



**MEETING DATE: 6/9/19**

**IQAC COORDINATOR: Dr. Gayatri Sirur**

**CONVENER: Dr. Asmita Huddar**

**ATTENDED BY: Academic and Non-academic staff (10.30 to 12.30)**

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

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	CRE on Research Methodology has been scheduled from 15 October- 17 October 2019. Resource persons have been finalized and all the necessary arrangements have been done.	NK	RCI/ Resource persons	06/9/19	In-process	17/10/19
		Proposal for CRE on the Use of Technology and TLM has been sent to RCI for approval. Resource persons to be identified.	KK	RCI	06/9/19	In-process	
		The preparation for NAAC second round has been reviewed. Regular meetings are being conducted to review the progress of work. The Academic and administrative formats based on NCCA guidelines are in regular practice.	AH	-	06/9/19	In- practice	On-going
		SOPs for the 4 processes	AH and faculty	nil	Nil	SOPs and templates ready	7/7/19

#	AGENDA	MINUTES	ACTI ON	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (expected)
<b>New agenda for the current meeting</b>						
4	How to ensure internal evaluation of faculty development	To ensure the faculty development practices, Peer review was found to be very effective practice to implement. It was decided that all faculties will observe lectures of each other and submit the peer review report. A profarma need to be developed for the peer review. AH would develop SOP and template It was suggested by NK that SOP for Aarambha can be developed	AH	-	06/12/19	Task initiated
5	Improvement points for campus recruitment for second year B Ed students and alumni	The Campus recruitment was named as Aayam. Number of employers to be increases. Pre-interview demo session was suggested to be conducted. Proper orientation need to be give to the participants to write their resume.	SC	Recruitin g schools	06/12/19	Correspondence with Grammangal and rented bus service
6	Exposure to diverse educational systems	Points were discussed and action points narrowed down for the quarter included: Symposium on cross board expertise to be held Educational tour was planned in the meeting. Objectives of the tour were discussed. The budget and schedule including date, duration, venue yet to be decided.	NK AH	Gramman gal	06/12/19	In- process
7	How to structure the documentation practices	It was discussed in the meeting to structure the documentation process. Under this, two points have been highlighted- 1. Template to be developed based on NAAC guidelines for the activity reports. 2. Template to be developed for the record of innovative practices in instruction and assessment. Circular to be issued by principal for the appropriate maintenance and timely submission of reports by the respective faculties.	SP/KK		06/12/19	Circular with template

**Signature of IQAC coordinator:**



MEETING DATE: 6/12/19

IQAC COORDINATOR: Dr. Gayatri Sirur

CONVENER : Dr. Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (10.00 to 12.00)

1. Dr. Asmita Huddar
2. Dr. Gayatri Sirur
3. Dr. Amit Mishal
4. Sandhya Pagare
5. Kasturi Kulkarni
6. Poonam Mishra
7. Trupti Parab

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (Expected)	COSURE DATE
0	Review and follow up of earlier points	CRE on Research Methodology scheduled from 15 October- 17 October 2019 has been completed successfully.	NK	RCI/ Resource persons	06/12/19	Completed	17/10/19
		Proposal for CRE on the Use of Technology and TLM has been approved by RCI. Schedule has been finalized. Registration process is in process. Confirmation from Resource persons has been received.	KK	RCI	06/12/19	Approval received	09/1/2020

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (Expected)	COSURE DATE
0	Review (continue)	Peer review for faculty development has been implemented at intra level. A template has been developed, approved and implemented. First phase involve AH, KK, NK and PM peer reviewing at least 4 lectures of each other. The review to be sent to the reviewee who in turn will send it to IQAC mail. Suggested improvements to be taken in right spirit for quality update.	AH	NIL	06/12/19	In-practice and faculty is getting measurable specific feedback on teaching	
		Update on Aayam: College has provided opportunity to all the students to attend workshop on resume writing. Sending Invites to employers are in process for campus recruitment. Dates for the camp have been fixed up.	PM	-	06/12/19	Registration of candidates and employees is in process	
		To have a final discussion about educational tour and fund raising drive for the students, a meeting has called for. Students' council is initiating the process.	AH	-	06/12/19	Students learning event management and fund raising skills	
		Templates have developed based on NAAC guidelines for the activity reports and for the record of innovative practices in instruction and assessment. Circular has been issued by principal for the appropriate maintenance and timely submission of reports by the respective faculties.	SP/KK	-	06/12/19	In-practice	
		SOP for Aarambha has been developed and discussed. Same is finalized and added in SOP manual	AH			SOP and templates	

#	AGENDA	MINUTES	ACT ION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (expected)
<b>New agenda for the current meeting</b>						
8	Induction Program for new faculty with a session on code of conduct	AH welcomed the new faculty for the first IQAC meeting. She explained IQAC and its role. Induction program was discussed and all contributed about what all can be included. Decision and area of orientation: CCYM / HACSE mission, affiliations and activities HACSE values and norms by GS, schedule by KK, infrastructure / resources by SP exam system by NK	All	CCYM RTT	16/12/19	Orientation of new faculty
9	Exposure to community work to students and addressing local needs	Various ways were suggested about how HACSE can give back to society particularly the local area. NK suggested preschool screening and KK suggested awareness rally. However, after debate all voted for holding free Hearing screening camp for senior citizens. It was decided that CAAI would take this up involving all students Date, publicity and schedule to be prepared.	GS	Asra Parkar and Yogendra and Sapta sindhu	3/4/2020	
10	Collaborative services	Need was felt to expose students to organize small events as leaders of the process and not as mere volunteers. It was discussed which event can be assigned to them. It was decided to organize health screening camp for staff and students. The testing is going to be free. Date, venue and schedule to be finalized.	AH with SY	Thyrocare	03/4/2020	Task initiated

#	AGENDA	MINUTES	ACTI ON	External Agency / expert	REVIE W DATE	STATUS/ OUTCOME (expected)
1 1.	Easy access to soft and hard data	<p>Very often it is noticed that some urgent document / file / password is not accessible. AH decided to bring about consistency in admin work and documentation by all. Following decisions taken after discussion</p> <p>File names in all hard disks and mail box folders must match</p> <p>Last version of imp documents needs to be saved in PDF forms. Like IA, reports, Proposals,</p> <p>All imp Documents are laminated and filed in a file called master 1, master 2 and master 3. But scanned copies of the same to be conserved by Salvi and shared with concerned faculty who then saves in the appropriate folders</p> <p>Password catalogue to be maintained by AH</p> <p>The symbol system to be used consistently, @ for final version, M for modified and faculty names to used</p> <p>Salvi to keep back up on hard disk</p>	AH and all	-	3/4/2020	Streamlined access to important data
1 2.	Faculty evaluation	<p>It was proposed in the meeting to share the feedback form with SYs for faculty evaluation. The feedback will be shared with the respective faculty to explore the possibilities of improvement. They were guided to select two points to work upon in coming semester.</p>	AH		03/4/2020	Measurable

**Signature:**



MEETING DATE: 3/4/2020

IQAC COORDINATOR: Poonam Mishra

/ CONVENER: Dr. Asmita Huddar

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

1. Dr. Asmita Huddar
2. Dr. Gayatri Sirur
3. Dr. Amit Mishal
4. Sandhya Pagare
5. Kasturi Kulkarni
6. Nisha Kutty
7. Poonam Mishra

#	AGENDA	MINUTES	ACT ION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	IQAC committee has been re-formed for the period of 2 years.	AH	-	03/4/2020	Completed	24/12/2020
		CRE on the Use of Technology and TLM has been conducted successfully.	KK	-	03/4/2020	Completed	09/1/2020
		Health screening camp for staff and students was successfully conducted at campus by SYs.	AH and SYs	Thyrocare	03/4/2020	Completed	04/1/2020
		Hearing screening camp for senior citizens was successfully conducted at campus.	GS	Yog Kendra, Sapta Sindhu and Asra Parkar	03/4/2020	Completed	

0	Reviewing the plan of action taken in last IQAC meeting agenda	Education tour/ visit to various Aanganbadi, Balvadi centers and Grammangal at Palghar district were held on 6-7/3/2020 along with B Ed FYSYHILD and faculty. Each of the students were assigned tasks and were to report to faculty	AH	-	03/4/2020	Completed	6-7/3/2020
		<b>Aayam:</b> <b>Demo interview was conducted on 23/1/2020</b> in which proper orientation were given to students. Aayam campus interview has been conducted in 2 phases. 1 <sup>st</sup> phase was on 25/1/2020 and 2 <sup>nd</sup> phase was conducted on 25/2/2020. 24 participants including Sys and alumni had appeared in interview. Total 11 organizations including special schools and inclusive schools were came to take interview.	PM	-	03/4/2020	Completed	26/2/2020
		Faculty feedback has been collected from Sys. The circular has been issued to review the feedback form and select points for improvement.	AH	-	03/4/2020	Completed	On-going
		SOP for AQAR development which was pending was discussed and draft prepared	AM	-		SOP & template Completed	
		AH developed a list of files and gave to all. All have to use these titles for soft and hard folders.	AH and all	-	-	Complete with improved file folder system	On going



#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME
<b>New agenda for the current meeting</b>						
1	Structuring online classes	<p>Due to pandemic, and the complete lockdown spread around, all the official works started from home including academic instructions too. All the faculties were recommended to explore various virtual modes through which learning management system can be followed and maintained effectively.</p> <ul style="list-style-type: none"> <li>- Complete record of attendance and lecture recording should be maintained.</li> <li>- Certain rules to be followed such as camera should be on during lecture, two ways communication should happen, questioning or activities should be given to students to check their understanding and presence.</li> </ul>	All faculties	-	04/9/2020	Task initiated
2	Awareness drive	<p>All the faculties were instructed to follow the database keep contacting to prospective students through phone calls, messages and emails.</p> <p>KK and NK to provide technical assistance in filling up CET application.</p> <p>SP to organize online awareness camp for the prospective students.</p> <p>KK to plan for online CET preparatory camp for prospective students.</p>	KK/ SP	Prospective candidates	04/9/2020	To be initiated
3	Empowering special teachers for online teaching	<p>Most of the special school will reopen in June with online mode. It was discussed how HACSE can facilitate the process. 3 points were narrowed down</p> <ol style="list-style-type: none"> <li>1. Faculty will undergo training on virtual classrooms in April / May / June</li> <li>2. Value added program would be introduced for the in-service teachers</li> <li>3. Online CRE was proposed on the topic Educational Technology and ICT.</li> </ol> <p>Proposal to be sent to RCI for approval.</p>	All SP GS	B Ed colleges offering virtual FDPs and RCI	04/9/2020	To be initiated towards playing a definite role in supporting special teachers

#	AGENDA	MINUTES	ACTI ON	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
4	Update from alumni about them coping with pandemic personally and professionally.	Either a survey could be held or a meet could be organized. All voted for conducting online AAHA meet It was also discussed who could be made process owner for AAHA activities. Since PM is in charge of SSS, she was asked to lead AAHA.. Considering NAAC guidelines, formats have been developed to collect the updates. Agenda of the meet to be decided, schedule to be prepared, invites to be sent to all the alumni.	PM	-	04/9/2020	To be initiated
5	Student Council exit meet to be conducted	The suggestions were given to schedule Student Council Meet through virtual meet to discuss about some important points such as status of lectures and course completion, status of practical works and submission, about IA policies, exam related discussions, closure of the existing Student Council. Schedule to be planned and circulated with all.	PM	-	04/9/2020	To be initiated
6	Post Vidyalankar action points	All faculty attended NAAC orientation at Vidyalankar college. Everybody shared their take home points and need for action. Inspired by the range of activities seen there it was decided to introduce something new which is relevant and is prescribed by the NAAC manual. Understanding the need of the current situation, two short term courses through virtual mode have been proposed as value added programs. Program 1- Aabhasi and Program 2- Aao Baten Karen Both the courses to be developed and publicity to be done.	SP AM	-	04/9/2020	To be initiated

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7	NAAC preparation and review of AQAR draft	AH summarized the forthcoming NAAC process with a flowchart which is displayed in faculty room. Tentative criterion assigned to all at the time of Vidyaankar workshop were reviewed and locked. Following the deadline of NAAC second cycle which is due in 2021, all the faculties were suggested to work on their respective criteria and AQAR. Continuous meetings to be scheduled to review the NAAC related work progress and discussions. AQAR draft was presented and discussed.	AM	-	04/9/2020	In-process
8	SOPs to be prepared for online teaching learning	Virtual classroom has become new normal in higher education. Most of the staff and students are managing it well. However a need is felt to evolve a policy for online teaching learning. All the members presented many point in order to ensure learning through effective mode. It was decided to develop a Dos and Don'ts manual for staff and students.	AM		04/9/2020	
9	Workshop on finance management	The point was mentioned in the meeting to promote students to attend online workshops on various relevant topics. Faculties too were promoted to attend online webinars on relevant subjects. It was discussed to conduct online seminar/ workshop. The topics suggested were subject seminar on statistics, yoga, ISL etc. Schedule to be developed.	AP		04/9/2020	To be initiated
10	IA policy reviewed	It was discussed that due to uncertain lockdown crises, there is no clear guidelines for the exam related matters. Hence, the concern faculties need to keep generating IA through online mode. <ul style="list-style-type: none"> <li>- Students must be given assignments/ tests/presentation etc. with enough time for preparation.</li> <li>- Maintain the deadlines for submission and IA generation.</li> <li>- Practicum related tasks should be reviewed and alternates must be identified for the completion of the task.</li> </ul>	All faculti es		04/9/2020	To be initiated

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11	CAS and faculty orientation program	Faculties were advised to focus on CAS parameters and keep working on that alongside. They were also advised to look for the faculty orientation program, registered themselves and complete the course.	All faculti es		04/9/2020	To be initiated

**Signature of IQAC coordinator:**