

## ARMY INSTITUTE OF EDUCATION

(NAAC Accredited & ISO certified Institute affiliated to GGSIP University)  
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### AGENDA FOR IQAC –XVI

Welcome to the members of IQAC.

1. Progress of the minutes of the fifteenth IQAC held on 10 April 2020.
2. Scheduling of online classes during pandemic
3. Research and Publication
4. Date sheet and invigilation duty chart for Open Book Examination-Batch 2019-21
5. Orientation to Semester I & Semester III & Allocation of duties
6. Admission 2020-21
7. Discussion on Training and Placement
8. Any other points suggested by the members.

### MINUTES OF THE MEETING HELD ON 09 July 2020


IQAC meeting was held on 09 July 2020 at 11:30 AM in the Conference Hall. The Chairperson, IQAC welcomed all the members for the sixteenth IQAC meet and briefed about the actions taken report on the previous meeting.

1. Action taken report on the previous meeting held on 10 April 2020
2. **Scheduling of online classes during pandemic**-All the faculty was guided to take up classes on online platforms and explore different online avenues.The batch coordinators were informed to plan the schedule well in advance for the smooth conduct of classes on a new platform.
3. **Research and Publication** - Student teachers of B.Ed. Batches presented papers in webinar organised by NSS Cell, GGSIPU and in different colleges.Faculty have presented and published papers in Scopus Indexed journals , UGC Care list Journal. They have also recorded lectures on You Tube and also given live talks. It added to the repository of OER.
4. **Date Sheet and invigilation duty chart for OBE-** The faculty was apprised about the invigilation duties for OBE. All other guidelines on Question paper setting , evaluation and peripheral duties was discussed and conveyed.
5. **Orientation to Semester I & Semester III-** - The faculty was allotted various course code for the upcoming semesters The Batch coordinators were apprised bout their roles.Other roles and responsibilities were also outlined. Pre-Internship workshops were also to be planned and scheduled.
6. **Admission 2020-21-** Principal AIE apprised about the progress of admissions for B.Ed. and B.Ed. Special Education(LD) and appreciated the efforts of Admission Committee.



7. **Discn on Training and Placement-** Ms Pratibha Garg ,Training and Placement cell incharge submitted an action plan on timelines to be achieved. It was appreciated that the desirous students were well placed and the efforts others were on.Mock viva interviews to keep continuing.
8. **Any other point of suggestion-** Principal AIE suggested that the semesters must be conducted smoothly. All to ensure timely submission and completion of all the assigned duties. must be done.

*B. Bandyopadhyay*  
IQAC Coordinator



*Tania Gupta*  
(Dr. Tania Gupta)  
Principal

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