



NAAC ACCREDITED GRADE "A"

# Bhagwan Aadinath College of Education

Recognized by NCTE and Affiliated to Bundelkhand University Jhansi, Est. 2015  
(A unit of Digamber Jain Education Welfare Society, Talabpura Lalitpur-U.P. 284403)  
(2F&12B by UGC)

Date:- 25/07/2022

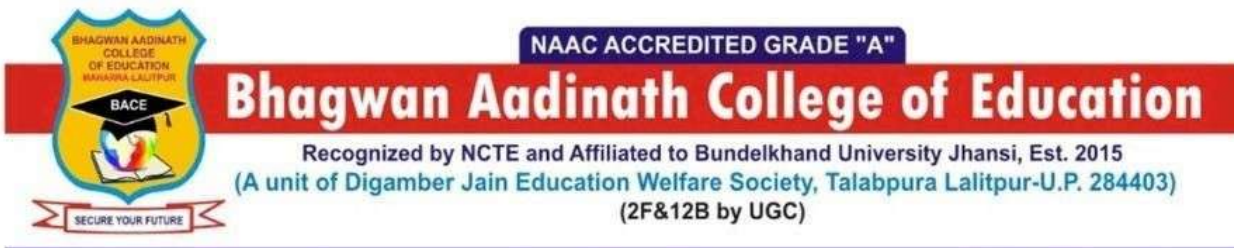
## Notice

The meeting of all teaching and non teaching staff is scheduled on 26/07/2022, at 02:00 PM in Principal Cabin.

### Agenda:

1. About Restructuring of IQAC.
2. Defining Co, PEOs, POs and PSOs of the program.
3. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



## **Minutes of Meeting**

### **Agenda:1 Restructuring of IQAC.**

#### **Resolution:**

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding IQAC meeting on 26/07/2022 at 02:00 PM in Principal Cabin.

### **Agenda:2 Defining of Co,PEOs, POs and PSOs of the program.**

#### **Resolution:**

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOs, POs and PSOs of the program.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOs, POs and PSOs of the program. This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of the program and submitting report to Principal. Once PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.



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It is also advised to define Co's of all the courses and teachers are requested to attain the course outcome yearly.

**Agenda:3** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

## **Action Taken Report of Meeting held on 26/07/2022**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	Restructuring of IQAC.	IQAC Office Order was taken out at institute dated 26/07/2022 and Meeting of IQAC is planned with new committee members.
2.	Defining Co, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) is formed at institute dated 26/07/2022. Co defined and attainment calculation advised



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## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumar Jain
2	NAAC Coordinator	Dr. Rohit Kumar Kumar
3	IQAC Coordinator	Asst. Prof Rakesh Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Jagat Narayan Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof. Ramsewak
		Asst. Prof. Neelesh Kumar Jain
		Asst.. Prof Shiv autar
6	Nominee from Management	Dr. Pradeep Jain
6	Nominees from Students and Alumni	Ms. Surbhi Sudele
		Ms. Shivansh Vishkarma
7	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
8	Nominees from Other Institute	Dr. N.K. Sharam



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Date:- 5/09/2022

## Notice

The first meeting of IQAC is scheduled on 06/09/2022 at 03:30 PM in Principal Cabin.

### Agenda:

1. Opening words by Chairman.
2. Self-introduction of the members.
3. Introduction Speech by new IQAC Coordinator.
4. Aware of Goals and Objectives of IQAC.
5. Aware of the functions of IQAC.
6. Aware of IQAC Monitoring Mechanism.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

CC:

1. All Committee Members
2. Admin. Office

## Minutes of Meeting

The chairman Dr.Sunil kumar Jain occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

### Agenda:1Opening words by Chairman.

#### Resolution:

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

### Agenda:2Self-introduction of the members.

#### Resolution:

All the members were given their introduction.

### Agenda:3 Introduction Speech by IQAC Coordinator.

#### Resolution:

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

### Agenda:4 Aware of Goals and Objectives of IQAC.

#### Resolution:

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement Thorough imbibing quality culture and institutionalization of best practices.
- All the committee member were given written Goal and Objectives of IQAC



**Agenda:5 Aware of the functions of IQAC.**

**Resolution:** Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Self Study Report (SSR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO, NIRF) in the prescribed format.

**Agenda:6 Aware of IQAC Monitoring Mechanism.**

**Resolution:** A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

**Agenda:7 Issue with the permission of the chair.**

**Resolution:** As there were no issues to discuss meeting was concluded with vote of thanks to all present.





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5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Ramsewak
		Asst. Prof. Neelesh Kumar Jain
		Asst.. Prof Shiv autar
6	Nominee from Management	Dr. Pradeep Jain
6	Nominees from Students and Alumni	Ms. Ms. Surbhi Sudele
		Ms. Shivansh Vishkarma
7	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
8	Nominees from Other Institute	Dr. N.K. Sharma

IQAC COORDINATOR

PRINCIPAL





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## Action Taken Report of first IQAC Meeting held on 06/09/2022

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct IQAC Meeting on 06/09/2022.



Date:- 04/03/2023

## **Notice**

The second meeting of IQAC is scheduled on 06/03/2023 at 04:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of first IQAC meeting held on 06/09/2022.
2. Action taken report of IQAC meeting held on 06/09/2022.
3. Review of NAAC work.
4. Initiating AAA ( Administrative and Academic Audit)
5. Restructuring stakeholder feedback mechanism.
6. Framing code of ethics for research.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

CC:

1. All Committee Members
2. Admin. Office

## Minutes of Meeting

The chairman Dr. Sunil Kumar Jain occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1Confirmation and Review of Minutes of first IQAC meeting held on 06/09/2022.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 07/11/2019 unanimously approved.

**Agenda:2Action taken report of first IQAC meeting held on 07/11/2019.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
2.	About deciding IQAC Monitoring Mechanism.	a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 06/09/2022.

**Agenda:3Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:4 Initiating AAA ( Administrative and Academic Audit)**

**Resolution:**

Thorough discussion was made and it was decided to initiate AAA (Administrative and Academic Audit)

Implementation of Recommendations:

- Develop an action plan based on the recommendations outlined in the audit report.
- Assign responsibilities and timelines for implementing suggested improvements.

Monitoring and Review:

- Regularly monitor the progress of implemented changes.
  - Conduct periodic follow-ups and reviews to ensure sustained improvements.
- Continuous Improvement:
- Foster a culture of continuous improvement by incorporating feedback and lessons learned from the audit process into future practices.

Dr. Rohit kumar added that, an AAA is not just about identifying weaknesses but also recognizing strengths and best practices. It aims to facilitate improvements and ensure the institution operates at its optimal level in both administrative and academic spheres.

**Agenda:5 Restructuring stakeholder feedback mechanism.**

**Resolution:**

Dr. Sunil Kumar Jain (Principal) Proposed that presently there is different mechanism for collecting stakeholder feedback, so there is need of change in mechanism as per NAAC institute level. Thorough discussion was made and it was decided that change in mechanism at institute level must be made for collecting, analyzing and implementing feedback of all stakeholders. Asst. Prof. Ramsewak -given responsibility to modify existing feedback forms and come up with new mechanism.

**Agenda:6 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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## Action Taken Report of Second IQAC Meeting held on 06/03/2023

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Initiating AAA ( Administrative and Academic Audit)	Dr. Rohit kumar (IQAC Coordinator) After work done, he has instructed to conduct a combined AAA by internal and external experts.
2.	Restructuring stakeholder feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement from Academic Year 2022-23



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## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumar
2	NAAC Coordinator	Dr. Rohit Kumar Kumar
3	IQAC Coordinator	Asst. Prof Rakesh Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Jagat Narayan Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Ramsewak
		Asst. Prof. Neelesh Kumar Jain
		Asst.. Prof Shiv autar
6	Nominee from Management	Dr. Pradeep Jain
6	Nominees from Students and Alumni	Ms. Ms. Surbhi Sudele
		Ms. Shivansh Vishkarma
7	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
8	Nominees from Other Institute	Dr. N.K. Sharma

IQAC COORDINATOR

PRINCIPAL



Date:- 04/09/2023

## Notice

The third meeting of IQAC is scheduled on 05/09/2023 at 04:00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 06/03/2023.
2. Action taken report of IQAC meeting held on 06/03/2023.
3. Review of NAAC work.
4. Planning of NSS/ Extension Activities for Academic Year 2022-23.
5. To use ICT facilities for Teaching and Learning.
6. To take membership of e-ShodhSindhu and Shodhganga for 2022-23
7. To provide remote access to e-resources of library.
8. To increase bandwidth of internet connection.
9. To initiate process for registering alumni association.
10. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

CC:

1. All Committee Members
2. Admin. Office



## Minutes of Meeting

The chairman Dr.Sunil Kumar Jain occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1Confirmation and Review of Minutes of first IQAC meeting held on 06/03/2023.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 06/03/2023 unanimously approved.

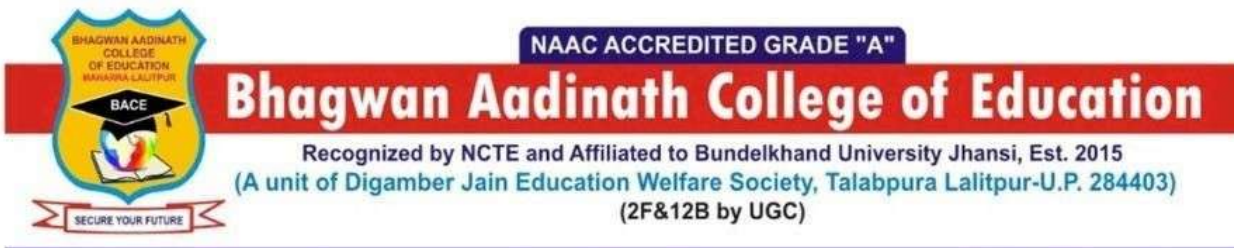
**Agenda:2Action taken report of first IQAC meeting held on 06/03/2023.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Initiating AAA ( Administrative and Academic Audit)	Dr. Rohit kumar (IQAC Coordinator) After work done, he has instructed to conduct a combined AAA by internal and external experts.
2.	Restructuring stakeholder feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement from Academic Year 2022-23

**Agenda:2Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.



**Agenda:3Planning of NSS/ Extension Activities for Academic Year 2022-23.**

**Resolution:**

Thorough discussion was made and it was decided that planning of NSS/ Extension Activities for Academic Year 2022-23 is to be done. NSS Coordinator handed over responsibility for the same.

**Agenda:4To use ICT facilities for Teaching and Learning.**

**Resolution:**

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda:5To take membership of e-Shodh Singhu and Shodh ganga**

**Resolution:**

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

**Agenda:6To provide remote access to e-resources of library.**

**Resolution:**

It was brought to the notice of IQAC that, remote access to e-resources of library is to be provided to students and faculty as per NAAC new guidelines/ requirement.



It was decided to create e-library tab on website and provide access to students and faculty.

**Agenda7 : To increase bandwidth of internet connection.**

**Resolution:**

It was brought to the notice of IQAC that, bandwidth of internet connection is to be increased. It was decided to increase bandwidth of internet connection. Responsibility of same is given to Hon. Principal for follow up and work done.

**Agenda:8 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present



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## Attendance

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3	IQAC Coordinator	Asst. Prof Rakesh Kumar
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		Mr. Jagat Narayan Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof. Ramsewak
		Asst. Prof. Neelesh Kumar Jain
		Asst.. Prof Shiv autar
6	Nominee from Management	Dr. Pradeep Jain
6	Nominees from Students and Alumni	Ms. Ms. Surbhi Sudele
		Ms. Shivansh Vishkarma
7	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
8	Nominees from Other Institute	Dr. N.K. Sharma

IQAC COORDINATOR

PRINCIPAL



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## Action Taken Report of first IQAC Meeting held on 05/09/2023

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Planning of NSS/ Extension Activities for Academic Year 2022-23.	NSS Coordinator has submitted plan of NSS activities.
2.	To use ICT facilities for Teaching and Learning.	LCD projector has purchased
3.	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-ShodhSindhu and Shodhganga has been taken.
4.	To provide remote access to e-resources of library.	e- library tab created on website.
5.	To increase bandwidth of internet connection.	Bandwidth of internet connection increased to 100 Mbps.



Date:- 17/10/2023

## Notice

The fourth meeting of IQAC is scheduled on 18/10/2023 at 04:00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of IQAC meeting held on 05/09/2023.
2. Action taken report of IQAC meeting held on 05/09/2023.
3. Review of NAAC work.
4. To decide on Eco-friendly measures to reduce energy consumption in campus.
5. To review green initiatives and waste management steps in campus.
6. To purchase sports material as per need of students.
7. To decide plan of action for AQAR application.
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office



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## Minutes of Meeting

The chairman Dr. Sunil Kumar Jain occupied the chair and welcomed the members for fourth IQAC Meeting. The following business was transacted in the meeting:-

### **Agenda:1Confirmation and Review of Minutes of third IQAC meeting held on 05/09/2023.**

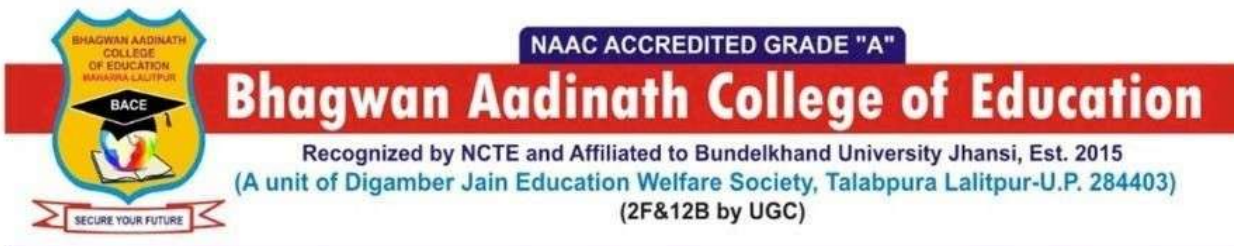
#### **Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 11/02/2020.unanimously approved.

### **Agenda:2Action taken report of third IQAC Meeting held on 05/09/2023**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Planning of NSS/ Extension Activities for Academic Year 2022-23.	Asst. Prof. Ramsewak has submitted plan of NSS activities.
2	To initiate Face Value Enrichment Activities like fixing of charts, boards and coloring work of institute.	Dr.Rakesh Kumar has decided measures of Face Value Enrichment and submitted report to IQAC.
3	To use ICT facilities for Teaching and Learning.	LCD projector has purchased
4	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-ShodhSindhu and Shodhganga has been taken.
5	To provide remote access to e-resources of library.	e- library tab created on website.
6	To increase bandwidth of internet connection.	Bandwidth of internet connection increased to 100 Mbps.
6.	To initiate process for registering alumni association.	Registration fees have been paid and certificate will be received in few weeks.





**Agenda:3Review of NAAC work.**

**Resolution:**

Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC cell recommended to apply for initial login to NAAC.

**Agenda:4To decide on Eco-friendly measures to reduce energy consumption in campus.**

**Resolution:**

Thorough discussion was made and it was decided that to reduce energy consumption in the campus incandescent light bulbs and fluorescent tube lights are to be replaced by cost effective, high efficient LEDs. As well as IQAC suggested to use renewable energy (Solar) for reducing power consumption up to some extent. So it was decided to purchase 1-2 solar streets light and initiate use of renewable energy.

**Agenda:5To review green initiatives and waste management steps in campus.**

**Resolution:**

It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. As well separate manpower is given for maintenance of these initiatives. IQAC was satisfied with the initiatives and suggested to make separate bicycles stand in parking and encourage student and staff to use bicycles

IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of e-waste management. Thorough discussion was made and it was decided either to give e-waste to supplier and take discount in bills or to use components from e-waste for repair/ maintenance of systems.

**Agenda:6 To purchase sports material as per need of students.**

**Resolution**

It was brought to the notice of all IQAC members that, As per suggestions received in feedback forms by the students, sports material is required to purchase. IQAC approved the same and instructed to purchase sports material with immediate effect.



**Agenda:7 To decide plan of action for NAAC AQAR.**

**Resolution:**

It was brought to the notice of IQAC that, NAAC accepts the AQAR before 31<sup>st</sup> December 2023

Based on this new change following plan of action has been decided by IQAC.

- I. To fill for AQAR:-November/ December

**Agenda:8 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

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## Action Taken Report of first IQAC Meeting held on 18/10/2023

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide on Eco-friendly measures to reduce energy consumption in campus.	LEDs purchased and Quotation for solar light are called.
2.	To purchase sports material as per need of students.	Sports material Purchased and report is submitted to IQAC.
3.	To decide on Eco-friendly measures to reduce energy consumption in campus.	Waste management steps are initiated and RWH is done.
4.	8. To decide plan of action for NAAC AQAR.	To fill for AQAR:- November / December

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# END



Date:- 09/11/2020

## Notice

The fifth meeting of IQAC is scheduled on 13/11/2020 at 04:00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of third IQAC meeting held on 14/03/2020.
2. Action taken report of third IQAC meeting held on 14/3/2020.
3. Review of NAAC work.
4. To submit IIQA.
5. Submission of proposal to the university for conduction of short term course.
6. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL



CC:

1. All Committee Members
2. Admin. Office

### **Minutes of Meeting**

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for fifth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of fourth IQAC meeting held on 14/03/2020.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 30/07/2019 unanimously approved.

**Agenda:2 Action taken report of third IQAC Meeting held on 14/03/2021.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1	To decide on Eco-friendly measures to	LEDs purchased and Quotation for





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# Bhagwan Aadinath College of Education

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 (2F&12B by UGC)

	reduce energy consumption in campus.	solar light are called.
2	To purchase sports material as per need of students.	Sports material Purchased and report is submitted to IQAC.
3	To decide on Eco-friendly measures to reduce energy consumption in campus.	Waste management steps are initiated and RWH is done.
4	To decide plan of action for NAAC application.	To Apply for IIQA To submit SSR

**Agenda:3** Review of NAAC work.

**Resolution:**

Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC cell recommended to apply for initial login to NAAC.

**Agenda:4** To submit IIQA.

**Resolution:**

Thorough discussion was made and it was decided that by looking towards NAAC preparation it was decided to submit IIQA on last week of September.

**Agenda:5** To Appoint new IQAC Coordinator

**Resolution:**

Thorough discussion was made and it was unanimously resolved that, NAAC new coordinator is to be selected for key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee unanimously approved Dr. Rohit Kumar NAAC's New Coordinator.

**Agenda:6** Issue with the permission of the chair.



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## **Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL

**Attendance**



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Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumarchaturvedi
2	NAAC Coordinator	Dr. Rohit Kumar
3	IQAC Coordinator	Asst. Prof Rakesh Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Purshottam Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Indubala-
		Asst. Prof. Dinesh
6	Nominee from Management	Asst.. Prof Dinesh Pratap
		Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain
		Ms. Shikha Jain
8	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam

IQAC COORDINATOR

PRINCIPAL



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## Action Taken Report of first IQAC Meeting held on 13/11/2020

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To submit IIQA.	IIQA Documents have been collected and shall be submitted by February, 2021

IQAC COORDINATOR

PRINCIPAL



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Date: - 17/05/2021

## Notice

The meeting of IQAC is scheduled on 18/05/2021 at 03.30 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of IQAC meeting held on 29/04/2021.
2. Action taken report of third IQAC meeting held on 29/04/2021.
3. Review of NAAC work from Criteria 1 to 7.
4. To submit SSR on or before 29/06/2021, within 45 days from the date of approval of IQA.
5. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office



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(2F&12B by UGC)

## Minutes of Meeting

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for the IQAC Meeting. The following were transacted in the meeting: -

**Agenda:1Confirmation and Review of Minutes of fourth IQAC meeting held on 29/04/2021.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 29/04/2021unanimously approved.

**Agenda:2Action taken report of third IQAC Meeting held on 29/04/2021.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	To decide on Eco-friendly measures to reduce energy consumption in campus.	LEDs purchased and Quotation for solar light are called.
2	To purchase sports material as per need of students.	Sports material Purchased and report is submitted to IQAC.
3	To decide on Eco-friendly measures to reduce energy consumption in campus.	Waste management steps are initiated and RWH is done.
4	6. To decide plan of action for NAAC application.	To Apply for IIQA:-. To submit SSR:-.

7. **Agenda:3Review of NAAC work from Criteria 1 to 7.**

**Resolution:**



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Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC cell recommended to review for SSR work from Cr. 1 to Cr. 7 from all criteria coordinators so that timely submission of SSR can take place.

**Agenda:4**To submit SSR on or before 29/06/2021, within 45 days from the date of approval of IQA.

**Resolution:**

Thorough discussion was made and it was decided that by looking towards NAAC preparation for timely submission of SSR

**Agenda:5** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL





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## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumarchaturvedi
2	NAAC Coordinator	Asst. Prof Rakesh Kumar
3	IQAC Coordinator	Dr.Rohit Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Purshottam Sen
5	Faculty Nominees	Mr. Anuj Hudej
		Asst. Prof.Indubala-
		Asst. Prof. Dinesh
		Asst.. Prof Dinesh Pratap
6	Nominee from Management	Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain
		Ms. Shikha Jain
8	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam



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IQAC COORDINATOR

PRINCIPAL

## Action Taken Report of first IQAC Meeting held on 18/05/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To submit SSR on or before 29/06/2021, within 45 days from the date of approval of IIQA.	SSR Documents Submitted on 29/06/2021

IQAC COORDINATOR

PRINCIPAL



Date: - 22/07/2021

## **Notice**

The meeting of IQAC is scheduled on 23/07/2021 at 03.30 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of IQAC meeting held on 18/05/2021.
2. Action taken report of third IQAC meeting held on 18/05/2021.
3. Review of NAAC DVV & Clarification.
4. To submit DVV on or before 1/07/2021, within 15 days from the date of approval of DVV clarifications asked.
5. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:



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1. All Committee Members
2. Admin. Office

## Minutes of Meeting

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for the IQAC Meeting. The following were transacted in the meeting: -

**Agenda:1Confirmation and Review of Minutes of fourth IQAC meeting held on 18/05/2021.**

### **Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 18/05/2021 unanimously approved.

**Agenda:2Action taken report of third IQAC Meeting held on 18/05/2021.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To submit SSR on or before 29/06/2021, within 45 days from the date of approval of IIQA.	SSR Documents Submitted on 29/06/2021

**Agenda:3Review of NAAC DVV & Clarification.**

### **Resolution:**



Review of NAAC DVV Clarification and quantitative work is taken criteria wise and IQAC cell recommended to review for DVV work from Cr. 1 to Cr. 7 from all criteria coordinators so that timely submission of DVV can take place.

**Agenda:4**To submit DVV on or before 1/07/2021, within 15 days from the date of approval of DVV clarifications asked by NAAC.

**Resolution:**

Thorough discussion was made and it was decided that by looking towards NAAC preparation for timely submission of SSR in quantitative metrics.

**Agenda:5** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL



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## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumarchaturvedi
2	NAAC Coordinator	Asst. Prof Rakesh Kumar
3	IQAC Coordinator	Dr.Rohit Kumar
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		Mr. Purshottam Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Indubala-
		Asst. Prof. Dinesh
		Asst.. Prof Dinesh Pratap
6	Nominee from Management	Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain
		Ms. Shikha Jain
8	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam



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IQAC COORDINATOR

PRINCIPAL

## Action Taken Report of first IQAC Meeting held on 23/07/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To submit DVV on or before 1/07/2021, within 15 days from the date of approval of DVV clarifications asked by NAAC.	DVV submission taken place successfully on 1/07/2021

IQAC COORDINATOR

PRINCIPAL





Date: - 28/09/2021

## **Notice**

The meeting of IQAC is scheduled on 29/09/2021 at 03.00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of IQAC meeting held on 23/07/2021.
2. Action taken report of third IQAC meeting held on 23/07/2021.
3. Review of NAAC Peer Team Visit Dates.
4. Fee Submission of Second level SSR payment (for Peer Team Visit PTV) and Logistic payment.
5. Other details submission along to NAAC like Hotel, Airport nearby institution.
6. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office

### **Minutes of Meeting**

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for the IQAC Meeting. The following were transacted in the meeting: -

**Agenda:1Confirmation and Review of Minutes of fourth IQAC meeting held on 23/07/2021.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 23/07/2021 unanimously approved.

**Agenda:2Action taken report of third IQAC Meeting held on 23/07/2021.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	To submit DVV on or before 1/07/2021, within 15 days from the date of approval of DVV clarifications asked by NAAC.	DVV submission taken place successfully on 1/07/2021



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## **Agenda:3Review of NAAC Peer Team Visit Dates.**

### **Resolution:**

Review of NAAC further preparation & deciding the dates of the visit of the Hon'ble Peer Team Members at the campus. It has been decided that following three date slots will be suggested to NAAC for Peer Team Visit i.e.

January Peer Team Visit Slot	6 & 7 Jan 2022 24 & 25 Jan 2022
February Peer Team Visit Slot	4 & 5 Feb 2022

## **Agenda:4Fee Submission of Second level SSR payment (for Peer Team Visit PTV) and Logistic payment.**

### **Resolution:**



Second level payment along logistic fee is required to be submitted as in terms of Second level SSR payment to NAAC for Peer Team Visit on the suggestive dates as above in the month of January & February 2022.

**Agenda:5 Other details submission along to NAAC like Hotel, Airport nearby institution.**

**Resolution:**

There is other information that also required to be submitted along other details like three good hotels near by for Peer team members comfortable stay and nearest airport from institution for travel assertion to NAAC PTM.

**Agenda:6 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL



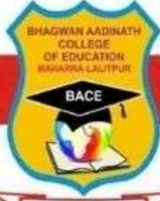
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## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumarchaturvedi
2	NAAC Coordinator	Asst. Prof Rakesh Kumar
3	IQAC Coordinator	Dr.Rohit Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Purshottam Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Indubala-
		Asst. Prof. Dinesh



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		Asst.. Prof Dinesh Pratap
6	Nominee from Management	Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain Ms. Shikha Jain
8	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam

IQAC COORDINATOR

PRINCIPAL

## Action Taken Report of first IQAC Meeting held on 29/09/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Review of NAAC Peer Team Visit Dates.	Slot I: 6 & 7 Jan 2022



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		<b>Slot II:</b> 24 & 25 Jan 2022 <b>Slot III:</b> 4 & 5 Feb 2022 The above slot has been suggested to NAAC for PTV
2.	Fee Submission of Second level SSR payment (for Peer Team Visit PTV) and Logistic payment.	Second level SSR payment (for Peer Team Visit PTV) and Logistic payment has been done successfully by institution.
3.	Other details submission along to NAAC like Hotel, Airport nearby institution.	Three good Hotels along with other important details for smooth logistic arrangement for peer team members have been provided to NAAC.

IQAC COORDINATOR

PRINCIPAL

Date: - 29/11/2021

## Notice

The meeting of IQAC is scheduled on 30/11/2021 at 03.00 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of IQAC meeting held on 29/09/2021.
2. Action taken report of IQAC meeting held on 29/09/2021.
3. Review & Start of NAAC Peer Team Visit Preparation.





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4. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office

## Minutes of Meeting

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for the IQAC Meeting. The following were transacted in the meeting: -

**Agenda:1Confirmation and Review of Minutes of fourth IQAC meeting held on 29/09/2021.**

**Resolution:**



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Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 29/09/2021 unanimously approved.

## **Agenda:2Action taken report of third IQAC Meeting held on 29/09/2021.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	Review of NAAC Peer Team Visit Dates.	<b>Slot I:</b> 6 & 7 Jan 2022 <b>Slot II:</b> 24 & 25 Jan 2022 <b>Slot III:</b> 4 & 5 Feb 2022 The above slot has been suggested to NAAC for PTV
2.	Fee Submission of Second level SSR payment (for Peer Team Visit PTV) and Logistic payment.	Second level SSR payment (for Peer Team Visit PTV) and Logistic payment has been done successfully by institution.
3.	Other details submission along to NAAC like Hotel, Airport nearby institution.	Three good Hotels along with other important details for smooth logistic arrangement for peer team members have been provided to NAAC.

## **Agenda:3Review & Start of NAAC Peer Team Visit Preparation.**

### **Resolution:**

As NAAC has allotted 6 & 7 January 2022 the 2 days tentative NAAC Peer Team schedule for NAAC peer team visit. following 2 days Schedule to be circulated among all departments for more clarity of the visit and proposed visit plan from all the department for 6 & 7 January 2022



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NATIONALASSESSMENTANDACCREDITATIONCOUNCIL,BENGALURU

## **Peer Team Visit Schedule for Affiliated/Constituent Colleges** **(2 days)**

**The visit schedule for Affiliated/Constituent Colleges shall be condensed to two days. (including the report preparation and exit meeting). The following modalities would be adopted for completing the assessment in the reduced time and the visit schedule modified accordingly.**

- Presentation by the Head of the Institution.
- The Institutions can opt for visit of two to three departments of their choice and the Peer team another two to three. This should ensure coverage of 50% of the departments.
- The team should split into two teams and have interactions with various Administrative units of the Institution, Students and other Stakeholders.
- The team will comprise of 2 to 3 members (including



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Chairperson, and Member Co-ordinator) for on-site visit of an Affiliated/Constituent Colleges. The team consisting of more members should be constituted only in exceptional cases with proper justification.

- The Core agenda of peer team visit will be to validate claims in the SSRs pertaining to Qualitative Metrics (Q<sub>1</sub>M).

	<b>Peer Team Visit Schedule</b>	<b>Time</b>
<b>Day 0</b>	<i>Peer Team Discussion (Pre-visit meeting at the place of stay)</i>	<i>17:00– 19:00 hrs</i>
<b>DAY -1</b>		
<b>Day-1</b>	<i>Presentation by the Head of the Institution/Principal</i>	<i>9:00– 09:45hrs</i>
<b>Focus on Criterion I: Curricular Aspects</b>		
<b>Day-1</b>	<u><i>Activities/Meeting</i></u> ❖ <i>Meeting and Interaction with Heads of Department</i>  <i>(Planning and documentation for curriculum delivery, Crosscutting issues integrated into the Curriculum etc...)</i>	<i>09:45– 10:30hrs</i>
<b>Focus on Criterion II: Teaching-Learning and Evaluation</b>		



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<p><b>Day-1</b></p>	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit of selected Departments (not more than 50% of the Departments to be selected by the Peer Team/HEI)</i></li> </ul> <p><i>(Assessment of learning level of students, Student centric methods for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency and Grievance-redressal mechanism in Continuous Internal Evaluation (CIE), Adherence to Academic Calendar for conduct of CIE, Statements &amp; Attainment of POs, PSOs &amp; COs etc....)</i></p>	<p><i>10:30– 12:15hrs</i></p>
<p><b>Focus on Criterion III: Research, Innovations and Extension</b></p>		
<p><b>Day-1</b></p>	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit to Laboratories, latest research equipments, Computer centre, Incubation Centre, Central Instrumentation Centre, Media Laboratory/Commerce lab, Studios etc., (if applicable)</i></li> <li>❖ <i>Meeting and Interaction with Head of the Departments/Teachers etc.,</i></li> </ul> <p><b>(Research Committee, Collaborations, Eco-system created for innovations, Extension activities, NCC, NSS etc.....)</b></p>	<p><i>12:15– 13.00 hrs</i></p>
<p><b>Day-1</b></p>	<ul style="list-style-type: none"> <li>❖ <b><i>Lunch on meeting: Meeting with the Governing Body /Management/State Govt. Representatives/University representatives.</i></b></li> </ul>	<p><i>13:00– 14:00hrs</i></p>

**Focus on Criterion IV: Infrastructure and Learning Resources**



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<p><b>Day-1</b></p>	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit to Physical Facilities i.e. Library, Sports, Gymnasium, Yoga Center, Computer Centre, etc.,</i></li> <li>❖ <i>Onsite Interaction with Office of DSW, Canteen, Hostels, Health centre, etc.,</i></li> </ul> <p><i>(Facilities for teaching-learning, sports, games etc., automation of library, Collection of rare books, manuscripts, updated IT facilities including Wi-Fi, procedures for maintenance and utilization of physical, academic and support facilities etc...)</i></p>	<p><b>14:00– 14.45 hrs</b></p>
<p><b>Focus on Criterion V: Student Support and Progression</b></p>		
<p><b>Day-1</b></p>	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ <i>Visit to Placement Cell, Career Counseling Centre, Language Lab, Anti Raging Cell, Anti-Sexual Harassment Cell etc.,</i></li> <li>❖ <i>Interaction with Students, Alumni &amp; Parents (may include Student Satisfaction Survey Guidance)</i></li> </ul> <p><b>(Student Council &amp; representation of students on academic &amp; administrative bodies/committees, Contribution from Alumni Association/Chapters etc....)</b></p>	<p><b>14:45– 16:15hrs</b></p>
<p><b>Focus on Criterion VI: Governance, Leadership and Management</b></p>		





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(2F&12B by UGC)

Day-1	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ Meeting with the Coordinator-IQAC, IQAC members in IQAC office.</li> <li>❖ Interaction with Administrative Officer, Finance Officer and other Non-teaching staff.</li> </ul> <p><i>(The Governance &amp; Leadership of Institution, Organisational Structure, perspective/Strategic plan and deployment documents, welfare schemes, performance appraisal system for teaching and non-teaching staff, Internal and external audits, mobilization of funds and optimal utilization of resources, IQAC setup as per norms, contribution of IQAC etc)</i></p>	16:15– 17.15 hrs
Day-1	Cultural programmes by Students	17.15– 18:00 hrs
Day-1	Team Discussion at place of stay	19:00– 20:30 hrs

## DAY -2

<b>Focus on Criterion VII : Institutional Values and Best Practices</b>		
Day-2	<p><b><u>Activities/Meeting</u></b></p> <ul style="list-style-type: none"> <li>❖ Review of physical facilities such as safety and security, Counseling, Ramp/Rails, skill development centres etc., and review of alternative energy initiatives, rain water harvesting, waste management system etc.,</li> <li>❖ Meeting and Interaction with Head of various committees/cells.</li> <li>❖ Review of best practices and Institutional Distinctiveness</li> </ul> <p><i>(Gender sensitisation, Environmental Consciousness and Sustainability measures, Green practices, Human values and professional Ethics, Best Practices, Institutional distinctiveness etc.)</i></p>	09.00– 09.45 hrs





NAAC ACCREDITED GRADE "A"

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<b>Day-2</b>	<i>Report writing, Checking Documentary evidences, if any. Discussion and modifying the draft Peer Team Report and finalization, Visiting of facilities which has not been covered of far..... (to be done within the Institution premises)</i>	<b>09.45– 12:15 hrs</b>
<b>Day-2</b>	<i>Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues</i>	<b>12:15-13.00hrs</b>
<b>Day-2</b>	<b>Lunch</b>	<b>13:00-14:00hrs</b>
<b>Day-2</b>	Report writing continues.....	<b>14:00-15:00hrs</b>
<b>Day-2</b>	<i>Sharing the Peer Team Report with Head of the Institution</i>	<b>15:00-16:00hrs</b>
<b>Day-2</b>	<i>Finalizing the Peer Team Report (Signature to obtain from Head of the Institution and Peer Team Members on, i). Peer Team Report; ii). Visit Schedule; iii). Code of Conduct and Ethical standards)</i>	<b>16:00-17.00hrs</b>
<b>Day-2</b>	<b>Exit Meeting</b>	<b>17:00-17.30hrs</b>

**Agenda:6 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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IQAC COORDINATOR

PRINCIPAL

## Attendance

Sr. No.	Category	Name
1	Head of the Institution	Dr. Sunil kumarchaturvedi
2	NAAC Coordinator	Asst. Prof Rakesh Kumar
3	IQAC Coordinator	Dr.Rohit Kumar
4	Senior administrative officers nominees	Mr. Ankit Jain
		Mr. Purshottam Sen
5	Faculty Nominees	Mr. Anuj Hundej
		Asst. Prof.Indubala-
		Asst. Prof. Dinesh
		Asst.. Prof Dinesh Pratap
6	Nominee from Management	Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain
		Ms. Shikha Jain
8	Nominees from Employers	Mr. Sanjay Singh



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	/Industrialists/stakeholders	Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam

IQAC COORDINATOR

PRINCIPAL

## Action Taken Report of first IQAC Meeting held on 30/11/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	<b>Review &amp; Start of NAAC Peer Team Visit Preparation.</b>	NAAC Peer Team Visit (2 Days) Tentative Schedule has been shared with All HoD's & Faculty Members



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IQAC COORDINATOR

PRINCIPAL



# भगवान आदिनाथ कॉलेज ऑफ एजुकेशन ग्राम-महर्षा, जनपद-ललितपुर ( उ. प्र. )

**Mob- 09453675775**

Date: - 20/12/2021

## Notice

The meeting of IQAC is scheduled on 23/12/2021 at 03.30 PM in Principal Cabin.

### Agenda:

1. Confirmation and Review of Minutes of IQAC meeting held on 30/11/2021.
2. Action taken report of IQAC meeting held on 30/11/2021.
3. Review of NAAC Peer Team Visit Preparation.
4. Principal Presentation Preparation
5. IQAC Presentation Preparation
6. Department Presentation
7. Committees formation for Peer Team Visit
8. Face Value Enrichment
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office



# भगवान आदिनाथ कॉलेज ऑफ एजुकेशन

ग्राम-महर्षा, जनपद-ललितपुर ( उ. प्र. )

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## Minutes of Meeting

The chairman Dr. Sunil Kumar occupied the chair and welcomed the members for the IQAC Meeting. The following were transacted in the meeting: -

**Agenda:1Confirmation and Review of Minutes of IQAC meeting held on 30/09/2021.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 30/11/2021 unanimously approved.

**Agenda:2Action taken report of third IQAC Meeting held on 30/11/2021.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	<b>Review &amp; Start of NAAC Peer Team Visit Preparation.</b>	NAAC Peer Team Visit (2 Days) Tentative Schedule has been shared with All HoD's & Faculty Members

**Agenda:3Review of NAAC Peer Team Visit Preparation.**

**Resolution:**

As NAAC has allotted 6 & 7 January 2022 the 2 days tentative NAAC Peer Team schedule for NAAC peer team visit. following 2 days Schedule to be circulated among all departments for more clarity of the visit and proposed visit plan from all the department for 6 & 7 January 2022 All the faculties have been advised to prepare an action plan and submit it to IQAC.



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## **Agenda:4Principal Presentation Preparation**

**Resolution:** It was decided that NAAC has accepted our all data provided at the time of SSR & DVV with almost minor or no deviation. The presentation of principal shall include criteria 1 to criteria 7 all the data pertaining this that has been accepted by NAAC. Also the time frame for principal presentation is 45 minutes so the preparation should take an at most care while preparing.

## **Agenda:5 IQAC Presentation Preparation**

**Resolution:** IQAC presentation to include all the steps taken from the inception of IQAC to develop quality culture in institution.

## **Agenda:6Department Presentation**

**Resolution:** All the departments to prepare the presentation for their departmental progress on teaching learning, placement, extension activities, higher education, competitive exams focus, slow learner mechanism, mentor mentee system and all the efforts brought for holistic development of students in last 5 years

## **Agenda:7Committees formation for Peer Team Visit (smooth Functioning)**

**Resolution:** for the smooth functioning of peer team visit, some unofficial committees are required to be constructed. The committees shall bear the responsibilities for the assigned task for the smooth functioning . The following committees will be constituted,

**A-Travel Committee:** Will function for pick and drop of peer team members from Airport, Hotel and institution.

**B-Welcome Committee:** for all the arrangement for welcoming peer team Members





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**C-Food Committee:** The committee shall be responsible for food arrangement during peer team visit for peer team member, faculty, guest from outside & students.

**Other committees:** other committees for cultural program, Stay management (PTM) and other mislanious activities shall be constituted for smooth functioning.

**Agenda:8**Face Value Enrichment

**Resolution:** Welcome boards, banners, posters to be prepared.

**Agenda:9**Issue with the permission of the chair.

**Resolution:** As there were no issues to discuss meeting was concluded with vote of thanks to all present.



# भगवान आदिनाथ कॉलेज ऑफ एजुकेशन

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## Attendance

Sr. No.	Category	Name
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		Asst. Prof. Dinesh
		Asst.. Prof Dinesh Pratap
6	Nominee from Management	Dr. Pradeep Jain
7	Nominees from Students and Alumni	Ms. Nishita Jain
		Ms. Shikha Jain
8	Nominees from Employers /Industrialists/stakeholders	Mr. Sanjay Singh
		Mr. Arvind Jain
9	Nominees from Other Institute	Dr. N.K. Sharam



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IQAC COORDINATOR

PRINCIPAL

## Action Taken Report of first IQAC Meeting held on 23/12/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Review of NAAC Peer Team Visit Preparation.	All the faculties have been advised to prepare an action plan and submit it to IQAC.
2	Principal Presentation Preparation	The presentation of principal prepared including criteria 1 to criteria 7, all the data pertaining this that has been accepted by NAAC.
3	IQAC Presentation Preparation	Presentation prepared for contribution



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		brought for quality culture brought by IQAC
4	Department Presentation	Prepared
5	Committees formation for Peer Team Visit (smooth Functioning)	<b>Unofficial committees formed for smooth functioning during peer team visit are as follows,</b> <b><u>A-Travel Committee:</u></b> Will function for pick and drop of peer team members from Airport, Hotel and institution. <b><u>B-Welcome Committee:</u></b> for all the arrangement for welcoming peer team Members <b><u>C-Food Committee:</u></b> The committee shall be responsible for food arrangement during peer team visit for peer team member, faculty, guest from outside & students. <b><u>Other committees:</u></b> other committees for cultural program, Stay management (PTM) and other mislanious activities shall be constituted for smooth functioning.
6	Face Value Enrichment	Welcome banners, Stakeholder Banners, posters, etc have been designed and sent for final printing.



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IQAC COORDINATOR

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