



Dr. Rafiq Zakaria Campus

Marathwada College of Education

(NAAC Accreditation Grade 'A')

Rauza Bagh, Aurangabad, Maharashtra

IQAC

MEETING NOTICE

8th Aug. 2020

All the members are informed that there will be a meeting in the IQAC meeting hall to discuss on the following issues –

Agenda:

1. Following COVID norms and Social Distancing
2. Conduction of theory classes through online mode
3. Preparation of CAS proposals
4. First year admission for the Academic year 2020 – 2021
5. Any other

Minutes of the meeting:

1. Following COVID norms and Social Distancing:

All the members agreed that sanitizing facilities like face mask, sanitizer, spray pump, should be purchased by the college. Posters and banners appealing to maintain social distancing should be placed in public areas. Meetings should be held in a big hall where participants can sit maintaining social distancing. Students coming for admission enquiry should be instructed to follow social distancing norms.

2. Conduction of theory classes through online mode

All the members agreed that in view of the pandemic and instructions issued from the Joint Director, Higher Education and the University, online classes will have to be continued till further notice. If some portion of the syllabus is still incomplete then the same can be completed by using Zoom videoconferencing, Google meet, and TeachMint. IQAC will provide all possible help and technical support for online lectures.

A timetable of on line class is prepared according to the consent given by the faculty, the faculty will follow the timetable. A screen shot of the students attending the classes has to be taken and preserved as Attendance Record and same should be forwarded to Shoeb Khan or Syed Rizwanuddin.

3. Preparation of CAS proposals

All the members agreed that faculty who are having placements should start preparing CAS proposals and if required can seek guidance from the IQAC coordinator.

4. First year admission for the Academic year 2020 – 2021

CET Cell has conducted CET for admission to B.Ed. colleges across the State of Maharashtra. CAP round has also started and students will have to visit college for taking admission.

All the members agreed that it is essential that social distancing should be strictly enforced at the time of admission. The Principal has constituted an Admission Committee, that committee will verify the documents.

Since, there was no matter for discussion the meeting was concluded with the permission of the chair.

ACTION TAKEN REPORT

As was decided in the meeting about the precautionary measures to be taken due to COVID, college has procured materials like face masks, sanitizers, spray pumps. Notices, and instructions regarding social distancing is also displayed in public areas of the college.

As per the decision in the meeting regarding online classes, a timetable is prepared for online lectures. Teachers have registered students in their online classes and platforms like Zoom videoconferencing, Google Meet, TeachMint, etc being used by the teachers. Teachers are preferring Zoom videoconferencing as it is comparatively easier than other platforms.

Faculty who are due for CAS promotion have started preparing their API details under the guidance of coordinator of IQAC. As soon as University organises camp for CAS,

teachers will appear for the same. Two teachers will appear for Level 13A, while one will appear for Level 12.

A committee is formed for B.Ed. I year admission, task is assigned to the members of the committee, as per the directives social distancing protocol is followed for the students coming for admission.

MEETING NOTICE

10th Oct. 2020

All the members are informed that there will be a meeting in the IQAC meeting hall to discuss on the following issues –

Agenda:

1. FDP & STC Courses for faculty
2. University Examination through Blended mode
3. Organising National/International Seminar
4. Any other

Minutes of the meeting:

1. FDP & STC Courses for faculty:

All the members agreed that faculty members should undertake courses like FDP, STC, Webinars, Conference which are organised by various universities through online mode like Gujarat Universities STC on e-content development. IQAC will provide information regarding the courses available. Faculty should take advantage of online facility and enhance their academic profile. These courses will definitely help in CAS.

2. University Examination through Blended mode

Dr. Babasaheb Ambedkar Marathwada University has issued a notice and timetable regarding theory examinations which was to be scheduled on April 2020 but due to the pandemic the examination will now be conducted in October 2020. The papers will be based on MCQ and students will be able to appear for the examination through online mode from his home or the place of his own choice. Further, University has also facilitated offline mode for those students who do not have access to smartphone.

Hence all the members agreed that the college under the guidance of IQAC will facilitate students appearing through offline mode and even provide space for those students who desires to appear for online mode through their own smartphones.

3. Organising National/International Seminar

With the ease in the restrictions on social distancing the college can again plan for a National or International level seminar which was in the pipeline. All the members agreed that teachers associated with language pedagogy should come up with a proposal for a Seminar with funding from any Govt. agency.

Since, there was no matter for discussion the meeting was concluded with the permission of the chair.

ACTION TAKEN REPORT

As per the decision in the meeting, faculty members have started participating in FDP and STC courses, since most the courses are based on online mode it is easier for the faculty members to enrol and attend the courses.

Dr. Babasaheb Ambedkar Marathwada University has declared that the University examination will be held through blended mode (online & offline). Hence, the college provided all necessary technical assistance to the students who opted to appear online and for offline students examination centre was made as per the guidelines of the University and examination was conducted accordingly.

The college successfully organised a seminar on 18th Feb. 2021 the title of the seminar was jamae satah par Urdu ki tadrees, this seminar was in collaboration with National Council for Promotion of Urdu Language (NCPUL), New Delhi.

MEETING NOTICE

13th March 2021

All the members are informed that there will be a meeting in the IQAC meeting hall to discuss on the following issues –

Agenda:

1. Microteaching Activity through online mode
2. COVID Awareness through Internship Activity
3. Completion of NAAC Accreditation duration

4. Any other

Minutes of the meeting:

1. Microteaching Activity through online mode:

All the members agreed that IQAC will help in providing technical aspect for the conduction of Mircoteaching Activity through online mode. This will be the first time of the college to conduct Microteaching activity through online mode. All the students will have to be notified to keep their mobile phones ready with internet data. Faculty will have to take a counselling session as to how this activity is going to take place and after detailed explanation and trial microteaching activity should be commenced.

2. COVID Awareness through Internship Activity

All the members agreed that in view of lockdown of educational institutions, internship activity should be continued. IQAC members suggested that COVID awareness programmes should also be included in internship and students should also spread awareness amongst their family members and neighbourhood.

3. Completion of NAAC Accreditation duration

In May 2022 the duration of Accreditation will be over. Members of IQAC reviewed the duration and positive outcomes were discussed. The coordinator also informed the members that pending AQARs should be completed as due to COVID the work on it could not be carried out.

Coordinator also informed the members that many students of the college have cleared CTET by taking guidance from the faculty.

Since, there was no matter for discussion the meeting was concluded with the permission of the chair.

ACTION TAKEN REPORT

As decided in the meeting that Microteaching activity for students of B.Ed. I year will be held online. A list of allotted students is provided to each faculty member, the faculty contacted the students, a WhatsApp group for each group is formed by the faculty and groupwise activity started. Mostly Zoom videoconferencing was adopted

by the faculty. Before actual activity theory of microteaching was taught and a counselling session on how microteaching activity will be held was explained to the students.

Since, lockdown is again enforced in educational institutions, internship activity if carried out through online mode. Teacher trainees are spreading awareness among the students, their family members regarding the precautionary measures to be adopted to stop the spread the COVID.

IQAC Coordinator has also started working on pending AQARs faculty members are assigned criteriawise work as per the notice issued way back in Jan 2020.

MEETING NOTICE

16th Oct 2021

All the members are informed that there will be a meeting in the IQAC meeting hall to discuss on the following issues –

Agenda:

1. Second year counselling programme
2. Preparation of AQAR and submission
3. Organisation of vaccination camp for faculty and students in the college campus
4. Eco friendly activity under Go Green Club
5. Any other

Minutes of the meeting:

1. Second year counselling programme

Members of the IQAC agreed with the decision of the Principal that Counselling Programme for second year students should be arranged through online mode. A Google Meet code will be generated that will be shared with the students so that they can attend the same online the code will be circulated in the Whatsapp group of B.Ed. Second year students.

2. Preparation of AQAR and submission

All the members agreed that Criterion wise AQAR work should be distributed among the faculty, the reports for last two years are pending. Coordinator of IQAC also informed the members that a relaxation in date for AQAR submission is expected

from NAAC but still faculty should start working on Criteria and submit to the IQAC at the earliest.

3. Organisation of vaccination camp

In the persuasion of the Principals and Coordinators of IQAC of all the colleges of the campus, Vaccination Camp is being organized by the Dept. of Health in the college campus. All the members agreed that students, teaching and non-teaching staff should take advantage of the camp.

4. Go Green Club

With relaxation in the lockdown and opening of educational institutions, co-curricular activities can be organised in the college. Members agreed that Go Green club should undertake some activities related to environment preservation.

Since, there was no matter for discussion the meeting was concluded with the permission of the chair.

ACTION TAKEN REPORT

As decided in the meeting counselling session of the students of B.Ed. II year was organised through online mode. Google Meet platform was used, in this counselling the syllabus of was explained to the students.

For AQAR reports, criterion wise distribution is already done and teachers are working on their respective criterion, the pending AQARs will be completed first as it has to be uploaded to NAAC portal.

Since, it is compulsory for the staff and students to take two vaccines, a vaccination camp was organised by Dept. of Health in the campus. Teaching, non-teaching staff, students took full advantage of this camp.