

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on 05.08.2017 at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 06.05.2017 were read and confirmed.

Agenda 2: Screening of Action Plan for the session 2017-18

- Screening and revision of the Action Plan for the new academic session.

Agenda 3: Development of admission strategies

- Publicity should be done at large scale for securing 100% admissions of both the courses B.Ed. and D.El.Ed. through pamphlets, newspaper advertisements, notices, circulars and website update.

Agenda 4: Guidance and Counseling of students during admission

- Mr. Himanshoo K. Sharma will be assigned the duty of verification of documents and Ms. Shagufta will provide the proper guidance and counseling to the students of B.Ed. and D.El.Ed. at the time of admission.

Agenda 5: Coordination of the Training Programme for Teachers organized by CALEM

- Dr. Samina Fazli, Principal of ABIE will Coordinate a six days training programme (from 8th – 14th August, 2017) on Academic Leadership organized by CALEM of MHRD for the Professional Development of Teachers.

Agenda 6: Organization of Guest Lecture for the students

- A Guest Lecture will be organized for the students of B.Ed.

Agenda 7: Observance of National and International Days

- Programmes will be organized to observe the National & International Days: Gandhi Jayanti, Teachers Day and World Heart Day.

Agenda 8: Cleanliness Campaign to promote Swatchh Bharat Abhiyan

- Awareness Campaign will be organized by the students to promote Swatchh Bharat Abhiyan in the month of September.

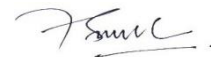
Agenda 9: Organization of Welcome Party for B.Ed. First Year Students

- A welcome party for the freshers will be organized by the seniors i.e. second year students in the month of August, 2017.

Agenda 10: Internship of B.Ed. second year students

- The students of B.Ed. second year students shall observe internship from the month of September in Al-Barkaat Public School and Al-Barkaat Afternoon School. In this regard Dr. Samina Fazli and Mrs. Shagufta have to coordinate with the schools to organize internship.

The meeting ended with a vote of thanks to chair.



Dr. Tabassum Qamar
Coordinator, IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03.11.2017 at 12:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 05.08.2017 were read and confirmed.

Agenda 2: Organization of Educational Tour

- An educational tour for the students of B.Ed. will be organized in the month of November.

Agenda 3: Organization of the Guest Lectures and Workshops for the students

- Dr. Faiz-e-Nabi, TPO of Al-Barkaat Institute of Management Studies will be invited to deliver a Lecture on 'Role of Education in Holistic Development' for the students of ABIE.
- A session will be organized on the occasion of World Heart Day in order to generate the awareness of the causes and prevention of AIDS pandemic.

Agenda 4: Participation of the students in the programmes organized by District Minority Welfare Officer, Aligarh

- Al-Barkaat Institute of Education will host a one Day Seminar on 'Logical Explanation of Scientific Discoveries and Exhibition' organized by District Minority Welfare Officer on 9/12/2017 for the promotion of scientific discoveries among Madarsa students.
- Students of B.Ed. and D.El.Ed. will encourage to participate in Science Exhibition and Science Activities organized by Zila Vigyan Club Aligarh from 22nd January to 2nd February, 2018.

Agenda 5: Participation in Orientation Programme

- Dr. Samina Fazli, Principal of ABIE will participate in one week orientation programme organized by NIEPA for the Heads of Minority Managed Institutions of Higher Learning from 15-19 January, 2018.

Agenda 6: Celebration of National and International Days

- On National Education Day a Symposium on “Life and Teachings of Abul Kalam Azad” will be organized.
- On Childrens Day. A discussion on ‘Jawaharlal Nehru: A great visionary of Modern India, Rights of Children, Care and Education of Children’ will be held.
- During Qaumi Ekta Week various programmes: Group Discussion, Chart Making Competition, Awareness Session on ‘Dignity of Labour’, Skit Competition, Lecture on ‘Importance of Women in Indian Society and their Contribution in Nation Building’ and Awareness Session on ‘Conservation of Natural Resources’ will be organized.
- On World Minority Day, a discussion about the rights of Minorities in India will be held.
- On National Youth Day, a discussion on Swami Vivekananda’s ideals and philosophy will be held with the students.
- On Republic Day, programme will be organized by ABIE on behalf of Al-Barkaat Educational Institutions.

Agenda 7: Internship of B.Ed. first year students

- A one week internship for the students of B.Ed. first year will be organized in the month of December in Al-Barkaat Public School and Al-Barkaat Afternoon School. In this regard Dr. Samina Fazli and Mrs. Shagufta have to coordinate with the schools to organize internship.
- One week Community Work, a part of B.Ed. curriculum, will also be organized in the month of December for the students of B.Ed. first year in the vicinity area of ABES.

Agenda 8: Observance of Vigilance Awareness Week

- Students of B.ED. and D.El.Ed. will encourage to participate in the activities on “My Vision: Corruption Free India” organized during Vigilance Awareness Week by Al-Barkaat Institute of Management Studies.

The meeting ended with a vote of thanks to chair.



Dr. Tabassum Qamar

Coordinator IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on 04.02.2018 at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 03.11.2017 were read and confirmed.

Agenda 2: Practical Examination of the students of B.Ed. I year and II year

- The practical examinations of the students of B.Ed. I year and II year are going to be start from 10th February. All the teachers will make it sure that the records and files of the students are completed in all respect.

Agenda 3: Acceptance of the invitation for Guest of Honour in two days National Conference organized by MANUU, Hyderabad

- Dr. Samina Fazli, Principal of ABIE will attend the two days National Conference as Guest of Honour organized by MANUU, Hyderabad.

Agenda 4: Preparation of Seminar Proposal as per the guidelines of ICSSR

- Dr. Tabassum Qamar, Research and Extension Cell Incharge, will prepare a Seminar Proposal as per the guidelines of ICSSR and send it to get the grant for its organization.

Agenda 5: Organization of Awareness Rallies

- All the students of D.El.Ed. of Al-Barkaat Institute of Education will hold an Awareness Rally for 'prevention of diseases' in the local community.
- The students of D.El.Ed. along with teaching faculty will hold a Rally under Sarva Siksha Abhiyan to generate awareness among the parents residing in the nearby area on the needs of educating children.

Agenda 6: Sessional Tests mark analysis

- Analysis of the sessional marks obtained by the students in their respective subjects will be done.
- An interactive session with the students will be held in order to discuss their performance and the improvement needed.

Agenda 7: Celebration of National and International Days

- On National Science Day, students of M.Ed. (Interns) will organize the science activities on the theme of ‘Science and Technology for Sustainable Future’.
- On International Women’s Day (8th March, 2018), Dr. Shazia Amani, Incharge of Women Cell will organize a Symposium on the topic “Women Empowerment: Dimensions and Measures for Progress”.
- The students and faculty members of ABIE will participate in the Blood Donation Camp organized on the occasion of International Happiness Day 28th March, 2018.
- Earth Day will be celebrated in ABIE to highlight the necessity of planting trees and keeping the environment clean for a healthy and happy life.
- Students seminar on Ideologies of Dr. Bhim Rao Ambedkar will be organized on his Birth Anniversary (14th April, 2018).

Agenda 8: Students’ Seminar

- Students’ Seminar will be organized by the teaching faculty in their respective subject on the topics assigned.

Agenda 9: Second Sessional Test

- The Examination Committee Incharge, Dr. Shazia Amani will prepare and announce the schedule for seconded Sessional test.

Agenda 10: Internship of B.Ed. I year students and M.Ed. students from A.M.U.

- Students of B.Ed. I year will go to Al-Barkaat Public School for two- weeks internship from 5th- 19th April, 2018.
- 1) Mrs. Shagufta will assign teacher in-charge for supervision of B.Ed. students during internship.
- Mrs. Shagufta will also be responsible for Coordinating M.Ed. internship and for managing the B.Ed. classes during internship.
 - All the teachers will check their respective class assignments and provide feedback to the M.Ed. students.

Agenda 11: Participation of teachers in Faculty Development Programme

- All the faculty members will attend the Faculty Development Programme organized by Al-Barkaat Institute of Management Studies on 20th April.

The meeting ended with a vote of thanks to chair.



Dr. Tabassum Qamar
Coordinator, IQAC

MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on 05.05.2018 at 2:00 p.m.

Following were present in the meeting:

1. Prof. S. M. Amin, President, ABES
2. Mr. S. Aman (Member, ABES)
3. Dr. Ahmad Mujtaba Siddiqui (Joint Secretary, ABES)
4. Dr. F.U. Siddiqui (Coordinator, ABEIs)
5. Dr. Nakhat Nasreen (Associate Professor, Dept. Of Education, AMU, Aligarh)
6. Dr. Samina , Principle, ABIE
7. Mr. Himanshoo Sharma, Asst. Professor, ABIE
8. Mrs. Shagufta, Asst. Professor, ABIE
9. Dr. Shazia Amani, Asst. Professor, ABIE
10. Dr. Tabassum Qamar (Coordinator, IQAC)

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 04.02.2018 were read and confirmed.

Agenda 2: Feedback from students

- Feedback for each course and each teacher's performance will be taken and analysis will be done using 4 point scale. Dr. Tabassum Qamar will take the feedback on the format provided in SAR Manual for Teacher Education Institutions.

Agenda 3: Knowing the satisfaction level of students regarding teaching and student support services

- The IQAC members were enquired about the proper provision of facilities made available to students under student support services. Though students showed full satisfaction, better student support services were assured for next year.

Agenda 4: Announcement of Summer Vacation

- 15th May will be the last working day for B. Ed. students. The summer vacation for B.Ed. students as well faculty will be announced from 15th May.
- All the teachers will inform the Principal about syllabus covered till date and checking of their respective class assignments.
- Classes of B.Ed. will start from 9th July and of D.El.Ed. from 5th July.

Agenda 5: Participation of senior faculty in Orientation Programme organized by NIEPA

- Senior Lecturer of ABIE, Ms. Shagufta, will attend one week 10th Annual Orientation Programme on Administrative Leadership organized with the collaboration of NIEPA-MANUU for the Minority Managed Institutions started on 2nd July, 2018.

Agenda 6: Celebration of National and International Days

- World Environment Day on 5th June will be celebrated by the institution.

Agenda 7: Intimation about the D.El.Ed. Exam Centre

- ABIE will be the Exam Centre for D.El.Ed from 1st – 3rd May, where faculty members will be the invigilators and teaching will be suspended during the exam dates.

Agenda 8: Organization of the Guest Lecture

- All the students will attend the Guest Lecture on “Audio-Lingual Method for Effective Teaching” on 2nd June, 2018. Dr. Tazeen Mujahid Siddiqui, Chairperson PTA, International Educational Academy will be the invited guest.

Agenda 9: Farewell Party

- A Farewell Party will be organized in Al-Barkaat Institute of Education on 12th May by the students of B.Ed. first year to bid farewell to the outgoing students of B.Ed. second year.

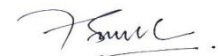
Agenda 10: Submission of files by Cell In-charges

- The In-charges of all the Cells and Committees were directed to submit the files containing the whole year documentation by the end of July, 2016 to the IQAC coordinator.

Agenda 11: Preparation and submission of AQAR

- The annual Report of IQAC (AQAR) will be prepared and submit to NCTE by the Coordinator of IQAC.

The meeting ended with a vote of thanks to chair.



Dr. Tabassum Qamar

Coordinator, IQAC