Regional Institute of Education (RIE), Bhopal
Minutes of the Meeting

Date: 04 August 2023, Time: 10:00 AM
Venue: Room No. 52,

Chairperson: Prof. Jaydip Mandal, Principal

Members:
1. Dr. R. P. Prajapati
2. Dr. P. K. Tripathy
3. Dr. Shivalika Sarkar
4. Dr. Saurabh Kumar
5. Dr. Ganga Mahato

Agenda Points:

➤ Introduction of fresh value-added courses.

➤ Initiation of new self-study courses.

➤ Distribution of various criteria amongst the members of the IQAC.

➤ Planning projects/seminars/conferences/workshops under NAAC/UGC.

➤ Establishment of a permanent common room for girls.

➤ Constitution of the IQAC Committee.

Discussions and Resolutions:

Introduction of Fresh Value-Added Courses:

It was resolved to introduce value-added courses such as Library Science and Educational Technology, with special emphasis on their inclusion in the timetable. These courses aim to equip students with skills aligned with contemporary educational and professional demands ensuring alignment with the NEP 2020 objectives.

Initiation of New Self-Study Courses:

Self-study courses, including introductory modules in Library Science and Digital Education, will be developed. These courses will provide flexible learning opportunities and support independent learning.

Distribution of Various Criteria Amongst IQAC Members:

Criteria related to institutional performance, student learning outcomes, and quality assurance were distributed among IQAC members based on their expertise. Regular reviews were scheduled to assess progress and resolve challenges.

Planning Projects/Seminars/Conferences/Workshops under NAAC/UGC:

Leveraging RIE Bhopal's A++ grade accreditation, it was proposed to organize seminars and workshops in the upcoming academic year on themes such as Innovations in Interdisciplinary Education". Members were requested to prepare draft proposals and identify funding sources to ensure timely submissions.

Establishment of a Permanent Common Room for Girls:

A proposal to allocate a dedicated and well-equipped space as a common room for girls was discussed. The room will be ready by the end of the semester, enhancing student welfare and inclusivity.

Constitution of the IQAC Committee:

A robust Internal Quality Assurance Cell (IQAC) was constituted to ensure continuous improvement in academic and administrative performance. The committee, comprising representatives from all departments, will draft operational guidelines and present them at the next meeting.

Conclusion:

The meeting concluded with consensus on the strategic initiatives for institutional advancement and student-centric improvements. The next meeting is scheduled for 04 August 2023 with honourable principal, RIE, Bhopal at 5.15 pm.

प्राचार्य / Principal
केंद्रीय शिक्षा संस्थान
Regional Institute of Education
भोपाल—13 (म.प्र.) / Bhopal-13 (M.P.)

(Convenor, IQAC)

Regional Institute of Education (RIE), Bhopal
Minutes of the Meeting

Date: 04 August 2023, Time: 05:15 PM
Venue: Room No. 03,

Chairperson: Prof. Jaydip Mandal, Principal, RIE Bhopal

Members:
1. Prof. Rashmi Singhai, Co-ordinator
2. Dr. R. P. Prajapati
3. Dr. P. K. Tripathy
4. Dr. Shivalika Sarkar
5. Dr. Saurabh Kumar
6. Dr. Sangeetha Pethia
7. Dr. Ganga Mahato

Agenda Points:

➤ Staff assistance required for geotagged photos and uploading evidence on the website.

➤ Provision of cycles for hostel students.

➤ Establishment of a permanent common room for girls.

➤ Allocation of seed money for faculty.

➤ Formation of a committee for monitoring water filters.

➤ Promotion of collaborative research.

➤ Encouragement of individual research with publications.

➤ Initiatives to support the community.

➤ Systematic documentation of work.

➤ Creation of a Google Drive link for shared resources.

Discussions and Resolutions:

Staff Assistance and Website Evidence:

It was resolved to allocate dedicated staff for geotagging photos and managing the timely upload of evidence on the website.

Cycles for Hostel Students:

The provision of bicycles for hostel students was discussed to promote eco-friendly transportation and enhance mobility. A proposal will be submitted to procure cycles with funding support from institutional resources.

Establishment of a Permanent Common Room for Girls:

The common room project discussed earlier was reinforced, and additional suggestions were made regarding facilities and furnishings.

Seed Money for Faculty:

A scheme for providing seed money to faculty for initiating innovative projects and research was proposed. Guidelines and eligibility criteria will be drafted and shared.

Monitoring Water Filters:

A committee was constituted to oversee the installation, maintenance, and regular monitoring of water filters to ensure safe drinking water.

Promotion of Collaborative Research:

The need to foster interdisciplinary and inter-institutional research collaborations was emphasized. Faculty members were encouraged to establish research partnerships and seek external funding.

Encouragement of Individual Research:

Individual faculty members were motivated to focus on quality publications in reputed journals.

Support to the Community:

Initiatives to support the local community through educational outreach, skill development, and health awareness programs were proposed under community engagement visits under students' courses.

Systematic Documentation of Work:

The importance of systematic and detailed documentation of institutional activities was discussed.

Google Drive Link for Shared Resources:

A centralized Google Drive link will be created for storing and sharing institutional data and resources. Access will be granted to authorized personnel to ensure data security and efficiency.

Conclusion:
The meeting concluded with a commitment to enhancing institutional growth and supporting faculty and students. Follow-up actions will be reviewed in the next meeting

प्राचार्य / Principal
क्षेत्रीय शिक्षा संस्थान
Regional Institute of Education
भोपाल–13 (म.प्र.) / Bhopal-13 (M.P.)

Regional Institute of Education (RIE), Bhopal
Minutes of the Meeting

Date: 30 January 2024, Time: 11:05 AM
Venue: Room No. 03,

Chairperson: Prof. Jaydip Mandal, Principal, RIE Bhopal

Members:
1. Prof. Rashmi Singhai, Co-ordinator
2. Dr. R. P. Prajapati
3. Dr. P. K. Tripathy
4. Dr. Saurabh Kumar
5. Dr. Ganga Mahato

Agenda Points:

➢ Composition of the IQAC Cell.

➢ Creation of Google Forms for student and teacher surveys.

➢ Initiation of work on NAAC SSR criteria to streamline AQAR submission.

Discussions and Resolutions:

Composition of the IQAC Cell:

It was resolved to finalize the composition of the Internal Quality Assurance Cell (IQAC) to include representatives from all departments, student bodies, and external experts.

Google Forms for Surveys:

Google Forms will be created to facilitate student and teacher surveys to gather data on institutional performance and areas of improvement. Surveys will be rolled out soon, and responses will be reviewed for actionable insights.

Initiation of Work on NAAC SSR Criteria:

Members were directed to begin detailed work on the criteria outlined in the NAAC Self-Study Report (SSR). Each department/chairperson was assigned specific criteria, with a timeline set for periodic reviews to ensure seamless AQAR submission at the year-end.

Conclusion:

The meeting concluded with an emphasis on proactive planning and collaboration to enhance institutional performance and streamline accreditation processes.

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Discussions and Resolutions:

Digital Profile Creation:

A comprehensive digital profile under IRNIS will be developed to consolidate institutional achievements and profiles of faculty and students. Departments were tasked with collecting and submitting required data of the faculty.

Newsletter on Website:

It was resolved to regularly publish a newsletter highlighting institutional activities, achievements, and announcements. The newsletter will be managed by a dedicated editorial team.

Quality Measures:

A detailed academic calendar will be created for transparent planning and execution of academic and extracurricular activities. Innovative classroom practices will be adopted to cater to diverse learning styles, promoting multidisciplinary collaboration and active student participation.

Multidisciplinary Collaboration and Student Participation:

Every committee will include at least one student member to ensure representation and active participation.

Teacher Exposure to Industry:

Opportunities will be explored for faculty to engage with industries and vocational education setups to enhance practical knowledge and teaching methodologies.

Industry Collaboration for Bagless Days:

Collaboration with local industries will be initiated to organize 10 "bagless" days, providing students hands-on exposure and insights into industrial processes.

Documentation and Research Publications:

Systematic documentation of institutional activities was emphasized. Faculty were instructed to submit their research publications for record and dissemination.

Competency-Based Testing:

Competency-based tests will be developed to assess students' practical and theoretical knowledge effectively.

CIPAT and Archaeological Survey of India:

Collaborations with CIPAT and the Archaeological Survey of India will be pursued to provide students with internship opportunities.

Social Science Lab:

A proposal for establishing a well-equipped social science lab was discussed and approved for implementation by the end of the academic year.

Student Council Activities:

The student council will be planned in July, and its activities will be conducted throughout the year to enhance leadership and community engagement skills.

Date: 10 July 2024, Time: 10:00 AM
Venue: Room No. 52,

Chairperson: Prof. Rashmi Singhai

Members:
1. Dr. R. P. Prajapati
2. Dr. Santosh Kumar
3. Dr. Saurabh Kumar
4. Dr. Ganga Mahato
5. Dr. Manoj Mandal

Agenda Points:

➢ External and internal members' campus visit to assess infrastructure improvements.

➢ Preparation of lab manuals for teachers for every semester under ITEP.

➢ Industrial visits for students to gain exposure to instruments and processes for investigatory projects.

➢ Preparation of a faculty name board to display at the reception.

➢ Inputs for students before internships in schools.

➢ Creation of a Google Workspace for students and teachers.

➢ Regular maintenance and updating of the institutional website.

➢ Requirement of departmental-level notice boards.

Discussions and Resolutions:

Campus Infrastructure Assessment:

Internal and external members will conduct a detailed campus visit to identify additional infrastructure requirements.

Lab Manuals for Teachers:

It was proposed to prepare lab manuals for each semester in alignment with ITEP initiatives. Departments were tasked to draft manuals.

Industrial Visits for Students:

Students will be encouraged to undertake industrial visits to gain practical exposure to advanced instruments and methodologies. Collaboration with local industries will be explored for this purpose.

Faculty Name Board:

A board listing faculty members' names will be prepared and displayed at the reception.

Internship Preparation:

Faculty will provide pre-internship orientation sessions for students, including expectations and best practices. The sessions will commence before the next internship cycle.

Google Workspace:

Feasibility of creating a Google Workspace for students and teachers was discussed.

Website Maintenance:

A dedicated team will be responsible for the regular maintenance and updating of the institutional website. Departments were requested to submit relevant updates periodically.

Departmental Notice Boards:

Departments will install and maintain notice boards to ensure effective communication at the departmental level. The boards should be operational soon.

Conclusion:

The meeting concluded with a focus on enhancing academic and infrastructural capabilities to support institutional growth and student welfare.

प्राचार्य / Principal
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Regional Institute of Education
भोपाल—13 (म.प्र.) / Bhopal-13 (M.P.)

(Convener, IQAC)

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Regional Institute of Education (RIE), Bhopal
Minutes of Academic Audit Committee Meeting

Date: 15 July 2024, Time: 10:30 AM
Venue: Room No. 53,

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Chairperson: Prof. Jaydip Mandal, Principal, RIE Bhopal

Members:
1. Prof. Rashmi Singhai, Co-ordinator
2. Mr. Sarjeet Singh
3. Mr. Shailendra Jain
4. Mr. Punkit Shukla
5. Mr. M.S. Solanki
6. Mr. Somali Jain
7. Prof. Chitra Singh
8. Prof. L. K. Tiwary
9. Dr. Suresh Makwana
10. Dr. R. P. Prajapati
11. Dr. P. K. Tripathy
12. Dr. Santosh Kumar
13. Dr. Saurabh Kumar
14. Mr. L.S. Chouhan
15. Dr. Ganga Mahato
16. Dr. Sangeetha Pethia
17. Dr. Manoj Mandal

Agenda Points:

➢ Creation of a digital profile under IRNIS.

➢ Inclusion of a newsletter on the institutional website.

➢ Definition of quality measures:
   a) Development of a detailed academic calendar.
   b) Implementation of innovative practices in classrooms.

➢ Adoption of multidisciplinary collaboration and student participation in committees.

➢ Teacher exposure to industry and vocational education.

➢ Collaboration with industry for 10 "bagless" days.

➢ Emphasis on documentation and collection of research publications from faculty.

➢ Competency-based testing practices.

➢ Collaboration with CIPAT and opportunities for internships at the Archaeological Survey of India.

➢ Establishment of a social science lab.

➢ Planning and conducting student council activities throughout the year.

➢ Tie-ups with Microsoft and Google for academic initiatives.

Tie-Ups with Microsoft and Google:

Tie-ups with Microsoft and Google for educational tools and resources were proposed and will be explored for implementation.

Conclusion:

The meeting concluded with actionable steps to enhance academic quality and institutional development.

प्राचार्य / Principal
क्षेत्रीय शिक्षा संस्थान
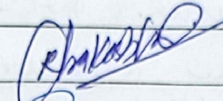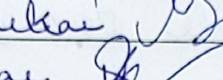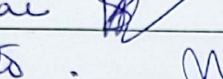Regional Institute of Education
भोपाल—13 (म.प्र.) / Bhopal-13 (M.P.)
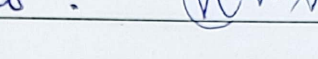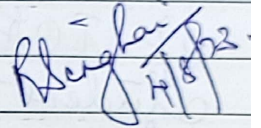
A meeting of the IQAC committee members of
held in Room No. 52 to discuss the various Agenda.
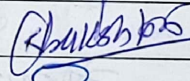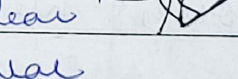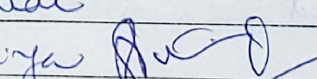the following members attended the meeting at 10 AM

1) Dr. R.P. Prajapati
2) Dr. P.K. Tripathy
3) Dr. Shivalika Sarkar
4) Dr. Saurabh Kumar
5) Dr. Ganga Mehto.

The minutes of the meeting were prepared & send
for the approval of the principal.

A meeting with IQAC chairperson & committee
members will be held in Room No. 3 to discuss
the decision taken in the meeting held on
4/8/23
The following members attended the meeting at 5·15 pm
1) Prof. Mandal - chairperson.
2) Dr. R.P. Prajapati
3) Dr. P.K. Tripathy
4) Dr. Shivalika Sarkar
5) Dr. Saurabh Kumar
6) Dr. Sangeeta Petiya
7) Dr. Ganga Mehto.

following points were discussed

1) Staff Secretarial Assistance is needed, Geotagged
photographs, photos, evidences to be uploaded
the website,
2) cycles for Hostel
3)

- Committee may constituted for Monitoring to Nata Nalu fillium.
- Collaborative Research
- Individual Research with publications
- to support the community
- Documentation of the work to be done?
- Google drive like can be created.

A meeting was held in Room No-3 at 11.05am on 30/1/24 to discuss the Composition of IQAC cell to create a google form for Student - Journey & Teacher Journey. and to take a initiative to start working with the creterias so that at the end it become easy for Submitting AQAR. The following Members attended the meeting.

1) Prof. S. Mandal - Chairperson.
2) Dr. P. K. Tripathy -
3) Dr. R. P. Prajapatt
4) Dr. Saurabh Kumar
5) Dr. Ganga Mahto

The following points were discussed and minute were approved

A meeting is proposed to discuss the agenda for academic cum audit meeting to be held at July 15, 2024.
The following members attended the meeting

1) Dr. R. Prajapati ~~Prajapati~~ 10/7/24
2) Dr. Santosh Santosh 10/7pm
3) Dr. Ganga Storr
4) Dr. Manoj @MM 10/07/24
5) Dr. Saurabh.
6) Dr. Sarpeeta — Absent.

Singh 16/VII/24

The following points were discussed in the meeting.

1) The external members along with the external members will visit the campus so as to see what else can be added to the infrastructure.

2) With the implementation of ITEP, 'A Lab' Manual can be prepared for the teachers for every semester.

3) For Investigatory project if possible the students can visit the Industries and have a exposure to the instruments and work on.

4) A board can be prepared with the names of the faculty members and can be displaced in the reception.

5) For Internship possible inputs can be given to the students before they go the schools

6) An Google work space if possible can be created for both the students and teachers.

7) Website to be maintained and updated

8) notice boards at the departmental level.

Regional Institute of Education, Bhopal

Academic Audit Committee Meeting

Venue: Conference Room (room no. 53)

Time: 10:30 am   Date- 15.07.2024

Meeting Attendance

S.No.	Name	Signature
1.	Mr. Sarjeet Singh, Principal, Kendriya Vidyalaya No. 1, Maida Mill, Bhopal	*Sarjeet*
2.	Mr. Shailendra Jain, Assistant Registrar, Barkatullah University, Bhopal	
3.	Mr. Punit Shukla, Assistant Registrar, Barkatullah University, Bhopal	
4.	Mr. Bhuvan Solanki, President, Allumni Association, Regional Institute of Education, Bhopal	*(signature)*
5.	Mr. Somil Jain, 804, Block-1, DK 24 Carat, Near Gujrati Colony, Bawadiya Kalan, Bhopal- 462042	*(signature)*
6.	Dr. R.P. Prajapati, RIE Bhopal	*(signature) 15/7/24*
7.	Dr. Santosh Kumar, RIE Bhopal	*Santu*
8.	Dr. Ganga Mahto, RIE Bhopal	*(signature)*
9.	Dr. Saurabh Kumar, RIE Bhopal	*(signature)*
10.	Dr. Sangeeta Pethiya, RIE Bhopal	*(signature) 15/7/24*
11.	Dr. Manoj Mandal, RIE Bhopal	*(signature) 15/07/24*
12.	Prof.(Capt.) Rashmi Singhai, Head DESM and Coordinator, IQAC, RIE Bhopal	*R. Singhai 15/7/24*

13. Dr. P. K. Tripathy — *(signature) 15/7/2024*

14. मनीष्कुमार राहुल पंडित(0)26.

15. प्रो. रितेश गुप्ता *(signature)* रितेश

16. Suresh Makwana *(signature) 15/7/2024*

17. Dr. L.K. Tiwary *(signature) 15/7/24*

Minutes

1) Digital Profile to be created via IRNIS
2) News letter to come up with on website,
3) Quality to be defined -
(i) Academic Calender (detailed)
(ii) Innovative practices in classroom.

As per the learning style we have to orient ourselves.
→ Multidisciplinary collaboration.
→ Student participation is must. [Student Member in each committee]
→ Teacher to be exposed to the Industry and vocational Education.
→ 10 bagless days can be collaborated c̄ industry.
→ Documentation is must
→ Research Publication to be collected by the faculty.
- Competency based text
→ CBSE website → circular to be disseminated
→ CIPAT collaborations.
→ Internship at Archeological Survey q India.
→ Social Science Lab.
→ Student Council to be planned in July.
→ House not be changed
→ Council activity to conducted rounded the year
→ Tie up c̄ microsoft, Google.