

## Ghulam Ahmed College of Education, Hyderabad

### IQAC MEETING, July, 2019

#### Meeting Information

<b>Objective:</b>	To bring about qualitative changes in the college.		
<b>Date:</b>	20/07/2019	<b>Location:</b>	Conference hall, GACE
<b>Time:</b>	4:00pm	<b>Meeting Type:</b>	Discussion
<b>Called By:</b>	Prof.Vibha Asthana	<b>Facilitator:</b>	Prof.Vibha Asthana
<b>Timekeeper:</b>	Ms.Nisy Asokan	<b>Note Taker:</b>	Prof.N.Saroja
<b>Submitted by:</b>	Prof.Vibha Asthana	<b>Approved by:</b>	Mr.Zafar Javeed, Hon.Secretary.
<b>Attendees:</b>	Mr.Zafar Javeed, Hon Secretary, SES, Prof. Vibha Asthana, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Sameera Fatima, Mr.Jawaad Madani, Principal, Sultan UI Uloom Public School, Syed Ali Chabutra, Mrs.Arpana Saxena, Principal, Sultan UI Uloom Public School, Banjara Hills, Dr.N.Saroja and Mr.Mazher Hussain, Mr.Yusuf Khan.		

#### Agenda for the Meeting

		<b>Presenter</b>	<b>Time Allotted</b>
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Prof.Vibha Asthana	1 Minutes
2	Points arising of the previous minutes- NIL		10 minutes
3	Confirmation of the minutes of the previous meeting. The minutes of the last meeting were confirmed by the Chairman		
4	Orientation program for the new batch of students- 2019-20	Prof.Vibha Asthana	30 minutes
5.	Conduct of a State Seminar on New Education Policy, 2020	Prof.Vibha Asthana	1 hour
6	Conduct of competitions for Deaf children.	Prof.Vibha Asthana	20 minutes
7	Installation of lift in the college.	Prof.Vibha Asthana	10 minutes
8	Improvement of Infrastructure facilities in college	Prof.Vibha Asthana	20 minutes

## Discussion

Orientation program for the new batch of students- 2019-20- It was decided to have an Orientation program for the students for 6-7 days. Dr.Saroja was requested to chalk out a detailed program for 7 days. The program should include activities related to life skills, sessions by the inhouse counselor, Dr.Suman Roy, showcasing interesting films on teaching and importance of teachers. An aptitude test should also be conducted- TAI. Ms Nisy Asokan was asked to take care of conducting the test.

Conduct of a State Seminar on New Education Policy, 2020- It was recommended to organize a Seminar on the New Education Policy in the month of August, 2019. The theme of the Seminar was decided to be- A step towards transforming education in the light of the New Education Policy, 2020. It was suggested that an eminent educationist be invited to deliver the keynote address. The Hon.Secretary suggested the name of Prof.Ramesh Ghanta, member, NCTE. It was suggested that faculty members of different colleges of education be invited and they should be given a chance to present a paper if interested.

Conduct of competitions for Deaf children.- The principal said that the Deaf Enabled Foundation team had approached her with a request to organize competitions for the Deaf children of different Deaf schools in twin cities. They would conduct the competitions in Ghulam Ahmed auditorium and would give prizes. This program would be held in the last week of August this year. College students will work as volunteers in this program. The Secretary gave his consent to organize this program.

Installation of Lift- the principal reported that the work has already started and due to too much ground water the work was delayed. The lift should be operational in 2 months time.

Improvement of Infrastructure facilities in college- The toilets in the college were old and required renovation. The approximate expenditure would be Rs.1.5 lakhs for renovation of the ladies toilets. The members suggested that the renovation work be taken up during a long weekend or when there is a short vacation.

Any other point with the permission of the Chair- The principal took permission to take up tree plantation program in the campus in the months of August/September.

### New Action Items

		Responsible	Due Date
1.	Conduct of a State Seminar on New Education Policy, 2020-	Dr.N.Saroja	10-8-2019
2	Conduct of competitions for Deaf children	Prof.Vibha Asthana	10-8-2019
3	Improvement of Infrastructure facilities in college- Getting a lift made for staff and students. Renovation of washrooms.	Prof.Vibha Asthana	1-10-2019

### Other Notes & Information

The members suggested that the attitude of 'work is worship' should be incorporated in the college students. Activities should be planned accordingly.

**MEMBERS PRESENT – 20-07-2019**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Vibha Asthana, Principal, Ghulam Ahmed College of Education.	Chairperson
2.	Mr. Yusuf Mr.Mazher Hussain.	Senior Academic/Administrative Officers
3.	Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu	Lecturers
4.	Mr.Zafar Javeed, Hon Secretary, SES	Member from the Management
5.	Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Mrs. Mohmadi Begum Mr.Jawaad Madani, Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.	Nominees from Local Society/ alumni/ Employer
6.	Prof.N.Saroja, Professor, GACE.	Coordinator of the IQAC
7.	Ms.Sameera Fatima	Student representatives

## Ghulam Ahmed College of Education, Hyderabad

### IQAC MEETING, December, 2019

#### Meeting Information

<b>Objective:</b>	To bring about qualitative changes in the college.		
<b>Date:</b>	10/12/2019	<b>Location:</b>	Conference hall, GACE
<b>Time:</b>	4:30pm	<b>Meeting Type:</b>	Discussion
<b>Called By:</b>	Prof.Vibha Asthana	<b>Facilitator:</b>	Prof.Vibha Asthana
<b>Timekeeper:</b>	Ms.Nisy Asokan	<b>Note Taker:</b>	Prof.N.Saroja
<b>Submitted by:</b>	Prof.Vibha Asthana	<b>Approved by:</b>	Mr.Zafar Javeed, Hon.Secretary.
<b>Attendees:</b>	Mr.Zafar Javeed, Hon Secretary, SES, Prof. Vibha Asthana, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Sameera Fatima, Mr.Jawaad Madani, Principal, Sultan UI Uloom Public School, Syed Ali Chabutra, Dr.N.Saroja and Mr.Mazher Hussain, Mr.Yusuf Khan.		

#### Agenda for the Meeting

		<b>Presenter</b>	<b>Time Allotted</b>
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Prof.Vibha Asthana	1Minute
2	Points arising of the previous minutes-		
3	Confirmation of the minutes of the previous meeting. The minutes of the last meeting were confirmed by the Chairman		
4	Incorporating technology in teaching- Exposure to availability of online resources- to college students	Prof.Vibha Asthana	30 minutes
5.	Field trips to special schools	Prof.Vibha Asthana	1 hour
6	Organizing Games and sports or college students	Prof.Vibha Asthana	20 minutes
7	Faculty Development program for college staff members	Prof.Vibha Asthana	20 minutes
8	Participation of students in Inter college competitions	Prof.Vibha Asthana	20 minutes
9	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes

#### Discussion

Points arising of the previous minutes- The principal reported that the State Seminar was conducted very successfully in August 2019. Faculty members and students from many colleges of Education and schools participated in the Seminar.

Incorporating technology in teaching- Exposure to availability of online resources- to college students- The members recommended that there are a lot of online resources available on the net and the would be teachers should be exposed to them. The principal suggested that an organization by name- Balaswacha will be contacted and a day long workshop will be organized for the Bed students to exposure them to the online resources that are available free of cost to the teachers to teach different subjects. This program will be organized in December itself before the student teachers go to schools for teaching.

Field trips to Special schools- It was recommended that college students be sent for a day long field trip to well known schools in twin cities meant for children with Special needs. They should also visit National Institutions like National Institute for mentally handicapped in Secunderabad. This would give a wide exposure to the would be teachers to children with special needs. It would also be a step towards inclusive education.

Organizing Games and sports or college students- all work and no play makes Jack a dull boy! Therefore out door and indoor games should be organized for the college students. In the months of December and January, the students should be first exposed to the rules and regulations of different indoor and out door games and then they should be made to play the games. The college staff suggested games like caroms, chess, badminton, throwball,etc.

Faculty Development program for college staff members- The annual FDP could be held in the end of December or early January. A competent resource person should be invited and it should be compulsory for all staff members to participate.

Participation of students in Inter college competitions- The members suggested that the college students should be encouraged to take part in competitions organized by other colleges or universities. The principal reported that a few students had taken part in competitions on the occasion of Gandhi Jayanti, in competitions held by Osmania University college of education. Some more college students will be sent to EFLU to take part in competition on preparation and use of teaching aids in January next year.

Any other point with the permission of the Chair-.None.

<b>New Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1. Incorporating technology in teaching- Exposure to availability of online resources- to college students	Dr.Pauleen	18-12-2019
2 Field trips to Special schools	Ms.Nisy	10-1-2020
3 Organizing games	Prof.Saroja	18-1-2020

### **Other Notes & Information**

The members suggested that the attitude of 'work is worship' should be incorporated in the college students. Activities should be planned accordingly.

**MEMBERS PRESENT – 10-12-2019**

<b>SI No</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Vibha Asthana, Principal, Ghulam Ahmed College of Education.	Chairperson
2.	Mr. Yusuf Mr.Mazher Hussain.	Senior Academic/Administrative Officers
3	Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu	Lecturers
4.	Mr.Zafar Javeed, Hon Secretary, SES	Member from the Management
5.	Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Mrs. Mohmadi Begum Mr.Jawaad Madani, Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.	Nominees from Local Society/ alumni/ Employer Absent
6.	Prof.N.Saroja, Professor, GACE.	Coordinator of the IQAC
7.	Ms.Sameera Fatima	Student representative.

## IQAC MEETING, March, 2020

### Meeting Information

<b>Objective:</b>	To bring about qualitative changes in the college.		
<b>Date:</b>	10/03/2020	<b>Location:</b>	Conference hall, GACE
<b>Time:</b>	4:00pm	<b>Meeting Type:</b>	Discussion
<b>Called By:</b>	Prof.Vibha Asthana	<b>Facilitator:</b>	Prof.Vibha Asthana
<b>Timekeeper:</b>	Ms.Nisy Asokan	<b>Note Taker:</b>	Prof.N.Saroja
<b>Submitted by:</b>	Prof.Vibha Asthana	<b>Approved by:</b>	Mr.Zafar Javeed, Hon.Secretary.
<b>Attendees:</b>	Mr.Zafar Javeed, Hon Secretary, SES, Prof. Vibha Asthana, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Sameera Fatima, Mr.Jawaad Madani, Principal, Sultan UI Uloom Public School, Syed Ali Chabutra, Mrs.Arpana Saxena, Principal, Sultan UI Uloom Public School, Banjara Hills, Dr.N.Saroja and Mr.Mazher Hussain, Mr.Yusuf Khan.		

### Agenda for the Meeting

		<b>Presenter</b>	<b>Time Allotted</b>
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Prof.Vibha Asthana	1 Minutes
2	Points arising of the previous minutes- NIL		
3	Confirmation of the minutes of the previous meeting. The minutes of the last meeting were confirmed by the Chairman		10 minutes
4	Celebration of Annual Day	Prof.Vibha Asthana	30 minutes
5.	Research projects to be taken up	Prof.Vibha Asthana	1 hour
6	Remedial teaching to weak students	Prof.Vibha Asthana	20 minutes
7	Library facilities	Prof.Vibha Asthana	10 minutes
8	Classes for MOOCs.	Prof.Vibha Asthana	20 minutes
9	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes

### Discussion

Celebration of Annual Day- It was recommended to have the Annual day of the college in the

end of April before the college closes for summer vacations. It was suggested by the Secretary to invite Mrs. Chitra Ramchandran as the Chief Guest. Students who were identified as the best teachers of the college, should be felicitated.

Research projects to be taken up- The Secretary requested all the college staff members to take up research projects. The management was ready to fund the projects if required. It was recommended that help should be taken from competent students of the MED course to assist the faculty members to take up the research projects.

Remedial teaching to weak students- The mentors of the students should be made to identify students who are weak and remedial classes should be conducted for them before the commencement of final exams. Students weak in teaching skills should also be made to practice them again in the college.

Library facilities- The principal reported that majority of the students are referring to online resources so the use of technology should be strengthened. More and more, online resources should be provided, the number of computers in the library should be increased.

Classes for MOOCs. The Secretary recommended that Staff members should take online classes for MOOCs. This would broaden their horizon and their expertise will be available to more and more students. 5-6 faculty members of the college volunteered to take up the work of MOOCs..

Any other point with the permission of the Chair- The principal took permission to take up special classes during summer vacations for students of MEd and DEd courses.

#### **New Action Items**

		<b>Responsible</b>	<b>Due Date</b>
1.	Celebration of Annual Day	Dr.N.Saroja	25-4-20
2	Research projects to be taken up	Dr.Najma	10-4-20
3	MOOCs classes	Prof.Vibha Asthana	1-4-2020

#### **Other Notes & Information**

The members suggested that the attitude of 'work is worship' should be incorporated in the college students. Activities should be planned accordingly.

#### **MEMBERS PRESENT – 10/03/2020**

<b>Sr No</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Vibha Asthana, Principal, Ghulam Ahmed College of Education.	Chairperson
2.	Mr. Yusuf Mr.Mazher Hussain.	Senior Academic/Administrative Officers
3	Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu	Lecturers
4.	Mr.Zafar Javeed, Hon Secretary, SES	Member from the Management



5.	Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Mrs. Mohmadi Begum Mr.Jawaad Madani, Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.	Nominees from Local Society/ alumni/ Employer
6.	Prof.N.Saroja, Professor, GACE.	Coordinator of the IQAC
7.	Ms.Sameera Fatima	Student representatives