



GHULAM AHMED  
COLLEGE OF EDUCATION

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

CIRCULAR

10-3-2025

To  
Prof. Rahila,  
Academic Director, AAKCBA,  
Senior Academic Officer, IQAC,  
GACE.

The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 17-03-2025 at 11.30 AM. in the Conference hall of the college. You are kindly requested to attend the meeting.

*V. b. K. K.*

Advisor-cum-Director, GACE

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



*R. la. S.*

Amjad Ali Khan College of  
Business Administration  
"Mount Pleasant" 8-2-249,  
Road No. 3, Banjara Hills,  
Hyderabad-500 034. T.S.

*V. b. K. K.*

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Hyderabad.





**GHULAM AHMED  
COLLEGE OF EDUCATION**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

10-3-2025

To  
Dr. Najma Sultana  
Alumni Nominee, IQAC,  
GACE.

The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 17-03-2025 at 11.30 AM. in the Conference hall of the college. You are kindly requested to attend the meeting.

*V. B. A. K.*

Advisor-cum-Director, GACE

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



*Received copy  
Najma*

*V. B. A. K.*

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





GHULAM AHMED  
COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ATTENDANCE OF THE MEETING

of the "Internal Quality Assurance Cell (IQAC)

of Ghulam Ahmed College of Education, Hyderabad, held on 17-3-2025 at 011:30 am in the  
Conference hall of the college

S.No	Designation	Name	Signature
1.	Member from the College Management	Mr.Zafar Javeed, Hon Secretary, SES	
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/A dministrative Officers	Dr.Mahipal Singh Rawat, Principal, MJCET	
4	Senior Academic/Ad ministrative Officer	Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
5	Lecturer	Dr.D.Pauleen	
	Lecturer	Dr.M.Raju	
	Lecturer	Ms.Rafiya Sultana	

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



	Lecturer	Ms.Tauqeer Fatima	<i>Tf</i>
6.	Nominee from Local Society/ alumni/ Employer	Prof. Lakshmi Rawat, Principal, AAKCBA.	<i>L Rawat</i>
7	Student's Nominee:	Ms.Adeeba Ruksar (R.No- 34)- (M.Ed)	<i>Ruksar</i>
	Student's Nominee:	Ms. Syeda Safoora Begum (R.No.-3 (B.Ed)	<i>Safoora</i>
	Student's Nominee:	Mr.Md.Rizwan (R.No.-76)- (B.Ed.).	<i>Rizwan</i>
8	Alumni Nominee:	Ms.Najma Sultana	<i>Najma</i>
9	Nominee from Employers /Industrialist s/stakeholders	Dr. Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills, Hyderabad,	<i>Gita</i>
10	Coordinator of the IQAC	Ms.Rafiya Sultana, Asst.Professor, GACE.	<i>Rafiya</i>

*V. B. Ash*  
 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 17-3-2025 at 011:30 AM in the Conference hall of the college.

#### MEMBERS PRESENT:

1. Mr.Zafar Javeed, Hon Secretary, SES
2. Prof. Vibha Asthana, Advisor/ Director, GACE
3. Dr.Mahipal Singh Rawat, Principal, MJCET
4. Prof. Lakshmi Rawat, Principal, Amjad Ali Khan College of Business Administration,
5. Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration,
6. Dr.D.Pauleen, Asst. Prof., GACE
7. Ms.Tauqeer Fatima, Asst. Prof., GACE
8. Dr.M.Raju, Assoc. Prof., GACE
9. Dr.Najma Sultana, Teacher, Sultan Ul Uloom Public School, Banjara Hills
10. Dr.Gita, Vice Principal, Sultan Ul Uloom College of Law, Banjara Hills,
11. Ms. Syeda Safoora Begum R.No.-3 (student nominee- B.Ed.)
12. Mr.Md.Rizwan (R.No.-76)- (student nominee- B.Ed),
13. Ms.Adeeba Ruksar (R.No- 34)- (student nominee-M.Ed.)
14. Ms.Rafiya Sultana, IQAC Co ordinator.

#### BUSINESS TRANSACTED:

Item No.- 1	Qirat
Minutes	The meeting commenced with a recitation of a few verses from the Holy Quran
Agenda Item No.-2	Points arising from the previous minutes- ATR on the meeting held on 11-11-2024
Minutes	Points arising from the previous minutes- ATR on the meeting held on 11-11-2024

	<p><b>Review of academic, administrative, and financial matters-</b> A review of student support services was conducted to identify areas for improvement, particularly around career counseling and academic guidance. The IT department was tasked with improving the accessibility and functionality of online learning platforms.</p> <p><b>Accreditation updates-</b> preparation of AQAR 2023-24- The NAAC coordinator reported that the AQAR for the year 23-24 was submitted to NAAC on 31-12-2024.</p> <p><b>Student and Faculty Matters-</b> Student feedback was taken on the curriculum, teaching staff and facilities of the college.</p> <p><b>Professional development and welfare measures of the Faculty-</b> A number of FDPs were organized for the faculty.</p> <p><b>Recruitment and retention of students and staff in the college-</b> mentorship programs were implemented, a number of extracurricular activities were organized, and remedial classes were held for struggling students. A positive work environment was created, and faculty achievements were recognized.</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	Improving the standard of education in the college.
Minutes	<p>Mr. Zafar Javeed pointed out that improving the standard of education in the college requires a multifaceted approach. Here are several strategies need to be adopted and implemented to enhance the quality of teaching and learning. They would be:</p> <p>Emphases on Practical Learning: More hands-on teaching experiences, including internships, teaching practice, and simulated classroom environments should be practiced. Focus should be on 21st-Century Skills such as critical thinking, collaboration, communication, and digital literacy.</p> <p>Dr.Lakshmi Rawat said that professional development for Faculty is necessary. Regular workshops, seminars, and training sessions should be organized on new teaching methodologies, educational technologies, and subject knowledge. Encourage faculty members to engage in research activities to stay at the forefront of educational practices and innovations. This will improve the quality of instruction and provide valuable insights into effective teaching. Foster a culture of peer mentoring and collaborative learning among faculty members. This can involve lesson observations, sharing teaching resources, and co-planning lessons.</p>
Agenda Item No.-5	To review internship of students in schools.
Minutes	Dr. Raju pointed out that reviewing the internship of teacher trainees in schools is a crucial part of their professional development. It provides feedback on their teaching practices and helps them refine their skills. Prof. Vibha Asthana said that a thorough review process combines multiple forms

	<p>of feedback, reflection, and evaluation to provide a holistic view of the teacher trainee’s performance. Regular assessments, open communication, and collaborative discussions are key to ensuring that trainees receive the support they need to develop into effective, confident teachers.</p> <p>Dr.Rahila pointed out that a well-structured review process ensures that trainees receive meaningful feedback and support. After discussion, several effective ways to review the internship of teacher trainees were noted:</p> <p>During Classroom Observations the mentors or supervising teachers should observe the teacher trainee’s lessons in real-time. The focus should be on the trainee’s ability to manage the class, deliver lessons, engage students, and handle diverse learning needs. After observing the lesson, mentors should provide constructive feedback in a one-on-one meeting. Informal discussions with students can provide qualitative feedback. These conversations can give the trainees a better understanding of how students perceive their teaching.</p> <p>This feedback should be specific and actionable, focusing on strengths and areas for improvement. The teacher trainees should maintain a reflective journal where they document their teaching experiences, challenges, successes, and thoughts on their practice. Self-reflection helps them develop a deeper understanding of their teaching methods and professional growth.</p> <p>Trainees should be sent to observe their peer’s lessons and provide feedback. Peer observations can help trainees learn from each other, share best practices, and support each other’s growth.</p>
<p>Agenda Item No.-6</p>	<p>To review the functioning of the placement cell of the college.</p>
<p>Minutes</p>	<p>Ms.Rafiya Sultana reported that the placement cell of the college : assists students in preparing their resumes and cover letters, and guides job search strategies and career planning; helps students to identify suitable job opportunities and facilitates their participation in recruitment drives and job fairs, trains and prepares students to meet the expectations of employers. This enhances the employability rate of students. Campus recruitment drives are organized by the placement cell to invite various schools to the campus to hire students. This event provides a platform for students to showcase their skills and abilities and interact with potential employers. The placement cell invites educationists to conduct workshops and seminars on various related topics.</p> <p>Dr.Rawat suggested that the cell should coordinate with alumni and industry professionals to provide networking opportunities for students. It should arrange internships and school visits to provide students with practical exposure to the work culture.</p>

	Dr.Gita said that the college should maintain a database of students and alumni, track their progress and employment status, and provide guidance and counselling to students throughout the job search process.
Agenda Item No.-7	Organization of co-curricular activities for the students.
Minutes	<p>Mr. Zafar Javeed pointed out that co-curricular activities play an essential role in the holistic development of teacher trainees as these activities not only complement the academic curriculum but also help in the development of skills such as leadership, teamwork, communication, creativity, and emotional intelligence. He emphasized organizing these activities in the college. After a lot of discussion, it was decided to organize the following activities:</p> <p>Workshops on innovative teaching methods, classroom management, educational psychology, and modern technology integration in teaching.</p> <p>Professional Development Seminars: Invite guest speakers, experienced educators, or industry professionals to conduct seminars on topics like career development, educational reforms, and teaching practices.</p> <p>Skill-building Workshops: Offer workshops on skills like conflict resolution, time management, and stress management that are vital for teachers in the classroom.</p> <p>Cultural Activities- the celebration of festivals, drama and skits, music Competitions, etc. to develop artistic talents of trainees and promote creativity.</p> <p>Sports and Physical Activities, field trips, Student Council Elections, etc.</p>
Agenda Item No.-8	Enumerating the qualities of a good teacher in the present day context to inculcate the same in college students.
Minutes	<p>Mr. Zafar Javeed pointed out that in the present-day context, the qualities of a good teacher go beyond traditional classroom management and subject expertise. With rapid changes in technology, educational systems, and student expectations, the ideal teacher should now embody a combination of skills, and approaches that ensure students thrive in an ever-evolving world. After discussion, the key qualities of a good teacher that need to be inculcated in the student teachers were listed as follows:</p>

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Agenda Item No.-9	Organization of Community welfare activities for the students.
Minutes	<p>Ms.Tauqeer Fatima, Asst. Prof., GACE said that BEd students can be asked to identify and enroll school dropouts in schools and enroll them back into schools. College should organize visits to old age homes, homes for destitute, etc. Saplings should be planted near their homes by the students. The importance of the education of girls, scholarship schemes of Telangana government, etc. should with discussed with the parents in schools. Awareness programs on the importance of Cleanliness and the prevention of diseases should be organized.</p> <p>Ms. Rafiya said that many programs are being organized with the help of NGOs like Dobara and Young Indians.</p>
Agenda Item No.-10	Any other point with the permission of the Chair
Minutes	Ms.Rafiya reported that a School principals Conference on the theme 'Building resilience through non- judgemental expression' was organized on 29-01-25, Mr.Aslam Khader and Ms.Manju Jain, founders of Creative Pause, an NGO, from Portland, OR, USA were the resource persons. Around 25 Teacher educators, school and college principals attended the day long conference.
Agenda Item No.-11	Concluding remarks
Minutes	Prof.Vibha Asthana, Advisor cum Director thanked all the Committee members for their presence at the meeting and for their valuable suggestions.
Vote Of Thanks	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**  
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GHULAM AHMED  
COLLEGE OF EDUCATION


INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULATION OF THE MINUTES OF THE MEETING









of the "Internal Quality Assurance Cell (IQAC)

of Ghulam Ahmed College of Education, Hyderabad, held on 17-3-2025 at 011:30 am in the  
Conference hall of the college

S.No	Designation	Name	Signature
1.	Member from the College Management	Mr.Zafar Javeed, Hon Secretary, SES	 
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/A dministrative Officers	Dr.Mahipal Singh Rawat, Principal, MJCET	
4	Senior Academic/Ad ministrative Officer	Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
5	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,  
Hyderabad - 34.



	Lecturer	Ms. Tauqeer Fatima	
6.	Nominee from Local Society/ alumni/ Employer	Prof. Lakshmi Rawat, Principal, AAKCBA.	
7	Student's Nominee:	Ms. Adeeba Ruksar (R.No- 34)- (M.Ed)	
	Student's Nominee:	Ms. Syeda Safoora Begum (R.No.-3 (B.Ed)	
	Student's Nominee:	Mr. Md. Rizwan (R.No.-76)- (B.Ed.).	
8	Alumni Nominee:	Ms. Najma Sultana	
9	Nominee from Employers /Industrialist s/stakeholders	Dr. Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills, Hyderabad,	
10	Coordinator of the IQAC	Ms. Rafiya Sultana, Asst. Professor, GACE.	

V. B. A. S. K.  
 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**

4-11-2024

To  
Prof. Lakshmi Rawat,  
Principal, AAKCBA,  
Nominee from local Society, IQAC,  
GACE.

The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 11-11-2024 at 2.00 pm. in the Conference hall of the college. You are kindly requested to attend the meeting.

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



*Law*

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





GHULAM AHMED  
COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

4-11-2024

To  
Dr.Gita,  
Principal, SUCL,  
Banjara Hills.

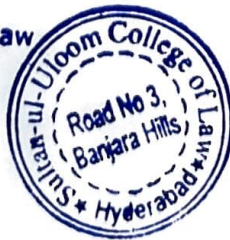
The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 11-11-2024 at 2.00 pm. in the Conference hall of the college. You are kindly requested to attend the meeting.

*V. Lakshmi*

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



*with*  
**PRINCIPAL**  
Sultan-ul-Uloom College of Law  
Road No.3, Banjara Hills  
Hyderabad-500 034



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
















## GHULAM AHMED COLLEGE OF EDUCATION

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

**ATTENDANCE OF THE MEETING**  
of the "Internal Quality Assurance Cell (IQAC)  
of Ghulam Ahmed College of Education, Hyderabad,  
held on 11-11-2024 at 02:00 pm. in the Conference hall of the college.

S.No	Designation	Name	Signature
1.	Member from the College Management	Mr.Zafar Javeed, Hon Secretary, SES	 
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/Administrative Officers	Dr.Mahipal Singh Rawat, Principal, MJCET	
4	Senior Academic/Administrative Officer	Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
5	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,  
Hyderabad - 34.



	Lecturer	Ms.Tauqeer Fatima	<i>Tf</i>
6.	Nominee from Local Society/ alumni/ Employer	Prof. Lakshmi Rawat, Principal, AAKCBA.	<i>L Rawat</i>
7	Student's Nominee:	Ms.Adeeba Ruksar (R.No- 34)- (M.Ed)	<i>Ruksar</i>
	Student's Nominee:	Ms. Syeda Safoora Begum (R.No.-3 (B.Ed)	<i>Safoora</i>
	Student's Nominee:	Mr.Md.Rizwan (R.No.-76)- (B.Ed.).	<i>Rizwan</i>
8	Alumni Nominee:	Ms.Najma Sultana	<i>Najma</i>
9	Nominee from Employers /Industrialists/stakeholders	Dr. Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills, Hyderabad,	<i>Gita</i>
10	Coordinator of the IQAC	Ms.Rafiya Sultana, Asst.Professor, GACE.	<i>Rafiya</i>

*V. L. B. K.*

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 11-11-2024 at 02:00 PM in the Conference hall of the college.**

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#### MEMBERS PRESENT:

1. Mr.Zafar Javeed, Hon Secretary, SES
2. Prof. Vibha Asthana, Advisor/ Director, GACE
3. Dr.Mahipal Singh Rawat, Principal, MJCET
4. Prof. Lakshmi Rawat, Principal, Amjad Ali Khan College of Business Administration,
5. Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration,
6. Dr.D.Pauleen, Asst. Prof., GACE
7. Ms.Tauqeer Fatima, Asst. Prof., GACE
8. Dr.M.Raju, Assoc. Prof., GACE
9. Dr.Najma Sultana, Teacher, Sultan Ul Uloom Public School, Banjara Hills
10. Dr.Gita, Vice Principal, Sultan Ul Uloom College of Law, Banjara Hills,
11. Ms. Syeda Safoora Begum R.No.-3 (student nominee- B.Ed.)
12. Mr.Md.Rizwan (R.No.-76)- (student nominee- B.Ed),
13. Ms.Adeeba Ruksar (R.No- 34)- (student nominee-M.Ed.)
14. Ms.Rafiya Sultana, IQAC Co ordinator.

#### BUSINESS TRANSACTED:

Item No.- 1	Qirat
Minutes	The meeting commenced with recitation of a few verses from the Holy Quran

<p>Agenda</p> <p>Item No.-</p> <p>2</p>	<p>Points arising of the previous minutes- ATR on the meeting held on 15-7-2024</p>
<p>Minutes</p>	<p>Points arising from previous meeting- NIL.</p> <p><b>Action taken Report on the meeting on -15-7-2024.</b></p> <p>The following action was taken up on the ‘action Plan for the Academic Year - 2024-25’ till now.</p> <p>Digitalization of office work, student and staff data. After seeing demonstrations of various companies, Edu Nxt was finalized. Details about the requirements of college were shared with Ms.Divya from Edu Nxt.</p> <ol style="list-style-type: none"> <li>I. Preparation and Submission of data to AISHE- was done for the year 2023-24.</li> <li>II. Focus on awareness of Green practices amongst teachers- MoU with WASSAN to Promote Sustainability and Water Conservation shall be signed next month.</li> <li>III. Organization of Add-on/Certificate Programs (value added courses) on the latest educational Trends- VACs are being organized for college students.</li> <li>IV. Conduct of Faculty Development Program on quality improvement- already started organizing the FDPs.</li> <li>V. Focus on Innovation and creative skills in teachers- Meetings with the director of WE Hub are in progress.</li> <li>VI. Conduction of Orientation program to all newly joined faculty members- being done</li> <li>VII. Conduct of Induction Program to all first-year students- a week long program was planned for orientation.</li> <li>VIII. Conduct of Academic and Administrative Audit- shall be taken up.</li> </ol> <p>Item 6. Finalization of the Value added courses to be organized this academic year.</p>

	<p>Item-7. Faculty workload was distributed as per the recommendations of the IQAC.</p> <p>Item-8. Internal assessment pattern in the BED and MED courses was framed as per the recommendations of the IQAC.</p> <p>Item- 9. The procedure followed while practicing teaching skills in the college was as per the recommendations of the IQAC.</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	<p><b>Director's Report</b></p> <ul style="list-style-type: none"> <li>• Update on institutional performance and key activities</li> <li>• Review of academic, administrative, and financial matters</li> <li>• Future plans.</li> </ul>
Minutes	<p>The director reported that, the curriculum of both the courses, B.Ed. and M.Ed. were revamped by Osmania University from the year 2024-25, to accommodate the principles of the New Education Policy, with a focus on technology integration and inclusive teaching strategies. At GACE, the mission is to equip every student with the knowledge, skills, and values required to make a lasting impact on the world of education. Through rigorous academic programs, practical training, and a holistic approach to development, students were prepared to become excellent teachers who inspire and guide the next generation.</p> <p style="text-align: center;">This year, the focus was on expanding academic offerings, fostering a culture of research and innovation, and strengthening partnerships with local schools to enhance real-world learning experiences. Significant strides were made in adopting new technologies and pedagogies to stay at the forefront of the evolving education landscape.</p> <p style="text-align: center;">In the future, the focus will be on preparing competent, compassionate, and innovative teachers and educators who will make a lasting impact on the educational</p>



	landscape.
Agenda Item No.- 5	Accreditation updates- preparation of AQAR 2023-24
Minutes	The director reported that documents are being prepared and records are being scanned for submission of the AQAR. Responsibilities have been assigned to lecturers, criteria-wise. The AQAR will be prepared by 15 <sup>th</sup> December, checked thoroughly, and submitted to NAAC by 31-12-24.
Agenda Item No.- 6	<b>Student and Faculty Matters-</b> Student feedback and concerns
Minutes	<p>Dr. Saroja presented a summary of recent student feedback gathered through surveys, and informal channels. The Key concerns raised by students included:</p> <p>The need for more hands-on teaching experiences and internships to prepare for real-world classroom environments.</p> <p>Requests for improved student support services, such as career counseling and academic advising.</p> <p>Concerns about the accessibility of some online learning platforms and digital resources.</p> <p>The Governing Council acknowledged the feedback and emphasized the importance of addressing these concerns to enhance the student experience.</p>
Agenda Item No.- 7	Professional development and welfare measures of the Faculty .
Minutes	The director reported that lecturers who wrote books were felicitated by the management. The faculty members expressed concerns about workload management and stress. The Governing Council discussed possible strategies for addressing

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	<p>workload issues, such as better planning and delegation of responsibilities.</p> <p>The importance of professional development was emphasized, with faculty requesting more opportunities for continuous learning and access to conferences, workshops, and seminars related to teaching methodologies. The director reported that many staff members were pursuing their Ph.D. degree.</p> <p>Concerns regarding compensation, benefits, and work-life balance were raised, with faculty members suggesting that these factors should be reassessed to improve retention and job satisfaction.</p>
Agenda Item No.-8	Recruitment and retention of students and staff in the college.
Minutes	<p>The director provided an update on the current status of student enrollment. It was noted that while enrollment numbers remained stable, there are growing concerns regarding student retention, especially in the second year.</p> <p>The Governing Council discussed strategies to increase student retention, including enhancing student engagement through mentorship programs, more extracurricular activities, and improving support for struggling students.</p> <p>Regarding staff retention, the meeting addressed the importance of creating a positive work environment and recognizing achievements. There was also discussion on improving recruitment strategies to ensure a diverse and qualified faculty.</p>
Agenda Item No.-9	Any other point with the permission of the Chair
Minutes	<p>The IQAC coordinator reported that an extension lecture on “ Socio-Emotional Learning ” was organized for the college students today i.e. 11<sup>th</sup> November, 2024. Ms.Kauser Sayeed, founder Learn2lead, was invited as the resource person. The students participated actively in the session. A lecture on ‘Crucial 5 C’s in Teaching Profession’ by Ms. Romana Shaheen, principal, Eminent group of Educational institutions, was also organized on 19-10-24.</p>

Agenda Item No.- 10	Concluding remarks
Minutes	Prof.Vibha Asthana, Advisor cum Director thanked all the IQAC Committee members for their presence at the meeting and for their valuable suggestions.
Vote Of Thanks	The meeting concluded with a vote of thanks by the Chairperson.

Vibha

Vibha Asthana,

Advisor cum Director, **GACE**

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




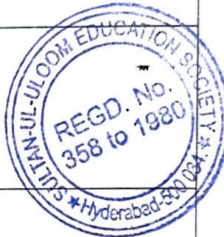





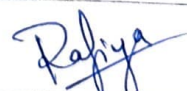
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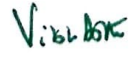


## GHULAM AHMED COLLEGE OF EDUCATION

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

**CIRCULATION OF THE MINUTES OF THE MEETING**  
of the "Internal Quality Assurance Cell (IQAC)  
of Ghulam Ahmed College of Education, Hyderabad,  
held on 11-11-2024 at 02:00 pm. in the Conference hall of the college.

S.No	Designation	Name	Signature
1.	Member from the College Management	Mr.Zafar Javeed, Hon Secretary, SES	 
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/Administrative Officers	Dr.Mahipal Singh Rawat, Principal, MJCET	
4	Senior Academic/Administrative Officer	Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
5	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,  
Hyderabad - 34.



	Lecturer	Ms.Tauqeer Fatima	<i>Tf</i>
6.	Nominee from Local Society/ alumni/ Employer	Prof. Lakshmi Rawat, Principal, AAKCBA.	<i>Lakshmi Rawat</i>
7	Student's Nominee:	Ms.Adeeba Ruksar (R.No- 34)- (M.Ed)	<i>Ruksar</i>
	Student's Nominee:	Ms. Syeda Safoora Begum (R.No.-3 (B.Ed)	<i>Safoora</i>
	Student's Nominee:	Mr.Md.Rizwan (R.No.-76)- (B.Ed.).	<i>Rizwan</i>
8	Alumni Nominee:	Ms.Najma Sultana	<i>Najma</i>
9	Nominee from Employers /Industrialists/stakeholders	Dr. Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills, Hyderabad,	<i>Gita</i>
10	Coordinator of the IQAC	Ms.Rafiya Sultana, Asst.Professor, GACE.	<i>Rafiya</i>

*V. B. A. S. T. E.*  
 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

9-07-2024

To  
Mr. Zafar Javeed,  
Hon. Secretary, SES,  
Banjara Hills.

The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 17-07-2024 at 2.30 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.



*Ahmed*



*V. Lakshmi*

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





**GHULAM AHMED  
COLLEGE OF EDUCATION**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

9-07-2024

To  
Ms. Aadeeba Ruksar,  
Student nominee, IQAC,  
GACE.

The meeting of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education is scheduled to be held on 17-07-2024 at 2.30 pm. in the Conference hall of the college. You are kindly requested to attend the meeting.

*V. B. AOR*

Advisor-cum-Director, GACE

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



*Ruqayyah*

*V. B. AOR*

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





GHULAM AHMED  
COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ATTENDANCE OF THE MEETING

of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education, Hyderabad, held on 17-07-2024 at 02:30 PM in the Conference hall of the college.

S.No	Designation	Name	Signature
1.	Member from the College Management	Mr.Zafar Javeed, Hon Secretary, SES	
2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
3	Senior Academic/Administrative Officers	Dr.Mahipal Singh Rawat, Principal, MJCET	
4	Senior Academic/Administrative Officer	Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration	
5	Lecturer	Dr.D.Pauleen	
	Lecturer	Dr.M.Raju	
	Lecturer	Ms.Rafiya Sultana	

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



	Lecturer	Ms. Tauqeer Fatima	<i>Tf</i>
6.	Nominee from Local Society/ alumni/ Employer	Prof. Lakshmi Rawat, Principal, AAKCBA.	<i>Lakshmi</i>
7	Student's Nominee:	Ms. Adeeba Ruksar (R.No- 34)- (M.Ed)	<i>Ruksar</i>
	Student's Nominee:	Ms. Syeda Safoora Begum (R.No.-3 (B.Ed)	<i>Syeda</i>
	Student's Nominee:	Mr. Md. Rizwan (R.No.-76)- (B.Ed.).	<i>Rizwan</i>
8	Alumni Nominee:	Ms. Najma Sultana	<i>Najma</i>
9	Nominee from Employers /Industrialists/stakeholders	Dr. Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills, Hyderabad,	<i>Gita</i>
10	Coordinator of the IQAC	Ms. Rafiya Sultana, Asst. Professor, GACE.	<i>Rafiya</i>

*V. B. B. B.*  
 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 17-7-2024 at 02:30 PM in the Conference hall of the college.

#### MEMBERS PRESENT:

1. Mr.Zafar Javeed, Hon Secretary, SES
2. Prof. Vibha Asthana, Advisor/ Director, GACE
3. Dr.Mahipal Singh Rawat, Principal, MJCET
4. Prof. Lakshmi Rawat, Principal, Amjad Ali Khan College of Business Administration,
5. Prof.Rahila, Academic Director, Amjad Ali Khan College of Business Administration,
6. Dr.D.Pauleen, Asst. Prof., GACE
7. Ms.Tauqeer Fatima, Asst. Prof., GACE
8. Dr.M.Raju, Assoc. Prof., GACE
9. Dr.Najma Sultana, Teacher, Sultan Ul Uloom Public School, Banjara Hills
10. Dr.Gita, Principal, Sultan Ul Uloom College of Law, Banjara Hills,
11. Ms. Syeda Safoora Begum R.No.-3 (student nominee- B.Ed.)
12. Mr.Md.Rizwan (R.No.-76)- (student nominee- B.Ed),
13. Ms.Adeeba Ruksar (R.No- 34)- (student nominee-M.Ed.)
14. Ms.Rafiya Sultana, IQAC Co-ordinator.

#### BUSINESS TRANSACTED:

Agenda: Item No.- 1	Qirat
Minutes	The meeting commenced with a recitation of a few verses from the Holy Quran
Agenda Item No.- 2	Points arising from the previous minutes- ATR on the meeting held on 16-3-2024

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Minutes	<p>ATR on the meeting held on 16-3-2024. The director of the college reported that the action taken on the points discussed in the previous meeting was as follows:</p> <p>Item No.4 of the previous meeting- Review of Academic Audit Report - The director reported that Dr.Sindhu Bhavani and other faculty members were working on the publication of articles in a UGC-approved journals.</p> <p>There was improvement in the faculty participation in academic and administrative activities at the college level. Negotiations are on with different agencies for the installation of an LMS (Learning Management System) in the college. The deal will be finalized as early as possible. The quality of e-learning facilities was improved and functional MOUs were signed.</p> <p>Item No.5- To conduct an Orientation Programme on NEP for the students and staff members of the college - An Orientation Programme on NEP 2020 was organized for the students and staff members of the college.</p> <p>Item No.6 -Conduct of National and International level seminars, conferences, FDPs in each semester.</p> <p>National and International level seminars, conferences, FDPs were conducted/organized in each semester for the Teaching and Non-Teaching Staff.</p> <p>Item No.7- The present status of the Alumni Association of the college, was analyzed by the principal and senior staff members of the college.</p> <p>Item No.8- The Director personally monitored all the activities that were organized in the college.</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 of IQAC.
Agenda Item No.-4	IQAC Action plan for the year 2024-25
Minutes	<p>The action Plan for the Academic Year -2024-25 was framed after detailed deliberations. The following decisions were taken:</p> <ol style="list-style-type: none"> <li>I. Digitalization of office work, student and staff data.</li> <li>II. Preparation and Submission of data to AISHE</li> <li>III. Conduct of Outcome based education training</li> <li>IV. Focus on awareness of Green practices amongst teachers.</li> <li>V. Organization of Add-on/Certificate Programs (value added courses) on the latest educational Trends</li> </ol>

	<p>VI. Organization of Conferences, Seminar, and workshops towards research enhancement</p> <p>VII. Conduct of Faculty Development Program on quality improvement</p> <p>VIII. Focus on Innovation and creative skills in teachers.</p> <p>IX. Conduction of Orientation program to all newly joined faculty members</p> <p>X. Conduct of Induction Program to all first-year students</p> <p>XI. Conduct of Academic and Administrative Audit</p>
Agenda Item No.- 5	Review of the academic performance and results of students in the University examinations.
Minutes	Mrs.Rafiya Sultana presented the results through a PowerPoint presentation. The members appreciated that the pass percentage was 100 percent. They enquired about the reasons for a few students being absent from the examinations.
Agenda Item No.- 6	Finalization of the Value added courses to be organized this academic year.
Minutes	Prof.Vibha Asthana requested Dr.Raju to present the list of Value-added courses to be organized this academic year. He read out the following list- Research Ethics and Professional Writing, Foundation Course on Green Education, Professional Development and Career Planning For Teachers, Gender Sensitization-Understanding Identity, Equality & Inclusivity, Peace & Value Based Education, Understanding Indian Diversity and its Educational Implications. The members recommended that these courses should be organized in the college.
Agenda Item No.- 7	To consider, discuss and decide on the distribution of faculty workload.
Minutes	Dr.Gita suggested that faculty Workload should be calculated keeping in mind, the following factors- Teaching: preparing and delivering lectures, conducting exams, grading assignments; administrative Duties: like departmental meetings, advising students, and serving on committees; Research: conducting research projects, publishing papers, and seeking funding, doing NAAC work; there should be a committee in place to ensure a fair distribution of workload. The director said that the workload will be assigned to the faculty keeping these points in view.

Agenda Item No.- 8	To discuss on the Internal assessment pattern in the BED and MED courses.
Minutes	Dr.Rawat suggested that the following pattern should be adopted in the college- Periodic written tests that assess the student's understanding of the syllabus covered should be conducted. Subject Enrichment Activities: that enhance understanding and skills, such as experiments, presentations, or projects should be planned. Submission of records: to assess the student's organization, neatness, and completion of assignments and notes should be followed. Projects should depend on the subject, projects can be individual or group-based, they should allow students to apply their knowledge in a practical way.
Agenda Item No.- 9	Procedure to be followed while practicing teaching skills in the college.
Minutes	<p>After a detailed discussion, it was decided to :</p> <ol style="list-style-type: none"> <li>1. Aim at developing one skill at a time: Training on particular skills should be given until it is mastered. Once mastered another skill is targeted next.</li> <li>2. Small scale content: Limiting the content gives more freedom and ease to the trainees. Teachers should prepare their lessons within the given content, therefore, it becomes easier for them to conduct their lessons.</li> <li>3. Practice makes a man perfect: Mastering skills requires practice. While focusing on one skill at a time, micro-teaching program should give an opportunity to practice those skills. Lots of practice can boost self-confidence and promote in development of teaching skills.</li> <li>4. Experiments: Experiments are the key factors in any concept. In microteaching, many experiments should be conducted in order to test the skills of the teachers. For example, the supervisors conduct experiments where the length of the lessons, time duration, the strength of students in the class, etc is changed. These skills should be tested under controlled conditions.</li> <li>5. Instantaneous feedback: should be given. It helps in rectifying the drawbacks.</li> <li>6. Self-evaluation opportunities: Evaluation allows understanding the mistake and overcoming it. Drawbacks should be pointed out along with their solution. The methodology lecturers were asked to plan the micro teaching sessions accordingly.</li> </ol>
Agenda Item No.- 10	Any other point with the permission of the chair.

Minutes	Prof.Vibha Asthana, Advisor cum Director of the college reported that a <b>Blood donation camp</b> was organized in the college on Blood Donor's day (14 <sup>th</sup> June, 2024) in collaboration with Gandhi Hospital. Mrs. Farhana Khan, The UN women designate of Hyderabad was invited as the Chief guest. Many students of the campus donated blood.
Agenda Item No.- 11	Concluding remarks..
Minutes	Prof.Vibha Asthana, Advisor cum Director thanked all the Committee members for their presence at the meeting and for their valuable suggestions.
Vote Of Thanks	The meeting concluded with a vote of thanks by the Chairperson.

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Vibha Asthana  
Advisor cum Director, GACE.

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GHULAM AHMED  
COLLEGE OF EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULATION OF THE MINUTES OF THE MEETING



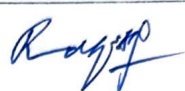





of the "Internal Quality Assurance Cell (IQAC) of Ghulam Ahmed College of Education,  
Hyderabad, held on 17-07-2024 at 02:30 PM in the Conference hall of the college.


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2.	Chairperson	Prof. Vibha Asthana, Advisor/ Director, Ghulam Ahmed College of Education.	
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Hyderabad - 34.





	Lecturer	Ms. Tauqeer Fatima	
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7	Student's Nominee:	Ms. Adeeba Ruksar (R.No- 34)- (M.Ed)	
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10	Coordinator of the IQAC	Ms. Rafiya Sultana, Asst. Professor, GACE.	

  
 Advisor-cum-Director  
 Ghulam Ahmed College of Education  
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