

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

Date: 20 July 2017 (Thursday)

Venue: Director's office

Time: 12:00 TO 2:00 PM

MEMBERS PRESENT:


- | | |
|-----------------------|-----------------------|
| 1. Prof. M. Muqim | (Chairperson IQAC) |
| 2. Dr. M.S.A. Khan | (Principal) |
| 3. Mr. Ahmad Shameel | (Asst. Director) |
| 4. Dr. Uzma Rafi | (Assistant Professor) |
| 5. Dr. Khursheed Alam | (Assistant Professor) |
| 6. Dr. Shabbir Ahmad | (Assistant Professor) |
| 7. Mr. Tariq Nafees | (Assistant Professor) |
| 8. Ms. Taab Sherwani | (Assistant Professor) |
| 9. Ms. Abida Ghaffar | (Finance officer) |

AGENDAS:

1. Welcome by Chairperson IQAC
2. Review of previous meeting
3. Regarding responsibility to prepare the Academic Calendar and Holiday Calendar.
4. Regarding admissions and record keeping.
5. To assign the task of preparing a Time Table to HODs.
6. Regarding formation of Various committees
7. Regarding the constitution of the new IQAC Committee.
8. Regarding affiliation of new course D.El.Ed.
9. Regarding allocation and distribution of work amongst HODs
10. Regarding weekly guest lectures for academic excellence.
11. Regarding seminar/conference.
12. Regarding Internal Assessments.
13. Regarding celebration of various special days.

ACTION TAKEN REPORT OF APRIL 2017 MEETING


- Dr. M.S.A. Khan briefed everyone about the previous meeting's planned details and executed details. Almost all agendas were completed. Admissions in B.Ed. were

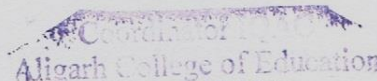

Coordinator IQAC
Aligarh College of Education

improved five times as compared to previous year. Admission process in B.A., B.Sc. & B.Com is still under progress.

PROCEEDINGS:

- The members were welcomed by the IQAC Chairperson.
- Principal, Dr. M.S.A. Khan assigned the responsibility of Academic Calendar preparation to HODs of different departments.
- Chairperson called for the list of admissions completed till date and it was advised to prepare records of newly admitted students and maintain their files with complete documentation.
- After discussion it was decided to complete the task of Time Tables before 28th July so that new teachers can be recruited for the vacant papers. This task was assigned to teachers of each department.
- Discussion was made regarding the formation of various internal committees. A tentative list was made and it was decided to finalize this list after new recruitments and submit before 30th August.
- After discussion it was decided to constitute a new IQAC committee only after new recruitments in the month of August.
- Discussion was made regarding the new course D.El.Ed. It was decided to clean second floor classes and check furniture and other requirements necessary for the smooth functioning of classes. Dr. M.S.A. Khan was assigned to personally look after this work and take necessary action.
- Regarding allocation and distribution of departmental responsibilities it was decided to conduct separate meeting under the supervision of the Principal and divide work responsibilities amongst various faculty members.
- A discussion was held regarding the conduct of Guest Lectures every week. After discussion it was finally decided to conduct one guest lecture every Tuesday to provide a variety of learning experiences to students.
- Chairperson IQAC announced to conduct one Seminar and one Workshop in the College before December. All faculty members were asked to submit themes for this before 30th August and the best theme will be selected.
- After discussion it was decided to conduct internal assessments after every two months in all courses and results should be discussed with students.
- Discussion was also made regarding the celebration of various special days and national days. It was decided to hand over the responsibility to the cultural team and a separate meeting should be conducted before every event.
- The meeting was concluded with a vote of thanks by the Chairperson.


IQAC COORDINATOR


Aligarh College of Education

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING MINUTES

Date: 16 October 2017 (Monday)

Venue: Director's office


Time: 12:00 to 1:30 PM

MEMBERS PRESENT

1. Prof. M. Muqim (Chairperson)
2. Mr. Ahmad Shameel (Asst. Director)
3. Dr. MSA Khan (Principal)
4. Dr. Sadaf Jafri (Assistant Professor)
5. Dr. Shabbir Ahmad (Assistant Professor)
6. Dr. Uzma Rafi (Assistant Professor)
7. Dr. Rashid (Assistant Professor)
8. Mr. Tariq Nafees (Assistant Professor)
9. Ms. Taab Sherwani (Assistant Professor)
10. Mr. Wajid Ali (Registrar)
11. Ms. Abida Ghaffar (Finance Officer)

AGENDAS:

1. Regarding preparation of Annual function.
2. Regarding discussion on seminar preparations.
3. Announcement of the new IQAC Team.
4. Regarding internal evaluation of students' reports.
5. Regarding PPT Presentations by students.
6. Regarding establishment of 3 separate laboratories for science.
7. Regarding purchase of equipments
8. Regarding purchase of books
9. Regarding Internship of B.Ed. students.
10. Regarding district level Science Exhibition.
11. Regarding scout guide camp
12. Declaration of winter break

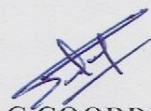

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ACTION TAKEN REPORT OF 20 JULY 2017 MEETING:

Almost all Agendas were completed. Two Workshops and two Guest Lectures were organized. Preparations have been started for the seminar. Internal assessments were carried out successfully and reports were discussed with students.

PROCEEDINGS:

- The Chairperson IQAC welcomed all the members.
- Discussion was made regarding preparations for the seminar. Theme was decided and Dr. M.S.A. Khan was appointed as the Convener and Dr. Sadaf Jafri was appointed as the Organizing Secretary. They were asked to conduct separate meetings and make committees to distribute all responsibilities amongst faculty and staff members.
- Principal, M.S.A. Khan announced the list of IQAC Members and asked them to read the NAAC manual before starting AQAR work.
- It was decided in the meeting that special focus should be made on internal assessments. Remarks should be written on answer sheets and reports should be discussed with students by every subject teacher.
- After discussion it was decided to make PPT Presentation as a compulsory part of internal assessments. All faculty members were asked to assign topics of presentation to students. It will be helpful in improving their confidence level and overcoming stage fright.
- A discussion was made regarding the need for separate labs for different science subjects. Task was assigned to Academic Administrator, Dr. Sadaf Jafri to collect a list of chemicals and equipment from different departments and submit them in the purchase section. December end was declared as the deadline for completing this task.
- After discussion it was concluded to ask All HODs to submit a list of books required in each department to the purchase department.
- A discussion was held regarding internships for B.Ed. students of 2016 and 2017 batch. It was decided to release students of B.Ed. Final year for 4 months internship and B.Ed. first year for observation of 01 month.
- A discussion was made regarding the notification of DIET to conduct District level Science Exhibition in the college where all colleges can participate. The responsibility of arrangements was assigned to Principal, M.S.A. Khan.
- A discussion was made regarding the organization of Scout Guide Camp for students of B.Ed. and D.El.Ed. in the end of December. Responsibility was assigned to Dr. Shabbir Ahmad.
- After discussion it was decided to declare 1st January to 8th January 2018 as winter break for all courses except D.El.Ed.
- Meeting was ended with a vote of thanks from the Principal.


IQAC COORDINATOR
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ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

Date: 10 January 2018 (Wednesday)

Venue: Directors Office Time: 12:30 to 1:50 PM

MEMBERS PRESENT:

1. Dr. M.S.A. Khan (Principal)
2. Dr. Sadaf Jafri (Assistant Professor)
3. Dr. Shabbir Ahmad (Assistant Professor)
4. Dr. Sohail Ahmad (Assistant Professor)
5. Dr. Uzma Rafi (Assistant Professor)
6. Dr. Javed Akhtar (Assistant Professor)
7. Ms. Taab Sherwani (Assistant Professor, ACEM)
8. Mr. Tariq Nafees (Assistant Professor, ACEM)
9. Mr. Wajid Ali (Registrar)
10. Ms. Abida Ghaffar (Finance officer)

AGENDAS:

1. Regarding exam forms deadline.
2. Course completion B.A B.Sc & B.Com.
3. Health Camp
4. Educational Tour
5. Psychological Test administration of BEd students.
6. Regarding submission of an observation report by BEd students of first year.
7. Regarding practicals of B.A & B.Sc and submission of files.
8. Regarding charitable work.


ACTION TAKEN REPORT OF 16 OCTOBER 2017 MEETING

All the agendas of the meeting held in October 2017 were completed. Seminar was successfully organized with very good feedback. The Annual Day function was successfully celebrated. All special days were celebrated. District level science exhibition was successfully organized. Scout Guide camp was successfully completed. Separate labs were established for Zoology, Botany, Biotechnology and Physics. Practical equipment and chemicals are ordered. List of books submitted to the purchase department. Internal Assessments and PPT presentations were successfully conducted. Bed students were sent for internship to Janta Inter College.


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PROCEEDINGS:

- A discussion was made regarding exam forms and fees recovery. It was decided to declare 20th Jan as the deadline for filling BA, B.Sc. & B.Com examination form.
- A discussion was held regarding the deadline for completing syllabus of B.A. B.Sc & B.Com courses. It was decided to declare 20th Feb as the last working day and one week extension will be provided for extra classes and remedial classes.
- After discussion it was decided to organize one health camp within a month for general health checkups for students, staff and nearby community members. It was decided to collaborate with SOCH NGO and Dept. of community medicine for this work. Dr. Sadaf Jafri was asked to do necessary paperwork and contact the chairperson of Community Medicine and President of Soch NGO.
- A discussion was held regarding the Educational tour of B.Ed and DEEd students. The responsibility was assigned to Mr. Wajid Ali to make necessary arrangements.
- Discussion was made regarding the commencement of classes of BEd first year students and submission of observation files within one week from the date of commencement of classes.
- After discussion it was decided to complete all practicals of BA & BSc till 15th Feb and submit all practical files. Responsibility was assigned to Dr. Rashid and Dr. Uzma Rafi.
- A discussion was made regarding some charitable work for community people. All faculty members and staff were asked to contribute together to install one water dispenser near the college gate for visitors and outsiders who suffer cold water supply issues during harsh summers.
- The meeting ended with a thank you note by the Principal.


IQAC COORDINATOR

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ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

Date: 14th April 2018 (Saturday)

Venue: Directors Office Time: 12:00 to 1:00 PM

MEMBERS PRESENT:


1. Dr. MSA Khan (Principal)
2. Dr. Sadaf Jafri (Assistant Professor)
3. Dr. Shabbir Ahmad (Assistant Professor)
4. Dr. Sohail Ahmad (Assistant Professor)
5. Dr. Uzma Rafi (Assistant Professor)
6. Dr. Javed Akhtar (Assistant Professor)
7. Ms. Taab Sherwani (Assistant Professor, ACEM)
8. Mr. Tariq Nafees (Assistant Professor, ACEM)
9. Mr. Wajid Ali (Registrar)
10. Ms. Abida Ghaffar (Finance officer)

AGENDAS:

1. Advertising for admissions.
2. Syllabus completion of B.Ed.
3. Remedial classes for B.Ed.
4. Practical files submission
5. Feedback forms from students
6. To carry out Academic and Administrative Audit
7. Purchase of D.El.Ed. books


ACTION TAKEN REPORT OF 10 JANUARY 2018 MEETING

All agendas of the January 2018 meeting were almost achieved. Examination forms were submitted, fee is partially recovered, students are personally contacted to pay the remaining amount. Health camp was successfully organized. Students of B.A, B.Sc. & B.Com. were released for examination after course completion after 20th feb 2017. Assessments and Practicals were completed in the month of February. One Day Educational tour was taken to Fatehpur Sikri. Water cooler work is assigned to Mr. Wajid Ali to complete it as early as possible.


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PROCEEDINGS:

- After discussion a core committee was formulated to look after the work of advertising for Admissions. Mr. Wajid Ali was made the coordinator to look after this work. Six more members were included in this committee. It was decided to focus more on CBSE Schools for better quality admissions.
- It was decided after discussion to declare 15 May as the deadline for B.Ed. classes.
- It is further decided to conduct 15 days remedial classes for the slow learners.
- After discussion it was decided to declare 30th April as the last day for submission of files both for First year and final year B.Ed. students.
- It was decided to collect feedback from all students in the second week of May.
- After discussion it was decided to conduct internal AAA in the month of June with the IQAC team.
- In the meeting it was decided to make purchases of D.El.Ed. books on an urgent basis.
- Meeting came to an end with a vote of thanks by Chairperson IQAC.


IQAC COORDINATOR

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