



GHULAM AHMED COLLEGE OF EDUCATION

(Established by Sultan Ul Uloom Education Society)

Accredited by NAAC; Affiliated to Osmania University

DATE: 6-04-2023

STAFF COUNCIL MEETING

NOTICE

The Staff Council Meeting is scheduled to be held in the Conference Hall of the college on 10-04-2023 at 11.30 AM with the following items in the agenda: -

1. Qirat
2. Confirmation of the minutes of the previous meeting
3. Internal examinations for M.Ed. students
4. Assignments and field experiences to be given.
5. Mentoring of students- improvement measures.
6. Any other matter.
7. Vote of thanks

All the members are requested to attend the meeting without any fail.

Signature of the Chairperson

Advisor-cum-Director
Ghulam Ahmed College of Education
Road No. 3, Banjara Hills,
Hyderabad - 34.



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STAFF COUNCIL MEETING

Minutes of the Meeting held on 10-04-2023

MEMBERS PRESENT:

1. Prof. Vibha Asthana
2. Dr. T. Naga Prasuna
3. Dr. N. Saroja
4. Mrs. Rafiya Sultana
5. Dr. Najma Sultana
6. Mr. Medipally Raju
7. Arshiya Begum
8. Hamza Ali Syed
9. Mrs. Teenat Fatima
10. Mr. Hussain Ali Khan

11. Dr. Sahifa Sultana
12. Mrs. Sidra Hassan
13. Mrs. Hureen W Siddiqui
14. Dr. Deevena Pauleen
15. Mr. Raziuddin Ahmed
16. Mrs. Syeda Tauqeer Fatima
17. Ms. V. Kalavathy
18. Noorul Huda
19. Mrs. Lubna Aly Khan
20. Mrs. Lubna Hussaini
21. Shaheen Begum
22. Mrs. Ashrafunnisa

S.No.	Items on the Agenda	Point Discussed
1	Qirat	The meeting commenced with Qirat by Abdullah.
2	Confirmation of minutes of the previous meeting	The minutes of the previous meeting were discussed and approved by the committee.
3	Internal examinations for M.Ed. students	It was decided by the council members that two internal exams will be conducted. Appearing for both the exam will be made mandatory and Evaluation will be done by the concerned teachers and marks will be shown to the students. Mrs. Lubna Aly Khan was made in-charge for arranging and conducting the exams.
4	Assignment and field experiences	Dr. Raju suggested that students should submit handwritten assignments in every paper to their respective teachers. Printed assignments will not be accepted. A field trip will also be arranged for the students. Mrs. Rafiya Sultana was given the responsibility to handle this aspect.
5	Mentoring of students	It was unanimously decided by the committee to conduct mentor-mentee meetings time to time in order to track the students' concern and guide them. The mentors were asked to offer guidance on time management, study techniques, and accessing additional resources when needed.

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6	Any other matter	The Director asked the methodology lecturers to instruct the M.Ed. students to pursue their monograph work during summer vacation. College library will be open during vacations.
7	Vote of thanks	The meeting terminated with vote of thanks by Prof. Vibha Asthana.

Vibha Asthana

Signature of the Chairperson

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Vibha Asthana

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DATE: 17-01-2023

STAFF COUNCIL MEETING

NOTICE

The Staff Council Meeting is scheduled to be held in the Conference Hall of the college on 19-01-2023 at 11.00 AM with the following items in the agenda: -

1. Qirat
2. Confirmation of the minutes of the previous meeting
3. Infrastructure facilities- a review
4. Collection of feedback from the students
5. Internal examinations for B.Ed. students.
6. Vote of thanks

All the members are requested to attend the meeting without any fail.

Vibhakar
Signature of the Chairperson

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STAFF COUNCIL MEETING

Minutes of the Meeting held on 19-01-2023

MEMBERS PRESENT:

- | | |
|--------------------------|-------------------------------|
| 1. Prof. Vibha Asthana | 11. Shaheen Begum |
| 2. Dr. T. Naga Prasuna | 12. Mrs. Sidra Hassan |
| 3. Dr. N. Saroja | 13. Mrs. Hureen W Siddiqui |
| 4. Mrs. Rafiya Sultana | 14. Dr. Deevena Pauleen |
| 5. Dr. Najma Sultana | 15. Mr. Raziuddin Ahmed |
| 6. Mr. Medipally Raju | 16. Mrs. Syeda Tauqeer Fatima |
| 7. Arshiya Begum | 17. Ms. V. Kalavathy |
| 8. Hamza Ali Syed | 18. Noorul Huda |
| 9. Mrs. Teenat Fatima | 19. Mrs. Lubna Aly Khan |
| 10. Mr. Hussain Ali Khan | 20. Mrs. Lubna Hussaini |
| | 21. AfrojRuksana |
| | 22. Mrs. Ashrafunnisa |

S.No.	Items on the Agenda	Point Discussed
1	Qirat	The meeting commenced with Qirat by Rumman.
2	Confirmation of minutes of the previous meeting	The minutes of the previous meeting were discussed and approved by the committee.
3	Infrastructure facilities	Mrs. Lubna requested for purchase of furniture for psychology lab. Moulds for art and craft work had to be purchased. A few cupboards were required for library.
4	Collection of feedback from the students	It was decided to collect feedback regarding the course curriculum, infrastructure facilities and performance of the teaching staff from the outgoing students of the college.
5	Internal examinations for B.Ed. students.	It was unanimously decided by the council members that two internal exams will be conducted and it would be compulsory for all the students to appear for the exam. Mr. Raziuddin Ahmed was made in-charge for arranging and conducting the exams.
6	Vote of thanks	The meeting terminated with vote of thanks by Prof. Vibha Asthana.

Signature of the Chairperson

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STAFF COUNCIL MEETING

Minutes of the Meeting held on 12-10-2022

MEMBERS PRESENT:

- | | |
|--------------------------|-------------------------------|
| 1. Prof. Vibha Asthana | 11. Shaheen Begum |
| 2. Dr. T. Naga Prasuna | 12. Mrs. Sidra Hassan |
| 3. Dr. N. Saroja | 13. Mrs. Hureen W Siddiqui |
| 4. Mrs. Rafiya Sultana | 14. Dr. Afshan Abdul Karim |
| 5. Dr. Najma Sultana | 15. Mr. Raziuddin Ahmed |
| 6. Mr. Medipally Raju | 16. Mrs. Syeda Tauqeer Fatima |
| 7. Arshiya Begum | 17. Ms. V. Kalavathy |
| 8. Hamza Ali Syed | 18. Noorul Huda |
| 9. Mrs. Teenat Fatima | 19. Mrs. Lubna Aly Khan |
| 10. Mr. Hussain Ali Khan | 20. Mrs. Lubna Hussaini |
| 11. Mrs. Ashrafunnisa | 21. AfrojRuksana |
| | 22. Dr. Devena Pauleen |

S.No.	Items on the Agenda	Point Discussed
1	Qirat	The meeting commenced with Qirat by Haneefa.
2	Confirmation of minute of the previous meeting	The minutes of the previous meetings were discussed and approved by the committee.
3	Reflective teaching- Do's and Don'ts	Reflective teaching should be compulsorily practiced by all students before sending them to schools. Peer observation and reflection should be made mandatory.
4	College Magazine	Mrs. Rafiya Sultana was made in-charge of college magazine for the year 2022-23. She was asked to collect articles from staff and students.
5	Safety Measures	Mr. Raziuddin reported that the cylinder of gas in physical science lab leaks at times. The principal asked him to get it fixed immediately. Other safety issues of the college were discussed.
6	Vote of thanks	The meeting terminated with vote of thanks by Prof. Vibha Asthana.

Signature of the Chairperson

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DATE: 20-07-2022

STAFF COUNCIL MEETING

NOTICE

The Staff Council Meeting is scheduled to be held in the Conference Hall of the college on 22-07-2022 at 11.30 AM with the following items in the agenda: -

1. Qirat
2. Confirmation of the minutes of the previous meeting
3. Preparation of Prospectus
4. Improvement in Micro teaching
5. Improvement in Macro teaching
5. Any other point with the permission of the chair person
6. Vote of thanks

All the members are requested to attend the meeting without any fail.

Vibha

Signature of the Chairperson

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STAFF COUNCIL MEETING

Minutes of the Meeting held on 22-07-2022

MEMBERS PRESENT:

1. Prof. Vibha Asthana
2. Dr. T. Naga Prasuna
3. Dr. N. Saroja
4. Mrs. Rafiya Sultana
5. Dr. Najma Sultana
6. Mr. Medipally Raju
7. Arshiya Begum
8. Hamza Ali Syed
9. Mrs. Teenat Fatima
10. Mr. Hussain Ali Khan

11. Shaheen Begum
12. Mrs. Sidra Hassan
13. Mrs. Hureen W Siddiqui
14. Dr. Afshan Abdul Karim
15. Mr. Raziuddin Ahmed
16. Mrs. Syeda Tauqeer Fatima
17. Mrs. Shruti Bhargava
18. Noorul Huda
19. Mrs. Lubna Aly Khan
20. Mrs. Lubna Hussaini
21. Mrs. Ashrafunnisa

S.No.	Items on the Agenda	Point Discussed
1	Qirat	The meeting commenced with Qirat by Haneefa.
2	Confirmation of minutes of the previous meeting	The minutes of the previous meeting were discussed and approved by the committee.
3	Preparation of Prospectus	Dr. Najma was made in charge of preparing prospectus for the year 2023-24. The prospectus would be sent online to all students.
4	Improvement of Micro teaching	Ms. Rafiya suggested that the full cycle of micro teaching should be followed by the students. The college timings will be increased by an hour to ensure that students have thorough practice in teaching skills.

Vibha

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5	Improvement of Macro teaching	Dr. Raju suggested that only standard schools should be taken for the Internship program. Ms. Taukeer suggested that proper guidance should be given to the supervisors before sending the students to the schools. Lecturers would observe lessons of all the students.
6	Any other point with the permission of the chair person	Chairperson, Prof. Vibha Asthana opened the floor for any other matters that committee members wanted to discuss. Dr. Prasuna reported that many trees were planted by students of B.Ed and M.Ed courses.
7	Vote of thanks	The meeting terminated with vote of thanks by Prof. Vibha Asthana.

Vibha Asthana
Signature of the Chairperson

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Vibha