

ALIGARH COLLEGE OF EDUCATION
ANUPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING - JULY 2015

DATE & TIME: 18/07/2015, Saturday, 11:00- 1:00 pm

VENUE: Directors office

List of attendees:

1. Prof. M. Muqim (Chairperson, IQAC)
2. Dr. Rubina Shahnaz (Coordinator, IQAC)
3. Dr. MSA Khan (Principal)
4. Dr. Iram Azhar (Asst. Professor)
5. Dr. Mahmood Khan (Asst. Professor)
6. Prof. Salahuddin Qureshi
7. Mr. Chhavi Varshney (Asstt. Professor)
8. Ms. Sheeba Khan (Librarian)
9. Ms. Abida Ghaffar (Finance Officer)
10. Mr. Ahmad Shameel
11. Prof. Mahmood. A. Khan (External Member)
12. Prof. Parvez Ahmad (External Member)

ACTION TAKEN REPORT of April 2015 meeting:

Almost all agendas were completed within a given time.

July 2015 Meeting Agendas:

1. Welcome by the chairperson IQAC
2. Reconstitution of IQAC
3. Formation of time table of various courses.
4. Constitution of various committees.
5. College timing notification
6. Preparation of Academic and Holiday calendar.

7. Renewal of ISO Certificate
8. Communication with university regarding marksheet issues.
9. Appointment of faculty for teaching new courses.
10. Admissions in B.Ed course and additional courses (B.A., B.Sc & B.Com)
11. To conduct staff and faculty IT Skill Training Programme,

MEETING PROCEEDINGS:

1. The Chairperson of IQAC welcomed all members of the team and congratulated everyone for completing the NAAC Process successfully.


Reconstitution of IQAC,


Dr. Rubina Shahnaz began with the first agenda of reconstitution of IQAC for the session 2014-15. She proposed names of new members for which all members and chairperson gave their consent.

3. **Formation of time table of various courses.**
After discussion it was decided to give responsibility of time table construction to HODs of various departments.
4. **Constitution of various committees.**
After discussion it was decided to renew the list of college committees. Few more committees were added to the new list.
5. **College timing notification**
After discussion it was decided to implement 8:30 am to 2:30 pm as new timing w.e.f. first day of the new session.
6. **Preparation of Academic and Holiday calendars.**
After discussion it was decided to prepare the academic and holiday calendar for the new session 2014-15. Dr. Rubina Shahnaz and Dr. MSA Khan will look after this responsibility. 30 July 2014 is declared as the deadline.
7. **Renewal of ISO Certificate**
After discussion it was decided to contact the concerned organization for the renewal of ISO certificate. Responsibility was given to Dr. M.S.A. Khan.
8. **Communication with university regarding marksheet issues.**
Discussion was made regarding hanging marksheets and other students' complaints regarding correction in marksheets. Mr. Shoeb was given responsibility to look after all correspondence work linked with the university and report to the Principal within a week.

9. **Appointment of faculty for teaching new courses.**
The Principal made an announcement regarding the introduction of B.Sc. After discussion it was decided to advertise and make arrangements for hiring new faculty for teaching aforesaid courses. Task was assigned to Mr. Sohail Rauf.
10. **Admissions in B.Ed course and additional courses (B.A., B.Sc & B.Com)**
Committee made discussion regarding improving admissions in B.Ed and attracting more admissions in newly launched courses. For this advertising and marketing team was constituted.
11. **Staff and faculty IT Skill Training Programme**
After discussion, it was decided to organize staff and faculty IT training programme. It was decided to contact Mr. Ahmad Nabeel to provide Google Apps Training to the staff and faculty members.

Coordinator Dr. Rubina Shahnaz thanked everyone for attending the meeting.


Dr. Rubina Shahnaz
(Coordinator, IQAC)


Prof. M. Muqim
(Chairperson, IQAC)

ALIGARH COLLEGE OF EDUCATION ANUPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

Date and time: 6th October 2015, Tuesday at 11:00 am to 12:30 pm

Venue: Directors office

List of attendees:

1. Prof. M. Muqim (Chairperson, IQAC)
2. Dr. Rubina Shahnaz (Coordinator, IQAC)
3. Dr. MSA Khan (Principal)
4. Dr. Iram Azhar (Asst. Professor)
5. Dr. Mahmood Khan (Asst. Professor)
6. Mr. Chhavi Varshney (Asstt. Professor)
7. Prof. Salahuddin Qureshi
8. Ms. Sheeba Khan (Librarian)
9. Ms. Abida Ghaffar (Finance Officer)
10. Mr. Ahmad Shameel
11. Prof. Mahmood. A. Khan (External Member)
12. Prof. Parvez Ahmad (External Member)

ACTION TAKEN REPORT OF 18 JULY 2015 MEETING

All agendas of the meeting held on 18 July 2015 were completed only the 11th agenda was not completed as all the mark sheets were not issued by the university Mr. Shoch will see this work on a priority basis.

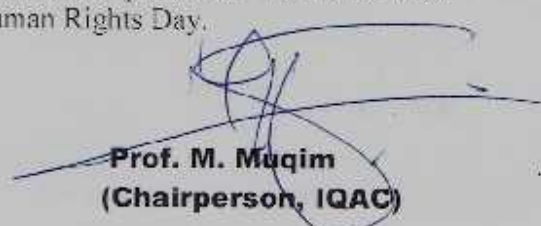
AGENDAS:

1. Welcome by the Chairperson IQAC
2. College week celebration
3. Micro teaching Classes
4. Preparations for annual function "Parwaz"
5. Releasing students for internship
6. Internal evaluation of students.
7. Purchase of books
8. Regarding Guest lecture on Human Rights Day

PROCEEDINGS:

1. The Chairman of IQAC welcomed all members of the team.
2. **College week celebration**
After discussion, it was decided to celebrate college week. Various activities and competitions will be conducted. Dr. Sadaf Jafri was asked to make teams and distribute work to each member.
3. **Micro teaching Classes**
After discussion, it was decided to give 15 days micro teaching practice and then release students for internship.
4. **Preparations for annual function**
After discussion the committee decided to make a team and start preparations for the Annual Day Programme. Theme 'Parwaz' was decided.
5. **Releasing students for internship**
HOD, BEd proposed to send students of B.Ed. for an internship of one month. All members agreed and the Principal recommended a few schools to approach and seek permission to conduct internships.
6. **Internal evaluation of students.**
The Principal proposed to conduct sessionals soon after annual day i.e. from 21st to 30th November 2015.
7. **Purchase of Books and Lab. equipments**
Recommendation for the purchase of books from all departments was collected and forwarded to the Purchase and Finance department.
8. **Regarding Guest lecture on Human Rights Day**
After discussion it was decided to invite some senior professors from the MBA department of AMU as guest speakers on Human Rights Day.


Dr. Rubina Shahnaz
(Coordinator, IQAC)


Prof. M. Muqim
(Chairperson, IQAC)

ALIGARH COLLEGE OF EDUCATION ANUPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

Date and time: 1st January 2016, 12:00 pm to 1:15 pm

Venue- Directors Office

List of attendees:

1. Prof. M.Muqim (Chairperson, IQAC)
2. Dr. Rubina Shahnaz (Coordinator, IQAC)
3. Dr. MSA Khan (Principal)
4. Dr. Iram Azhar (Asst. Professor)
5. Mr. Chhavi Varshney (Asstt. Professor)
6. Dr. Mahmood Khan (Asst. Professor)
7. Prof. Salahuddin Qureshi
8. Ms. Sheeba Khan (Librarian)
9. Ms. Abida Ghaffar (Finance Officer)
10. Mr. Ahmad Shameel
11. Prof. Mahmood. A. Khan (External Member)
12. Prof. Parvez Ahmad (External Member)

ACTION TAKEN REPORT

All agendas of the meeting held on 06th Oct. 2015 were completed only the 7th agenda was partially completed lab equipment are still not purchased due to fund crisis.

AGENDA:

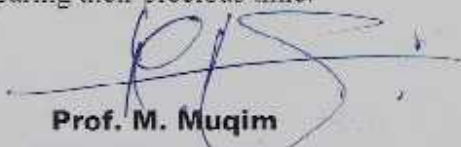
1. Welcome by the Chairperson IQAC.
2. Timely completion of syllabus and filling exam forms
3. Distribution of calendar and diaries.
4. To conduct one workshop on- Learning Abilities and use of ICT in School Education for +2 School Teachers
5. Inspection of labs and library
6. To conduct Academic, Financial and Administrative audit
7. Submission of observation file.

MEETING PROCEEDINGS:

1. The chairperson of IQAC welcomed all the members of the team.
2. **Timely completion of syllabus**
After discussion all HODs of BA, B.Sc and B.Com briefed about completing all practicals and theory syllabus till 20th Feb 2016. Extension of one week is permissible for extra classes only after Principal's approval.
3. **Regarding fees recovery and filling exam forms**
A discussion was made regarding fees recovery. Committee finally decided and briefed all the HODs about the fees collection from students and completing exam form formalities till 20th Jan, 2016.
4. **To conduct Scout Guide Camp**
After discussion it was decided to conduct a Scout Guide Camp of BEd students till March 2016. Responsibility was given to Mr. Chhavi Varshney.
5. **Inspection of lab and library**
Principal Dr. MSA Khan suggested updating the Labs and Library for the next session and a report should be prepared.
6. **To conduct Academic, Financial and Administrative audit**
After discussion, the IQAC team was asked to perform an Academic and administrative audit. Coordinator recommended adding some external members also. To conduct a financial audit, the Finance officer will make a committee which should include CA.
6. **Scout Guide Camp for BEd**
After discussion it was decided to organize a scout guide camp for students of BEd as early as possible. A Letter for this should be sent to the concerned office.
7. **International Women's Day Celebration**
After discussion it was decided to invite some important personality for a lecture on International Women's day on 8th March 2016.
8. **Sessionals round 2**
Agenda of conducting sessionals was discussed and it was decided to conduct sessionals from 21st to 30th January.

Coordinator IQAC thanked all the participants for sparing their precious time.


Dr. Rubina Shahnaz
(Coordinator, IQAC)


Prof. M. Muqim
(Chairperson, IQAC)

ALIGARH COLLEGE OF EDUCATION ANUPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING APRIL 2016

DATE & TIME: 04/04/2016, Monday , 12:00- 1:00 pm

VENUE: Directors office

List of attendees:

1. Prof. M.Muqim (Chairperson, IQAC)
2. Dr. Rubina Shahnaz (Coordinator, IQAC)
3. Dr. MSA Khan (Principal)
4. Dr. Iram Azhar (Asst. Professor)
5. Dr. Mahmood Khan (Asst. Professor)
6. Mr. Chhavi Varshney (Asst. Professor)
7. Prof. Salahuddin Qureshi
8. Ms. Sheeba Khan (Librarian)
9. Ms. Abida Ghaffar (Finance Officer)
10. Mr. Ahmad Shameel (Assistant Director)
11. Prof. Mahmood. A. Khan (External Member)
12. Prof. Parvez Ahmad (External Member)

ACTION TAKEN REPORT OF JANUARY 2016 MEETING

All agendas of the meeting held in January 2016 were achieved.

AGENDA :

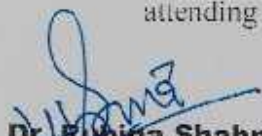
- 1- Welcome by the Chairperson
- 2- Completion of B.Ed syllabus
- 3- Submission of practical files
- 4- To organize one symposium/seminar in June.
- 5- Admission and advertising for new session 2016-17


- 6- Collection of feedback from students
- 7- Purchase of BA course books.
- 8- Sessionals Round 3

PROCEEDINGS:

1. The Chairperson of IQAC welcomed all the members.
2. **Completion of B.Ed syllabus**
After discussion it was decided to complete the B.Ed syllabus by the 15th May 2015 and conduct remedial classes till 30th May 2016.
3. **Submission of practical files**
After discussion it was decided to collect all practical files of B.A. and B.Sc. students till 28th February.
4. **To organize a symposium /seminar in June**
After discussion it was decided to organize a Symposium cum discussion on "Does Science Matter for Muslims Today" on 18th June 2016.
5. **Admission and advertising for new session 2016-17**
In the meeting it was decided to promote admissions in the new session for that advertising work should be started. It was decided to make one team which can look after advertising work. It was also decided to conduct a weekly meeting regarding admissions and submit reports.
6. **Collection of feedback from students**
In the meeting it was decided to collect feedback forms from students before the last working day.
7. **Purchase of BA course books.**
After discussion recommendations for books were asked from subject teachers of BA Course so that books can be purchased soon.

In the end Coordinator of IQAC, Dr. Rubina Shehnaz thanked all members for attending the meeting.


Dr. Rubina Shahnaz
(Coordinator, IQAC)


Prof. M. Muqim
(Chairperson, IQAC)