



**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

42nd IQAC MEETING, June, 2020

(On Zoom)

Meeting Information			
Objective:	To bring about qualitative changes in the college.		
Date:	10/06/2020	Location:	Conference hall, GACE
Time:	4:00pm	Meeting Type:	Discussion
Called By:	Prof.Vibha Asthana	Facilitator:	Prof.Vibha Asthana
Timekeeper:	Ms.Rafiya Sultana	Note Taker:	Prof.N.Saroja
Submitted by:	Prof.Vibha Asthana	Approved by:	Mr.Zafar Javeed, Hon.Secretary.
Attendees:	Mr.Zafar Javeed, Hon Secretary, SES, Prof. Vibha Asthana, Dr.Afshan Karim, Dr.D.Pauleen, Ms.Rafiya Sultana, Ms.Lubna Aly Khan, Dr.Basheer Ahmed, Director, MJCET, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Mrs.Arpana Saxena, Principal, Sultan UI Uloom Public School, Banjara Hills, Dr.N.Saroja, Prof. Anupama Koneru, Principal, SUCP, Student Nominees: Ms.Sukaina Fatima (B.Ed), Ms. Naveed Afreen (B.Ed), Ms.Zainab (M.Ed.).Alumni Nominee: Ms. Zehra		
Agenda for the Meeting			
		Presenter	Time Allotted
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Ms.Rafiya Sultana	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	Infrastructure facilities- Equipping Classrooms for conduct of online classes.	Prof.Vibha Asthana	15 minutes
5.	Safety protocol to be followed in college when staff and students report.	Prof.Vibha Asthana	15 minutes
6	A review of online class work	Dr.N.Saroja	20 minutes

7	Organization of an Orientation programs for the members of the teaching staff on “Ways to conduct online classes effectively”	Prof.Vibha Asthana	15 minutes
8	Use of a common platform to conduct digital classes to the college students.	Prof.Vibha Asthana	15 minutes
9.	‘Program of action’ for quality enhancement	Prof.Vibha Asthana	20 minutes
10	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes

Discussion

1-3. The meeting commenced with recitation of a few verses from the Holy Quran. Since the points arising of the previous minutes were NIL the minutes of the last meeting were confirmed.

4. Infrastructure facilities- Equipping Classrooms for conduct of online classes. The principal reported that lecturers were taking classes online from home. There were problems in the smooth conduct of classes due to internet connectivity, lack of proper place, equipment, etc if the classes are taken from home. It was suggested that the teaching staff be called to college once there is relaxation in the lockdown. At least 4 classrooms in the college should be made ready to conduct effective online classes. It was recommended to update the internet connectivity and have wired access to the internet in at least 4 classrooms. Cameras on tripod stands, ear phones, and other accessories to be purchased and kept in the classrooms.

5. Safety protocol to be followed in college –The college should buy hand sanitizer stands and keep them in front of the classrooms, staff rooms and entrance for the safety of the members of the teaching staff and students. They should be provided with visors and facemasks. A sanitization machine will be purchased for the college and every day the college will be sanitized twice, once in the morning and once after the students go back. Thermometer will also be purchased and the temperature of the staff and students will be checked when they enter the college premises. Any person having temperature or any other signs of covid-19 will not be permitted to enter the college premises.

6. A review of online class work- The members suggested that the timings for different classes should be flexible and classes should be held at a time that is convenient to the majority of the students. A senior teacher should log into classes on a random basis to see if the lecturers are taking classes on time and effectively.

The attendance of the students should be carefully monitored to ensure all students attend the classes.

7. Orientation programs for the members of the teaching staff on “Ways to conduct online classes effectively” -

Mr. Zafar Javeed suggested that orientation programs for all the teachers of the campus should be organised by Ghulam Ahmed College of Education. Practical tips should be given to the teachers/lecturers to conduct effective online classes. Prof. Vibha Asthana was assigned the task of organising the program.

8. Use of a common platform to conduct digital classes to the college students. The principal suggested that a common digital platform should be provided to all the students so that it is easy to monitor the attendance of students, collection of assignments, conduct of tests, etc. It was suggested the G-suite be adopted by the college. Students will be provided with an email address by the college and they have to log in using only that email ID. The responsibility to follow up with the digital platform G-suite was assigned to Ms. Rafiya Sultana.

9. ‘Program of action’ for quality enhancement

- Infrastructure in the college to be revamped.
- College website to be updated
- organization of webinars
- staff to be encouraged to attend orientation programs, refresher programmes, seminars conferences at the state national and international level
- students to be encouraged to take up project work
- members of the teaching staff to publish research papers in education journals
- value added courses to be introduced for students
- green and clean campus programme to be initiated in the college
- free counselling facility to be provided to the students

10. Any other point with the permission of the Chair- The principal reported that many students are loosing their fathers/ family members and are facing serious financial problems. They are requesting for concession in the fee to be paid to the college. The Secretary promised to take up the matter in the Board meeting and come up with ways to help such students.

New Action Items		Responsible	Due Date
1.	Organization of Orientation programs for teachers	Dr.N.Saroja	25-9-20
2	Safety protocol to be followed in college on account of pandemic	Prof.Vibha Asthana	10-8-20
3			

Other Notes & Information

The members suggested that stress should be on use of ICT in the college. The college students should be trained accordingly. College activities should be planned accordingly.

MEMBERS PRESENT – 10/06/2020 on Zoom meeting:

Sr No	Name	Designation
1.	Prof. Vibha Asthana, Principal, Ghulam Ahmed College of Education.	Chairperson
2.	Dr. Basheer Ahmed, Advisor/Director, MJCET Prof. Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration.	Senior Academic/Administrative Officers
3	Dr. Afshan Karim Dr. D. Pauleen Ms. Rafiya Sultana Ms. Lubna Aly Khan	Lecturers
4.	Mr. Zafar Javeed, Hon Secretary, SES	Member from the Management

5.	<p>Prof.Anupama Koneru</p> <p>Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.</p> <p>Ms.Zehra</p>	<p>Nominee from Local Society/ alumni/ Employer</p> <p>Nominee from Employers /Industrialists/stakeholders</p> <p>Alumni member</p>
6.	<p>Prof.N.Saroja, Professor, GACE.</p>	<p>Coordinator of the IQAC</p>
7.	<p>Ms.Sukaina Fatima (B.Ed), Ms. Naveed Afreen (B.Ed), Ms.Zainab (M.Ed.).</p>	<p>Student representatives</p>



**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

43rd IQAC MEETING, November, 2020

Meeting Information			
Objective:	To bring about qualitative changes in the college.		
Date:	2/11/2020	Location:	Conference hall, GACE
Time:	4:00pm	Meeting Type:	Discussion
Called By:	Prof.Vibha Asthana	Facilitator:	Prof.Vibha Asthana
Timekeeper:	Ms.Nisy Asokan	Note Taker:	Prof.N.Saroja
Submitted by:	Prof.Vibha Asthana	Approved by:	Mr.Zafar Javeed, Hon.Secretary.
Attendees:	Mr.Zafar Javeed, Hon Secretary, SES, Prof. Vibha Asthana, Dr.Afshan Karim, Dr.D.Pauleen, Ms.Rafiya Sultana, Ms.Lubna Aly Khan, Dr.Basheer Ahmed, Director, MJCET, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Mrs.Arpana Saxena, Principal, Sultan UI Uloom Public School, Banjara Hills, Dr.N.Saroja, Prof. Anupama Koneru, Principal, SUCP, Student Nominees: Ms.Sukaina Fatima (B.Ed), Ms. Naveed Afreen (B.Ed), Ms.Zainab (M.Ed.).Alumni Nominee: Ms. Zehra		
Agenda for the Meeting			
		Presenter	Time Allotted
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Ms.Zehra	1 Minute
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	Prof.Vibha Asthana	10 minutes
4	Organization of A webinar on Research Methodology	Prof.Vibha Asthana	15 minutes
5.	Conduct of games and sports for college students	Prof.Vibha Asthana	15 minutes
6	Organizing demonstration for preparation of hand sanitizer, Cleaning agents, etc	Prof.Vibha Asthana	20 minutes

7	Encouraging staff members to take up Research activities	Prof.Vibha Asthana	15 minutes
8	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes
Discussion			

1-3. The meeting commenced with recitation of a few verses from the Holy Quran. Since the points arising of the previous minutes were NIL the minutes of the last meeting were confirmed.

4. Organization of a webinar on Research Methodology -
 It was suggested that a State wise Seminar be organised for all the students of M.Ed. colleges on important topics related to research methodology. The sessions to be conducted should be such that they help the students in doing their monograph work. Resource person should be an experienced professor either from the college or outside. The duration of the webinar should be a minimum of 3 days.

5. Conduct of games and sports for college students -
 On account of the lockdown in the city, the students could not do much physical activity so it was suggested that a week-long program be organised for the students where they play a lot of games and sports. The physical director should be asked to organise outdoor games so that there will be a lot of physical activity for the college students. Indoor games like chess and carrom board can also be organised. It is important to expose the students to physical activity after the lock down. MrsRafiya Sultana was asked to co-ordinate with the physical director and organise the games and sports in the month of December 2020.

6. Organising demonstration for preparation of hand sanitizer, Cleaning agents, etc.
 It was suggested that the would-be teachers be well equipped with preparation of cleaning liquids, detergents and hand sanitizers, especially now because of the pandemic. It was recommended that some experts be invited to the college and demonstrations be arranged for the college students so that they learn how to prepare hand sanitizer, cleaning detergent, at a low cost and in bulk quantity. This would be helpful to them when they join as teachers in different schools.

7. Encouraging staff members to take up Research activities
 It was suggested that the college lecturers publish research articles in reputed educational journals in this academic year. The secretary said that teachers who publish articles in reputed journals and who present papers in National or International conferences,

seminars, etc. will be given a cash award by the Society. All lecturers should be encouraged to publish research papers as soon as possible.

8. Any other point with the permission of the Chair- The principal reported that not many students are coming to college to attend classes. She suggested that the classes be conducted on the on line and off line mode. This would benefit all the students. Permission was granted to conduct classes in blended mode.

New Action Items		Responsible	Due Date
2.	Organizing a webinar on Research Methodology	Prof.Vibha Asthana	28-11-20
2	Conduct of games and sports for college students	Ms.Rafiya S	10-12-20
3			
Other Notes & Information			
The members suggested that counseling should be given to students who lost their family members due to Covid-19.			

MEMBERS PRESENT – 02/11/2020

Sr No	Name	Designation
1.	Prof. Vibha Asthana, Principal, Ghulam Ahmed College of Education.	Chairperson
2.	Dr.Basheer Ahmed, Advisor/Director, MJCET Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration.	Senior Academic/Administrative Officers
3	Dr.Afshan Karim Dr.D.Pauleen Ms.Rafiya Sultana Ms.LubnaAly Khan	Lecturers

4.	Mr.Zafar Javeed, Hon Secretary, SES	Member from the Management
5.	Prof.Anupama Koneru ,	Nominees from Local Society
6	Ms.Zehra	Alumni
7.	Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.	Nominees from Local Society/ alumni/ Employer
8	Prof.N.Saroja, Professor, GACE.	Coordinator of the IQAC
9	Ms.Sukaina Fatima (B.Ed), Ms. Naveed Afreen (B.Ed), Ms.Zainab (M.Ed.).	Student representatives



GHULAM AHMED COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the 44th meeting of the “Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on

9-4-2021 at 02:00 PM

MEMBERS PRESENT

1. One member from the Management: Mr.Zafar Javeed, Hon Secretary, SES
2. Chairperson: Prof. Vibha Asthana
3. Senior administrative officers: Dr.Basheer Ahmed, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration
4. Three to eight teachers: Dr.D.Pauleen, Ms.Rafiya Sultana, Dr.Afshan Karim, Ms.Lubna Aly Khan
5. Nominee from local society: Prof.Anupama Koneru
6. Student’s Nominee: Ms.Sukaina Fatima, Naveed Afreen (B.Ed), Ms.Zainab (M.Ed.).
7. Alumni Nominee: Ms.Zehra
8. Nominee from Employers /Industrialists/stakeholders: Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad,
9. Coordinator/Director of the IQAC- Dr.N.Saroja.

AGENDA ITEM NO.- 1	Qirat
MINUTES	The meeting commenced with recitation of a few verses from the Holy Quran
AGENDA ITEM NO.- 2	Points arising of the previous minutes
MINUTES	<p>Action Taken Report- (ATR) on the meeting held on 2-11-2020</p> <ol style="list-style-type: none"> 1. Organization of a webinar on Research Methodology - A3 day State level Webinar was organised for all the students of M.Ed. colleges on the theme, 'Igniting young minds with research' from 19th to 21st November, 2020. 2. Games and sports were conducted for the college students by Mr.ZabiUddin, Physical director of the college. Students took active part in both indoor and out door games. 3. A demonstration for preparation of hand sanitizer, Cleaning agents, phenyl, etc. was organized for the college students in March, 2021. 4. Many faculty members published papers in research journals.
AGENDA ITEM NO.- 3	Confirmation of the minutes of the previous meeting.
MINUTES	The minutes of the last meeting were confirmed by the Chairman
AGENDA ITEM NO.- 4	Conduct of Internship/ practice teaching for students
MINUTES	<p>Conduct of Internship/ practice teaching for students- The methodology lecturers reported that internship had to be organised for the BEd students - It was decided to contact School principals and request them to permit the college students to take online classes, to children of classes 8th and 9th. Once the schools reopen then permission should be taken to send the trainee teachers physically to the schools to teach. Attempts should be made to identify schools near the houses of the students so that it is easy for them to commute and take classes for the children. The trainer teachers should be told to get themselves fully vaccinated and follow all Covid protocol while going to school. While teaching, they should maintain physical distance and see that the children are safe and they themselves are also safe. The M.Ed. students should also be sent to schools for observation. They should be sent to special schools also to know how special schools for different categories of children work.</p>
AGENDA ITEM NO.- 5	A review of the safety precautions being taken in the college-

MINUTES	The principal reported that all safety measures are being taken up in the college to avoid any infection from Covid-19. The students and staff members are being encouraged to take vaccination. Most of the staff members have taken the first dose of the vaccination. The college is being sanitized twice a day and body temperature is being checked for all the staff and students who enter into the campus. The biometric attendance machines are not being used. Social distance is being maintained in the classrooms. Sanitizers are kept in front of all the classrooms and students are encouraged to sanitize their hands before entering into the class. Students are not permitted to sit together to have their lunch. The lecturers are using masks and visors while going to the class. The principal reported that so far no member of staff or student got infected in the college because of the stringent safety measures that are being adopted by the college
AGENDA ITEM NO.- 6	Conduct of Value added programs for students
MINUTES	- It was suggested that value added courses be included in the curriculum of a B.Ed. course. It was decided to have courses on First Aid, Human Rights, Child Rights, Environmental Protection etc. for the B.Ed. students. These courses would help them in schools when they become regular teachers. The duration of the course would be from 2-3 weeks and the classes would be conducted after college hours. Maximum number of students in the B.Ed. course will be encouraged to take up these value-added courses. A certificate from the organizers will be given to the students after successful completion of the course. An examination should be conducted after completion of the course, only then the certificate will be awarded. Attendance should be made mandatory for the students while taking up these courses.
AGENDA ITEM NO.- 7	Organization of an alumni meet
MINUTES	It was suggested that an online alumni meet be held this year on account of the pandemic. The students from different years should be contacted and encouraged to participate in the alumni meet. The meet should be held on a weekend, in the late evening so that the students who reside in America or other countries with different time zones can participate. In the meet, a healthy exchange of ideas should be encouraged and the activities that the alumni can take up for the welfare of the college and its students be discussed. The invite for the alumni meet can be sent through WhatsApp on different groups and through other social media platforms
AGENDA ITEM NO.- 8	Achievements/outcomes of the POA for Quality enhancement.
MINUTES	The infrastructure facilities in the college were revamped, classrooms were equipped with computers/laptops, cameras, etc to conduct online classes. Work was initiated to revamp and modernize the College website, it will be ready by October, 2021.

	<p>A 3 day State Level webinar on Research Methodology was organized in November, 2020 for the MEd students of all colleges of Telangana State. The college staff attended many orientation programs, refresher programmes, seminars, conferences at the State, national and international level and got certificates for the same.</p> <p>students took active part in the project work, in the college.</p> <p>Members of the teaching staff published several research papers in Education journals and wrote chapters in books</p> <p>Value added courses were conducted for the students</p> <p>Green and clean campus programmes were initiated in the college</p> <p>Free counselling facility was provided to the students. Dr Suman Roy, the college counsellor held several sessions with them.</p>
AGENDA ITEM NO.- 9	Program on life skills and career guidance to be arranged for final year students.
MINUTES	It was suggested that an expert be invited to address the students on career guidance and develop life skills in them. This program should be of minimum 2 days duration. The students should be made to practice life skills individually. Special stress should be given to communication skill as it is very important for would- be teachers A session on how to prepare resume while applying for job, should also be conducted for the students. Mrs.Rafiya was made in charge of organizing this program.
AGENDA ITEM NO.- 10	Any other point with the permission of the Chair
MINUTES	The principal suggested that a free vaccination drive for COVID- 19 should be held in the college premises for the welfare of the community people.The Secretary said that he will try to organize it in coordination with the Greater Hyderabad Municipal Corporation. The Drive would be in the months of June/ July'21.
AGENDA ITEM NO.- 11	Concluding remarks
MINUTES	The Secretary requested all the members to get themselves vaccinated and follow COVID protocol and stay safe.
VOTE OF THANKS	The meeting concluded with a vote of thanks by the Chairperson.

Prof. Vibha Asthana,
Principal & Chairperson, IQAC

