Faculty Development Program "The New Normal Teaching System"

A. G. Teachers College, Ahmedabad's Internal Quality Assurance Cell (IQAC) organized a Faculty Development Program **"The New Normal Teaching System"**. It was 6 days' program from 17/07/2020 to 22/07/2020. The college used MOOC platform for the first time. Blended Learning, Google Classroom, YouTube in Education, E-assessment Tools, Video capture software, Audio recording and editing, Video editing and MS Team were the topics covered. This FDP was flexible in nature allowing participants to access the content as per their own time and convenience. It was a paid FDP. Fees for registration were Rs.300.

Participants submitted assignment, quiz and feedback as directed and after successful completion they got their e-certificates.

Total 67 participants registered. Out of them, 65 participants' actually participated in the FDP. Out of state participants had also registered and, even though the medium of instruction was Gujarati, they completed the FDP successfully. Telegram group was created for providing information to participants.

Different designated participants joined this FDP. There were 06 Principals, 09 Associate Professors, 21 Assistant Professors, 17 Teachers, 05 Lecturers and remaining were students of B.Ed., M.Ed., Lab. Assistant, Librarian and Research Scholars. It was found that 26 participants had a Doctorate Degree.

Participants from different disciplines participated this FDP. 22 participants were from Teacher Education Colleges, 13 from Science Colleges, 6 from Arts Colleges, 3 from Commerce Colleges and 7 from other disciplines.

One of the participants was blind but he also participated this FDP actively and enthusiastically.

Dr. K. H. Yadav, Principal (Offg.) of AGTC organized this FDP very ardently and as a director of FDP always motivated the staff.

The MOOC platform was created by Dr. G. S. Patel with the help of Moodle App and he played a key role in successful conduction of the program.

Dr. K. H. Yadav, Dr. G. S. Patel, Dr. R. C. Patel, Dr. D. A. Bumtaria and Dr. N. U. Dhodi extended services as Resource Persons & provided detailed content marvellously.

Other resource persons were from other B.Ed. colleges who also gave their expert services in this FDP. Dr. S. L. Solanki, as an IQAC Co-ordinator, welcomed the participants through his video recorded speech. Dr. R. M. Patel and Mrs. G. R. Parikh also extended their services to make this FDP effective and successful

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Resource Person	Topic	Date
Dr. K. H. Yadav Principal (Offg.) A. G. Teachers College	Blended Learning	17/07/2020
Dr. N. U. Dhodi Assistant Professor, A. G. Teachers College	Google Classroom- Create & Join, Add Study Material, Add Assignment	17/07/2020
Dr.PathikBarot Assistant Professor, Swami VivekanandSarvodaya Bank Education College, Mehsana	Google Tools for Evaluation	18/07/2020
Dr.SandipBoricha Assistant Professor, Smt. M.N.K. DalalEducation College for Women, Ahmedabad	Google Tools for Evaluation (In Language Subject)	18/07/2020
Dr.KevalAndharia Assistant Professor, Smt. M.N.K. Dalal Education College for Women, Ahmedabad	OBS software and Video Editing	19/07/2020
Dr. G. S. Patel Assistant Professor, A. G. Teachers College	Audacity (Audio recording and editing)	20/07/2020
Dr. R. C. Patel Assistant Professor, A. G. Teachers College	YouTube in Education	20/07/2020
Dr. D. A. Bumtaria Assistant Professor, A. G. Teachers College	MS Team	21/07/2020 To 22/07/2020

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A.G. Teachers College, Ahmedabad,
Internal Quality Assurance Cell organises
Faculty Development Program " The New Normal Teaching System "
Date : 17/07/2020 to 22/07/2020

વૈશ્વિક મહામારીના પરિપ્રેક્ષ્યમાં વર્તમાનમાં નવું સ્વરૂપ ધારણ કર્યુ છે. ચોક-સ્ટરથી શિક્ષણ સામગ્રી ગતિ શિક્ષણપ્રણાલીથી માંડી વિદ્યાપ્રાપ્તિની છે. શિક્ષણ સામગ્રીની ઓનલાઇન અને આધુનિક સમયની માંગ છે. આ વિચાર સાથે A. G. Teachers College ના IQAC દ્વારા Faculty Development Program ને MOOC સ્વરૂપે આયોજન કરવામાં આવ્યું છે.

આ વિવધ FDP માં Blended Learning. Google Classroom, YouTube in Education, E-assessment Tools, Video capture software, Audio recording & editing, Video editing, MS Team જેવા મુદ્દાઓ આવરી લેવામાં આવશે, અને MOOC સ્વરૂપ હોવાથી ઇન્ટરેક્ટ શિક્ષણાર્થીઓ પોતાના સમય અને સ્થાનની અનુકૂળતા મુજબ શાને મેળવી શકશે.

નજીકમ Assignments, Quiz અને Feedback નિયમિત સમય મર્યાદામાં Submit કરી બાદ જ સર્ટીફીકેટ થશે.

Resource Person

Dr. G. S. Patel, Assistant Professor,
A.G. Teachers College, Ahmedabad

Dr. D. A. Bumtaria, Assistant Professor,
A.G. Teachers College, Ahmedabad

Dr.Pathik Barot, Assistant Professor,
Swami Vivekanand Sarvodaya Bank
Education College, Mehsana

Dr. Keval Andharia, Assistant Professor,
Smt. M. N. K. Dalal College of Education,
Ahmedabad

Dr. Sandip Boricha, Assistant Professor,
Smt. M. N. K. Dalal college of
Education, Ahmedabad

Dr. R. C. Patel, Assistant Professor,
A.G. Teachers College, Ahmedabad

Dr. N.U. Dhodi, Assistant Professor,
A. G. Teachers College, Ahmedabad

I/C Principal Dr. D. A. Bumtaria
Dr. N. U. Dhodi

FDP Details

Registration fees : Rs. 300
Registration Link :
https://forms.gle HHRzTM4MmPEz6NS66
Payment details:

Bank Name : **Bank of India**
Branch Name : Navrangpura, Ahmedabad
Account Name : A.G. Teachers College
Account Number : 200910100039598
IFS code : BKID0002009
Last date of registration : 12/07/2020
Medium of Instruction : Gujarati

Organizing Committee

Dr. S. L. Solanki, IQAC Co-ordinator   (9924050591)

Dr. R. M. Patel   (9428121291)
Dr. G. S. Patel   (8238038696)
Dr. R.C. Patel   (9428964353)
Dr. D. A. Bumtaria   (9408555594)
Dr. N. U. Dhodi   (8849169764)

FDP Director
Dr. K. H. Yadav
Principal (Offg.)
A.G.Teachers College
(9377333302)

Admin Committee
Mrs. G.R. Parikh
(9426433283)

FDP on "The New Normal Teaching System"

Dashboard / My courses / FDP

મિત્રો, A.G Teachers College, Ahmedabad દ્વારા આયોજિત FDP - The New Normal Teaching System- MOOC માં આપનું હાર્દિક સ્વાગત છે. આ ઓનલાઇન કાર્યક્રમમાં દરરોજ Digital Learning માટેના સોફ્ટવેરની માહિતી આપવામાં આવશે.

Your progress

Day-1, 17 July, 2020

- Welcome- IQAC-Co-ordinator
- Blended Learning ☑
- Video-1 Google Classroom- Create and Join ☑
- Video-2 Add Material in Google Class ☑
- Video-3 Create an assignment in Google Classroom ☑
- Test-1 Day-17 July 2020 ☑
- Assignment-1

Activate Windows
Go to Settings to activate Windows.

- Feedback ☑

Day-2, 18 July, 2020

- Create and assign assignment in Google classroom ☑
- Scoring (Grading) assignment in Google classroom ☑
- Google Drive - Introduction use ☑

    This video will be helpful for assignment submission in this FDP.
    આ વિડીઓ એસાઇમેન્ટ સબમિશનમાં ઉપયોગી થશે...

- Google Form - Types of Quiz ☑
- Create Quiz in google form -Settings ☑
- Google forms for evaluation Part-1 ☑
- Google forms for evaluation Part-2 ☑
- Test-2, Day-18 July 2020 ☐
- Assignment-2 and Feedback (Last Date :20/07/2020) ☑

    Create google form quiz with three different types of question and share the link in this form.
    ગુગલ ફોર્મમાં ત્રણ પ્રકારના પ્રશ્નોનો સમાવેશ કરી કસોટી તૈયાર કરો અને તેની Link આ ફોર્મમાં Share કરશો.

Activate Windows
Go to Settings to activate Windows.

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A. G. Teachers College (CTE)
Navrangpura, Ahmedabad
Run by Ahmedabad Education Society
NAAC Reaccredited with Grade "A" (CGPA 3.30)

Two Days State Level Webinar on
"New Normal in Teaching of Mathematics & Science"

આજે જ્યારે સમગ્ર વિશ્વ કોરોનાની મહામારી સામે ઝઝૂમી રહ્યું છે ત્યારે ભવિષ્યનું શિક્ષણ મોટાભાગે ટેક્નોલોજી પર નિર્ભર રહેશે. શાળા કક્ષાએ મુખ્ય વિષય તરીકે ગણાતા ગણિત-વિજ્ઞાન વિષય માટે ઘરે રહીને પણ વિદ્યાર્થીઓ ઘરગથ્થું સાધન-સામગ્રી દ્વારા પ્રવૃત્તિઓ/ પ્રયોગો કરી સંકલ્પના સમજી શકે તે જરૂરી છે. તેમજ ગણિત-વિજ્ઞાન વિષયનું ઓનલાઈન શિક્ષણ વધુ અસરકારક અને રસપ્રદ બનાવવા વિવિધ tools અને applications ખૂબ ઉપયોગી છે. ગણિત, વિજ્ઞાન અને ટેક્નોલોજીનો ત્રિવેણી સંગમ ધરાવતો આ વેબિનાર ગણિત-વિજ્ઞાનના ભાવિ શિક્ષકો, શિક્ષકો તેમજ શિક્ષક-પ્રશિક્ષકો માટે અસરકારક શિક્ષણ પ્રદાન કરવામાં મદદરૂપ નીવડશે.

<table>
<tr><td>Day-1 (09/06/20)
Session Expert
Dr. Sanjay R. Pandya
(M.Sc., M.Ed., C.C.S., Ph.D.)
(Gujarat Best Educator Award Winner)
Program Officer,
M. D. Mehta Dist Community Science Centre
At-Dhrol, Dist– Jamnagar</td><td>Day-2 (10/06/20)
Session Expert
Mr. Chirag Sachania
(B.Sc., B.Ed.)
(Best Teacher Award Winner)
(ICT: Master Trainer)
Jamnagar Municipal School Board,
Jamnagar</td></tr>
</table>

REPORT

Current global situation is difficult to say about future of teaching-learning process. Mathematics and science subject play a vital role in student's life. Education in future is very much dependent on technology. So we have to prepare ourselves for the same. Many applications are available on various online platforms to be learnt to utilize them.

Main objective of organising this webinar was to make teachers of mathematics and science academically and technically strong enough in new normal.

Dr. Sanjay R. Pandya was invited to conduct the session on 9th June, 2020 who is a program officer at M. D. Mehta District Community Science Centre, Dhrol, Dist-Jamnagar. He explained many activities and practical of mathematics and science subject which we can perform by materials available at home. Participants learnt many concepts with fun during the

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session. He shared some files with explanation of some activities and practical of mathematics and science subject. He answered the questions asked by participants in chat box. He shared his YouTube channel for his uploaded videos and contact details for the future reference. His session was effective.

Mr. Chirag Sachania conducted the session on 10th June, 2020. He is teacher at School no.32, Municipal School Board, Jamnagar. He explained some useful applications/ websites/ tools which would be useful for teachers in mathematics and science teaching. He shared one pdf file with the list of applications/ websites/ tools which he covered in his session. His session was fruitful.

This webinar was organized through Zoom online platform and also live streaming of webinar on official YouTube channel of A. G. Teachers College also.

Total 91 participants registered for this webinar. Professors, Teachers, Students of different institutes of various States and one participant from Oman (International participant) participated this webinar actively.

Dr. K. H. Yadav, Principal (Offg.), A. G. Teachers College welcomed & played crucial role in successful conduction of webinar.

Dr. D. A. Bumtaria, Webinar Co-ordinator & Assistant Professor, introduced both the Sessions Experts, proposed a vote of thanks, administered different applications (Whatsapp, Gmail), took some screen shots of live webinar and described the report of the webinar.

Dr. G. S. Patel uploaded the link of this event and screenshots of live webinar on social media.

Ahmedabad Education Society IT expert team assisted technological support.

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New Normal Trends in Commerce Education

A. G. Teachers College-CTE, Ahmedabad organised a webinar on "New Normal Trends in Commerce Education" on 04/10/2020 at 3.00 p.m.

Dr.Nileshkumar B. Gajjar, Assistant Professor, L.N.K. College of Education-CTE, Patan was the session expert of the webinar. Dr. Gajjar explained about the technologies in 21st century which helps in blended leaning. He also clarified different learning methods and approaches. Future trends of commerce education were elaborated by him very effectively.

263 participants registered themselves in this webinar. Registration was free in nature. Zoom (Licenced version) platform was used for the webinar.

90 participants joined the webinar from different districts of Gujarat state.

E-certificates were given to participants who submitted the feedback form online. First time we practiced certify'em app which was connected with feedback form. It means that when a participant submits the feedback form, the certificate is auto-generated and sent directly to him/her.

6 participants were Principals of schools and colleges, 25 participants were teacher educators and 38 participants were teachers.

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A.G.TEACHERS COLLEGE (CTE)
Navrangpura Ahmedabad

Organises Webinar on
New Normal Trends in Commerce Education

રાષ્ટ્રીય શિક્ષણનીતિ (NEP) 2020 ના સંદર્ભે શિક્ષણ જગતમાં આવનાર આમૂલ પરિવર્તનો વાણિજ્ય શિક્ષણ (Commerce Education) ને નવી દિશા આપશે. વર્ગખંડો નવું સ્વરુપ ધારણ કરવા જઈ રહ્યા છે ત્યારે આધુનિક તકનીકીઓ (Techniques),પ્રવાહો (Trends),માધ્યમો (Platforms) અને સામાજિક નેટવર્ક (Social Media) દ્વારા શિક્ષકો અવગત બને તે આ વેબિનારનો મુખ્ય ઉદ્દેશ્ય છે. વાણિજ્ય શિક્ષણને વાચા આપતો આ વેબિનાર વાણિજ્ય પ્રવાહના શિક્ષક-પ્રશિક્ષકો, શિક્ષકો અને ભાવિ શિક્ષકો માટે અસરકારક શિક્ષણ પ્રદાન કરવામાં મદદરુપ બનશે.

WEBINAR DETAILS

⇒ **Date:** 04/10/2020

⇒ **Time:** 3:00 pm to 4:00 pm

⇒ **Free Registration**

⇒ **Registration is compulsory**

⇒ **Last Date for Registration:** 02/10/2020 Till 4:00 pm

⇒ **Registration Link :** https://forms.gle/PJAqjeGDsQekQVgA7

⇒ **Webinar Platform :** Zoom App.

⇒ **E-certificate will be issued after submission of feedback form**

SESSION EXPERT

Dr. Nileshkumar B. Gajjar
Assistant Professor,
LNK College of Education (CTE), Patan

DIRECTOR
Dr. K. H. Yadav
Principal (Offg.),
A.G. Teachers College, CTE,
Ahmedabad (9377333302)

CO-ORDINATORS

Dr. R. C. Patel
Assistant Professor,
A.G. Teachers College ,CTE,
Ahmedabad (9428964353)

Dr. N. U. Dhodi
Assistant Professor,
A.G. Teachers College ,CTE,
Ahmedabad (8849169764)

I/C Principal
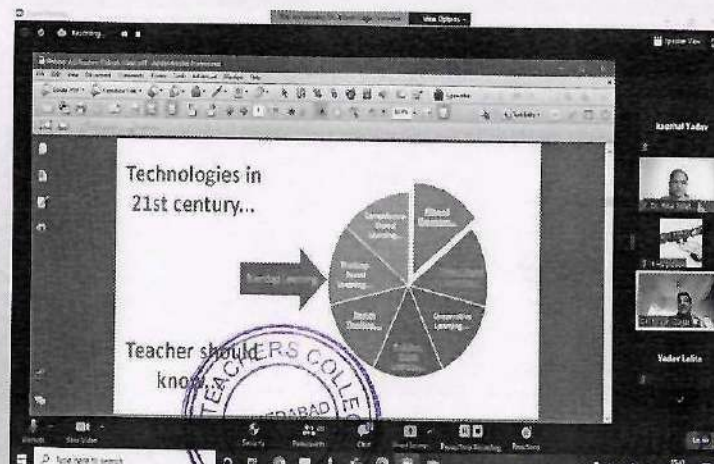A.G. TEACHERS COLLEGE, CTE,
AHMEDABAD

AHMEDABAD
380 009

A.G.TEACHERS COLLEGE (CTE)
Navrangpura Ahmedabad

Organises Webinar on
New Normal Trends in Commerce Education

Date: 04/10/2020   **Sunday**   **Time: 3:00 to 4:00 pm**

Ref. No. : 71/2020-21   Date : 24/9/20

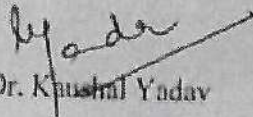Dear Dr. Nilesh Gajjar ,

Greetings from A G Teachers College,

A G Teachers College- a premier college in teacher education was established in 1952 by Ahmedabad Education Society. College has been accredited and reaccredited with the highest grades by NAAC.

World is undergoing tremendous changes and every sector is being painted with new culture. New normal are being setup and stakeholders have ignited their minds to accept the changes. College is organizing webinar on the theme "New Normal Trends in Commerce Education" on 4th October, 2020: 3.00pm to 4.00pm. Webinar has been conceptualized to inspire teaching community towards adoption and adaptation of changes suggested in NEP 2020 and online tools in teaching commerce subjects and play a leading role in putting learners on global platform.

We would like to invite you as a resource person and request you to share your thoughts.

We look forward to your consent.

Thanks and Regards

Dr. Kaushal Yadav

Principal (offg)

A. G. Teachers College
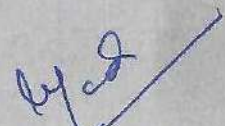
Dr. R.C.Patel & Dr. N.U.Dhodi

Webinar coordinator

A.G.Teachers College

I/C Principal
A. G. TEACHERS COLLEGE, CIL
AHMEDABAD

University Road, Navrangpura, Ahmedabad-380 009.
Tele. : 079-26442451 • E-mail : agteachers1952@gmail.com
Website : www.agteacherscollege.ac.in

Creating Mind Map

A. G. Teachers College, Ahmedabad organized a Webinar on "Creating Mind Map" dated on 14/10/2020 at 2.00 p.m. It was Two hours' session in which topics covered were Introduction to Mind Map, Creating Mind Map through Word, Excel & Power Point and Creating Mind Map through Web Tools. It was paid webinar, fees for registration was Rs. 100. Participants submitted assignment as per given directions & instructions and after successful submission participants received their E-certificates.

Dr. K. H. Yadav, Principal (Offg.) of AGTC fervently organised this webinar as a director. Dr. Rita C. Patel, Dr. Dharmendra A. Bumtaria and Dr. Nayana U. Dhodi presented their expertise knowledge in the webinar.

Total 150 participants were registered themselves. Out of them 124 participants joined the webinar live. Participants were from different districts of Gujarat. Zoom (Licenced version) platform was used for the webinar.

56 participants submitted feedback forms and 74 participants were submitted their assignments. 13 participants faculties were from different colleges, 12 participants were school teachers, 2 participants from other designation and other remaining were B.Ed. trainees.

Participants from Arts stream were 5, Commerce stream was 1, Participants of Science streams were 6, other stream were 5 and remaining participants were from education stream.

Resource Person	Topic
Dr. R. C. Patel Assistant Professor, A. G. Teachers College	Introduction to Mind Map
Dr. D. A. Bumtaria Assistant Professor, A. G. Teachers College	Creating Mind Map through Web Tools
Dr. N. U. Dhodi Assistant Professor, A. G. Teachers College	Creating Mind Map through Word, Excel & Power Point

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એ. જી. ટીચર્સ કોલેજ, અમદાવાદ દ્વારા "Creating Mind Map" વિષય પર તારીખ 14/10/2020 ના રોજ બપોરે 2.00 કલાકે આ વેબીનારનું આયોજન કરવામાં આવ્યું હતું. આ વેબીનાર 2 કલાકનો હતો જેમાં Introduction to Mind Map, Creating Mind Map through Word, Excel & Power Point and Creating Mind Map through Web Tools જેવા વિષયો ને સાંકળી લેવામાં આવ્યા હતા. આ વેબીનારની રજીસ્ટ્રેશન ફી રૂ. 100 હતી. તમામ ભાગ લેનાર પ્રતિભાગીઓએ જણાવેલ સમયે અસાઈનમેન્ટ અને ફીડબેક સબમિટ કરવાનું હતું. જેના આધારે તેમને ઇ-સર્ટિફિકેટ એનાયત કરવામાં આવવાના હતા.

ડૉ. કે.એચ. યાદવ, પ્રિન્સિપાલ(Offg.), એ. જી. ટીચર્સ કોલેજ કે જેઓ આ વેબીનારના Director છે તેમણે ખૂબ જ ઉત્સાહ અને સક્રિય રીતે આ કાર્યક્રમનું આયોજન કર્યું હતું. ડૉ. રીટા સી. પટેલ, ડૉ. ધર્મેન્દ્ર એ. બુમતરીયા અને ડૉ. નયના યુ. ધોડી એ તેમની તજ્જ્ઞનીય સેવાઓ આપી હતી. આ ત્રણે તજજ્ઞો આસિસ્ટન્ટ પ્રોફેસર તરીકે એ. જી. ટીચર્સ કોલેજમાં

150 પ્રતિભાગીઓએ આ વેબીનારમાં રજીસ્ટ્રેશન કરાવ્યું હતું. જેમાંથી 124 પ્રતિભાગીઓ આ વેબીનારમાં જોડાયા હતા. જેઓ ગુજરાતના જુદાં જુદાં જીલ્લાઓ માંથી જોડાયા હતા. ઝૂમ (લાયસન્સ વર્ઝન) દ્વારા વેબીનારનું આયોજન કરવામાં આવ્યું હતું.

56 પ્રતિભાગીઓએ ફીડબેક ફોર્મ જમા કરાવ્યું હતું અને 74 પ્રતિભાગીઓએ તેમના અસાઈનમેન્ટ આપેલ સમય મર્યાદામાં જમા કરાવેલ હતા. 13 પ્રતિભાગીઓ કોલેજના અધ્યાપકો હતા, 12 પ્રતિભાગીઓ શાળા શિક્ષકો, 2 પ્રતિભાગીઓ અન્ય હોદ્દો ધરાવતા હતા તથા બાકીના તમામ પ્રતિભાગીઓ બી.એડ.ના તાલીમાર્થીઓ હતા.

આર્ટ્સ વિદ્યાશાખાના 5 પ્રતિભાગીઓ, કોમર્સના 1 પ્રતિભાગી, સાયન્સના 6 પ્રતિભાગીઓ, અન્ય વિદ્યાશાખાના 5 પ્રતિભાગીઓ અને બાકીના તમામ પ્રતિભાગીઓ શિક્ષણ વિદ્યાશાખાના હતા.

| Resource Person	Topic
Dr. R. C. Patel Assistant Professor, A. G. Teachers College	Introduction to Mind Map
Dr. D. A. Bumtaria Assistant Professor, A. G. Teachers College	Creating Mind Map through Web Tools
Dr. N. U. Dhodi Assistant Professor, A. G. Teachers College	Creating Mind Map through Word, Excel & Power Point

I/C Principal
A. G. TEACHERS COLLEGE, CTE, AHMEDABAD

A. G. Teachers College-CTE

Navrangpura, Ahmedabad-380009
Managed by The Ahmedabad Education Society
NAAC Reaccredited with Grade "A" (CGPA 3.30)

Organizes a Webinar on

Creating Mind Map
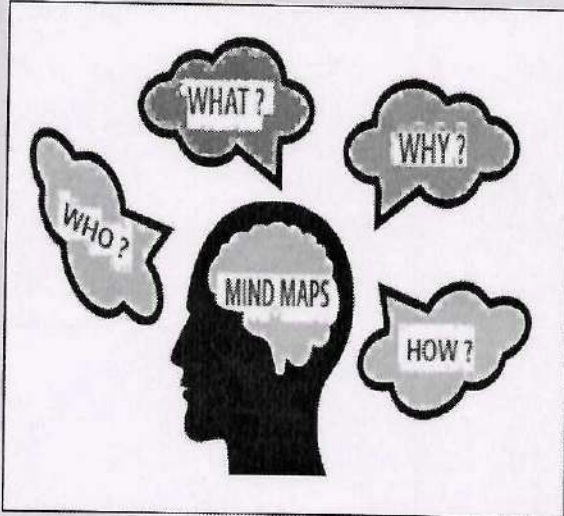
અધ્યાપન નહીં પરંતુ અધ્યયનને કેન્દ્રમાં રાખી શિક્ષણ પ્રક્રિયાનું આયોજન કરવું એ પ્રવર્તમાન સમયની માંગ છે. વિવિધ શિક્ષણ પધ્ધતિ, પ્રયુક્તિઓ થકી વિષયવસ્તુ વિદ્યાર્થી સમક્ષ મૂકાય છે ત્યારે વિદ્યાર્થીની અધ્યયન કક્ષા વધુ ઉર્ધ્વગામી બને તેવા પ્રયત્નો શિક્ષક થકી આવકાર્ય છે. માનવ માનસ દ્વારા ચિત્રાત્મક રજૂઆત ઝડપથી ગ્રહણ થાય અને લાંબા સમય સુધી મુદ્રિત બની રહે છે તેવું સંશોધન થયેલ છે. વિષયવસ્તુનું ચિત્રાત્મક કે રેખાત્મક સ્વરૂપે નિરૂપણ Mind Map પ્રયુક્તિનો હાર્દ છે. Mind Mapની સંપૂર્ણ સમજ આપતો આ વેબિનાર અસરકારક શિક્ષણ પ્રદાન કરવામાં મદદરૂપ નીવડશે.

:: Sessions ::

Introduction to Mind Map **Dr. Rita C. Patel**	Creating Mind Map through Word, Excel & PowerPoint **Dr. Nayana U. Dhodi**	Creating Mind Map through Web Tools **Dr. Dharmendra A. Bumtaria**

:: Webinar Details ::

- **Medium of Instruction will be Gujarati and All sessions will be interactive with demonstration**
- Date: 14/10/2020 (2:00 PM to 4:00 PM)
- Please click on the following link for Registration: https://forms.gle/Duigsm3x13FaEWL46
- Registration Fee: **Rs. 100/-**
- Fees to be paid on following Bank Account: (Screenshot to be uploaded on Google Form)
- Last Date of Registration: **12/10/2020**
- Webinar Platform: Zoom App. (Licensed Version)

> Bank Name: Bank of India
> Account Name: A.G.Teachers College
> Account Number: **200910100039598**
> IFS Code: **BKID0002009**
> Branch Name: Navrangpura, Ahmedabad

- E-certificates will be issued. Attendance and submission of feedback form and assignment is mandatory for E-certificate.
- E-mail ID: agtc.webinar@agteacherscollege.ac.in

Webinar Director:
Dr. Kaushal H. Yadav
Principal (Offg.),
A. G. Teachers College, Ahmedabad
Mo. 9377333302

Webinar Coordinators:
Dr. Rita C. Patel,
Asst. Professor, A. G. Teachers College, Ahmedabad (Mo. 9428964353)
Dr. Dharmendra A. Bumtaria,
Asst. Professor, A. G. Teachers College, Ahmedabad (Mo. 9408555594)
Dr. Nayana U. Dhodi,
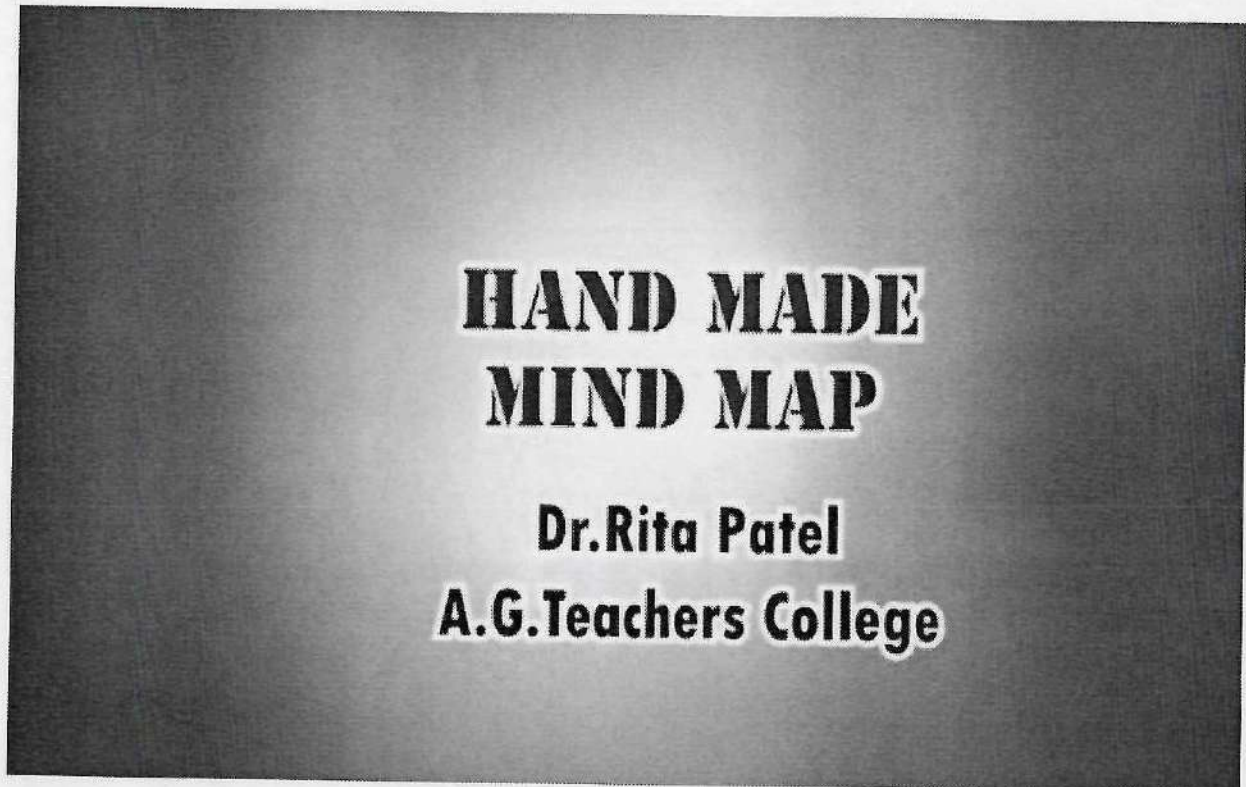Asst. Professor, A. G. Teachers College, Ahmedabad (Mo. 8849169764)

I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

HAND MADE MIND MAP

Dr.Rita Patel

A.G.Teachers College

Hand made Mind Map | DIY Mind map step by step | How to create Mind map for any subject ?

Dr. Rita Patel
144 subscribers

76 views 2 years ago E-content

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AHMEDABAD

A. G. Teachers College

Navrangpura, Ahmedabad

IQAC organizes Value Added Course on

"Digital Competencies for Prospective Teacher"

Course Duration: 3 Weeks

About the course:

Post pandemic era has made education technology enabled. Prospective teachers have to upskill their digital competencies for becoming effective teacher in new normal. This course motivates prospective teacher to enhance their digital competencies. This course will be launched through Moodle.

Course Objectives:

- To enable teacher trainees to develop digital competency.
- To provide hands on experience for various digital tools.
- To enable teacher trainees to create e-content.
- To enable teacher trainees to understand various ICT tools for teaching-learning process

Content covered:

- Working with Moodle
- Google Tools
- Audio Recording & Editing Tools
- Microsoft Teams

- Blended Learning
- Video Recording & Editing Tools
- Creating a YouTube Channel
- Creating a Mind Map

Course Planner

Dr. G. S. Patel

Dr. D. A. Bumtaria

Dr. R. C. Patel

Dr. N. U. Dhedi

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Digital Competencies for Prospective Teachers

Course Syllabus

Module-1	Working with Moodle
Module-2	Blended Learning
Module-3	Google Classroom (Create, Join, Study Material)
Module-4	Google Classroom (Assignments)
Module-5	Google Drive
Module-6	Google Forms (Introduction, Settings)
Module-7	Google Quiz Part-1
Module-8	Google Quiz Part-2
Module-9	Video Recording Tools (Introduction, Settings, Sample)
Module-10	Video Editing Tools (Introduction, Settings, Sample)
Module-11	Audio Recording & Editing Tools (Introduction, Settings, Sample)
Module-12	Creating a YouTube channel
Module-13	MS Teams (Introduction, Groups, Add members)
Module-14	MS Teams (How to work in MS Teams, Assignments, Quiz)
Module-15	Creating a Mind Map (Introduction)
Module-16	Offline tools for creating mind map
Module-17	Web tools for creating mind map

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I/C Principal
G. TEACHERS COLLEGE, CTE,
AHMEDABAD

Date of Preparation: 03-02-23   Date of Approval: 17-05-23   Date of Implementation: 18-05-23

SOP for Students Union

Principal- Chairperson of SU

(Program/activity circular received)

```
                    ┌─────────────────┐
                    │   SU incharge   │
                    └─────────────────┘
                            │
      ┌─────────────────────────────────────┐
      │ classify the received circular and  │
      │  allot to relevant portfolio        │
      │  incharge                           │
      └─────────────────────────────────────┘
                            │
     ┌──────────────────────┼──────────────────────┐
┌──────────────┐    ┌──────────────┐     ┌──────────────┐
│College activity│  │Govt. directed │     │ Uni. directed │
└──────────────┘    └──────────────┘     └──────────────┘
```

College activity	Govt. directed	Uni. directed
SU incharge and portfolio incharge togather will coordinate the event Report to be submitted in colege office	portfolio incharge will coordinate the activity (announcement/entry/guidance/execution/photo, video,report/winner declaration in assembly) Report to be submitted in colege office	portfolio incharge will coordinate the activity (announcement/entry/guidance/execution/photo, video,report/winner declaration in assembly) Report to be submitted in colege office

- Every help will be extended by SU in-charge to portfolio in-charge when needed.
- Other SU members will actively participate with the portfolio SU members in all activities.
- Annual report will be submitted to principal be SU in-charge after compilation of all reports at the end of the year.

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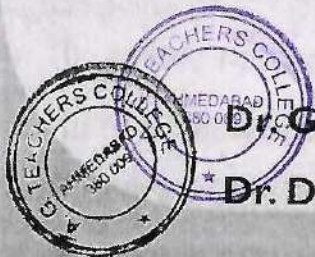   I/C Principal
                                                    A. G. TEACHERS COLLEGE, CTE,
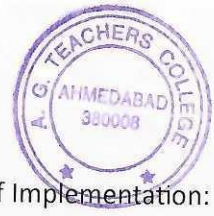   AHMEDABAD
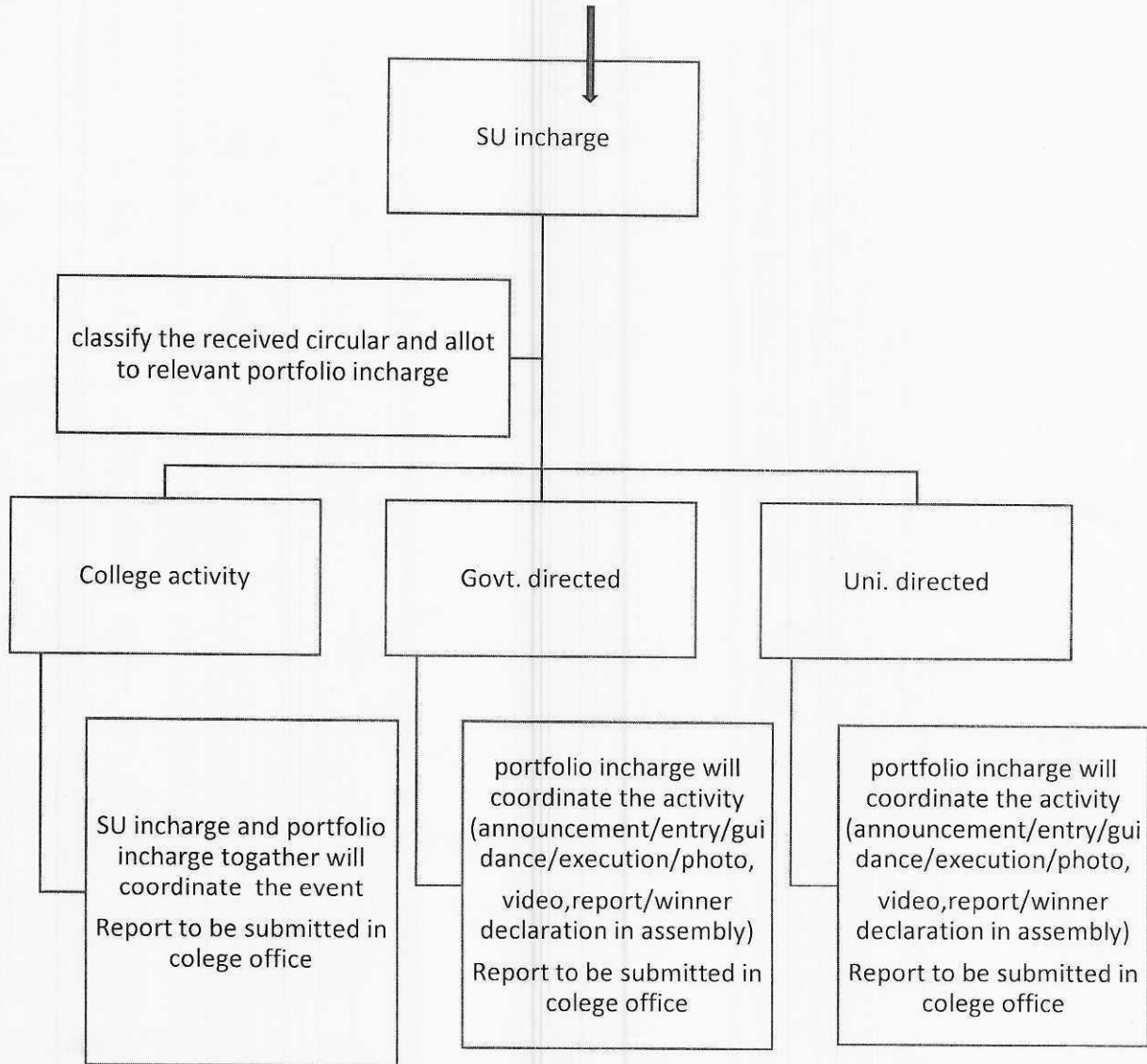
A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Accounts (Tally Software)

Cash

- Cash Received (Fee, TC Fee, misc.) manually and same day entry.
- Pre-approval of Principal for any Cash Payment.
- Cash is paid only after Bill/College Voucher is provided.
- Necessary entries in Tally and sign by Principal.

Bank

- Grant, Various Remunerations, Salary Deduction (IT & PT) are received by cheque or NEFT.
- Pre-approval of Principal for any Bank Payment.
- Bank Payment Cheque is signed by Principal & Management.
- Concerned party is informed & cheque is given/collected by the party or sent to Bank for NEFT.
- Necessary entries in Tally and sign by Principal.

JV

- Every Month Salary JV.
- Management sends different entries and they are entered in JV.
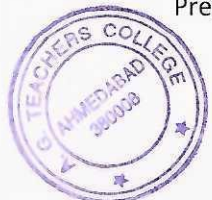
Prepared by:

Reviewed by:

IQAC Co-Ordinator
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Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Paybill

Every Month paybill is prepared according to Government format.

↓

Paybill is submitted at Commissioner of Higher Education between 1 to 15 of every month.

↓

Salary is credited in employee's account within first week of the Month.

↓

Necessary entries are done in Tally Software

↓

Professional Tax & Income Tax cheques are signed by Principal & Management

↓

Income Tax Challan is generated and paid (Bank of India). Professional Tax Challan also paid at

Bank. (State Bank of India)

↓

After one week, college copy is received.

Professional Tax   Income Tax

↓   ↓

One Copy of Professional Tax Challan is sent to   TDS information (Form 24Q & 27A)
Professional Tax Office at Lal Darwaja   is sent to income tax dept. quarterly

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                                                        I/C Principal
                            IQAC Co-Ordinator   A. G. TEACHERS COLLEGE, CTE,
                            A. G. Teachers College, CTE   AHMEDABAD
                            Ahmedabad -380009

A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Fee Collection

Fee Collection Notice

↓ → Three Days for Payment

Cash Payment of Fees

↓ → Student will write Sr. No. of Rs. 500 denomination and sign.

Fee Receipt to be given to student on the same day.

↓

Collected Cash to be deposited to College Bank A/c on the same day.

↓

Tuition Fee of boys is deposited at State Bank of India, Bhadra Branch

↓

University Sports Fee & University Cultural Fee is deposited at IITE,

Gandhinagr through NEFT.

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AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Grant

Grant Release Order received by A.G. Teachers College from Government of Gujarat.

↓

NEFT to A.G. Teachers College Bank A/c from Government of Gujarat

↓ → Principal is Informed about the Grant

Grant Utilization as per Guideline Circular

↓

Inform to Grant Utilization Committee

↓

Grant will be Utilized in Co-ordination with Department Co-ordinator

↓

Utilization Certificate to be prepared by A.G. Teachers College.

↓

Submit Utilization Certificate to the Sender of Grant

- Activity Grant (UDISHA, Saptdhara, AKAM, Panchprakalp, ECO Club, Innovation Club etc.)
- DEDF Grant

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AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Financial Support to Staff

This scheme will commence from Academic Year 2023-24.

This fund cost will be borne by Ahmedabad Education Society.

Teaching & admin staff will be offered a sum of Rs. 1000 to Rs. 1200 as seed money per annum.

↓

Seed money will be used only as registration fees for attending seminar/webinar/conference/workshop/HRDC Courses/ SWAYAM Courses etc.

↓

No T.A., Publication Charge etc. will be included in seed money.

↓

Seed money will not be carry forwarded for next year and can't be transferred to other colleague.

↓

Seed money will be as reimbursement on producing original receipt of registration fees paid by the staff.

Prepared by:

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Ahmedabad -380009

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I/C Principal
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AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 18-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Audit

Statutory Audit

- Quarterly Audit is carried out.
- Auditor checks Cash Payment, Bank Payment, JV, Contra, Bank Receipt, Cash Receipt, Cash Book, Bank Book, JV Book, Manually Fee Receipt Book, Misc. Income Book etc.
- Bank Passbook, Outward Register, Deadstock, Fee Register etc. are also checked.
- In case of any Query, the Auditor suggests necessary action.
- After completion of Financial Year, Balancesheet is finalized.

Internal Auditor

- Half Yearly Audit is carried out.
- Auditor checks Cash Payment, Bank Payment, JV, Contra, Bank Receipt, Cash Receipt, Cash Book, Bank Book, JV Book, Manually Fee Receipt Book, Misc. Income Book etc.
- Bank Passbook, Outward Register, Deadstock, Fee Register etc. are also checked.
- In case of any Query, the Auditor suggests necessary action.
- After finalization, the Auditor provides a consolidated Report of the year.

Prepared by:

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AHMEDABAD

SOP for Other Certificates (Bonafide, NCTE, Transcript etc.)

Application from Student

↓

Verification of Documents with College Record

↓

Certificate issued by A.G. Teachers College

- Relevant Documents asked by College to be provided.
- Transcript to be issued the next day.
- Transcript Fee Rs. 300/- (5 Copies given to student and 1 Copy kept in College Record)
- Other Certificates to be issued on same day.

Prepared by:

Reviewed by:
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A.G. Teachers College, Ahmedabad

Date of Preparation: 17-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Migration (For Other University Student)

Application for Migration Process and Form-1 to be submitted to A.G. Teachers College.

↓

TC Fee Rs. 20/- Collected from Student

↓

Verification of Student from College Record

↓

TC Issued

↓

TC No. to be written on Admission Form of Student

↓

Form-1 Duly Signed by A.G. Teachers College Principal and TC is issued to student

↓

Student will submit TC and Form-1 to respective University Online.

- For Issuance of TC, Documents asked by College to be provided.
- Contact details of student to be noted on the backside of the Application Form for communication.
- TC will be issued the next day after submission of Application.

Prepared by:

Reviewed by:

IQAC Co-Ordinator
A. G. Teachers College, CTE
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Approved by:
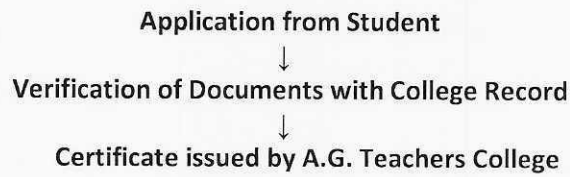
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A.G. Teachers College, Ahmedabad

Date of Preparation: 17-1-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for TC Allotment

Incoming Student	**Outgoing Student**
↓	↓
College will give TC Application To Admitted Student	Student will bring TC Application from the College where he/she has taken Admission
↓	↓
Student will submit TC Application To Last Attended College	TC Fee Rs. 20/- Collected from Student
↓	↓
Last attended college will provide TC to the student	Verification of Student from College Record
↓	↓
TC will be submitted to A.G. Teachers College Office	TC Issued
↓	↓
Resolution of Grievances, if any	TC No. to be written on Admission Form of Student
↓	
Maintenance of College Records	

↓

- For Issuance of TC, Documents asked by College to be provided.
- Contact details of student to be noted on the backside of the Application Form for communication.
- TC will be issued the next day after submission of Application.

Prepared by:

Reviewed by:

IQAC Co-Ordinator
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Ahmedabad -380009

Approved by:

I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 17-1-'23   Date of Approval: 18-5-'23   Date of Implementation: 18-5-'23

SOP for Scholarship

Giving information to student about scholarship after Government of Gujarat circular

↓   → College will issue required certificates
(eg. Bonafide, Hostel)

Students fill and submit online Scholarship Forms on Digital Gujarat Portal and National Scholarship Portal through their ID.

↓

Hardcopy of Scholarship Application form & documents to be submitted in the Office.

↓

Verification at College Level (Online Form + Offline Form)

↓

Send to Higher Authority for verification in Government (Online) & Submission of Hardcopy of form to Directorate

↓

In case of any query, Form is returned to College ID

↓

Query is sent to student's ID

↓

The College informs students personally also.

↓

The Form is resubmitted once the query is resolved.

- **Digital Gujarat Portal ID   : 5897**
- **National Scholarship Portal ID : GJ-C01812**

Prepared by:

Reviewed by:
IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 17-1-23   Date of Approval: 17-5-23   Date of Implementation: 15-5-23

SOP for Admission

Admission from Affiliating University

↓

Letter of Admission

↓

Brochure for College Information

↓

College Admission Form to be Filled by Student

↓

Document Verification

↓

Form & Document Submission

↓

Student will fill Google Form to capture student data

↓

Add students in College WhatsApp Group

↓

Allotment of Roll No.

Prepared by:

Reviewed by:

IQAC Co-Ordinator
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Ahmedabad -380009

Approved by:

I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation:
03/02/2023

Date of Approval: 17-5-23

Date of Implementation: 18-5-23

A. G. Teachers College-CTE, Ahmedabad
SOP for Attendance Report

Orientation about attendance and information of University regulation

↓

Attendance will be taken by In-charge in assembly + Method wise attendance to be taken by Method Master

Prior leave note will be filled for leave

Late coming students Register to be maintained

↓

Compile data on the basis of Assembly + Method attendance

↓

Prepare Excel file and enter data of attendance regularly

↓

Calculation of Attendance

→ Monthly report to be generated and displayed

Ordinance Criteria Fulfilled   Ordinance Criteria not Fulfilled

↓   ↓

Term Granted   Medical Certificate and other document with application collection to be submitted

↓

Document verification by Principal and Attendance In-charge

↓

Needed Actions to be taken as per University norms

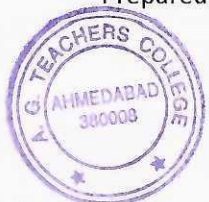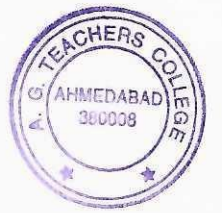Prepared by:

Reviewed by:
IQAC Coordinator
A. G. Teachers College, CTE
Ahmedabad -380009

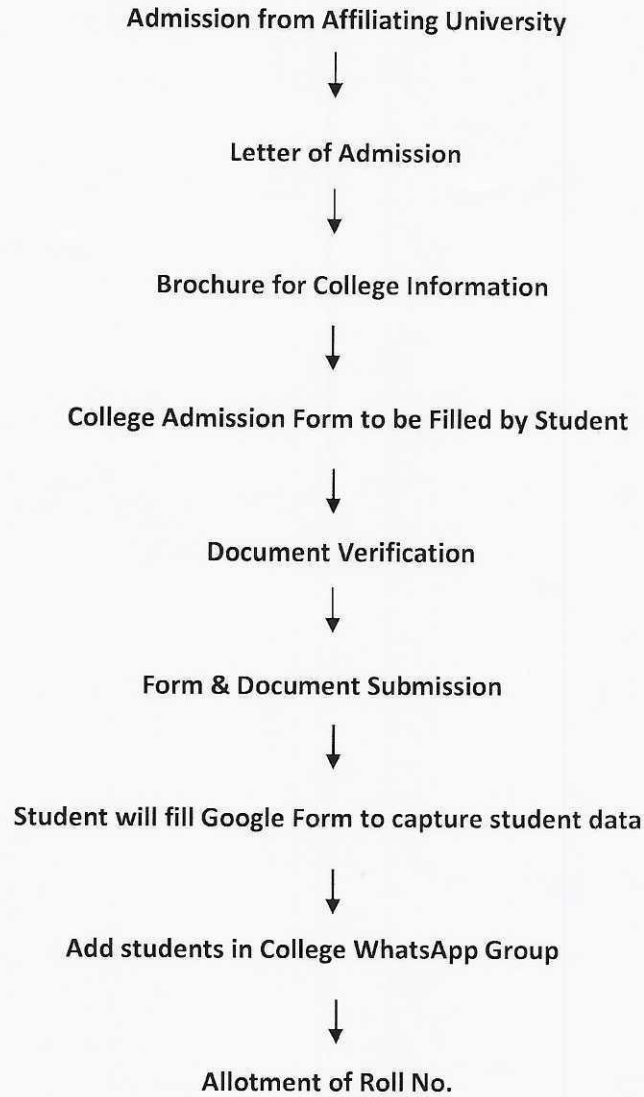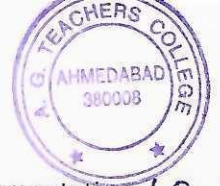Approved by:
I/C Principal
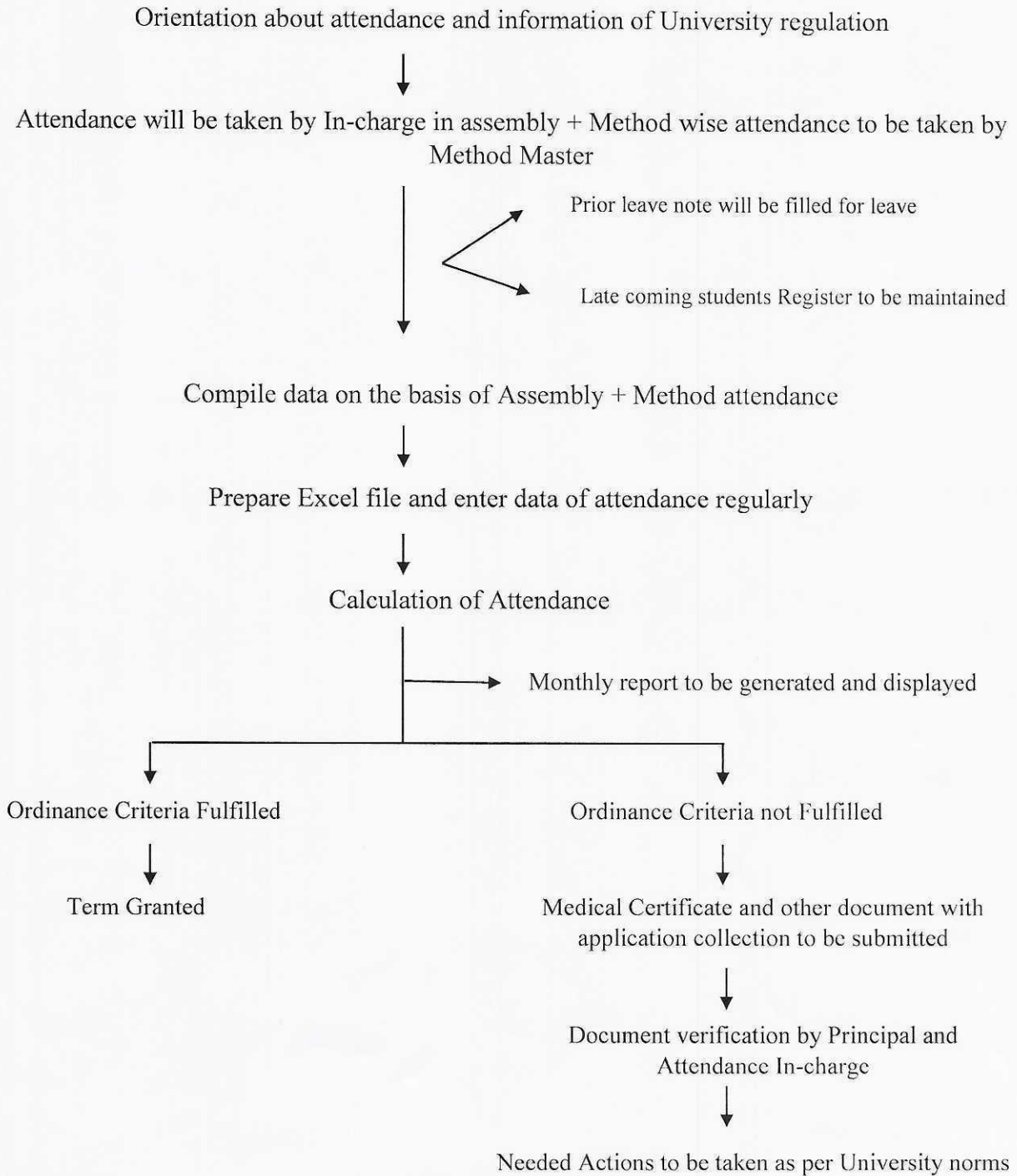A. G. TEACHERS COLLEGE, CTE, AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 03-02-'23   Date of Approval: 17-5-'23   Date of Implementation: 18-5-'23

SOP for Time Table Preparation (For Theory Papers)

Get Academic Calendar

↓

Get Credit Allotment of Different Subject from Years Work Prof. In charge

↓

Prepare Time Table as Per Academic Calendar and Credit Allotment

↓

Send to the Principal for Approval

↓

Display on notice board and circulate it to the students.

↓

One Copy on Office Record

Prepared by: Reviewed by: Approved by:

IQAC Co-Ordinator   I/C Principal
A. G. Teachers College, CTE   A. G. TEACHERS COLLEGE, CTE,
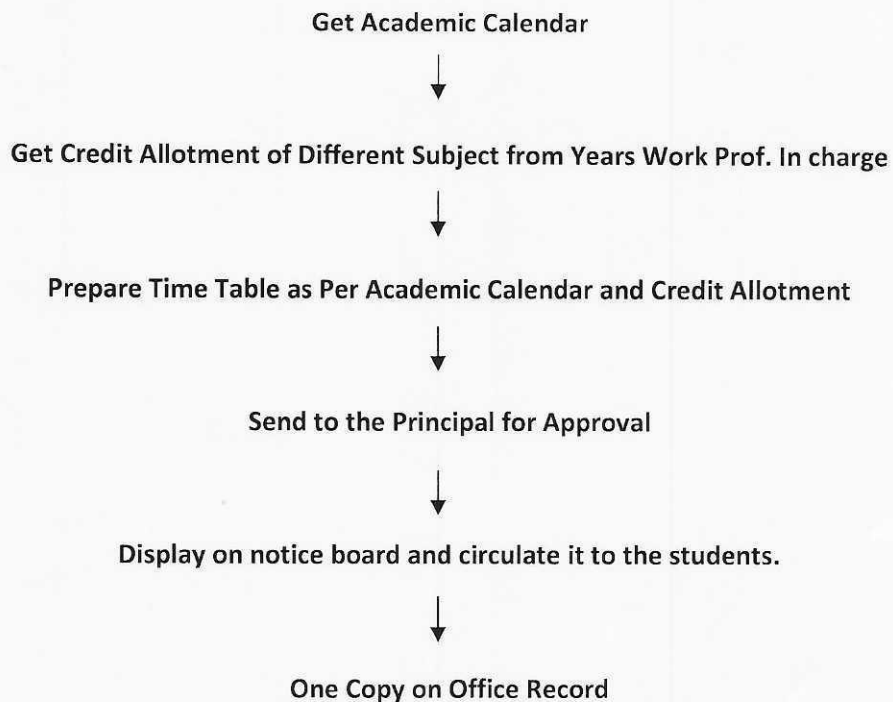Ahmedabad -380009   AHMEDABAD
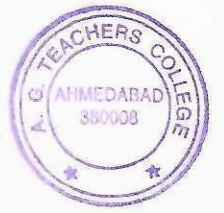
A.G. Teachers College, Ahmedabad

Date of Preparation: 03-2-23   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Time Table Preparation (For Practical Work)

Academic Calendar

↓

Get the details of Practical work and Professor Name for that task from the Practice Teaching
In charge Professor

↓

Prepare Time Table consult with practice teaching in charge professor

↓

Send to the Principal for Approval

↓

Display on notice board and circulate it to the students.

↓

One Copy on Office Record

Prepared by:

Reviewed by:

IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:

I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 03-02-'23   Date of Approval: 17-5-23   Date of Implementation: 18-5-'23

SOP for Practice Teaching & Practical work

Academic Calendar of College

$\downarrow \rightarrow$ If needed modification in

Scheduled dates to be done

Get Student's list

$\downarrow$

Prepare groups as per practical work & practice teaching

(method wise/ school wise for relevant tasks)

$\downarrow$

Send to the Principal for approval

$\downarrow$

Display on notice board and WhatsApp group of the students

$\downarrow$

Send one copy to the professors and to the office for record

Prepared by:

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A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

Date of Preparation: ૦૩-૦૨-૨૩   Date of Approval: 17-5-23   Date of Implementation: 18-5-23

SOP for Prayer Assembly

Beginning of Academic Calendar

↓

Get Time Table

↓

Prayer Assembly Orientation

↓

Schedule Professors' Model Talk

↓

Allocation of Prayer Assembly Portfolio to 2 to 4 interested students

↓

Preparation of Prayer Assembly Schedule as per
Time Table

↓

Prayer Assembly Schedule send to In charge Professor for Approval

↓

Circulate Assembly Schedule to Students' group through WhatsApp

↓

Submission of Student's Talk to In charge Professor for Approval prior
to execution

↓

Execution of prayer assembly as per Schedule

↓

Absent students will be deliver talk in assembly twice in next week

↓

Constantly absent students send to meet Principal for further Action
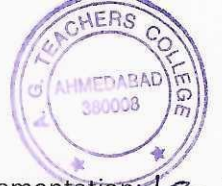
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Approved by:

I/C Principal
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AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 3-3-'23   Date of Approval: 17-05-'23   Date of Implementation: 18-5-'23

SOP for Centre for Pedagogical Innovation

Coordinator (Faculty &coordinator identifies the thrust area of the proposed Program/Workshop/Event

↓

Coordinator informs about the proposed program and seeks expert guidance, etc from the CPI Director.

↓

Faculty, Coordinator, and Director finalize the program.

↓

Preparation of brochure

↓

Broad circulation of brochure through different platforms

↓

Registration/Enrollment of stakeholders.

↓

Program/ Workshop/ Event.

↓

Submission of a Program/ Workshop/Event report to the coordinator by the respective faculty

↓

Maintenance of office records.

↓

Prepare Annual Report

Prepared by:

Reviewed by:
IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

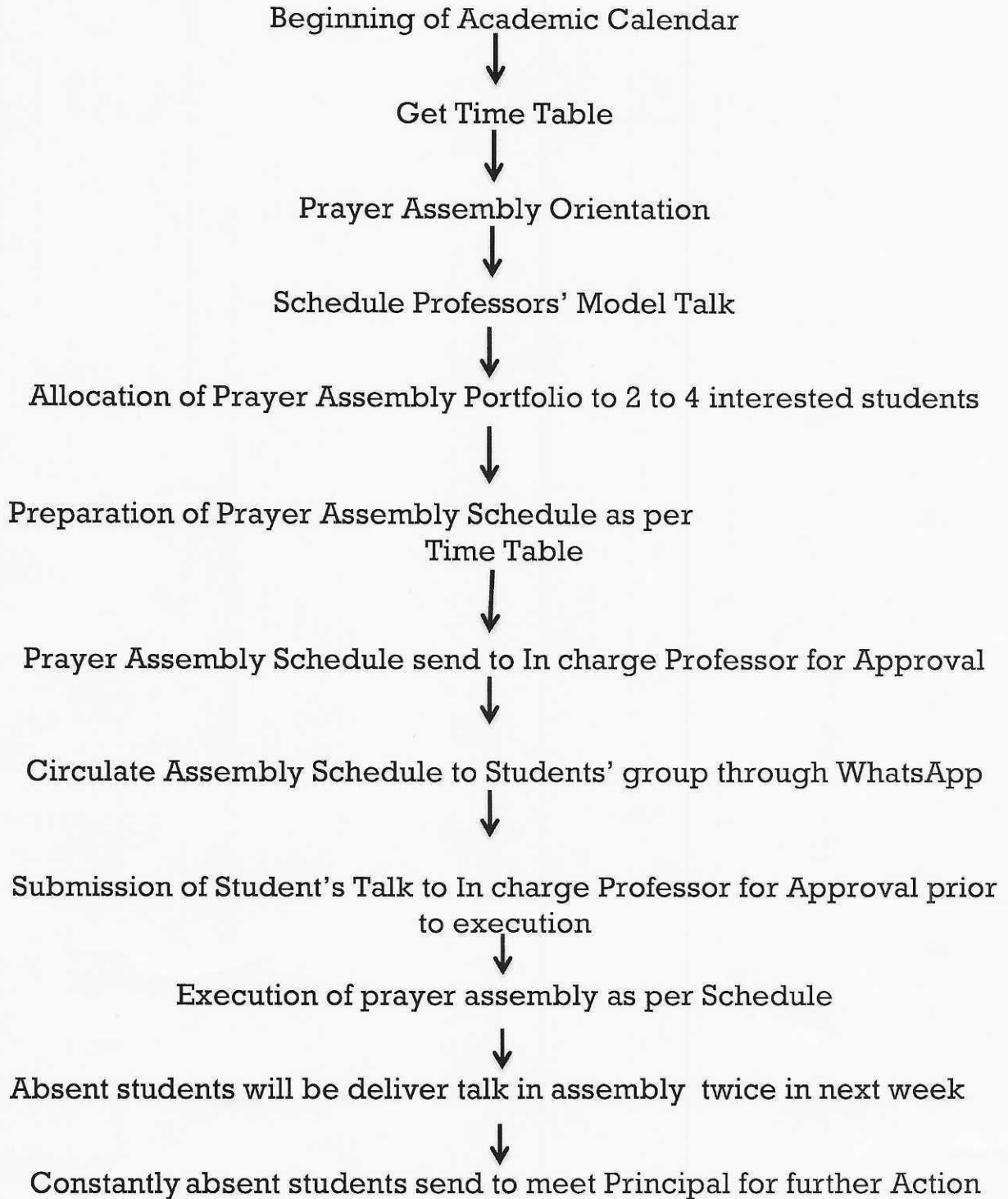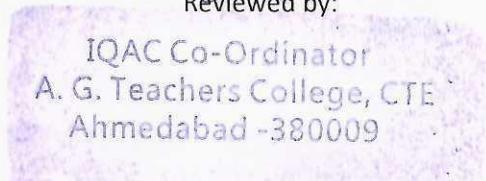Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

Date of Preparation: 3-3-'23   Date of Approval: 17-05-'23   Date of Implementation: 15-5-23

SOP for Exam and Internal Marks

Getting of Academic Calendar from University

↓

Academic Calendar of College

↓

Theory Exam	Practicals & Practice Teaching	CCE
↓	↓	↓
Deciding Date, Time Table etc. with the Principal	Discussion & deciding dates of practical works with programme-in-charge	CCE is conducted as per guidelines of University by faculty members in all subjects
↓	↓	
Intimation to respective professors to draw out question papers.	Implementation	
↓	↓	
Seating Arrangement	Input of internal marks in college record	
↓	↓	
Implementation of Exam Schedule	Verification & Computation of Marks	
↓	↓	
Assessment by Subject faculty	Display of Internal Marks on Notice Board	
↓	↓	
Declaration of Results	Resolution of Grievances, if any	
↓	↓	
Resolution of Grievances, if any	Submission of Internal Marks at University	
↓	↓	
Maintenance of College Records	Filing of records at college office	

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Approved by:

I/C Principal
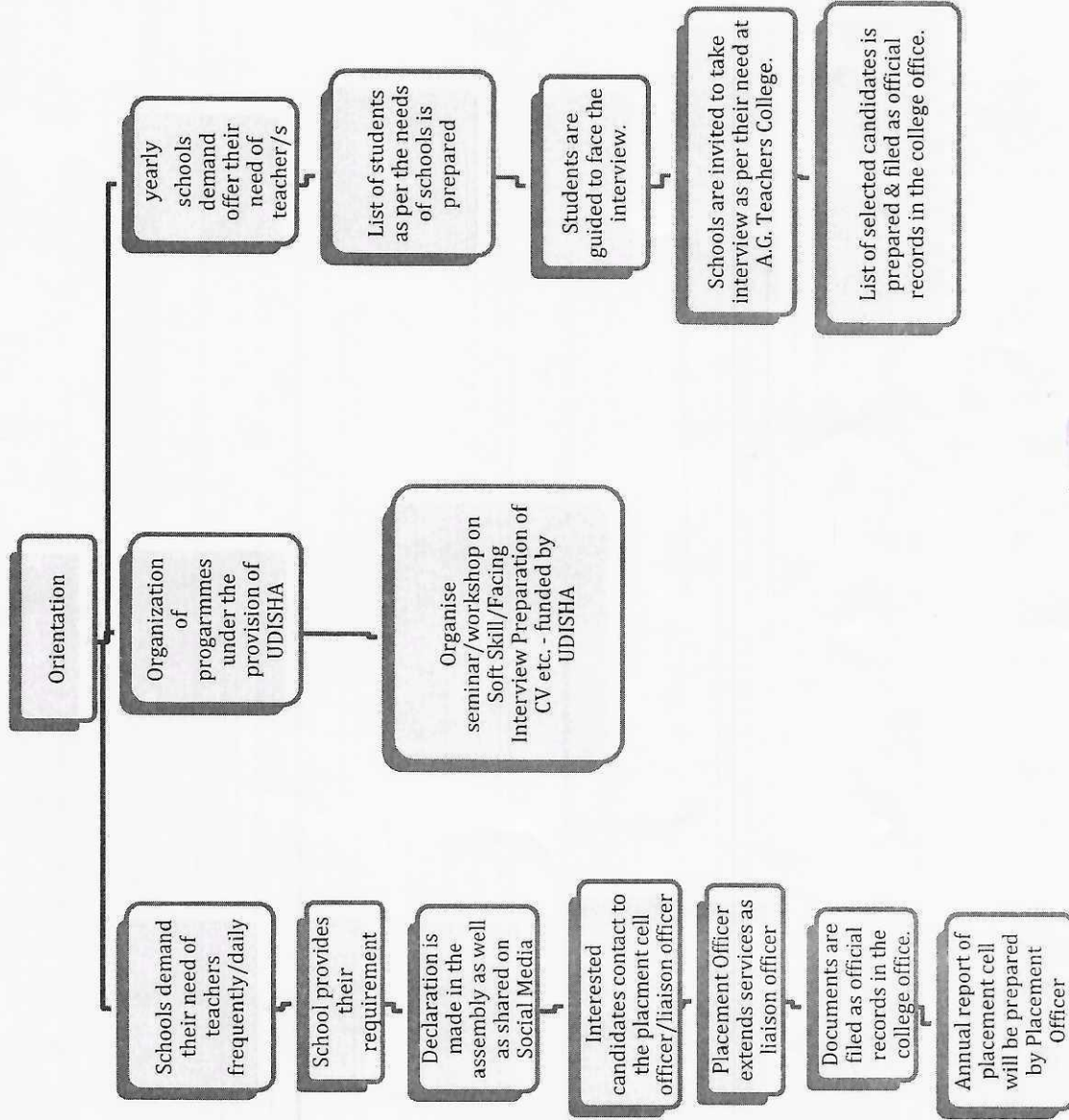A. G. TEACHERS COLLEGE, CTE,
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Date of Preparation: 3-3-23

Date of Approval: 12-25-23

Date of Implementation: 13-5-23

SOP for Placement Cell

```
                        Orientation
                            |
        ┌───────────────────┼───────────────────┐
        |                   |                   |
Schools demand      Organization         yearly schools
their need of       of progarmmes        demand offer their
teachers            under the            need of teacher/s
frequently/daily    provision of                |
        |           UDISHA                List of students
School provides         |                as per the needs
their               Organise             of schools is
requirement         seminar/workshop     prepared
        |           on Soft Skill/Facing        |
Declaration is      Interview            Students are
made in the         Preparation of       guided to face the
assembly as well    CV etc. - funded     interview.
as shared on        by UDISHA                  |
Social Media                             Schools are invited
        |                                to take interview
Interested                               as per their need at
candidates contact                       A.G. Teachers College.
to the placment cell                           |
officer/liaison officer                  List of selected
        |                                candidates is
Placement Officer                        prepared & filed as
extends services as                      official records in
liaison officer                          the college office.
        |
Documents are
filed as official
records in the
college office.
        |
Annual report of
placement cell
will be prepared
by Placement
Officer
```

Prepared by:

IQAC Co-Ordinator
A.G. Teachers College, CTE
Ahmedabad
Reviewed by:09

Approved by:
Principal
A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

A.G. Teachers College, Ahmedabad

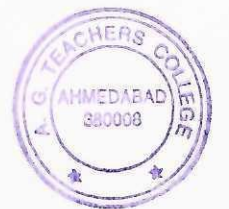Date of Preparation: 3-3-'23   Date of Approval: 17-05-'23   Date of Implementation: 18-05-'23

SOP for CWDC/Sexual Harrasment/ICC

Constitution of the Committee is as per UGC norms.

↓

Committee will look after any complain forwarded by aggrieved, existing student only.

↓

The type of complaint can be of any type where at least one of the accused should be a student, faculty or staff of the institute. Also, the complain could be related to the facilities provided at the institute.

↓

Student has to file the complaint in written/online mode.

↓

Cell will reflect on the complaint and initiate inquiry, if needed.

↓

Based on the complaint if required, other institutional committees such as Grievance Redressal Committee may be involved.

↓

Based on the findings, complain will be resolved and necessary action may be taken, if needed.

↓

Aggrieved student will be informed about action taken and aggrieved will provide the feedback regarding his/her satisfaction.

- The time to be taken for resolution of the complaint will be dependent on the type and seriousness of the complaint. However, each complain will be taken into consideration within one working day. If need arise, in case of very serious complaint, the actions may be initiated immediately to curtail the forthcoming consequences.
- Committee Members:

Presiding Officer	Member	Member	Member
Dr. K. H. Yadav	Dr. R. C. Patel	Dr. N. U. Dhodi	Mrs. G. R. Parikh

Prepared by:

Reviewed by:

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A.G. Teachers College, Ahmedabad

Date of Preparation: 3-3-23   Date of Approval: 17-05-'23   Date of Implementation: 15-05-'23

SOP for Grievance Redressal Committee

Constitution of the Committee is as per UGC norms.

↓

Committee will look after any complaint forwarded by aggrieved, existing student, faculty or staff only.

↓

The type of complaint can be of any type where at least one of the accused should be a student, faculty or staff of the institute. Also, the grievance could be related to the facilities provided at the institute.

↓

Student has to file the grievance in written/online mode.

↓

Grievance cell will reflect on the complaint and initiate inquiry, if needed.

↓

Based on the complaint if required, other institutional committees such as CWDC, Anti-ragging etc. may be involved.

↓

Based on the findings, complaint will be resolved and necessary action may be taken, if needed.

↓

Aggrieved student will be informed about action taken and will provide the feedback regarding his/her satisfaction.

- The time to be taken for resolution of the complaint will be dependent on the type and seriousness of it. However, each complaint will be taken into consideration within one working day. If need arises, in case of very serious complaint, the actions may be initiated immediately to curtail the forthcoming consequences.
- Committee Members:

Chairperson	Nodal Officer	Member	Student Representative
Dr. K. H. Yadav	Dr. S. L. Solanki	Dr. R. M. Patel	G.S.

Prepared by: Reviewed by: Approved by:

I/C Principal

IQAC Co-Ordinator   **A. G. TEACHERS COLLEGE, CTE,**

A. G. Teachers College, CTE   **AHMEDABAD**

Ahmedabad -380009