



GHULAM AHMED COLLEGE OF EDUCATION

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

Circulation of Minutes of the IQAC Meeting held on 20-07-2022

S. No.	Name	Designation	Signature
1	Mr. Zafar Javeed	Secretary, SES	 Received copy
2	Prof. Vibha Asthana	Principal, GACE	
3	Prof. Basheer Ahmed	Advisor, MJCET	
4	Prof. Anupama Koneru	Principal, SUCP	
5	Prof. Shehbaz Ahmed	Director, Amjad Ali Khan College of Business Administration	
6	Mrs. Lubna Aly Khan	Asst. Prof., GACE	
7	Ms. Rafiya Sultana	Asst. Prof., GACE	
8	Dr. Afshan Karim	Assoc. Prof., GACE	
9	Dr. D. Pauleen	Asst. Prof., GACE	
10	Ms. Zehra	Teacher, UI Uloom Public School, Banjara Hills	
11	Mrs. Mohammadi Begum	Principal, Sultan Ul Uloom Public School, Golconda, Hyd.	
12	Ms. Sukaina Fatima	Student nominee	
13	Naveed Afreen	Student nominee	
14	Ms. Zainab	Student nominee	
15	Dr. N. Saroja	IQAC Coordinator.	

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



GHULAM AHMED COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on 20-07-2022 at 03:00 PM


MEMBERS PRESENT

1. Chairperson: Prof. Vibha Asthana
2. Senior administrative officers: Dr. Basheer Ahmed, Prof. Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration
3. Three to eight teachers: Dr. D. Pauleen, Ms. Rafiya Sultana, Dr. Afshan Karim, Ms. Lubna Aly Khan
4. One member from the Management: Mr. Zafar Javeed, Hon Secretary, SES
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. Mohmadi Begum, Principal, Sultan Ul Uloom Public School, Golconda, Hyderabad,
9. Dr. N. Saroja, coordinator/Director of the IQAC

Vibha Asthana

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

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										
	<p>Presentation of the 'Action taken report' (ATR) on the points discussed in the meeting held on 16th February,2022.</p> <table border="1"> <thead> <tr> <th>ITEM IN THE AGENDA</th> <th>ACTION TAKEN</th> </tr> </thead> <tbody> <tr> <td>IQAC Action Plan for the Year- 2022:</td> <td>Feedback was collected from various stake holders to assess the present status of the college. Value added courses were included in the Curriculum. , Innovative methods of teaching, good communication skills were taught to the students. Several co curricular activities were conducted. Many schools came to college for appointment of teachers, for placements.</td> </tr> <tr> <td>Building a research culture in the college.</td> <td>A 5 day Seminar on Intellectual property Rights was organized in May 2022.</td> </tr> <tr> <td>Organization of FDPs.</td> <td>Many FDPs were organized for the teaching and non teaching staff members from February to July, 2022.</td> </tr> <tr> <td>Establishing Community linkages.</td> <td>MOUs were signed with various educational institutes and students were sent for two months to take up Community welfare activities across the twin cities.</td> </tr> </tbody> </table>	ITEM IN THE AGENDA	ACTION TAKEN	IQAC Action Plan for the Year- 2022:	Feedback was collected from various stake holders to assess the present status of the college. Value added courses were included in the Curriculum. , Innovative methods of teaching, good communication skills were taught to the students. Several co curricular activities were conducted. Many schools came to college for appointment of teachers, for placements.	Building a research culture in the college.	A 5 day Seminar on Intellectual property Rights was organized in May 2022.	Organization of FDPs.	Many FDPs were organized for the teaching and non teaching staff members from February to July, 2022.	Establishing Community linkages.	MOUs were signed with various educational institutes and students were sent for two months to take up Community welfare activities across the twin cities.
ITEM IN THE AGENDA	ACTION TAKEN										
IQAC Action Plan for the Year- 2022:	Feedback was collected from various stake holders to assess the present status of the college. Value added courses were included in the Curriculum. , Innovative methods of teaching, good communication skills were taught to the students. Several co curricular activities were conducted. Many schools came to college for appointment of teachers, for placements.										
Building a research culture in the college.	A 5 day Seminar on Intellectual property Rights was organized in May 2022.										
Organization of FDPs.	Many FDPs were organized for the teaching and non teaching staff members from February to July, 2022.										
Establishing Community linkages.	MOUs were signed with various educational institutes and students were sent for two months to take up Community welfare activities across the twin cities.										
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	Curricular changes to be made in the B.Ed. and M.Ed. courses.										
MINUTES	The advisor reported that many value added certificate courses have been introduced in the college. The members suggested that more										


 Advisor-cum-Director
 Ghulam Ahmed College of Education
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	certificate courses should be introduced. Mr. Zafar Javeed suggested that student should be encouraged to take up self learning programmes online or off line. He said that curriculum should be revamped after taking suggestions from various stake holders.
AGENDA ITEM NO.-5	Digitalization of Education
MINUTES	Prof. Anupama Koneru suggested that students should be oriented towards different digital portals that have vast knowledge and information on school subjects. Students teachers can download and use video clips, pictures and other audio visual material during their internship. College lecturers should also make extensive use of DELNET facility for preparing class notes and PPTS.
AGENDA ITEM NO.-6	NEP. 2020- ways to implementing it in college
MINUTES	<p>The advisor reported that the NEP 2020 will be implemented in the college in the following ways. The pedagogical structure, and the teaching-learning process will be transformed as per the recommendations of the NEP 2020. Inquiry-based learning, 21st-century skills, interactive classrooms, multidisciplinary study, and flexible assessments should be given importance to. As the National Education Policy 2020 aims to take learning outside of the four walls of a classroom, we have to plan a number of field trips and expose the students to different types of educational institutes.</p> <p>A special cell for continuous monitoring, evaluating performance and attainment of outcomes should be set up in the college.</p> <p>Vocational skills should be introduced on priority basis. If we teach vocational skills to the students they will teach the same in schools. Then there should be free Access to all Digital Learning Resources in the college, for the trainee teachers.</p>
AGENDA ITEM NO.-7	Any other point with the permission of the Chair- Extension of college working hours.
MINUTES	The principal suggested that the college hours should be extended by an hour as the present timings are not sufficient to complete the documentation related to the up coming SSR work. The Hon. Secretary agreed to the proposal.

V. S. B. K.

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

AGENDA ITEM NO.-8	Concluding remarks
MINUTES	The Secretary wished all the members luck in preparing for the SSR document.
VOTE OF THANKS	The meeting concluded with a vote of thanks by the Chairperson.

Vibha Asthana

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



**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

1-12-2022

To
Prof. AnupamaKoneru,
Principal, SUCP.

The 48th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 6-12-2022 at 02:00 PM in the Conference hall of the college, you are kindly requested to attend the meeting.

Vibha

Advisor-cum-Director, GACE

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



APSL

Vibha

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





GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date : 01.12.2022

To
Prof. Rahela Tabassum
Academic Director,
Amjad Ali College of Business Administration.

The 48th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 06.12.2022 at 02.00 PM., in the Conference hall of the college, you are kindly requested to attend the meeting.



V. Lakshmi
Advisor-cum-Director,
Ghulam Ahmed College of Education.

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

R. Lab

V. Lakshmi
Advisor-cum-Director
Ghulam Ahmed College of Education
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**GHULAM AHMED
COLLEGE OF EDUCATION
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

THE IQAC COMMITTEE MEETING








ATTENDANCE SHEET OF THE MEETING HELD ON 6-12-2022

ACADEMIC YEAR: 2022-23

S.No	Designation	Name	Received copy of Minutes: Signature
1.	Member from the college Management	Mr. ZafarJaveed, Hon Secretary, SES	
2.	Chairperson	Prof. VibhaAsthana, Advisor/ Director, Ghulam Ahmed College of Education.	 Vibha Asthana
3	Senior Academic/Ad ministrative Officers	Dr.M. Rawat, Principal, MJCET	
3	Senior Academic/Ad ministrative Officers	Prof. Rahila, Academic Director, Amjad Ali Khan College of Business Administration	 R. Rahila
4.	Lecturer	Dr.D.Pauleen	 D.Pauleen
	Lecturer	Dr.M.Raju	 M.Raju
	Lecturer	Ms. Rafiya Sultana	 Rafiya Sultana
	Lecturer	Ms. Tauqeer Fatima	 Tauqeer Fatima


Advisor-cum-Director
Ghulam Ahmed College of Education
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Hyderabad - 34.



5.	Nominee from Local Society/ alumni/ Employer	Prof. Anupamakoneru, Principal, SUCP.	
6	Student's Nominee:	Ms. Mahrugh Kamran(M.Ed)	
	Student's Nominee:	NaveedAfreen (B.Ed)	
	Student's Nominee:	Ms.Zainab (M.Ed.).	
7	Alumni Nominee:	Ms.Najma Sultana	
8	Nominee from Employers /Industrialist s/stakeholders	Dr. Gia, Vice Principal, Sultan UIloomCollege of Law, Banjara Hills, Hyderabad,	
9	Coordinator of the IQAC	Prof.N.Saroja, Professor, GACE.	

Not

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





**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the 48th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on 6-12-2022 at 02:00 PM in the Conference hall of the college.

MEMBERS PRESENT:

1. Mr.ZafarJaveed, Hon Secretary, SES
2. Prof. VibhaAsthana, Advisor/ Director, GACE
3. Dr.Rawat, Principal, MJCET
4. Prof.AnupamaKoneru, Principal, SUCP.
5. Prof.Rahila, Academic Director, Arjad Ali Khan College of BusinessAdministration,
6. Ms.Tauger Fatima, Asst. Prof., GACE
7. Ms.Rafiya Sultana, Asst. Prof., GACE
8. Dr.M.Raju, Assoc. Prof., GACE
9. Dr.D.Paulen, Asst. Prof., GACE
10. Ms.Najma Sultana, Teacher, Sultan UlUloom Public School, Banjara Hills
11. Dr.Gita, Vice Principal, Sultan UlUloom College of Law, Banjara Hills,
12. Ms.Makrugh (student nominee),
13. NaveedAfreeen (B.Ed (student nominee),
14. Ms.Zainab (M.Ed.). (student nominee),
15. Dr.N.Saroja, IQAC Co ordinator.

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- ATR on the meeting held on 20-7-2022
Minutes	Action Taken Report- (ATR)on the meeting held on 20-7-2022 Curricular changes to be made in the B.Ed. and M.Ed. courses.- many value added certificate courses and self learningprogrammes were introduced in the college. Digitalization of Education- students were oriented towards different digital portals that have vast knowledge and information on school subjects. NEP. 2020- ways to implementing it in college- The pedagogical structure and the

Advisor-cum-Director

Abor

teaching-learning process was transformed as per the recommendations of the NEP 2020. Inquiry-based learning, 21st-century skills, interactive classrooms, multidisciplinary study, and flexible assessments are given importance to. Any other point with the permission of the Chair- college working hours were extended by 2 hours to complete the NAAC SSR work .

Agenda Item No.- 3 Confirmation of the minutes of the previous meeting.

Minutes 3 The minutes of the last meeting were confirmed by the Chairman

Agenda Item No.- 4 IOAC Action plan for the year 2023

Minutes 4 After a detailed discussion, the following action plan was drafted for the year 2023.

- I. Recruit and retain high-quality faculty -strengthen the development and retention of faculty by setting clear milestones for promotion and providing strong professional development that encourages ongoing pedagogical innovation and mentorship of students for careers and advanced study.
- II. Admitting the highest calibre students by leveraging existing opportunities for them and by strengthening relationships among academic programs to encourage the development of multidisciplinary studies and research.
- III. Produce high-quality research that is visible, accessible, and impactful not only in academic but also in professional circles.
- IV. Develop innovative strategies in both programs and continuously experiment with creative approaches
- V. Facilitate the exploration of global perspectives throughout the COE. In our globalizing world, instantaneous communication and access to information are making national and geographic boundaries irrelevant.
- VI. Partnerships and Community Engagement- with future teachers, counselors, leaders of schools and universities, researchers in education, psychologists, instructional designers, and policymakers whose efforts touch every aspect of education.
- VII. Engage deeply with our local, state and regional education community.
- VIII. Serve as a hub of information, resources and training for a wide variety of organizations in the public, private and not-for-profit sectors.

Decision regarding Value added courses for the year

Agenda Item No.- 5

The Director said that many students were benefited with the Certificate courses that were offered in the college. After discussion, it was suggested to organise VACs on the following broad areas – Research Methodology, leadership and Management, Diversity Management, Creative Writing, etc. The duration of the course should be minimum 30 hours and resource person should be experts in that particular field. The classes should be conducted after college hours and attendance should be made mandatory for students.

ADP
Advisor-cum-Director

Ghulam Ahmed College of Education
Road No. 3, Banjara Hills.

Hyderabad - 34.



Agenda Item No.- 6	Preparation and use of teaching aids- organization of an exhibition
Minutes	The Hon. Secretary suggested that student teachers should be exposed to preparation of digital teaching aids. He said that students should be thoroughly trained in using power point presentation and should be told about the websites to tap for resource material. Ms. Rafiya said that all methodology lecturers should give a demonstration of preparation of a chart and model and explain in detail the procedure to make them. An exhibition of teaching aids prepared by the students should be organized in April, 2023 and the DEO of Telangana should be invited as the Chief Guest.
Agenda Item No.- 7	Community welfare activities to be organized next year-
Minutes	To inculcate social-emotional learning the college should organize a visits to old age homes, homes for destitute, etc. The students should plan for the inmates games, songs and dance to bring happiness and smiles on their faces. Saplings should be planted near their homes by the students. Importance of education of girls, scholarship schemes of Telangana government, etc. should be discussed with the parents in schools. Adult education program should be taken up. Awareness programs on importance of Cleanliness and prevention of diseases should be organized.
Agenda Item No.- 8	Use of Smart Board by staff and students
Minutes	Prof. Anupama pointed out that Smart boards improve good teaching and increase clarity among teachers and students. With smart boards, teachers can create more dynamic lessons by writing or typing on screen, calling attention to certain topics with highlights, circles, arrows or zooming in, and sharing multimedia content such as videos, webpages, presentations and images. The smart board can even be divided into multiple sections so more than one student can work on it at once. In fact, using Split Screen Mode, teachers and students can see two windows at once. Because of all these advantages, it was recommended that both students and teachers should be given thorough practice in the use of smart board.
Agenda Item No.- 9	Campus placements
Minutes	Dr. Rawat said that final Placements should be conducted for the final year students starting in the month of March. "one student one offer" policy should be followed. A student after being placed should sign out of the placement process. A student who is offered a pre-placement offer (PPO) during Internship/ before the placement process, and the offer is of a salary greater ^{not} than the institute's last year average salary, the student is bound to

Advisor-cum-Director



	accept the offer and he/ she will be considered out of placements. However if the PPO offered is of a salary less than the Institute's last year average salary, the student has the right to either accept or decline the offer. The Director was asked to approach good schools to come to college for placements. Dr.Saroja was asked to assist her in identifying good schools. Any other point with the permission of the Chair
Agenda Item No.- 10	
Minutes	The principal reported that the SSR report has been submitted to NAAC and a peer team visited can be expected in the month of January or February, 2023.
Agenda Item No.- 11	Concluding remarks
Minutes	The members congratulated the Director on successful completion of the NAAC SSR work.
Vote Of Thanks	Prof. VibhaAsthana, Advisor cum Director thanked all the Committee members for their presence and valuable suggestions. The meeting concluded with a vote of thanks by the Chairperson.

Vibha Asthana,

Vibha Asthana,

Advisor cum Director, **GACE**

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



Vibha

Advisor-cum-Director
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Hyderabad - 34.





GHULAM AHMED
COLLEGE OF EDUCATION
INTERNAL QUALITY ASSURANCE CELL (IQAC)

THE IQAC COMMITTEE MEETING

CIRCULATION OF MINUTES OF THE MEETING HELD ON 06-12-2022








ACADEMIC YEAR: 2022-23

S.No	Designation	Name	Received copy of Minutes: Signature
1.	Member from the college Management	Mr. Zafar Javeed, Hon Secretary, SES	Received Mr. Zafar Javeed 8/12
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	Vibha BMS 8.12.22
3	Senior Academic/Ad ministrative Officers	Dr. M. Rawat, Principal, MJCET	Principal Dr. M. Rawat Ghulam Ahmed College of Education & Technology Mufakkham Road No. 3, Banjara Hills, Road No. 3, Banjara Hills, 500 034, (T.S.) HYDERABAD
4.	Lecturer	Dr. D. Pauleen	Dr. D. Pauleen
	Lecturer	Dr. M. Raju	Dr. M. Raju
	Lecturer	Ms. Rafiya Sultana	Ms. Rafiya Sultana
	Lecturer	Ms. Tauqeer Fatima	Ms. Tauqeer Fatima

IBAC

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



5.	Nominee from Local Society/ alumni/ Employer	Prof. Anupama Koneru, Principal, SUCP.	
6	Student's Nominee:	Ms. Mahrukh Kamran (M.Ed)	
	Student's Nominee:	Naveed Afreen (B.Ed)	
	Student's Nominee:	Ms.Zainab (M.Ed.).	
7	Alumni Nominee:	Ms. Najma Sultana	
8	Nominee from Employers /Industrialist s/stakeholders	Dr. Gita, Vice Principal, Sultan UI Uloom College of Law, Banjara Hills, Hyderabad,	
9	Coordinator of the IQAC	Prof. N. Saroja, Professor, GACE.	



Advisor-cum-Director
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 Hyderabad - 34.





**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

3-3-2023

To
Prof. AnupamaKoneru,
Principal, SUCP.

The 49th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 10-3-2023 at 02:30 PM in the Conference hall of the college, you are kindly requested to attend the meeting.

V. Lakshmi

Advisor-cum-Director, GACE

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



A. S. K.

V. Lakshmi

**Advisor-cum-Director
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GHULAM AHMED COLLEGE OF EDUCATION

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date : 03.3.2023

To
Prof. Rahela Tabassum
Academic Director,
Amjad Ali College of Business Administration.

The 49th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 10.3.2022 at 02.00 PM., in the Conference hall of the college, you are kindly requested to attend the meeting.



Vibha
Advisor-cum-Director,
Ghulam Ahmed College of Education.
Ghulam Ahmed
College of Education
Road No. 3, Banjara Hills
Hyderabad-36.

R. Lab

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





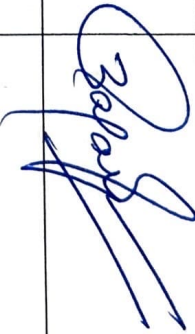






GHULAM AHMED
COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

THE IQAC COMMITTEE MEETING

ATTENDANCE SHEET OF THE MEETING HELD ON 10-3-2023








ACADEMIC YEAR: 2022-23

S.No	Designation	Name	Received copy of Minutes: Signature
1.	Member from the college Management	Mr.ZafarJaveed, Hon Secretary, SES	
2.	Chairperson	Prof. VibhaAsthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/Ad ministrative Officers	Dr.Rawat, Principal, MJCET	
3	Senior Academic/Ad ministrative Officers	Prof.Rahila, Academic Director, Amjad Ali Khan College of BusinessAdministration	
4.	Lecturer	Dr.D.Pauleen	
	Lecturer	Dr.M.Raju	
	Lecturer	Ms.Rafiya Sultana	



Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
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	Lecturer	Ms. Taqeer Fatima	
5.	Nominee from Local Society/ alumni/ Employer	Prof. Anupamakoneru, Principal, SUCP.	
6	Student's Nominee:	Ms. Mahrukh Kamran(M.Ed)	
	Student's Nominee:	NaveedAfreen (B.Ed)	
	Student's Nominee:	Ms.Zainab (M.Ed.).	
7	Alumni Nominee:	Ms.Najima Sultana	
8	Nominee from Employers /Industrialists/stakeholders	Dr. Gita, Vice Principal, Sultan UlJloomCollege of Law, Banjara Hills, Hyderabad,	
9	Coordinator of the IQAC	Prof.N.Saroja, Professor, GACE.	

NAK

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





**GHULAM AHMED
COLLEGE OF EDUCATION**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the 49th meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on 10-03-2023 at 02:30 PM in the Conference hall of the college.

MEMBERS PRESENT:

1. Mr.ZafarJaveed, Hon Secretary, SES
2. Prof. Vibha Asthana, Advisor/ Director, GACE
3. Dr.Rawat, Principal, MJCET
4. Prof.Anupama Koneru, Principal, SUCP.
5. Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration,
6. Ms.Tauqeer Fatima, Asst. Prof., GACE
7. Ms.Rafiya Sultana, Asst. Prof., GACE
8. Dr.M.Raiju, Assoc. Prof., GACE
9. Dr.D.Pauleen, Asst. Prof., GACE
10. Ms.Najma Sultana, Teacher, Sultan Ul Uloom Public School, Banjara Hills
11. Dr.Gita, Vice Principal, Sultan Ul Uloom College of Law, Banjara Hills,
12. Ms.Makrugh ((M.Ed.). student nominee),
13. NaveedAfreem (B.Ed (student nominee),
14. Ms.Zainab (student nominee),
15. Dr.N.Saroja, IQAC Co ordinator.

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- ATR on the meeting held on 6-12-2022
Minutes	Action Taken Report- (ATR) on the meeting held on 6-12-2022 <ul style="list-style-type: none">• Decision regarding Value added courses for the year- VACs were organized on the following broad areas – Research Methodology, leadership and Management, Diversity Management, Creative Writing, etc. The classes were conducted after college hours and attendance was made mandatory for students.

Advisor-cum-Director

Ghulam Ahmed College of Education,
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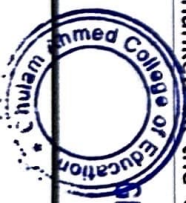


	<ul style="list-style-type: none"> • Preparation and use of teaching aids- organization of an exhibition • Students were exposed to preparation of digital teaching aids. All methodology lecturers gave a demonstration on preparation of a chart and model. • Community welfare activities to be organized next year- visits to old age homes, homes for destitute, etc. were organized. Saplings were planted near their homes by the students. Importance of education of girls, scholarship schemes of Telangana government, etc. were discussed with the parents in schools. Adult education program was taken up. Awareness programs on importance of Cleanliness and prevention of diseases were organized. • Use of Smart Board by staff and students- both students and teachers were given thorough practice in the use of smart board. • Campus placements- conducted for the final year students from March, 23. "one student one offer" policy should be followed. good schools to come to college for placements. • Any other point with the permission of the Chair- the SSR report was submitted to NAAC in November, 2022.
<p>Agenda Item No.- 3</p>	<p>Confirmation of the minutes of the previous meeting.</p>
<p>Minutes</p>	<p>The minutes of the last meeting were confirmed by the Chairman</p>
<p>Agenda Item No.- 4</p>	<p>Ways to improve teaching learning process in college.</p>
<p>Minutes</p>	<p>Dr. Gita suggested that lecturers should have a strong connection with the students. This involvement in the student's study will encourage them to improve their performance. Faculty should open up the methods of communications like email, phone calls, WhatsApp, etc. Students should be allowed to contact the staff after college time. They should be advised on their career and academic opportunities. Active learning (which include listing and speaking in the class) should be encouraged. Active learning can be enhanced by Case based problem solving, Debate participation, Group discussion, Peer instruction exercise, speed MCQs solving, peer to peer discussions etc. Feedback should be prompt and constructive. As Feedback plays a vital role in a student's overall growth, it should be given without being rude or discourteous. Punishments should be avoided & bad behaviour should be addressed quickly.</p>
<p>Agenda Item No.- 5</p>	<p>Remedial coaching classes for weak students</p>
<p>Minutes</p>	<p>Dr.Saroja suggested that remedial classes should be conducted especially in the subject: English as many students were weak in grammar. These classes would be highly beneficial for the students. Dr.anupama said that these classes can be conducted after college hours and a lot of practice should be given to students to improve their oral language skills.</p>
<p>Agenda</p>	<p>Formation of a committee to prepare and monitor the Institutional Development</p>

NAAC



Item No.- 6	Plan (IDP)
Minutes	A core committee was constituted to prepare and monitor the Institutional Development Plan (IDP) in the college. This would focus on the multidisciplinary, academic and infrastructure growth of the College. The Following would be the functions of the Core committee: 1. Prepare Vision of IDP 2. Identify major focal themes for IDP 3. Identify subcommittee to lead the various projects under IDP 4. Overall supervision of development of the IDP Proposals The committee would be headed by dr. Naga Prasuna, principal of the college.
Agenda Item No.- 7	Haritha haram program
Minutes	Mr.Zafaraveed, Hon. Secretary said that Haritha Haram programme should aim to increase the green cover of the state, it should be implemented in the monsoon season by planting and nurturing saplings. The programme should also create awareness among the public about the importance of preserving and protecting the environment.
Agenda Item No.- 8	A discussion on the Future plans of the college
Minutes	After detailed discussion, the Future plans of the college were enumerated as below- 1. Conduct Academic Audit adopting the peer team auditing methodology. 2. To start Additional Skill Acquisition Programme(ASAP) in thecollege. 3. To print and publish all academic regulations in force as a handbook for the ease of administrative convenience and to equip faculty members and administrative staff for smooth functioning of the system. 4. To conduct Environmental Audit every year. 5. To ensure the campus more friendly to the physically challenged people. 6. To upgrade the present laboratories and optimize their functioning. 7. Conduct Orientation programmes for the faculty members 8. Request the staff to submit proposals about the possible extension/community programmes which shall be commenced from next academic year. 9. To engage a professional agency to study the feasibility and assess the situation for improving water quality. 10. Improve research facilities in the college. Any other point with the permission of the Chair
Agenda Item No.- 9	Any other point with the permission of the Chair
Minutes	The principalreported that the college was awarded A+ Grade by NAAC with a CGPA of 3.43. The members congratulated the Director and the entire faculty of the college.
Agenda Item No.- 10	Concluding remarks
Minutes	Prof.VibhaAsthana, Advisor cum Director thanked all the Committee members for



	their presence and valuable suggestions.
Vote Of Thanks	The meeting concluded with a vote of thanks by the Chairperson.

Vibha Asthana

VibhaAsthana,

Advisor cum Director, GACE

Advisor-cum-Director

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Above

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GHULAM AHMED
COLLEGE OF EDUCATION
INTERNAL QUALITY ASSURANCE CELL (IQAC)

THE IQAC COMMITTEE MEETING

CIRCULATION OF MINUTES OF THE MEETING HELD ON 10-3-2023



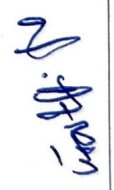




ACADEMIC YEAR: 2022-23

S.No	Designation	Name	Received copy of Minutes: Signature
1.	Member from the college Management	Mr.Zafar Javeed, Hon Secretary, SES	Received minutes 
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	<i>Not done</i> 16.3.23 
3	Senior Academic/Ad ministrative Officers	Dr. Rawat, Principal, MJCET	 PRINCIPAL Mufikham Jah College Of Engineering & Technology Banjara Hills, Road No. 3, HYDERABAD-500 034.(T.S.)
3	Senior Academic/Ad ministrative Officers	Prof. Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
4.	Lecturer	Dr. D. Pauleen	
	Lecturer	Dr. M. Raju	
	Lecturer	Ms. Rafiya Sultana	
	Lecturer	Ms. Tauqeer Fatima	

Not done

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Ghulam Ahmed College of Education
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Hyderabad - 34.



5.	Nominee from Local Society/ alumni/ Employer	Prof. Anupama Koneru, Principal, SUCP.	
6	Student's Nominee:	Ms. Mahrukh Kamran (M.Ed)	
	Student's Nominee:	Naveed Afreen (B.Ed)	
	Student's Nominee:	Ms. Zainab (M.Ed.).	
7	Alumni Nominee:	Ms. Najma Sultana	
8	Nominee from Employers /Industrialists/stakeholders	Dr. Gita, Vice Principal, Sultan Ulloom College of Law, Banjara Hills, Hyderabad,	
9	Coordinator of the IQAC	Prof. N. Saroja, Professor, GACE.	

Not

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