

Sufa Educational and Welfare Society's
DSR COLLEGE OF EDUCATION (B.Ed. & M.Ed.)
Aurangabad



Date: 26/06/2023

Internal Quality Assurance Cell Meeting-1
NOTICE (2023-24)

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 29/06/2023 IQAC Meeting at 1.00 p.m. in the Principal's Cabin of the college. The following agenda shall be discussed in the meeting. All the members are requested to attend the meeting on the said date and given time and venue.

AGENDA OF THE MEETING-1

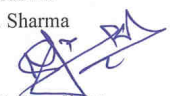
1. To Approve and Confirmation of the minutes of the Previous IQAC meeting.
2. To give introduction and aims of the academic session.
3. To discuss on formation of new IQAC composition as per NAAC guideline.
4. To decide the opening date of the academic session of 2nd year B. Ed. and M.Ed. 2nd year.
5. To consider, discuss and decide on the annual plan of the academic year 2023-2024 for B.Ed. 2nd year and M.Ed. second year semester III and IV.
6. To consider, discuss and decide on the syllabus orientation of S.Y. B.Ed. and S.Y M.Ed.
7. To consider, discuss and decide on the distribution of workload in the faculties.
8. To consider, discuss and decide on the implementation of M.Ed. 2nd year
9. Curriculum of semester III, IV and B.Ed. second year as per the norms of Dr. Babasaheb Ambedkar Marathwada University.
10. To consider, discuss and decide on the activities of M.Ed. 2nd year semester III & IV.
11. To Plan for B.Ed. and M.Ed. Internship program.
12. To Plan for B.Ed. Practice lessons.
13. To consider, discuss and decide on the activity of M.Ed. Dissertation and data analysis.
14. To Plan activities for B.Ed. and M.Ed.
15. To plan for M.Ed. Dissertation Report writing and Viva.
16. To discuss on Internal Examination pattern.
17. To discuss and plan for various committees.

Any other subject with the prior permission of the chairman. Following members were present for the meeting.

Chairman: Prin. Dr. Syed Azaz Ali,

Members:

Dr. Syeda Qudsia
Dr. Qaisar Jahan
Dr. Shadanullah Irfanullah
Dr. Leena Wadnere
Asst.Prof. Khan Shirin
Asst.Prof. Masoom Ali
Asst.Prof. Faheem Anwar
Asst.Prof. Nidhi R. Sharma


IQAC Coordinator
Dr. Shaikh Mohammadi


Principal
Dr. Syed Azaz Ali
Principal
DSR College of Education (B.Ed., M.Ed.)
Ph.D. (Education) Research Centre
Chh. Sambhajinagar (Aurangabad)

Sufa Educational and Welfare Society's
DSR COLLEGE OF EDUCATION (B.Ed. & M.Ed.)
Aurangabad



Academic Year (2023-24)
Internal Quality Assurance Cell Meeting-1

Principal : Dr. Syed Azaz Ali
Date : 29/06/2023
Time : 1:00 pm.
Venue : DSR College of Education (B.Ed. and M.Ed.).

The first meeting of IQAC was held on 29/06/2023 in the Principal's Cabin of the college. Chairman of IQAC, Principal Dr. Syed Azaz Ali welcomed the members present for the meeting.

Minutes:

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly
2. The principal Dr. Syed Azaz Ali had announced the opening date of the session for B.Ed. 2nd year and M.Ed. 2nd year Semester III.
3. Finalize the name of new IQAC members.
4. Discussion was carried out regarding syllabus orientation of B. Ed 2nd year and M.Ed. 2nd year Semester III, IV and time-table was prepared for orientation of syllabus.
5. Decision regarding tentative planning for the academic year was taken and the activities were finalized according to objectives of the college.
6. Distribution of various departments was done among the B.Ed. and M.Ed. staff members.
7. Finalized B.Ed. and M.Ed. course practical and activities for internal evaluation.
8. It was decided to send the letters to various schools, for giving permission to the B.Ed. and M.Ed. students for internship program and Practice lesson.
9. Finalized the activity of M.Ed. Dissertation and data analysis.
10. Planning of M.Ed. Dissertation Report writing and Vivawas assigned to M.Ed. faculty members.
11. Internal Examination pattern was decided for internal evaluation.
12. Roles, responsibilities were decided for various committee members.


Principal
Dr. Syed Azaz Ali
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DSR College of Education, Aurangabad

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DSR COLLEGE OF EDUCATION (B.Ed. & M.Ed.)
Aurangabad



Academic Year (2023-24)
Internal Quality Assurance Cell Meeting-1
Action Taken Report

Sr. No.	Decisions	Action Taken
1	Syllabus orientation of B.Ed. 2 nd year and M.Ed. 2 nd year Semester III	Orientation sessions were conducted by Principal Dr. Syed Azaz Ali for Faculty members and students.
2	Annual Planning for Academic year 2023-2024	B.Ed. and M.Ed. faculty prepared an annual plan for theory and practical work as per the norms of Dr. Baba Saheb Ambedkar Marathwada University.
3	Department Distribution	Departments were distributed to the B.Ed. and M.Ed. faculty members as decided in IQAC for all the courses. Planning and work distribution were discussed and assigned in the IQAC meeting.
4	Planning of internal activities	All the activities decided are planned as per the schedule. Planning of Internship, practices lesson, Basics of Research, Reading and Reflecting on text, understanding of self, Art and Drama was done by B.Ed. faculty. M.Ed. Dissertation and data analysis. M.Ed. Report writing and Viva were done by M.Ed. faculty.
5	Planning of Internship Activities	Letters were sent to the various schools and permission was taken and the internship program was conducted successfully for B.Ed. and M.Ed. students in various schools. The activities were planned in such a way so as to facilitate mentoring, supervising, and assessing the student teachers mutually by the teacher educators and school teachers. In the introduction to the Internship the student teacher has completed the following activities: Conduct Lessons, Plan of evaluation, Study of the records maintained by the school, Organization of co-curricular/ extra-curricular activities, Observation of peers, For M.Ed. internship 3 weeks duration was there.
6	To Promote Research Culture, B.Ed., M.Ed. departments are encouraged to organize various Activities.	The research cell of DSR College of Education facilitates and encourages research culture among the faculty and students. A Research Workshop was organized on "Tool development and Data Analysis". In this workshop all the professors-oriented M.Ed. students about the various tools of data collection and after it the researcher has to do the group activity about their tool for research which they are going to use. Presentation on "Research Tool" was organized. All M.Ed. students were oriented regarding Data collection and analysis. They were expected to visit different schools to collect research data and analyzed it. Students visited many schools of different areas (selected for research work), took prior permission from the school authority.
7	Examination & Evaluation	Tutorial, Preliminary examination was conducted and checked by faculty. For M.Ed. seminars, presentations were conducted.

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Composition of Internal Quality Assurance Cell (IQAC) (2023-24)
The members of IQAC are as follow-

Sr. No.	Name of the Staff	Designation
1	Dr. Syed Azaz Ali, Principal	Chairman
2	Anwar Hussain	Management Representative
3	Mr. Fuzail Ahmed Khan	Senior Administrative Officer
4	Dr. Qaiser Jahan	Faculty Member
5	Dr. Shaikh Mohammadi	IQAC Coordinator
6	Dr. Syeda Qudsia	Faculty Member
7	Asst.Prof. Khan Shirin	Faculty Member
8	Asst.Prof. Nidhi Sharma	Faculty Member
9	Shaikh Moin	Librarian
10	Ms. Tuba Firdous	Alumni
11	Syed Adnan	Student
12	Ms. Shaikh Afshan	Student

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Dr. Syed Azaz Ali
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**Internal Quality Assurance Cell Meeting - 2
NOTICE (2023-24)**

Date: 04/09/2023

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 07/09/2023 at 01.30 p.m. in the Principal's Cabin of the college. The following agenda shall be discussed in the meeting. You are therefore requested to kindly make it convenient to attend the meeting.

AGENDA OF THE MEETING-2

1. Review of minutes and action taken from the previous IQAC meeting.
2. Planning of academic and co-curricular activities for the upcoming semester.
3. Feedback mechanism from students.
4. Initiatives for mental health and wellbeing of teacher trainees.
5. Any other matter with the permission of the chair.

Chairman: Prin. Dr. Syed Azaz Ali,

Members:

Dr. Syeda Qudsia
Dr. Qaisar Jahan
Dr. Shadanullah Irfanullah
Dr. Leena Wadnere
Asst.Prof. Khan Shirin
Asst.Prof. Masoom Ali
Asst.Prof. Faheem Anwar
Asst.Prof. Nidhi R. Sharma

IQAC Coordinator
Dr. Shaikh Mohammadi

Principal
Dr. Syed Azaz Ali
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Internal Quality Assurance Cell Meeting-2

Date : 07/09/2023

Time : 1:00 pm.

Venue : DSR College of Education (B.Ed. and M.Ed.)

The second meeting of IQAC was held on 07/09/2023 in the Principal's Cabin of the college. Chairman of IQAC, Principal Dr. Syed Azaz Ali welcomed the members present for the meeting.

Minutes:

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly.
2. Academic and Co-curricular Planning:
3. Proposed organizing a workshop on Research Methodology.
4. Celebration of different Days were scheduled.
5. Feedback Mechanism.
6. Resolved to conduct structured feedback from students, alumni, and employers.
7. Mental Health and Wellbeing:
8. Proposed signing an MoU with a local Mental Health Hospital to conduct awareness sessions and counseling for teacher trainees. Orientation on stress management.
9. Decided to update the college website with latest activities and reports. Suggestions were made for digitalization of student attendance and result records.

Meeting ended with a vote of thanks to the Chair.

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Internal Quality Assurance Cell Meeting-2
Action Taken Report

Agenda Item	Action Taken
Academic and co-curricular planning	Environment Day successfully celebrated on June 5th. Workshop on Research Methodology was scheduled.
Feedback mechanism	Forms for student and alumni feedback designed and shared;
Mental health initiatives	MoU drafted with Mental Health Centre; session scheduled for March 15.
Website update	Coordinator submitted recent reports to IT team; update in progress.
Digitalization of records	Proposal for software installation submitted to management for approval.

Principal

Dr. Syed Azaz Ali

PRINCIPAL

Sufa Educational & Welfare Society's
DSR College of Education, Aurangabad



Internal Quality Assurance Cell Meeting - 3
NOTICE (2023-24)

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 08/01/2024 at 01.30 p.m. in the Principal's Cabin of the college. The following agenda shall be discussed in the meeting. You are therefore requested to kindly make it convenient to attend the meeting.

AGENDA OF THE MEETING-3

1. To take review of minutes of last meeting.
2. To take review of S.Y B.Ed. and M.Ed. IV Semester activities.
3. To decide the opening date of the academic session of 1st year B. Ed. and M.Ed. 1st year and M.Ed. IV Semester activities.
4. To consider, discuss and decide on the annual plan of the academic year 2023-2024 for B. Ed 1st year and M.Ed. 1st year.
5. To consider, discuss and decide on the syllabus orientation of F.Y. B.Ed. and F.Y. M.Ed.
6. To consider, discuss and decide on the distribution of workload of F.Y. B.Ed. and F.Y. M.Ed. in the faculties.
7. To consider, discuss and decide on the implementation of M.Ed 1st year and B.Ed. first year Curriculum as per the norms of Dr. Baba saheb Ambedkar Marathwada University.
8. To consider, discuss and decide F.Y. B.Ed. practical and activities for Internal Evaluation and Internal Examination.
9. To discuss on B.Ed. Microteaching, Integration orientation and demo lesson planning.
10. To consider, discuss and decide F.Y. M.Ed. practical and activities from dissertation- part I for Internal Evaluation and Internal Examination.
11. To Plan for F.Y B.Ed. Internship program.
12. To Plan for F.Y. B.Ed. Practice lesson.
13. To consider, discuss and decide on the activities for B.Ed.
14. To plan regarding Practical work submission and moderation committee.

15. To plan Workshop on Communication Skill and self-understanding.
16. To plan for Workshop on Yoga Education.
17. To plan for S.Y. B.Ed. Internship School visit.
18. To discuss and decide Educational Tour activity.
19. To plan activities for World Environment Day.
20. To Plan for UGC NET/SET Guidance session and Guest Lecture.
21. Any other subject with the prior permission of the chairman. Following members were present for the meeting.



Chairman: Prin. Dr. Syed Azaz Ali,

Members:

Dr. Syeda Qudsia
 Dr. Qaisar Jahan
 Dr. Shadanullah Irfanullah
 Dr. Leena Wadnere
 Asst. Prof. Masoom Ali
 Asst. Prof. Faheem Anwar
 Asst. Prof. Nidhi R. Sharma
 Asst. Prof. Khan Shirin

IQAC Coordinator

Dr. Shaikh Mohammadi

Principal

Dr. Syed Azaz Ali

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Sufa Educational and Welfare Society's
DSR College of Education (B.Ed. & M.Ed.), Aurangabad

Internal Quality Assurance Cell Meeting-3

- **Principal: Dr. Syed Azaz Ali**
- **Date:** 08/01/2024
- **Time:** 1:00 pm.
- **Venue:** DSR College of Education (B.Ed. and M.Ed.).

The third meeting of IQAC was held on 08/01/2024 in the Principal's Cabin of the college. Chairman of IQAC, Principal Dr. Syed Azaz Ali welcomed the members present for the meeting.

➤ **Minutes:**

1. Review of last meeting's minutes was taken, and next strategies were planned accordingly
2. The principal Dr. Syed Azaz Ali had announced the opening date of the session for B. Ed. 1st year and M.Ed. 1st year.
3. Discussion was carried out regarding syllabus orientation of B. Ed 1st year and M.Ed. 1st year and time-table was prepared for orientation of syllabus.
4. Decision regarding tentative planning for the academic year was taken and the activities were finalized according to objectives of the college.
5. Distribution of various departments was done among the F.Y. B.Ed. and F.Y. M.Ed. staff members.
6. Finalized M.Ed. dissertation- part I practical for all course code and activities for internal evaluation and internal examination.
7. It was decided to send the letters to various schools, for giving permission to the B.Ed. and M.Ed. students for internship program and Practice lesson.
8. Finalized the Microteaching skill and workload distributed accordingly.
9. Decided the tentative dates for Teaching Aids, Drawing, Lesson Planning and Evaluation Workshops.
10. Decided the tentative dates for Workshop on Communication Skill and self-understanding.
11. Decided the tentative dates for Workshop on Yoga Education.
12. Decided the tentative dates for S.Y. B.Ed. Internship school visit.
13. Finalized the activities for World Environment Day.
14. Decided the tentative date for UGC NET/SET Guidance session and Guest Lecture.

Principal

Dr. Syed Azaz Ali

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Sufa Educational and Welfare Society's
DSR College of Education (B.Ed. & M.Ed.), Aurangabad
 Academic Year 2023-24

Internal Quality Assurance Cell Meeting-3

Sr. No.	Decisions	Action Taken
1	Syllabus orientation of B.Ed. 1 st year and M.Ed. 1 st year	Orientation sessions were conducted by Principal Dr. Syed Azaz Ali for Faculty members and students.
2	Annual Planning for Academic year 2023-2024	B.Ed. and M.Ed. faculty prepared an Annual plan for theory and practical work as per the norms of Dr. Babasaheb Ambedkar Marathwada University.
3	Department Distribution	Departments were distributed to the B.Ed. and M.Ed. faculty members. Planning and work distribution were discussed and assigned in the staff meeting.
4	Planning of internal activities	All the activities decided are planned as per the schedule. Planning of Internship, practices lesson, Microteaching, Integration lesson, Team teaching lesson, Models of teaching, Co-Curricular activities, was done by B.Ed. faculty.
5	Examination and Evaluation	Tutorial, Preliminary examination was conducted and checked by faculty. For M.Ed. Seminar presentations were conducted.
6	Microteaching and Integration Lesson	Orientation sessions were conducted by Principal Dr. Syed Azaz Ali. As per decided skill orientation and demo lesson conducted by allotted faculty.
7	Yoga Education	Guest lecture was organized on Yoga.
8	Guest lecture and Workshop	Orientation Communication skill. The orientation for the communication skill was conducted. The session was taken by Dr. Syeda Qudsia. She had explained us about communication skill which is very important in every profession. She shared her view on this and gave us some points importance of having communication skill. The communication skill differ in students, teacher and in a person. One day Guest Lecture NET/SET GUIDANCE SESSIONS paper 1- Research Aptitude by Principal Dr. Syed Azaz Ali.
9		We had celebrated teacher's Day on B.Ed. & M.Ed. students were presented speeches emphasizing the importance of teacher's day. in a student's life and Nation building. We organized various competitions like Singing, Drawing and Painting, Poetry and



		Mimicry. We organized World Environment Day.
10	Planning of Internship Activities	Letters were sent to the various schools, permission was taken and the internship program was conducted successfully for B.Ed. and M.Ed. students in various schools. The activities were planned in such a way so as to facilitate mentoring, supervising, and assessing the student teachers mutually by the teacher educators and school teachers. For F.Y. B.Ed. internship, in the introduction to the Internship the student teacher has completed the following activities: • Observation of lessons of experienced school teachers preferably two of each school subject. • Develop lesson plans to cater to the diverse needs of the students preferably two of each school subject under the guidance of the school teacher. • Writing a report of the observed co- curricular and extracurricular activities organized in the school. • For B.Ed. internship in the introduction to the Internship the student teacher has completed the following activities: Preparation of lesson plan, Participation in co-curricular activities, Lesson Guidance, Diary Writing
11	To Promote Research Culture,	The research cell (R and D cell) of DSR College of Education facilitates and encourages research culture among the faculty and students.
12	B.Ed., M.Ed. departments are encouraged to organize various Activities	One day UGC-SET/ NET GUIDANCE SESSION was Organized for M.Ed. More than 50 students have participated in this session.

Principal
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Aurangabad



Date: 04/04/2024

Internal Quality Assurance Cell Meeting-4
NOTICE (2023-24)

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 08/04/2024 IQAC Meeting at 1.00 p.m. in the Principal's Cabin of the college. The following agenda shall be discussed in the meeting. All the members are requested to attend the meeting on the said date and given time and venue.

AGENDA OF THE MEETING-4

1. Review of decisions taken in the 3rd IQAC meeting
2. Academic and administrative audit planning for 2024-25.
3. Preparation of NAAC documentation and compliance
4. Planning student enrichment programs
5. Internship and school collaboration updates
6. Any other matter with the permission of the chair

Following members were present for the meeting.

Chairman: Prin. Dr. Syed Azaz Ali,

Members:

Dr. Syeda Qudsia
Dr. Qaisar Jahan
Dr. Shadanullah Irfanullah
Dr. Leena Wadnere
Asst.Prof. Khan Shirin
Asst.Prof. Masoom Ali
Asst.Prof. Faheem Anwar
Asst.Prof. Nidhi R. Sharma

IQAC Coordinator
Dr. Shaikh Mohammadi

Principal
Dr. Syed Azaz Ali

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DSR College of Education, Aurangabad

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DSR COLLEGE OF EDUCATION (B.Ed. and M.Ed.)
AURANGABAD



Academic Year (2023-24) Internal Quality Assurance Cell Meeting-4

- **Principal** : Dr. Syed Azaz Ali
➤ **Date** : 08/04/2024
➤ **Time** : 1:00 pm
➤ **Venue** : DSR College of Education (B.Ed. and M.Ed.).

The fourth meeting of IQAC was held on 08/04/2024 in the Principal's Cabin of the college. Chairman of IQAC, Principal Dr. Syed Azaz Ali welcomed the members present for the meeting.

➤ **Minutes:**

1. **Previous Meeting Review:** All previous action points were reviewed and found satisfactorily completed.
2. **AAA Planning:** It was decided to conduct an internal academic and administrative audit.
3. **NAAC Readiness:** Members discussed the progress of documentation of NAAC.
4. **Programs Planning:** one student skill enhancement workshop is scheduled.
5. **Internship Collaboration:** The MoU process with five local schools is in progress; mentors have been assigned for each school.

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Academic Year (2023-24)
Internal Quality Assurance Cell Meeting-4
Action Taken Report

Sr. No.	Action Point	Status
1	Conduct of Academic & Administrative Audit	Scheduled for May 2024
2	NAAC documentation upload	Ongoing – Deadline set for 25/04/2024
3	FDP and Student Workshops	Planning initiated – Dates proposed
4	Internship School MoUs	Drafts prepared – Finalization in progress
5	Proposal for digital attendance	Referred to IT Committee for feasibility


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IQAC Feedback Analysis Report (2023–24)

Feedback Collection and Stakeholders

Feedback from a structured format is collected from key stakeholders, including:

- **Students**
- **Teachers**
- **Employers**

This feedback helps assess the curriculum's effectiveness semester-wise, and also offers insights into the overall college functioning from both students' and teachers' perspectives.

B.Ed. and M.Ed. Feedback (Semester I to IV)

Students and teachers acknowledged the institution's strong commitment to delivering quality education in a nurturing academic environment. They praised the practice teaching component, which significantly developed their skills. The college's curriculum, teaching methods, and classroom practices were commended for their relevance and innovation. Activities such as class discussions, real-life connections with subject content, and use of engaging techniques were highly appreciated.

The curriculum delivery was reported to promote students' career awareness and self-development. However, feedback also pointed out a few areas for improvement—assignments were considered too theoretical and needed to involve more practical elements. A minority of students recommended expanding placement services and offering personality grooming workshops.

Action Taken

To address the highlighted concerns, the principal convened a staff meeting. Decisions were made to introduce stress management sessions, conduct yoga and meditation workshops, and arrange seminars on positive thinking and career guidance. Teachers were also instructed to educate students on plagiarism during tutorial periods and to counsel them positively in pedagogy classes. Additionally, preparatory workshops for exams like CTET, TET, and TAIT were conducted.

B.Ed. Internship Feedback

Students widely appreciated the supportive faculty, up-to-date teaching strategies, well-maintained infrastructure, and the principal's leadership. The internship and practical experiences were credited with significantly boosting their confidence and abilities.

Still, some students felt that workload, especially related to file work, should be lightened, while practical learning could be increased. They requested improvements in internet facilities, more emphasis on moral and physical education, and timely feedback on


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assignments. Additionally, there were suggestions for including fun breaks in the time-table and updating the curriculum to meet global standards.

Action Taken

Following internal discussions, the principal advised faculty to stagger assignment deadlines and promote moral education centered around values and character development. Students were encouraged to participate voluntarily in extracurricular activities as part of their teacher training.

Employers' Feedback

Employers evaluated the college's alumni and highlighted their sound conceptual understanding, use of new teaching methods, planning ability, and assessment strategies. However, they noted that students should strengthen their communication, interview readiness, and resume writing skills. They also emphasized the need for teachers to keep pace with contemporary challenges in education.

Action Taken

The principal reviewed this feedback with the IQAC and the academic council. It was resolved to conduct more personality development workshops and encourage students to take up self-paced and online learning programs.

Teachers' Feedback

Teachers, viewed as crucial stakeholders in the learning process, offered detailed feedback on the academic content and student services. They found the curriculum aligned with contemporary requirements and suitable for effective subject delivery. The suggested learning materials were considered appropriate, and students had ample opportunities for creative and varied presentation of assignments.

However, in certain disciplines, teachers felt the need for additional practical components and requested greater flexibility in sessional work.

Action Taken

Based on these inputs, the report was shared with the principal and discussed during a staff meeting. The administration agreed to revise the sessional work approach to foster teamwork and collaborative learning. Teachers were also encouraged to guide students in identifying real-world issues and help them submit research-based recommendations.


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