



**HASHU ADVANI COLLEGE OF SPECIAL EDUCATION**

**IQAC AGENDA MINUTES DOCUMENTS**

**( First meeting of IQAC 2020- 2022)**

**MEETING DATE: 3/9/2020**

**IQAC COORDINATOR: Poonam Mishra**

**/ CONVENER: Dr. Asmita Huddar**

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

- |                                    |          |                                    |
|------------------------------------|----------|------------------------------------|
| <b>1. Dr. Asmita Huddar</b>        | <b>-</b> | <b>Chairperson</b>                 |
| <b>2. Dr. Gayatri Sirur</b>        | <b>-</b> | <b>Senior Admin Officer</b>        |
| <b>3. Dr. Amit Mishal</b>          | <b>-</b> | <b>Teacher Representative</b>      |
| <b>4. Ms. Kasturi Kulkarni</b>     | <b>-</b> | <b>Teacher Representative</b>      |
| <b>5. Ms. Nisha Kutty</b>          | <b>-</b> | <b>Teacher Representative</b>      |
| <b>6. Mr. Papan Saheja</b>         | <b>-</b> | <b>Management Representative</b>   |
| <b>7. Mrs. Rita Vazirani</b>       | <b>-</b> | <b>Management Representative</b>   |
| <b>8. Ms. Afreen Khan</b>          | <b>-</b> | <b>Student Representative (HI)</b> |
| <b>9. Mr. Jitendra Jagawat</b>     | <b>-</b> | <b>Student Representative (LD)</b> |
| <b>10. Ms. Sahida Mogar</b>        | <b>-</b> | <b>Alumni Representative</b>       |
| <b>11. Ms. Sonalee Shyamsunder</b> | <b>-</b> | <b>Employer Representative</b>     |
| <b>12. Ms. Poonam Mishra</b>       | <b>-</b> | <b>IQAC Coordinator</b>            |

#	AGENDA	MINUTES	ACTIO N	Externa l Agency / expert	REVIEW DATE	STATUS/ OUTCOM E	COSUR E DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	<p><b><u>With reference to SOPs</u></b>  It was highlighted in the previous meeting that the existing SOPs need to be reviewed. As a outcome</p> <ul style="list-style-type: none"> <li>- All the SOPs are compiled together</li> <li>- SOPs policies have been developed. Faculties in charges were assigned.</li> <li>- Format for SOPs have been modified ex. The timeline of Arushi News letter has been changed from January - December to June to May of each year referring to the NAAC and AQAR cycle.</li> <li>- Till now, 5 SOPs are already reviewed and works on remaining SOPs are in process.</li> <li>- Standard template has been developed and is being followed by all the concerned faculties</li> </ul> <p><b><u>With reference to the second cycle of NAAC</u></b> which is due on 2021 it was highlighted in the previous meeting that all of us have to now actively gear up for NAAC and AQAR related works. As a outcome-</p> <ul style="list-style-type: none"> <li>- All faculties have been assigned with the respective criteria mentioned in NAAC guideline and we all have started collecting and compiling relevant data with evidences.</li> <li>- We team are having virtual meetings on weekly and regular bases.</li> <li>- Due to some administrative reason, NAAC had stopped assessment process of B.Ed colleges for around 2-3 years. But now since it has resumed and as mandatory procedure, we have to submit AQAR year wise from 2015-16 till 2019-20 (5 years yearly report).</li> <li>- Considering this mandates, the workload have been distributed among the team and all of us worked on</li> </ul>	All staff	Nil	3/9/2020	In practice	3/9/2020
		<p><b><u>With reference to the second cycle of NAAC</u></b> which is due on 2021 it was highlighted in the previous meeting that all of us have to now actively gear up for NAAC and AQAR related works. As a outcome-</p> <ul style="list-style-type: none"> <li>- All faculties have been assigned with the respective criteria mentioned in NAAC guideline and we all have started collecting and compiling relevant data with evidences.</li> <li>- We team are having virtual meetings on weekly and regular bases.</li> <li>- Due to some administrative reason, NAAC had stopped assessment process of B.Ed colleges for around 2-3 years. But now since it has resumed and as mandatory procedure, we have to submit AQAR year wise from 2015-16 till 2019-20 (5 years yearly report).</li> <li>- Considering this mandates, the workload have been distributed among the team and all of us worked on</li> </ul>	All staff	Nil	3/9/2020	In practice	3/9/2020

	<p>that.</p> <ul style="list-style-type: none"> <li>- Under the guidance of AH and AM, we have successfully uploaded AQAR 2015-16 and it got reviewed by NAAC team. 3 recommendations were given on which team had worked on.</li> <li>- Uploading of the remaining AQARs is in process as all the drafts of AQAR are ready.</li> </ul> <p><b><u>With reference to online teaching and admin works,</u></b></p> <ul style="list-style-type: none"> <li>- All teaching and admin related works are being practiced through online/ virtual mode.</li> <li>- After testing many virtual platforms, zoom platform has been purchased for the official use.</li> <li>- Two online value added courses have been launched. Out of which one has successfully been completed.</li> <li>- Various online webinars have been attended by staff and students.</li> <li>- LMS is effectively being practiced through Edmodo whereas testing of other LMS is in process.</li> <li>- All the staff and students are well oriented about the online etiquettes.</li> <li>- Certain rules related to face to face interaction and interactive sessions, attendance and lecture records, assessment of learning have been set for online classes.</li> <li>- Timetable made flexible to control the screen time.</li> <li>- Online internship with the adapted guidelines has been practiced through online mode.</li> </ul> <p><b><u>With concern to CET,</u></b></p> <ul style="list-style-type: none"> <li>- Database of perspective students has been maintained.</li> <li>- Online awareness camp has been organized through virtual mode.</li> <li>- CET preparatory camps been conducted in 2 phases.</li> </ul> <p>Student Council exit meet has been successfully conducted with the closure and report has been submitted</p>					
		All staff	Nil	<b>3/9/2020</b>	In practice	<b>3/9/2020</b>
		All staff	Nil	<b>3/9/2020</b>	Completed	<b>3/9/2020</b>
		PM	Nil	<b>3/9/2020</b>	Completed	<b>18/7/2020</b>

#	AGENDA	MINUTES	ACTI ON	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
<b>New Agenda of 1<sup>st</sup> IQAC meeting 2020-21</b>						
1	Template of Activity Reports	Template of activity reports has been presented in the meeting and was explained by AM that how it is being used by the concerned process owners in a uniform way after each event conducted or participated by college.	AM	Nil	3/9/2021	In practice
2	Practice of the use of separate mail IDs for the respective purpose	It was highlighted by AH that corresponding to various official works and practices, various email IDs have been created and are used effectively. Like different IDs are in use for government/ official communication, for feedback, alumni, CRE, for photos, IQAC Answering to the question asked by one of the member of committee the purpose of using various IDs, it was responded that using various Ids made our work much structured and systematic.	AH	Nil	3/9/2020	In practice
3	Development of SOPs	To structure the existing practices at college level, it was proposed to develop SOPs for various academic and non academic practices. As a outcome two SOPs have been developed and presented in the meeting. - SOP for Peer Review has been developed by KK. She highlighted that in peer review, each faculty need to review at least 2 sessions of each faculty and mark them based on the format given. Minimum 6 peer review should be done in 1 quarter. The performance will kept confidential between reviewer and reviewee. - The second SOP on online teaching has been developed by NK. She highlighted that faculties explored different online platforms, chosen few platforms were tried by everyone. All agreed that the most user friendly platform was zoom hence the zoom was purchased	KK, NK	Nil	3/9/2020	Approved and in practice
4	How to improve practices in finance	It was mentioned by AH that - An online workshop was conducted by on financial planning in collaboration with night college on date 17/7/2020. The workshop was open for all and was led by SP. We got the guidelines for effective financial planning and management. - In the coming weeks, another workshop will be conducted on how to maintain budget and financial records up to the mark for which Mr. Harish Chugani will be invited as a resource person.	AH, SP, AS	Nil	3/9/2020	- Workshop by Mr. Harish Chugani yet to be conducted

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME
5	Practice of feedback system	<p>About the practice of feedback system, It was highlighted by AH that two ways are being followed to collect the feedback from students. one is the feedback box kept in college and another is the designated mail ID in which students have to send the filled and PDF converted feedback.</p> <p>The feedbacks are shown to all the faculties and discussion happens on the action points which are followed by all. Based on the latest feedback collected, the following suggestions are considered as the action points-</p> <ul style="list-style-type: none"> <li>- Practice of recreational activities for students to balance the academic loads.</li> <li>- Strengthen the alumni support system.</li> <li>- Curriculum planning beyond the syllabus.</li> <li>- Consistency in sharing the instructions with students.</li> </ul> <p>In response to strengthen the alumni support system, Ms. Sahida Mogar, Alumni representative suggested to connect the alumni through online mode for which she agreed to take initiative.</p>	AH, PM	Nil	3/9/2020	Discussed and approved.
6	Website updates related issues to be addressed	It was mentioned by AM that with concern to NAAC work, much more evidences are expected to get highlighted/ uploaded on website, further links too to get generated for the same. It is expected to create the domain station as well. Layout of the website also needs to be modified to easy access.	AM	Mr. Bhalla/ Mr. Milind	16/1/2021	In process

#	AGENDA	MINUTES	ACTI ON	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
7	College committees to be reviewed	<p>It was mentioned by PM that various committees at college level are formed and are working in a structured manner on regular bases. Each committee has its designated members for the specific tenure period. The various committees are-</p> <ul style="list-style-type: none"> <li>- College Development Committee – 1/1/2019-31/12/2019 (to be reviewed)</li> <li>- Students Council Committee – Closure of previous committee done, new to be reviewed.</li> <li>- Right to Information Committee – 1/1/2019 – 31/12/2019 ( to be reviewed)</li> <li>- Internal Complaint Committee – 1/1/2019 – 31/12/2019 ( to be reviewed)</li> <li>- IQAC Committee – Reviewed and reformed till 30/6/2022</li> <li>- Anti Ragging Committee – 1/1/2018 – 31/12/2020</li> <li>- Library Committee – 1/1/2018 – 31/12/2020</li> <li>- Social Media Committee – 1/1/2018 – 31/12/2019 (Reviewed and implemented)</li> </ul>	AH	Nil	16/1/2021	In process
8	University funds for Minor Research Project	<p>It was highlighted by KK that University of Mumbai has approved the research proposal submitted by HACSE and sanctioned amount 35,000/- for this project. The approval has been sanctioned till 31/12/2020. The current status is that 8 months got over from the date 17/3/2020, tool has been developed in English and Marathi language and got validated. Data collection is going on at present. It was mentioned that some more references are required to complete the data collection work. In response to it, committee members got agreed to share some references in order to support the data collection process which will be followed up by KK.</p>	KK	Nil	16/1/2021	In process

#	AGENDA	MINUTES	ACTI ON	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
9	Post CRE reporting, take home points and feedback analysis	Post CRE updates was shared by GS. She highlighted that it was the first online CRE conducted by HACSE. Total 50 participants were attended the program. The sessions were conducted in Marathi language. It was 6 days program inclusive of 18 hours spread in to 3 hours in a day. Attendance, post test and feedback were mandatory for the participants following the guidelines of RCI. Program was successfully got over and certificates got issued to the participants. The major challenges were faced for monitoring the attendance and conducting online tests. Feedback was collected based on the set 6 parameters with 3 point scale. The overall responses were very positive and recommendations were received for conducting more and more online CRE programs.	GS	Nil	3/9/2020	Completed
10	SWOT at college level	We had at length discussion about our college and identified <ol style="list-style-type: none"> <li>1. Strengths</li> <li>2. Weaknesses</li> <li>3. Opportunities</li> <li>4. Threats/ challenges</li> </ol> This was for the purpose of SSR.	AH, AM	Nil	3/9/2020	Approved and implemented



**Signature of IQAC coordinator:**



**HASHU ADVANI COLLEGE OF SPECIAL EDUCATION**

**IQAC AGENDA MINUTES DOCUMENTS**

**(Second meeting of IQAC 2020- 2022)**

**MEETING DATE: 16/1/2021**

**IQAC COORDINATOR: Poonam Mishra**

**/ CONVENER: Dr. Asmita Huddar**

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

- 1. Dr. Asmita Huddar - Chairperson**
- 2. Dr. Amit Mishal - Teacher Representative**
- 3. Ms. Nisha Kutty - Teacher Representative**
- 4. Mr. Papan Saheja - Management Representative**
- 5. Mrs. Rita Vazirani - Management Representative**
- 6. Ms. Afreen Khan - Student Representative (HI)**
- 7. Mr Jitendra Jagawat - Student Representative (LD)**
- 8. Ms. Sahida Mogar - Alumni Representative**
- 9. Ms. Sonalee Shyamsunder - Employer Representative**
- 10. Ms. Poonam Mishra - IQAC Coordinator**
- 11. Ms. Sandhya Pagare - Librarian**



#	AGENDA	MINUTES	ACT ION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSUR E DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	<p><b><u>With reference to the template of activity report,</u></b> the standard template prepared for various activities are used effectively by the respective process owners of the different programs. After each program, the format is being filled up and gets submitted in IQAC mail ID for documentation purpose.</p> <p><b><u>With reference to the SOPs,</u></b></p> <ul style="list-style-type: none"> <li>- 2 SOPs – peer review by faculties and online teaching were presented and explained in the last meeting are in practice by all the faculty members at present. The reports are being submitted to IQAC ID in the standard formats by the respective faculties.</li> </ul> <p><b><u>With reference to the review of college committees,</u></b> Total 6 committees were expected to be reviewed. Out of that the Student Council Committee has been reviewed. The newly formed SC members are-</p> <ul style="list-style-type: none"> <li>- Afreen Khan (HI) – President</li> <li>- Zarna Gala (LD) – Secretary</li> <li>- Jitendra Jagawat - Member 1 Male</li> <li>- Madhuri Pawar - Member 2</li> <li>- Amutha Ganeshan – Member 3</li> </ul> <p>The remaining 5 committees are scheduled to be reviewed in the coming weeks of the month of January 21.</p> <p><b><u>With reference to the Minor Research Project funded by UOM,</u></b></p> <ul style="list-style-type: none"> <li>- The research project got successfully completed and submitted by Dr. Kasturi Kulkarni. The review of the project could not be presented due to unavoidable leave of KK hence it was decided to carry forward to the forth coming meeting.</li> </ul>	All	Nil	16/1/2021	In practice	16/1/2021
			All	Nil	16/1/2021	In practice	On going
			PM	Nil	16/1/2021	In practice	16/1/2021
			KK	UOM	16/1/2021	Completed	16/1/2021

#	AGENDA	MINUTES	ACT ION	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
<b>New Agenda of 2<sup>nd</sup> IQAC meeting 2020-21</b>						
11	Status of SSR	<p>With concern to NAAC, it was highlighted by AM that each faculty has been assigned with the respective criteria of SSR and already started working on it. Virtual meetings are being conducted on regular bases to take updates on the status of work progress as well as for clarifications of queries.</p> <p>Criteria wise evidences are getting collected/ created.</p> <p>It was discussed in the meeting that each one will present their criteria wise work to get the approval.</p> <p>AM has presented and discussed the following parameters' uploads related to criteria -1.</p> <ul style="list-style-type: none"> <li>- 1.1.1 Upload- 1 details of the procedure adopted including periodicity, kinds of activities</li> <li>- 1.1.1 Upload- 2 summarized reporting related to communication of decisions to all concerned.</li> <li>- 1.1.1 Upload -3 summarized reporting related to kinds of issues discussed</li> <li>- 1.3.1 List of activities in support of following four points- fundamental or coherent understanding of the field of teacher education, procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization, capability to extrapolate from what one has learnt and apply acquired competencies, skill/ competencies such as: emotional intelligence, critical thinking, negotiation and communication skills collaboration with others, etc.</li> <li>- 1.3.3 List of activities for students to drive professionally relevant understanding and consolidate into their professional acumen/ range of curricular experiences provided during Teacher Education Programme.</li> </ul>	AM	Nil	16/1/2021	Approved and implemented
12	SOP Adhikar	Due to urgent official work, Dr. Sirur couldn't join the meeting due to which the SOP of Adhikar presentation was kept on hold.	GS	Nil	15/4/2021	Hold

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME
13	SOP Aayam	The SOP of Aayam campus recruitment was presented and discussed by PM. The objectives of the Aayam have been highlighted. Sub processes and steps to be followed per sub process have been mentioned in detail. Special considerations related to Aayam were highlighted and currently available templates were specified.	PM	Nil	16/1/2021	Approved and implemented
14	Aayam Campus Recruitment 2021	The status of Aayam 2021 was given by PM. It was updated that the flyers has been prepared and shared through social media, invitations to various agencies such as special schools, inclusive schools, clinics and other rehabilitation centers sent through mail. The proposed dates of campus recruitment are 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> February 21. It will be conducted through online mode and on request, offline mode as well. It was mentioned that the candidates including SYs and Alumni will be given opportunities to attend workshop on resume writing and mock interview before appearing in final interview.	PM	Schools, clinics, other rehabilitation centers	15/4/2021	In process
15	Post ABK updates	The post ABK updates were given by the process owner of the program Dr. Amit Mishal. He mentioned that total 11 participants had registered out of which 9 participants successfully completed the course. The program was started on 5/9/2020 till 20/12/2020 through virtual mode. The overall feedback was very positive and encouraging. The sessions were conducted once in every week. The students were asked to share their feedback about the curriculum of ABK. Report submitted to IQAC mail ID.	AM	Nil	16/1/2021	Completed
16	Update on value added program Aabhasi	The post Aabhasi update was given by the process owner of the program SP. She mentioned that this value added course was conducted from 04/7/2020 till 19/9/2020 through virtual mode. Total 32 participants were attended and completed the course. The sessions were conducted once in every week. Very positive feedback were received from the participants and as an outcome of the program school teachers are well prepared to handle ICT more creatively and also to create e-content after attending this course. Certificates were issued to the participants. Preparation for the second batch of Aabhasi has been started. Report submitted to IQAC mail ID.	SP	Nil	16/1/2021	Completed

#	AGENDA	MINUTES	ACT ION	Exter nal Agenc y / expert	REVIEW DATE	STATUS/ OUTCOME
17	Post Aarambh updates and take away points	<p>The post Aarambh updates were shared by the process owner of the program Dr. Asmita Huddar. It was highlighted that the program was conducted on 3<sup>rd</sup> and 4<sup>th</sup> December 2020 through virtual mode. The program was in collaboration with DIET team Murud Latur. The timings are from 10:00 am till 4:30 pm. Total 2080 registrations were done for the program whereas 781 certificates were issued. The entire program was conducted in Marathi language. The feedback received highlights that the teachers felt very much motivated to look in to diversity disability more positively.</p> <p>As the outcome of the program, the need was felt to conduct CRE program related to it. Hence, the proposal was sent to RCI which got approved for the next state level CRE on the topic “Early identification through skill development into school screening for diverse needs on 4<sup>th</sup> and 8<sup>th</sup> March 2021. The program will be conducted in collaboration with DIET Raigad, Nasik and Latur. The preparation for the CRE has already been started. PM as coordinator of this CRE need to follow it up further under the guidance of AH.</p>	AH	DIET Team	16/1/2021	Completed

**Signature of IQAC Coordinator**



**HASHU ADVANI COLLEGE OF SPECIAL EDUCATION**

**IQAC AGENDA MINUTES DOCUMENTS**

**(Third meeting of IQAC 2020-2021)**

**MEETING DATE: 15/4/2021**

**IQAC COORDINATOR: Poonam Mishra**

**/ CONVENER: Dr. Asmita Huddar**

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

- |                               |          |                                    |
|-------------------------------|----------|------------------------------------|
| <b>1. Dr. Asmita Huddar</b>   | <b>-</b> | <b>Chairperson</b>                 |
| <b>2. Dr. Gayatri Sirur</b>   | <b>-</b> | <b>Senior Admin Officer</b>        |
| <b>3. Dr. Amit Mishal</b>     | <b>-</b> | <b>Teacher Representative</b>      |
| <b>4. Nisha Kutty</b>         | <b>-</b> | <b>Teacher Representative</b>      |
| <b>5. Mr. Papan Saheja</b>    | <b>-</b> | <b>Management Representative</b>   |
| <b>6. Mrs. Rita Vaz-irani</b> | <b>-</b> | <b>Management Representative</b>   |
| <b>7. Afreen Khan</b>         | <b>-</b> | <b>Student Representative (HI)</b> |
| <b>8. Jitendra Jagawat</b>    | <b>-</b> | <b>Student Representative (LD)</b> |
| <b>9. Sahida Mogar</b>        | <b>-</b> | <b>Alumni Representative</b>       |
| <b>10. Poonam Mishra</b>      | <b>-</b> | <b>IQAC Coordinator</b>            |

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	<p><b><u>With reference to the status of SSR –</u></b></p> <ul style="list-style-type: none"> <li>- The status was updated by AM.</li> <li>- It was decided that all the concern faculties will present their respective criteria for getting final approval.</li> <li>- Regular updates are taken related to the status of SSR.</li> <li>- Some parameter’s uploads of criteria 1 were presented by AM and approved in the meeting.</li> </ul> <p><b><u>With reference to the SOP Adhikar</u></b></p> <ul style="list-style-type: none"> <li>- The presentation of the SOP Adhikar put on hold due to unavoidable official work to be carried by GS. It was due for the forth coming meeting.</li> </ul> <p><b><u>With reference to SOP Aayam-</u></b></p> <ul style="list-style-type: none"> <li>- The SOP Aayam was presented by PM.</li> <li>- The objectives, procedure and the highlights were explained in detail.</li> </ul> <p><b><u>With reference to Aayam campus recruitment 2021-</u></b></p> <ul style="list-style-type: none"> <li>- The updates were given by PM about the Aayam 2021. It was mentioned that total 37 organizations/ schools were contacted and the invites were sent to them but due to pandemics and the uncertainty of the placements of new teachers, many schools did not turned up. Hence, only 5 schools gave their confirmation for the same.</li> <li>- Information was given to all the students and alumni well in advance. Schedule of the online and offline interviews were shared with the participants and the organizations.</li> <li>- The workshop for resume writing and mock</li> </ul>	All staff	Nil	15/4/2021	In practice	15/4/2021
			GS	Nil	15/4/2021	On hold for the forth coming meeting	Nil
			PM	Nil	15/4/2021	Approved and implemented	15/4/2021
			PM	Special and inclusive schools	15/4/2021	Completed	15/4/2021

	<ul style="list-style-type: none"> <li>- Interview was conducted before the final interview.</li> <li>- The virtual interview was conducted on 10<sup>th</sup>, 11<sup>th</sup> and 21<sup>st</sup> February and the on 12<sup>th</sup> February it was conducted through offline mode.</li> <li>- All the protocols were strictly followed to conduct the interviews.</li> <li>- Thank you letter and the feedback forms sent to all the participated schools. Feedbacks are yet to be received.</li> </ul> <p><b><u>With reference to post ABK updates –</u></b></p> <p>The updates about the ABK were given by Dr. Amit Mishal. He had mentioned that total 11 participants had registered out of which 9 participants successfully completed the course. The program was started on 5/9/2020 till 20/12/2020 through virtual mode. The overall feedback was very positive and encouraging. The sessions were conducted once in every week. The students were asked to share their feedback about the curriculum of ABK. Report submitted to IQAC mail ID.</p> <p><b><u>With reference to post Aabhasi updates –</u></b></p> <p>The post Aabhasi update was given by the process owner of the program Sandhya Pagare. She mentioned that this value added course was conducted from 04/7/2020 till 19/9/2020 through virtual mode. Total 32 participants were attended and completed the course. The sessions were conducted once in every week. Very positive feedback were received from the participants and as an outcome of the program school teachers are well prepared to handle ICT more creatively and also to create e-content after attending this course. Certificates were issued to the participants. Preparation for the second batch of Aabhasi has been started. Report submitted to IQAC mail ID.</p>	AM	Nil	15/6/2021	Completed	15/6/2021
	<p>The post Aabhasi update was given by the process owner of the program Sandhya Pagare. She mentioned that this value added course was conducted from 04/7/2020 till 19/9/2020 through virtual mode. Total 32 participants were attended and completed the course. The sessions were conducted once in every week. Very positive feedback were received from the participants and as an outcome of the program school teachers are well prepared to handle ICT more creatively and also to create e-content after attending this course. Certificates were issued to the participants. Preparation for the second batch of Aabhasi has been started. Report submitted to IQAC mail ID.</p>	SP	Nil	15/6/2021	Completed	15/6/2021

	<p><b><u>With reference to post Aarambh updates-</u></b></p> <p>The post Aarambh updates were shared by the process owner of the program Dr. Asmita Huddar. It was highlighted that the program was conducted on 3<sup>rd</sup> and 4<sup>th</sup> December 2020 through virtual mode. The program was in collaboration with DIET team Murud Latur. The timings are from 10:00 am till 4:30 pm. Total 2080 registrations were done for the program whereas 781 certificates were issued. The entire program was conducted in Marathi language. The feedback received highlights that the teachers felt very much motivated to look in to diversity disability more positively.</p> <p>As the outcome of the program, the need was felt to conduct CRE program related to it. Hence, the proposal was sent to RCI which got approved for the next state level CRE on the topic “Early identification through skill development into school screening for diverse needs on 4<sup>th</sup> and 8<sup>th</sup> March 2021. The program will be conducted in collaboration with DIET Raigad, Nasik and Latur. The preparation for the CRE has already been started. PM as coordinator of this CRE need to follow it up further under the guidance of AH.</p>	AH	DIET Murud, Latur	15/6/2021	Completed	15/6/2021
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#	AGENDA	MINUTES	ACT ION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME
<b>New Agenda of 3<sup>rd</sup> IQAC meeting 2020-21</b>						
18	CAS and Faculty Orientation Program (FIP)	<p>Dr. Gayatri Sirur has informed to all the members about Career Advancement Scheme- CAS. She has also mentioned that faculties appointed need to go through under CAS assessment process during the service period.</p> <p>Dr. Sirur further updated that Ms. Nisha Kutty has completed her one month FIP in the month of December 2020, Ms. Sandhya Pagare has</p>	All	Nil	15/4/2021	Ongoing



		completed her orientation program in the month of April 2021 and Ms. Poonam Mishra will be attending one month FIP in the month of April 2021.				
19	IIQA and SSR	Dr. Amit Mishal has updated about IIQA and status of SSR. He mentioned that the payment formalities of IIQA has been done and we team are proceeding towards the completion of SSR work. He has highlighted that target period to upload the SSR on portal is set for the end of June 2021.				
20	Post CRE updates	Ms. Poonam Mishra has given updates on the CRE program conducted on the topic “ Early Identification through Skill Development into School Screening for Diverse needs”. The program was held on 4 <sup>th</sup> & 8 <sup>th</sup> March 2021 in which 200 special educators has attended as participants. The program was conducted in collaboration with DIET team Latur, Nasik and Raigad districts. It was conducted at state level through online mode. The program was coordinated by ms Poonam Mishra under the guidance of Dr. Asmita Huddar. As the outcome of this CRE program, very positive and encouraging feedback was shared by all the participants and resource persons. Based on the topic and content of CRE, A screening tool in the form of booklet has been developed in Marathi language. The booklet highlights ways to suspect the condition, methodology of screening the listed conditions and how professionals can develop their skills in using screening tools are elaborately discussed. The booklet also contains the guidelines of using it and case profile to be filled before screening process. The edited version of the booklet on school screening e-copy was shared with all the participants.	PM	DIET Latur, Nasik, Raigad	15/4/2021	Completed and closed
21	Website and E mail changes updates	The updates about website and E- mail changes were given by Dr. Asmita Huddar. Dr. Huddar mentioned that the website updates are going on in the direction of NAAC requirements. She has also highlighted that the mail ID for the submission of feedback, suggestions and grievance. Previously it was <a href="mailto:reachus.hacse@protonmail.com">reachus.hacse@protonmail.com</a> which has now been changed to <a href="mailto:reachus.hacse@yahoo.com">reachus.hacse@yahoo.com</a> . She has further highlighted that the new mail ID has been shared with all the students and alumni in their respective groups also posted on website.	AH	Nil	15/4/2021	Approved for practice
22	Planning for next CRE	The upcoming CRE updates were given by Dr Asmita Huddar. She specified that HACSE is planning to have next CRE in the month of	NK	Nil	15/4/2021	Ongoing

	and selecting topic	August 2021 which will be coordinated by Ms. Nisha Kutty. The tentative topic suggested by NK was “Assessment and Certification of Children with LD” which need to be relooked and finalized. AH suggested to NK to plan about the participants and the collaborators. She has also suggested forming committees to take the work ahead.				
23	Update on Satat	As per the updates given by Dr. Gayatri Sirur the Satat program initiative has been taken by UGC. In that direction, to implement Satat at HACSE, with the reference of VES, we have contacted and appointed Ms. Rashmi Joshi as consultant. HACSE has also signed MoU with Ms. Joshi regarding the same. She has further highlighted that we have conducted a webinar on 13.3.2021 On the topic “Green Initiatives” and invited Ms. Joshi as speaker. We have invited various colleges to join the webinar. Compost pit has been reframed and the orientation was given to all the helpers about the collection and segregation of waste. Space at 5 <sup>th</sup> floor in the campus will be used for E waste management. She has highlighted that Ms. Joshi is providing her service without any financial charges.	GS	Ms. Rashmi Joshi	15/4/2021	Ongoing
24	Update on value education	Dr Asmita Huddar has shared the updates about value education. She highlighted that value education is very important for students. This connects the students beyond the syllabus and helps them identify their own values. We have assigned a corner where all staff and students have selected and highlighted values on which they have committed to follow. Our 2019-2021 batch students have collectively created a film on it. Ms. Rita Vajrani has shared her experience that in VES they have created a small notice board on which every month they put a value note which is being followed by all. The idea was liked and appreciated by all. HACSE team too was suggested to implement it also create a corner on website where some value based notes can be displayed..	All	Nil	15/4/2021	Ongoing

25	Any other updates	<p><b><u>About student representatives,</u></b> PM was suggested to appoint students representatives from FY batch as the current student representatives will be completing their course till the next meeting. They were thanked by all the members of IQAC and best wishes were conveyed to them.</p> <p><b><u>About Adhikar-</u></b> In NAAC, we have shown this program as parent awareness program. We are widening up the scope now so parents of pre-school children too can attend the program. We will be collaborating with KDN Shruti school this time. The program will be conducted on Tuesday and Thursday every week from 20<sup>th</sup> April to 20 June 2021. 1 hours will be scheduled for each session. 20 now, 20 resource persons have been accepted the request, 80 participants have rolled up. Tech management will be taken care by SP.</p> <p><b><u>About Slogan Competition-</u></b> GS updated that HACSE as conducted slogan competition on 3<sup>rd</sup> March 2021 for which we have received 150 slogans in Hindi, English and Marathi till now from within and outside of Maharashtra. Winners name has been announced. AH suggested to update the name of the winners on FB.</p>	PM	Nil	15/4/2021	Ongoing
			AH, SP	Shruti School		
			GS, AM	Nil	15/4/2021	Completed

**Signature of IQAC Coordinator**