

## ARMY INSTITUTE OF EDUCATION

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

Welcome to the members of IQAC.

1. Progress of the minutes of the third IQAC held on 22 Nov 2016.
2. Discn on the progress of the course content.
3. Seminars /Workshops/ Panel Discussion etc attended by faculty
4. Seminar funded by UGC, NCERT or NAAC.
5. International Conference
6. Theme based Journal
7. Discn on Placement of students
8. Discn on Students' Training Programme & PDP Classes.
9. Co-curricular activities(Celebration of AIE Foundation Day & Annual Fest Ullas)
10. Renewal of ISO Certification
11. Content Mastery/CTET Ref. Material
12. Submission of Annual Quality Assurance Report(AQAR)
13. Any other points suggested by the members

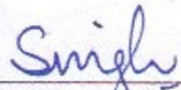
## MINUTES OF THE MEETING HELD ON 07 APRIL 2017

The Chairperson, IQAC welcomed all the members for the fourth IQAC meet and briefed about the actions taken report on the previous meeting.

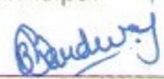
1. Action taken report on the previous meeting held on 22 Nov 2016.
2. **Discn on Completion of the Course-** Coordinators informed all the members that syllabus of theory as well as practical will be completed on time for both the batches and internal exams have also been conducted from 16 Mar 2017 to 21 Mar 2017.
3. **Seminars / Workshops/ Panel Discussion etc attended by faculty:** Principal and two faculty members attended orientation programme, seminar and Conclave.
4. **Seminar funded by UGC, NCERT or NAAC.** Principal recommended to organise UGC, NCERT or NAAC funded seminar in 2018.
5. **International Conference-** During 29 IMC Meeting, Chairman AIE directed Ms Pratibha Garg to organise International Conference at AIE. For this he suggested to approach Resource Persons from Educational Institutions of South East Asia. Ms Pratibha Garg informed that she is liaising with different agencies to organise International Conference at AIE.
6. **Theme based Journal-** Principal suggested to make AIE Interdisciplinary Journal EDUSPECTRA, theme based for the forthcoming issue.
7. **Discn on Placement of students-** Ms Ruchi Saxena, Placement Incharge informed the members about the placement of 35 students at national level till date, on an average salary of Rs 21,500 per month and one international placement at Scholars International Group, Dubai with salary of Rs 82,000/- per month. It was suggested to start AIE Placement Portal to get vacancy position directly from schools for recruitment purposes.
8. **Discn on Students' Training Programme & PDP Classes.**
  - a) All students of senior batch(2015-17) attended three days Microsoft workshop on 5,7 & 8 Dec 2016.
  - b) 25 students and 04 faculty members attended three days Microsoft – **Office Ambassador** from 1 Apr 17 to 3 Apr 17 at AIE.
  - c) Students of session 2015-17 attended Personality Development (PDP) classes from 20 Feb17 to 31 Mar 17. Col JP Singh, Addl Dir (AWES) suggested that in future, content for PDP classes will be designed according to the requirement of student teachers.
9. **Co-curricular activities(Celebration of AIE Foundation Day & Annual Fest Ullas)-**AIE Foundation Day & Annual Fest Ullas were conducted successfully and students' efforts were appreciated. It was for the first time that AIE senior batch students organised ULLAS, AIE Annual Cultural Fest under the guidance of Ms Jyoti Tiwari.

10. Renewal of ISO Certification- AIE got ISO certificate renewed after annual inspection on 20 Jan 2017.
11. Content Mastery/CTET Ref. Material- Principal apprised IQAC members that special classes will be run for students from 18 May 17 to 31 May 17 and 1 July 17 to 15 July 17 for CTET and content mastery.
12. Submission of Annual Quality Assurance Report (AQAR)- First Annual Quality Assurance Report (AQAR) will be completed in May 2017. To familiarise new faculty members with NAAC process, seven criteria were distributed among Dr sarita Verma, Ms Kavita N. Karun, Ms. Jyoti Tiwari, Ms Shivani Jain & Ms Neeti Sharma. First draft received.
13. Any other points suggested by the members.
- a) Col A. Guha suggested to increase association with NGOs. Principal apprised him about the AIE's linkages with Jaitpur village, Human Touch Foundation and Blind Relief Association.
- b) Col JP Singh suggested to invite Principals of reputed schools to attend functions like ULLAS, Annual Cultural Fest organised at AIE..


1. Chairperson –

  
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(Dr. Saksham Singh)  
Principal

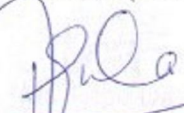
2. Coordinator –

  
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(Dr. Babita Bhardwaj)  
Asst Professor


3. Member –

  
\_\_\_\_\_  
(Col JP Singh)  
Addl Dir (AWES) HQ- Delhi Area

4. Member –  
(In Attendance)

  
\_\_\_\_\_  
(Col A Guha)  
SO Edn (Colleges) HQ-Delhi Area

5. Member–

  
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(Dr S.K. Panda)  
Vice Principal

6. Member –

Ruchi Saxena

(Ms. Ruchi Saxena)  
Academic In-charge, Batch 15

7. Member –

Pratibha

(Ms. Pratibha Garg)  
Academic In-charge, Batch 16

8. Member –

Upasana Singh

(Dr. Upasana Singh)  
(Director, Human Touch Foundation)

9. Member –

Anamika

(Ms Anamika Sood)  
Principal, Greater Valley School

10. Member –

Asha Sharma

(Ms. Asha Sharma)  
AIE Alumni (Batch 14)

11. Member –

Tripti

(Ms Tripti Dash)  
AIE Student Representative (Batch 15)

