



ARMY INSTITUTE OF EDUCATION

Greater NOIDA

(Affiliated to GGSIPU, New Delhi)

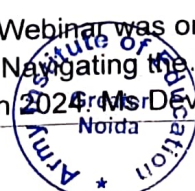
NAAC 'A' Graded, NCTE Recognized, RCI Registered and ISO 9001:2015 Certified Institute

MINUTES OF 29th IQAC MEETING (XXIX)

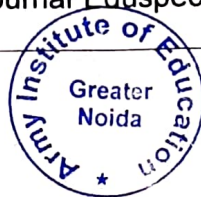
31 Jan 2024

1. IQAC meeting was held in offline mode on 31 Jan 2024. The meeting was chaired by Dr Abhilasha Gautam, Principal AIE and attended by Col Abhay Rajvanshi, Registrar & HoA, AIE, Faculty members' Ms Kriti Guleria, Dr Jyoti Tiwari, Dr Saidalavi K, Dr Azkia Khan, Mr Karthikeyan P, Mr Yogesh Kumar, Ms Jyotsna, Ms Devika Naithani, Ms Komal Choudhary and Ms Shweta Das. The meeting commenced at 10.00 AM and was adjourned by 1.00 PM.
2. **Action Taken Report on Previous Meeting:** Action Taken on the 28th Meeting (XXVIII) held on 31 Oct 2023 is as under:

S.No	Agenda Points of Previous Meeting	Action Taken
1.	PSE-I (Batch 2023-25) & SIP (Batch 2022-24)	SIP (Batch 2022-24) completed successfully in 11 schools of Delhi, NCR.
2.	Internal & University Examinations	Internal Examinations of the following Batches were held from- <ul style="list-style-type: none">• B.Ed Batch 2023-25 from 20-25 Nov 2023• B.Ed Spl Ed 2023-25 from 20-24 Nov 2023 External University Exams were held as under- <ul style="list-style-type: none">• B.Ed Batch 2023-25 from 03-15 Jan 2024• B.Ed Spl Ed 2023-25 from 04-15 Jan 2024 B.Ed Batch 2022-24 from 11-27 Dec 2023
3.	Academic Audit	Successfully submitted. Dr Abhilasha Gautam, Principal AIE and Dr Saidalavi Kundupuzhakkal, Asst Prof AIE visited GGSIPU for academic audit 2022-23 submission on 13 December 2023. Suggestions received in the report especially focus on the publication of faculty in quality research journals listed in UGC care.
4.	CRE Approved Seminar, Webinar & NAAC Sponsored National Webinar	CRE Approved Seminar was organized on the topic 'NEP 2020- Empowering Teachers for Inclusive Education' in online mode on 7 Oct 2023. Ms Komal Choudhary convened the Seminar. National Webinar was organized on the topic 'Breaking Barriers: Navigating the Landscape of Inclusive Education' on 24 Jan 2024. Ms Devika Naithani convened the



		Webinar.NAAC Sponsored National Seminar- Institute will apply for NAAC sponsored National Seminar in the month of Apr/May 2024. Mr Yogesh Kumar will be the convener of the same. Focal areas have been shortlisted as- Viksit Bharat, Peace Education, Value Education, IKS, SDGs, Cyber Values.
5.	International Conference	Arrangements are on to organize the International Conference on the topic 'Indigenous Knowledge System for Sustainable Future' on 21 Feb 2024 in collaboration with ICSSR. Dr Jyoti Tiwari is the Convenor and Dr Saidalavi K and Mr Karthikeyan P are the Co-Convenors of the International Conference. Invites have been send to the Resource Persons and Research Papers have started coming in.
6.	Anusmaran-2023-24 (Alumni Meet and Awards of Academic Excellence)	Anusmaran-2023-24- Alumni Meet and Awards of Academic Excellence has been postponed till March 2024 due to non availability of dates from the Delhi HQ and AWES HQ in Dec 2023.
7.	Education Conclave-2023	<ul style="list-style-type: none"> • Education Conclave-2023 was successfully organized on the topic 'Equity, Equality & Quality Education: A Step towards Sustainability' 29 Nov 2023. Resource Persons were- • Dr Anita Singh, Director, Saraswati College of Professional Studies, Ghaziabad • Mrs Aditi Basu Roy, Principal, Grads International School, Greater Noida and • Prof Satyendra Gupta, Professor & Dean, School of Education, Galgotias University, Greater NOIDA & President Council for Teacher Education Foundation, Delhi NCR Chapter • TLM Exhibition was undertaken where students prepared 2 models (1 working & 1 Non-Working in either subject) from biodegradable/waste materials. Ms Kriti Guleria and Dr Saidalavi K convened the event.
8.	Academic Progress	<p>The Semester 1 and 3 were successfully completed within the stipulated period. Remedial classes were taken based on the specific needs of the students. Files and assignments were duly checked by the subject I/C. Internal exams were conducted on time. Practical work is checked and compiled by the students. SIP and PSE Certificates were duly received by the students.</p> <p>External University Exams were held as under-</p> <ul style="list-style-type: none"> • B.Ed Batch 2023-25 from 03-15 Jan 2024 • B.Ed Spl Ed 2023-25 from 04-15 Jan 2024 • B.Ed Batch 2022-24 from 11-27 Dec 2023
9.	Institution Publication Status	<p>Status of Institution Publication</p> <ol style="list-style-type: none"> 1. Institute's Journal Eduspectra is published. Editor- Dr Saidalavi K



		2. Institute's Newsletter Sankalan (Jan-Jun 2023) and website upgradation under process. Editor- Mr Karthikeyan P Work on Institute's Magazine Vivaksha is under process. Editors- Dr Jyoti Tiwari & Ms Komal Choudhary
10.	Progress on AQAR 2022-23	AQAR 2022-23 submitted on NAAC Portal on 30 Dec 2023.
11.	Development of OERs by Faculty Members	With the objective to create online lecture & study material for the students, Faculty is in process of recording OERs on their respective topics.
12.	Mentor Mentee	All the academic & Co curricular information are regularly shared with the Mentees during Mentor Mentee Meetings.
13.	Orientation to newly joined faculty in filling AQAR	Ms Shweta Das, who joined the Institute on 10 Oct 2023 was oriented towards the NAAC work. Ms Das had successfully uploaded Criteria 7.
14.	Student Support & Progression	Faculty was re-oriented towards the Institute's support to students for educational loan, ESSA Scholarship Scheme, COAS Rolling Trophy, Awards of Academic Excellence, Academic Bank of Credit (ABC).



AGENDA OF 29th IQAC MEETING (XXIX)

31 Jan 2024

The following agenda points for 29th Meeting were discussed upon and decisions were taken:

S.N	Agenda Points	Resolutions
1	International Conference-21 Feb 2024	Dr Jyoti Tiwari, Convener of the Conference, gave updates on the progress of the Conference. Dr Abhilasha Gautam, Principal AIE told the faculty to take up their respective duties proactively. Invites have been sent to the Resource Persons, team awaiting their confirmation. Discussions on anchoring, decoration work etc was undertaken. Dr Soidalavi K and Mr Karthikeyan P gave updates on the registration received till date and planning of undertaking plenary sessions.
2	Placements for Batch 2022-24	Dr Jyoti Tiwari, Placement I/C informed that 1 Feb 2024 is the last date for filling Placement Policy. Dr Abhilasha Gautam, Principal AIE informed that Mock Viva will be undertaken by school Principals. Thus, all the mentors must work towards checking of Resumes of their mentees, they will be responsible for preparing and polishing mentees and preparing for the interview in their content knowledge and turnout. Mentors were tasked with following responsibilities: a. Mentors to check Resume, Plans of mentees. b. Mentees must include all their achievements at AIE. c. Guide mentees to appear in the interview. d. Check on their attendance and call them for regular attendance. e. Mentors will be responsible for turnout & presentation by the mentees. f. Schools will come for Placement Drive in last week of February 2024. Mr Yogesh Kumar and Ms Jyotsna were informed to hand over the Lesson Plans to the students, which they can improvise and brush up their content knowledge.
3	Principals Guest Lecture Series	Dr Jyoti Tiwari informed that one Principal Lecture was undertaken by Ms Aditi Basu Roy, Principal, Grads International School, Greater Noida on 16 Jan 2024. Talks are on organizing more lectures by School Principals.
4	Commencement of Sem II for Batch 2023-25	Orientation of B.Ed Batch 2023-25 for Sem II was undertaken on 29 Jan 2024. Classes initiated after the Orientation. All the subject incharges oriented the students in their respective subjects. The attendance of students was pretty low. Principal instructed the mentors to take the update from their mentees for timely reporting. Dr Gautam reiterated on strengthening the mentor mentee bond in multiple aspects, ranging from psycho social, curricular & co-



		curricular areas, guiding mentees for paper presentation, maintaining attendance, good turnout etc.
5	Institute's Annual Cultural Fest 'Ullas- 2024' & 'Anusmaran- Alumni Meet & Awards of Academic Excellence'	AIE's Annual Cultural Fest 'Ullas-2024' will be organized in March, 2024 on the theme 'Indian Knowledge System'. Mr Chintan Kapoor, Asst Prof will be the Convener. Further details will be shared by 22 Feb 2024. Dr Gautam emphasized on 100% participation from students of Batch 2023-25. 'Anusmaran- Alumni Meet & Awards of Academic Excellence' for the session 2023-24 (Awards for the Batch 2020-22) will be held on the finale of 'Ullas'.
6	University Cultural Fest 'Anugoonj 2023-24'	University Cultural Fest 'Anugoonj 2023-24' will be held in Feb 2024.
7	Analysis & Demand Survey of APS	AIE had undertaken Analysis & Demand Survey from students from APS for Integrated Teacher Education Program. There is positive response from students for ITEP in Languages & Humanities.
8	Discussion on Rubrics prepared by Faculty for Assessment	Dr Gautam shared the Assessment Rubrics shared by all the faculty. Discussions were held. Mr Karthikeyan P undertook the demo on usage and modalities of assessment on MS Teams platform. He also explained the sub categories on assessment rubrics. The final rubrics will be shared by all the faculty members on the MS Teams and thereby suggestions will be also shared.
9	New Norms of NAAC Inspection	Dr Abhilasha Gautam, Principal AIE, informed the house on the changed pattern of NAAC assessment. As per NAAC Notification dtd 27 Jan 2024, Binary Accreditation (either accredited or not accredited), Maturity Based Graded Accreditation and One Nation One Data Platform will be in usage, where Institutions will be graded based on their type/category of Institutes. New format will be based on Input- Process- Outcome- Impact (Feedback). Grading assessment will be mainly based on AI. Observation received on AQAR 2022-23 need to be uploaded on NAAC Portal. Dr Gautam suggested Ms Guleria, ISO Coordinator, to upload the required documents as per observation received on AQAR 2022-23 submitted in Dec 2023.
10	Any other point by permission of the Chair	Dr Abhilasha Gautam, Principal AIE gave few suggestions to the faculty- a. All event coordinators must submit the reports within 3 days. The same should be submitted to Mr Manoj Kumar for upload on the common system and website upload. b. Dr Gautam was strict on late reporting of the staff. She informed that 3 late reporting will count for half day leave and 2 half day will count for 1 day leave. c. Upcoming Inspections- ISO Audit- 01 Feb 2024 JAAC Inspection- 06 Feb 2024 AAT Inspection- near future



- d. Language Lab- Dr Jyoti Tiwari must take up the Language Lab responsibility and should ensure proper utilization by the students.
- e. Value Added Courses- Dr Gautam suggested to undertake inter-departmental value added course, like optional papers of B.Ed Spl Ed (which already has a course outline along with objectives) can be offered to B.Ed students and vice versa. Certificate will be provided by the college.
- f. Internal Exams of Batch 2022-24 (Sem IV) will commence from 12 Feb 2024 onwards.
- g. Updation of personal files by all the faculty.
- h. Proper communication to be maintained with each other for working in tandem in the Institute. In case of leave or on duty, the same should be informed on the Faculty whatsapp for proper management.

The meeting culminated with the positive note from Principal AIE for working together, maintaining proper communication and timely submission of work for achieving common institutional goals.
