

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETINGS 2018-19

Date: 11 July 2018 Time: 12:00 PM TO 1:30 PM Venue- Directors Office

MEMBERS PRESENT:

1. Prof. M. Muqim
2. Dr. M.S.A. Khan
3. Dr. Sadaf Jafri
4. Dr. Shabbir Ahmad
5. Mr. Aquib Kamal
6. Mr. Tariq Nafees Siddiqui
7. Mr. Wajid Ali
8. Ms. Abida Ghaffar

MEETING AGENDAS

1. Welcome by the Chairperson IQAC.
2. Regarding BEd admissions only under Counseling quota.
3. Maintenance of admissions record.
4. Academic and Holiday calendar
5. Preparation of Plan of Action
6. Appointment of new faculty and staff
7. Time table construction
8. Committees formation
9. College timings
10. Regarding orientation programme.
11. Appointment of Vice Principal.
12. Regarding various competitions and events.
13. Regarding Lab. and Library inspection.
14. Micro teaching for BEd students
15. To organize some Faculty training programs.


Coordinator IQAC
Aligarh College of Education

ACTION TAKEN REPORT OF APRIL 2018 MEETING:

All agendas of the previous meeting are completed. The work related with admissions and advertisement is still in process. Admissions will be closed as per the directions of Dr. Bhim Rao Ambedkar University.

PROCEEDINGS:

- Prof. M. Muqim (Chairperson, IQAC) welcomed all the members of IQAC Team.
- A discussion was made regarding BEd admissions. It was decided that due to problems in receiving management quota marksheets the college will not take admissions under 25 seats of management quota. Only 25 seats of counselling quota will be filled.
- A discussion was made regarding the completion of BEd admissions and a final list of students has to be submitted to the Dr. B.R. Ambedkar University on or before 15th July 2018. The responsibility was given to Mr. Wajid Ali.
- The responsibility of preparation of Academic calendar and Holiday Calendar was discussed and it was decided to hand over this responsibility to Mr. MSA Khan. For this a separate meeting with HODs will be conducted.
- A discussion was held regarding preparation of the Plan of Action for the session 2018-19. Some important points were discussed and the responsibility of preparing the final Action Plan was given to Dr. Sadaf Jafri.
- In a discussion regarding new appointments it was decided that for the vacant positions in different courses a selection committee should be conducted and faculty must be appointed as early as possible. Advertising responsibility was given to Mr. Sohail and Mr. Wajid Ali.
- A discussion was made regarding the construction of time tables for various departments. It was decided that Mr. MSA Khan will hand over this responsibility to all HODs and complete this task by the end of July.
- A discussion was held regarding the smooth functioning of the college. As per discussion some changes were made in the committee list. Some new names were added. Also it was decided to finalize this list only after new recruitments.
- After discussion it was decided that new college timings will be 8:30 AM to 2:30 PM for the new session.

- After discussion it was decided to open a new session wef 6th August 2018. An orientation programme should be conducted on the same day. The responsibility to check preparations was given to Mr. MSA Khan.
- Discussion was made regarding the appointment of Vice Principal as the workload has increased due to an increase in number of admissions. Hence with everyone's approval it was decided to give charge to Dr. Sadaf Jafri. Mr. Sohail was asked to make necessary arrangements for a new office in the Beta building.
- After discussion it was decided to organize lectures, workshops and other quality enhancement activities and events throughout the year. A team should be formed to look after this work.
- A discussion was held regarding the team formation of Library and Lab Inspection. This team will do an inspection and submit the report to the Principal. Team members include Director, Principal, Dr. Sadaf Jafri, Mr. Tariq Nafees and Mr. Wajid Ali.
- After discussion it was decided to start micro teaching classes for B Ed students in the month of September.
- A discussion was held regarding organizing some Faculty Training Programs for College faculty. Coordinator was asked to plan a schedule for this.
- Meeting ended with the vote of thanks of Chairperson IQAC.


Coordinator IQAC

Coordinator IQAC
Aligarh College of Education

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

DATE: 05 OCTOBER 2018
Time: 12:00 PM TO 1:30 PM
Venue- Directors Office

MEMBERS PRESENT:

1. Prof. M.Muqim
2. Dr. M.S.A. Khan
3. Dr. Sadaf Jafri
4. Prof. Durdana Qasmi
5. Dr. Uzma Ahmad
6. Dr. Shabbir Ahmad
7. Dr. Sana Afrin
8. Dr. Mohd Faaz
9. Mr. Farooq
10. Mr. Aquib Kamal
11. Mr. Tariq Nafees Siddiqui
12. Mr. Wajid Ali
13. Ms. Abida Ghaffar

ACTION TAKEN REPORT OF JULY MEETING

All the agendas discussed in the 11th July meeting were completed. Workshops and other events will continue throughout the academic year for the all round development of students.

AGENDAS OF OCTOBER MEETING

- Welcome by the Chairperson IQAC
- Formation of IQAC
- Submission of monthly syllabus completion report.
- Remarks on answer sheets.


ALIGARH COLLEGE OF EDUCATION
ALIGARH

- Regarding practicals and PPT Presentation
- Maintenance of attendance registers.
- Regarding workshops.
- Regarding practice teaching in schools
- Letter to Registrar for issuing enrollment numbers and pending marksheets.

MEETING MINUTES

- Formation of IQAC

A discussion was made regarding the changes in IQAC for the session 2018-19. A discussion was made regarding new names and some new members were added to the list and those members who left the college were removed.

- Submission of monthly syllabus completion report

During discussion it was decided to collect monthly syllabus completion reports from all subject teachers of all Departments.

- Internal assessment committee was advised to take remarks of teachers on answer sheets.

A discussion was held regarding sessionals and all teachers were advised to write remarks on student copies, discuss their results and suggest ways for improvement.

- Regarding practicals and PPT report

All HODs were asked to assist their faculty members regarding assigning topics of PPT presentations. Also it was decided to start practicals in all subjects and submit reports to the principal by the end of November 2018.

- Maintenance of attendance registers

All faculty members were advised to keep student registers updated. Paste list of students on all registers and syllabus at the last page.

- Regarding workshops:

A discussion was held regarding planning for a workshop for teachers training. The Coordinator of IQAC Dr. Sadaf Jafri was asked to decide the theme and start preparations for the workshop in December.

- Regarding practice teaching in schools

After discussion it was decided to release BEd first and second year students for internship from November 2018. For this schools must be finalised and letters of communication should be prepared. Responsibility was given to HOD of BEd.

- Letter to Registrar for issuing enrollment numbers and pending marksheets

A discussion was made regarding complaints about enrollments. It was decided to send Mr. Wajid Ali to Agra for correspondence regarding all pending matters of marksheets, enrollments etc and solve these matters as early as possible.

- Chairman IQAC thanked all members for attending meeting.


05/10/18
COORDINATOR IQAC
Coordinator IQAC
Aligarh College of Education

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

DATE: 09 JANUARY 2019
TIME: 12:30 PM to 1:30 PM
VENUE: Auditorium

MEMBERS PRESENT:

1. Prof. M. Muqim
2. Dr. M.S.A. Khan
3. Dr. Sadaf Jafri
4. Prof. Durdana Qasmi
5. Dr. Uzma Ahmad
6. Dr. Shabbir Ahmad
7. Dr. Sana Afrin
8. Dr. Mohd. Faaz
9. Mr. Farooq
10. Mr. Aquib Kamal
11. Mr. Tariq Nafees Siddiqui
12. Mr. Wajid Ali
13. Ms. Abida Ghaffar
14. Mr. M. Yamin Khan

AGENDAS OF JANUARY MEETING

- Welcome of members
- Regarding change of Principal
- Regarding examination forms
- Regarding MW clearance
- Regarding selection committee and approval of teachers from the university
- Improvement in college website
- Submission of observation file
- Photoshoot of various departments
- Women's day celebration
- Regarding workshop


Coordinator IQAC
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ACTION TAKEN REPORT OF OCTOBER MEETING

Almost all the agendas discussed in the October meeting were completed successfully. Only the work related with enrollments and marksheets is still not fully completed due to slow compliance by the university.

MEETING PROCEEDINGS

- Coordinator IQAC welcomed all the members to the meeting.
- Regarding change of Principal
Chairperson IQAC announced that Mr. M.S.A. Khan doesn't want to continue as a Principal therefore, Dr. Sadaf Jafri will look after the responsibilities of a Principal along with Coordinatorship of IQAC till the further appointment of a new principal.
- Filling and checking exam forms by HODs
A discussion was made regarding declaring the deadline for filling exam forms. It was decided to complete this procedure by 20th Jan 2020 for BA, BSC and B.Com Courses.
- MW Cases should be reported in University
A discussion was held regarding complaints received from students regarding clearance of MW in marksheets without which they are unable to fill exam forms. A quick action committee was constituted to look into this matter under the guidance of Mr. Wajid Ali.
- Preparations for the selection committee of all courses
A discussion was held regarding the approval of teachers from Agra University. Mr. M. Yamin was asked to make paperwork ready and Mr. Wajid Ali was asked to communicate with the University for booking a guest house.
- Uploading PPT presentation on college website
A discussion was held regarding the improvement in websites. It was proposed to upload some good presentations of students on the college website.
- Submission of observation files.
After discussion it was decided to declare 30th Jan as the deadline for the submission of observation files.

- College photoshoot of different departments.

A discussion was made regarding photoshoots of various departments, labs and libraries for the website as well as for advertising purposes.

- Regarding celebration of Womens Day

After a short discussion it was decided to invite some dignitary for the women's day programme.

- Preparation of Workshop.

A discussion was held regarding one workshop on Bloom's Taxonomy. Dr. Sadaf Jafri was asked to make a proposal and decide the resource person and date for the workshop.

- Chairperson IQAC thanked all members for attending the meeting.

COORDINATOR IQAC
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Aligarh College of Education
21/01/19

ALIGARH COLLEGE OF EDUCATION ALIGARH

IQAC MEETING

DATE: 08 April 2019, TIME: 1:00 PM TO 2:00 PM

VENUE: Directors office

MEMBERS PRESENT:

1. Prof. M. Muqim
2. Dr. M.S.A. Khan
3. Dr. Sadaf Jafri
4. Dr. Uzma Ahmad
5. Prof. Durdana Qasmi
6. Dr. Shabbir Ahmad
7. Dr. Sana Afrin
8. Dr. Mohd Faaz
9. Mr. M. Farooq
10. Mr. Aquib Kamal
11. Mr. Tariq Nafees Siddiqui
12. Mr. Wajid Ali
13. Ms. Abida Ghaffar
14. Mr. M. Yamin Khan

AGENDAS:

- Welcome address
- New fee structure and admission policy for next session
- Advertising for admissions
- Syllabus and submission of BEd practical files
- Regarding remedial classes
- Collection of feedback from all stakeholders
- Free CTET and UPTET coaching classes
- To conduct AAA in June.


Coordinator IQAC
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ACTION TAKEN REPORT OF JANUARY MEETING

Almost all agendas of the January IQAC meeting were completed. Only Workshop related work is pending as the proposed date of workshop is 30th April 2019.

MEETING MINUTES

- Chairman IQAC welcomed all the members to the meeting.
- New admission policy and fee structure
A discussion was held regarding new fees structure and policies. After a detailed discussion a final fees plan was decided and Mr. M. Yameen was asked to type and distribute amongst the internal staff members.
- Advertising for admission
After discussion a final admission team was constituted to look after advertising and admission promotion work.
- Syllabus completion deadline for B.Ed and Submission of practical files.

A discussion was made regarding BEd first and Final year last working day. It was decided to declare 15th May 2019 as the last working day for syllabus completion and submission of practical files.

- Remedial classes
After discussion it was decided to conduct 15 days remedial classes wef 15th may 2019.
- Feedback collection from students
A discussion was held regarding the collection of feedback from teachers and students. The responsibility was given to Mr. Aquib Kamal.
- Free CTET UPTET classes for BEd & DEIED
A discussion was made regarding free coaching for teacher training. Dr. Shabbir Ahmad and Dr. Javed Akhtar were given responsibility for conducting free coaching classes for CTET and UPTET.

- To conduct AAA.

A discussion was made regarding AAA. Chairman IQAC asked the Principal to constitute an internal committee for conducting AAA in the month of June 2019.

- Chairperson thanked everyone for attending the meeting.

Sd/-
08/04/19
COORDINATOR IQAC

Coordinator IQAC
Aligarh College of Education