



GHULAM AHMED COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the 45th meeting of the “Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on 4-10-2021 at 02:00 PM in the Conference hall of the college.

MEMBERS PRESENT:

1. Mr.Zafar Javeed, Hon Secretary, SES
2. Prof. Vibha Asthana, Principal, GACE
3. Prof.Basheer Ahmed, Advisor, MJCET
4. Prof.AnupamaKoneru, Principal, SUCP.
5. Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of BusinessAdministration,
6. Ms.Tauqeer Fatima, 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, Sultan UI Uloom Public School, Banjara Hills
11. Mrs.Arpana Saxena, Principal, Sultan UI Uloom Public School, Banjara Hills,
12. Ms.Sukaina Fatima (student nominee),
13. Naveed Afreen (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
Minutes	Action Taken Report- (ATR) on the meeting held on 9-4-2021 Conduct of Internship/ practice teaching for students: The principal reported that the students were sent for practice teaching to schools in from 5 th March, 2021.

	<p>Alumni Meet- A virtual alumni meet was organized on 19th June 2021. Students of previous batches from all over the world participated in the meet.</p> <p>Value added programs: Two value added courses were offered to the college students in the year 2020-21. The two courses were -'Life Skills For Youth' With Prof Shehbaz Ahmed as the resource person and "Fostering Effective Communication Skills In Students" by Ashita Wagarey and Rashida Shams as resource persons. These courses were offered from February to April, 2021.</p> <p>Program on Career Guidance- A two day program on Career Opportunities and Soft skills was held in the college on 21st and 22nd June, 2021. Ms.K.M.Rajini, Trainer and Placement Officer from MJCET was invited as the resource person.</p> <p>Vaccination drive in the college- A free Vaccination drive was held in the college for Covid-19, in collaboration with the GHMC in the months of June and July, 2021.</p>
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	Qualitative facilities for Student activities and welfare
Minutes	<p>Qualitative facilities for Student activities and welfare</p> <p>A number of interesting activities should be organized for the students- both Co-curricular and Extra-curricular activities like dramatics, yoga, training in first aid, basic tailoring(to make face masks), sports, literary activities, magazine club. Ms Nisy suggested that a few counselling sessions should also be held, especially after the lockdown and pandemic.</p> <p>Personal Counselling sessions with Dr.Suman Roy can be held for students who lost their parents and close family members. The Secretary said that concession in fee may also be given to such students.</p> <p>Taking care of Health of the Students- the students should be continuously advised on following COVID protocol in their lives. They should be advised to take the vaccines by the mentors.</p> <p>Career counselling should be given. As the students will have a problem to find jobs, they should be guided to the right places and help should be given to them to find good placements. Efforts should be made for providing quality placements to the students.</p>
Agenda Item No.-5	Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC in the month of December 2021:
Minutes	The Principal informed the members that the college has started preparing the AQAR. The college has to submit Annual Quality Assurance Report (AQAR) every year to NAAC in the month of December. The Coordinator, IQAC, Dr.N.Sarojainformed the members that the following tasks have been completed:

	<p>Allocation of Faculty-in-Charges, criteria wise, to collect and compile the required data from all the sources. Criteria-1- Ms. Shruti B, Criteria 2 & 3- Dr. Pauleen, Criteria-4- Dr. Afshan, Criteria-5- Ms. Rafiya S, Criteria-6- Ms. Tauqeer and Criteria 7- Dr. Saroja.</p> <p>Timelines have been finalised to obtain, verify and upload the data into NAAC portal.</p>
Agenda Item No.-6	Evaluation techniques to be followed during the pandemic.
Minutes	The principal reported that assessing the students during lockdown is posing a lot of challenge and the college faculty and the student teachers have to learn to use digital platform to assess the knowledge of the students. The Secretary suggested that a webinar be organized with a good subject expert on topics like effective ways of using Google forms for assessment, other relevant digital tools, etc. Experienced experts be invited to demonstrate practically the use of these techniques.
Agenda Item No.-7	A Review on the guidelines of National Education Policy (NEP)-2020:
Minutes	The Principal informed that the Government of India has proposed to implement the National Education Policy (NEP) 2020 across various educational institutions throughout India. NEP-2020 focuses on key reforms in higher education that prepare the next generation to thrive and compete in the new digital age and focuses on five pillars: Affordability, Accessibility, Quality, Equity, and Accountability - to ensure continual learning. Under the NEP, undergraduate degree will be of either 3 or 4-year duration with multiple exit options within this period. It also focuses on interdisciplinary and multidisciplinary academic programs. In this regard, the college is looking for the guidelines from the affiliating University i.e. Osmania University on NEP and its implementation at the college level. The college will follow the guidelines, if any issued by the Osmania University. B.Ed will soon be integrated with the graduation program and will be of 4 years duration. All the sub standard colleges will be closed.
Agenda Item No.-8	Assessing the performance of the staff through SAR; Faculty retention; Faculty development.
Minutes	All the staff members will be asked to prepare a self assessment report and submit the same to the principal. The proforma given by NAAC should be used by the faculty members. An incentive scheme for staff was developed and circulated by the

	Hon.Secretary and this would help in retention of highly qualified and experienced staff members. The Principal informed that the various discipline heads are encouraged to organize FDPsand sendfaculty members toattend FDPs since such programs expose the faculty members tothe latest trends and recent innovations in the field of education. Hence participation and organizing FDPs ensures that the faculty members are in touch withlatesthappeningsintheir specializations.
Agenda Item No.-9	Organization of an international webinar in the month of December/ January
Minutes	The members suggested that an international webinar be organized for the welfare of the college students. Subject expert from abroad who can address the students on some relevant and trending topic should be identified. Topics like digitalization of education or multiple intelligence should be discussed. The responsibility of organizing the webinar was assigned to Dr.Saroja and Ms.Rafiya Sultana.
Agenda Item No.- 10	Any other point with the permission of the Chair
Minutes	The principalreported that many of the college students were taking up community welfare activities during the COVID times. They were distributing food, masks and sanitizers to needy people. The principal also reported that the students of B.Ed course were sent to schools for practice teaching and that it was a good exposure to them.
Agenda Item No.- 11	Concluding remarks
Minutes	Prof.Vibha Asthana, Principal 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,

Vibha Asthana,

Principal, GACE



GHULAM AHMED COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dt.16.02.2022

Minutes of the meeting of the “**Internal Quality Assurance Cell (IQAC)** of Ghulam Ahmed College of Education, Hyderabad, held on at 16.02.2022 at 02:30 pm

MEMBERS PRESENT:

1. Mr.Zafar Javeed, Hon. Secretary, SES
2. Prof. Vibha Asthana, Advisor cum Director, GACE
3. Dr.Basheer Ahmed, Advisor/Director, MJCET
4. Prof.Shehbaz Ahmed, Director, Amjad Ali Khan College of Business Administration,
5. Prof. Anupama Koneru, Principal, SUCP& SUJC
6. Mrs.Arpana Saxena, Principal, Sultan Ul Uloom Public School, Banjara Hills
7. Prof.Naga Prasuna, Principal, GACE
8. Dr.Afshan Karim, Assoc.Prof.,GACE
9. Dr. B. D.Pauleen, Asst.Prof.,GACE
- 10.Ms.Rafiya SultanaAsst.Prof.,GACE
- 11.Ms.Tauqeer Fatima, Asst.Prof.,GACE
- 12.Ms. Zehra, Teacher, SUPS
- 13.Ms. Mahrukh Kamran(B.Ed. student)
- 14.Ms.Safoora (B.Ed. student)
- 15.Ms.Aqueela Ambreen (M.Ed. student)
- 16.Prof.N.Saroja, IQAC coordinator

Agenda Item No. 1	:	Qirat										
Minutes	:	The meeting started with the recitation of a few verses from the Holy Quran by Ms.Safoora										
Agenda Item No. 2	:	Points arising of the previous meeting										
Minutes	:	Presentation of the ' Action taken report ' (ATR) on the points discussed in the meeting held on 4 th October,2021.										
		<table border="1"> <thead> <tr> <th>ITEM IN THE AGENDA</th> <th>ACTION TAKEN</th> </tr> </thead> <tbody> <tr> <td>Qualitative facilities for Student activities and welfare</td> <td>Rooms to conduct drama, yoga,art and craft activities, an area for outdoor games, indoor games were made available to the students. Activities like dramatics, yoga, training in first aid, sports, literary activities, magazine club, Career counselling were organized.</td> </tr> <tr> <td>Evaluation techniques to be followed during the pandemic</td> <td>A webinar on, 'Using Google forms for assessment' was held on 30thDecember, 2021 for the students of B.Ed. and M.Ed. Courses with Ms.Saba Khatoon, from Education and Training Department MANUU as the Resource person.</td> </tr> <tr> <td>Online Webinar in the month of December/ January</td> <td>Online Webinar was organized on 14th January, 2022 with Dr.Sk. Zainuddin, from Tuskegee University, USA. He gave a talk on '<u>Using Multiple intelligence to make classroom more interactive and interesting</u>'.</td> </tr> <tr> <td>Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC in the month of December 2021:</td> <td>The AQAR for the year 2021 is almost complete and will be submitted by the end of February, 2022.</td> </tr> </tbody> </table>	ITEM IN THE AGENDA	ACTION TAKEN	Qualitative facilities for Student activities and welfare	Rooms to conduct drama, yoga,art and craft activities, an area for outdoor games, indoor games were made available to the students. Activities like dramatics, yoga, training in first aid, sports, literary activities, magazine club, Career counselling were organized.	Evaluation techniques to be followed during the pandemic	A webinar on, 'Using Google forms for assessment' was held on 30 th December, 2021 for the students of B.Ed. and M.Ed. Courses with Ms.Saba Khatoon , from Education and Training Department MANUU as the Resource person.	Online Webinar in the month of December/ January	Online Webinar was organized on 14 th January, 2022 with Dr.Sk. Zainuddin , from Tuskegee University, USA . He gave a talk on ' <u>Using Multiple intelligence to make classroom more interactive and interesting</u> '.	Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC in the month of December 2021:	The AQAR for the year 2021 is almost complete and will be submitted by the end of February, 2022.
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Agenda Item No. 3	:	Confirmation of the minutes of the meeting held on 04-10-21
Minutes	:	The minutes of the meeting held on 04-10-2021 were confirmed.
Agenda Item No. 4		IQAC Action Plan for the Year- 2022
Minutes		<p>IQAC Action Plan for the Year- 2022:</p> <p>A. The Goal to be achieved in the year 2022 was framed. “To produce tech savvy, quality teachers through holistic teacher education and to work towards implementing the policies of NEP 2020”.</p> <p>B. Tasks to be carried out to achieve the goal:</p> <p>i) Assessing where we stand at present- The Director said that feedback from different stake holders will be collected by the end of the month to assess the present status of the college. An academic audit by an external person will also be conducted. Prof. Shehbaz suggested that the results of the college should be included in the Academic audit proforma. Ms. Saxena suggested that the reports of school supervisors be included in the academic audit. Ms. Shruti was made in charge of collecting the feedback.</p> <p>ii) Betterment of Infrastructure facilities: Dr. Afshan reported that the inspection team from the University advised on purchase of psychological tests for the psychology laboratory. A list of 15 tests with the prices was presented before the Committee, the total cost of 15 tests was Rs.20,000 approximately. The Hon. Secretary gave permission to buy the tests. Prof. Ahmed suggested Psychometric tests also to be purchased for the psychology laboratory. The Secretary agreed on providing the DELNET facility in library, with regards to buying computers, he said that computers with latest configuration should be purchased for the ICT lab.</p> <p>iii) Improvement of the teaching learning process: The members opined that stress should be on improving the content knowledge of the students, innovative methods of teaching, good communication skills and establishing a good Teacher-student relationship.</p> <p>iv) Value added courses to be included in the Curriculum: A list of 6 courses was presented before</p>

	<p>the Committee by Prof.Prasuna and it was suggested that Value added courses on Andragogy and Vocational Education should be introduced as they are stressed in the NEP 2020. 3- month courses in these two areas should be introduced for the college students.The members suggested that students can be guided to take up Value added courses offered by HCU and Microsoft. The staff and students can also take up NPTEL Certification courses.</p> <p>v) Co-Curricular activities: Ms.Tauqeer Fatima presented a list of Co-Curricular activities through which one can foster intellectual development, social development and kinaesthetic development. The members suggested that aactivities like Quiz, debate, just-a-minute, games, etc. should be organized. The M. Ed. students can be made in-charge of organizing the co-curricular activities and as many activities as possible should be organized.</p> <p>vi) Placements: The facilities for placements should be improved by teaching the students to write a resume, how to face an interview, training in soft skills, etc. The Hon.Secretary suggested that the placement officer of the campus, Mrs.Rajini be contacted for advice in establishing a good rapport with good schools.The Secretary also suggested that a record of employment details of alumni should be maintained. Prof.Konneru suggested that filing of the appointment letter should be done year wise in a systematic manner.</p> <p>C. College lecturers will be made in charge of carrying out each of these tasks.</p> <p>D. They will be given a deadline for completion of the task.</p> <p>E. Resources needed to complete the tasks will be enumerated.</p> <p>F. The pace at which the tasks are getting completed will be monitored regularly by the principal of the college.</p>
<p>Agenda Item No. 5</p>	<p>: Building a research culture in the college.</p>

Minutes	: It was recommended to organize seminars/ webinars on research methodology for the M.Ed. students of all the colleges of the State. The students of B. Ed. course should be encouraged to take up action research on relevant topics. More online resources should be made available in the library. Dr.Basheer Ahmed suggested that advice can be taken from the librarian of MJCET regarding availability and access to online resources for the students. Prof.Konneru suggested that whenever a lecturer's article is published in a UGC Care Journal, the list of journals on the UGC website should be saved as the list of UGC Care journals keeps changing from time to time. The college should register for institutional login credentials of Shodhganga and Google Scholar sites for free access to journals.
Agenda Item No. 6	: Organization of FDPs.
Minutes	: A list of topics on which the FDPs can be organized was presented before the Committee by Dr.Afshan Karim. The members were of the opinion that the Faculty Development Programmes (FDP) which facilitate up-gradation of knowledge, skills and provide opportunities for training to teachers should be organized, Resource persons to be invited were also discussed. Prof.Konneru suggested that the duration of the FDP should be minimum 5 days and only renowned experts from the area should be invited as speakers.
Agenda Item No. 7	: Establishing Community linkages.
Minutes	: The Director reported that linkages will be established with other colleges of education, like St. Ann's and Shadan Colleges of education to share library resources, instructional designs, e-learning strategies, academic audit, etc. Linkages will also be established with NGOs and with the neighborhood schools and community centers. Prof.Konneru suggested that linkages can be established with Government schools of the area and trainee teachers can be sent to these schools to take classes or organize an awareness program.
Agenda Item No. 8	: Any other point with the permission of the Chair.
Minutes	: Nil

Concluding Remarks	Prof. Vibha Asthana, Advisor cum Director, GACE, thanked the Hon.Secretary, SES and all the Committee members for their valuable suggestions and said that the college will continue to put in the best efforts to provide quality education to its students.
	The Agenda having been discussed, the Members expressed satisfaction and approved the plan of action and other items in the agenda.
Vote of Thanks	The meeting concluded with vote of thanks by Prof. Vibha Asthana, Advisor cum Director, GACE.

Vibha Asthana
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Advisor cum Director, GACE