

Sanjay Gandhi College of Education

B.Ed.

Internal Quality Assurance Cell

Minutes of Meeting

Meeting: IQAC (Internal Quality Assurance Cell)

Date: 08/07/22

Time: 3:00 p.m.

Venue: Boardroom, SGCE

Agenda:

- **Confirmation of the minutes of previous meeting**
- **Pre internship for 21-22 batch**
- **Local visits**
- **Azadi ka Amrit Mahotsav**
- **Community living camp**
- **Faculty development programme**
- **Finishing / school readiness programme for 2020-22 batch**

Minutes of previous meeting were confirmed.

Pre-Internship for 2021-23 batch

The committee unanimously deliberated and planned to significantly enhance the quality of Pre-internship training . It was suggested to conduct rigorous round of orientations, demonstrations and practice sessions supplemented by appropriate feedback . It was agreed upon to create online videos, formats, model episodes , and sample lesson plans to provide prospective teachers with a systematic and clear roadmap for their skill enhancement

Local visits

In order to provide knowledge and exposure of the locally available resources committee planned to conduct adequate local visits across the disciplines. The finalized list included: Visit to Lalbagh, Agastya Foundation, Visvesvaraya Museum, Jnapada Loka , R.I.E, British Council Library , Venkatappa Art gallery, Kannada Sahitya Parishad etc.

Celebration of Azadi Ka Amrit Mahotsav

IQAC chalked out the events to celebrate Azadi ka Amrith Mahotsav. It was confirmed to organise theme based cultural programmes and intra college competitions spread across 3 days from 13.8.22 to 15.8.22 . The topics, schedule and the logistics for each event were finalized.

Community Living Camp

It was brought to the notice of IQAC to organise community living camp for the existing batches. After having intensive discussion, committee focused much upon conducting series of related activities to provide students an exposure to the village life, its people, culture and value system. It was proposed to coordinate with the NGOs, sister concern institutions and other external agencies to join hands in conducting community welfare programmes. The committee confirmed the dates, schedule, events, resources persons, the theme of the camp and the names of camp chief and camp director.

Faculty Development programme

The IQAC acknowledged the need for continuous faculty development and announced to organise inhouse seminar on the concurrent issues and challenges in the field of school/teacher education. It was decided that inhouse seminar will be conducted after the last working day and entry for students will be open for the same.

Finishing / school readiness programme for 2020-22 batch

To ensure the better readiness of students to meet raising needs of the societal expectations the IQAC discussed to plan for a refinement or school readiness program for the 2020-22 batch. It was resolved to approach external agencies to organise the same with much focus on 21 century skills like collaboration, communication, participation, critical thinking and creativity. The external agencies, their expertise and forte were discussed and finally SECT, was chosen to do the needful.

The meeting at adjourned at 4 p.m. with vote of thanks proposed by Dr. Sindhu .V.

Meeting was attended by:

Sl. No.	Designation	Name of the Member
1.	Chairperson	Dr. R. Latha Kumari, Principal
2.	Co-ordinator	Dr. Jyotsna Sharma, Asst. Professor
3.	Management nominee	Dr. Juno Sadasivan
4.	External Expert	Dr. B. M. Veerabhadraiah, Academic Co-ordinator, RGC Group of Institutions, Hebbal, Bangalore
5.	Community representative	Ms. Shanthi, Gokul Pre-school, Anandanagar, Bangalore
6.	Staff representatives	<ul style="list-style-type: none">• Mr. Srinivasa Thiwary S, Asst. Professor• Mr. Ravi. K, Asst. Professor• Mr. Srinath N, Asst. Professor• Dr. Sindhu V, Asst. Professor
7.	Administrative staff	<ul style="list-style-type: none">• Mr. Eajya Naik H M• Ms. Jyothi Guru
8.	Alumni representatives	<ul style="list-style-type: none">• Ms. Kanchan• Ms. Bheeralinga Pujari• Ms. Ayesha

9.	Student representatives	<ul style="list-style-type: none"> • Ms. Jeevitha (2020-22 batch) • Ms. Ann Mary George (2020-22 batch) • Ms. Deepthi Dinesh (2021-23 batch) • Ms. Shafeena (2021- 23 batch)
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Minutes recorded by:

Dr. Jyotsna Sharma
Asst. Professor, SGCE

Jyotsna

s. bharathi

Soorath M

Minutes approved by:

Dr. R. Latha Kumari
Principal, SGCE

R. Latha

Srinivas

Srinivas

Eajyas Nishitha

Jyothi Gury

R. Latha Kumari

Principal
Sanjay Gandhi College of Education
RGC Campus, Cholanagar, Hebbal,
R T Nagar (Post), Bangalore-560 032

Sanjay Gandhi College of Education

B.Ed.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Minutes of IQAC meeting held on 08/02/2023 at 11:00 a.m.in boardroom of SGCE

Agenda:

- **Conducting teaching skills refinement programme for outgoing batch**
- **Organizing guest lectures from different areas of expertise**
- **Enrichment of ICT experiences in curricular and co-curricular activities**
- **Workshop on the preparation of permanent and low cost TLM**
- **Training/orientation on current challenges of media**
- **Maintenance of ICT lab- repairing the systems**
- **Purchase of new desks and renovation of lecture hall**
- **Purchase of almirahs for individual staff**
- **Development of online feedback mechanism about the B.Ed. course and college (2020-22 batch)**

• The action taken report of the previous meeting held on 28/11/2022 was read out .

• **Conducting Teaching Skill refinement programme for outgoing batch (2020-22)**

1. Mr. M Veerbhadraiah expressed about the need of refining teaching skills of the prospective teachers as per the expectations of NEP 2020. Committee acknowledged the fact that the existing Preinternship programme may not be able attend 21st century teaching skills like collaboration, creative thinking, critical thinking etc. Principal shared about the recent collaboration of college with SECT who conducts School Readiness Programme for outgoing batches of B.Ed. colleges .Committee resolved to conduct the same for both the existing batches including staff. The action taken was to appoint a coordinator who will design the program and finalize the schedule. The program will focus on enhancing the teaching abilities and professional development of the student teachers and staff.

• **Organizing guest lectures from different areas of expertise**

As per the calendar of events guest lectures were due to conduct ,members discussed about the outsourcing the external experts from different fields to provide provide students with valuable insights and perspectives . A tentative list of the topic along with the resource persons was prepared .Some of the topics for the guest lectures were : integration of Yoga in teaching , health and nutrition : a way forward for efficiency, teaching and current trends in education .

• **Enrichment of ICT experiences in curricular and co-curricular activities**

Members discussed in length about growing need of ICT integration across the disciplines in teacher 's preparation. Principal, informed about the existing use of ICT in teaching and learning .However there is a scope to include ICT integration in co curricular activities and

assessment. Members suggested to incorporate ICT in celebration and observance of days of significances. The IQAC decided to facilitate the integration of ICT tools, platforms, and resources in teaching and learning processes. IQAC will discuss with the staff to find out the ways to implement ICT in different activities and assessment process.

- **Workshop on the preparation of permanent and low cost TLM**

Teaching practice in charge Mr. Ravi K pressed on the need of conducting workshop on preparation of permanent and low cost teaching learning material .Members approved to conduct the same by utilizing the experiences of different methods teacher educators in Science and Arts. Mr. Ravi K was assigned to coordinate and schedule the training session as per the need of students and availability of resources

- **Additional Experiences in Content Enrichment:** The IQAC discussed the need to provide additional experiences in content enrichment for students. It was proposed to organize method specific activities , seminars , workshop , peer teaching , preparation of content resource book.
- **Training/Orientation on Current Challenges of Media:** Recognizing the importance of media literacy, it was decided to conduct training or orientation sessions on the current challenges of media. It was to identify a resource person and schedule the training on social media challenges like cyber bullying, cyber security , cyber literacy .
- **Maintenance of ICT Lab -** The need for maintenance of the ICT lab, including repairing the systems, was discussed. The IQAC will coordinate with the ICT teacher educators to assess the requirements , create a work order for the repair and maintenance of the ICT lab and initiate the necessary repairs.
- **Purchase of new desks and renovation of lecture hall:** To improve the infrastructure, it was decided to purchase new desks and renovate the lecture hall including seating arrangement, dias escalation and modification, light system, and other necessary furnishing needs will be fulfilled . The IQAC will collaborate with the administration to identify suitable vendors and initiate the procurement process.
- **Purchase of Almirahs for individual staff:** To enhance the storage facilities for individual staff members, it was decided to purchase almirahs. The IQAC will collaborate with the administration to identify suitable vendors and initiate the procurement process.
- **Development of online feedback system about the B.Ed. course and college**

To gather feedback from the B.Ed. course students of the 2020-22 batch, it was decided to develop an online feedback system. It was decided that ICT in charge teachers will discuss the format in the staff meeting and prepare a draft format followed by design and develop two online feedback forms including B.Ed. course feedback and feedback on college .

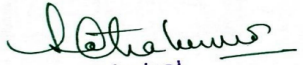
Adjournment: The meeting was adjourned at 12:30 p.m.

Minutes recorded by:

Dr. Jyotsna Sharma
Asst. Professor, SGCE

Minutes approved by:

Dr. R. Latha Kumari
Principal, SGCE


Principal
Sanjay Gandhi College of Education
RGC Campus, Cholanagar, Hebbal,
R T Nagar (Post), Bangalore-560 032

Sanjay Gandhi College of Education

B.Ed.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Minutes of meeting conducted on 06/06/2023 at 2:30 p.m. in the boardroom of SGCE Meeting:

Agenda:

- Planning of calendar of events for upcoming semesters
- Continuation of communication skills programme prior to teaching skills
- Enriching the preparation of pre internship programme
- Inclusion of quality-oriented community-based activities
- Enriching the post internship activities experiences
- Applying for N list journals
- Development of E library
- Part time teachers' appointment
- Superannuation felicitation of Mr. S Srinivasa Thiwary & Mrs. Sushama
- Content enrichment programmes for II Semester

Agenda:

- Action taken report of the previous meeting held on 08/02/2023 was read out .
- **Planning of calendar of events for upcoming semesters :Semester-2 (2022-24) and Semester-4 (2021-23):** The members discussed the need to plan and finalize the calendar of events for semester II (2022-24) and semester 4 (2021-23). It was decided that the IQAC will collaborate with the respective subject teacher educators and committee members to ensure a well-structured and comprehensive schedule . It was decided that new calendar should include curricular extended activities, improvised examinations preparation, workshops, seminars, guest lectures and other academic and co curricular activities to enhance quality of training during two years of B.Ed. programme.
- **Continuation of communication skills programme prior to teaching skills:** Mr. Ravi K emphasized the importance of effective communication skills for teachers. He expressed that college conducts communication skills practice by students so as to provide first hand experience of stage presentation. Committee appreciated the inclusion of the same in the regular curriculum and agreed upon that the communication skills program should be continued and integrated into the curriculum as a prerequisite for teaching skills for all the upcoming batches of II semesters . Added to this , it was decided to further upgrade the communication skills programme by including well planned orientation , demonstration on oral and written communication by faculty members. The IQAC will coordinate with the concerned faculty members to design and implement the program effectively.

- **Enriching the preparation of pre-internship programme:** Principal, Dr. Latha Kumari R informed about the staff meeting discussion on enriching the Preinternship experiences of the students . Need to enhance the preparation of the pre-internship including the quality orientations , expert demonstrations and thorough mechanism of feedback on written and presented episodes was highlighted . The members suggested to incorporate more practical training ,hands on experiences and real life scenario to better prepare students for their internships.
- **Inclusion of quality-oriented community-based activities:** The importance of community engagement and service-learning activities in promoting quality education was acknowledged. The IQAC members agreed to explore and include quality-oriented community-based activities in the curriculum. These activities would aim to provide students with opportunities to apply their knowledge and skills in real-life settings and contribute to the betterment of society. IQAC will coordinate with teacher educators for working on the community connect activities for the post internship activities of the IV semester students.
- **Enriching the post-internship activities experiences:** Members discussed the need to enhance post-internship activities and experiences of students. It was suggested that a structured feedback mechanism be implemented to gather insights from students about their internship experiences. The IQAC will collaborate with the concerned in charge teacher educator to develop strategies for providing constructive feedback and facilitating students' learning and growth based on their internship experiences. Further it was suggested to provide intensive training on post internship activities including pre recorded videos, standard format of each activity , guidelines to complete the activities and the newly added activities for better filed experiences.
- **Applying for N-List journals:** The need to expand the availability of academic resources was discussed, and it was proposed that the institution should apply for inclusion in N-List journals. The IQAC will initiate the process and coordinate with the library and concerned authorities to ensure access to a wide range of quality academic journals for the faculty and students.
- **E-Library development:** Recognizing the importance of digital resources, the members agreed on the necessity of developing an E-library. The IQAC will explore options for the establishment of an electronic library with a comprehensive collection of e-books, research papers, and other digital resources. The technological infrastructure, budgetary requirements, and implementation plan will be assessed and discussed in subsequent meetings to be held with the concerned staff .
- **Part-time teachers' appointment:** The issue of appointing part-time teachers was discussed and committee further raised the concern on the vacant post created due to superannuation of the two teaching faculty – Kannada and Social Science. The IQAC members acknowledged the need for additional faculty members to cater to the growing demands of the institution. Principal was directed to collaborate with the concerned authorities to define the criteria for selecting and appointing part-time teachers in a transparent and efficient manner. At the same time, for time being till the availability

of the new staff , it was decided that existing faculty should teach the general topics , take classes and provide necessary guidance to the students .

- **Superannuation Felicitation** - The impending superannuation of Mr. S. Srinivasa Thiwary and Mrs. Sushama was acknowledged during the meeting. The IQAC will ensure the felicitation of their retirement process and express gratitude for their valuable contributions to the institution.
- **Content enrichment programmes:** The need for method wise content enrichment programs to enhance the quality of teaching and learning was discussed. Committee suggested to promote learner centred participatory activities for content enrichment .Some of the suggested activities are preparation of subject dictionary, class dictionary, conduct peer teaching , seminars , content practice from the authentic textbooks of NCERT and CBSE etc.

The next IQAC meeting is scheduled to be held in November at SGCE boardroom.

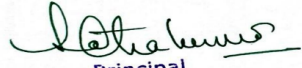
Adjournment: The meeting was adjourned at 5 p.m.

Minutes recorded by:

Dr. Jyotsna Sharma
Asst. Professor, SGCE

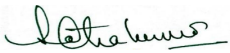




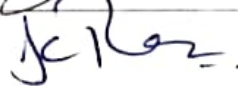

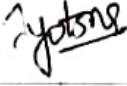
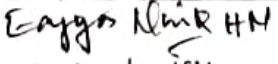
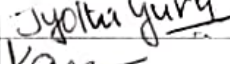


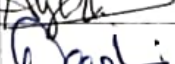

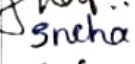
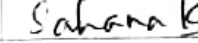
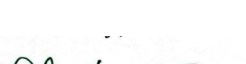
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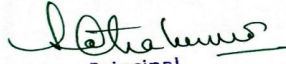
Dr. R. Latha Kumari
Principal, SGCE


Principal
Sanjay Gandhi College of Education
RGC Campus, Cholanagar, Hebbal,
R T Nagar (Post), Bangalore-560 032

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RGC Campus, Cholanagar, Bangalore -32
INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Composition – 2022-23

Sl. No.	Designation	Name of the Member	Signature
1	Chairperson	Dr. R. Latha Kumari, Principal	
2	Co-Ordinator	Dr. Sindhu V, Lecturer	
3	Management Nominee	Dr. Juno Sadasivan	
4	External Expert	Dr. B. M. Veerabhadraiah, Academic Co-ordinator, RGC Group of Institutions, Hebbal, Bangalore	
5	Community representative	Ms. Shanthi, Gokul Pre School, Anandanagar, Bangalore	
6	Staff representatives	<ul style="list-style-type: none"> • Mr. Ravi K, Assistant Professor • Mr. Srinivas Thiwary S Assistant Professor • Mr. Srinath N Assistant Professor • Dr. Jyotsna Sharma Lecturer 	  
7	Administrative Staff	<ul style="list-style-type: none"> • Mr. Eajya Naik H M • Ms. Jyothi Guru 	 
8	Alumni representatives	<ul style="list-style-type: none"> • Ms. Kanchan • Ms. Bheeralinga Pujari • Ms. Ayesha 	  
9	Student Representatives	<ul style="list-style-type: none"> • Ms. Deepthi Dinesh • Ms. Shafeena • Ms. Sneha S S • Ms. Sahana K P 	   


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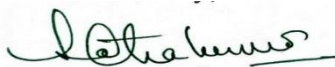
Sanjay Gandhi College of Education

B.Ed.

Internal Quality Assurance Cell

Action Taken Report of IQAC meeting held on 08/07/22

Agenda	Action taken
Pre internship for 21-22 batch	Dr. Sindhu V was assigned the task of conducting the Preinternship programme ensuring quality enrichment of the same.
Local visits	Mr. Srinath N prepared the list of the locally resourceful places
Azadi ka Amrit Mahotsav	Student's Association decided to conduct quiz, essay writing and cultural programme
Community living camp	Mr Srinivasa Thiwary was appointed as the camp chief who will work under the guidance of camp director ,Dr. R. Latha Kumari, Principal
Faculty development programme	In house seminar theme, date and presenters were decided
Finishing / school readiness programme for 2020-22 batch	Mr. Ravi K was assigned to coordinate to with the external agency SECT to conduct the programme for the outgoing batch of 2020-22

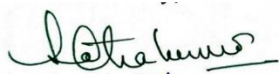

Principal
Sanjay Gandhi College of Education
RGC Campus, Cholanganagar, Hebbal,
R T Nagar (Post), Bangalore-560 032

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Internal Quality Assurance Cell (IQAC) – 2022-23

Action Taken Report of the IQAC meeting held on 08.02.2023

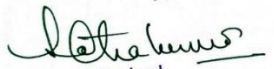
Sl.No.	Recommendations given by IQAC committee	Action taken for implementation and outcomes
1	Conducting teaching skill refinement programme for outgoing batch	Organized School Readiness program by Sathya Educare Competency Trust Devenahalli 15.02.2023 to 17.02.2023
2	Organizing guest lectures from different areas of expertise	<ul style="list-style-type: none">• Dr. .Rajesh Bellara – Kannada Bhasheya Mahatva – 10.11.2022• Lecture on Women Empowerment – Dr. Susheelamma, Sumangali Seva Ashram – 09.03.2023• Talk on Gender Equality – Dr B.M. Veerabhadraiah - 16.03.2023
3	Training/Orientation on current challenges of Media	<ul style="list-style-type: none">• Orientation cum workshop on Cyber Security – Mr. Aditya Subhash - 26.05.2023
4	Maintenance of ICT lab	<ul style="list-style-type: none">• Mr Ananth Lab technician from the maintenance department of RGC group of Institutions resolved the issues
5	Purchase of new desks and renovations of lecture hall	<ul style="list-style-type: none">• Purchased new desk 06.04.2023
6	Purchase of almirah's for individual staff	<ul style="list-style-type: none">• Purchased almirah's on 03.03.2023
7	Development of online feedback system about B.Ed. course and College	<ul style="list-style-type: none">• Prepared google form and uploaded in the college website


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Internal Quality Assurance Cell (IQAC) -2022-23

Action Taken Report of the IQAC meeting held on 06.06.2023

Sl.No.	Recommendations given by IQAC committee	Action taken for implementation and outcomes
1	Planning of calendar of events for upcoming semesters	Prepared by Mr Ravi K and uploaded in the college website
2	Continuation of communication skill programme prior to teaching skills	Add On course conducted from 23-06.2023 to 28-06-2023
3	Enriching the preparation of pre-internship program	Conducted school-based activities during internship – Essay writing, Spell-Bee, Storytelling, Preparation of work book, TLM , reading kit for beginners, preparing teaching models on adjectives, pronoun, noun, verb, painting competition, cooking without fire, dance, drama, singing, etc.
4	Inclusion of community based activities	<ul style="list-style-type: none"> • Organized “Swachatha” program by the student teachers in the community on 30-10-2022 • Campus Cleaning Drive – 23.01.2023 and 24.01.2023 • Community Service, Sumangali Seva Ashram – 13.09.2023 & 14.09.2023
5	Enriching the post-internship activity experiences	Prepared google form and uploaded in the college website
6	Applying for N-List Journals	Annual membership fee of N-LIST Programme for the period 01/04/2024 to 31/03/2025 renewed
7	Superannuation felicitation	Program organized on 31.07.2023
8	Appointment of Lectures for vacant posts	Management appointed Smt. Shashikala for the kannada post and Sri Sandur Prasad for social science post as unaided staff
9	Content enrichment program	Prepared dictionaries, workbooks and content-resource book based on Karnataka State School textbooks


 Principal
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