

Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Pre-internship, internship and post-internship interaction of B.Ed. Semester-III students

Meeting Date: July 12, 2024


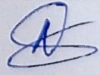
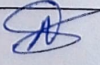
Chairperson: Dr. Neetika (Principal)

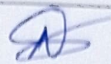
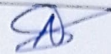
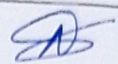
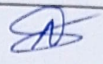
Attendees

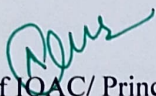
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

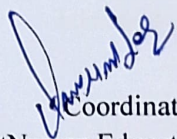
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Pre-internship schedule	<ul style="list-style-type: none">• Demonstration of micro teaching skills by teacher educators of respective subjects• Preparation of lesson plans• Simulated teaching by pupil teachers• Choices of schools from pupil teachers	<ul style="list-style-type: none">• Duties assigned to teacher educators of respective subjects for micro teaching and lesson planning• Preparation of schedule for simulated teaching of pupil teachers	
Allotment of schools	<ul style="list-style-type: none">• Record maintenance of schools allotted to pupil teachers	Duty assigned to concerned teacher educators	
Attendance record	<ul style="list-style-type: none">• Record maintenance of attendance record of	Duty assigned to concerned teacher educators	

	pupil teachers		
Performa of assessment for school internship	<ul style="list-style-type: none"> Record maintenance of Performa of assessment of pupil teachers 	Duty assigned to concerned teacher educators	
Relieving letters from schools	<ul style="list-style-type: none"> Record maintenance of relieving letters of pupil teachers 	Duty assigned to concerned teacher educators	
List of external examiners & invitation letters	<ul style="list-style-type: none"> Formulation of list of external examiners Matter to be included in the invitation letters to external examiners 	Duty assigned to concerned teacher educators	
Discussion lesson	<ul style="list-style-type: none"> Schedule of discussion lesson Submission of assessment to university 	Duty assigned to concerned teacher educators	


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Jalalabad

Internal Quality Assurance Cell
LalaJagatNaryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Regarding continuous internal evaluation (House Test) of B.Ed.(semester I) students

Meeting Date: October 21, 2024

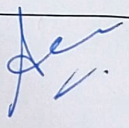
Chairperson: Dr. Neetika (Principal)

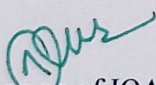
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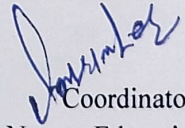
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
House Test of B.Ed. (Semester I)	<ul style="list-style-type: none">• Schedule of House Test• Seating arrangement• Record of House Test results	Duty assigned to examination coordinator for follow up	


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**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding Examination Centre for B.A. V Semester

Meeting Date: November 4, 2024

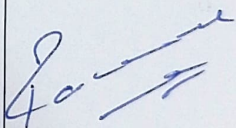
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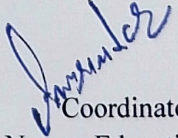
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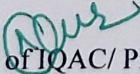
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Examination Centre for B.A.	<ul style="list-style-type: none">• Infrastructure facilities in college• Seating arrangement• Record of Answer-sheets, question booklets and attendance sheets	Duty assigned to examination coordinator for B.A Centre for further arrangements	


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Jalalabad (w)

**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding final skill in teaching practical examination of B.Ed. 3rd semester students

Meeting Date: 28th November, 2024

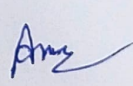
Chairperson: Dr. Neetika (Principal)

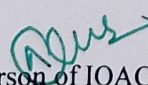
Attendees

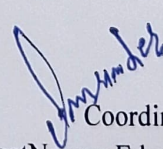
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Skill in teaching Practical Examination of B.Ed 3 rd semester students	<ul style="list-style-type: none">Practical files of respective teaching subjectsRecord of attendance sheets and internal & external examiners	Duty assigned to the concerned teacher educators	


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Jalalabad

**Internal Quality Assurance Cell
LalaJagatNaryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding final practical examination of B.Ed. 1st semester students

Meeting Date: 29th November, 2024


Chairperson: Dr. Neetika (Principal)

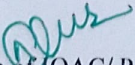
Attendees

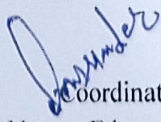
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Practical Examination of B.Ed. 1 st Semester	<ul style="list-style-type: none">Practical File of respective subjectsRecord of attendance sheets and internal & external examiners	Duty assigned to the concerned teacher educators	


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Jalalabad

**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding final theory examination of B.Ed. 1st semester students

Meeting Date: 29th November, 2024

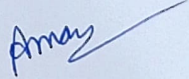
Chairperson: Dr. Neetika (Principal)

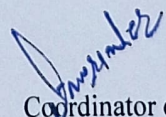
Attendees

Members of IQAC

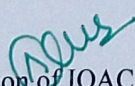
Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Theory Examination of B.Ed. 1 st Semester	<ul style="list-style-type: none">Appointment of Deputy Superintendent, Assistant Superintendent and Centre clerkSeating arrangementRecord of Answer-books, attendance sheets and exam duties	Duty assigned to the Deputy Superintendent and Centre clerk for further arrangements	



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Jalalabad (ed)

Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Organizing zonalskill in teaching and on the spot preparation of teaching aids competition

Meeting Date: January 20, 2025

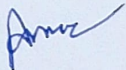
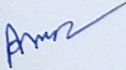
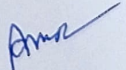
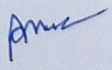
Chairperson: Dr. Neetika (Principal)

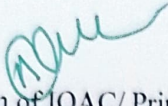
Attendees

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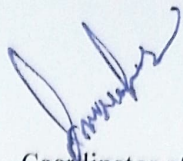
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Invitation to colleges for entries	<ul style="list-style-type: none">• Matter to be included in the invitation letters• List of colleges for sending invitation letters	Organizing committee took care of the details	
Entry form	<ul style="list-style-type: none">• Maintenance of record of entry forms sent by colleges	Duty assigned to the members of organizing committee	
Approval of panel	<ul style="list-style-type: none">• List of panel of judges according to the rules• Invitation letters to judges	Duty assigned to members of organizing committee for the process to be followed after getting approval	
Performa for Evaluation	<ul style="list-style-type: none">• Maintenance of record regarding Performa for evaluation	Duty assigned to the members of organizing committee	



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Lala Jagat Naryan Education College
Jalalabad

Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Organizing National Seminar sponsored by CDC, Panjab University

Meeting Date: January 20, 2025

Chairperson: Dr. Neetika (Principal)

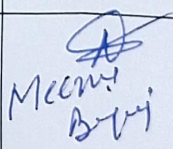
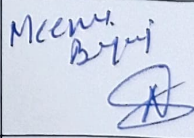
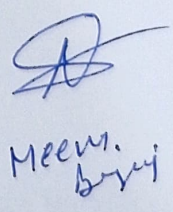
Attendees

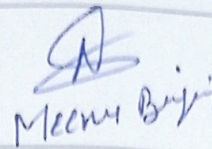
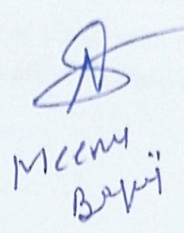
Organizing Secretaries- Dr. Narinder Singh & Ms. Meenu Bajaj

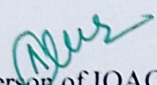
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar

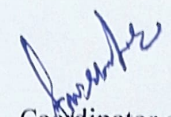
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Brochure of National Seminar	<ul style="list-style-type: none">• Matter to be included in the brochure• Template of brochure	Members of organizing committee took care of the brochure details	 Meenu Bajaj
Certificate of National Seminar	<ul style="list-style-type: none">• Matter to be included in the certificate	Members of organizing committee took care of the certificate details	 Meenu Bajaj
Invitation letters to keynote speaker and resource persons	<ul style="list-style-type: none">• List of resource persons and keynote speaker• Matter to be included in the invitation letters	Duties assigned to the members of organizing committee	 Meenu Bajaj

Mementos for resource persons	<ul style="list-style-type: none"> Matter to be included in the mementos 	Members of organizing committee took care of the mementos details	 Meenu Biji
Schedule of national seminar	<ul style="list-style-type: none"> Discussion of schedule to be followed in national seminar Discussion regarding seating arrangement Discussion about refreshment 	<ul style="list-style-type: none"> Committee constituted and duties assigned to faculty members Follow up for arrangements to be made for refreshment 	<ul style="list-style-type: none">  Meenu Biji


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Jalalabad

Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Regarding continuous internal evaluation (House Test) of B.Ed. students (semester II & IV)

Meeting Date: March 17, 2025

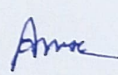
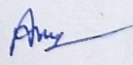
Chairperson: Dr. Neetika (Principal)

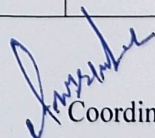
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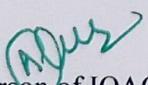
Members of IQAC

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Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
House Test of B.Ed. (Semester II)	<ul style="list-style-type: none">• Schedule of House Test• Seating arrangement• Record of House Test results	Duty assigned to examination coordinator for follow up	
House Test of B.Ed. (Semester IV)	<ul style="list-style-type: none">• Schedule of House Test• Seating arrangement• Record of House Test results	Duty assigned to examination coordinator for follow up	


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Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Organizing Alumni Meet for B.Ed. and M.Ed. students of batch 2021-23 and 2022-24

Meeting Date: April 17, 2025

Chairperson: Dr. Neetika (Principal)

Attendees

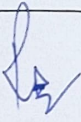


Members of IQAC

Dr. Richa Arora (Coordinator), Dr. Narinder Singh, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj & Ms. Aarti

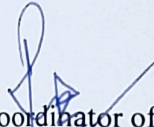
Member of Alumni Association

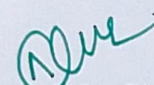
Mr. Amrinder Singh

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Banner of Alumni Meet	<ul style="list-style-type: none">• Matter to be included in the banner• Size of banner	Members of Alumni Association took care of the banner details	
Mementos for alumni students	<ul style="list-style-type: none">• Matter to be included in the mementos	Members of Alumni Association took care of the mementos details	
Schedule of alumni meet	<ul style="list-style-type: none">• Discussion of schedule to be followed in alumni meet• Decision about the refreshment for alumni students	<ul style="list-style-type: none">• Follow up for effective execution of schedule• Follow up for arrangements to be made for	

		refreshment	
Activities for alumni meet	<ul style="list-style-type: none"> • Active sharing of experiences by alumni students through chits activity • Performance of present B.Ed. students 	<ul style="list-style-type: none"> • Allocation of duty to teachers for chits activity • Follow up of the performance to be given by present B.Ed. students 	Meenabi


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**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Organizing Placement Fair for B.Ed. students of batch 2023-25

Meeting Date: April 19, 2025

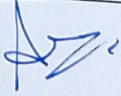
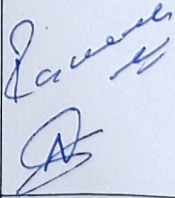
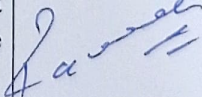
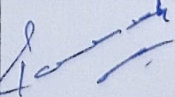
Chairperson: Dr. Neetika (Principal)

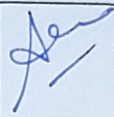
Attendees

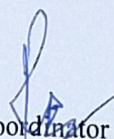
Members of IQAC

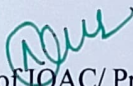
Dr. Richa Arora (Coordinator), Dr. Narinder Singh, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj & Ms. Aarti

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Banner of Placement Cell	<ul style="list-style-type: none">Matter to be included in the bannerSize of banner	Members of Placement Cell took care of the banner details	
Invitation letters to various schools	<ul style="list-style-type: none">Selection of schoolsMatter for invitation letterVisit to schools for invitation	Invitation letters distributed to selected schools	
Mementos for subject experts of schools	<ul style="list-style-type: none">Matter to be included in the mementos	Members of Placement Cell took care of the mementos details	
Schedule of Placement Fair	<ul style="list-style-type: none">Decision about date, time and venue for placement fairDecision about the	<ul style="list-style-type: none">Follow up for effective execution of schedule	

	refreshment for subject experts	<ul style="list-style-type: none"> Follow up for arrangements to be made for refreshment 	
Teaching demonstration by B.Ed. students	<ul style="list-style-type: none"> Arrangement of whiteboard, projector for demonstration by B.Ed. students 	<ul style="list-style-type: none"> Follow up for arrangements to be made for demonstration 	


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 Jalalabad (w)

Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

Agenda of Meeting: Regarding final theory examination of B.Ed. 2nd & 4th semester students

Meeting Date: 28th April, 2025

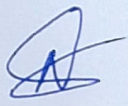
Chairperson: Dr. Neetika (Principal)


Attendees

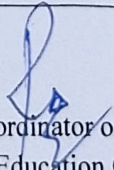
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Theory Examination of B.Ed. 2 nd and 4 th Semester	<ul style="list-style-type: none">• Appointment of Deputy Superintendent, Assistant Superintendent and Centre clerk• Seating arrangement• Record of Answer-books, attendance sheets and exam duties	Duty assigned to the Deputy Superintendent and Centre clerk for further arrangements	


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**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding final practical examination of B.Ed. 2nd & 4th semester students

Meeting Date: 28th April, 2025

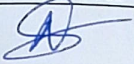
Chairperson: Dr. Neetika (Principal)

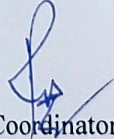
Attendees

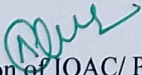
Members of IQAC

Mr. Amrinder Singh (Coordinator), Dr. Narinder Singh, Dr. Richa Arora, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Practical Examination of B.Ed. 2 nd & 4 th Semester	<ul style="list-style-type: none">Practical files of respective subjectsRecord of attendance sheets and internal & external examiners	Duty assigned to the concerned teacher educators	


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**Internal Quality Assurance Cell
LalaJagatNaryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding Examination Centre for B.A. II, IV & VI Semester

Meeting Date: April 28, 2025

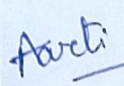
Chairperson: Dr. Neetika (Principal)

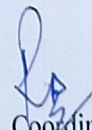
Attendees

Members of IQAC

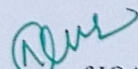
Dr. Richa Arora (Coordinator), Dr. Narinder Singh, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj & Ms. Aarti

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Examination Centre for B.A.	<ul style="list-style-type: none">• Infrastructure facilities in college• Seating arrangement• Record of Answer-books, attendance sheets,	Duty assigned to examination coordinator for B.A Centre for further arrangements	



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2024-25

**Internal Quality Assurance Cell
Lala Jagat Naryan Education College, Jalalabad**

Minutes of Meeting

Agenda of Meeting: Regarding admission of B.Ed. and M.Ed. students for upcoming session 2025-27

Meeting Date: May 9, 2025

Chairperson: Dr. Neetika

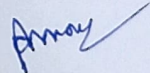

Attendees

Members of Management: Sh. Ashok Kumar Aneja (Chairman), Sh. Chander Shekhar Gumber (Treasurer)

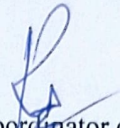
Members of IQAC

Dr. Richa Arora (Coordinator), Dr. Narinder Singh, Mr. Amandeep Handa, Mr. Rakesh Kumar, Ms. Meenu Bajaj & Ms. Aarti

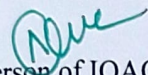
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Admission of B.Ed.	<ul style="list-style-type: none">• Advertisement details for B.Ed. admission• Fee structure• Facilities for students (free coaching, notes and registration)• Reward for teachers• Strategies for increasing intake	Duty assigned to HOD of B.Ed. for follow up and effective execution of strategies	
Admission of M.Ed.	<ul style="list-style-type: none">• Advertisement details for M.Ed. admission• Fee structure• Facilities for students (free coaching, notes and	Duty assigned to HOD of M.Ed. for follow up and effective execution of strategies	

	registration) • Reward for teachers • Strategies for increasing intake		
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