

**Sanjay Gandhi College of Education
RGC Campus, Cholanagar, Bangalore 560 032**

Meeting of the Internal Quality Assurance Cell (IQAC)

Academic year -2020-21

IQAC meeting was conducted on Thursday, 25/8/2021 at 1:00 P.M. in the boardroom of SGCE. The Chairperson Dr. R. Latha Kumari welcomed the members followed by reading out the agenda of the meeting.

- **Review of minutes of IQAC meeting held on 22/4/2021 and subsequent action taken.**
- **Add-on course on ICT integration and communication skills**
- **NAAC reaccreditation**
- **Books procurement**
- **Distribution of roles and responsibility for NAAC reaccreditation**
- **Permanent affiliation**
- **Training on learning management system**


- **Review of minutes of IQAC meeting held on 22/4/2021 and subsequent action taken.**

Principal, Dr. R Latha Kumari read out action taken report of the previous IQAC meeting and committee confirmed the same.

- **Add-on course on ICT integration and communication skills**
As per the expectations of New Education Policy, teachers are to be prepared for new century skills such higher order thinking skills, technical skills and life skills. In this context, it was resolved to conduct add-on courses on ICT integration in teaching-learning and communication skills. The conduction of add-on courses should fulfill the standard criteria to carry out the course in terms of number of classes, teaching-learning experience, certificate etc.

- **NAAC reaccreditation**

Principal brought to the notice of the committee that college is due for the NAAC reaccreditation cycle. She also expressed about the lack of clarity in process of reaccreditation. She was directed to find out the matter from the NAAC office of Bangalore. Mr. S. Juno emphasized that NAAC accreditation is still necessary for the sustenance of the institution. It is needed to initiate the reaccreditation process with proper clarity and focus. To initiate the work, Principal was directed to distribute


Principal
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the roles and responsibilities of the teacher educators in carrying out the documentation for the same. Management nominee, Mr. S. Juno ensured about providing all the necessary support and guidance according to the requirement.

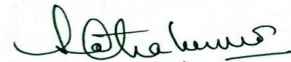
➤ **Books procurement**

Principal presented a list of new books to be purchased for the new academic year. The list was approved. It was suggested to include the books for SC, ST, quote, competitive exams and TET.

➤ **Permanent affiliation**

Principal informed about applying for permanent affiliation. Committee resolved to prepare the necessary documentation and upgrade the infrastructural facilities and services in the institution

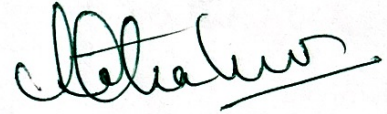
Meeting ended with vote of thanks proposed by IQAC coordinator.

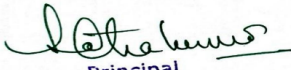


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Action Taken Report of the IQAC meeting held on 22/4/2021

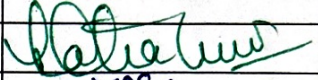
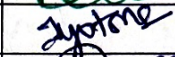
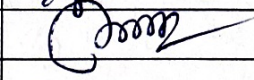

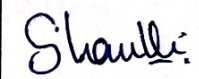
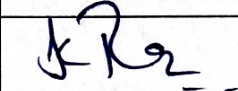
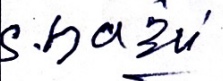


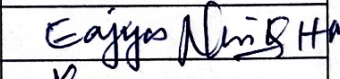


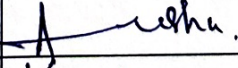
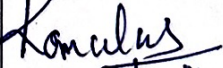
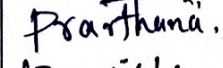
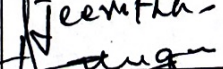
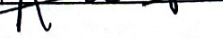
| Sl. No. | Recommendations given by IQAC Committee | Action taken for implementation and outcomes |
|---------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1 | Internal audit of accounts | Account audit was conducted and documented |
| 2 | Internal academic audit | Audit was conducted followed by feedback to the respective teacher educators |
| 3 | Focus on skill development of students | Add-on courses on ICT integration and communication skills were conducted for the 1 st semester students |
| 4 | Creating digital content on post internship activities | Dr.Jyotsna Sharma created videos on post-internship activities including basic information, students' role, format and a sample |

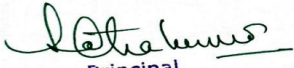



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Members present in the meeting held on 25.8.2021

| Sl. No. | Designation | Name of the member | Signature |
|---------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Chairperson | Dr. R. Latha Kumari, Principal |  |
| 2 | Co-ordinator | Dr. Jyotsna Sharma, Lecturer |  |
| 3 | Management Nominee | Dr. Juno Sadasivan |  |
| 4 | External Expert | Dr. M. Veerabhadraiah, Academic Coordinator, RGIT, 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. Srinivasa Thiwary S, Assistant Professor • Mr. Srinath N, Lecturer • Mrs. Sindhu V, Lecturer |     |
| 7 | Administrative Staff | <ul style="list-style-type: none"> • Mr. Eajya Naik H M |  |
| 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. Komala S • Ms. Prarthana • Ms. Jeevitha • Ms. Ann Mary George |     |


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Meeting of the Internal Quality Assurance Cell (IQAC)

Academic year -2020-21

IQAC meeting was conducted on Thursday, 22/4/2021 at 3:00 P.M. in the boardroom of SGCE. The Chairperson Dr. R. Latha Kumari welcomed the members followed by reading out the agenda of the meeting.

- **Review of minutes of IQAC meeting held on 20/11/2020 and subsequent action taken.**
- **Internal audit of accounts**
- **Internal academic audit**
- **Focus on skill development of students**
- **Creating digital content on post internship activities**

- **Review of minutes of IQAC meeting held on 20/11/2020 and subsequent action taken.**

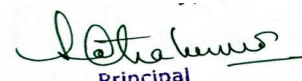
IQAC coordinator read out action taken report of the previous IQAC meeting and committee confirmed the same.

- **Internal audit of accounts**

Dr. S.Juno informed the principal about conducting internal audit for the last 2 financial years. He discussed the matter with the management and deputed, Mr. Dinakar from admin office to conduct the internal audit and document the same. Principal was suggested to follow up the matter for conduction of the audit.

- **Internal academic audit**

Principal expressed to conduct internal academic audit to check the quality standards in carrying out the curricular and co-curricular activities in the institution. It was decided to conduct academic audit in consultation with Dr.B. M. Veerbhadraiah. The audit team can include 1 management nominee, principal ,1 senior faculty member and an external resource person.



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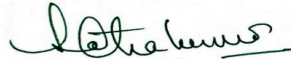
➤ **Focus on skill development of students**

Mr. M.Veerbhadraraiyah emphasized on skill development of student teachers. The New Education Policy emphasizes on experiential learning along with a focus on 21st century skills like critical thinking, problem solving etc. In this regard, it is decided to enrich the curricular and co-curricular practices in such a manner that student teachers with their increased participation develop new generation skills.

➤ **Creating digital content on post internship activities**

It was resolved to create a manual or practical guide for carrying out the post-internship activities easily. The manual can include introduction to the activity, the expected outcome, resources to get references, format and a sample of each post-internship activity.

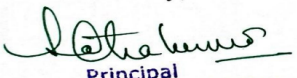
Meeting ended with vote of thanks proposed by IQAC coordinator.



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Action Taken Report of IQAC Meeting held on 20/11/2020

| Sl. No. | Recommendations given by IQAC Committee | Action taken for implementation and outcomes |
|---------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Conducting mental health programme during COVID pandemic | Dr.Jyotsna Sharma created web links for motivational videos. Conducted a guest-lecture-cum-workshop on Yoga and psycho-physical well-being. |
| 2 | NCTE appeal preparation | Principal along with the faculty members prepared all the necessary documents. |
| 3 | Preparation of subject wise web links | Mr. Ravi K prepared subject wise web link |
| 4 | Development of online teaching effectiveness tool | Discussed about the final draft in the staff meeting |
| 5 | Organisation of webinars on topics of significant relevance - New education Policy | Conducted an institutional seminar on New Education Policy-2020 : Teacher and his changing role |
| 6 | Faculty development program to develop digital content | Faculty provided the students the soft copy of the study material and the question banks. |
| 7 | Conducting in house seminar on NEP | Conducted online seminar on New Education Policy -2020 : Teacher and his changing role |


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Meeting of the Internal Quality Assurance Cell (IQAC)

Academic year -2020-21

IQAC meeting was conducted on Friday, 20/11/2020 at 2:00 P.M. in the boardroom of SGCE. The Chairperson Dr. R. Latha Kumari welcomed the members followed by reading out the agenda of the meeting.

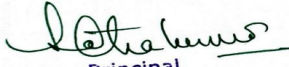
- **Review of minutes of IQAC meeting held on 04/05/2020 and subsequent action taken.**
- **Conducting mental health programme during COVID pandemic.**
- **NCTE appeal preparation**
- **Faculty development program to develop digital content**
- **Development of online teaching effectiveness tool**
- **Conducting in house seminar on NEP**
- **Enriching internship programme**

- **Review of IQAC meeting held on 04/05/2020 and the subsequent action taken.**

The IQAC coordinator read out the agenda and the subsequent action taken report of the meeting held on 04/05/2020. The same was confirmed by the committee.
- **Conducting mental health programme during COVID pandemic.**

Alumni, Mr. Bheeralinga Pujari suggested to conduct mental health programmes for the staff and the students. Mrs. Sindhu V was directed to conduct some online motivational sessions to sustain the psycho -physical well-being of the students. Meeting resolved to conduct a guest lecture-cum-workshop on International Yoga Day.
- **NCTE appeal preparation**

Principal informed about the preparation of NCTE appeal as per the guidelines and protocol prescribed by National Council for Teacher Education. Mr. S. Juno directed the principal to make all the necessary documentation and seek the help of administrative office for different legal and technical purposes.


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➤ **Faculty development program to develop digital content**

Student representatives requested to provide the study material in soft-copy so as to maximize the accession of the study material. Principal ensured to provide the soft copies of the study material, question banks and web links of all the subjects. Committee decided to train the teacher educators for creating the digital content.

➤ **Development of online teaching effectiveness tool**

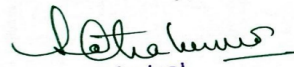
Mr. Ravi K presented the rough draft of the online teaching effectiveness tool. He was told to further modify the same based on the review of different similar tools available online. The tool should include open and closed-ended responses to get the genuine responses from the respondents. It is needed to decide various categories to validate the results effectively.

➤ **Conducting in house seminar on NEP**

The committee decided to conduct an in house seminar on **NEP - 2020: Teacher and his changing role**. Mr. Sandur Prasad was asked to arrange for a resource person. Students of all the batches can prepare group-wise presentations on different topics of New Education Policy.

➤ **Enriching internship programme**



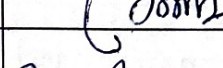
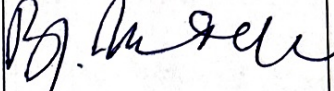
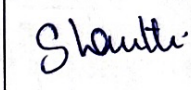
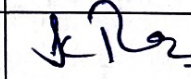
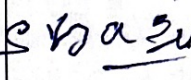
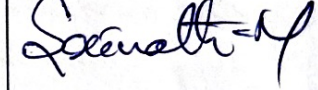
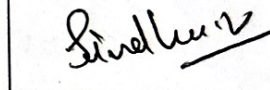
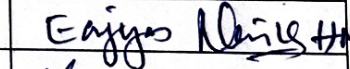
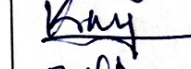

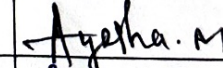
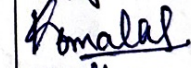
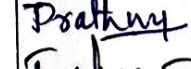
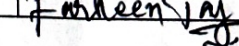
Principal .Dr. R. Latha Kumari informed about the need of enriching the quality of internship programme through the effective demonstrations, workshop and orientations. The committee supported the idea and suggested to outsource the guest presenters and alumni if needed. Further principal was asked to facilitate the teaching faculty to upgrade their orientations and demonstrations. Alumni representative was also asked to prepare a list of the resource persons to conduct effective guest lectures and workshops on preparation of lesson plan and teaching aids.

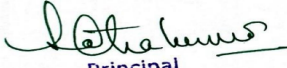


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Members present in the meeting held on 20.11.2020

| Sl. No. | Designation | Name of the member | Signature |
|---------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Chairperson | Dr. R. Latha Kumari, Principal |  |
| 2 | Co-ordinator | Dr. Jyotsna Sharma, Lecturer |  |
| 3 | Management Nominee | Dr. Juno Sadasivan |  |
| 4 | External Expert | Dr. M. Veerabhadraiah, Academic Coordinator, RGIT, Hebbal, Bangalore |  |
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