

MINUTES OF THE IQAC MEETING

Session 2020-21

A meeting of Internal Quality Assurance Cell (IQAC) was held on **03.08.2020** 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, Assistant Professor, ABIE
8. Mrs. Shagufta, Assistant Professor, ABIE
9. Dr. Saba Anees, Assistant Professor, ABIE
10. Dr. Afshan Anees, Assistant Professor, ABIE
11. Dr. Tabassum Qamar, Coordinator, IQAC

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 02.05.2020 were read and confirmed.

Agenda 2: Screening of Action Plan for the session 2020-21

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

Agenda 3: Discussion about NAAC 2nd cycle Accreditation

- Restarting the procedure for second cycle of NAAC as per the new guidelines issued by NAAC during COVID-19.
- IQAC Coordinator has been entrusted the responsibility to complete and start uploading the pending AQARs online on the NAAC portal before the last date.
- Reorganization of the IQAC composition as per the NAAC requirement.
- Deputation of the work to all the faculty members regarding the second cycle of NAAC.
- Updating the college website regularly.
- Uploading all the necessary documents on website as per the requirements of NAAC.

Agenda 4: Framing of strategies to conduct curricular and co-curricular activities via Online Mode

- Continuing the classes via online mode till further notification of the government.
- Adopting the strategies to run classes via online mode smoothly.
- Time Table should be framed to run classes via online mode and to cover the course timely.

- For making the Online teaching convenient, teachers were instructed to modify their methods of teaching as per the requirement of students.
- Teachers were instructed to prepare video presentation of the lessons as per the requirement of the content.
- Teachers were instructed to prepare more attractive lesson plans and video integrated lessons to facilitate learning.
- Boosting the morale of students by providing them counseling, when needed.
- Teachers will give and submit the assignments to the students on Google classroom.
- Sessional Tests will be conducted online using Google Form.
- All other activities will be conducted via online mode due to Lockdown.

Agenda 5: Organization of Co-curricular activities during Lockdown

- Online Rakhi making competition on the occasion of Raksha Bandhan on 3/08/2020.
- Celebration of 74th Independence Day via online mode by organizing programmes for students.
- Organization of activities under Language Club.
- Organization of Online Guest lecture for students.
- Organization of Slogan Writing Competition on National Literacy Day (08/09/2020).
- Organization of Speech Competition on National Hindi Diwas on 14/09/2020.


Agenda 6: Observance of National and International Days


- Programmes will be organized to observe the National & International Days: 74th Independence Day, National Sports Day, Hindi Diwas, Gandhi Jayanti, Teachers Day, National unity Day and World Heart Day.

Agenda 7: Celebration of Birth Anniversaries

- A discussion on the 'Ideas and Vision on Education and Dreams of Dr. APJ Abdul Kalam Azad' to pay tribute on his birth anniversary on 15th October, 2020.
- A programme organized with the participation of the students of B.Ed. and D.El.Ed. on the birth anniversary of Sir Syed Ahmad Khan, a social activist, philosopher and educationist on 17th October 2020.
- A discussion on the contribution of Sardar Vallabh Bhai Patel, Iron Man of India in unifying the country on his birth anniversary 31st October, 2020.

The meeting ended with a vote of thanks to chair.


Dr. Tabassum Qamar
Coordinator, IQAC


Principal
Al-Barkaat Institute of Education
Anoopshahr Road, Aligarh



MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on **02.11.2020** 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, Assistant Professor, ABIE
8. Mrs. Shagufta, Assistant Professor, ABIE
9. Dr. Saba Anees, Assistant Professor, ABIE
10. Dr. Afshan Anees, Assistant Professor, ABIE
11. Dr. Tabassum Qamar, Coordinator, IQAC

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 03.08.2020 were read and confirmed.

Agenda 2: Making changes in the Time Table for assisting the students

- Classes will be arranged in the time table for self study and for the preparation of the UPTET/CTET Exams.

Agenda 3: Submission of Proposals for National Seminar and for Capacity Building Programme

- Research and Extension Cell Incharge was entrusted the responsibility to prepare a National Seminar Proposal to be submitted to ICSSR for funding.
- The members of the Research and Extension Cell were given the responsibility to prepare a proposal for Capacity Building Programme.

Agenda 4: Submission of Performance Appraisal Report (PAR) on NCTE Portal

- The Principal with the Coordinator of IQAC will prepare PAR and submit it on NCTE Portal before the last date.

Agenda 5: Organization of activities for sustainable development practices

- All Cells and committees will organize a Quiz competition and other activities to enhance the behavior of students towards sustainable development.
- All committees and cells will organize programme quarterly.
- Eco-Club of students will be formed.
- Promotion of Rain Water Harvesting.
- Promotion of Save Energy.

- Initiating a Water Recharge Drive.

Agenda 6: Organization of Science Exhibition on ‘Continuous Development of Science and Technology’

- As per the instructions of DIET, D.El.Ed. department will organize a Science Exhibition on the theme ‘Continuous Development of Science and Technology’ where students of 5 different colleges take part and present their working, non-working models, and charts..

Agenda 7: Organization of Community Need based and outreach Programme

- Blood Donation Camp in collaboration with JNMC will be organized to develop the spirit of saving lives of others by donating their blood among the students.
- Awareness sessions and Rallies to generate awareness among students and local people about the present issues of the society.

Agenda 8: Organization of activities for value orientation

- On **National Education Day** (11th November) a discussion by the students will be held on the contribution of Maulana Abul Kalam Azad to Education and the Country.
- On **Children’s’ Day** (14th November), teachers will organize a programme for the students to celebrate the birth anniversary of Pandit Jawaharlal Nehru.
- During **Qaumi Ekta Week** (19th – 25th November) various programmes and activities will be conducted following the theme “Secularism, Anti-communalism and Non-violence”.
- On **International Day of Persons with Disability – 3rd December 2019**, a small activity will be assigned to the students of B.Ed. in the classroom to sensitize them about the hindrances disabled persons faced in their day to day life.
- On **World Minority Day** (18th December), a discussion about the ‘Rights of Minorities in India’ will be held.
- On **National Youth Day** (12th January), a discussion on Swami Vivekananda’s ideals and philosophy of life will be held with the students.
- On **National Voters Day** (25th January) a programme will be organized on the theme of 2020, ‘Making Our Voters Empowered, Vigilant, Safe and Informed’, to envisage active and participative voters during elections.’
- On **Republic Day** (26th January), programme will be organized by ABIE.
- In continuation of **Swachhta Pakhwada** an initiative of UGC, different activities will be assigned to students as per the schedule provided.

Agenda 9: Internship of B.Ed. and D.El.Ed. first year students

- A one month 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.
- One month internship for the students of D.El.Ed. III semester will be organized as per the instructions of DIET, Aligarh.
- One week workshop for Micro Teaching.

The meeting ended with a vote of thanks to chair.



Principal
Al-Barkaat Institute of Education
Anoopshahr Road, Aligarh



Dr. Tabassum Qamar
Coordinator IQAC



MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on **06.02.2021** 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, Assistant Professor, ABIE
8. Mrs. Shagufta, Assistant Professor, ABIE
9. Dr. Saba Anees, Assistant Professor, ABIE
10. Dr. Afshan Anees, Assistant Professor, ABIE
11. Dr. Tabassum Qamar, Coordinator, IQAC

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 02.11.2020 were read and confirmed.

Agenda 2: Preparation of 2nd Cycle of Accreditation

- The coordinator of IQAC will update the website as per the requirement of NAAC.
- Pending AQARs will be uploaded on NAAC before the deadline.
- Preparation will start for applying 2nd cycle of Accreditation.

Agenda 3: Responsibilities assigned to Cells and Committees

- The Incharge of Research and Extension Cell will submit the proposal of organizing National Dr. Tabassum Qamar, Research and Extension Cell Incharge, will submit the proposal prepared for organizing National Seminar.
- The Incharge of Examination Cell (B.Ed.) will prepare a schedule for conducting II Sessional tests of B.Ed. I year in the month of March.
- The Incharge of Examination Cell (D.El.Ed.) will conduct the first Sessional Tests of I semester in the 2nd week of February.
- The Incharge of Examination Cell (D.El.Ed.) will start preparing the students mentally for the examination of D. El. Ed 1st semester and 3rd semester which will held as per the guidelines of DIET.
- The Incharge of Research and Extension Cell was instructed to encourage the faculty members to work on publications.

Agenda 4: Responsibilities assigned to faculty members of D.El.Ed.

- As IV semester is going to be started from February, the faculty members will prepare the Academic Calendar and Time-Table of this semester.
- The language teacher was instructed to create Language Club for the promotion of English and Hindi Language.
- 20 min Extra Input questions and other important questions for competitive exams like UPTET & CTET will be given to the students.

Agenda 5: Organization of Activities under various Cells and Committees

- Under Placement Cell, a **Workshop on 'Self Introduction'** will be organized on 22nd February for the students of B.Ed. I year, so that in a job interview, they can create a first and best impression on interviewers.
- The Incharge of Art and Craft Resource Centre will make proper arrangement for organizing a 3-days workshop on **Fevicryl Hobby Ideas**.

Agenda 6: Organization of Scout and Guide Camp

- Preparation will be done for organizing Scout and Guide Camp in the first week of March for the students of B.Ed. and D.El.Ed.

Agenda 7: Internship Programme of B.Ed. and M.Ed. Students

- Sixteen weeks Internship Programme for B.Ed. II year students will be held at Al-Barkaat Public School, Aligarh.
- Three weeks Internship of M.Ed. students, Department of Education, AMU, Aligarh will start in ABIE from 24th February to 20th March, 2020. The Coordinator of Internship will collaborate with In Charge in Dept. of Education, AMU, and prepare a plan for proper execution of Internship.

Agenda 8: Students' Seminar

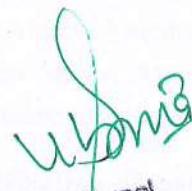
- Students' Seminar will be organized by the teaching faculty in their respective subject on the topics assigned.


Agenda 9: Organization of activities for inculcating values among students

- On National Science Day, students of M.Ed. (Interns) will organize the science activities on the theme of 2021..

- On International Women's Day (8th March, 2021), M.Ed. interns will organize a programme under the guidance of Women Cell Incharge.
- Earth Day (22nd April) 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, 2021).

The meeting ended with a vote of thanks to chair.


— Principal
Al-Barkaat Institute of Education
Anoopshahr Road, Aligarh


Dr. Tabassum Qamar
Coordinator IQAC



MINUTES OF THE IQAC MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held online on **01.05.2021** 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)
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9. Dr. Saba Anees, Assistant Professor, ABIE
10. Dr. Afshan Anees, Assistant Professor, ABIE
11. Dr. Tabassum Qamar, Coordinator, IQAC

Agenda 1: Certification of last minutes

- Minutes of the last IQAC meeting held on 07.02.2021 were read and few were not confirmed because of lockdown due to COVID-19 pandemic.

Agenda 2: Announcement of Tutorial and Remedial Classes

- Starting Tutorial Classes in the month of May.
- Starting Remedial Classes for weak students.
- Time Table will be framed according to the tutorial and remedial classes.

Agenda 3: Conduction of Mock Examination and Interviews

- Teachers are advised to prepare a question bank of their respective subject containing 200 questions.
- All teachers are advised to submit two sets of question paper of their respective subject for Mock Examination on the pattern prescribed by DBRAU, Agra.
- Online teaching must be made convenient and should fulfill demands of students and modification will be done when and where required.
- Boosting the morale of students by providing them counseling, when needed.
- Teachers will keep reminding the students to complete their assignments and other practicum material while staying at home.

Agenda 4: Encouraging Faculty members for research contribution

- Incharge of Research and Extension Cell was entrusted the responsibility to prompt the Faculty members to work for publication for their professional growth.

Agenda 5: Submission of records by the respective 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, 2020 to the IQAC coordinator.

Agenda 6: Preparation and submission of AQAR

- The annual Report of IQAC (AQAR pending) will be prepared and submitted to NAAC by the Coordinator of IQAC before the due date.

The meeting ended with a vote of thanks to chair.

Dr. Tabassum Qamar
Coordinator, IQAC

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