

MINUTES OF THE IQAC MEETING

Session 2019-20

A meeting of Internal Quality Assurance Cell (IQAC) was held on **03.08.2019** 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 02.05.2019 were read and confirmed.

Agenda 2: Screening of Action Plan for the session 2019-20

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

Agenda 3: Discussion about NAAC 2nd cycle Accreditation

- Starting the procedure for second cycle of NAAC as its accreditation is going to expire in March, 2020.
- IQAC Coordinator has been entrusted the responsibility to start finding out the process with new guidelines issued by NAAC.
- Managing the composition of IQAC according to changed demand
- Involvement of D.El.Ed. Faculty in IQAC composition of different cells
- Need to renovate website as most of the features are not supporting for updates

Agenda 4: Distribution of responsibilities for utilization of schemes of UGC/ ICSSR etc.

- Faculty members were given responsibility to prepare seminar proposal and minor research project proposal under UGC/ICSSR schemes.
- Entrusting the responsibility to IQAC coordinator for making a proposal to apply for funds from UGC for strengthening IQAC under 2 f & 12 B schemes.

Agenda 5: Announcement of the Schedule of First Sessional Test

- Examination Committee Incharge was directed to prepare and announce the schedule of First sessional Tests of B.Ed. I year.



Agenda 6: Organization of Co-curricular activities

- A Symposium on “Educational Philosophy of Dr. Radhakrishnan” on the occasion of Teachers Day 5th September, 2019.
- A Career Counseling Session on 7th September, 2019 by Career Sathi of Mahindra Educational Pvt. Ltd. for the students of B.Ed. and D.El.Ed under Placement Cell.
- “Career and Career Counselling” Session under Placement Cell on 21st September, 2019 for the students of all courses.
- Guest Lecture on “Water Conservation and No to Plastic: Need of Hour” on 30th September, 2019.

Agenda 7: Holding Awareness Rallies and Drives by the students

- Ensuring the participation of faculty members and students of ABIE in Mass Tree Plantation Drive on 9th August 2019, drawn up by the Uttar Pradesh government to create a sort of record by planting 22 crore saplings in a day, also known as ‘Kranti Divas’.
- A rally will be held against the use of polythene and to generate awareness among the residents about the ill effect of the plastic bags on environment.
- An awareness drive will be launched outside the Al-Barkaat Campus as part of ‘Swachhta Pakhwada’ Campaign.

Agenda 8: Observance of National and International Days

- Programmes will be organized to observe the National & International Days: 73rd Independence Day, National Sports Day, Hindi Diwas, Gandhi Jayanti, Teachers Day, National unity Day and World Heart Day.

Agenda 9: 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, 2019.
- 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 2019.
- A discussion on the contribution of Sardar Vallabh Bhai Patel, Iron Man of India in unifying the country on his birth anniversary 31st October, 2019.

Agenda 10: Organization of Welcome Party for B.Ed. First Year Students

- A welcome party for the freshers will be organized by the seniors, B.Ed. second year students in the month of August, 2019.

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 **02.11.2019** 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 03.08.2019 were read and confirmed.

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

- As per the requirements of UPTET/CTET preparation slight change will be made in the Time Table so that teachers can assist the students in the deputed period for the preparation of 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 by December 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 31st December.

Agenda 5: Organization of activities by Cells and Committees

- Placement Cell will organize a Quiz competition and written tests of B.Ed. v/s D.El.Ed. Students to prepare them for UPTET & CTET upcoming Exams.
- Women Cell will organize a programme on 'Women Sensitization' in the month of November.
- An awareness session will be organized under Placement Cell on Distance Education in the month of December. The incharge of the cell will contact the Director of IGNOU and



invite him as Resource Person to brief out the various courses offered by IGNOU for the teacher trainees. Such courses will help in enhancing the knowledge of the teachers and students and enriching their CV.

- A workshop will be organized under Placement Cell on 'Resume Writing' in the month of January.
- Under Research and Extension Cell, the incharge will conduct a Workshop on '**Effective Academic Paper Presentation**' in the coming months for the faculty members and students of B.Ed. and D.El.Ed.

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 Blood Donation Camp

- 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.

Agenda 8: Celebration of National and International Days

- 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 2019, '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: Celebration of 95th Birth Anniversary of Shri Atal Bihari Vajpayee

- As per the instructions of U.P. Government, ABIE will celebrate the 95th Birth Anniversary of Bharat Ratan Shri Atal Bihari Vajpayee, the former Prime Minister of India on 25th December, 2019.

Agenda 10: Internship of B.Ed. and D.El.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.
- One month internship for the students of D.El.Ed. I and III semester will be organized as per the instructions of DIET, Aligarh.

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 **01.02.2020** 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, 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 02.11.2019 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 2nd semester is going to be started from 6th 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** from 27 – 29th February.

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

- 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: Celebration of National and International Days

- On National Science Day, students of M.Ed. (Interns) will organize the science activities on the theme of 2020 ‘Women in Science’.
- On International Women’s Day (8th March, 2020), 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, 2020).

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 online on **02.05.2020** 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, 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 01.02.2020 were read and few were not confirmed because of lockdown due to COVID-19 pandemic.

Agenda 2: Curricular and Co-Curricular Activities framed during Lockdown

- Strategies were framed to conduct classes via online mode.
- Co-curricular and extracurricular activities were at a halt due to lockdown.
- Second Sessional were cancelled due to lockdown.
- Time Table was framed to run classes during lockdown and to cover the course timely.
- Organized an Online Program 'COVID' to motivate the students to cope in this situation.
- Proper counseling was provided to students to boost their morale.

Agenda 3: Framing of strategies to conduct curricular and co-curricular activities via Online Mode

- Online teaching must be made convenient and should fulfill demands of students and modification will be done when and where required.
- Teachers were instructed to prepare more attractive ppts and video integrated lessons to facilitate learning.
- 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.
- Sessional Tests will be conducted online using Google Form.

Agenda 4: Organization of Online Programmes



- An online programme on ‘**Techno-stress involved in work from Home Mode**’ will be organized from 11th to 14th June, 2020 by the faculty member.
- All the teachers were encouraged to organize such online programmes while staying at home.

Agenda 5: 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 6: Announcement of Summer Vacation

- The summer vacation for B.Ed. students as well faculty will be announced from 11th June.
- 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 1st July, 2020.

Agenda 7: 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 8: 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