

AWH COLLEGE OF EDUCATION
IQAC-2024-2025



Meeting Notice

Subject: IQAC Meeting on NAAC Accreditation Process

An IQAC meeting will be held to discuss the NAAC accreditation process and allocate responsibilities to ensure its successful completion. All staff members are requested to attend the meeting as per the details below:

Date: 6/6/2024

Time: 12.30 PM

Venue: Principal's cabin

Agenda:

1. Overview of NAAC Accreditation Process and Criteria.
2. Allocation of Responsibilities and Resource Planning.
3. Setting Timelines for Documentation and Reporting.

Your cooperation and active participation are essential for the success of this process.

IQAC Coordinator

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Staff members present

1. Dr. Shakeer ET
2. Mr. Rajeev KPR
3. Ms. Susha P
4. Mr. Jamal MP
5. Ms. Amritha P
6. Ms.Sahira TK
7. Ms.Amritha KP
8. Mr. Sharath

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Major Decisions Taken:

1. **Criteria-wise Incharges Confirmed-** Responsibilities for all seven NAAC criteria were officially confirmed as per the initial plan. Staff members agreed to conduct an in-depth study of their assigned aspects using the NAAC manual.
2. **Resource Preparation Plan-** All members agreed to prepare and submit required documents, feedback forms, and other materials by the specified timelines. A centralized Google folder and college system will be used for document storage.
3. Dr. Shakeer ET and Mr. Rajeev KPR were assigned the additional task of finalizing proformas for documentation and sharing them with all staff.
4. **Monthly Progress Meetings-**It was decided that monthly meetings would be held on the last Thursday of each month to review progress.
5. **Facility Requirements-**Staff members were instructed to prepare lists of infrastructural or other facility requirements for submission to the Principal and Office Superintendent.

The meeting concluded with the Principal emphasizing the importance of teamwork and quality in achieving NAAC accreditation.

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Subject: IQAC Meeting on Planning Academic Calendar for the academic year 2024-25

An IQAC meeting will be held to plan the academic calendar and co-curricular activities for the upcoming academic year. All IQAC members and staffs are requested to attend the meeting as per the details below:

Date: 20-06-2024

Time: 2:30 PM

Venue: Staff Room

Agenda:

1. Review of the previous year's academic and co-curricular activities.
2. Discussion on proposed academic schedule and examination timelines.
3. Planning co-curricular activities, including workshops, seminars, and celebrations.
4. Finalizing responsibilities for organizing key events.

Your active participation is essential for the effective planning and execution of the academic calendar.

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1. Dr. Shakeer ET
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Major Decisions Taken:

Academic Calendar Finalization-The academic calendar was drafted, including start and end dates for semesters, internal assessments, and examination schedules.

Co-curricular Activities-A list of co-curricular activities such as workshops, seminars, cultural programs, and celebrations (e.g., Independence Day, Teacher's Day) was finalized.

Workshops and Seminars-Themes for seminars and workshops focusing on innovative teaching practices, research methodologies, and educational reforms were proposed.

Responsibility Allocation-Faculty members were assigned specific roles for organizing events. Committees for logistics, student participation, and documentation were formed.

Student Engagement-Plans for engaging students in club activities, talent showcases, and field visits were discussed and approved.

Timeline-A timeline for finalizing detailed plans for each activity and ensuring alignment with

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Meeting Notice

Subject: IQAC Meeting on preparation of Semester Plan, evaluation rubrics, supporting documents, and instructional strategies

An IQAC meeting will be held to discuss and finalize the preparation of evaluation rubrics, supporting documents, and instructional strategies as part of the NAAC accreditation process. All concerned members are requested to attend the meeting as per the details below:

Date: 12-07-2024

Time: 2:00 PM to 4:00 PM

Venue: Principal's Chamber

Agenda:

1. Discussion on the preparation of Semester plan, evaluation rubrics for general and optional papers.
2. Finalization of documents and rubrics for micro-teaching and link practices.
3. Development of rubrics for EPC (Education Pedagogy and Curriculum) works.
4. Distribution of rubrics for common instructional strategies among teachers.
5. Guidance on revising individual instructional plans as per NAAC requirements.

Your active participation is vital for achieving the objectives of the NAAC accreditation process.

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Staff members present

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Major Decisions Taken:

1. It was decided to prepare Semester plan evaluation rubrics and other necessary documents for tasks and assignments in general and optional papers.
2. Finalize the supporting documents and rubrics for micro-teaching and link practices.
3. Develop rubrics for EPC (Education Pedagogy and Curriculum) works.
4. The deadline for the draft submission of the aforementioned documents is 21-07-2024.
5. Distribute the rubrics for common instructional strategies among the teachers.
6. Prepare and implement rubrics, feedback forms, and performance evaluations for instructional strategies as mentioned in the NAAC manual.
7. The individual instructional plans from previous years have been returned to the concerned teachers. They are requested to modify these plans according to the guidance provided in the NAAC manual.

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Meeting Notice

Subject: IQAC Meeting on Induction Program for New B.Ed (General) Students

An IQAC meeting will be conducted to plan and finalize details for the upcoming induction program for the new batch of B.Ed (General) students. All staff members are requested to attend the meeting as per the following schedule:

Date: 26-07-2024

Time: 2:00 PM

Venue: Staff Room

Agenda:

1. Finalizing the schedule and content for the induction program.
2. Assigning roles and responsibilities to faculty members for program sessions.
3. Organizing resources, logistics, and feedback mechanisms for the program.

Your presence and contributions are essential for the effective execution of this event.

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Staff members present

1. Dr. Shakeer ET
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Major Decisions Taken:

1. A week-long program from 29th July 2024 to 4th August 2024 was confirmed, including orientation sessions, workshops, and interactive activities.
2. Specific faculty members were assigned topics for sessions, including institutional values, academic structure, and student support services.
3. Resource persons were finalized. The preparation of materials, including welcome kits and presentation slides, was delegated to the designated staff.
4. The multipurpose hall was finalized as the venue. Seating arrangements, audiovisual setup, and refreshments were planned.
5. A feedback form was designed to assess the effectiveness of the induction program. Forms will be distributed at the end of the program and analyzed for future improvements.
6. A coordination team was formed to oversee the smooth execution of the program and address any last-minute challenges.

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Meeting Notice

Subject: IQAC Meeting on Seminar - *"Developments in Teacher Education: National and International Perspectives"*.

An IQAC meeting will be conducted to finalize preparations for the upcoming seminar titled *"Developments in Teacher Education: National and International Perspectives"*. All IQAC members and committee in-charges are requested to attend the meeting as per the following schedule:

Date: 06-08-2024

Time: 12.30 PM

Venue: Principal's Cabin

Agenda:

1. Reviewing the progress of preparations for the seminar, including session details and committee reports.
2. Finalizing logistics, responsibilities, and submission timelines for the seminar.
3. Discussing and approving the list of programs for the Independence Day celebration in collaboration with student representatives.

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Staff members present

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Major Decisions of the Meeting

It was decided to conduct a seminar on ‘Developments in Teacher Education: National and International perspectives. It was also decided to invite Dr. E K Satheesh, Hon. Registrar of University of Calicut, to inaugurate the seminar.

Dr. Shakeer ET, The principal briefed attendees on the event’s objectives and importance.

He urged the staff to organize the event in the best possible way to showcase the organizational skills and talents of AWH Colleges of Education

Some teachers have voluntarily taken the responsibility of presenting papers in the seminar.

Name of teachers	Topic
Dr.Shakeer ET, Pricipal,AWH College of Education	Current trends & developments in global teacher education
Rajeev KPR, Assistant Professor	Innovative pedagogies and curriculum development.
Jamal MP, Assistant Professor	National perspectives on teacher education.
Susha P, Assistant Professor	Assessment and quality assurance in teacher education.
Sahira TK, Assistant Professor	Equity and inclusion in teacher Education.
Amritha KP, Assistant Professor	Research and innovations in teacher Education.
Amrutha C, Assistant Professor	Future Directions in teacher Education.
Haritha P, Assistant Professor	Professional Development and continuous learning.

The first session will be the inaugural ceremony. The structure of the inaugural ceremony has been shared by the principal

Welcome Speech - Jamal MP (IQAC Coordinator)

Presidential address - Dr.Shakeer ET (Principal of AWH College of Education)

Innaguration - Dr.EK Satheesh (Registrar University of Calicut)

Keynote Address - TV Mammooty, Former Judge & Reciver of the AWH Institutions

Falication Education) - Prof.(Dr).Muhammed Mustaffa (Dean & Director of AWH College of Education)

Mr.Muhammad Basheer K (Coordinator B.Ed (HI)

Dr. Indira , I.M, Principal , AWH Teacher Training Institute

Rajeev KPR (Staff advisor)

Vote of thanks - Sahira TK, College Council Secretary

Various committees have been formed, and committee heads have been selected . They were advised to plan and submit the details as early as possible, at least by Friday.

Committee	Incharges
Programme	Susha P, Assistant Professor & Noorjahan PK, Assistant Professor,
Registration	Amrutha C, Assistant Professor
Publicity, Documentation & Proceedings	Sahira TK, Assistant Professor, Amritha KP Assistant Professor, & Haritha P Assistant Professor,
Technical,Stage & Decoration	Rajeev KPR , Assistant Professor & Sharath Assistant Professor,

For the Independence Day celebration, both staff secretaries have agreed to discuss with students and collect a list of programs, and share the same by tomorrow.

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Meeting Notice

Subject: IQAC Meeting on Curriculum and Pedagogy Review and Extension and Outreach Activities will be held on 4/9/2024 at Principal's cabin. All are requested to attend the meeting on time

Agenda

1. Discussion on aligning teaching practices with the latest pedagogical trends.
2. Strategies to introduce innovative assessment methods.
3. Planning community engagement projects.

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Staff members present

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Major Decisions Taken

Curriculum and Pedagogy Review- Decision to organize a workshop on incorporating active learning strategies such as flipped classrooms and experiential learning.

Implementation of formative assessments like peer evaluations and project-based assessments in the upcoming semester.

Extension and Outreach Activities- Finalization of a community engagement project focusing on literacy programs for underprivileged children.

Agreement to organize environmental awareness programme

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Meeting Notice

Subject: IQAC Meeting on ICT Integration and Digital Initiatives

The IQAC will convene a meeting on 8/10/2024 at 3 PM in the Multipurpose Hall to discuss ICT integration and digital initiatives for enhancing institutional processes and learning outcomes.

Agenda

1. **ICT Integration in Academic and Administrative Processes-** Promoting e-learning tools and resources.

Enhancing online teaching platforms and digital resource availability.

Exploring the use of Learning Management Systems (LMS).

2. **Strategies for Faculty and Student Capacity Building-** Conducting training workshops for effective ICT use.

Encouraging students to leverage digital tools for learning.

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Major Discussion Points and Decisions taken

1. Promoting E-Learning Tools and Resources

Approval to adopt a Learning Management System (LMS) for course delivery and management.

Decision to curate open educational resources (OERs) and digital libraries for faculty and students.

2. Enhancing Online Teaching Platforms

Agreement to develop and upload subject-wise video lectures on the institutional platform.

Decision to integrate virtual classroom software for real-time interaction.

3. Infrastructure Upgrades

Approval for high-speed internet installations in key academic areas.

Purchase of advanced software and hardware to support digital learning.

4. Capacity Building for Faculty and Students

Plan to conduct workshops for faculty on using digital tools, including video editing and content creation platforms. Organizing ICT skill development programs for students.

5. Follow-Up Actions

Formation of a task force to oversee the implementation of ICT initiatives.

Mid-year review to evaluate the progress and effectiveness of implemented measures.

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Meeting Notice

Subject: IQAC Meeting on Mid-Year Review and Environment Sustainability Initiatives IQAC Meeting on Mid-Year Review and Environment Sustainability Initiatives. prepare a one sentence notice for it

Agenda

Meeting Notice

Date: 6/11/2024

Time: 12.30 PM

Venue: Principal's cabin

Subject: IQAC Meeting on Mid-Year Review and Environment Sustainability Initiatives

Agenda

1. **Mid-Year Review of Academic and Administrative Processes-** Evaluation of progress on IQAC goals for the academic year, Identification of challenges and planning remedial measures.
2. **Discussion on Environment Sustainability and Green Campus Initiatives-** Review of existing eco-friendly practices, Planning workshops and activities to promote environmental awareness.
3. **Proposals for New Initiatives-** Suggestions for academic and administrative improvements, Ideas for innovative sustainability projects.

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Discussions and Decisions

1. Mid-Year Review of Academic and Administrative Processes

Progress on IQAC goals was evaluated, with most targets on track.

Key challenges identified include delays in documentation and resource gaps in some academic departments.

Decision to allocate additional resources and conduct regular follow-ups to address these issues.

2. Environment Sustainability and Green Campus Initiatives

Reviewed the effectiveness of existing eco-friendly practices like waste segregation and water conservation.

Approved the organization of workshops on environmental awareness for students and staff.

Decision to initiate a tree-planting drive and install solar panels in select areas of the campus.

3. Proposals for New Initiatives

Suggestions for digitalizing administrative processes to enhance efficiency were positively received.

Proposal to create a “Green Ambassadors” team to monitor sustainability efforts on campus.

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Notice

Internal Quality Assurance Cell (IQAC) Meeting

Date: 26/11/2024

Time: 3 PM

Venue: Multipurpose Hall

Agenda:

1. Review of the previous meeting minutes
2. Finalizing the academic calendar for the second and third semesters
3. Allocation of teaching responsibilities and schedules
4. Planning and scheduling practical works
5. Strategies for improving teaching-learning outcomes
6. Suggestions for enhancing student support services

All members are requested to attend the meeting punctually and contribute actively to the discussions.

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Major Decisions from the IQAC Meeting

Decided to organize a two day workshop on 2 & 3rd December 2024 under the title **Semester Planning in the Light of NAAC Perspectives**

Teaching schedules and faculty responsibilities allocated.

New strategies for improving teaching methodologies were discussed and approved.

Focus on increasing accessibility to digital learning resources.

Jamal MP

NAAC Coordinator

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Notice

Internal Quality Assurance Cell (IQAC) Meeting

Date: 6/12/2024

Time: 3.30 PM

Venue: Principal's cabin

You are cordially invited to attend a meeting to review the arrangements for the successful implementation of the Second Semester Induction Programme scheduled from 11th December 2024 to 19th December 2024.

Agenda:

Second Semester Induction Programme 2024-20255

All members are requested to attend the meeting punctually and contribute actively to the discussions.

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Major Decisions from the IQAC Meeting

Decided to organize a week-long Second Semester Induction Programme in the best possible way.

Approved the following sessions

Session 1-Semester Orientation

Session 2- Revisiting Revised Bloom's Taxonomy
Introduction to Constructive Pedagogy

Session 3- Philosophical and Sociological Foundations of Education

Session 4- Familiarize Knowledge Dimension in Pedagogic Subjects

Session 5- Psychological Perspectives of Learning

Session 6- Qualitative Assessment, Perspectives & Practices – Overview

Session 7 - Pedagogic Analysis & Lesson Planning Based on Constructive Paradigm

Session 8- Learning & Assessment - Theoretical Perspectives

Session 9- Subject Specific Planning on Teaching-Learning Process

Session 10 - Orientation to Enriching Curricular Activities

Session 11- Orientation to Chart Making

Session 12- Chart Preparation - Subject Specific Theme & Layout Planning

Session 13- Improvised Learning Aids Preparation

NAAC Coordinator

