

Ghulam Ahmed College of Education, Hyderabad.

IQAC MEETING, August 2018

Meeting Information			
Objective:	To bring about qualitative changes in the college.		
Date:	01/08/2018	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, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Ayesha, Mrs. Mohmadi Begum, 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		Presenter	Time Allotted
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Prof.Vibha Asthana	15 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 Chairperson.		
4	Preparation of the Academic Calendar for the year 2018-19	Prof.Vibha Asthana	20 minutes
5.	Organization of a Cultural Festival	"	1 hour
6	Community Welfare Activities	Mr.Zafar Javeed, Hon.Secretary	20 minutes
7	Extension lectures by eminent educationists	Prof.Vibha Asthana	20 minutes
8	Health and wellness programs	Prof.Vibha Asthana	20 minutes
9	Mentoring	Prof.Vibha Asthana	40 minutes

10	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes
Discussion			
<p>Preparation of the Academic Calendar for the year 2018-19 – Based on last year’s work and consequent learning, tentative plans drawn earlier were discussed threadbare. Complete planning of the I semester courses should be done before the Semester starts. The syllabus should be divided amongst lecturers and they should be guided to the resources available and should be asked to take full advantage of the library and other facilities. The entire planning done by a staff member should be documented. A teaching diary should be maintained on daily basis by all staff members.</p> <p>A number of extra curricular activities should be incorporated in the academic calendar. These activities should be planned keeping the interests of students in mind. Once prepared, the academic calendar should be strictly adhered to.</p>			
<p>Organization of a Cultural Festival- The members felt the need for instilling in the would be teachers, the importance of Indian Culture. It was decided to organize a week long cultural festival in which the students would be exposed to different aspects of Indian culture like festivals, dress habits, cuisines, languages, etc. It was decided to call a professional singer/ artist as the special guest for the valedictory function.</p>			
<p>Community Welfare Activities- It was decided to develop the concept of selfless service in the students. For this it was decided to send them for Community welfare activities. The students will be sent to near by slum areas and awareness programs will be conducted. The area’s Corporator will be approached and invited to participate in the program.</p>			
<p>Extension lectures by eminent educationists- Eminent educationists to be invited to deliver extension lectures on current topics related to Education.</p>			
<p>Health and wellness programs- Health is one of the major concerns. Programs related to the health of the children and teachers will be organized in the college. Different topics and programs were discussed at length.</p>			
<p>Mentoring- It was decided to continue with the process of mentoring as it helped in establishing a good teacher pupil relationship. While pledging their support to the mentoring process, some teachers raised their sense of inadequacy, at times, in addressing some issues of students which may be categorized as psycho-social issues. They reiterated the need of institutional support in addition to the proposed conferences for addressing the issues faced by them. It was decided to send such cases to Dr.Suman Roy the counselor available in the campus. Members agreed to this suggestion.</p>			
<p>Any other point with the permission of the Chair- It was decided to encourage students to plant saplings near their homes. Saplings will be provided by the college.</p>			
New Action Items		Responsible	Due Date
1	Topics to organize State Level Seminar to be discussed with Staff members and written	Ms.Nisy	15-9-2018

2	Activities to be organized in Cultural Fest to be listed.	Mrs.Rafiya Sultana	9-9-2018
3	The sources of getting saplings for tree plantation and the places to plant trees in the campus to be identified.	Ms.Najma Sultana	20-8-18
4	A list of names of eminent educationists to be invited should be prepared.	Dr.N Saroja	15-9- 18

Other Notes & Information

The members suggested that special stress should be given to co- curricular activities along with the curricular ones. It is very important to promote overall development of future teachers.

MEMBERS PRESENT – 01-08-2018

Sr No	Name	Designation
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.	<p>Prof. Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration,</p> <p>Mrs. Mohmadi Begum</p> <p>Mr. Jawaad Madani,</p> <p>Mrs. Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.</p>	Nominees from Local Society/ alumni/ Employer
6.	Prof. N. Saroja, Professor, GACE.	Coordinator of the IQAC
7.	Ms. Ayesha	Student representatives

Ghulam Ahmed College of Education, Hyderabad.

IQAC MEETING, 2018

Meeting Information			
Objective:	To bring about qualitative changes in the college.		
Date:	05/12/2018	Location:	Conference hall, GACE
Time:	3:30pm	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, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Ayesha, Mrs. Mohmadi Begum, 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		Presenter	Time Allotted
1	Qirat- Recitation from the Holy Quran- The meeting began with recitation of a few verses from the Holy Quran.	Prof.Vibha Asthana	15 Minutes
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	Review of IQAR for 2018	Prof.Vibha Asthana	50 minutes
5	Office automation	Prof.Vibha Asthana	20 minutes
6.	Website of the college	Mr.Zafar Javeed, Hon.Secretary	30 minutes
7	Finalizing IQAR for the year 2018 - SWOT analysis	Prof.Vibha Asthana	20 minutes
8	Setting targets for 2019	Prof.Vibha Asthana	20 minutes
9	Any other point with the permission of the Chair	Prof.Vibha Asthana	20 minutes

Discussion			
Points arising of the previous minutes—The members enquired about the success of the Cultural festival organized in the college. The principal reported that a classical singer, Ms.Anuradha Koti was invited and the program was a big success.			
Preparation of IQAR for 2018- A detailed discussion about the draft prepared was held The members suggested many changes which were noted by the co ordinator. They will be incorporated before submission of the IQAR and posting it on college website.			
Office Automation- The Coordinator said that she had formal discussions with the administrative officers of a few exemplar educational institutions. They discussed the pros and cons of complete automation. The officers were members of the IQAC team and they explored and shared the experience for complete automation of administration and finance with the rest of the members.			
Website – The principal reported that the Website Committee is working to revamp/expand the base (band width to hold information) for posting all upcoming events of the college, documenting and uploading of video content to reflect the work of the institution for transparent dissemination of information about college to allow prospective students & their parents /guardians to make informed choices. It also hosts information for students currently pursuing education in the institution. A special/ separate /exclusive page for hosting NAAC/IQAC related information along with minutes of the meeting and AQAR was opened in the previous academic year.			
Finalising IQAR for the year 2018 - SWOT analysis- It was recommended to review the current year`s work with respect to the quality of activities, result analysis, degree of student participation, suggestions from students, new ideas, continuation of the best practices and challenges, etc.			
Setting targets for the next academic year: Setting achievable targets for the next academic year. For instance, encouraging the multiple-faceted development of students by facilitating their participation in co-curricular activities and volunteering for student initiatives.			
Any other point with the permission of the Chair – Nil.			
New Action Items		Responsible	Due Date
1	To collect contact details of office automation persons from other B.Ed. colleges	Ms.Nisy Asokan,	18-1-2019
2	To find out about the Government schemes for Community Welfare for the year 2019.	Ms.Rafiya Sultana,	24-1-2019
3	To browse through the websites of other B.Ed. colleges and note down the new and novel ideas.	Mr.Suresh Babu	1-2-2019

Other Notes & Information

The IQAR should be read in detail and all the changes to be made should be meticulously incorporated in the report.

MEMBERS PRESENT – 05-12-2018

Sr No	Name	Designation
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.	<p>Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration,</p> <p>Mrs. Mohmadi Begum</p> <p>Mr.Jawaad Madani,</p> <p>Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.</p>	<p>Nominees from Local Society/ alumni/ Employer</p>
6.	<p>Prof.N.Saroja, Professor, GACE.</p>	<p>Coordinator of the IQAC</p>
7.	<p>Ms.Ayesha</p>	<p>Student representatives</p>

Ghulam Ahmed College of Education, Hyderabad.

IQAC MEETING, March, 2019

Meeting Information			
Objective:	To bring about qualitative changes in the college.		
Date:	18/03/2019	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, Ms.Nisy Asokan, Ms.Rafiya Sultana, Ms.Najma Sultana, Mr.Suresh Babu, Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration, Ms Ayesha, Mr.Jawaad Madani, Principal, Sultan Ul Uloom Public School, Syed Ali Chabutra, Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Dr.N.Saroja and Mr.Mazher Hussain, Mr.Yusuf Khan.		
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.	Prof.Vibha Asthana	15 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		
4	Ensuring admission of quality students in the academic year, 2019-21	Prof.Vibha Asthana	30 minutes
5.	Placement facility to final year students	Mr.Zafar Javeed, Hon.Secretary	1 hour
6	Introduction of Biometric attendance machines.	Prof.Vibha Asthana	20 minutes
7	Focus on Research	Prof.Vibha Asthana	20 minutes
8	Improvement of Infrastructure facilities in college	Prof.Vibha Asthana	20 minutes

9	Remedial classes for students	Prof.Vibha Asthana	40 minutes
10	Any other point with the permission of the Chair	Prof.Vibha Asthana	10 minutes
Discussion			
<p>Ensuring admission of quality students in the academic year, 2019-21- The members decided to continue to go with allotment of students through Single window- 1 so that meritorious students are allotted to the college through the convener. The principal was asked to submit a letter to the Chairman, State Council to allot non minority students also in the college. In the M.Ed. course, admissions should be made strictly on merit basis.</p>			
<p>Placement facility to final year students – The college placement cell should contact international schools and initiate talks about placements. Mock interviews should be conducted for the final year students. While encouraging students to be independent through entering a job or entrepreneurship or higher education, inclination of the student may be gauged through mentoring process or through exposure to career counselling sessions. Role of institution is a facilitator in this context.</p>			
<p>Maintaining admission and result analysis to continue as was done in the previous years. The results of M.ED. and B.Ed. course should be analysed in detail and the performance of students subject wise should be analysed . The increments to staff should be based on the performance of students in the exams.</p>			
<p>Introduction of Biometric attendance machines- To ensure regularity and punctuality of staff and students, biometric machines which have Aadhar link should be installed in the college.</p>			
<p>Focus on Research- A detailed discussion on how to acquire research projects from the Government was taken up. The topics to be taken up by the M.Ed. students for their Monograph work were discussed. It was suggested that the topics should be new and related to current trends. Previous topics should not be repeated.</p>			
<p>Improvement of Infrastructure facilities in college- Many students complained about climbing steps to go to the third floor was very tedious, so the members suggested that a lift can be installed in the building. The principal was asked to consult the Societys engineer and get quotations and start the work as soon as possible.</p>			
<p>Remedial classes for students- The principal reported that many students are weak in English language so the members suggested that special remedial classes be conducted for students weak in english after college hours in the English Laboratory. Special classes should also be held for weak students before or after college hours.</p>			
<p>Any other point with the permission of the Chair- The principal took permission to get the broken chairs and other furniture in the college repaired during summer vacations.</p>			
New Action Items		Responsible	Due Date
1.	For Placement of final year students, 5-8 new	Dr.N.Saroja	15-4-2019

	schools to be identified and called for on campus recruitment of teachers		
2	Installing of Biometric attendance machines.	Prof.Vibha Asthana	1-9-2019
3	Improvement of Infrastructure facilities in college-Getting a lift made for staff and students.	Prof.Vibha Asthana	1-4-2019
Other Notes & Information			
The members suggested that special stress should be given to programs that promote confidence and good speaking skills in the students. It is very important to make the future teachers presentable and smart.			

MEMBERS PRESENT – 18-03-2019

Sr No	Name	Designation
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
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5.	<p>Prof. Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration,</p> <p>Mrs. Mohmadi Begum</p> <p>Mr. Jawaad Madani,</p> <p>Mrs. Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills, Hyderabad.</p>	<p>Absent</p> <p>Nominees from Local Society/ alumni/ Employer</p>
6.	Prof. N. Saroja, Professor, GACE.	Coordinator of the IQAC
----- -7.	Ms. Ayesha	Student representatives