

**Sanjay Gandhi College of Education**

**B.Ed.**

**Internal Quality Assurance Cell**

**Minutes of the Meeting - IQAC (Internal Quality Assurance Cell)**

**Date:** 12/11/2021

**Time:** 2:30 PM

**Location:** Boardroom, SGCE

**Agenda:**

- **Confirmation of the minutes of previous meeting**
- **Preparation of calendar of events 2020-2022 batch, II semester**
- **Celebration of significant days of national importance**
- **Admission of 2021-2023 batch**
- **Preparation of event portfolio**
- **Enhancing students support services**
- **Follow-up on implementation of code of conduct**
- **Continuation of add on courses on communication skills and ICT**
- **Preinternship programme enrichment**
- **Content enrichment initiatives**
- **Professional development programmes**
- **Feedback analysis and way forward**

Minutes of previous meeting were confirmed.

**Preparation of calendar of events 2020-2022 batch II semester**

The committee reviewed the proposed calendar of events and suggested to enrich the same by incorporating diverse range of curricular and co-curricular activities for the holistic development of prospective teachers . The revised and approved calendar will be circulated to both faculty and students through proper channel .

**Celebration of significant days of national importance**

To inculcate national values and foster sensibility among the student teachers , it was decided to increase the number of observances of significant days. The committee discussed to include the observances of lesser-known days of significance in the academic calendar. Faculty members were assigned to list out such events and conduct the same without much disturbance to the regular academic programme of the institution. The listed significant days were: National Human Trafficking Day, National Pollution Control Day ,World water Day ,Kargil Vijay Diwas, National Human Rights Day, Multicultural Day, Ethnic Day etc.

### **Admission of 2021-2023 batch**

Principal provided the updates on the admission process, status of difficulty in filling all the management seats. The issue of less inquiries for admission was brought to the notice of committee and it was resolved. Principal was asked to collaborate with sister concern institutions and teaching practice schools to conduct orientation sessions for the teachers so as to fill all the management seats without much delay or loss of the seat .

### **Preparation of event portfolio**

It was brought to the notice of committee about the forthcoming AQAR submissions for each academic year. After having a through discussion, a timeline for NAAC related tasks was established . Committee also emphasized the importance of the compiling an event portfolio to systematically document all institutional activities. It was resolved to submit a batch-wise event portfolio at the end of each academic batch.

### **Enhancing students support services**

Chairperson , Dr. R Latha Kumari emphasized the significance of enhancing students support services in the institution. The committee members reviewed the existing institutional student support services and notes that some areas required improvement including mentoring, remedial sessions and increased collaboration with the schools for placement opportunities . Suggestions included : Enhancing the quality of teaching through innovative methods and creation of e-content for easy access & self-paced learning, remedial sessions , handholding , providing easy and concise study material like question banks, solved question papers etc.

### **Follow-Up on implementation of code of conduct for teachers, administrators, and students**

Mr. Srinivasa Thiwary presented a brief overview of the code of conduct implemented in the year 2020-21 and acknowledged that while the code was introduced with good move still there is found a lack of adherence and seriousness among the practitioners. Committee emphasised the enforcement of code of conduct through clear and strict communication and implementing required measures for non-compliance

### **Continuation of add on courses on communication skills and ICT**

Mr. Ravi K briefed about the impact of the valued added courses conducted last year and suggested to continue for the upcoming batch. Committee reviewed the key areas, undertaken activities and the challenges faced during the previously conducted sessions of value-added courses . Further committee members provided inputs on the quality of orientation, demonstration, course material and the additional activities to enhance the practical utility of the Value-Added Courses.

### **Preinternship programme enrichment**

The committee discussed about the enrichment of Preinternship training and focussed on providing exhaustive material , samples, model episodes and demonstrations so as to enhance students' preparedness.

### **Content enrichment initiatives**

The chairperson, Dr. R. Latha Kumari , underscored the significance of enhancing course content specifically in the soft-core papers for preparedness of the well-informed prospective teachers. It was proposed to incorporate content enrichment programmes in each of the soft-core courses including : Creating content resource book, conduct content classes, facilitate peer teaching, developing workbooks, reading of content textbooks.

### **Professional development programmes**

Mr. Juno Sadasivan focused on the professional development programmes for the continuous learning and support the quality service to the institution. It was asked to encourage teaching and non-teaching staff to explore online and offline subject oriented courses, orientation programmes , refresher courses, Ph.D. and paper presentation etc.

### **Feedback analysis and way forward**

Mr. Srinath N presented a summary on the received feedback from various stakeholders. Various modes of feedback mechanism practiced in the institution were discussed .Committee reviewed the feedback analysis and suggested to implement multiple mode of curriculum transaction and ICT integration to improve teaching learning experiences provided to the students.

**The meeting was adjourned at 4 p.m. with vote of thanks, proposed by Mr. Ravi .K.**

### **Meeting was attended by:**

<b>Sl. No.</b>	<b>Designation</b>	<b>Name of the Member</b>
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"><li>• Mr. Srinivasa Thiwary S, Asst. Professor</li><li>• Mr. Ravi. K, Asst. Professor</li><li>• Mr. Srinath N, Asst. Professor</li><li>• Dr. Sindhu V, Asst. Professor</li></ul>
7.	Administrative staff	<ul style="list-style-type: none"><li>• Mr. Eajya Naik H M</li><li>• Ms. Jyothi Guru</li></ul>
8.	Alumni representatives	<ul style="list-style-type: none"><li>• Ms. Kanchan</li><li>• Ms. Bheeralinga Pujari</li><li>• Ms. Ayesha</li></ul>

9.	Student representatives	<ul style="list-style-type: none"> <li>• Ms. Jeevitha (2020-22 batch)</li> <li>• Ms. Ann Mary George (2020-22 batch)</li> <li>• Ms. Deepthi Dinesh (2021-23 batch)</li> <li>• Ms. Shafeena (2021- 23 batch)</li> </ul>
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*Jyotsna*  
**Minutes recorded by:**  
 Dr. Jyotsna Sharma  
 Asst. Professor, SGCE

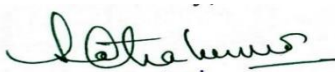
**Minutes approved by:**  
 Dr. R. Latha Kumari  
 Principal, SGCE

*S. B. Srinivas*      *J. R. Srinivas*      *Srinivas*  
*Seemath M*      *Sindhu*  
*Jyothi Gury*      *Eajyas Nig AM*

*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**  
**Action Taken report of IQAC meeting held on 12/11/2021**

<b>Agenda</b>	<b>Action taken</b>
<b>Preparation of calendar of events 2020-2022 batch, II semester</b>	Mr. Srinath N was assigned to prepare calendar of events in consultation with the HOI, teacher educators across the disciplines and student representatives. A comprehensive calendar was prepared including curricular and co-curricular activities for the II Semester , 2020-22 batch.
<b>Celebration of significant days of national importance</b>	Student's association ,facilitated by teacher educators was allotted the task of preparing schedule of celebrations and observances of significant days
<b>Admission of 2021-2023 batch</b>	The admission process for the 2021-2023 batch is in process as per the university guidelines. Mr. Ravi K is asked to conduct the orientation programmes in the sister concern institutions and the teaching practice schools.
<b>Preparation of event portfolio</b>	Dr. Jyotsna Sharma is instructed to compile year wise event portfolio including all the institutional activities
<b>Enhancing students support services</b>	Method wise enriched study and concise study material is prepared , mentoring is scheduled as per the plan of the institution.
<b>Follow-up on implementation of Code of Conduct for teachers, administrators, and students</b>	An orientation on code of conduct for various stakeholders is given by the principal Dr. R. Lath Kumari followed by monitoring to ensure compliance to the practice of the same.
<b>Continuation of add on courses on communication skills and ICT</b>	Mr. Ravi K and Dr. Jyotsna Sharma are tasked to conduct value added course on communication skills Dr. Sindhu V is allotted to task of conducting value added course on ICT
<b>Preinternship programme enrichment</b>	Dr. Sindhu V is given the responsibility of conducting the Preinternship programme incorporating the suggestions from the principal and other teacher educators
<b>Content enrichment initiatives</b>	Content enrichment initiatives will be carried out method wise
<b>Professional development programmes</b>	Inhouse seminar for teaching staff, Training on communication skills and ICT will be conducted for non-teaching staff
<b>Feedback analysis and way forward</b>	Dr. Sindhu V is assigned to conduct online feedback. Feedback received from various stakeholders will be analysed to identify the areas of strength and needing modification

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

**Sanjay Gandhi College of Education**

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**2021-22**

**Minutes of the Meeting - IQAC (Internal Quality Assurance Cell)**

**Date:** 7/02/22

**Time:** 11:00 AM

**Location:** Boardroom, SGCE

**Agenda:**

- **Confirmation of the minutes of previous meeting**
- **Revision/Enrichment of the academic calendar, 2021-23, I Semester**
- **FDP- Inhouse seminar**
- **Enrichment of USPY and CSEW Activities**
- **Examination preparation for 2020-2022, II Semester**
- **Guest lectures**
- **Edu-Skill Elevate programme**
- **NAAC related preparation**
- **Internal audit Academic / financial**
- **Energy conservation practices**
- **Meditation and yoga workshop for stress management**

Minutes of previous meeting were confirmed.

**Revision/Enrichment of the academic calendar, 2021-23, I Semester**

The committee reviewed the calendar of events and revised the same with the suggestions to add enrichments as per changing societal needs and quality standards. It was also decided to align the curricular experiences to the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) and present the same in the form of curricular mapping. In order to develop allied knowledge, skills and values among the students, the committee resolved to include following celebrations in the academic calendar: National Science Day, Pi day, World Human Rights day, World Water day, World Earth day, World Environment Day, Cultural fest etc. Among the given list those programmes which are already in the practice, will be celebrated/observed with more seriousness fetching the attitudinal changes among the students

**FDP- Inhouse seminar**

Research and Development Cell in charge Dr. Jyotsna Sharma presented the suggestive list of the topics for the inhouse seminar, to be conducted in the upcoming academic year. The committee highlighted the concurrent issues and finalized two topics for the conduction of

inhouse seminar : NEP,2020 and Innovative Methods in Teaching and Learning . Topics, speakers and scheduled were decided .

### **Enrichment of USPY and CSEW Activities**

It was discussed to enhance the quality of training in the curriculum delivery of Enhancing Professional Competency Courses -Communication Skills and Expository Writing (EPC-1 ) and Understanding Self Personality and Yoga (EPC 2 ). Curriculum transaction must promote the students engagement, development of critical thinking skills, collaboration and communication while carrying out the activities of these papers. Committee also stressed upon the creation of e- content to support self-paced and self-guided learning The systematically documented record books of the students should serve as the assessment guides for the teacher educators.

### **Examination preparation for 2020-2022, II Semester**

Committee discussed about support mechanism and strategies to prepare students for examination. It was decided to carry out regular mentoring and provide students with examination related study material like solved question papers, question banks, e content . Some students who belong to weaker academic level, should be supported by handholding regular guidance and motivation .

### **Guest lectures**

To offer valuable insights about the existing practices ,issues and challenges it was decided to conduct ample number of guest lectures from the interdisciplinary areas. Alumni support can also be used as the resource persons.

### **Edu- Skill Elevate programme**

Chairperson proposed the idea of incorporating Edu- Skill Elevate programme for the 2021-23 batch, which could include skill focused training throughout the academic programme. She specified that ESEP is in essence a skill based approach in carrying out all the major activities of the institution. There is only a slight need of shift in the regular conduction of skill based programmes of the institution. In detail discussion fetched in the form of conducting the same with major focus on the skill development of the students through the curricular and co-curricular programme. The major skills listed are : Micro and macro teaching skills, communication skills , ICT integration, collaborative skills, critical thinking, life skills etc. The objectives, content timeline , nature of the programme, roles and responsibilities will further be decided in consultation with the principal. Committee decided that the entire programme will be conducted under the supervision of the HOI and the feedback of the same will be recorded for further improvement.

### **NAAC related preparation**

IQAC Coordinator, Dr. Jyotsna Sharma informed that due to COVID 19 the Annual Quality Assurance Report (AQAR) for NAAC accreditation was not submitted on time . Committee discussed in detail about the gaps in the process and reviewed the previous year's AQAR(2020-2021) . It was decided to compile all the institutional activities according to AQAR Guidelines for each academic year and fulfil NAAC related requirement for AQAR as soon as possible.

### **Internal audit /Academic / financial**

Committee highlighted the significance of conducting Academic and Administrative Audit (AAA) to measure the efficiency of institutional activities in terms of administration and academic procedures. It was decided to constitute a committee to formally conduct academic audit from the year 2022-23. Committee resolved to conduct an internal academic inspection for the academic year 2021-22 including principal, 2 senior teacher educators and IQAC coordinator as the inspection panel . The internal inspection should be conducted during III semester so as to allow for a comprehensive grasp of the curricular and co-curricular tasks undertaken during both the Preinternship and internship phases. The financial audit will be conducted as usual by the external third party for the fiscal year -2021-22

### **Energy conservation practices**

It was decided that Eco-Cell of SGCE will conduct institutional activities aimed at fostering energy conservation practices in accordance with Energy Policy of the institution, implemented in the year 2020-21

### **Meditation and yoga workshop for stress management**

The committee devised a plan to enhance the practical experiences in EPC -2 Understanding Self Personality and Yoga. As a part of this initiation , yoga and meditation sessions were scheduled for the psychophysical well-being of the students and to enrich their curriculum related practical experiences .

**Meeting adjourned at 12:30 p.m. with vote of thanks proposed by Dr. Jyotsna Sharma.**

### **Meeting was attended by:**

<b>Sl. No.</b>	<b>Designation</b>	<b>Name of the Member</b>
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
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7.	Administrative staff	<ul style="list-style-type: none"><li>• Mr. Eajya Naik H M</li><li>• Ms. Jyothi Guru</li></ul>
8.	Alumni representatives	<ul style="list-style-type: none"><li>• Ms. Kanchan</li><li>• Ms. Bheeralinga Pujari</li><li>• Ms. Ayesha</li></ul>



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

Dr. Jyotsna Sharma  
Asst. Professor, SGCE

**Minutes approved by:**

Dr. R. Latha Kumari  
Principal, SGCE

*s. D. Srinivas*  
*Prudhvi*  
*Srinath M*  
*Jyothi Gury*  
*Eajys Ningsam*

*Latha Kumari*  
Principal  
Sanjay Gandhi College of Education  
RGC Campus, Choianagar, Hebbal,  
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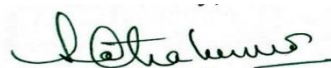
**Sanjay Gandhi College of Education**

**B.Ed.**

**Internal Quality Assurance Cell**

**Action Taken report of IQAC meeting conducted on 7/02/22**

<b>Agenda</b>	<b>Action taken</b>
<b>Revision/Enrichment of the academic calendar, 2021-23, I Semester</b>	Dr. Jyotsna Sharma was assigned the task of curricular mapping for the academic year 2021-23, I Semester Mr. Srinath N modified the calendar of events .
<b>FDP- Inhouse seminar</b>	Themes for the inhouse seminar decided : Innovative pedagogy and NEP 2020 Mr. Ravi K was given the in charge of organising the inhouse seminar
<b>Enrichment of USPY and CSEW Activities</b>	Mr. Srinivasa Thiwary prepared the list of to be added enrichment experiences.
<b>Examination preparation for 2020-2022, II Semester</b>	Mr. Ravi K , under Guidance and Counselling Cell schedules the examination preparation initiative. Remedial sessions were planned to schedule as per the need of the students
<b>Guest lectures</b>	Guest lectures on significant days were decided to be conducted : International Women's day , Worl Environment Day
<b>Edu-Skill Elevate programme</b>	Method wise teacher educators were guided by principal to implement the programme
<b>NAAC related preparation</b>	Year wise AQAR report preparation work was allotted to the teacher educators
<b>Internal audit Academic / financial</b>	Financial audit was decided to be conducted by Mr. Dinkar and internal academic audit was decided to be conducted at the end of the third semester . School internship in charge was assigned the task of forming an internal committee for the audit .
<b>Energy conservation practices</b>	Eco Cell devised the plan of conducting orientation and awareness programmes on energy conservation practices – In charge , Dr. Jyotsna Sharma
<b>Meditation and yoga workshop for stress management</b>	Mr. Amresh Kumar Singh was approached to conduct yoga and meditation sessions in the college



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**2021-22**

**Minutes of the Meeting - IQAC (Internal Quality Assurance Cell)**

**Date:** 12/05/2022

**Time:** 2:00 PM

**Location:** Boardroom, SGCE

**Agenda:**

- **Confirmation of the minutes of previous meeting**
- **Condolence meeting for the departed chairman**
- **Reconnect and Rise : Community Restoration Service**
- **Enrichment of internship activities for the III Semester**
- **Add on course on communication skills for 2021-2023 batch , II Semester**
- **Guest lectures**
- **NAAC related follow up**
- **Local Visit to Agastya Foundation**

Minutes of the previous meeting were confirmed.

**Condolence meeting for the departed chairman**

IQAC in deep grief observed a moment of silence in the honour of the departed soul. The chairperson, Dr. R. Latha Kumari shared a glimpse of chairman's visionary leadership, contribution and dedicated life . It was decided to organize an annual commemorative event under RGC group to honour the legacy and achievements of the revered chairman . Subsequently, meeting transitioned to formally address the new chairman Mr. S Juno Sadasivan

**Reconnect & Rise : Community restoration service**

The chairperson briefed up about the proposal of to be carried out best practice of the institution, Reconnect & Rise : Community restoration service. IQAC discussed in detail about the nature and the overall impact of the programme and resolved to conduct the same as one among the best practices of the institution. Committee also emphasized that as an IQAC initiative Reconnect & Rise : Community restoration service must aim at community engagement endeavors from various perspectives like community ecology uplift, awareness & education and resource facilitation etc. This community service should be aligned with the demand of NEP 2020 .Major activities were finalized and it was decided to further meet at the staff level to chalk out the plan under the guidance of the principal.

### **Enrichment of internship activities for the III Semester**

Internship enrichment measures and strategies were comprehensively discussed and committee resolved to elevate the standard of training in terms of student teachers' preparation for school internship. To achieve this goal, committee proposed to enhance the level of orientation, workshop and demonstrations related to pedagogy, TLM preparation, conducting co-scholastic activities. It was proposed to prepare digital content to It was also decided to introduce simulated sessions preceding internship followed by intensive feedback to facilitate improved preparation for classroom teaching. Furthermore, principal was asked to conduct method wise faculty discussion aimed at enhancing the overall quality of teaching.

### **Add on course on communication skills for 2021-2023 batch, II Semester**

It was decided to continue add on course on communication skills and ICT for the II semester students of 2021-23 batch. Mr. Ravi K was directed to incorporate the feasible suggestions given during the previously conducted programme followed by report submission.

### **Guest lectures**

Committee agreed upon to observe the World Environment Day and International Yoga Day by hosting theme based lectures from the field experts. Activities for observance should include guest lectures, awareness and informational programmes. The names of the guest speakers and themes were decided.

### **NAAC related follow up**

NAAC related follow up actions were discussed and criteria wise responsibilities were assigned to relevant people to work on the documentation and requirements for the accreditation. It was reiterated to ensure the quality and reliability standards while processing for documentation. IQAC coordinator was directed to follow up and bring the outstanding issues in the notice of the principal. It was also asked to encourage the faculty to take active participation in NAAC related workshops and orientations

### **Local visit to Agastya Foundation**

A local visit to Agastya Foundation was planned for all the students of III semester. To facilitate and enrich internship experiences of Science methodology students, It was decided to explore the possibility of conducting a workshop on teaching aids under the established MOU with the organisation. It was asked to encourage student teachers to make use of the facilitation provided by the foundation to create interest and love for science subjects.

The meeting adjourned at 3:30 p.m. with vote of thanks proposed by Mr. Srinath. N.

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
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Minutes recorded by:

Dr. Jyotsna Sharma  
Asst. Professor, SGCE

*Jyotsna*

*Srinath N*

*S. Srinath*

*Sindhu V*

*Srinath N*

Minutes approved by:

Dr. R. Latha Kumari  
Principal, SGCE

*R. Latha Kumari*

*Jyothi Guru*

*Eajya Naik H M*

*R. Latha Kumari*  
Principal

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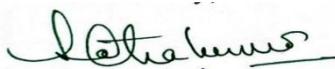
**Sanjay Gandhi College of Education**

**B.Ed.**

**Internal Quality Assurance Cell**

**Action Taken report of IQAC meeting held on 12/05/22**

<b>Agenda</b>	<b>Action taken</b>
<b>Condolence meeting for the departed chairman</b>	Principal, Dr. R. Latha Kumari planned about the annual commemorative event to honour the honour the revered chairman .
<b>Reconnect and Rise : Community Restoration Service</b>	Community Service and Extension Committee under the guidance of principal chalked out the community based activities to be conducted during the 2 years B.Ed. programme
<b>Enrichment of internship activities for the III Semester</b>	Internship in charge Dr. Jyotsna Sharma coordinated with the method teacher educators and proposed the idea to the principal to execute the internship enrichment activities
<b>Add on course on communication skills for 2021-2023 batch , II Semester</b>	Mr. Ravi K was directed to conduct the programme
<b>Guest lectures</b>	According to the events , the resource persons will be contacted
<b>NAAC related follow up</b>	Criterion wise allotment of responsibilities
<b>Local Visit to Agastya Foundation</b>	Workshop was planned to be conducted at the Premises of Agastya Foundation , Facilitator : Dr. Sindhu V

  
Principal  
Sanjay Gandhi College of Education  
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**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"><li>• Mr. Srinivasa Thiwary S, Asst. Professor</li><li>• Mr. Ravi. K, Asst. Professor</li><li>• Mr. Srinath N, Asst. Professor</li><li>• Dr. Sindhu V, Asst. Professor</li></ul>
7.	Administrative staff	<ul style="list-style-type: none"><li>• Mr. Eajya Naik H M</li><li>• Ms. Jyothi Guru</li></ul>
8.	Alumni representatives	<ul style="list-style-type: none"><li>• Ms. Kanchan</li><li>• Ms. Bheeralinga Pujari</li><li>• Ms. Ayesha</li></ul>



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

*Eajya Nishitha*

*Jyothi Gury*

*R. Latha Kumari*

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

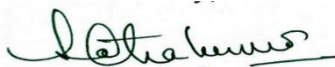
**Sanjay Gandhi College of Education**

**B.Ed.**

**Internal Quality Assurance Cell**

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

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

  
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R T Nagar (Post), Bangalore-560 032