

ALIGARH COLLEGE OF EDUCATION

ANOOPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

DATE: 5.08.2021

TIME: 11.30 AM

VENUE: DIRECTOR'S ROOM

MEMBERS PRESENT:

- | | | |
|--|---|-------------------|
| 1. Prof. M. Muqim
Director | - | Chairperson IQAC |
| 2. Dr. Sadaf Jafri
Principal | - | Principal |
| 3. Dr. Moin Ahmad Khan
Asstt. Professor (Botany) | - | Coordinator, IQAC |
| 4. Dr. Akram Wali
Asstt. Professor (Biotech.) | - | Member |
| 5. Dr. M. Rashid
Asstt. Professor (Chemistry) | - | Member |
| 6. Dr. Uzma Ahmad
Asstt. Professor (Zoology) | - | Member |
| 7. Dr. Ahtesham Aziz
Asstt. Professor (Hindi) | - | Member |
| 8. Dr. Ahsan Ahmad
Asstt. Professor (PHE) | - | Member |
| 9. Ms. Abida Ghaffar
Finance Officer | - | Member |
| 10. Mr. Wajid Ali
Admin Member | - | Member |
| 11. Mr. M. Yamin Khan
Admin Member | - | Member |
| 12. Prof. Nasrin
Chairperson, D/o Education, AMU | - | External Member |
| 13. Prof. Latif H.S. Kasmi
Chairperson, D/o Philosophy, AMU | - | External Member |

MEETING AGENDAS:

1. Welcome by the Chairperson, IQAC,
2. Regarding B.Ed. 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. Regarding Orientation Programme,
10. Regarding Lab. and Library inspection,
11. Micro teaching for B.Ed. students,

PROCEEDINGS:

1. Prof. M. Muqim (Chairperson, IQAC) welcomed all the members of IQAC team,
2. A discussion was made regarding B.Ed. admissions. The admission committee will try to fill all seats through counseling. The responsibility was given to Mr. Wajid Ali.
3. The responsibility of preparation of Academic Calendar and Holiday Calendar was discussed and it was decided to hand over this responsibility to Dr. Sadaf Jafri. For this a separate meeting with HODs will be conducted.
4. 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 Dr. Ahtesham Aziz and Mr. Wajid Ali.
5. A discussion was made regarding the construction of time tables for various departments. It was decided that Dr. Sadaf Jafri will hand over this responsibility to all HODs and complete this task by the end of August.
6. After discussion it was decided to open a new session w.e.f. 6th August 2021. An orientation programme should be conducted on the same day. The responsibility to check preparations was given to Dr. Uzma Ahmad.
7. Discussion was made regarding the appointment of Acting 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.
8. 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.
9. 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 and HODs.
10. After discussion it was decided to start micro teaching classes for B.Ed. students in the month of November.
11. Meeting ended with the vote of thanks of Chairperson IQAC.


COORDINATOR IQAC

ALIGARH COLLEGE OF EDUCATION

ANOOPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

DATE: 28.10.2021

TIME: 11.00 AM

VENUE: DIRECTOR'S ROOM

MEMBERS PRESENT:

- | | | |
|--|---|-------------------|
| 1. Prof. M. Muçim
Director | - | Chairperson IQAC |
| 2. Dr. Reshma Parveen
Principal | - | Principal |
| 3. Dr. Moin Ahmad Khan
Asstt. Professor (Botany) | - | Coordinator, IQAC |
| 4. Dr. Akram Wali
Asstt. Professor (Biotech.) | - | Member |
| 5. Dr. M. Rashid
Asstt. Professor (Chemistry) | - | Member |
| 6. Dr. Uzma Ahmad
Asstt. Professor (Zoology) | - | Member |
| 7. Dr. Ahtesham Aziz
Asstt. Professor (Hindi) | - | Member |
| 8. Dr. Ahsan Ahmad
Asstt. Professor (PHE) | - | Member |
| 9. Ms. Abida Ghaffar
Finance Officer | - | Member |
| 10. Mr. Wajid Ali
Admin Member | - | Member |
| 11. Mr. M. Yamin Khan
Admin Member | - | Member |
| 12. Prof. Nusrin
Chairperson, D/o Education, AMU | - | External Member |
| 13. Prof. Latif H.S. Kasmi
Chairperson, D/o Philosophy, AMU | - | External Member |

AGENDA:

1. Acknowledgment of certification of Aligarh College of Education – ISO9001:2015.
2. Matter related to the college.
3. Matter related to academic and teaching.
4. IQAC Seminar proposed in February 2022.

5. Introduction of semester system in all courses as per NEP 2021,
6. ICT enabled teaching learning,
7. Progress of automation of library,
8. Strengthening of sports infrastructure,
9. Alumni Meet on 1st November 2021,
10. Annual Function on 1st November 2021,
11. Proposal for M.A. (English), M.Sc. (Botany) and M.Com., new courses.

ACTION TAKEN REPORT OF PREVIOUS MEETING:

Almost all agenda items of previous meeting were completed and action taken as per agenda items properly and no work is pending.

MEETING MEETINGS:

1. The meeting was chaired by Dr. M. Muqim, Director, ACE and chairperson of IQAC.
2. Dr. Moin Ahmad Khan, Coordinator, IQAC briefed the members after welcoming them to the meeting.
3. The achievement of the agenda from previous meeting were read out in detail.
4. Prof. M. Muqim suggested to shoot lectures of teachers teaching various courses to be uploaded online on YouTube channel of the college. The teachers should be notified in advance for this. Teaching Aids and ICT tools will be provided by the college.
5. Emphasis should be given on random comprehensive and continuous evaluation of the students.
6. For the purpose of teaching the teachers should use original ideas and take help of charts, images, models and videos.
7. The list of marks gained by students should be displayed on notice board to promote healthy competition among students. Certificate of merit should be awarded to students who produce impressive effect with consisting in marks.
8. For online classes the use of Google class rooms should be emphasized. The college will provide E-mail ID to all teachers and students. Teachers and students should ensure maximum use of digital documents and ICT technology, like WhatsApp, a paperless college.
9. The teachers who support the college in creating digital technology and follow college rules will be given incentives.

10. Teachers should carry syllabus and attendance register along with teaching notes and lesson plan to their class.
11. Two smart classes will be set up in college, for this tender will be invited.
12. An Olympic club will be set up in the college under the supervision of Sports Committee. A sports center for all games and sports will be set up in college. Sports facilities for physically challenged persons/students in the college.
13. English language and English speaking of students, their training in skill and vocational courses. Resource person for this will be Dr. Reshma Parveen.
14. The Alumni Meet will be held on 1st November 2021. Election of Alumni Council will be performed for the posts of President, Secretary and Treasurer.
15. The meeting was finished by concluding remark from Prof. M. Muqim and vote of thanks from Dr. Moin Ahmad Khan.
16. Proposal for the introduction of M.A. (English), M.Sc. (Botany) and M.Com. new courses.


COORDINATOR IQAC

ALIGARH COLLEGE OF EDUCATION

ANOOPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

DATE: 27.11.2021

TIME: 1.00 PM

VENUE: DIRECTOR'S ROOM

MEMBERS PRESENT:

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|---|---|-------------------|
| 1. Prof. M. Muqim
Director | - | Chairperson IQAC |
| 2. Dr. Reshma Parveen
Principal | - | Principal |
| 3. Dr. Moin Ahmad Khan
Asstt. Professor (Botany) | - | Coordinator, IQAC |
| 4. Dr. Akram Wali
Asstt. Professor (Biotech.) | - | Member |
| 5. Dr. M. Rashid
Asstt. Professor (Chemistry) | - | Member |
| 6. Dr. Uzma Ahmad
Asstt. Professor (Zoology) | - | Member |
| 7. Dr. Ahlesham Aziz
Asstt. Professor (Hindi) | - | Member |
| 8. Dr. Ahsan Ahmad
Asstt. Professor (PHE) | - | Member |

AGENDA:

1. Progress of NAAC Cycle 2.
2. Filling and preparation of SSR.
3. NEP Syllabus to be implemented.

MINUTES:

1. The meeting was chaired by the Principal.
2. Later on Director joined the meeting.
3. The HR Section i.e. personal files of teachers will be handled by Mr. M.A. Khusro Siddiqui. He reported that he has already prepared 15 files of teaching staff.

4. The Laboratories, equipment, stock registers, attendance, Bill of purchases etc. will be handled by Dr. M. Rashid. He reported that stock registers are ready and already upgraded laboratory attendance of students will be marked in students attendance registers issued to teachers.
5. Culture event files will be prepared by Dr. Uzma Ahmad. Mr. Rehan will do all the typing for her. Mr. Rehan will work in NAAC Office from 12.00 noon to the time college is off/gets over. Notice, proposal, schedule, certificates, event report will be typed and filed event wise for all AQARs.
6. Dr. Ahsan Ahmad will be the sports coordinator. He will be responsible for the preparation of all courts and fields in the college campus.
7. The financial data will be handled by Dr. Moin Ahmad Khan in collaboration with Ms. Abida Ghaffar.
8. Dr. Ahtesham Aziz will handle the students' data for admission and examination.
9. Dr. M. Akram will handle curriculum and teaching profile, teachers diary, syllabus report, etc.
10. Dr. Ahtesham Aziz will provide the list of students for each event, name of winners, etc. to Dr. Uzma.
11. Dr. Ahsan Ahmad will review the inventory of sports items in sports room.
12. The data of library, administrative, physical, etc. will be handled by Dr. Moin Ahmad Khan.
13. The uploading of all data for SSR will be done by Mr. Yameen from Director Office under the supervision of Dr. Moin Ahmad and guidance of Director sir.
14. As the college affiliation has been transferred from Dr. B.R. Ambedkar University to Raja Mahendra Pratap Singh State University, Anjarh, the new syllabus as per NEP will be implemented in the college.


COORDINATOR IQAC

ALIGARH COLLEGE OF EDUCATION

ANOOPSHAHAR ROAD, CHERAT, ALIGARH

IQAC MEETING

DATE: 9.4.2022

TIME: 11.30 AM

VENUE: DIRECTOR'S ROOM

MEMBERS PRESENT:

- | | | |
|---|---|-------------------|
| 1. Prof. M. Muqim
Director | - | Chairperson IQAC |
| 2. Dr. Reshma Parveen
Principal | - | Principal |
| 3. Dr. Moin Ahmad Khan
Asstt. Professor (Botany) | - | Coordinator, IQAC |
| 4. Dr. Akram Wali
Asstt. Professor (Biotech.) | - | Member |
| 5. Dr. M. Rashid
Asstt. Professor (Chemistry) | - | Member |
| 6. Dr. Uzma Ahmad
Asstt. Professor (Zoology) | - | Member |
| 7. Dr. Ahtesham Aziz
Asstt. Professor (Hindi) | - | Member |
| 8. Dr. Ahsan Ahmad
Asstt. Professor (PHE) | - | Member |
| 9. Ms. Abida Ghaffar
Finance Officer | - | Member |
| 10. Mr. Wajid Ali
Admin Member | - | Member |
| 11. Mr. M. Yamin Khan
Admin Member | - | Member |
| 12. Prof. Nasrin
Chairperson, D/o Education, AMU | - | External Member |
| 13. Prof. Latif H.S. Kasmir
Chairperson, D/o Philosophy, AMU | - | External Member |

AGENDA:

1. To confirm the minutes of last meeting.
2. Academic and Administrative Audit.
3. Completion of B.Ed. Syllabus.
4. Submission of practical files.

5. Admission and Advertising for new session,
6. Collection of feedback forms from students,
7. Uploading PPT presentation on college website.

MINUTES:

1. Confirmed the Minutes of last meeting.
2. 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.
3. After discussion, it was decided to complete the B.Ed. syllabus by the 15th May 2022 and conduct remedial classes till 30th May 2022.
4. After discussion it was decided to collect all practical files.
5. It was decided to promote admissions in the new session for that advertising work should be started. It was also decided to make one team which can look after advertising work. It was decided to conduct a weekly meeting regarding admissions and submit report.
6. In the meeting it was decided to collect feedback forms from the students before the last working day.
7. A discussion was held regarding the improvement in website. It was proposed to upload some good presentations of students on the college website.

The Chairperson IQAC congratulated all the members upon successful uploading of all AQARs, DVV and SSR and thanked all members for attending the meeting.


COORDINATOR IQAC