



MEETING DATE: 03/9/16 (IQAC formal establishment) 04/4/2016 – Formation of IQAC committee was initiated and 1st meeting was planned for September 2016 IQAC COORDINATOR- Sandhya Pagare CONVENER Dr Asmita Huddar

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

1. Mr. Amar Asrani
2. Dr. Asmita Huddar
3. Dr. Gayatri Sirur
4. Sandhya Pagare
5. Amol Salvi
6. Namrata Kulkarni (external member)

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (Expected)	CLOSURE DATE
0	Formation of IQAC (Review)	<ul style="list-style-type: none">- Formation of IQAC committee was initiated first time in 04/4/2016. 1st meeting was planned for the month of September 2016.- IQAC formal committee has been composed till the period 31/12/2017.- Letter regarding request for adaptations in the current parameters to suit the colleges in special education has been sent to NAAC/	AH		03/9/2016	Implemented	Ongoing

5	Role of IQAC	A presentation by the principal was made on role of IQAC and how HACSE can go about drawing the best from the system.	NIL	NIL	NIL	Debate on effective implementation	NA
6	Identifying areas of work for current IQAC	All the members were told to come prepared with suggestion list. All debated all the collected points and narrowed down areas of work for IQAC.	AH to share the final list	Nil	Ongoing	List Documented and circular issued for information	
		A. Events for quality exposure	GS / KK	As per the planned activity	ongoing	Annual calendar updated	NA
		B. Assessing current processes and improving it though systemic changes: It was decided to develop bilingual academic templates either common or separate for HI and LD	AH / KK	NIL	next meeting	Templates developed for school observation, visit, selecting elective topic	June 17
		C. External feedback / review: It was decided that periodic analysis and narrowing down of modification would be carried out on informal level to begin with	GS	NIL	ongoing	New practice of discussing feedback	
7	Specific 6 monthly action for identified areas	A. Alumni meet	GS	AAHA	12/12/16	Alumni meet event on 14/12/2020	25/12/16
		B. Development of template for module distribution	AH/RA	NIL	December 2016	Template ready, reviewed and locked. Data to be entered by GS	12/12/16
		C. Invited review for library processes	SP	VES	1/1/17	Modified library norms, template of admission, New system of deposit, Membership to RTT teachers	12/12/16
		D. Subject seminar on Building	AH	RTT	12/12/16	Seminar was held	28/12/16

		college environment				and was attended by all staff, students and RTT teachers	
8	Discussing and deciding timelines for effective IQAC functioning	It is decided that 3 meeting per year would be held. IQAC coordinator for the period of 2 years on rotation basis. Focus areas identified: <ol style="list-style-type: none"> 1. Event organization for quality exposure 2. Developing SOPs and templates 3. Quality practices for better service delivery 	ALL	Nil	Ongoing	Umbrella Template for meetings developed and shared. template for IQAC minutes / review / agenda was developed	7/4/17
9	Informing management about IQAC	Principal to inform management in the next LMC meeting and to request its involvement.	AH	CCYM	NA	CCYM members informed about IQAC and its role	Feb 17

IQAC coordinators Signature:



HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

IQAC AGENDA MINUTES DOCUMENTS

MEETING DATE: 12/12/16 IQAC COORDINATOR: Sandhya Pagare

CONVENER : Dr Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (2:30-4:00 pm)

- 1. Mr. Amar Asrani**
- 2. Dr. Asmita Huddar**
- 3. Dr. Gayatri Sirur**
- 4. Sandhya Pagare**
- 5. Nisha Kutty**
- 6. Sunanda C**
- 7. Rajashree Andre**

#	AGENDA	MINUTES	ACTI ON	External Agency / expert	REV IEW DAT E	STATUS/ OUTCOME	CLOS URE DATE
0	Review and follow up of earlier points	A. All the events initiated for the quality exposure were reviewed. Improvement points noted. Discussed and evaluated by the team. B. Academic and administrative process were assessed and points applied for the improvement had been discussed C. Action and outcome of 2 B and 3 B was shared	In practice on regular basis	Nil	1/12/16	Implemented & reviewed	1/12/16

#	AGENDA	MINUTES	ACTI ON	External Agency / expert	REVIE W DATE	STATUS/ OUTCOME
New agenda for the current meeting						
1 0	Registration process of AAHA	It was discussed to initiate the procedure for the registration of AAHA to formalize the alumni activities. AH to take approval of CCYM for opening new account in a bank and initiating the process	KK	Charity commission	7/4/17	All necessary documents handed over to KK
1 1	College environment to be made more formal and professional	It was brainstormed about how college environment can be projected as formal professional environment without losing its warmth. A Seminar on personal branding for teachers was recommended to be conducted by resource person. SP to identify resource person and take it ahead It was discussed to conduct subject seminar on building college environment. All teaching and non-teaching staff was suggested to attend the seminar on priority bases.	SP	To be identified	7/4/17	2 events held in Feb and July 17
1 2	Fund raising strategies to be discussed for supporting CAAI and Adhikar	It was discusses to approach various sources for getting funds including online platform like KETTO or MILAP for Adhikar	GS / KK	KITTO online platform	7/4/17	Adhikar details posted on KITTO with appeal for funding
1 3	identifying Scholarship for students from non-reserved category	Understanding the need of financial assistance for B.Ed students, it was discussed in the meeting to apply for philanthropic individuals like Ripujit Lal Scholarship scheme for female students. It was decided to fill up the form and develop norms to select the student to grant the scholarship	NK	Ripujit Lall	7/4/17	Standard invite letter and parameters of selecting candidate developed. Ripujit Lall approached

#	AGENDA	MINUTES	ACT ION	Externa I Agency / expert	REVI EW DATE	STATUS/ OUTCOME
14	Deciding months and theme of CRE program (in HI and LD)	Proposal sent for Early Literacy- Role of need based material and another is Study Skills has been approved. It was discussed in the meeting to send proposal for another CREs on Study Skills for the academic year which is going to be first CRE on Learning Disability.	AH and NK	RCI	7/4/17	- Proposal for CRE of Literacy Skill has been approved, registration is in process. Proposal for CRE on Study skills is yet to be submitted.
15	Low enrollment and how to deal with it.	Concept of awareness drive emerged from the discussion. In order to increase the number of admissions, it was discussed to diversify the approaches to reach out people through college visits, contact to NGOs, parents associations and contact people at personal level. Presentations can be made about the courses.	Faculty	-	7/4/17	Developed PPTs for awareness and list of colleges to be approached with a plan who would take up which area.
16	Format for faculty evaluation by students	The need for faculty evaluation and the spirit behind the activity was explained by the principal. It was suggested that the evaluation needs to be held by the principal herself and needs to be confidential. GS suggested that the outcome be shared with the faculty for improvement	AH	-	7/4/17	Format and SOP developed and shared with the faculty
17	Exploring HACSE guiding other colleges on 'How to modify activities and strategies to make barrier free environment in higher education at college level' t	In meeting, various adaptations during curriculum transition and examinations have been suggested. It includes buddy system, preferential sitting, extra time in IA submission, remedial sessions. It was recommended to place visual signs and directions and CCTV in the campus. In curriculum transition, notes can be shared prior to the lecture, use of technology in comprehensive way, encourage note taking, use of sign language interpreter when needed and necessary adaptation in examination as per the provision . All faculties to ensure the	AH	JD office	7/4/17	A consolidated document for guiding principles was prepared and presented at Sydnaham college during JD office meeting

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18	Personality assessment of staff	Need was identified to organize a personality assessment workshop where staff can get opportunities to explore oneself to ushering the changes.	AH	To be identified	8/9/17	Objectives of the program have been discussed.

IQAC coordinators Signature:



HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

IQAC AGENDA MINUTES DOCUMENTS

MEETING DATE: 7/4/17 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. Dr. Gayatri Sirur
4. Sandhya Pagare
5. Kasturi Kulkarni
6. Namrata Kulkarni

#	AGENDA	MINUTES	ACT ION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSU RE DATE
0	Review and follow up of earlier points	- AAHA in process of registration- enquiries done. - Second AAHA meet has been successfully completed by college.	KK/AH	To be identified	7/4/17	Second AAHA meet- conducted on 25/12/2016	On-going
		Seminar on personal branding for teachers has been conducted.	SP	Ms. Ravija Srivastava	7/4/17	Completed	6/4/17
		Seminar on building college environment has been conducted.	AH	Ms. Supriya More	7/4/17	Completed	28/12/16
		Funds have been received from Chembur Mahila Samaj for Adhikar training program.	KK/GS	Chembur Mahila Samaj	7/4/17	Fund received	20/1/17
		Faculty evaluation format and SOP shared by AH. Faculty suggested a few modifications. Document locked for application	AH	NA	07/4/17	Completed	Ongoing

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0	Review and follow up of earlier points	- The procedure has been started to access Lila Lal Scholarship Scheme for B.Ed students.	NK	Mr. Ripujit Lal	7/4/17	Scholarship obtained	26/1/17
		- CRE on Study Skills is in process. - CRE on Literacy Skill has been approved and completed	NK	RCI	08/9/17	- CRE on Literacy Skills has been completed. - Proposal sent to RCI got approved, Resource persons for the session has been identified, registration in process.	- CRE on Literacy Skill- 25/1/2017 - CRE on Study Skills- In process
		- All faculties have visited 5 to 6 different colleges, distributed posters and approached candidates at personal level for the awareness drive.	Faculty	-	7/4/17	Completed	3/3/17
		A workshop on Personality/ behavioral Assessment of the staff has been successfully completed. It has been completed in two phases- for English speaking group- Group 1 and non English speaking group- Group 2	AH	VESLAR C	07/4/17	Completed	18/2/17

#	AGENDA	MINUTES	ACTI ON	Externa l Agency / expert	REVIE W DATE	STATUS/ OUTCOME
New agenda for the current meeting						
1	Dealing with cross disability modules in the syllabus for which college does not have faculty	It was discussed in the meeting to extend more faculty exchange programs with various general and special education colleges for the better networking and covering cross disability modules in effective way. (with barter system with no financial implementation)	GS	-	8/9/17	Template for collaborative lectures with exchange modules identified
2	Identifying Adhikar as best practice of the college and structuring of services	IT was recommended to develop more structured formats to improvise the documentation process of Adhikar. The process owner of this program was directed to plan it out at execution level. External funding to be explored for the next academic year. Providing tea breakfast for parent to be considered if funding is obtained.	KK	To be identified	8/9/17	Development of templates for invite, schedule, list of external resource persons have been suggested.
3	Selection of CR Discussing the system for smooth implementation of flexible schedule from students' side.	Selection of CR was suggested in which two CRs will be selected each representing their batch of specialization. Role and responsibilities of CR should be clearly communicated to them and most of the communication should happen between students and teachers through CR only. Communication loop to be clear among faculty and CR	Progra m coordi nators	-	8/9/17	Whats App groups of students and alumni created. And CR system created and explained
4	E- transition: challenges and solutions for fees and CRE charges	It was highlighted to go cashless and digital payment practices were recommended to be followed as best possible.	AS	-	8/9/17	KYC cleared with 2 banks and NEFT use started
5	Website updates	The need was identified to make the college website more diversity friendly so that information can be accessed by all. SP informed the cost for disability friendly website which is not budgeted. It was decided that summary of college in ISL to be uploaded	AH	Mr. Bhalla	8/9/17	Layouts of the website to be disability friendly have been discussed.

IQAC coordinators Signature: