

**H.G.M.AZAM COLLEGE OF EDUCATION, PUNE**

Dear Sir/Madam,

It is my pleasure to inform you that the first Meeting of the Internal Quality Assurance Cell for the year 2015-16 will be held on Saturday 27<sup>th</sup> June 2015 in the principal's office on 10.30 am. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda:

1. To approve the minutes of last meeting.
2. To decide the policies for recruitment of staff for B.A.B.Ed. Course.
3. To plan for orientation of faculty regarding revised M.Ed. syllabus 2015.
4. To analyze the revised M.Ed. syllabus 2015.
5. To analyze the revised B.Ed. syllabus 2015.
6. To take a review of college activities for the year 2014-15.
7. To discuss regarding staff profile and recruitments according to NCTE regulations.
8. To take a review of renovation activities in new building.
9. To take decisions regarding allotment of rooms for various departments.
10. To take a review of college activities for the year 2015-16.
11. To analyze the last year's result of all the courses.
12. To develop tentative plan for the current academic year for all the courses.
13. To distribute the departments for the current academic year.
14. To plan the activities regarding staff.
15. To plan the research activities for quality assurance.

Chairman : Prin. Dr.Bhushan Patil

Convener :Mrs. Anita Belapurkar

Members : Prof. Usha Pardeshi

Prof. Archana Desai

Member : Mrs. Abeda Inamdar,

Prof. Muzzafar Shaikh,

Prof Irfan Shaikh,

Dr. Lalita Vartak,

Dr. Sujata Admuthe

Convener:

  
Mrs. Anita Belapurkar

Principal:

Dr.Bhushan Patil

  
**Dr. Bhushan Tryambak Patil**

**PRINCIPAL**

H. G. M. Azam College of Educati

## H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

The first IQAC meeting of H.G.M. Azam College of Education was held on Saturday 27<sup>th</sup> June 2015.in the Conference hall of the college on 10.30am.Chairman of IQAC, Principal Dr. Bhushan Patil welcomed the members present for the meeting. The minutes of the last meeting were read by the convener, Mrs. Anita Belapurkar and were approved by the members as corrected.

### **Minutes:**

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly.
2. Discussion was carried out regarding new revised M.Ed. syllabus and time-table was prepared for orientation of syllabus. Faculty members who participated in syllabus reform will orient the others accordingly.
3. Discussion was carried out regarding new revised M.Ed. syllabus and time-table was prepared for orientation of syllabus. Faculty members who participated in syllabus reform will orient the others accordingly.
4. It was expected that, during the orientation sessions staff members will analyze all the aspects of syllabus, theory and practicum. Research activities and its nature should also be taken into consideration during study of new syllabus.
5. Review of all the activities, i.e. Workshops, seminars, projects, internship etc. was taken. Planning of this year's workshops/activities was discussed. It was decided to organize one University level workshop for all the teacher educators from various B.Ed. and M.Ed. colleges affiliated to University of Pune.
6. Plan was decided for shifting of the college in new building. The principal reported to the committee regarding shifting activities.
7. Staff profile conditions and documentation details were discussed and finalized. It was decided to appoint one associate Professor for M.Ed. and one assistant professor for B.Ed. for the current year.
8. Report regarding the renovation activities was kept before the committee members for further discussion and suggestions. Committee members made a survey of all the cabins, rooms proposed rooms for laboratories, library, and computer lab. Etc.




9. Analysis of last year's result was kept before the members. Discussion was carried out and future activities were planned for the best results. It was decided to arrange discussion sessions regarding evaluation pattern given under new B.Ed. syllabus. It was decided to conduct two internal examinations one at the end of each term to give practice of answer writing precisely and within the time limit. The pattern of second examination will be exactly the same as per University examinations.
10. Activities for the academic year were decided. Planning of open course and entrepreneurship was assigned to M.Ed. faculty members,
11. Decision regarding tentative planning for the academic year was taken and the activities were finalized according to objectives of the college.
12. Distribution of various departments was done among the staff members. It was decided that IQAC members from the college will guide them in planning and functioning of various activities carried out by the respective departments. Feedback will be taken in between regarding the activities
13. Activities related to staff improvement were discussed and finalized. Major activities among them are; Workshop regarding Planning, implementing and recording of internal activities for B.Ed. course, Faculty Development Program for teacher educators of University of Pune, Syllabus reform workshop.
14. Various research activities were planned throughout the academic year .Some of them are Four important workshops based of four stages of research for M.Ed. ,M. Phil., students of the college.

Convener:

  
Mrs. Anita Belapurkar

Principal:

Dr. Bhushan Patil

  
**Dr. Bhushan Tryambak Patil**  
**PRINCIPAL**  
H. G. M. Azam College of Education  
2390/B, K. B. Hidayatullah Road,  
Camp, Pune-411 001


## H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

### Action Plan of the meeting held on 27<sup>th</sup> June 2015:


No	Decisions	Action Taken
1	Orientation regarding new M.Ed. syllabus	Orientation sessions were conducted by Prin. Bhushan Patil, Prin. LalitaVartak from Adarsh College of Education,Dr. MeghaUpalane.
2	Analysis of new syllabus of M.Ed. program	M.Ed. faculty analyzed the M.Ed. syllabus and prepared a plan of teaching-learning and practicum accordingly.
3	Analysis of new syllabus of B.Ed. program	B.Ed. faculty analyzed the B.Ed. syllabus and prepared a plan of teaching-learning and practicum accordingly.
4	Planning of workshops for students	Planning was done and for the current year various workshops/Guest lecturers were organized for the students as decided in the meeting. Main amongst them are workshop on preparing. teaching aids by S.C.E.R.T, Event management, etc.
5	Planning of workshops for faculty and other teachers	Workshop was organized for newly appointed teachers of the whole Azam campus sister Institutions. Our faculty members were the resource persons.
4	Evaluation	Tutorial were conducted and checked by faculty, M.Ed. seminar presentations were conducted, Ist term Examination pattern was finalized.
5	Planning of internal activities	All the activities decided are planned as per the schedule. Planning of open course and entrepreneurship was done by M.Ed. faculty.
6	Distribution of Departments	Departments were distributed to the faculty members as decided in IQAC for all the courses.

		Respective department in charge member started doing their work right from planning of activities throughout the year with the help of Principal and IQAC staff members. Planning and work distribution were discussed and assigned in the staff meeting.
7	Activities related to research	Main activity planned for the year was conduction of workshops at every stage of research work. Out of Four research based two workshops were organized for M.Ed. and M.Phil. students ,where eminent personalities in the field of education worked as the resource person.

Convener:

  
Mrs. Anita Belapurkar

Principal,

  
Dr. Bhushan Patil

**Dr. Bhushan Tryambak Patil**  
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H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

The IQAC meeting of H.G.M. Azam College of Education was held on Saturday 24<sup>th</sup> October 2015 in the Principal's office of the college on 10.30am. Following members were present for the meeting.

Chairman : Prin. Dr. Bhushan Patil

Convener : Mrs. Anita Belapurkar

Members : Prof. Usha Pardeshi

Prof. Archana Desai

Member : Mrs. Abeda Inamdar,

Prof. Muzzafar Shaikh,

Dr. Lalita Vartak,

Dr. Sujata Admuthe

Convener:

  
Mrs. Anita Belapurkar

Principal:

Dr. Bhushan Patil

  
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**PRINCIPAL**

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H.G.M.AZAM COLLEGE OF EDUCATION, PUNE

Dear Sir/Madam,

It is my pleasure to inform you that the second Meeting of the Internal Quality Assurance Cell for the year 2015-16 will be held on Saturday 24<sup>th</sup> October 2013 on 10.30 am. in the conference room. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda:

1. To take review of minutes of last meeting
2. To take review of First term activities.
3. To discuss about renovations made, its convenience and drawbacks if any.
4. To analyze regarding the planning, implementing of various activities organized in the first term.
5. To take review of research activities for students of M.Ed., and M.Phil.
6. To plan research activities for the second term.
7. To take review of the work done regarding internal assessment activities of B.Ed. and B.A.B.ED.
8. To plan for preparation of internal marks record for M.Ed. (Sem-1).
9. To take a review of various research activities carried out by the faculty members.
10. To plan for Internship program.
11. To plan for state level and national level conferences sanctioned by BCUD (SPPU). for the year 2015-16.

Chairman: Prin. Dr. Bhushan Patil

Convener: Mrs. Anita Belapurkar

Members: Mrs. Usha Pardeshi

Mrs. Archana Desai

Member : Mrs. Abeda Inamdar,

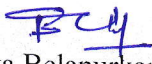
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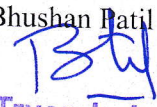
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### **Minutes:**

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly.
2. First term curricular and co-curricular activities report was read by the convener.
3. Review of renovations was taken. Double shift was found to be convenient for adjustment of physical resources. Review of available infrastructural resources was taken and it was decided to solve the problems regarding method rooms.
4. Report regarding internal activities was presented before the committee members. It was decided to organize the activity in the month of October. It was also decided to communicate with the principals of B.Ed. colleges for feedback.
5. Report of the workshops organized in the first term; (Workshop on Disaster management and workshop on Conservation of fuel, Teaching aids preparation workshop by SCERT) was presented before the committee. Feedback report was also presented and strategies for next activities were discussed.
6. Report regarding Progress of research work done by M.Ed. and M.Phil. Students, was presented. It was decided to organize workshop on data analysis and dissertation writing.
7. Various issues regarding research activities carried out by faculty were discussed and it was decided to give all the necessary support required to the faculty as far as research activities are concerned.
8. It was decided to send the letters to various schools and B.Ed. colleges for giving permission to the B.Ed. and M.Ed. students for internship program. It was decided to conduct internship in the second and third week of December for B.Ed. and first three weeks of January for M.Ed.



9. Issues regarding Annual social budget, and other requirements were discussed and were sort out.

Convener:

  
Mrs. Anita Belapurkar

Principal :

Dr. Bhushan Patil

  
Dr. Bhushan Tryambak Patil

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**Action Plan of the meeting held on 24<sup>th</sup> October 2015:**


No	Decisions	Action taken
1	Installing of desktop computers in the staffroom	Desktop computers were installed in the staffroom for all the faculty members.
3	Internal activities	Internal activities were organized and report was presented. Feedback were taken from the students and was analyzed.
5	Planning and conduct of internship program	Letters are send to the schools and B.Ed. colleges, permission taken and internship program was conducted successfully for B.Ed. and M.Ed. students.
6	Workshops and activities planned	Workshop Adolescent Education, were organized in the month of December and January respectively.
7	M.Ed. Internal Record Preparation	Staff members of M.Ed. took review of internal work completed by students and gave guidance for further work.
8	Seminars and Conferences	Two state level seminars and one National conference were planned and the work is in progress .

Convener:

  
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