**HASHU ADVANI COLLEGE OF SPECIAL EDUCATION**     **IQAC AGENDA MINUTES DOCUMENTS**

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**MEETING DATE:** 8/09/17 **IQAC COORDINATOR: Sandhya Pagare**     **CONVENER: Dr. Asmita Huddar**

**ATTENDED BY: Academic and Non-academic staff (2:00-4:00 pm)**

1. **Mr. Amar Asrani**
2. **Dr. Asmita Huddar**
3. **Sandhya Pagare**
4. **Kasturi Kulkarni**
5. **Nisha Kutty**
6. **Sunanda Chakravarti**

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME (Expected) | CLOSURE DATE |
|---|--------|---------|--------|--------------------------|-------------|---------------------------|--------------|
| 0 | Review and follow up of earlier points | AAHA- WA group has been created and all the alumni from the first batch onwards were contacted and added in the group. Regular updates about employment and other relevant information are shared with them. Registration yet in process. | KK/ AH | - | 08/9/17 | WA group has been created | On-going |
| | | Fund raising for Adhikar is in process. Various Funders have been contacted to extend their financial support. | KK | To be identified. | 08/9/17 | Various funders have been contacted. | On-going |
| | | The Lila Lall Scholarship Scheme for B.Ed students was awarded to one student ( Poonam Deonkar) | NK | Mr. Ripujit Lal | 08/9/17 | Completed | 15/8/2017 |
| | | First CRE for professionals in Learning Disability on Study Skills has been successfully conducted. | NK | RCI | 08/9/17 | Completed | 27/7/2017 |
| | | Template for collaborative lectures with exchange modules has been developed and implemented. | GS | - | 08/9/17 | Developed and implemented | On-going |

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| 0 | Review and follow up of earlier points | For standardization of the documentation process of Adhikar, templates for invite, format for schedule the sessions, and prior list of external resource persons have been developed and implemented. | KK | - | 08/9/17 | Developed and implemented | On-going |
| | | WA groups have been created for current students and alumni. CRs have been appointed. | Program coordinator | - | 08/9/17 | Completed | On-going |
| | | E- transition has been implemented effectively | AS | - | 08/9/17 | In- regular practice | On-going |
| | | Website has been restructured and made more diversity friendly. | SP | Mr. Bhalla | 08/9/17 | In-regular practice | On-going |

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME (Expected) |
|---|--------|---------|--------|--------------------------|-------------|-----------------------------|
| | **New agenda for the current meeting** | | | | | |
| 6 | How to improve the awareness drive | It was recommended in the meeting that poster for awareness drive need to be Trilingual so that words can be reach out to more people. | KK/SC | - | 08/12/17 | Format has been discussed |
| 7 | How to improve the presentation of information in Arushi newsletter | Since HACSE has formed many committees for the effective functioning of the system, it was recommended to highlight those committees along with its members and the tenure period in the forth coming additions of Arushi. | SM | - | 8/12/17 | SOP for Arushi covering Layout has been finalized, invite letter and article norms finalized |

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| 8 | Standardization of documentations | It was suggested in the meeting to review all academic and administrative formats and develop SOPs and restructure them as per the templates prescribed by NAAC. | AH/ GS | - | 08/12/17 | Existing formats and NAAC templates to be reviewed |
| 9 | Fund raising for CAAI | GS proposed that there are 5 preschool students in RTT school who have high potential for oral skills and we can arrange AVT for them. She suggested that funds can be raised for them and the demos will benefit our **B Ed students** | GS | Jui Khopkar | 8/12/17 | Appeal letter for funding as individual donor prepared. CCYM informed about the plan |
| 10 | How to ensure the effective functioning of technologies | The need was felt to ensure the better functioning of the technology. Hence, it was recommended to call a technician on regular based for the maintenance. | SP | Mr. Sarvesh Pandey | 08/12/17 | Better tech support |

**Signature of IQAC coordinator:**

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**MEETING DATE:**       8/12/17    **IQAC COORDINATOR:**   Sandhya Pagare         **CONVENER: Dr. Asmita Huddar**

**ATTENDED BY : Academic and Non-academic staff (2:00-4:00 pm)**

1. **Dr. Asmita Huddar**
2. **Dr. Gayatri Sirur**
3. **Sandhya Pagare**
4. **Kasturi Kulkarni**
5. **Nisha Kutty**
6. **Amol Salvi**

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME | CLOSURE DATE |
|---|---|---|---|---|---|---|---|
| 0 | Review and follow up of earlier points | Flyers of awareness drive have been designed and printed in trilingual format. | KK/SC | - | 08/12/17 | Completed. Ready to circulate | On-going |
| | | In Arushi, a separate page for the list of different committee along with the members and their tenure has been compiled for the next edition. | SM | - | 08/12/17 | Details are compiled yet to be printed | January 18 |
| | | Existing formats have been revised as per the guidelines and the templates prescribed under NAAC . 1. Format for minutes and agenda of IQAC meetings has been developed. | AH/GS | Dr. Versha Bhagat | 08/12/17 | Completed and ready to practice | On going |
| | | For the better networking of technology, a technician has started visiting college once in a week and as and when needed. | SP | Mr. Sarvesh Panday | 08/12/17 | In regular practice | On-going |

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| | **New agenda for the current meeting** | | | | | |
| 11 | Identify best practices to encourage students for their best performance throughout the B.Ed program. | This point was much supported by all and it was decided to Award one best student from second year batch with student of the year trophy. Hence it was named as Award of SOTY. The process owner was being suggested to develop the parameter and strategy to select the SOTY. | SC | - | 06/4/18 | Parameter and strategy for the selection of SOTY to be developed |
| 12. A | University guidelines to form various committees to ensure the effective functioning | As per the guidelines of University of Mumbai, It was decided to form Anti-Ragging committee at college level. Members of the committee have to be identified and oriented well. Guidelines to be followed strictly. | AH | - | 06/4/18 | Committee to be formed and oriented |
| 12. B | | It was also decided to form Internal Complaint Committee. Members of the committee have to be identified and oriented well. Guidelines to be followed strictly. | AH | - | 06/4/18 | Committee to be formed and oriented |
| 13 | Re-formation of IQAC committee and approval of AQAR draft | As per the guidelines of IQAC, the tenure period to the committee members is of 2 years. Hence, it was informed that the committee needs to be re-formed. | AH | - | 06/4/18 | New IQAC and draft AQAR |
| 14 | Awareness program for students and staff | Knowing the fact that in today's time knowledge in cyber security is high in demand, It was recommended in the meeting to schedule one session on it for the benefit of staff and students. | AH | To be identified | 06/4/18 | Date, resource person and schedule to be finalized |
| 15 | How to improve awareness drive | It was suggested in the meeting to conduct preparatory camp for the prospective students and orient them about the exam pattern and the strategies for preparation for CET. Preparation of appropriate database was suggested for further follow-ups. | KK | - | 06/4/18 | Schedule and data sheet to be finalized |

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME |
|---|--------|---------|--------|--------------------------|-------------|------------------|
| 16 | Quality assurance of committee (anti-ragging committee) | As per UGC norms and RCI circular, every college has to work on curbing the menace of ragging. It was suggested in the meeting to implement the following points with concern to anti-ragging.<br>- NK to take a quick 10 min session with SYs about it to tell that it will not be tolerated in HACSE<br>- SP to put up a poster to that effect.<br>- SC, to ensure that students have to make online pledge for anti ragging on UGC website.<br>It is compulsory for all students. Get that done by all SYs. | NK | - | 06/4/18 | Awareness among students that ragging would not be tolerated and creation of non threatening learning environment |

**Signature IQAC coordinator:**

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**MEETING DATE:**     6/04/18        **IQAC COORDINATOR: Dr. Gayatri Sirur**      **CONVENER:  Dr. Asmita Huddar**
**ATTENDED BY:  Academic and Non-academic staff (2:00-4:00 pm)**

1. **Mr. Amar Asrani**
2. **Dr. Asmita Huddar**
3. **Dr. Gayatri Sirur**
4. **Kasturi Kulkarni**
5. **Nisha Kutty**
6. **Sunanda Chakravarti**

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME | COSURE DATE |
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| 0 | Reviewing the plan of action taken in last IQAC meeting agenda | - The first award of SOTY given to one student named Kavita Mary from SY batch. | SC | - | 6/04/18 | Completed for the academic year 2018 | 23/2/18 |
| | | - Anti-Ragging committee and internal complaint committee have been formed and IQAC committee has been re-formed.<br>- Members of the committee have been oriented well.<br>- The committees have been announced and came in the effect from 1/1/2018. | AH | - | 6/04/18 | Completed | 01/01/18 |
| | | - Cyber safety session was conducted by Mumbai Police. The session was attended by staff and students of college | AH | Mumbai Police | 6/04/18 | Completed | 21/3/18 |
| | | - Schedule for CET preparatory camp has been fixed up in the month of May 2018. All necessary arrangements are done. | KK | - | 07/9/18 | Scheduled in May 2018 | |

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| | | - All the points suggested for the quality assurance of anti-ragging have been implemented effectively for the current batch. Students completed online pledge prescribed by UGC. Same needs to implement for the next batches. | NK | - | 07/9/18 | Completed | Before semester end |

| # | AGENDA | MINUTES | ACTION | External Agency / expert | REVIEW DATE | STATUS/ OUTCOME |
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| | **New agenda for the current meeting** | | | | | |
| 1 | Quality improvement of library and related services | It was suggested to invite some external expert for the library visit to ensure the quality services related to library. Suggestion was given to SP to take it ahead- to find out the external expert, fix up date and make all necessary arrangement. | SP | To be identified | 07/9/18 | Objectives of the visit have been discussed |
| 2 | Skill development of staff and students | Considering the increasing demands in the profession and high demand practices, it was recommended to give equal emphasis on conducting and attending workshops/ seminars for staff and students. Some topics such as- cyber safety, art based therapy, performing arts, voice modulation have been shortlisted. | NK/KK/SC | To be identifies | 07/9/18 | Various topics have been discussed |
| 3 | Assurance of quality practices for admission process | The need was felt to conduct a survey to ensure which all ways are impacting more on admission process. Hence, the recommendation was given to conduct Internal online survey on future students. <br> - Tool need to be developed for the survey and methodology need to be specified. | SC | - | 07/9/18 | Objectives of the survey have been discussed |
| 4 | Strategies for admission campaign | TO make the admission through CET more convenient for the candidate following points to be implemented- <br> WA messages and AV to be forwarded through social media. <br> 2 free camps should be scheduled in 2 phases. <br> mobile will be exclusively used for this purpose | KK/SC | - | 07/9/18 | Points to be implemented |

| | | Encourage candidates to fill both HI and LD while filling option forms. Website updated with new material | | | | |
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| 5 | Removing infrastructure barriers | It was discussed that the existing infrastructure especially the classrooms need to be renovated and equipped with technology and barer free.<br>The need was felt for the fund raising too.<br>The discussion was concluded with the suggestion to identify funding agencies to extend the financial support for this work. | KK | To be identified | 07/9/18 | Various sources including CSR funds, Individual donor have been discussed. |
| 6 | Financial assistance for students | It was observed that many of the students from the low income families are facing challenges to pay the course fee. Hence, various philanthropic org need to be identified through which financial support can be extended to the students as per their eligibility. | NK | To be identified | 07/9/18 | Initiative taken |
| 7 | Website updates | It was also discussed that the home page of our website needs to be added with the link to IQAC activities of our college. | AH/SP | Mr. Bhalla | 07/9/18 | Task initiated |
| 8 | Faculty development-practices | It was suggested for all the faculties to apply to become RCI expert in the next coming cycle of application. Principal has explained overview about role and overall functioning of RCI expert.<br>All faculties to follow without fail | All faculties | RCI | 07/9/18 | To be followed |

**Signature of IQAC coordinator:**