

# College of Teacher Education Andhra Mahila Sabha

## Affiliated to Osmania University

NAAC Re accredited

### MINUTES OF THE IQAC MEETING

Minutes of the second yearly IQAC Meeting held on 23<sup>rd</sup> November, 2024 at 3 P.M. in the Board Room at the College of Teacher Education, A.M.S.

#### Members who attended the Meeting

1. **Prof. A. Rama Krishna** Former Dean & Principal, IASE, OU.
2. **Dr. Nirmala Chava** Associate Professor St Ann's COE.  
Alumna and Academic In-Charge of Alumni
3. **Dr. Jyothi Victoria** Associate Professor St Ann's COE.  
Alumna and Academic In-Charge of Alumni
4. **Dr. C. M. Neeraja** Chairman IQAC & Principal I/c
5. **Dr. Noor Askari** IQAC Coordinator
6. **Dr. P. Krishnaveni** Lecturer, AMS, CTE
7. **Dr. G. Indira** Lecturer, AMS, CTE
8. **Dr. Rani Syamalamba** Library Consultant, AMS, CTE
9. **Dr. N. Anuradha** Lecturer, AMS, CTE
10. **Mrs. D. Rohini** Lecturer, AMS, CTE
11. **Mrs. Tahseen Tabassum** Lecturer, AMS, CTE
12. **Mrs. A. Mary** Lecturer, AMS, CTE
13. **Mrs. M. Sandhya** Lecturer, AMS, CTE
14. **Dr. K. Prashanthi** Lecturer, AMS, CTE
15. **Ms. Rajani** Warden AMS, CTE

#### Student members

1. Mrs. Srivani - Student, AMS CTE
2. Miss. E Amani - Student, AMS CTE

#### Members who could not attend the meeting

1. Dr. M. Vani Hon Sec & Correspondent
2. Prof. Ravindranath. K. Murthy Principal, IASE, OU
3. Dr. K. Jhansi Rani Principal, Andhra Mahila Sabha Arts and Science College for Women (AMSCW).
4. Smt. V. Ratnamala ECE Expert, SRC-ECE, DDMS
5. Dr. Vijay Mohan Principal, Fine Arts and Media Education, AMS
6. Mrs. Ramya Miryala Director & COO, Deaf Enabled Foundation
7. Mrs. S. Sravya Chartered Accountant, Partner, S.V.

## Associates

The meeting commenced with a warm welcome by Dr. C.M. Neeraja Rani Chairperson, Principal of the College of Teacher Education A.M.S. She thanked all the I.Q.A.C. members for their continuous support and guidance for the quality improvement of the College. Further, she reported that the College has been accredited with a “B” Grade By N.A.A.C.

The Principal introduced the newly appointed IQAC Coordinator to the committee members and requested Dr. Noor Askari, IQAC coordinator, to present the agenda items.

The agenda items were presented by Dr. Noor Askari, Coordinator, IQAC.

### **Points Mentioned in the Agenda**

- I.** Reporting the action taken for the NAAC Peer Team visit. This is related to Infrastructure and Learning Resources.  
Members appreciated the efforts taken by the management for improving the College Ambience. The other efforts to make the environment student friendly was also noted.
- II.** Recommendations given by the NAAC Peer Team.  
Members noted the recommendation of N.A.A.C. Peer Team.
- III.** To share the redefined Vision, Mission and Objectives of C.T.E. A.M.S. This is related to Criterion Six, Governance Leadership and Management.  
Members noted the redefined Vision, Mission
- IV.** To complete and Upload the AQAR 2024 before the due date
- V.** To discuss the Academic and Administrative Audit modality  
Members noted the need.
- VI.** Associating with the relevant S.D.G's  
Members noted it.
- VII.** Designing of Google forms for feedback analysis from Alumni Parents and Students. This is related to Teaching Learning and Evaluation and Student Progression also.  
Members noted it.
- VIII.** Linkages with other Institutions  
Members made a note of it.
- IX.** Research Innovations and extension Activities. Linkages with other institutions. This is related to Research Innovations and Innovation.  
Members made a note of it.
- X.** Year Wise Student enrollement

Members made a note of it.

## **XI. Student result analysis**

Members noted and appreciated the efforts of the staff.

## **XII. SUGGESTIONS BY THE IQAC MEMBERS CRITERIA WISE.**

**Prof. A. Rama Krishna** Former Dean & Principal, IASE, O.U. contributed valuable inputs and suggestions relevant to each criterion.

The suggestions pertaining to each criterion are:

### **i. Curricular Aspects**

- A strong Feedback system was recommended to collect feedback from all the stake holders.
- To conduct a 10 minutes daily assembly was suggested.
- Sharing of Almanac, Syllabus copy and a Hand book pertaining to the course is recommended.

### **ii. Teaching Learning and Evaluation**

- Remedial Classes for the slow learners.
- Innovative Teaching Learning and Assessment through the use of technology was suggested such as Google Classrooms, Google meets, Google reviews, Blogs, Internal assessment using rubrics and the likes.
- To assign preparation of M.C.Q.'S on subjects for better comprehension of the content and an item wise analysis will also help in improving the validity of the item.

### **iii. Research Innovations and Extensions**

- Empower Research and Innovation in Higher Education Institutions
- Under research it was suggested that the College should take up a Minor Research Project.
- Research Articles should be published in recognized quality journals with an ISSN number such as Scopus.
- Research articles which are published should be uploaded on the website, Google Scholar, Research Gate R. C. Vidhwan etc.
- Research articles can also be made out of Student Teacher's records and observations during the internships.
- Further Faculty development Programmes can be taken up such as Bala's Academy Chennai; Seven Day Intensive Workshop: Crafting and Publishing Research Papers in Scopus and Web of Science Indeed Journals which also provide an e certificate.

### **iv. Student Support and Progression**

- Under student progression social media such as WhatsApp groups and Instagram update was recommended apart from the Geo Tag Pictures of all the activities.
- Pictures and reports of the Parent Teacher Association (PTA) meetings conducted in the practice schools can be updated on the website.
- Student's e-portfolios and Reflective journals should also be uploaded on the college's website.
- A Help desk should be available at the college reception.

#### **v. Infrastructure and Learning Resources**

As the college's infrastructure had already been revamped most of the suggestions were pertaining to the Learning Resources such as a

- Learning management System can be initiated for all sister institutes on the A.M.S. C.T.E.
- Apart from this, introducing Library Management System and OPAC Digital copy system was suggested.
- Various sites were recommended as further resources such as Lib.gen.com; EPG Pathashala; Association of Supervision and Curriculum ASCD.org and sage.com.
- The College should have an email with ac.in.

#### **vi. Governance Leadership and Management**

##### **vii. Institutional Values and Best Practices**

- As Job Mela is one of the best practices it is recommended that 10% of the student's appointment orders should be collected and retained by the college as an evidence.
- An account of student's State or Central Eligibility Test Certificates needs to be maintained.
- Similarly the number of students who qualified NET or SET should also be recorded.

**Dr. Jyothi Victoria, Alumna and Academic In-Charge of Alumni Council** gave some valuable inputs to improve the Quality of Academics.

- To combine all the observations from the school observation records of the students of each school and compile it into individual school report.

**Dr. Nirmala Chavala.** Associate Professor St Ann's COE. Alumna

- Suggested that a hand book should be made and given to the students at the commencement of each course.
- A Help desk should be available at the college reception.

### **XIII. Resolutions for quality improvement- Criterion Wise**

#### **i. Curricular Aspects**

- To make academic calendar using all the course almanacs and upload it on the College website.

#### **ii. Teaching Learning and Evaluation**

- To utilize Google forms to collect Student Profile information and Need Analysis.
- To Strengthen the feedback analysis for Alumni Parents and Students.
- To provide both academic and personal mentoring based on the Need Analysis.
- To provide remedial classes for the slow learners through Google Classrooms.

#### **iii. Research Innovations and Extensions**

- To encourage the faculty to apply for minor Research Projects
- To develop research articles by utilizing the students observation assignments and internship records.
- To strengthen faculty development programme.
- To suggest III semester M.Ed students to work on topics which are linked to any of the Sustainable Development Goals.

#### **iv. Infrastructure and Learning Resources**

- To request the College management to take an initiate to develop Learning Management System.

#### **v. Student Support and Progression**

- To start Blogs and post on the College Website.
- To develop Skill development in students.
- To provide special classes for students with poor communication skills in English.
- To conduct Pre Final exam for all the courses and provide feedback through evaluation.

#### **vi. Governance Leadership and Management**

- To strengthen the Internal Quality Assurance Cell.
- To initiate the Academic and Administrative Audit modality.

#### **vi. Institutional Values and Best Practices**

To realize our new vision and mission, we are planning to adapt the following activities

- To adapt a slum area for Community development programme.
- To send students to Orphanages and Old age homes to sensitize and create a sense of responsibility towards them.
- To develop Gandhian values
- To Reduce wastage and move towards sustainable development.

Any other discussion with the permission of the Principal.

The meeting concluded with a vote of thanks by Dr.Noor Askari, IQAC coordinator.

Dr. C.M. Neeraja Rani

Principal

AMS .CTE

Dr.Noor Askari

IQAC Coordinator

AMS .CTE