

Minutes of IQAC Meeting

Date : 24.04.2017

Time: 03:00 p.m.

Venue: Room No. 49, RIE, Bhopal

The IQAC meeting of the Institute was held on 24-07-2017 in Room No. 49, RIE, Bhopal and 14 members had attended the meeting. The meeting was conducted according to the Agenda of the meeting (Annexure – I). The list of members and the attendance record is enclosed in Annexure – II. The minutes of the meeting held are summarized below:

Agenda Item No. 1: WELCOME

Prof. P. Kulshreshtha, IQAC Coordinator extended warm greetings to all members and welcomed them.

Agenda Item No. 2: Confirmation of Minutes of the IQAC meeting held on 03.05.2017.

Prof. Praveen Kulshreshtha, IQAC coordinator informed to the members that minutes were circulated to all members and uploaded on the Institute's website in the IQAC window. No objections/contradiction/remarks have been received by the IQAC cell till date. All members agreed with the minutes recorded for the meeting of 03-05-2017 and the minutes were confirmed unanimously.

Agenda Item No. 3: Action Taken Report on the minutes of the meeting held on 03.05.2017

3.1 Point no. 6: Prof. I.B. Chughtai informed that work on all points in progress & expected to be completed/begin upto 25.08.2017.

3.2 Point No. 8 and 9 of the Minutes Issue No. 1: On this issue the Committee was constituted under chairpersonship of Prof. Nidhi Tiwari to finalize the 'Correct layout' of the boards of the institute where some wrong spelling were reported by HM, DMS and team.

Response: Prof. Nidhi Tiwari informed to the IQAC that with the help of Mrs. Dahare work is under progress and it will be completed upto 20.08.2017.

Issue No. 2: Prof. Nidhi Tiwari had raised the issue to provide services of clinical psychologist cum counsellor to some students on the basis of observed abnormal behavior. She was asked to submit the proposal in this regard.

Response: Prof. Nidhi Tiwari indicated that upto now she had observed only one case in this category. The name was recorded confidentially. Dr. P.K. Tripathi also supported the view of Prof. Nidhi Tiwari and referred one more name.

Discussion: After discussion and decision it was decided that if any faculty member/authority observes the abnormal behavior/faulty erroneous behavior of any of the

student of the Institute they will handover the name under confidential cover to the Dean of the Instruction and Dean along with I/c Guidance and Counselling Cell. RIE, Bhopal and one of the Medical Officer of the dispensary will scrutinize the case with all available series of events and this committee will decide to inform the parents and arrange to hire the services of the Clinical Psychologist and Counsellor from the Hospital (Govt./Semi Govt./ Private) and suggested by IQAC Coordinator expenditure will be borne 50% by parents and 50% by the Institute.

3.3 Point No. 10: The display of certain do and don't in RIE, Dispensary.

Response: Medical Officer Dr. Ruchi intimated that write up is in final stage and very soon the display will be ready.

3.4 Point No. 11: Keeping the Register for faculty in RIE Library.

Response: Dr. P.K. Tripathi informed that the task has been executed and it is in operation.

3.5 Point No. 12 (a): Implementation of 'RUBRICS' in internal assessment of the M.Ed. course.

Response: Prof. I.B. Chughtai, Head DE informed that it will be implemented only through assignments and other tasks (other than written centralized test) and the finalization of scheme will be done by the Dept. upto 20.08.2017.

Point No. 12 (b): Students feedback about Course and Teaching. The student's feedback was to be collected from the outgoing student's of B.Ed. Course (who were placed through Campus Placement Cell) and M.Ed. Course.

Response: Prof. P. Kulshreshtha informed that it was planned to collect the feedback twice, once before issue of T.C. and second time after time of the T.C. Feedback of students has been taken by IQAC coordinator for first occasion i.e. before issue of T.C. the second phase is expected to be completed upto August/Sept., 2017.

Agenda Item No. 4: Prioritisation of Issues to enhance quality of the Institute with expected timeline.

Following issues were prioritised after the discussion:

4.1 Student's Health Card – 2017

RIE dispensary will record following health parameters in the health card for all students who are admitted in RIE, Bhopal w.e.f. 2017-18 session.

(a) Height (b) Weight (c) BMI (d) Hb (e) Blood group (f) RBS (g) Colorblindness (h) Vision status

Health card will be designed by Prof. P. Kulshreshtha, IQAC Coordinator in consultation of M.O. dispensary

4.2 Orientation of RIE contractual faculty and DMS teachers to conduct "Action Research" and completion of at least one individual and one group based "Action Research". (Action by Prof. B. Ramesh Babu, Dean (Research), Aug. 2017.

4.3 Orientation of inmates of all Hostels of RIE, Bhopal

Prof. Pradhan informed that RIE, Bhopal had "Zero tolerance" for (1) "Use and possession of liquor" by any of the Hostel inmates and (2) "Use and possession of motorized vehicle in Hostel and Campus" by the Hostellers.

He desired to conduct the orientation programme for all Hostel inmates of RIE, Bhopal and alongwith other Do's or Don'ts for hostels and campus life it should be made clear to them that

1. "Use and possession of liquor" in any form will be treated serious offence and students will be expelled immediately from the Hostel
2. "Use and possession of Motorized vehicle" of any kind by Hostel inmate is not allowed and students involved in this will be immediately expelled from Hostel

Chief Warden and Dean of Instruction will finalize the Draft of Notice and conduct orientation programme for all Hostel inmates

(Action taken Chief Warden & Dean of Instructions), August, 2017

4.4 Health awareness programme will be organized in all Hostels of the Institute

(Action by M.O. RIE dispensary and Chief Warden)

4.5 Yoga instructions will be given in each Hostel at least one day/week by the Yoga teacher and two days practice per week with the help of Yoga volunteers. Yoga volunteers will be trained by the Yoga teacher in one week training programme. In such a way that they can conduct the practice of Yoga sessions at least for two days/week in their respected Hostels. Yoga volunteers may be senior students or any competent willing person identified by Yoga teacher.

(Action by (1) Dr. N.C. Ojha, (2) Mr. Mahendra K. Barua, (3) Ms. Uma) Sept. 8th 2017.

4.6 Need of Construction of New Girls block in RIE and DMS

An urgent need was expressed by Prof. B. Ramesh Babu and HM that the Girls room/Block alongwith sufficient toilets and wash room are required in DMS and RIE both.

IQAC Coordinator, P. Kulshreshtha suggested that it should be block containing one AC Hall (Capacity of 100 girls) two retiring cabins and four toilets and two changing/dressing rooms/cabins. It should be user friendly to the Divyang students means Ramp with support and arrangement of tile for visually impaired.

All agreed to the priority of the issue

(Action by A.O and S.O.(G) and Dean of Instructions) for detailed proposal, Aug. 2017.

4.7 Survey of RIE campus and all buildings of RIE and DMS to modify them and make these as "Architectural barrier free supportive structure" suitable for the persons belong to "Divyang" (PH) category.

The present buildings were constructed decades/half century ago hence they are having architectural barriers for divyang's. All agreed to convert them through modification into architectural barrier free structure as early as possible. A committee comprising of Prof. I.B. Chughtai, Dr N.C Ojha, Dr P.K. Tripathy, Headmaster, Chief Warden, A.O. or nominee of A.O. will undertake the survey and submit its detail status report and suggested action plan on this aspect as early as possible.

(Action by: Prof. I.B. Chughtai), Time limit: October, 2017.

4.8 Additional Room and toilets for DMS Staff

The issue was discussed. HM is requested to send proposal with need and justification.

(Action by: HM, DMS), Sept. 2017

4.9 Recarpetting of Roads of RIE, Bhopal

Prof. R. Raizada raised the issue. Prof. Pradhan informed that it is in progress and after Rainy Season it will be undertaken.

4.10 Procurement of Smart boards for the RIE and DMS

Need of use of smartboard in RIE and DMS was expressed and it was agreed by all. Following decision was taken.

4.10.1 Smartboard will be fixed in RIE in following classes in first phase: (a) M.Ed. III/II Sem, (b) B.Ed. III/IV Sem., (c) B.Sc. B.Ed. (Phy.) (VII/VIII Sem.), (d) B.Sc. B.Ed. VII/VII Sem. (BCZ), (e) B.A. B.Ed. VII/VIII Sem.

Thus six smartboards should be procured in first phase for RIE and two boards to be procured for DMS.

(Action by Dean of Instruction), Aug. 2017.

4.10.2 "Orientation programme to use the smartboards" for pre service teachers of RIE and new faculty of RIE and DMS teachers.

Programme for using smartboard with sufficient time to practice (e.g. 15-20 minutes) should be designed by I/c ICT and ET Cell under intimation to Dean of Instruction.

(Action by Dean of Instruction and I/c ICT and ET Cell), October, 2017.

Agenda Item No. 5: VOTE OF THANKS


Prof. Pradhan, Chairperson expressed profuse thanks for the participation to all members.

Prof. P. Kulshreshtha, IQAC Coordinator also expressed heartfelt thanks to the Chairperson, Prof. N. Pradhan, external experts Prof. Anil Kumar and Prof. Raizada and to

all members and special invitee members for attending the meeting and active participation to have the concern for enhancement of quality of this Institute.

The meeting ended.


(Prof. P. Kulshreshtha)
IQAC Coordinator


(Prof. N. Pradhan)
Chairperson

Encl: 1. Annexure I (Agenda)
2. Annexure – II (Attendance Record and list of members)

Date : 28.07.2017

Place : Bhopal



REGIONAL INSTITUTE OF EDUCATION, BHOPAL

IQAC

Date of Meeting : 24th July, 2017
Venue : Room No. 49, RIE, Bhopal

AGENDA

- ✓ **WELCOME** : IQAC Coordinator
- ✓ **Agenda Item No. 1** : Confirmation of Minutes of IQAC Meeting held on 03.05.2017
- ✓ **Agenda Item No. 2** : Action Taken Report on last Meeting
- ✓ **Agenda Item No. 3** : Prioritization of issues for enhancement of Quality in the Institute
- ✓ **Concluding remarks of Chairperson**
- ✓ **Vote of Thanks** : IQAC Coordinator

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REGIONAL INSTITUTE OF EDUCATION, BHOPAL

IQAC

Date: 24.07.2017

Attendance Sheet for the MeetingCommittee Members:

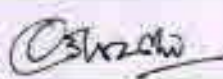



S. No.	Name	Signature	Remarks
1.	Prof. I.B. Chughtai	 24/7	
2.	Prof. J. Mandal not present.	 24/7/17	Prof. V.K. Kulkarni off head of I.M. UDS requested to Deepanshu Road.
3.	Prof. Nidhi Tiwari	 24/7/17	
4.	Prof. L.K. Tiwary	 24/7/17	
5.	Dr. P.K. Tripathi	 24/7/17	
6.	Dr. N.C. Ojha	 24/7/17	
7.	Prof. P. Kulshreshtha	 24/7/17	

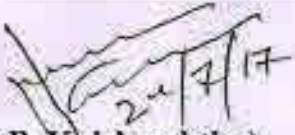
Members (External):


S. No.	Name and Address	Signature	Remarks
1.	Prof. Anil Kumar NITTTR, Bhopal	 24/7/17	
2.	Prof. R. Raizada, SH-65, Sahyadri Parisar, Bhopal	 24/7/2017	

Contd.

Special Invitee Members:

S. No.	Name of Resource Person	Signature	Remarks
1.	Prof. B. Ramesh Babu		
2.	Dr. Ruchi Gautam		
3.	Shri. Harish Prasad		
4.	Shri. Manish Singhal/ Mr. M. Ghosh off. A.O.		Mr. M. Ghosh J.O (C) Supra- at this A.O. A.C.O.
5.	Shri. Sher Mohammad/ Mr. M. Ghosh A.C.O.		


(Prof. P. Kulshreshtha)
IQAC Coordinator


(Prof. N. Pradhan)
IQAC Chairperson



REGIONAL INSTITUTE OF EDUCATION
BHOPAL
IQAC CELL

Minutes of the Meeting

The first meeting of IQAC was held on 03/05/2017 at 11.00 a.m. at RIE, Bhopal. Following members and special invitees had attended the meeting. Prof. N. Pradhan, Principal RIE, Bhopal chaired the meeting.

1 Prof. I.B. Chughtai, Dean and Head DE	-	Member
2 Prof. J. Mandal, Head DESM	-	Member
3 Prof. Nidhi Tiwari, Head DESSH	-	Member
4 Prof. L.K. Tiwary, Head DEE	-	Member
5 Dr. P.K. Tripathy, Dy. Librarian	-	Member
6 Dr. N.C. Ojha, Assistant Professor	-	Member
7. Prof. Anil Kumar, NITTTR, Bhopal External Expert-		Special Invitee
8. Prof. R. Raizada, Alumini of RIE, BPL & Ex Prof.RIE	-	Special Invitee
9. Mr. Harish Prasad, HM, DMS	-	Special Invitee
10. Mr. Manish Singhal, Administrative Officer	-	Special Invitee
11. Mr. Sher Mohammad, Accounts Officer	-	Special Invitee
12. Prof. Praveen Kulshrestha, Professor	-	IQAC Coordinator

Prof. Praveen Kulshrestha extended warm welcome to Prof. N. Pradhan, Chairperson alongwith all other members in the meeting and meeting was conducted as per agenda.

- 1 Prof. N. Pradhan Chair person IQAC and Principal greeted all the members and on behalf of RIE he welcomed all the members.
- 2 Prof. Kulshrestha briefed about the importance of IQAC and mandatory submission of AQAR of 2016-17 by the Institute to the NAAC after accreditation of the RIE, Bhopal in Sept., 2016. The report is expected to be submitted in August, 2017.

Dr. Kulshrestha told the members that the information has sought by the Chairperson of IQAC on two points from the all Deptt./units /cells of the RIE, Bhopal. Firstly the quality achieved during last few months by them after Sept., 2016 and secondly expected targets to achieve quality in coming five months i.e upto August, 2017. Approximately 69 letters were sent to make it broad based.

- 3 Prof. Pradhan and Prof. J. Mandal shared the views of the NAAC Peer team about the RIE, Bhopal during the visit in August, 2016 and told to the members that three weak points of the RIE, Bhopal were identified.
 - a IQAC Cell not functioning well (b) Research component need to be strengthened (c) The mechanism of students feedback does not exist. (d) Students amneties should be improved. Prof. Pradhan informed about networking plan of PSSCIVE, RIE and DMS. He also intimated about introducing two courses in DMS in vocational stream.

- 4 Prof. Anil Kumar, had expressed the views related to the quality enhancement in evaluation process of the PG courses in RIE, Bhopal and emphasized that modern methods of assessment e.g. Rubrics, Assignment, General seminars may be used to evaluate the students of M.Ed courses and even in B.Ed classes.
Prof. Kumar advised that research base of the Institute should be broad based and dissertations of M.Ed students should be connected to the Quality enhancement in teaching-learning processes in the various classroom situations in school education system. Learning Index should also be devised/standardized classwise.
- 5 Prof. R.Raizada expressed that the quality in each component/function of the RIE, Bhopal should be infused and it should be visible in each aspect of RIE, Bhopal and IQAC should monitor its implementation. The training programme should be need based.
- 6 Prof. I.B. Chughtai presented the quality related achievement of DE and shared that teacher guardian scheme is helpful to solve students problems, tutorial classes are introduced Orientation classes for the students has been organised for SLET(M.P); NET, CTET etc. ET lab facilities are Central facility for students and faculty .National Seminar on minorities was held and its feedback was collected online. The future proposals shared by Prof. Chughtai were,,
 - i Establish the creative space for students in the Department.
 - ii Enhancement of resources to foster research among M.Ed Students and faculty members.,
 - iii Improve the conditions of classrooms
 - iv Feedback from students of different courses online mode to collect the feedback.
 - v Chance to pass out students (of previous batches) in campus placement.
 - vi Involvement of students in the decision making.

The details of quality interventions done by Deptt. will be handed over to IQAC Coordinator to make part of AQAR of the Institute of 2016-17. (Action by: Head DE).

- 7 Prof. L.K. Tiwary Head DEE informed that during the year 2016-17 39 PAC programmes were conducted in RE, Bhopal and out of these 16 PAC programmes were research based. He also told that during 2017-18 NCERT had sanctioned 49 PAC programmes and out of these 12 programmes are research based and one journal will be started/published by the RIE Bhopal during 2017-18.

Prof. Tiwary discussed the future plan of DEE and told about plan to conduct training programme is split mode and develop adequate mechanism to collect feedback from all participants.

- 8 Prof. Nidhi Tiwari, Head DESSH suggested that students may be provided the expertise of clinical psychologist in case of need in the Institute. She also emphasised on establishment of Day Care Centre in RIE for working Women employees of RIE and DMS. She also suggested social science lab and smart class room should be established to improve quality. She shared requirement of furniture in Geography lab reported by Dr. Sebu.

AO Shri M. Singhal told that Day Care Centre establishment is subject to the conditions fulfilled. A detail proposal may be submitted by concerned Head/Chair person of the concerned cell. He also expressed concern that note sheet are not bearing adequate file no. etc. on it. The services of clinical psychological may be provided if there is ill state of mental health of the students” in adequate number. Such cases may be reported by the Head of Deptt. to Dean/Principal. Dr. N.C. Ojha told that the Guidance and Counselling Cell may make arrangement for genuine cases. (Action by : Prof. Nidhi Twari)

- 9 Mr. Harish Prasad, Headmaster proposed establishment of Yoga Centre, Centre for fine arts, language lab in the DMS . He also pointed to make improvement on public displays such as some spelling corrections of display boards in RIE campus will be undertaken by team headed by Prof. Nidhi Tiwari, Head DESSH with help of teachers of DMS (Action by : Prof. Nidhi Tiwari, Head DESSH) HM informed that two vocational courses are going to be started in DMS with collaboration of PSSCIVE.
- 10 Prof. P. Kulshrestha informed that I/C NSS (Boys unit) and I/c Mathematics Dr.Ashwini Garg also intimated about steps taken by them regarding the quality enhancement. I/c Mathematics informed that tutorials/group discussions & practical in Mathematics has been introduced in B.Sc.B.Ed course.

I/c NSS boys unit informed that donation camp for books and other items was organised.

Prof. P. Kulshrestha informed members that anyone who provide the idea of quality enhancement in any aspect of the Institute is welcome to share it any time with IQAC Coordinator.

Prof. Kulshrestha shared the views received from the Medical Officer I/c Dr. Ruchi Gautam, RIE dispensary regarding display of charts /posters on health and hygiene precautions to be taken during common diseases in RIE Hostels, RIE and DMS building. This proposal agreed by all for execution (Action by M.O.RIE dispensary and IQAC Cell)

- 11 Prof. J. Mandal, Head DESM presented the DESM view point to enhance quality in RIE, Bhopal to strengthen the research component in RIE Bhopal in Science education the major drawback is lack of feeder cadre for research hence to overcome it, M.Sc.M.Ed integrated course is to be introduced in various disciplines. Short term courses may be started in various science subjects for inservice teachers (trained and untrained both). Ensuring attendance in classroom, laboratories need to be rennovated. Computer and Projector are required in all labs. Library i n each section of DESM. is to be maintained. Prof. Kulshrestha proposed M.Sc.M.Ed/M.A.M.Ed courses for RIE students who join job after B.Sc.B.Ed course through Distance cum contact mode.

Prof. Pradhan emphasized that the Library of the institute should be utilized effectively and record of the visitors and faculty is to be recorded separately. Dr. P.K. Tripathy agreed to keep the register for faculty separately. It was suggested by the NAAC Peer Team.

(Action by: Dr. P.K. Tripathy)

12. After presentation of the status report by all departments the all points were discussed in detail and following points has been emerged for implementation in RIE Bhopal in coming four months and all members agreed to it unanimously besides the general improvement in all aspects of the Institute.

(a) Internal assessment in M.Ed I Semester (2017-18) will be held in two papers through "RUBRICS" and selection of papers will be done jointly by faculty and students in presence of Head of Education Department. The distribution of marks for various components will be decided by the department for internal assessment component only upto 20th July 2017 and it will be communicated to Convenor, Internal Test and IQAC Coordinator latest by 25th July, 2017.
(Action by Head Deptt. of Education)

(b) Introduction of "Students' feedback" on various courses of the RIE, Bhopal will be done as follows:

b.1. All students of M.Ed IV Semester will be asked to participate.


b.2. The all other courses, students who had been recruited by various schools/group of schools in campus selection 2017 will be asked to participate.

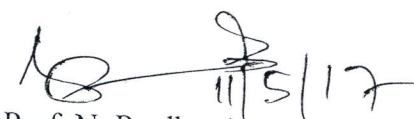
The questionnaire will be finalized by IQAC Cell and to ensure free and frank feedback the target group will be asked to participate in process and submit the feedback twice once during the stay in campus (before issue of T.C.) and again after leaving the Campus (after the issue of the T.C.)

(Action by IQAC)

13. There was no any other issue/agenda item.

14. Prof. Praveen Kulshreshtha expressed profuse thanks for all the members and special invitees to participate in the meeting and providing their valuable suggestions to improve the quality. He also expressed thanks to the Chair and with permission of the Chair meeting ended.


(Prof. P. Kulshreshtha)
IQAC Coordinator


(Prof. N. Pradhan)
Chairperson