ROYAL EDUCATIONAL INSTITUTE
A UNIT OF LORD SHIVA EDUCATIONAL SOCIETY

(Affiliated to CCS University, Meerut &Recognized by NCTE & NAAC Accredited)
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College Code: 775
Date:- 19/07/2023

COMPOSITION OF IQAC
SESSION – 2023-24

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

ROYAL EDUCATIONAL INSTITUTE
MINUTES OF THE MEETING OF IQAC
Session 2023-2024

This is to inform that **IQAC (Internal Quality Assurance Cell)** First meeting was held on 19 July 2023 at 2:00 PM in the principal office.
Hon 'able Chairperson was welcomed by the members.

Sub.- It focuses on academic excellence and institutional development.

The following members were present in the meeting: -

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

 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 -

Agenda Item 1: Planning for Remedial Classes & Identification of Slow and Advanced Learners

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.

Agenda Item 2: Assessment of Collaboration, Training, and Placement Initiatives

Dr. Manish Porwal presented an assessment of collaboration. training, and placement initiatives. The committee reviewed the effectiveness of partnerships with external organizations, industry training programs, and placement activities. Prof Tripti Saxena emphasized the importance of feedback form collected from the prospective employers regularly.

Agenda Item 3: Review of teaching learning method

 The IQAC 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.

Agenda item 4: The IQAC 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.   Use of Educational Technology Tools
vii.   Special efforts taken for slow learners

The meeting concluded at 4:00 p.m. with a vote of thanks to the chairperson.

ROYAL EDUCATIONAL INSTITUTE
SESSION 2023-2024
MINUTES OF THE MEETING OF IQAC

meeting was held on 16 August 2023 in the Meeting room at 1:30 P.M.
All the members are welcome to the Hon 'able Chairperson before starting 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	Poonam
3	Mrs Tripti Saxena	Member	
4	Mrs Aarti Sharma	Member	
5	Mr.Niraj Singh	Member	Neeraj
6	Mrs. Ritu Gautam	Member	Ritu.
7	Mr. Harshit Agarwal	Member	Harshit
8	Mr . P.K Jain	Member	
9	Ms. Kanupriya	Member	Kanupriya.
10	Mr. K.G. Agarwal	Member	KGAgarwal
11	Dr .Manish Porwal	Member	

Agenda of the meeting: -

Agenda Item 1: Enhancing Research and Development Activities

The committee, led by Dr. Manish Porwal discussed ways to encourage research and publications. She suggested organizing research workshops for faculty members. Prof- (Dr.) Aarti Sharma emphasized the need for faculty to publish in reputed journals.

1. To work in coordination with one another so 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 (2023-2024)

Dr. Manish Porwal, (Principal) initiated the discussion in the meeting. In his opening speech, he narrated the events and achievements of the last year. He further said that the entire administration of the department will 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:

Agenda Item 2: Orientation of B.Ed. Programme for Session 2023-2024.

Dr. Tripti Saxena presented a structured plan for the orientation programs for the B.Ed. courses, detailing the sessions, activities, and expected learning outcomes for new students.

Agenda Item 3: Planning for Academic Audit

Dr. Manish Porwal (Principal) and Ms. Veena Singh emphasized the criticality of conducting a thorough academic audit and presented the proposed schedule and key areas of focus. Dr. Aparna Singh proposed a set of comprehensive criteria to be used in the academic audit, ensuring that it covers all aspects of academic operations effectively.

Agenda Item 4: Policy Revision

The committee discussed the need for revising various policies, including the Slow and Advance Learner Policy and Student Centric Method policy. It was agreed to form separate subcommittees to review and propose revision of these polices.

With the approval of the Chairman the following committees were formed. Each committee was put under the charge of one faculty member.

1. Admission Committee: -
2. Development and Planning Committee:
3. Co-curricular and Cultural Committee: -
4. Games-and Sport Committee: -
5. Administrative Committee:

6. Examination Committee: -

7. Student Grievance Redressal Committee: -

8. Discipline Committee:

9. Anti Ragging Committee: -

10. Sexual Harassment (Pasco) Committee:

11. Women Cell: -

12. Academic Calendar& Time Table Committee:

13. Teaching Practice and internship:

14. Library Committee:

15. Budget and Accounts Committee:

16. Guidance and Counseling Cell:

17. Mentor and Mantee

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 (Principal) will submit the Report to the Chairman for his kind information and approval.

MINUTES OF THE MEETING OF IQAC

The meeting of internal quality assurance was held on 22 November 2023   in the office of HOD at 02:00 P.M and continued up to 4:00 PM. The chairperson welcomed the members who were participating in the meeting of the 1QAC

The following members were present in the meeting:

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

Agenda of IQAC meeting (Session 2023-24):

1. Approval of AQAR 2022-23.

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 ensure 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 2023-24.

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.