

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, 2023

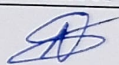


Chairperson: Mr. Amandeep Handa (Officiating Principal)





Attendees

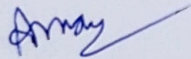
Members of IQAC

Dr. Narinder Singh (Coordinator), Dr. Richa Arora, Dr. Dinesh Partap Singh, Mr. Rakesh, Ms. Meenu

Meeting Notes

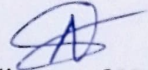
Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Pre-internship schedule	<ul style="list-style-type: none">• Demonstration of micro teaching skills by teacher educators of respective subjects• Preparation of lesson plans• Simulated teaching by pupil teachers• Choices of 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 pupil teachers	Duty assigned to concerned teacher educators	

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
Lala Jagat Naryan 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, 2023

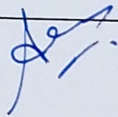
Chairperson: Mr. Amandeep Handa (Officiating Principal)

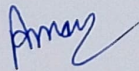
Attendees

Members of IQAC

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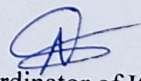
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
House Test of B.Ed. (Semester 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 final skill in teaching practical examination of B.Ed. 3rd semester students

Meeting Date: 27th November, 2023

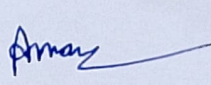
Chairperson: Mr. Amandeep Handa (Officiating Principal)

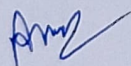
Attendees

Members of IQAC

Dr. Narinder Singh (Coordinator), Dr. Richa Arora, Dr. Dinesh Partap Singh, Mr. Rakesh, Ms. Meenu

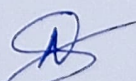
Meeting Notes

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 subjects• Record of attendance sheets and internal & external examiners	Duty assigned to the concerned teacher educators	



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Lala Jagat Naryan Education College, Jalalabad

Minutes of Meeting

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

Meeting Date: 4th December, 2023


Chairperson: Mr. Amandeep Handa (Officiating Principal)

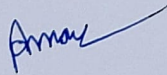
Attendees

Members of IQAC

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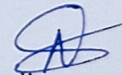
Meeting Notes

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 subjects• Record of attendance sheets and internal & external examiners	Duty assigned to the concerned teacher educators	



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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: 13th December, 2023

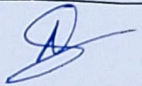
Chairperson: Mr. Amandeep Handa (Officiating Principal)

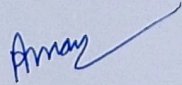
Attendees

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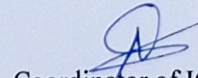
Meeting Notes

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

Meeting Date: March 18, 2024

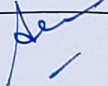
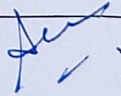
Chairperson: Dr. Neetika (Principal)

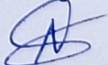
Attendees

Members of IQAC

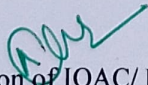
Dr. Narinder Singh (Coordinator), Dr. Richa Arora, Dr. Dinesh Partap Singh, Mr. Rakesh, Ms. Meenu

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: Regarding Examination Centre for B.A. II & VI Semester

Meeting Date: April 22, 2024

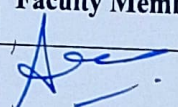
Chairperson: Dr. Neetika (Principal)

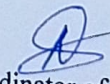
Attendees

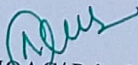
Members of IQAC

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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 collegeSeating arrangementRecord of Answer-sheets, question booklets and attendance sheets	Duty assigned to examination coordinator for B.A Centre 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 theory examinations of M.Ed. IV Semester

Meeting Date: April 25, 2024

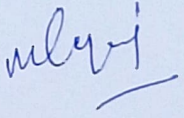
Chairperson: Dr. Neetika (Principal)

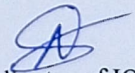
Attendees

Members of IQAC

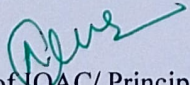
Dr. Narinder Singh (Coordinator), Dr. Richa Arora, Dr. Dinesh Partap Singh, Mr. Rakesh, Ms. Meenu

Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Member
Theory Examination of M.Ed. 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
LalaJagatNaryan Education College, Jalalabad**

Minutes of Meeting

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

Meeting Date: 25th April, 2024

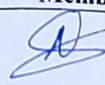
Chairperson: Dr. Neetika (Principal)

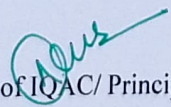
Attendees

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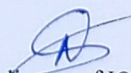
Dr. Narinder Singh (Coordinator), Dr. Richa Arora, Dr. Dinesh Partap Singh, Mr. Rakesh, Ms. Meenu

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 final theory examination of B.Ed. 2nd & 4th semester students

Meeting Date: 25th April, 2024

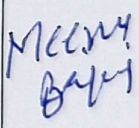
Chairperson: Dr. Neetika (Principal)

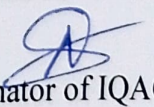
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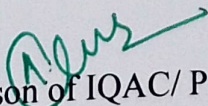
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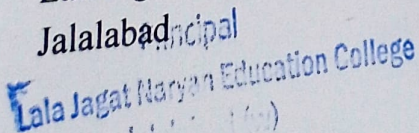
Meeting Notes

Agenda Item	Discussion Points	Action taken	Signature of Concerned Faculty Members
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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