

MINUTES OF THE IQAC MEETING

Session 2019-20

A meeting of Internal Quality Assurance Cell (IQAC) was held on **03.08.2019** at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar, Coordinator, IQAC

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 02.05.2019 were read and confirmed.

Agenda 2: Screening of Action Plan for the session 2019-20

- Screening and revision of the Action Plan for the new academic session.

Agenda 3: Discussion about NAAC 2nd cycle Accreditation

- Starting the procedure for second cycle of NAAC as its accreditation is going to expire in March, 2020.
- IQAC Coordinator has been entrusted the responsibility to start finding out the process with new guidelines issued by NAAC.
- Managing the composition of IQAC according to changed demand
- Involvement of D.El.Ed. Faculty in IQAC composition of different cells
- Need to renovate website as most of the features are not supporting for updates

Agenda 4: Distribution of responsibilities for utilization of schemes of UGC/ ICSSR etc.

- Faculty members were given responsibility to prepare seminar proposal and minor research project proposal under UGC/ICSSR schemes.
- Entrusting the responsibility to IQAC coordinator for making a proposal to apply for funds from UGC for strengthening IQAC under 2 f & 12 B schemes.

Agenda 5: Announcement of the Schedule of First Sessional Test

- Examination Committee Incharge was directed to prepare and announce the schedule of First sessional Tests of B.Ed. I year.

Agenda 6: Organization of Co-curricular activities

- A Symposium on “Educational Philosophy of Dr. Radhakrishnan” on the occasion of Teachers Day 5th September, 2019.
- A Career Counseling Session on 7th September, 2019 by Career Sathi of Mahindra Educational Pvt. Ltd. for the students of B.Ed. and D.El.Ed under Placement Cell.
- “Career and Career Counselling” Session under Placement Cell on 21st September, 2019 for the students of all courses.
- Guest Lecture on “Water Conservation and No to Plastic: Need of Hour” on 30th September, 2019.

Agenda 7: Holding Awareness Rallies and Drives by the students

- Ensuring the participation of faculty members and students of ABIE in Mass Tree Plantation Drive on 9th August 2019, drawn up by the Uttar Pradesh government to create a sort of record by planting 22 crore saplings in a day, also known as ‘Kranti Divas’.
- A rally will be held against the use of polythene and to generate awareness among the residents about the ill effect of the plastic bags on environment.
- An awareness drive will be launched outside the AI-Barkaat Campus as part of ‘Swachhta Pakhwada’ Campaign.

Agenda 8: Observance of National and International Days

- Programmes will be organized to observe the National & International Days: 73rd Independence Day, National Sports Day, Hindi Diwas, Gandhi Jayanti, Teachers Day, National unity Day and World Heart Day.

Agenda 9: Celebration of Birth Anniversaries

- A discussion on the ‘Ideas and Vision on Education and Dreams of Dr. APJ Abdul Kalam Azad’ to pay tribute on his birth anniversary on 15th October, 2019.
- A programme organized with the participation of the students of B.Ed. and D.El.Ed. on the birth anniversary of Sir Syed Ahmad Khan, a social activist, philosopher and educationist on 17th October 2019.
- A discussion on the contribution of Sardar Vallabh Bhai Patel, Iron Man of India in unifying the country on his birth anniversary 31st October, 2019.

Agenda 10: Organization of Welcome Party for B.Ed. First Year Students

- A welcome party for the freshers will be organized by the seniors, B.Ed. second year students in the month of August, 2019.

The meeting ended with a vote of thanks to chair.

Dr. Tabassum Qamar
Coordinator, IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on **02.11.2019** at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 03.08.2019 were read and confirmed.

Agenda 2: Making changes in the Time Table for assisting the students

- As per the requirements of UPTET/CTET preparation slight change will be made in the Time Table so that teachers can assist the students in the deputed period for the preparation of UPTET/CTET Exams.

Agenda 3: Submission of Proposals for National Seminar and for Capacity Building Programme

- Research and Extension Cell Incharge was entrusted the responsibility to prepare a National Seminar Proposal by December to be submitted to ICSSR for funding.
- The members of the Research and Extension Cell were given the responsibility to prepare a proposal for Capacity Building Programme.

Agenda 4: Submission of Performance Appraisal Report (PAR) on NCTE Portal

- The Principal with the Coordinator of IQAC will prepare PAR and submit it on NCTE Portal before 31st December.

Agenda 5: Organization of activities by Cells and Committees

- Placement Cell will organize a Quiz competition and written tests of B.Ed. v/s D.El.Ed. Students to prepare them for UPTET & CTET upcoming Exams.
- Women Cell will organize a programme on 'Women Sensitization' in the month of November.
- An awareness session will be organized under Placement Cell on Distance Education in the month of December. The incharge of the cell will contact the Director of IGNOU and

invite him as Resource Person to brief out the various courses offered by IGNOU for the teacher trainees. Such courses will help in enhancing the knowledge of the teachers and students and enriching their CV.

- A workshop will be organized under Placement Cell on ‘Resume Writing’ in the month of January.
- Under Research and Extension Cell, the incharge will conduct a Workshop on ‘**Effective Academic Paper Presentation**’ in the coming months for the faculty members and students of B.Ed. and D.El.Ed.

Agenda 6: Organization of Science Exhibition on ‘Continuous Development of Science and Technology’

- As per the instructions of DIET, D.El.Ed. department will organize a Science Exhibition on the theme ‘Continuous Development of Science and Technology’ where students of 5 different colleges take part and present their working, non-working models, and charts..

Agenda 7: Organization of Blood Donation Camp

- Blood Donation Camp in collaboration with JNMC will be organized to develop the spirit of saving lives of others by donating their blood among the students.

Agenda 8: Celebration of National and International Days

- On **National Education Day** (11th November) a discussion by the students will be held on the contribution of Maulana Abul Kalam Azad to Education and the Country.
- On **Children’s’ Day** (14th November), teachers will organize a programme for the students to celebrate the birth anniversary of Pandit Jawaharlal Nehru.
- During **Qaumi Ekta Week** (19th – 25th November) various programmes and activities will be conducted following the theme “Secularism, Anti-communalism and Non-violence”.
- On **International Day of Persons with Disability – 3rd December 2019**, a small activity will be assigned to the students of B.Ed. in the classroom to sensitize them about the hindrances disabled persons faced in their day to day life.
- On **World Minority Day** (18th December), a discussion about the ‘Rights of Minorities in India’ will be held.
- On **National Youth Day** (12th January), a discussion on Swami Vivekananda’s ideals and philosophy of life will be held with the students.
- On **National Voters Day** (25th January) a programme will be organized on the theme of 2019, ‘Making Our Voters Empowered, Vigilant, Safe and Informed’, to envisage active and participative voters during elections.’
- On **Republic Day** (26th January), programme will be organized by ABIE.
- In continuation of **Swachhta Pakhwada** an initiative of UGC, different activities will be assigned to students as per the schedule provided.

Agenda 9: Celebration of 95th Birth Anniversary of Shri Atal Bihari Vajpayee

- As per the instructions of U.P. Government, ABIE will celebrate the 95th Birth Anniversary of Bharat Ratan Shri Atal Bihari Vajpayee, the former Prime Minister of India on 25th December, 2019.

Agenda 10: Internship of B.Ed. and D.El.Ed. first year students

- A one week internship for the students of B.Ed. first year will be organized in the month of December in AI-Barkaat Public School and AI-Barkaat Afternoon School. In this regard Dr. Samina Fazli and Mrs. Shagufta have to coordinate with the schools to organize internship.
- One week Community Work, a part of B.Ed. curriculum, will also be organized in the month of December for the students of B.Ed. first year in the vicinity area of ABES.
- One month internship for the students of D.El.Ed. I and III semester will be organized as per the instructions of DIET, Aligarh.

The meeting ended with a vote of thanks to chair.

Dr. Tabassum Qamar
Coordinator IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on **01.02.2020** at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 02.11.2019 were read and confirmed.

Agenda 2: Preparation of 2nd Cycle of Accreditation

- The coordinator of IQAC will update the website as per the requirement of NAAC.
- Pending AQARs will be uploaded on NAAC before the deadline.
- Preparation will start for applying 2nd cycle of Accreditation.

Agenda 3: Responsibilities assigned to Cells and Committees

- The Incharge of Research and Extension Cell will submit the proposal of organizing National Dr. Tabassum Qamar, Research and Extension Cell Incharge, will submit the proposal prepared for organizing National Seminar.
- The Incharge of Examination Cell (B.Ed.) will prepare a schedule for conducting II Sessional tests of B.Ed. I year in the month of March.
- The Incharge of Examination Cell (D.El.Ed.) will conduct the first Sessional Tests of I semester in the 2nd week of February.
- The Incharge of Examination Cell (D.El.Ed.) will start preparing the students mentally for the examination of D. El. Ed 1st semester and 3rd semester which will held as per the guidelines of DIET.
- The Incharge of Research and Extension Cell was instructed to encourage the faculty members to work on publications.

Agenda 4: Responsibilities assigned to faculty members of D.El.Ed.

- As 2nd semester is going to be started from 6th February, the faculty members will prepare the Academic Calendar and Time-Table of this semester.
- The language teacher was instructed to create Language Club for the promotion of English and Hindi Language.
- 20 min Extra Input questions and other important questions for competitive exams like UPTET & CTET will be given to the students.

Agenda 5: Organization of Activities under various Cells and Committees

- Under Placement Cell, a **Workshop on ‘Self Introduction’** will be organized on 22nd February for the students of B.Ed. I year, so that in a job interview, they can create a first and best impression on interviewers.
- The Incharge of Art and Craft Resource Centre will make proper arrangement for organizing a 3-days workshop on **Fevicryl Hobby Ideas** from 27 – 29th February.

Agenda 6: Organization of Scout and Guide Camp

- Preparation will be done for organizing Scout and Guide Camp in the first week of March for the students of B.Ed. and D.El.Ed.

Agenda 7: Internship Programme of B.Ed. and M.Ed. Students

- Internship Programme for B.Ed. II year students will be held at AI-Barkaat Public School, Aligarh.
- Three weeks Internship of M.Ed. students, Department of Education, AMU, Aligarh will start in ABIE from 24th February to 20th March, 2020. The Coordinator of Internship will collaborate with In Charge in Dept. of Education, AMU, and prepare a plan for proper execution of Internship.

Agenda 8: Students’ Seminar

- Students’ Seminar will be organized by the teaching faculty in their respective subject on the topics assigned.

Agenda 9: Celebration of National and International Days

- On National Science Day, students of M.Ed. (Interns) will organize the science activities on the theme of 2020 ‘Women in Science’.
- On International Women’s Day (8th March, 2020), M.Ed. interns will organize a programme under the guidance of Women Cell Incharge.

- Earth Day (22nd April) will be celebrated in ABIE to highlight the necessity of planting trees and keeping the environment clean for a healthy and happy life.
- Students' seminar on Ideologies of Dr. Bhim Rao Ambedkar will be organized on his Birth Anniversary (14th April, 2020).

The meeting ended with a vote of thanks to chair.

Dr. Tabassum Qamar
Coordinator IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held online on **02.05.2020** at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 01.02.2020 were read and few were not confirmed because of lockdown due to COVID-19 pandemic.

Agenda 2: Curricular and Co-Curricular Activities framed during Lockdown

- Strategies were framed to conduct classes via online mode.
- Co-curricular and extracurricular activities were at a halt due to lockdown.
- Second Sessional were cancelled due to lockdown.
- Time Table was framed to run classes during lockdown and to cover the course timely.
- Organized an Online Program ‘COVID’ to motivate the students to cope in this situation.
- Proper counseling was provided to students to boost their morale.

Agenda 3: Framing of strategies to conduct curricular and co-curricular activities via Online Mode

- Online teaching must be made convenient and should fulfill demands of students and modification will be done when and where required.
- Teachers were instructed to prepare more attractive ppts and video integrated lessons to facilitate learning.
- Boosting the morale of students by providing them counseling, when needed.
- Teachers will keep reminding the students to complete their assignments and other practicum material while staying at home.
- Sessional Tests will be conducted online using Google Form.

Agenda 4: Organization of Online Programmes

- An online programme on ‘**Techno-stress involved in work from Home Mode**’ will be organized from 11th to 14th June, 2020 by the faculty member.
- All the teachers were encouraged to organize such online programmes while staying at home.

Agenda 5: Encouraging Faculty members for research contribution

- Incharge of Research and Extension Cell was entrusted the responsibility to prompt the Faculty members to work for publication for their professional growth.

Agenda 6: Announcement of Summer Vacation

- The summer vacation for B.Ed. students as well faculty will be announced from 11th June.
- All the teachers will inform the Principal about syllabus covered till date and checking of their respective class assignments.
- Classes of B.Ed. will start from 1st July, 2020.

Agenda 7: Submission of records by the respective Cell In-charges

- The In-charges of all the Cells and Committees were directed to submit the files containing the whole year documentation by the end of July, 2020 to the IQAC coordinator.

Agenda 8: Preparation and submission of AQAR

- The annual Report of IQAC (AQAR pending) will be prepared and submitted to NAAC by the Coordinator of IQAC before the due date.

The meeting ended with a vote of thanks to chair.

Dr. Tabassum Qamar
Coordinator, IQAC

Action Taken Report 2019-20

Plan of Action	Achievement/Outcomes
<ul style="list-style-type: none"> Development of strategies for effective implementation of B.Ed. as well as D.El.Ed. curriculum on the basis of the feedback given by the students for better output. 	<ul style="list-style-type: none"> New strategies have been employed on the basis of the feedbacks and suggestions made by the students and their parents for the effective implementation of the B.Ed. and D.El.Ed. curriculum with the collaborative efforts of faculty members and experts in the field. Efforts have been made by the teachers to deal with the situation arises due to transition of offline to online mode as a result of corona virus outbreak. They prepared themselves to teach through online mode. They started using PPTs, interactive video lessons, video integrated lesson plans, Google Forms for conducting Sessional, e-Resources etc. to facilitate learning. Along with that they counseled the students and boost their morale to cope up with this arising situation. Boosted the morale of students by providing them counseling, when needed. More books (in both the languages) covering syllabus of both the courses B.Ed. and D.El.Ed. were procured in the library.
<ul style="list-style-type: none"> Revision and proper implementation of Feedback System 	<ul style="list-style-type: none"> Proper analysis of the Feedback given by the students on Teacher's performance and on each subject has been done using 4 point scale and suggestions for improvement in the required areas have been provided.
<ul style="list-style-type: none"> Improvement in library service 	<ul style="list-style-type: none"> More books relevant to the B.Ed. and D.El.Ed. syllabus were procured to enrich the library resource. During COVID, links were shared of e-resources to teachers and students. Software was used for issuing books

	and journals.
<ul style="list-style-type: none"> • Organization of Educational Tour 	<ul style="list-style-type: none"> • No Educational Tour was organized due to some unfavourable circumstances.
<ul style="list-style-type: none"> • Organization of Workshops, Guest Lectures, Symposiums, Discussions, and Students Seminar 	<ul style="list-style-type: none"> • Discussion on '<i>Educational Philosophy of Sir Syed Ahmad Khan</i>', • Discussion on '<i>the Rights of Humans at National and International Level</i>', • Workshop on <i>Hobby Ideas</i> in collaboration of Fevicryl from 27 – 29th February, 2020. • A Symposium on “Educational Philosophy of Dr. Radhakrishnan” on the occasion of Teachers Day 5th September, 2019. • Guest Lecture on “Water Conservation and No to Plastic: Need of Hour” on 30th September, 2019. • A discussion on the ‘Ideas and Vision on Education and Dreams of Dr. APJ Abdul Kalam Azad’ to pay tribute on his birth anniversary on 15th October, 2019. • A discussion on the contribution of Sardar Vallabh Bhai Patel, Iron Man of India in unifying the country on his birth anniversary 31st October, 2019. • Students’ seminar on Ideologies of Dr. Bhim Rao Ambedkar will be organized on his Birth Anniversary (14th April, 2020).
<ul style="list-style-type: none"> • Organization of Awareness Sessions 	<ul style="list-style-type: none"> • Awareness session on Water Harvesting and Water Conservation’ to promote '<i>Jal Shakti Abhiyan</i>' launched by Government of India and to become part in making India free from '<i>Single use of Plastic and keeping the Environment Clean.</i>' • Awareness session to generate awareness about the necessity of keeping the environment clean to live a healthy life on the occasion of 150th Gandhi Jayanti in order to promote 'Swachhta Hi Sewa' Campaign 2019.

<ul style="list-style-type: none"> Integration of community need based outreach programmes with extension activities 	<ul style="list-style-type: none"> Participation in <i>Mass Tree Plantation Drive 'Kranti Divas'</i>, Observance of <i>Swachhta Pakhwada</i> by holding a Rally on Need of Swachhta, and organizing various activities like Slogan Writing <i>hi Seva Campaign</i>, Rally on <i>Stop use of Polythene</i> on 9th August, 2019. Various activities: Slogan Writing Competition, awareness session on 'Water harvesting and water Conservation' were organized under Swachhta Pakhwada observed on 9th September, 2019. Swachhta Hi Sewa Campaign, in order to promote the campaign an awareness session was organized on 1st October, 2019. A 45 minutes reading session was organized under 'Padhe Aligarh Abhiyan' on 20th November, 2019. Organized a Blood Donation Camp to develop the spirit of saving lives of others among the faculty members and students on 7th December, 2019. Plantation of Saplings and holding competition like Slogan writing, Poster making, Best out of Waste were organized from 16th – 30th January, 2020 under Swachhta Pakhwada 2020. Scout and Guide Camp was organized from 3rd – 7th March, 2020 for the students of ABIE to generate the spirit of Be Ready to Serve. <i>Voter Awareness Campaign</i>
<ul style="list-style-type: none"> Improvement in ICT services 	<ul style="list-style-type: none"> Internet access speed which has been increased from 1.5 mbps to 2.0 mbps previous year was maintained this year too. Smart Board placed in ICT room to facilitate learning and procurement of other electronic gadgets for smooth running of classes during COVID.
<ul style="list-style-type: none"> Celebration of important days to develop 	<ul style="list-style-type: none"> Celebrated 73rd Independence Day on

moral, social and cultural values among students.

15th August, 2019.

- **National Sports Day** (29th August, 2019), various indoor and outdoor games were organized for the students of ABIE.
- **Teachers Day** (5th September, 2019), a programme was organized by the students to honor their teachers.
- **Hindi Divas** (14th September, 2019), views were shared by the students on 'Hindi-the National language'.
- **World Heart Day** (29th September, 2019), students shared their views on the theme 'Creating Heart-Healthy Environment'.
- **Gandhi Jayanti** (2nd October, 2019), speech competition and plantation drive was held.
- **Sir Syed Day** (17th October, 2019), speech competition from the students of ABIE was organized to promote the ideology of Sir Syed Ahmad Khan.
- **National Education Day** (11th November, 2019) a discussion by the students was held on the contribution of Maulana Abul Kalam Azad to Education and the Country.
- **Children's' Day** (14th November, 2019), teachers organized a programme for the students to celebrate the birth anniversary of Pandit Jawaharlal Nehru.
- **Qaumi Ekta Week** (19th – 25th November, 2019) various programmes and activities were conducted following the theme "Secularism, Anti-communalism and Non-violence".
- **International Day of Persons with Disability – 3rd December 2019**, a small activity was assigned to the students of B.Ed. in the classroom to sensitize them about the hindrances disabled persons faced in their day to

	<p>day life.</p> <ul style="list-style-type: none"> • World Minority Day (18th December, 2019), a discussion about the ‘Rights of Minorities in India’ was held. • National Youth Day (12th January, 2020), a discussion on Swami Vivekananda’s ideals and philosophy of life was held with the students. • National Voters Day (25th January, 2020) a programme was organized on the theme of 2019, 'Making Our Voters Empowered, Vigilant, Safe and Informed', to envisage active and participative voters during elections.’ • Republic Day (26th January, 2020), cultural programmes were organized by ABIE. • Earth Day (22nd April, 2020) was celebrated in ABIE to highlight the necessity of planting trees and keeping the environment clean for a healthy and happy life.
<p>Prominent actions taken by various cells and committees:</p>	
<p>➤ <u>Placement Cell</u></p> <ul style="list-style-type: none"> • Organization of Workshops and Discussions for the students for qualifying Competitive examinations for better placement. • Provision of mock drill to develop career competencies among students and alumni • Proper notification of vacancies to students and alumni • 	<ul style="list-style-type: none"> • Organized a Guest Lecture on ‘Personality Development’ on 31st August, 2019. • Organized a Workshop on ‘Qualities of good teacher and ways to connect with students’ on 2nd November, 2019. • Arranged Quiz and written competition for preparing the students for competitive Examinations like CTET/UPTET. • Students and alumni have been notified properly through notices, e-mails and telephonic conversations regarding job vacancies. • Social media like WhatsApp and Facebook is also used to disseminate the information to the Alumni

	regarding vacancies in various schools.
<p>➤ <u>Women Cell</u></p> <ul style="list-style-type: none"> • Organization of activities under Women Cell. • Celebration of International Women’s Day (8th March, 2019) 	<ul style="list-style-type: none"> • Web Series organized on Women Empowerment covering the topics: Defense Mechanism, Interdependence of Women’s Health, Diet and Immunity, Legal Rights of Women under Mission Shakti Programme in the fall of October, 2019. • Organized various activities focusing on the “Women in Leadership: Achieving an equal future in a COVID-19 world”.
<p>➤ <u>Examination Cell</u></p> <p>➤ Ensuring proper process adopted by the faculty members for the assessment of the students.</p>	<ul style="list-style-type: none"> • Proper assessment of the students’ achievements was done along with the analysis of the result by the faculty members. • During Lockdown Online assessment was done using Google forms.
<p>➤ <u>Research and Extension Cell</u></p> <ul style="list-style-type: none"> • Ensuring greater research contribution by the faculty members and active participation in Seminars/ Conferences/ Workshops/ Orientation Programme/ Short Term Courses/ FDPs/Online Programmes at Institutional, Regional, National and International level 	<p><u>Paper Published</u></p> <ul style="list-style-type: none"> • Published an article “<i>Constructing perspectives amongst Children</i>” in Mentor-India Magazine. Vol. 13, Issue 01 • Research Paper under the title of “A Comparative Study of Teaching Values and Teaching Attitude Amongst Prospective Teachers” in an International IJRAR- E-ISSN 2348-1269, P-ISSN-2349-5138 UGC, ISSN Approved in July 2019. • A Research Paper published under the title of “Guidance and Counselling: Helping Strategies in Career Guidance” in International Edited Book entitled “Guidance and Counselling” ISBN: 978-81-945153-4-0, in December 2019. • A Chapter published in an International Edited Book entitled “Literary Discourse of 21st Century” under the title of “Third Gender Literary Discourse in 21 st Century” published

by Uttar Pradesh Bhasha Sansthaan, Lucknow ISBN: 978-93-88522-07-6, J.T.C Publications.

- *A Study of Teaching Attitude And Equality of Women among Prospective Teachers* in an International IJRAR-/E-ISSN 2348-1269, P-ISSN-2349-5138 UGC, ISSN Approved in July 2019.
- A paper title “Human Rights of Women Condition And Protection In the Age of Globalization” Published in International Journal of Educational Research Studies, VOL-4, ISSUE- 46, E- ISSN 2454-5554, June 2020.

Paper Presented

- *Presented Paper in International Conference on “Multidisciplinary Research” organized by Department of Education, F/o Social Science, AMU Aligarh from 12th - 13th October’ 2019.*
- *Presented Paper in International Conference on “Multidisciplinary Research” organized by Department of Education, F/o Social Science, AMU Aligarh from 12th - 13th October’ 2019.*
- Paper presented in the National seminar on the theme “Present Trends and Issues in Environmental and Occupational Health” from 25th-26th April, 2019 organized by Department of Education, Manipur University, sponsored by IMPRESS & ICSSR. Title of Paper, “***Role of Parental & Peer Relationship in Adolescents’ Emotional Wellbeing***”.
- *Paper Presentation in Two days ‘INTERNATIONAL VIRTUAL CONFERENCE’ on ‘COVID-19: Challenges and Opportunities’ from 14-15th May’2020 organized by DBRAU, Agra & HOWARD UNIVERSITY, WASHINGTON D.C.,*

USA. Topic of Presentation ***“Online Classes and Stress Involved: In Context to Working Mothers”***.

Workshops, FDPs, Orientation Programmes and Online courses attended

- Participated in “Online Creativity and Innovation for Personal & Professional Development” from 13.04.2020 to 16.04.2020 organized by AVS, College of Arts & Science, Salem
- Participated in two day National Virtual Faculty Development Program on “Project Proposal for Funding Agencies (UGC stride and ICSSR Impress : Preparation and Submission Protocol” held on 25th and 26th May 2020 organized by Research and Development Centre Tamil Nadu Teachers Education University, Chennai
- Participated in one week National Online Program (FDP) “E-Learning and ICT Tools for Effective Teaching – Learning” from 8th to 13th June 2020 organized by Aravali College of Advanced Studies in Education, Pali, Faridabad.
- Participated in one week FDP (Faculty Development Programme) 23-27 June 2020 on “Development of career in higher Education in India in the 21st Century”.
- Participated in a One Week National Webinar Series (12 sessions) on ‘Knowledge Generation in Education during COVID-19 Pandemic: Qualitative Research’ held on 1 st June -6 th June, 2020 organised by Bombay Teachers Training College HSNC

<ul style="list-style-type: none"> • Activities organized by the Incharge of the Cell 	<p>University, Mumbai and Department of Education, University of Mumbai.</p> <ul style="list-style-type: none"> • Participated in a 3 days Online Training Program entitled ‘Research Methodology for Social Sciences’ from 18th to 20th May, 2020 organised by Department of Social Work, harathidasan University, Tiruchirappalli. • Participated in One Week Faculty Development Programme on ‘Empowering Teachers for Smart Teaching’ from 5-11 th May’ 2020 organized by St. Joseph’s PU College, Bengaluru. • Attended One day Online Workshop on ‘Online Teaching & Learning Process’ on 24 th May’ 2020 organized by Smart Skhisha. <p><u>Other Work Detail</u></p> <ul style="list-style-type: none"> • Prepared a proposal and applied for a Minor Project as Project Director under IMPRESS 2nd Call ICSSR Project as Project Director Titled “<i>SECOND LANGUAGE PROFICIENCY IN HIGHER EDUCATION: AN EXPLORATORY STUDY OF STATE AFFILIATED TEACHER TRAINING INSTITUTES</i>” in the month of October’ 2019 <p>In addition to this a number of Webinars at National and International Level were attended by the faculty members.</p> <ul style="list-style-type: none"> • Workshop organized on ‘Effective Academic Paper Presentation’ on 18th January, 2019.
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<p>➤ <u>Physical Health and Sports Resource Centre</u></p> <ul style="list-style-type: none"> • Arrangement in Time Table for Games period. • Organization of / or participation in sport events at institutional, regional, and national level • Provision of new sports equipments 	<ul style="list-style-type: none"> • In the Time Table arrangement was made for the games period for the students keeping in mind ‘Health is Wealth’. • Various sports activities were organized under ‘Fortnight Independence Celebration’ from 14th – 25th August, 2019 for the students of ABIE. • Race competition (100 m and 200 m) was held for the students of ABIE on 12th October, 2019. • Various games were organized as per the instructions of DIET for D.El.Ed. Students. • Students participated in sports event organized at Institutional level during Qaumi Ekta Week (19th-25th November, 2019). • Faculty members and students participated in ‘Fit India Movement’ launched by Prime Minister Shri Narendra Modi on the occasion of “National Sports Day” on 29th August 2019. • Students participated in various outdoor and indoor sports activities organized on this occasion along with covering 10,000 steps. • More Sports equipments were procured.
<p>➤ <u>Guidance and Counselling Cell</u></p> <ul style="list-style-type: none"> • Organization of Orientation Programme • Organization of guest lecture on career guidance 	<ul style="list-style-type: none"> • One Week Orientation Programme was organized on 22nd – 27th July, 2019. • A Guest Lecture was organized on ‘Personality Development’ on 31st August, 2019. • A Career Counseling Session was organized on 7th September, 2019 by Career Sathi of Mahindra Educational Pvt. Ltd. for the students of B.Ed. and D.El.Ed.

<ul style="list-style-type: none"> • Ensuring full cooperation of teachers in solving the problems of students through counseling 	<ul style="list-style-type: none"> • “Career and Career Counselling” Session was organized on 21st September, 2019 for the students of all courses. • An Awareness Session was organized on Importance of Distance Education along with Formal education in collaboration of Placement Cell on 6th December, 2019. • Organized 5 days Online Program COVID “Career Oriented Vital Intellectual Demands” to motivate the students to cope in this situation from 20th-24th April. 2020. • Organized 4 days online programme on ‘Techno-stress involved in work from Home Mode’ from 11th to 14th June, 2020 by. • Behaviour related and adjustment problems of students were solved. • Proper educational guidance was also given to the students. • Solving the problems of the students related to their behaviour.
<p>➤ <u>Grievance Redressal Committee</u></p> <ul style="list-style-type: none"> • Facilities provided to students lodge their complaint. • Organization of regular meetings with the Principal for immediate actions • Seeking cooperation of guidance and counseling cell to solve behavior related grievances 	<ul style="list-style-type: none"> • Grievance Box placed in the campus and email id is provided to the students so that they can post their grievance. • Prompt actions were taken to solve students’ grievances depending upon the nature of problem. • Grievances related to behavior problems were solved with the help of Guidance and Counseling Cell Incharge.
<p>➤ <u>Anti-Ragging Cell</u></p> <ul style="list-style-type: none"> • As per the guidelines of UGC Anti-Ragging Cell has been established in the institute to curb the menace of Ragging in Higher Educational Institutions. 	<ul style="list-style-type: none"> • All the students of B.Ed. and D.El.Ed. got registered under the cell by filling up the online Anti-Ragging Form.