

Subject:	Minutes of 1st meeting of members of IQAC
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of Internal Quality
Date:	3/06/17
Meeting taken by:	Dr. Anamika Pandey
Attendee:	Designation: & Signature
Dr. Anamika Pandey	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Ms. Madhavi Gautam	Employer (Nav niketan high School)
Mr. Kapil Khushwaha	Student Alumni
Ms Manisha Rajdev	Student member
Agenda:	
1) Preparing of Academic calendar	
2) Submission of AQAR for the session 16-17	
3) Planning for smooth running of new UG & PG courses	
4) Co curricular activities for the UG students	
5) Scheduling of meetings for Session 2017-18	
6) External Financial Audit	

Minutes of 2nd meeting of members of IQAC

1. AQAR for session 16-17 submitted on 7/11/2017
 2. Report of Bridge classes was placed before the committee.
 3. Date is decided for External Annual Academic Audit, it will be held on 15th & 16th of September.
 4. Formats for daily lesson plans, Monthly Report, Teacher Guardian format and Monthly report format were approved for newly inducted UG courses.
 5. Quotations were approved for purchase of books for library.
 6. It was decided that all the CDs and lesson plans submitted by B.Ed students to be included in the library by cataloguing
 7. It was decided to develop smart classrooms for next session and budget allocations were discussed.
 8. External Financial Audit report for session 16-17 was placed before the committee
 9. IPR seminar was schedule on 11/11/2017 by Department of Commerce and Managemnet , Mittal Institute of Education.
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Dr. Anamika Pandey

Col. F.B. Allavali

Ms. Renu Saxena

Ms. Pushlata Sahu

Ms. Madhavi Gautam

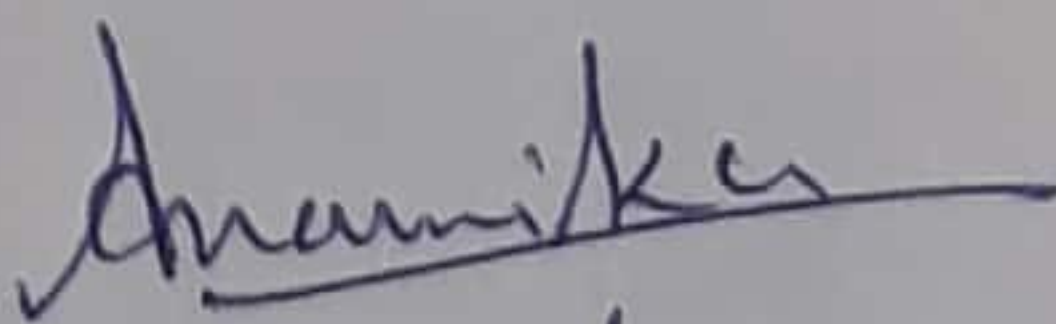
Mr. Kapil Khushwaha

Ms Manisha Rajdev

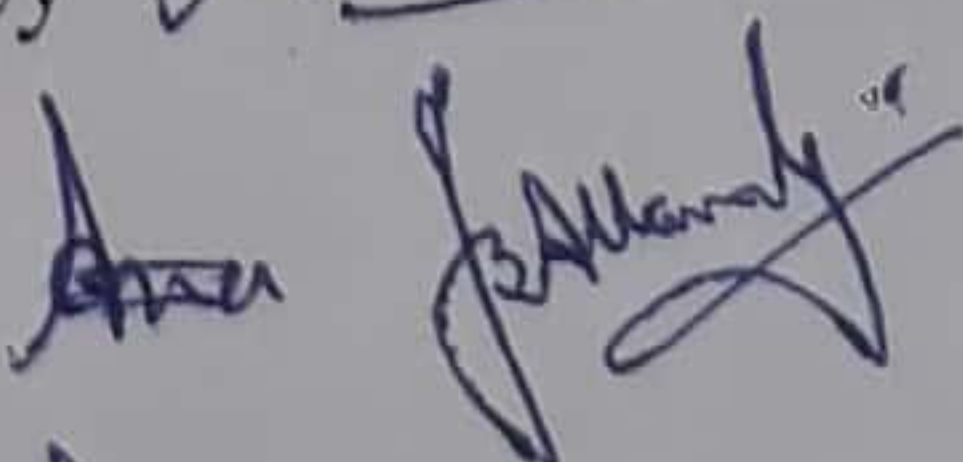
Minutes of 1st meeting of members of IQAC

- 1) Dr. Anamika Pandey addressed newly constituted members for the session 17-18 and briefed about the workings of IQAC.
- 2) Dr. Anamika Pandey congratulates all team member for successful completion of admission process for the session 17-18 for all new UG courses (B.Sc, BCA., B.Com., BBA) and PG course (M.Ed) along with B.Ed.
- 3) As per the previous session, Academic calendar for the session 17-18 was finalized.
- 4) NCC & NSS wings at MIE to be commenced.
- 5) Bridge Course to be given to the students admitted after commencement of regular classes, were scheduled from 30th Aug to 7th September.
- 6) As per the previous session, IQAC members will have 4 meeting in the session 17-18.
- 7) Formats of Daily lesson plan, Tutor Guardian system, various feedback forms to be developed.
- 8) financial audit for the session 16-17 was scheduled from 27/07/2017 to 29/07/2017
- 9) Next meeting was scheduled on 9/9/17

Dr. Anamika Pandey



Col. F.B. Allavali



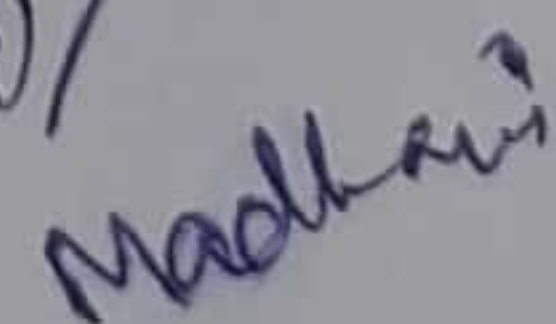
Ms. Renu Saxena



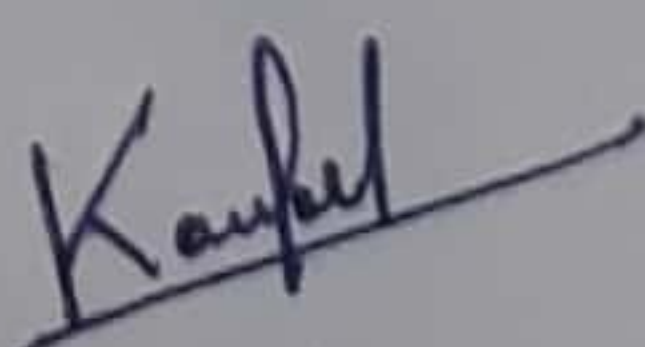
Ms. Pushlata Sahu



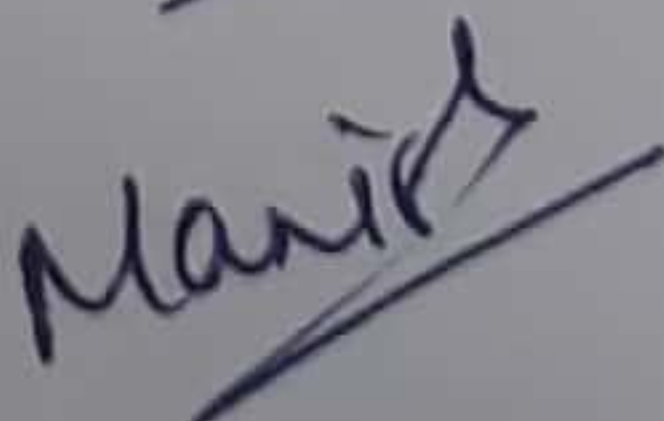
Ms. Madhavi Gautam



Mr. Kapil Khushwaha



Ms Manisha Rajdev





MITTAL INSTITUTE OF EDUCATION

(Approved By NCTE, New Delhi & Affiliated to BU, Bhopal M.P.)

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Ph. 0755-298003

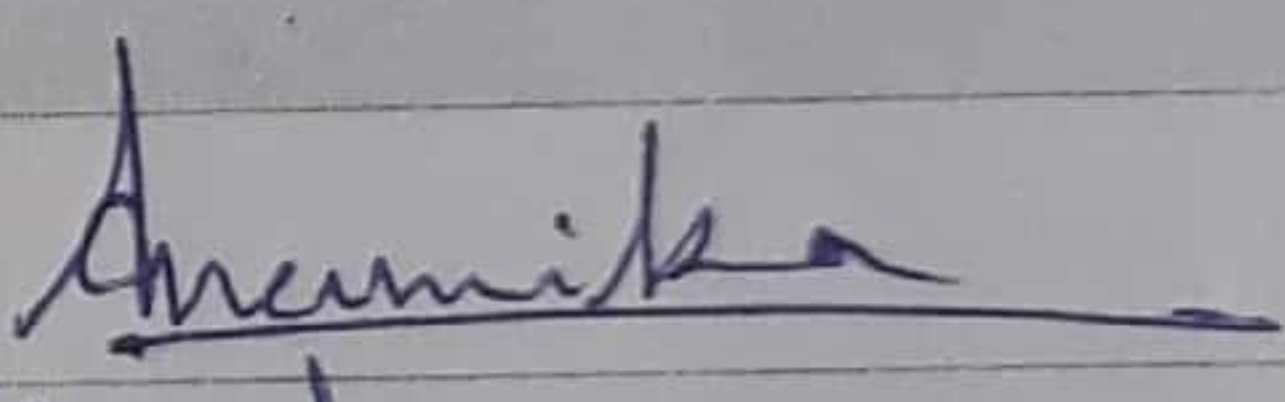


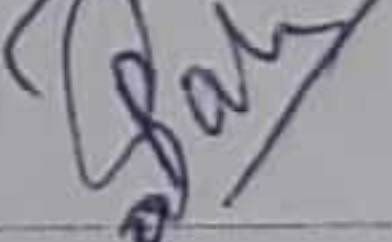
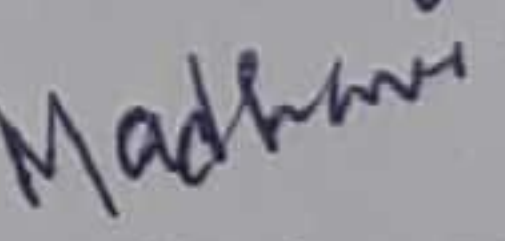
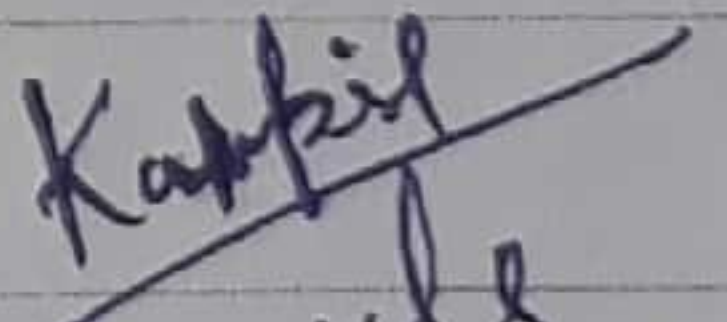
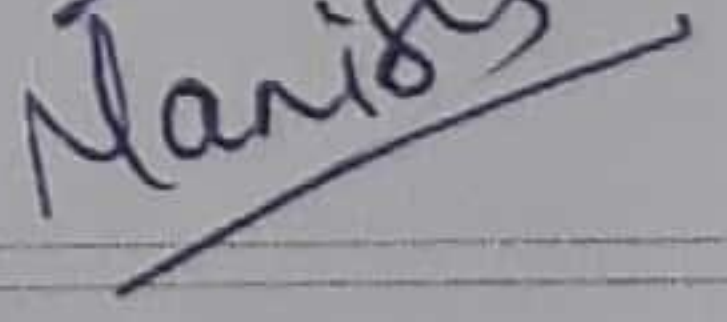
E-mail: miebpl2009@gmail.com

Important notice

Date-2/6/17

Formation of -IQAC for the session 17-18

The institute is committed to maintain educational excellence. To achieve this goal all the members of Mittal group strives hard. The following members have been nominated for the IQAC for the session 17-18 who will give them direction and suggestions for the above.

Name of the member	Designation:
Dr. Anamika Pandey - Principal	Chairman 
Col. F.B. Allavali- Registrar	Member 
Ms. Renu Saxena- Senior Faculty	Co-coordinator 
Ms. Pushlata Sahu- Faculty	Member 
Ms. Madhavi Gautam- Employer	Member 
Mr. Kapil Khushwaha- Student Alumni	Member 
Ms Manisha Rajdev- Student member	Member 

Principal



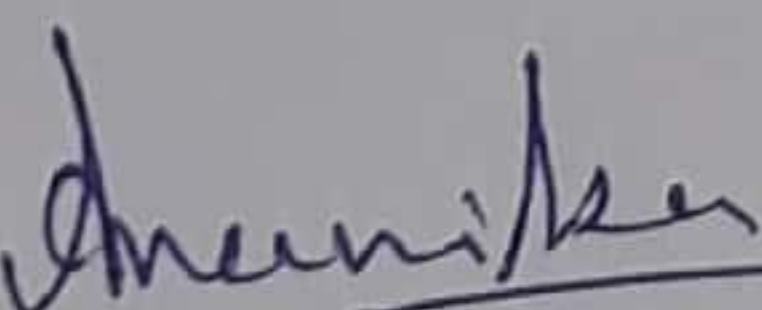
Mittal Institute of Education.

Subject:	Minutes of 3rd meeting of members of IQAC
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of Internal Quality
Date:	13/01/18
Meeting taken by:	Dr. Anamika Pandey
Attendee:	Designation:
Dr. Anamika Pandey	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Mr. Kapil Khushwaha	Student Alumni
Ms Manisha Rajdev	Student
Agenda:	
1. Review of discussions of last meeting and their progress	
2. Assessment of Academic progress	
3) Planning for induction of CSR sensitivity among the student.	
4) Library updating.	
5) Scheduling for next meeting	
6) FDP	


Subject:	Minutes of 2nd meeting of members of IQAC
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of Internal Quality
Date:	9/9/17
Meeting taken by:	Dr. Anamika Pandey
Attendee:	Designation:
Dr. Anamika Pandey	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Mr. Kapil Khushwaha	Student Alumni
Ms Manisha Rajdev	Student
Agenda:	
1. Review of discussions of last meeting and their progress	
2) Planning for external Annual Academic and Financial Audit.	
3) Submission of Financial Audit	
4) Review of formats developed ,for well planned curriculum delivering system for the faculties.	
5) Library updating.	
6) Scheduling for next meeting	
7) Seminar on IPR	


Minutes of 4th meeting of members of IQAC

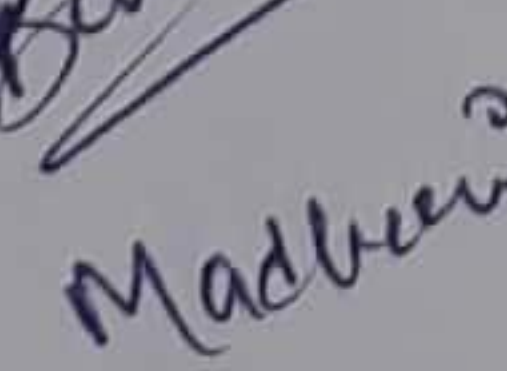
1. Report of remedial classes were placed in the meeting.
2. Reports of the Visits and activities conducted in Fridays were discussed.
3. On the basis of Grievances received Personality development & career counseling to be introduced from the next session.
4. A new course B.Sc clinical nutrition to be introduced from the session 18-19.
5. E- contents to be developed for all the courses.
6. Committee was formed for preparation of annual report for the session 17-18
7. Academic progress was re viewed and concern was raised regarding non-exam form filling of the enrolled student
8. The committee was adjourned .

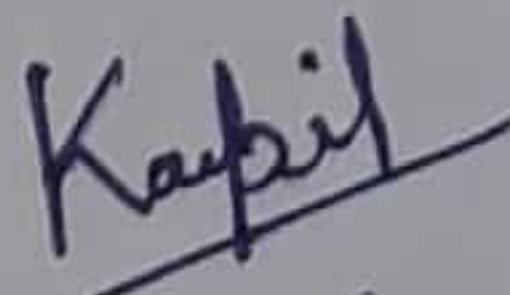
Dr. Anamika Pandey 

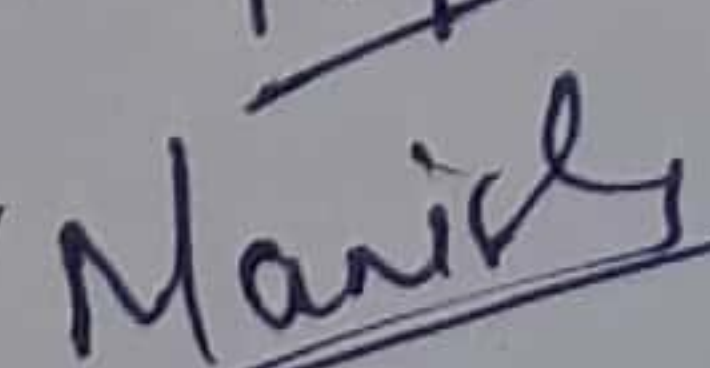
Col. F.B. Allavali

Ms. Renu Saxena 

Ms. Pushlata Sahu 

Ms. Madhavi Gautam 

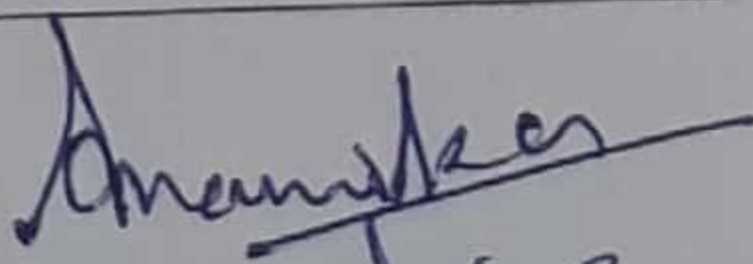
Mr. Kapil Khushwaha 

Ms Manisha Rajdev 

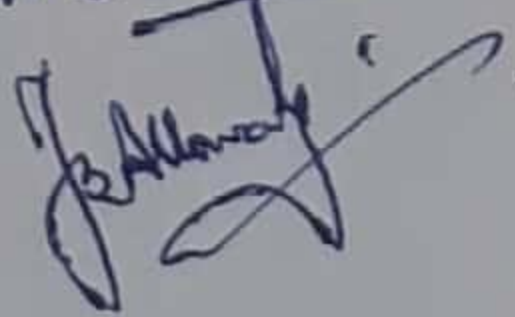
Minutes of 3rd meeting of members of IQAC

- 1) Result analysis of midterm internal examination held was placed before the panel.
- 2) Remedial classes was suggested for students performing poorly in internal examination.
- 3) Summary of CCE given to the students various forms like PPt, Assignment, Class room teaching, class test was placed before the panel.
- 4) The concept of Friday activities was put forward by IQAC team. On this day students will be taken to the places of educational or recreational value or guest lecture or any other hands on activity to be planned for the student.
- 5) NSS activity in the form of cleanliness drive to be held at gram Gunga by the students.
- 6) In view of upcoming elections voter awareness programs to be conducted by the students for the students and locals of surrounding area.
- 7) New books purchased for the library.
- 8) Reports of External Academic Audit was placed before panel.
- 9) 92 CDs and 76 Lessons Plans submitted by B.Ed students were included in the library.
- 10) AQAR for session 16-17 submitted on 7/11/2017
- 11) Students of UG courses to be enrolled in NCC
- 12) The contents of Faculty Development Program was conceptualized. It must include sessions on Gender Equality , Financial Literacy , ICT , Cyber Security , Yoga and Meditation
- 13) Report of 1 day seminar on IPR was placed before the panel.

Dr. Anamika Pandey



Col. F.B. Allavali



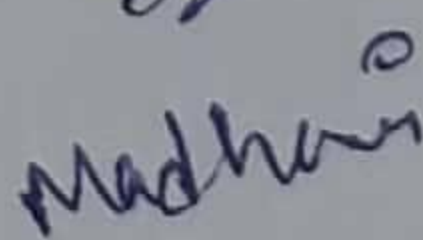
Ms. Renu Saxena



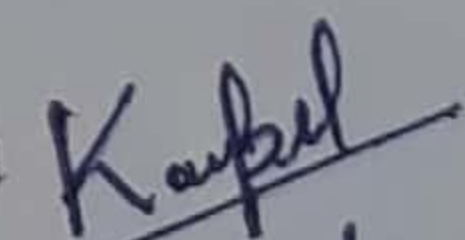
Ms. Pushlata Sahu



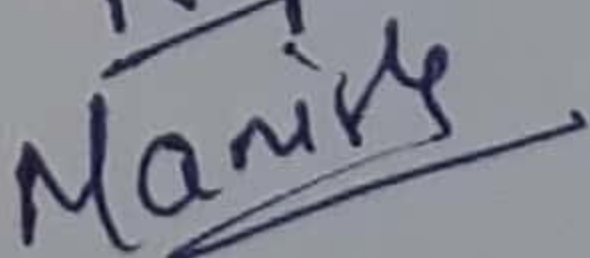
Ms. Madhavi Gautam



Mr. Kapil Khushwaha



Ms Manisha Rajdev



Subject:	Minutes of 4th meeting of members of IQAC
Venue:	Conference Hall at 11.00 A.M
Focus:	Assurance of Internal Quality
Date:	2nd May 18
Meeting taken by:	Dr. Anamika Pandey
Attendee:	Designation:
Dr. Anamika Pandey	Principal
Col. F.B. Allavali	Registrar
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator
Ms. Pushlata Sahu	Faculty
Mr. Kapil Khushwaha	Student Alumni
Ms Manisha Rajdev	Student
Agenda:	
1. Review of discussions of last meeting and their progress	
2. Review of grievances received throughout the session and action taken.	
3) Planning for next session on the basis of the above.	
4) Preparation of annual report.	
5) Academic Progress	