

Office of the Principal

Sanctorum College of Education

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Date-25/05/2017

Minutes of Meeting of IQAC

Venue: IQAC Office

Presentees

Miss.Sayema Shaban

Mr.Shakir Ashraf

Miss.Yasmeen

Haji M.R Dar

Miss.Rubeena Majid

Miss.Saduf Bashir

Mr.Ghulam Qadir Parray

Mr. Rizwan

On 25th May 2017, a meeting was conducted between the IQAC members and teaching staff of Sanctorum College of Education in the auditorium.

The agenda of the meeting was to take the academic audit for the Academic session 2018-19. The meeting was headed by the Principal Miss Sayema shaban . First of all Lecturers on staff were asked about the completion of syllabus to which every concerned teacher gave the feedback . While analyzing the feedback from teachers, it was found that near about 80% of the theory portion of Syllabus has been completed in all subjects. Then Miss Yasmeen Lecturer / coordinator NAAC was asked about the internship to which she replied that the 1st Semester Students have completed their internship and have made visits to Aganwari Centres & Pre-Schools & Middle schools. The internship lasted for 12 days. She was asked to show some document proof of the internship to which she showed the report along with the photographs of the Trainees in these Schools. She also briefed the IQAC members regarding the whole process of Internship.

After this IQAC members asked the Staff members to show their Iseeon plans. Every staff members had prepared lesson plans. However, it was found that teachers are not making optimal use of ICT in teaching learning process.

The timetable committee was asked to show the file of timetable and later the students were also asked whether teachers are following timetable properly.

The IQAC members also checked the other documents like Students, Attendance Registers, academic Calender, etc.

While checking Students attendance registers, it was found that some students are not attending classes on regular basis. Teachers were asked about the reason of irregular attendance of these students to which teachers could not give satisfactory answers.

The IQAC members then took the stock of completion of syllabus of 3rd Semester. It was found that near about 60% of the syllabus has been completed.

Miss Yasmeen & Mr Rizwan Rashid were asked to frame the timetable schedule of Practice of teaching for 3rd semester Students. Miss Sayema Shaban then asked the co-curricular activity head to brief about the activities conducted from March onwards. It was found that college has conducted and celebrated number of days like Cleanliness drive, International Women's day, Earth day, Environmental day. However it was found that college has not conducted workshops & Seminars related to Micro-teaching and other education related programmes.

The IQAC members advised the teaching staff to improve the quality of Education & Training imparted to trainees.

☐ Actions & Discussion made by IQAC members:

1. Teachers were asked to make maximum use of ICT in teaching learning process. Teachers were directed to give powerpoint presentation at least once in a week.
2. Teachers were directed to use practical methods. They were asked to make the teacher Trainees visit to Sanctorem College of Education once in a week so that they can get first hand knowledge about the whole process of teaching learning.
3. Teachers were asked to make frequent calls to students to attend classes regularly.
4. Mr. G.Q Paray, Miss Sadaf were asked to frame datesheet for the Internal Assessments.

The IQAC members directed teachers to implement above mentioned discussions in letter and spirit. They were also asked that principal will make frequent visits to classes to check whether teachers are implementing ICT in classrooms. The teachers assured IQAC members that they will follow the directions in letter & spirit.