



**SWAMI VIVEKANAND COLLEGE OF EDUCATION TARKWARI**  
**An Institute of Quality & Excellence in Teacher Education**  
**RE-ACCREDITED BY NAAC WITH GRADE -B**

06/2022/44

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Date \_\_\_\_\_  
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**IOAC MEETING**

A meeting of IOAC was held on 15 October 2022 under the chairmanship of Dr. Kuldeep Singh Chandel Principal Swami Vivekanand College of Education Tarkwari. Following members were present in the meeting

S.NO.	Name	Signature
1	CA Rajeev Sharma Sec Gen SVN Educational Society Hamirpur	
2	Dr. Kuldeep Singh	
3	Dr. Babita Kalia	
4	Mrs. Basma, Chauhan	
5	Sh. Satish Kumar	
6	Mrs. Sonia	
7	Mrs. Kajal Sharma	
8	Mrs. Deepika	
9	Mrs. Anita	
10	Mrs. Kavita	
11	Mrs Neeta Devi	

Agenda No	Agenda and its Resolution	Action Taken
1.	Review of Last Meeting :- All the previous meeting Agenda points were reviewed and resolved in the meeting	



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Agenda No	Agenda and its Resolution	Action Taken
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2. Discussion on NAAC Criteria's :-

(a) Criteria-I :- In this criteria it was discussed that Mrs. Kajal Sharma Lectures in Edu. will draft a Manual on Micro-teaching for B.Ed course and Dr. Kuldeep Chandel (Principal of the college) will guide her to lead this project. And it was also discussed that the team will also co-ordinate with other school and B.Ed colleges for better desirable results. Dr. Kuldeep Chandel will chalkout the whole programme and expenditure will be bear by the college Management. Secondly it was discussed and decided in the meeting that there should be comprehensive lesson plan for B.Ed course to make sure uniformity among lesson plan/ students.

Complied and A National level workshop will be organised in the month of January.

b) Criteria-II :- In this criteria it was discussed



Agenda No	Agenda and its Resolution	Action Taken
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and decided that new practices Remedial teaching and team teaching will be continue for the next session.

(D) Criteria III :- In this

Criteria it was discussed and decided that Mrs Amita Rani will execute the whole plan of self defence for girls students. and she will also organise a awareness skit / Programme in near by community.

Yet Not compl

(d) Criteria IV :- In this

Criteria it was discussed and decided that A new printer <sup>for staff room</sup> will be purchased as soon as possible. Dr.

Kudeep Chandel will make arrangement for this. It was also discussed in this criteria that gym facility will be postpone for some time.

Completed by Dr. Kudeep Singh Chandel.

(e) Criteria-V :- It was discussed and decided

Completed by Mrs Sonia Sharma



Agenda and its Resolution	Action Taken
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that Mrs. Sonia Sharma will draft the plan of T.E.T coaching for would be teachers as soon as possible. And it was also decided that cash prize three thousand and two thousand will be awarded to students securing first and second position in final examination.

(3) Criteria-VI :- In this criteria it was decided that Mrs. Deepika Kumari will organise refresher course for non-teaching staff.

Completed by Mrs. Deepika Kumari.

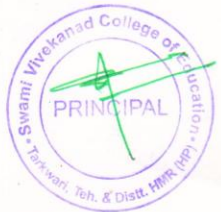
(4) Criteria-VII :- It was discussed and decided in the meeting that Mrs. Basha Chauhan will organise a guest lecture on Bee Keeping to promote vocational skills among students. and it was also discussed that weekly Employment newspaper will be distributed to ward

Completed by Mrs. Basha Chauhan.  
A Lecture will be organised very soon.



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	members of Takaula to aware young generation about opportunities in Employment.	
2	<u>Library Books:-</u> It was discussed and decided in the meeting that library committee will assess the cost of missing books and they will make a remark on the list/register.	Complied by the library committee
3	<u>Lab visit:-</u> It was discussed and decided in the meeting that one period in week will be for lab visit. So, 8th period every Saturday has been deputed in the time table for lab visit.	
	Ms. Bansi Chohan Co-ordinator IOAC	CA Rajeev Sharma Management Nominee



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07/2022/45

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## IOAC MEETING

A meeting of IOAC was held on 26 Nov. 2022 under the Chairmanship of Mr. Kuldeep Chandel Principal Swami Vivekanand College of Education Tarkwari. Following members were present in the meeting.

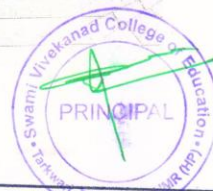
S.No Name

Signature

1. CA Rajeev Sharma Sec. Gen.  
S.V.N Educational Society Hamirpur
2. Dr. Kuldeep Singh
3. Dr. Basita Kalia
4. Mrs. Basla Chauhan
5. Sh. Saish Kumar
6. Mrs. Sonia Sharma
7. Mrs. Kopal Sharma
8. Ms. Champa Devi
9. Mrs. Deepika
10. Mrs. Anita Rani
11. Sh. Anur Sharma
12. Mrs. Neta Devi

Agenda No	Agenda and its Resolution	Action Taken
1.	<u>Review of Last Meeting</u> All the previous Meeting agenda points were	

Action Taken



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Agenda No	Agenda and its Resolution	Action Taken
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reviewed and resolved in the meeting.

2. Criteria-I :- It was discussed and decided in the meeting that college will organise a National level workshop on Micro teaching in the last week of January 2023. Mr. Kuldeep Chandel will prepare a draft of the workshop.

3. Criteria III :- It was discussed and decided in the meeting that a lecture on Health and Hygiene for girls will be organised very soon and Mrs. Anita Rani is assigned the duty to make necessary arrangement.

4. Library books :- It was discussed and decided in the meeting that library committee will call the students who have not yet return





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Agenda	Action Taken
<p>1. <u>Agenda and its Resolution</u> - 100 their library books and committee will complete this work with the in five days.</p>	
<p>5. <u>Laboratories</u>:- It was discussed and decided in the meeting that new laboratories will be prepared according to the norms of NCTE.</p>	
<p>6. <u>Sports Tournaments</u>:- It was discussed and decided in the meeting that college will organize one day state level boys Badminton tournament in the first week of January 2023. Sh. Anuraj Sharma (Physical Edu. instructor) will prepare the whole plan of action of the tournament</p>	

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Date \_\_\_\_\_  
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Mrs. Balshg Chauhan  
Co-ordinator IOAC

A. Rajeev Sharma  
Management  
IOAC

Dr. Kuldeep Chandra  
Chairman  
IOAC

Principal

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April 17, 2023

**IQAC MEETING**  
08/2023/46

A meeting of IQAC was held on April 17, 2023 under the chairmanship of Dr. Kuldeep Chandel, Principal, Swami Vivekanand College of Education, Tarkwari, Teh. Bhoranj, Distt. Hamirpur C.H.P.

The following members were present in the meeting.

Sr. No:	Name	Signature
01.	C.A. Rajeev, Sharma (Chairman), Swami Vivekanand Educational Society, HMR C.H.P.	
02.	Dr. Kuldeep Singh Chandel [Principal]	
03.	Dr. Manoj Kumar	
04.	Mrs. Barchha Chauhan	
05.	Ms. Kavita Dhiman	
06.	Mrs. Amita Rani	
07.	Mrs. Sonia Sharma	
08.	Sh. Satish Dhiman	
09.	Mrs. Uamila Devi	
10.	Mrs. Kajal Sharma	
11.	Sh. Santosh Kumar	
12.	Sh. Ajay Kumar	
13.	SH. Chander Naveen	
14.	SA. Arun Kumar	
15.	Mrs. Necta Devi	

Sr No	Agenda and its resolution	Action Taken
	<u>Review of last meeting</u>	
01.	All the previous meeting agenda points were reviewed and resolved in the meeting.	



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Agenda No.	Agenda and its resolution	Action Taken
02.	<p><b>Criteria-I [ Curricular Aspects ]</b></p> <p>It was discussed and decided in the meeting under this Criteria two value added activities will be initiated and convener of this Criteria Mrs. Kajal Sharma has assigned the duty to suggest two new value added activities.</p>	
03.	<p><b>Criteria-II [ Teaching - Learning and Evaluation ]</b></p> <p>Under this Criteria it was discussed and decided that the work on two value added activities will be remain continue i.e. on Team-teaching and remedial teaching. And proper record will be maintained by the convener of this criteria [ Sh. Satish Kumar ]</p>	<p>Team teaching and remedial teaching was conducted and proper record has been maintained it is with convener of this Criteria Sh. Satish Kumar</p>
04.	<p><b>Criteria -III [ Research Innovations and Extension ]</b></p> <p>In this Criteria it was decided and discussed that two new value added activities will be initiated viz. You tube channel of the college and Flip learning approach will be adopted by the teachers and Mrs. Amita Rani convener of this criteria will keep and maintain the record.</p>	<p>You-Tube channel of the college has been started and it is linked with the college website i.e. www.svn-tarkwari.com.</p>
05.	<p><b>Criteria-IV [ Infrastructure and Learning Resources ]</b></p> <p>It was discussed and decided in the</p>	



Agenda No.	Agenda and its resolution	Action Taken
	<p>meeting that at least Two Hundred (200) new books will be added in the library and at least two e-journal will be subscribed for the library and Mrs. Neeta Devi (librarian) assigned this duty. In addition to this one Smart classroom will be furnished and New LCD projector as well as sound system will be purchased. The convener of this Criteria Dr. Manoj Kumar has assigned this duty.</p>	<p>Two Hundred (200) Books &amp; e-Journal from DELNET and new furniture has been purchased for the college.</p>
06.	<p><b>Criteria V [ Student Support and Progression ]</b></p> <p>In this Criteria it was discussed and decided that cash Prize of Rs Two-thousand [Rs 2000/-] will be awarded to first two toppers each from B.Ed and D.El.Ed course. Financial support will be provided to the needy students by the worthy management after proper recommendation from the mentor and principal. Further, a motivational talk regarding HPTET coaching will be given by Dr. Kuleep Singh Chandel to the B.Ed trainees. Mrs. Sonia Sharma, Convener of this criteria has assigned the duty to enroll the trainees for HPTET coaching. Further, Mrs. Sonia Sharma has assigned the duty to maintain proper record of the charity given to the deceased Nikhil Sharma [D.El.Ed 2<sup>nd</sup> Year student] by the</p>	<p>Motivated talk to students regarding Coaching HPTET was given by Dr. Kuleep Singh, Principal of the college. A sum of RS 15000/- was given to the parents of Mr. Nikhil Sharma, [D.El.Ed 2<sup>nd</sup> year] students. Who was met with an accident and passed away</p>





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Agenda No.	Agenda and its resolution	Action-Taken
07.	<p>worthy management, staff and students.</p> <p><b>Criteria-VI [ Governance, Leadership and Management ]</b></p> <p>It has been discussed and decided in the meeting that Mrs. Urmila Devi convener of this Criteria will initiate two new value added activities with immediate effect.</p>	<p>No new value added Course activities initiated in this Criteria.</p>
08.	<p><b>Criteria-VIII [ Institutional values and Best Practices ]</b></p> <p>Under this Criteria it has been discussed and decided that the convener of this Criteria will arrange employment news and Gizi Raj for the library and will arrange lecture on Bee keeping.</p> <p>At last it was directed by the chair that each activities will be compiled seperatly with proper documentation.</p> <p>The meeting was adjourned with vote of thanks to the chair by Dr. Manoj Kumar, Assistant Professor of the college.</p>	<p>A lecture on bee keeping has been arranged for student and yet Gizi Raj &amp; employment news not subscribed in our college library.</p>

*[Signature]*  
 CA. Rajeev Sharma  
Management Nominee

*[Signature]*  
 Dr. Kuldip Singh  
Chairman TOAC



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June 17, 2023

IQAC MEETING  
09/2023/47

A meeting of IQAC was held on June 17, 2023 under the Chairmanship of Dr. Kuldeep Singh Chandel, Principal, Swami Vivekanand College of Education, Tarkwari, Teh. Bhoranj, Distt. Hamirpur CHPD.

The following members were present in the meeting.

Sr.No	NAME	Signature
01.	C.A. Rajeev Sharma [Chairman], Swami Vivekanand College of Educational Society, HMR CHPD	
02.	Dr. Kuldeep Singh [Principal]	
03.	Dr. Manoj Kumar	
04.	Mrs. Barsha Chauhan	
05.	Ms Kavita Dhiman	
06.	Mrs Amita Rani	
07.	Mrs Sonia Sharma	
08.	Sh. Satish Kumar	
09.	Mrs Urmila Devi	
10.	Mrs Shalini Sharma	
11.	Mrs Jaya Sharma	
12.	Sh. Ajay Kumar	
13.	SH. Chander Naveen	
14.	SH. Arun Kumar	
15.	SH. Jitender Kumar	

01. Review of Last Meeting:

The various agenda points of the previous/Last meeting held on April 17, 2023 were reviewed and action taken report was presented in the meeting by management-Staff/secretary /IAC coordinator.



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Agenda No	Agenda and its Resolution	Action-Taken
02.	<u>IOAC Year Plan for the new Academic Year (2023-24)</u> It was discussed and decided in the meeting to organize all possible events in online/offline mode. IOAC decided to provide all technical support and expertise to all staff, cell and committees to organize events. IOAC cell decided that after every six months, orientation program/FDP will be conducted in the college for teachers.	A Tentative annual Plan for the IOAC activities for the academic year was finalized.
03.	<u>3<sup>rd</sup> Cycle NAAC Accreditation</u> In the meeting it was discussed and decided that our institution will go for 3 <sup>rd</sup> cycle of NAAC Accreditation process. In this regard, a committee was constituted to spearhead the documentation and other necessary accreditation process. The co-ordinator of IOAC (Dr. Kuldeep Singh Chandel) has assigned the duty to constitute the committee for the said purpose.	Complied by Dr. Kuldeep Singh Chandel principal of the college of Education
04.	<u>Online-Teaching Learning Process</u> It has been discussed and decided that faculty members will make optimum use of ICT and their lessons will be recorded and should be put in You-Tube channel of the college. The major focus will be on those students who remain absent for college due to unprecedented reasons they could be benefitted in due course of time.	online learning supported using online learning platform like You-Tube channel. Recording of video lecture and google meets etc.





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Agenda No	Agenda and its Resolution	Action-Taken
05.	<p><u>Any other matter</u>                      It was discussed and decided to organize a workshop online/offline on code of conduct for non-teaching staff of the college.</p>	<p>A Tentative plan for the ICAC</p>
<p>At last it was directed by the Chair that each agenda will be compiled separately with proper documentation. The meeting was adjourned with vote of thanks to the chair by Dr. Manoj Kumar, Assistant Professor of the College.</p>		
<p><i>[Signature]</i>                      CA Rajeev Shama                      Management Nominee</p>		<p><i>[Signature]</i>                      Dr. Kuldeep Singh Chandel                      Chairman ICAC</p>



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