



GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
Accredited by NAAC; Affiliated to Osmania University

ICT COMMITTEE MEETING 2023-24

NOTICE

Date: 18/03/2024

The ICT Committee Meeting is scheduled to be held in the Conference room of the college on 21/03/2024, at 11 am, with the following agenda.

1. Qirat
2. Confirmation of the Minutes of the previous meeting.
3. Request to acquaint the weak students with computer based tasks, like MS Office
4. Orientation of Staff on various online teaching and assessment tools.
5. Request for headphones in the ICT lab.
6. Report on the progress of the Swayam online learning courses.
7. Vote of thanks

All members are required to attend the meeting without exception.

N. Sargis
Chairperson

V. Srinivas
Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.



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ICT COMMITTEE MEETING

Minutes of the Meeting

Date: 21-03-24

The minutes of the ICT Committee meeting, convened in the Conference Hall of the Ghulam Ahmed College of Education on 21/03/2024 are as follows:

Members present:

Dr N Saroja: Chairperson *NS*
Ms Noor ul Huda: Assistant Professor *NH*
Mr. Raziuddin- Assistant Professor *RR*
Mrs Lubna Aly Khan- Assistant Professor
Sadiya Fatima: BEd student *SF*
Syeda Rubab Samdani: MEd student *RS*

Points Discussed:

1. The meeting commenced with the recitation of the Holy Quran
2. The minutes of the previous meeting were approved by the Chairperson and proceedings were confirmed as correctly recorded.
3. Ms Huda provided a schedule for teaching weak students on how to use the computer to perform writing tasks, as well as PPT.
4. Ms Huda and Mrs. Lubna will conduct an orientation program to familiarize the staff on tools such as Nearpod, Canva and assessment tools such as Padlet, Nearpod and Kahoot in April and June' 24.
5. A request for headphones was put forward by Mr. Raziuddin as the old ones were not working well.
6. Mrs Lubna called for an update on the ongoing Swayam courses.
7. The meeting was brought to an end by the vote of thanks by the Chairperson, Dr Saroja.

V. Saroja
Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34



N. Saroja
Chairperson



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ICT COMMITTEE MEETING

NOTICE

Date: 6/11/2023

The ICT Committee Meeting is scheduled to be held in the Conference room of the college on 9/11/2023, with the following agenda.

1. Qirat
2. Confirmation of the Minutes of the previous meeting
3. Orientation for Swayam online learning courses.
4. Orientation on choosing a course online and how to navigate the course website.
5. Requisition for new keyboards and speakers.
6. Vote of thanks

All members are required to attend the meeting without exception.

N. Saranya
Chairperson

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills
Hyderabad - 34



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ICT COMMITTEE MEETING

MINUTES OF THE MEETING

The ICT Committee meeting was convened in the Conference Hall of the Ghulam Ahmed College of Education on 9/11/2023.

Members present:

Dr N Saroja: Chairperson *Dr*

Ms Noor ul Huda *Huda*

Mr. Raziuddin *Raziuddin*

Mrs Lubna Aly Khan *Lubna*

Afreen Sultana: M.Ed Student *Afreen*

Mohd Rumaanuddin: B.Ed Student *Rumaan*

Points Discussed

1. The meeting commenced with the recitation of the Holy Quran
2. The minutes of the previous meeting were approved by the Chairman and proceedings were confirmed as correctly recorded.
3. Ms Noor Huda provided an overview of the Swayam portal, on choosing the correct course, application method, credits obtained. The same information will be shared with the students.
4. Ms Lubna Aly khan gave an insight on how to navigate the website of the course, how to effectively learn using the printed matter and videos, and how to submit assignments online.
5. Information on how to appear for the exam and obtain a certificate was also provided.
6. The meeting was brought to an end by the vote of thanks by the Chairperson, Dr Saroja.

Dr

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.



N. Saroja
Chairperson