(First meeting of IQAC 2021-2022)

MEETING DATE: 03/9/2021   IQAC COORDINATOR: Poonam Mishra   / CONVENER: Dr. Asmita Huddar

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

#	Name		Role
1.	Dr. Asmita Huddar	-	Chairperson
2.	Dr. Gayatri Sirur	-	Senior Admin Officer
3.	Dr. Amit Mishal	-	Teacher Representative
4.	Nisha Kutty	-	Teacher Representative
5.	Mr. Papan Saheja	-	Management Representative
6.	Mrs. Rita Vaz-irani	-	Management Representative
7.	Prachi Mayekar	-	Student Representative (HI)
8.	Joelle Farnandes	-	Student Representative (LD)
9.	Sahida Mogar	-	Alumni Representative
10.	Poonam Mishra	-	IQAC Coordinator

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	- **With reference to CAS and Faculty Orientation Program (FIP)** 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. - Dr. Sirur further updated that Ms. Nisha Kutty has completed her one month FIP in the month of December 2020, Ms. Sandhya Pagare has 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.	All Faculties	Nil	03/9/21	PM has completed FIP	Ongoing
		With reference to 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.	AM	NAAC	03/9/21	SSR submitted, DVV response awaited	Ongoing
		With reference to 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 4th & 8th 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	PM	RCI & DIET Team	03/9/21	Completed. Screening tool soft copy is available for the use.	03/9/21 Closed

		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.					
		With reference to 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 reachus.hacse@protonmail.com which has now been changed to reachus.hacse@yahoo.com . 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	Mr. Milind	03/9/21	Updated mail ID is in regular use	03/9/21 In practice
		With reference to Planning for next CRE and selecting topic The upcoming CRE updates were given by Dr Asmita Huddar. She specified that HACSE is planning to have next CRE in the month of 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.	NK & AH	RCI, RPs	03/9/21	Planning and preparation are in progress	In process

		With reference to the 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 5th 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	03/9/21	Inauguration of Compost pit has done. It is in practice.	03/9/21 In practice
		With reference to the 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.	AH	Nil	03/9/21	Ongoing	03/9/21 In practice
		With reference to any other updates **About student representatives,** 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.	PM	Nil	03/9/21	2 students-Prachi M-HI Joelle F.-LD Appointed as student representative in IQAC	03/9/21 In practice

		About Adhikar-	AH	KDN Shruti school	03/9/21	All the session have been completed successfully.	03/9/21 Completed and closed
		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 20th 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.					
		About Slogan Competition-	GS	Ex. Prof. Vinaya Keer	03/9/21	Results posted on FB, Certificates have been dispatched.	03/9/21 Completed and closed
		GS updated that HACSE has conducted slogan competition on 3rd 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.					

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New Agenda of 3rd IQAC meeting 2020-21						
1.	Updates on NAAC work progress	Dr. Amit Mishal has updated to all the committee members about the status of NAAC. He mentioned that the students' satisfaction survey – SSS has been completed and SSR has been submitted on NAAC portal in the month of July 2021. Now DVV is awaited for further proceedings.	AM	NAAC	03/9/21	In process

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2	NAAC peer review- Role of IQAC members	Dr. Amit Mishal had mentioned that peer review is major part of NAAC assessment. He further highlighted that for the analysis of qualitative report submitted by us, a peer team will visit to our college where they will assess and mark us based on interaction with management, teaching non-teaching staff, IQAC coordinator. Under criteria- the students and alumni involvement has been shown hence, the peer team may interact with them as well. Interaction with IQAC members will also be done for which we will update to all the members well in advance once we receive the final schedule of peer team.	AM	NAAC	03/9/21	NAAC responses about DVV and peer team are awaited
3	Presentation of SOP – Adhikar	Dr Gayatri Sirur has presented and discussed the SOP- Adhikar Parents Empowerment Program. She has highlighted that it is a Flagship parent training program serving since 2000s which encourage and empower families of SWHI. It has 7 sub processes (steps). ❖ **Planning scheduling**-process owner decided at end of the year. ❖ **Process owner contacts schools.** Mainly parents of school kids ❖ **Months-days-time decided** after discussion with schools and ❖ S**ponsorships**---through agencies and email the donors, conduct meetings identifying venue. ❖ **Parents have to participate**- so auditorium/4th floor- decides on basis of activities and space needed. ❖ **Resource person**---successful feedback of previous year and the requested topic along with the faculty suggestions. Whats app group for coordination ❖ **Valedictory** at end and certificate distribution, chief guest gives out special award to parents for 100% attendance. ❖ **Feedback from** all participants and discussed. ❖ **Open to all schools now**. 6 schools' parents participated. ❖ Pre-schoolers timing adjustments food snacks, budget.	GS	Collaborators if any	03/9/21	In practice

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4	Updates about the progress of Forthcoming CRE	Ms. Nisha Kutty highlighted that she will be coordinating this CRE program which is approved by RCI. She informed that it is going to be an international program in which resources persons from 7 different countries including India have given their approval as a speaker. The topic of this International Interdisciplinary Conference with CRE status is "Assessment and Diagnostic Practices for Specific Learning Disabilities: A Global Perspective". The program has been scheduled on Oct 27th & 28th 2021. This is the first International CRE of HACSE. The program will be online mode through zoom platform. The special consideration will be given to the time zone of the resource persons belonging to different countries and accordingly the schedule will be finalized. She further specified that the team will be divided into different groups along with the students and alumni as volunteers. Work will be assigned to them for the smooth functioning.	NK	RCI, Resource Persons at national & International Level	03/9/21	Planning and Preparation are in process
5	Updates about CET Prep. Camp	Dr. Kasturi Kulkarni highlighted about the CET preparatory camp which is scheduled on 7th & 8th September 2021. She mentioned that CET preparatory camp is being organized for the candidates who have applied for taking admission in B.Ed through CET exam. The opportunity is given to our data based candidates as well as it is open for the others too. In the program some of the important information such as information about college, eligibility conditions, pattern of exams and smart tricks to be followed etc. are addresses followed by doubt clearing sessions. The CET prep. Camp is going to be online using zoom platform.	KK	Nil	03/9/21	Preparation is in process
6	Updates on forthcoming Value added courses	Ms. Sandhya Pagare has talked about value added program- Aabhasi. This program is bases on virtual learning and teaching. The objective is Empowering students about the effective use of technology. It is 50 hours program. We are planning to schedule the program in November –December 2021 provided getting enough registration. The fee amount is Rs. 3540/- including GST. Publicity is on-going through social media and personal contacts	SP	Nil	03/9/21	Planning and preparation is in process

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7	Post Webinar updates	Ms. Sandhya Pagare has given the post webinar updates conducted on the topic "Making Research Visible" on 12th august 2021 on the occasion of librarian day. The invited speaker was Dr. Sarika Sawant. The program was attended by all the staff members, students, alumni was open for within and across the state. There were total 93 registrations done out of that 66 participants were attended the program. There were 3 participants from Uttarakhand, Goa, Kerala. Feedback was collected from all the participants through Google form and the certificates were sent to all the participants. The session was very informative and interactive.	SP	Dr. Sarika Sawant	03/9/21	Successfully completed.
8	Arushi publication	Ms. Poonam Mishra has updated about Arushi News Letter. She has highlighted that we publish Arushi every year but due to pandemic this year publication got delayed. This year, we are going to publish 17th edition with the theme---What's New Innovation in Education. The deadline has been set for the final draft to get ready for publication. There are some changes applied in format considering the NAAC requirement. It will be complied by PM.	PM	Nil	03/9/21	In process
9	8. Post MRP update – KK	Kasturi Kulkarni has updated on Minor Research Project. She highlighted that the title of the project was "Awareness among Rehabilitation Professionals about Indian Sign Language Used by Persons with Hearing Disabilities". Data collected in Mumbai, Maharashtra. The project was submitted on 06.1.2021. The major outcomes of the project are- Tool was developed in Marathi and English, awareness generation about ISL.	KK	UoM	03/9/21	Submitted and closed
10	Post SATAT update	Dr. Gayatri Sirur has mentioned that under green initiative, compost pit was set up and inauguration happened on 15th August 2021 with the invited guest Ms. Rashmi Joshi. Peons and Bais were oriented to use it effectively. We are now planning for shed plan and rainwater harvesting at next level.	GS	Ms. Rashmi Joshi	03/9/21	In practice

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11	**Value Added**	Dr. Amit Mishal has updated on ABK 2nd batch 2021. He had mentioned that we have successfully completed batch 1 in the year 2020. Now, we are going to start with batch 2 from the month of October. At present, we are advertising about the course through social media and personal contact. The fee for the course is 354 rupees with GST.	AM	Nil	03/9/21	In process

Signature of IQAC Coordinator

(Second meeting of IQAC 2021-2022)

MEETING DATE: 11/3/2022   IQAC COORDINATOR: Poonam Mishra   / CONVENER: Dr. Asmita Huddar

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

1. Dr. Asmita Huddar	-	Chairperson
2. Dr. Gayatri Sirur	-	Senior Admin Officer
3. Dr. Amit Mishal	-	Teacher Representative
4. Nisha Kutty	-	Teacher Representative
5. Mr. Papan Saheja	-	Management Representative
6. Mrs. Rita Vaz-irani	-	Management Representative
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10. Poonam Mishra	-	IQAC Coordinator

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	- **With reference to updates on NAAC work progress** Dr. Amit Mishal has updated to all the committee members about the status of NAAC. He mentioned that the students' satisfaction survey – SSS has been completed and SSR has been submitted on NAAC portal in the month of July 2021. DVV was awaited for further proceedings.	AM	NAAC	11/3/22	In process	In process
		- **With reference to NAAC peer review - Role of IQAC members** Dr. Amit Mishal had highlighted that for the analysis of qualitative report submitted by us, a peer team will visit to our college where they will assess and mark us based on interaction with management, teaching non-teaching staff, IQAC coordinator. Interaction with IQAC members will also be done for which the members will be informed well in advance once the final schedule of peer team visit will be received.	AM	NAAC	11/3/22	In process	peer team visit is awaited
		- **With reference to SOP – Adhikar** Dr Gayatri Sirur has presented and discussed the SOP-Adhikar Parents Empowerment Program. She has highlighted that it is a Flagship parent training program serving since 2000s which encourage and empower families of SWHI. It has 7 sub processes (steps) which were explained in details.	GS	Collaborators if any	11/3/22	In practice	In practice

		- **With reference to IIOC cum CRE** Ms. Nisha Kutty has coordinated CRE cum IIOC which was approved by RCI. The topic of this International Interdisciplinary Conference with CRE status is "Assessment and Diagnostic Practices for Specific Learning Disabilities: A Global Perspective". Resources persons from 7 different countries including India had graced the program. The program was successfully conducted on Oct 27th & 28th 2021. This is the first International CRE of HACSE. Report has been submitted, certificates have been issued.	NK	RCI, Resource Persons at national & International Level	11/3/22	Completed and closed	Completed and closed
		- **With reference to CET Prep. Camp** Dr. Kasturi Kulkarni highlighted about the CET preparatory camp which was scheduled on 7th & 8th September 2021. She mentioned that CET preparatory camp is being organized for the candidates who have applied for taking admission in B.Ed through CET exam. The opportunity is given to our data based candidates as well as it is open for the others too. The program has successfully been completed and report has been submitted.	KK	Nil	11/3/22	Completed	Completed
		- **With reference to Value added courses** Ms. Sandhya Pagare has talked about value added program- Aabhasi. This program is bases on virtual learning and teaching. The objective is Empowering students about the effective use of technology. It is 50	SP & AM	Nil	11/3/22	In process	In process

		hours program. The program was expected to be scheduled in November –December 2021 provided getting enough registration. Dr. Amit Mishal has updated on ABK 2nd batch 2021. He had mentioned that we have successfully completed batch 1 in the year 2020. At present the second batch is going to complete the course in the month of March 2022. - **With reference to Post webinar update** Ms. Sandhya Pagare has given the post webinar updates conducted on the topic "Making Research Visible" on 12th august 2021 on the occasion of librarian day. The invited speaker was Dr. Sarika Sawant. The program was attended by all the staff members, students, alumni was open for within and across the state. The program was successfully completed; feedback was collected from all the participants, certificates were sent to all the participants. Report has been submitted.	SP	Dr. Sarika Sawant	11/3/22	Completed	Completed
		- **With reference Arushi publication** Ms. Poonam Mishra has updated about Arushi News Letter. Currently, Arushi – Annual Newsletter 17th edition, 2020-2021 has been published and released on the occasion of our annual day on 22.2.2022.	PM	Nil	11/3/22	Published and released	Published and released
		- **With reference to MRP** Dr. Kasturi Kulkarni has updated on Minor Research Project. She highlighted that the title of the project was "Awareness among Rehabilitation Professionals about	KK	UOM	11/3/22	Submitted	Submitted

		Indian Sign Language Used by Persons with Hearing Disabilities". Data collected in Mumbai, Maharashtra. The project was submitted on 06.1.2021. The major outcomes of the project are- Tool was developed in Marathi and English, awareness generation about ISL. - **With reference to SATAT** Dr. Gayatri Sirur has mentioned that under green initiative, compost pit was set up and inauguration happened on 15th August 2021 with the invited guest Ms. Rashmi Joshi. Peons and Bais were oriented to use it effectively. We are now planning for shed plan and rainwater harvesting at next level.	GS	Ms. Rashmi Joshi	11/3/22	In practice	In practice

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New Agenda of 3rd IQAC meeting 2020-21						
12	Template- Identifying learning needs	Template of identifying learning needs was presented by Dr Huddar. She mentioned that it is already in practice. The modified template has been discussed. It has been approved by IQAC for implementation	AH		11.3.22	Approved
13	SOP- Book bank	SOP on book bank was presented by SP. She mentioned that it is already in practice. The modified SOP has been discussed. She has explained the standard procedure and norms of book bank. It has been approved by IQAC for implementation	SP		11.3.22	Approved
14	NAAC- DVV update	AM gave updates on NAAC- DVV. He mentioned that there were some queries raised in DVV based on SSR report. He further highlighted that all the queries were addressed appropriately and submitted in February.	AM	NAAC	11.3.22	PTV awaited
15	Mulya Manthan- value corner	Based on the suggestions given by member of IQAC in the previous meeting regarding value corner, a value corner has been created in website and FB. All the faculties, students and alumni are informed about it and suggested to share their thoughts. It was decided that the value corner will be revised every after 3 months with new theme.	AM		11.3.22	Approved and implemented
16	SOP- Institutional policy for organization of seminar/CRE	SOP on organizing seminars/ CRE was updated and presented by Kasturi Kulkarni. She has discussed the standard procedure to be followed for conducting seminars/CRE. It was approved for implementation.	KK		11.3.22	Approved for implementation

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17	Forth coming CRE	Kasturi Kulkarni proposed the forth coming CRE for the approval. She highlighted that the theme of the CRE will be Ensuring Safety for Children with Disabilities which will be conducted on 6th & 8th July 2022. She has presented the proposal of CRE program. Committee reviewed the proposal and approved it. KK was assigned with the coordination work. Proposal to be sent to RCI for approval.	KK	RCI	11.3.22	Approved. Proposal to be sent to RCI for approval
18	Lecture series update	Gayatri Sirur has highlighted that HACSE is going to complete it's 25 years (silver jubilee) on 22.7.2022. On this occasion, she has shared a plan to organize 25 series of lecture on various themes by various experts through online/offline mode. Sonalee has recommended some names of experts to be contacted for the same. The idea was appreciated and approved by all the members. GS was assigned as in charge to execute the sessions.	GS	Experts from different areas	11.3.22	Approved
19	Hybrid model	Gayatri Sirur mentioned that as per university circular, HACSE has started hybrid model to conduct lectures for students. She further emphasized that all the safety measures will be taken care in regular functioning. All the computer system of college has been checked and updated for the better functioning.	GS		11.3.22	Implemented
20	Post IIOC update	Nisha Kutty gave the update on IIOC. She highlighted that the first international interdisciplinary online conference at HACSE was completed successfully on 28.10.2021. The program was ended up with very positive and encouraging feedback from all the participants and resource persons. She updated that the report has been submitted to RCI, certificates to all the participants have been sent. All the financial formalities got settled down.	NK		11.3.22	Closed
	Any other	PM requested to Sonalee (employers representative) to collaborate with HACSE for the community outreach programs. She appreciated the idea and ready to coordinate. NK was told to have further discussion with Sonalee and schedule the community work for SYHILD.	NK	Urmi Foundation	11.3.22	Approved to be implemented

Signature of IQAC Coordinator