-------------|
| 1. Mrs. Tripti Saxena | Lecturer    | <u>TS</u>   |
| 2. Mrs. Arti Sharma   | Lecturer    | <u>Arti</u> |
| 3. Mrs Ritu Gautam    | Lecturer    | <u>Ritu</u> |

**K. Women Cell:**

- | Name                  | Designation |               |
|-----------------------|-------------|---------------|
| 1. Mrs. Tripti Saxena | Lecturer    | <u>TS</u>     |
| 2. Mrs. Arti Sharma   | Lecturer    | <u>Arti</u>   |
| 3. Mrs. Pragya Goel   | Lecturer    | <u>Pragya</u> |
| 4. Mrs. Ritu Gautam   | Lecturer    | <u>Ritu</u>   |

#### L. Academic Calendar & Time Table Committee

Name	Designation
1. Dr. Poonam Chaudhary	Principal
2. Dr. Manish Porwal	H.O.D
3. Mrs. Tripti Saxena	Lecturer
4. Mrs. Arti Sharma	Lecturer

#### M. Teaching Practice and internship

Name	Designation
1. Dr. Manish Porwal -	H.O.D
2. Mrs. Tripti Saxena	Lecturer
3. Mrs. Sangeeta Sharma	Lecturer
4. Mrs. Manju Rani	Lecturer

#### N. Library Committee

Name	Designation
1. Mr. Ravindar -	Library
2. Mrs. Arti Sharma-	Lecturer
3. Mr. Sandeep -	Clerk

#### O. Budget and Accounts Committee

Name	Designation
1. Mr. Vijay Agarwal	Chairperson
2. Dr. Manish Porwal -	H.O.D
3. Mr. Sandeep Saini -	Accountant
4. Mrs. Shivani Sharma -	Accountant
5. Mr. Sandeep -	Clerk

#### P. Energy Control and Saving Committee

Name	Designation
1. Mr. Vijay Agarwal -	Chairman
2. Mr. P.K Jain	Administrative Head
3. Mr. Manoj Bajpayee -	Supervisor

#### Q. Water Harvesting and Conservation Committee

Name	Designation
1. Mr. Harshit Aggarwal -	Executive Director
2. Mr. Manoj Bajpayee -	Supervisor
3. Mr. Sandeep -	Clerk

#### R. Guidance and Counselling Cell

Name	Designation
1. Dr. Poonam Chaudhary-	Principal
2. Dr. Manish Porwal -	H.O.D
3. Mrs. Sangita Sharma -	Lecturer
4. Mrs. Seema Singhal-	Lecturer

### S. Mentor and Mantee

Name	Designation
1. Mrs. Arti Sharma	Lecturer
2. Mrs. Neeta Jain	Lecturer
3. Mrs. Pragya Goel	Lecturer
4. Mrs. Manju Rani	Lecturer

### T. Publicity and Media Management Committee

Name	Designation
1. Mr. Harshit Aggarwal -	Executive Director
2. Mr. P.K. Jain -	Administrative Head
3. Mr. Sandeep Kumar	Clerk

### U. Research & Development

Name	Designation
1. Dr. Poonam Chaudhary-	Principal
2. Dr. Manish Porwal -	H.O.D

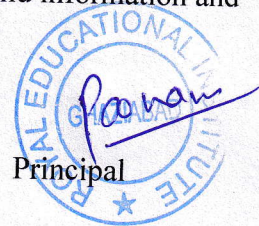
### V. ICT learning Committee

Name	Designation
1. Dr. Manish Porwal -	H.O.D
2. Mrs. Tripti Saxena	Lecturer
3. Mrs. Arti Sharma	Lecturer
4. Mrs. Pragya Goel	Lecturer

### Action Taken:-

It was resolved that all the faculty members would work in coordination under the guidance and supervision of the head of the department.

Dr. Manish Porwal will submit the report to the Chairman for his kind information and approval.

  
Principal

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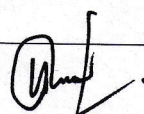
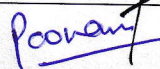

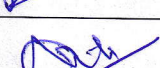
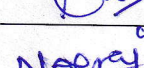

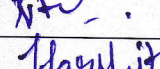

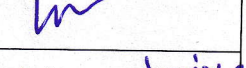
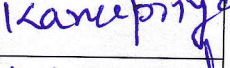
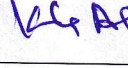
SESSION 2016-17

## MINUTES OF THE MEETING OF IQAC

### Agenda

The meeting of internal quality assurance was held on 10/11/2016 in the chamber of Head of department at 02:00P.M and continued up to 4:00 PM. The chairperson welcomed the members who were participating in the meeting of the IQAC.

The following members were present in the meeting:-

S.No	Name	Designation
1	Mr .Vijay Agarwal	Chairperson 
2	Mrs. Poonam Chaudhary	Member 
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8	Mr . P.K Jain	Member 
9	Ms. Kanupriya	Member 
10	Mr. K.G. Agarwal	Member 
11	Dr .Manish Porwal	Member 



### Agenda of the meeting –

1. Approval of AQAR 2015-16.
2. To organize various co-curricular activities of the department, to ensure quality internal assessment.
3. To allocate fund & resources for the development of Laboratories, Library & other resources materials.
4. To insure that benefits are reaching the weaker sections of the society.
5. To prepare better books available in the field of Education.
6. Organization of inter cultural workshop/ seminar on quality related issue and promotion of quality circles.

### Action Taken

1. The meeting was chaired by chairman of the college and actual proceeding commenced in a very congenial atmosphere.
2. Resolved to approve the taken report for the various plan of action formulated for the academic year 2016-17.
3. To promote entrepreneurial skills by organizing , co-curricular activity and to motivate faculty to prepare & maintained files regarding different activities viz, competition, workshop & seminar, day celebrations.
4. Resolved to maintain library in the field of education as per norms.
5. Resolved all the workshop/ seminars according to the academic calendar.



Principal