



The Annual Quality Assurance Report (AQAR) of the IQAC

**Name of the Institution: GHULAM AHMED COLLEGE OF EDUCATION,
Banjara Hills, Hyderabad.**

Year of Report: 2009-2010

About the Society:

Sultan-ul-Uloom Education Society (SES) symbolizes the tree of knowledge and creative learning. 'LIGHTED TO ENLIGHTEN' with this as its motto, the SES was established in the year 1980, by a few like minded people who wanted to provide quality education to the minority students of Hyderabad. In the years that followed, various institutions were set up by the SES.

The admissions in all the colleges are made strictly on the basis of merit. No donations are collected from the students. The norms laid down by the State Government and University are scrupulously followed. The results of all the colleges run by the SES are exceptionally good. The students have attained university ranks several times.

Today there are over 10,000 students enrolled in various institutions run by the Society. Spread over a sprawling campus in the heart of the city, are the Muffakham Jah College of Engineering and Technology, Ghulam Ahmed College of Education, Amjad Ali Khan College of Business Administration, Sultan-ul-Uloom College of Law, Sultan-ul-Uloom College of Pharmacy, Sultan-ul-Uloom Junior College and Sultan-ul-Uloom Public School.

The SES has a 'General body' with members from various walks of life. It is governed by the Board of Governors who are elected by the General body members. The honourable members of the BOG are Mr. Khan Lateef Md Khan: chairman, Mr. Zafar Javeed, Vice Chairman, Mr. Ruknuddin, Hon. Secretary, Mr. Nisar Ahmed: Joint Secretary, Dr. Akbar Ali Khan: treasurer, and Dr. Hyder Khan, Mr. Wahab, Mr. Siddiqui, Mr. Khairuddin and Mr. Nasim Nathani as members.

Each college of the SES has a Governing Council of its own, which administers the functioning of the respective institution.

Ghulam Ahmed College of Education : Ghulam Ahmed College of Education is a Minority institution which was established by the Sultan-ul-Uloom Education Society in the year 1985.

The College was conceptualized with an objective of providing opportunities for quality teacher education to students of Muslim community. The Management aims at developing the College into a Centre of Excellence. The College is committed to uphold the secular values envisaged in the Constitution of India.

The courses being offered in the college are B.Ed., [since 1985], M.Ed., (since 1992) and D.Ed (since 2008). The college is affiliated to Osmania University and the Andhra Pradesh State Government has recognized it as a Muslim Minority Institution. The N.C.T.E., has accorded its recognition to all the courses of the college.

Culture of the College: The college has a unique culture of its own. It believes in transforming itself continuously with the changing times. The information world we live in today has brought in immense opportunities and an equal number of challenges. The curriculum in the college is therefore built on values. Every activity taken up by students and teachers reflects our values...Creativity with commitment, respect with responsibility, perseverance with positivity, integrity with involvement and excellence with engagement. We believe that every student has a treasure within... we aspire to offer the best possible resources for our students so that they become successful and responsible teachers.

The college culture reflects....

- fostering intelligence and ethics, rather than be a simple messenger of knowledge.
- overall development of student teachers.
- Continuous pursuit for excellence.
- Commitment for value based education.
- Development of human resources in the service of nation.
- Nurturing integrity, creativity & academic freedom.

The secret of success of our institution is the Management and staff, who are committed to the cause of Education. The professional competence is clubbed with moral values and humane outlook to produce quality teachers.

VISION : To produce quality teachers through holistic teacher education by igniting young minds towards excellence in education and societal commitment.

MISSION OF THE COLLEGE:

1. To be a leader in providing flexible, quality teacher education to the minority student teachers of the community.
2. To provide a high standard of training to student teachers through the B.Ed. and M.Ed. courses.
3. To develop an integrated personality in its students.
4. To orient the students in the foundations of research.
5. To acquaint the in service teachers with the latest trends/contemporary issues in education and help them solve their problems.

MOTTO: Preparing teachers with social concern, quality and commitment.

CORE VALUES:

- imbibing a sense of commitment towards community welfare and eradication of illiteracy among students .
- working towards improvement of quality in staff and students through use of latest technology.
- relating education to real life by providing practical field experience in order to adapt to the changes in society.
- improving the practical researching capacity of students.
- Developing life skills in students
- Retaining willingness to experiment with new paradigms.
- Recognizing teaching as a unifying activity.

PART-A

The Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the out come achieved by the end of the year.

1. To complete curricular & Co-curricular activities on time
2. To beautify the immediate & adjacent surroundings
3. To inculcate social and cultural values
4. To control and imbibe quality in education
5. To enhance the use of technology in all academic & administrative activities.
6. To conduct orientation, Re-fresher Programmes and Workshops for inservice and pre service teachers.
7. To offer consultancy to schools.
8. To Introduce Innovation in Curricular activities
9. To conduct alumni meetings
10. To equip the pre-service teachers with vocational and life skills in order to face the challenges of life.
11. To under take continuous comprehensive evaluation.

Part-A Out comes at the end of the academic year

1. To complete Curricular & Co curricular activities on time

An academic calendar was prepared by the college at the beginning of the academic year and all the activities- curricular and co curricular were completed on time.

2. To beautify the immediate & adjacent surroundings:

Many trees were planted and gardening work was taken up by the college students to beautify the campus.

3. To inculcate social and cultural values

In order to develop respect for social and cultural values in the students the college conducted programmes like literary events, games competitions, cultural programs, programs promoting Communal Harmony, etc. Students were made to present papers in Seminars on Social and Cultural Values. Qualities of tolerance, honesty, cleanliness and friendliness were imbibed in the students through celebration of Human rights day, National Integration day, Environmental day etc.

4. To control and imbibe quality in Education

Quality Control

In order to Control quality the institution plans all its programmes well in advance. The Governing Counsel Meeting is conducted regularly, the agenda and minutes of the meeting are circulated to all the members. Staff and Student Counsel meetings are held periodically.

Almanac/Institutional plan/year plan: All these guide the college to control quality.

Planning, implementation of Internship is done with great care.

Content enrichment, orientation programmes/workshops etc are organised.

College budget is prepared in March every year and is approved by the college G.C.

News letter, Magazine, etc of the college are made every year.

Continuous, comprehensive evaluation is taken up for the students.

All the college programmes like Orientation, Refresher programmes, Workshops, Extension lectures, Competitions are reviewed monitored and evaluated before and after the completion of the programs. The staff members who are the organizers of the programs submit the reports along with the feed back offered by the participants. The programmes are pre-designed in due consultation with the management and Governing Body of the College. Banking transactions of the College are taken care of on a day to day basis. To improve and promote quality, the college is committed to the cause of education and social service.

5. To enhance use of technology in all academic & administrative activities College lecturers use power point presentations in classroom while teaching. In today's globalized world, Information is exploding at a very rapid pace. In order to update knowledge and keep abreast with the changing global trends the college has introduced I.C.T in both academic & administrative procedures.

6. To conduct Orientation, Refresher, Programmes, & Workshops for in-service and pre service teachers Orientation programmes were conducted for inservice teachers of Charminar area to bring a Qualitative change in the transaction of the content. More than 150 School Assistants benefited out of this programme. Subject Experts, eminent Professors, in-house lecturers delivered lectures on important concepts in core subjects to create deeper insights in core content & promote creativity in students through the teachers. Orientation programme was conducted on Life Skills for school teachers by the college staff and many eminent educators.

Continuous pursuit for excellence: The college in its endeavour to attain excellence conducts orientation programmes refresher programmes workshops, Guest lecturers, The Health and Environment Project and Classroom Management project on were evaluated.

An extension lecture by Prof. Rajmouli on "Glimpses of Research" was organized in October, 2009.

A Workshop on "Instructional Objectives" was conducted for the students of the B.Ed. course in November, 2009.

A workshop on Preparation and use of Teaching Aids was conducted in January, 2010.

A One day Orientation Program on "Identification, intervention and prevention of hearing impairment was held in October, 2009. Resource persons were from National Institute of Hearing Handicapped. Students observed human Rights Day and papers were presented.

A Seminar on the theme, Current Trends in Education, was conducted for M.Ed students in March, 2010.

7. To offer consultancy to schools

Refresher Programme: At the request of the management of Sultan UI Uloom Education society, a four day refresher programme was offered in all the school subjects. More than 70 school teachers were taught by the staff of the college.

8. To introduce Innovation in curricular activities.

In order to strengthen the cognitive inputs and introduce the novices to the strengths of the course, a pre-induction programme was conducted for all the students. The areas covered were Curriculum implementation, Practicum transaction, Role of ICT in education, evaluation procedures Internal & external evaluation, Library system, Administration, Rules of administration, Attendance, conduct Rules, Disciplinary Rules, Quality Assurance, Accountability and professional development The staff of the college led by the Principal delivered the lectures.

9. To conduct Alumni Meetings

Alumni meets are conducted every year. Most of the Alumni of the college are working in different schools of the twin cities. Some of them who are working as teachers and teacher educators are invited for guest lecturers, workshops, orientation programmes and the like.

10. To equip the pre-service teachers with vocational & life skills in order to overcome challenges of life.

An Orientation programme was conducted on life skills for school teachers by many eminent educators and college staff. They were also taught the skill of making candles.

11.To undertake continuous comprehensive evaluation.

In the pursuit of attaining total quality management the students of all courses offered by the college under go continuous comprehensive evaluation.

M.Ed. students present papers in the class room seminars every Saturday and they are evaluated. Dissertations of the students are supervised and monitored continuously.

B.Ed. Students are also evaluated on continuous basis. Several mid term tests and exams are conducted. In addition, they have to take up these activities and submit the following records.

1. Micro teaching record
2. Macro Teaching record
3. Life skills project
4. Co-curricular activities project
5. Computer project, etc.

All the above mentioned records and activities of the students are evaluated by the jury.

Part-B

1. Activities Reflecting the Goals and Objectives of the Institution:

The college has a set of well-defined objectives which were framed after a careful thought. The objectives of the institution and the activities reflecting the goals are as follows.

<u>OBJECTIVES:</u>	<u>ACTIVITIES:</u>
1. To foster the academic growth and intellectual development of the students.	<ul style="list-style-type: none"> ➤ Class room teaching- Through knowledge of the pedagogical theory and school content. ➤ Through development of inquiry and research skills.
2. To train the students in the art of teaching secondary school children.	<ul style="list-style-type: none"> ➤ Training students in classroom management. ➤ Giving practice in the different techniques of teaching by sending them to schools for practice teaching. ➤ Developing the ability of preparing instructional material and teaching aids. ➤
3. To help in the development of the students' over all personality.	<ul style="list-style-type: none"> ➤ Developing communication and inter-personal skills through seminars. ➤ Organizing co-curricular activities like literary, sports, Cultural activities, etc.
4. To develop an understanding of the problems of the children with special educational needs .	<ul style="list-style-type: none"> ➤ Visit to Special schools. ➤ Imparting knowledge of special education.. ➤ Taking up research in the field of special education
5. To provide equal educational opportunities to all students.	<ul style="list-style-type: none"> ➤ Treating all the students of the college as equal, no discrimination on the grounds of sex, region, religion, class, creed, etc. ➤ Providing equal access to all Muslim minority students at the time of admission.
6. To help provide financial support to the students in the form of scholarships.	<ul style="list-style-type: none"> ➤ Arranging scholarships for students coming from poor socio economic background.
7. To help in the development of the	<ul style="list-style-type: none"> ➤ Conducting programs for the

community and the nation.	empowerment of women in the community ➤ Sending the students for social service. ➤ Celebrating National Integration day. ➤ Providing vocational guidance to the community people.
8. To make the student teachers understand the concept, objectives and need for environmental education.	➤ Imparting knowledge of environmental education and its related problems. ➤ Conducting various programs listed out by the National Green corps.
9. To foster values in the student teachers	➤ Conducting Seminars on the need and importance of fostering values in school children. ➤ Studying the causes of value crises in the society with the view to find solution to the problem. ➤ Organizing extension lectures, seminars, etc. on value education.
11. To meet the global trends and demands.	➤ Providing modern technological facilities. ➤ Providing the latest information. ➤ Updating the knowledge of in-service teachers.
12. To enable the students to take up research in education..	➤ Selecting appropriate problems for research ➤ Learning the procedure for taking up research studies.

2. New Academic Programmes Initiated: No new academic programs were initiated this year.

3. Innovations in curricular design and transaction:

In order to bring qualitative changes in the curriculum, detailed discussions were held in the college.

In the B.Ed. course, the number of theory papers were reduced from 7 to 6. A new paper on Educational Evaluation is introduced to develop evaluation skills in the pre service teachers. Curricular changes were incorporated in the methodology papers.

Impetus is provided in paper II on understanding the learner his/her prospective thinking on different class room Management techniques. Earlier there were four projects at present they have been reduced to three projects with more emphasis on Computer Education, life skills and co-curricular projects.

The college has started the following activities under Work Experience/ SUPW.

Phenyl preparation
Making of Candles
Health awareness

4. Inter disciplinary Programmes Started: As part of the revised curriculum, the M.Ed students were on a month long internship programme. During this programme the M.Ed students delivered lectures and taught the B.Ed students. Apart from this, lecturers of the college handle subjects for other courses as and when the need arises.

5. Examination Reforms Implemented: Examination reforms were introduced in theory examinations for B.Ed . course. The paper has been divided into A to B sections. wide choice is provided to the students to respond to theory paper with least difficulty. In the methods papers also some changes were incorporated of introducing some innovative methods of teaching, content component and critical review CBSE and state text books. The practical examinations are restricted to methods of teaching school subjects equal weight age is given for both internal as well as external examiners.

The curriculum was subject to a number of reforms& the weight age between theory and practical is constituted at 58% and 42%.

Para Academic Activities: A number of activities have been organized under Para academic activities to provide an opportunity for the pre-service teachers to develop citizenship qualities. The pre-service teachers conducted essay writing, elocution and poster competitions as part of the activities during the Intern ship programme.

Community service programs were also held.

6. Guidance and Counseling Cell

Guidance and counseling cell: The Guidance and counseling cell was constituted by the department of psychology to offer Guidance and Counseling to the pre-service trainees of all the courses on personal and professional issues. Mentors were assigned to the students and weekly meetings were held. One of the activities conducted by the cell was a one day workshop on career guidance for X class students of Sultan Uloom Public School.

As part of the activities of the Guidance and Counseling Cell. The following activities were Taken up.

A one day workshop on counseling skills was conducted on 8th April, 2010 Psychological tests were administered on emotional Assessment and Teaching Effectiveness.

7. Initiative towards faculty development programmes organized by the college:

Extention lectures were organized for orientation of faculty members. Prof.Raj Mauli from Dr.B.R.Ambedkar open University was invited to talk on Latest trends in Research methodology.

8. Total number of seminars/workshops conducted State level Seminars

- | | | |
|---|---|---|
| 1. Education and beyond | - | 6 th and 7 th April, 2009 |
| 2. Challenges of education | - | 24 th & 25 th July, 2009 |
| 3. Strategies for developing Values in Children | - | 9 th & 10 th March, 2010. |

WORKSHOPS

Preparation of Teaching Aids Instructional Objectives

9. Research Projects

a. Newly Implemented : none

b. **Research Projects Completed:**

c. Research programmes planned for 2010 – 11

To study about problems in Minority Schools.

11. Details of Research Scholars

Mrs.Vaseem Bano - Pursuing Ph.D
Mr. Sana Ahmed - Pursuing Ph.D.

Internal Resources generated. - None

16. **Community Services:**

Lending space to sister institutions to conduct meetings and seminars.

Trees are planted by the college students.

They spread awareness about Welfare schemes of the Government, stopping the spread of communicable diseases, etc.

Orientation programme: Orientation programmes were conducted on **Innovative techniques of teaching** for school teachers of Sultan UI Uloom group of schools, to bring a Qualitative change in the transaction of the content. More than 200 School Assistants benefited out of this programme. Subject Experts, eminent Professors, college lecturers delivered lectures on important concepts in core subjects.

Teachers and Officers newly recruited.- None

19. Teaching –Non-teaching staff ratio:

Course	
B.Ed	12:9
M.Ed	5:2

21. Improvements in the library services:

The college has a well equipped library with latest books.

Qualitative Improvement& Quantitative Improvement

Extension of Library hours

Keeping it open outside college hours, during vacations and as and when required by the students

Reference facility to outsiders like Research scholars and others after obtaining due permission from the Principal.

22. New books/journals subscribed and their cost

2009-10 174 books were bought. Rs.One lakh is allotted in the budget every year for purchase of library books.

23. Course in which student assessment of teachers is introduced and the action taken on student feedback:

Both B.Ed. and M.Ed. Principal holds confidential meetings with students (informally) and gives necessary suggestions for staff to improve in the areas of content/classroom discipline/punctuality etc.

24. Unit cost of education:

B.Ed	
a. Unit Cost Excluding salary component	22,630
b. Unit Cost including salary component	39,368
M.Ed.	
a. Unit Cost Excluding salary component	1,937
b. Unit Cost including salary component	4,703

24. Computerization of administration and the process of admissions and examinations results, issues of certificates:

A student data base was created for all courses.
The entire examination process right from Nominal rolls, final practicum for preparation of mark sheets, issue of Certificates, etc is computerized.

26. Increase in the infrastructural facilities:

27. Technology up gradation:

3 Computers and two printers were added to the existing stock of 18 computers. Invertors were installed for necessary backup facility.

28. Computer and internet access and training to teachers and Students:

The college is fully equipped to provide required training to both the teachers and students in the field of computers the entire academic and administration activities and other programmes including all college invitations and other correspondence is computerized. The college has internet facility.

The M.Ed students utilize the computers and internet in their dissertation work. The faculty of the college browse the internet to update their subject knowledge. for class room transactions.

28. Financial aid to students:

To economically weak students. S.C, B.C, S.T scholarship from social welfare department EBC

29. Support from the Alumni Association and its activities:

Alumni meets are conducted every year. Most of the Alumni of the college are working in different capacities across the twin cities, in the state and outside the state. Some of them who are working as teachers and teacher educators are invited for guest lecturers, workshops, orientation programmes and the like. Apart from this many a traveler drops in to the college and sometimes volunteers to serve the college to the best of their ability.

31. Support from the Parent – teacher Association and its activities:

PTA is not as active as in schools as all the students of the are full fledged adults who do not require constant support. The staff of the college who are the mentors generally guide and counsel the students on personal and academic issues. However the local guardians and the parents extend their support as and when required. The service can be of any nature.

32. Health services:

Eye camps & Dental camps are organized for the students & are thoroughly examined for any diagnosis.

Extension lectures are conducted on different health issues.

A part from the above mentioned a full time doctor is always available in the campus.

33. Performance in sports activities:

Every year sports competitions are conducted in both indoor and out door games to test the sporting prowess of the students. Inter-disciplinary competitions are held and prizes are awarded to the winners. Over and above this the students are sent to University/ Inter-University/zonal /District/State/National Competitions. As and when there are sports personalities.

34. Incentives to outstanding Sports persons:

Financial aid / Physical & Moral Support are given to outstanding sports persons. However every year the college does not have such candidates.

35. Student achievements and awards:

Osmania University Gold Medal: Is awarded to the college topper every year.

Apart from the above mentioned prizes a number of proficiency prizes are awarded to toppers in general papers and methods papers.

36. Activities of the Guidance and counseling cell: Guidance and Counseling Cell

Guidance and counseling cell: The Guidance and counseling cell was constituted by the department of psychology to offer Guidance and Counseling to the pre-service trainees of all the courses on personal and professional issues. One of the activities conducted by the cell was a one day workshop on career guidance for X class students of SUP School.

As part of the activities of the Guidance and Counseling Cell. The following activities were taken up.

36. Placement services provided to students:

Almost all the students of every course attend the placement interviews conducted by Eminent Schools of the twin cities and are generally absorbed. Other than this some of them get selected through DSC into the Government Sector. M.Ed students usually join Colleges of Education. In this context information is furnished on the Job Mela.

38. Development programmes for non-teaching staff:

The Non-teaching Staff are sent for training programmes like Tally/ Computer Education/Adult literacy. This year Mr.Qayum, Attender was sent to learn Computer Basics. Other than this they also improve their qualifications.

39. Best practices of the institution:

Library digitization

Cataloguing Interlinking of libraries

Display of News paper clippings of the notice board Increase in the number Journals/ Books

Suggestion box

Instituting award to best user of the students Codification and computersation of cataloging

Promotion of Research: Research is the bench mark of progress and development, therefore extraordinary care has to be envisaged to promote Research on a big scale. The first step is to offer support to Personnel to improve their qualifications through the following.

Extending help to researcher- facilitating researcher Relaxation of time

Yoga & meditation classes are conducted every day to protect the health of the students.

student council elections

Student council meetings: Are conducted regularly to participate in college governance and to solve student problems

Morning Assembly: Comprises of Prayer, News, and thought for the day. Thought for the day: Is displayed on the college notice board by students on rotation.

40. Linkages developed with National /International academic/research bodies:

Professors are invited for guest and extension lectures in various programmes conducted by the college.

NIHH: The students of B.Ed go on visits.

Faculty of NIHH are invited to deliver lectures to B.Ed students and for programmes.

Faculty of the college attended workshops, seminars, at SCERT

Faculty of SCERT present papers in the college Seminars, and offer guest lectures.

EFLU: The College invites professors of EFLU for delivering guest lectures. Research Scholars of EFLU act as Resource persons for Proficiency course in English given to students of the college.

In service teachers who attend training programmes are taken for field

- Provision of computer

PART –C

Details of the plans of the Institution for the next year

Library: Library is the life line of an educational institution therefore it is imperative to strengthen it Qualitatively and Quantitatively

Funding if necessary

Exempting from invigilation

Strengthening Research:

Involve students in research projects publication of Research output.

Resource Mobilization

Student evaluation through Innovation of new methods

To plan for advanced methods of Teacher evaluation i.e

- By management
- By student
- Self appraisal
- Review of appraisals
- Feedback to be used for improving report of quality teaching
- Academic audit by peer units / university/ Govt bodies

To strengthen Teacher quality through

Identification of teachers recognized for excellence

Identification of number of teachers acting as resource persons

Identification of number teachers who are enthusiastic to attend Seminars/ Workshops/ innovative programmes

Establishment of Grievance and Redressal cell

A grievance cell exists in the college, senior faculty members look into the problems of the students, if any..

DECLARATION

Certified that the data included in this Annual Quality Assurance Report are true to the best of my Knowledge .

Dr.N.Saroja,
Lecturer
Coordinator IQAC

Prof.Vibha Asthana
Principal
GACOE