

IQAC Meeting Minutes
Session 2016-17

ALIGARH COLLEGE OF EDUCATION

DATE- 15 APRIL 2017 (Saturday)

TIME- 1:00 TO 2:00 PM

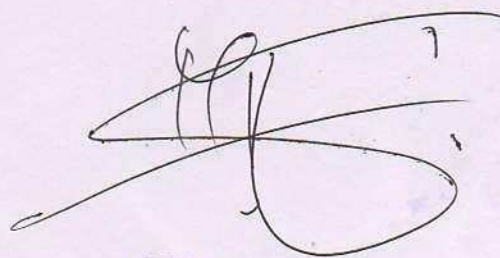
Venue- Directors Office

AGENDA-

- 1- Welcome and review
- 2- Syllabus completion report.
- 3- Admission policy
- 4- Feedback collection
- 5- Admissions promotion
- 6- Vote of thanks by coordinator.

MEETING MINUTES

1. Chairman of IQAC welcomed all members and Coordinator reviewed minutes of the previous meeting held in January 2017.
2. BEd HOD was asked to submit a syllabus and practical completion report by the end of this week. Principal announced that syllabus completion and internal assessments for semester courses and B.Ed should be completed before 30th May 2017.
3. New admission policy and fee structure advertising. After a long discussion fee structure of the 2017-18 session was finalised for all courses.
4. Coordinator focused on collection of feedback from all students who are appearing in their final year exams.
5. Admission team reports are reviewed and all members were asked to give new suggestions to promote admissions in various courses.
6. Coordinator IQAC concluded the meeting by expressing thanks to all members for their participation.



DIRECTOR
ALIGARH COLLEGE
OF
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ALIGARH COLLEGE OF EDUCATION

IQAC MEETING

Date- 13 January 2017 (Friday)

Time- 1:00 to 2:00 PM

Venue- College Auditorium

AGENDA:

- 1- Welcome of members and review of previous meeting
- 2- Regarding celebration of activity week
- 3- Regarding deadline for filling exam form
- 4- Regarding course completion
- 5- Regarding submission of practical files
- 6- Regarding last working day of the session
- 7- Regarding organization of Symposium
- 8- Regarding installation of CCTV Cameras
- 9- Regarding purchase of fire extinguishers
- 10- Regarding career counseling workshop
- 11- Regarding introduction of new course DEEd
- 12- Advertising and promotion of admissions in various courses
- 13- Vote of thanks by Coordinator

MEETING MINUTES

1. Chairman of IQAC welcomed all members and Coordinator reviewed minutes of the previous meeting held in October 2016.
2. Regarding celebration of Activity week.
Cultural committee incharge Dr. Uzma Rafi was asked to prepare a team and make necessary arrangements for organizing Quiz Competition, Debate competition and speech competition on Demonetization.
3. Examination forms deadline
* All HODs were informed to circulate notice amongst various whatsapp groups regarding clearance of dues and filling of examination form. 25th January 2017 is declared as the deadline for filling examination forms for BA, BSc & BCom.
4. Ensure course completion of BA, Bsc, B.com
Principal asked all HODs to complete the syllabus of all courses except BEd on or before 20th Feb. and also make necessary arrangements for practical exams.
5. Submission of practical files.



20th Jan 2017 is declared as the last date for submitting practical files of BA and BSc courses.

6. Declaration of last working day

28th January is declared as the last working day for all students of B.A, B.Sc & B.Com.

7. Preparations to organize symposium on 'Impact of Demonetization'

Coordinator IQAC proposed to form an organizing committee for organizing Symposium in the last week of January 2017. Letters and invitation work should be done within a week.

8. Installation of CCTV Cameras.

As per university instructions installation of CCTV cameras is must in all examination centres. The College IQAC committee decided to start this work as soon as possible.

9. Purchase of fire extinguishers.

Fire extinguisher purchase work is forwarded to purchase committee and finance dept.

10. Career counseling workshop for students.

As per the telephonic discussion made with ABIMS Team for organizing Career counseling workshop a discussion was made and it was concluded that Career counseling Workshop will be conducted in the month of February for students of all courses.

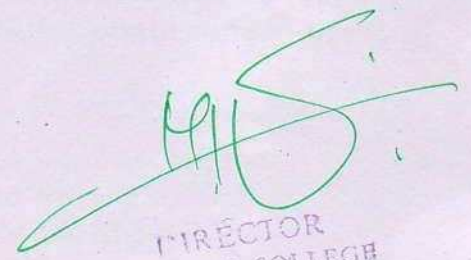
11. Introduction of New course DEIED April 2017

Principal announced that initiatives have been made to launch a new course i.e. DEIED. Soon a selection committee will be conducted for that advertising work should begin on an urgent basis.

12. Advertising and promotion for new admission

For promoting admissions in the 2017-18 session a team was made to look after all advertising and promotion work.

13. Coordinator IQAC concluded the meeting by expressing thanks to all members for their participation.


DIRECTOR
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ALIGARH COLLEGE OF EDUCATION

IQAC MEETING

15 October 2016 (Saturday)
Time: 1:00 to 2:00 pm
VENUE- College Auditorium

AGENDA-

- 1- Welcome of members and review of previous meeting minutes.
- 2- Regarding Internship of BED.
- 3- Regarding lab upgradation.
- 4- Regarding purchase of English subject books for the library.
- 5- Regarding internal assessments.
- 6- Regarding annual day preparations
- 7- Regarding celebration of Human Rights Day.
- 8- Regarding Deepavali week activities.
- 9- Vote of thanks.

MEETING MINUTES:

1. Chairman of IQAC welcomed all members and Coordinator reviewed minutes of the previous meeting held in July 2016.
2. Regarding internship of B.Ed
BED HOD was asked to make arrangements for BED 2015-17 batch internship
3. Coordinator IQAC asked all concerned teachers to submit a list of Lab equipment required for conducting practicals.
4. Principal highlighted the urgency to Purchase English books and stationary material for college use.
5. Date of Internal Assessment was announced by the principal 21st oct to 28th oct is declared as sessional week.
6. Chairman IQAC called a separate meeting of teaching and non teaching staff members regarding Preparation for Annual Day and related events.
7. After discussion with faculty members "Ethical foundation of Human Rights" title was finalised as a topic for lecture on Human Rights Day (10th Dec 2016)
8. Dr. Uzma Rafi was given responsibility for organizing Deepawali week activities.
9. Coordinator IQAC concluded the meeting by expressing thanks to all members for their participation.



DIRECTOR
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IQAC MEETING

16 July 2016 (Saturday)

Venue- Directors office.

AGENDA:

- 1- Welcome and review of previous meeting
- 2- Regarding Preparation of Academic Calendar
- 3- Regarding Time table construction for the new session
- 4- Regarding completion of admission records.
- 5- Regarding construction of various committees
- 6- Regarding preparations for the orientation programme.
- 7- Appointment of new faculty members on vacant seats.
- 8- Regarding purchase of books
- 9- Vote of thanks

MEETING MINUTES

1. Chairman of IQAC welcomed all members and Coordinator reviewed minutes of the previous meeting held in April 2016.
2. Chairman of IQAC gave responsibility for Preparation of academic calendar and holiday calendar to all HODs under the supervision of the Principal. 31 July is declared as the deadline for submission.
3. Coordinator of IQAC distributed Time table preparation tasks amongst HODs of all the courses. 3rd July is declared as the deadline for submission.
4. Since the admission process is over for BEd therefore Section officers were asked to check all records properly and call students for submitting migration and character certificates and complete student records.
5. Committees were framed and responsibilities were distributed amongst various heads. They were asked to submit reports on a monthly basis.
6. Principal asked the cultural committee incharge to make Preparation for the orientation program on the opening session day.
7. Chairman asked the principal to advertise positions in various departments of AMU for the Appointment of new staff.
8. All HODs were asked to submit a list of books required in each department for Purchasing.
9. Coordinator IQAC concluded the meeting by expressing thanks to all members for sincere efforts and participation.


DIRECTOR
ALIGARH COLLEGE
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Action Taken Reports

Session 2016-17

ALIGARH COLLEGE OF EDUCATION

ACTION TAKEN REPORT OF IQAC MEETING HELD ON

DATE- 15 APRIL 2017 (Saturday)

TIME- 1:00 TO 2:00 PM

Venue- Directors Office

1) Syllabus completion report.

BEd HOD submitted the syllabus completion report and practical files on 31st may 2017.

2) Admission policy

Admission policy prepared and distributed amongst all members who are included in the admission process.

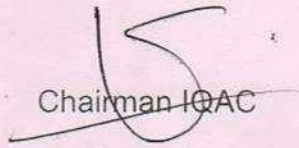
3) Feedback collection

Some feedback forms from students, staff and aluminis is received and remaining work is still in process.

4) Admissions promotion

Admission team submitted a work completion report and new tasks were assigned to them. Admission promotion work for the session 2017-18 will continue till July and can be extended as per university notifications.


Coordinator IQAC


Chairman IQAC

Aligarh College of Education
Aligarh

ALIGARH COLLEGE OF EDUCATION

ACTION TAKEN REPORT OF IQAC MEETING

Held on Date- 13 January 2017 (Friday)

Time- 1:00 to 2:00 PM

Venue- College Auditorium

1. Regarding celebration of activity week

Quiz, Debate and speech competitions were organized and a report was submitted in the Principal's office.

2. Regarding deadline for filling examination form

Majority of the students filled the examination form and cleared their dues. Remaining students will be informed to complete the formalities within a week. Report is submitted on 10th Feb 2017.

3. Regarding course completion

Course syllabus of BA, BSc, BCom is completed and reported to the principal. Some teachers asked for permission for conducting extra classes for weak learners till 25th Feb 2017. Practical exams were also conducted.

4. Regarding submission of practical files

Practical files received, checked and submitted in the record section.

5. Regarding organization of Symposium

For organizing symposium committees were framed and invitations were distributed. A report was submitted to the principal.

6. Regarding installation of CCTV Cameras

Proposal is forwarded to the IT committee and order is placed.

7. Regarding purchase of fire extinguishers

Proposal is forwarded to the Purchase department.

8. Regarding career counseling workshop

Workshop was successfully conducted on 25th February. Around 60 students and 9 teachers participated in the workshop.

9. Regarding introduction of new course DEIEd

Communication with Prayagraj and DIET is still in process. Selection committee was conducted in July 2017.



10. Advertising and promotion of admissions in various courses

All faculty and staff members actively participated in advertising and promotion of admissions. BEd admissions were closed on 15th July. Promotion of BA, BSc, BCom, BBA and BCA work is still in progress.



Coordinator IQAC

Alqam College of Education
Alqam



Chairman IQAC

Aligarh College of Education

ACTION TAKEN REPORT OF IQAC MEETING

Held on 15 October 2016 (Saturday)

Time: 1:00 to 2:00 pm

VENUE- College Auditorium

➤ **Regarding Internship of BEd.**

Students of 2015-16 batch were sent to Janta Inter College for Internship. BEd 2016-17 batch students were sent for one month to the same college for observation work.

➤ **Regarding lab upgradation.**

Faculty members of BA & BSc courses submitted requirement lists of chemicals and equipment of their labs to purchase dept for conducting practicals.

➤ **Regarding purchase of B.A. English books for the library.**

Requirement list is received from English dept and order is placed by the purchase committee.

➤ **Regarding internal assessments.**

Internal assessments are conducted and reports are submitted by various departments.

➤ **Regarding annual day preparations**

Committees were formed, tasks are distributed and reports are submitted in the meeting. Some preparations are still in process.

➤ **Regarding celebration of Human Rights Day.**

Theme and speaker are pre decided. Program will be conducted on 10th Dec 2016.

➤ **Regarding Deepavali week activities.**

Diya making, Greeting card making and Rangoli competitions were organized and the winners list were finalised. Report is presented in the meeting.

Coordinator IQAC

Aligarh College of Education
Aligarh

Chairman IQAC

ALIGARH COLLEGE OF EDUCATION

ACTION TAKEN REPORT OF IQAC MEETING

Held on 16 July 2016 (Saturday) Venue- Directors office.

- Regarding Preparation of Academic Calendar

After discussion with faculty members, the Academic Calendar was prepared and submitted on 30 July 2016.

- Regarding Time table construction for the new session

All HODs of BA, BSc, B.Com & BEd prepared and submitted their time table on 30th July 2016.

- Regarding completion of admission records.

Mr. Khaleeq uz zaman checked all the documents and recovered all missing documents. Files are cross checked by the principal.

- Regarding construction of various committees

After discussion with the Director, Principal, and staff members, the list of committees is finalised and submitted to the principal on 12th August 2016.

- Regarding preparations for the orientation programme.

Ms. Sadaf Fatima and Dr. Uzma Rafi made preparations for the orientation programme along with the help of Mr. Ahmad Shameel. Programme was conducted successfully.

- Appointment of new faculty members on vacant seats.


After conducting a selection committee on the received applications new faculty members were appointed.

- Regarding purchase of books

HODs submitted a list of books to the purchase dept. Order is placed and soon books will be delivered to the college.


Coordinator IQAC

Aligarh College of Education
Aligarh


Chairman IQAC