(First meeting of IQAC 2022-2023)

MEETING DATE: 10/10/2022   IQAC COORDINATOR: Dr Amit Mishal   CONVENER: Dr. Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (11:00 AM -12:30 PM) (Offline mode)

1. **Dr. Asmita Huddar**   -   **Chairperson**
2. **Dr. Amit Mishal**   -   **IQAC Coordinator**
3. **Dr. Gayatri Sirur**   -   **Senior Teacher**
4. **Mr. Papan Saheja**   -   **Management Representative**
5. **Ms. Sadhana Kurmi**   -   **Student Representative (HI)**
6. **Mr. Devansh Palan**   -   **Student Representative (LD)**
7. **Ms. Smita Kamarkar**   -   **Alumni Representative**
8. **Ms. Rashmi Nikith**   -   **Employer's Representative**
9. **Ms. Sandhya Pagare**   -   **Teaching and Administrative Staff**
10. **Dr. Kasturi Kulkarni**   -   **Teacher Representative**
11. **Ms. Nisha Kutty**   -   **Teacher Representative**
12. **Ms. Poonam Mishra**   -   **Teacher Representative**

#	Agenda	Minutes	Action	External Agency / expert	Review Date	Status/ outcome	Closure date
0	Reviewing the plan of action taken in last IQAC meeting agenda	- **With reference to Template- Identifying learning needs** The template on identifying learning needs were presented by Dr Huddar. It was approved in the meeting and in practice.	AH	Nil	10.10.22	Approved	In practice
		- **With reference to SOP- Book bank** SP had presented SOP on Book bank. After discussion and clarification it was approved in the meeting and in practice.	SP	Nil	10.10.22	Approved	In practice
		- **With reference to NAAC- DVV update** Dr Mishal had updated on DVV. Currently, PTV was successfully conducted on 13th and 14th September2022. HACSE got B+ grade in NAAC cycle 2.	AM	NAAC	10.10.22	PTV done	10.10.22
		- **With reference to SOP- Institutional policy for organization of seminar/CRE** SOP on Institutional policy for organization of seminar/CRE had presented by Dr Kasturi Kulkarni. It was approved in the meeting and in practice.	KK	Nil	10.10.22	Approved	In practice
		- **With reference to CRE on Ensuring Child's Safety.** The CRE had successfully conducted on 6th & 8th July 2022. Report has been submitted to RCI. Certificates were sent to all the qualified participants. Feedback analysis was done.	KK	RCI	10.10.22	Closed	10.10.22

		- **With reference to Lecture series update** Dr Sirur is the process owner of 25 lecture series which are planned to celebrate the completion of 25 years of HACSE. The series of lectures are going on alternatively.	GS	Resource Persons	10.10.22	Going on	Ongoing
		- **With reference to Hybrid model** Hybrid model was being followed till semester 1. HACSE has started complete offline mode from semester 2 which has been started from the month of July. However, some lectures of guest faculties still happening considering their request and convenience.	All	Nil	10.10.22	Implemented	10.10.22
		- **With reference to Any other points** PM requested to Sonalee (Ex. 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. As a result, 1 outreach activity had been conducted on 8th April 2022 in which SYHILD had done door to door interaction in slum areas and street play was performed by the students to spread the awareness.	NK	Urmi Foundation	10.10.22	Approved and implemented	10.10.22 (Ongoing practice)

#	AGENDA	MINUTES	ACTION	External Agency / expert	Review Date	Status/ outcome
		New Agenda of 1st IQAC meeting 2022-23				
1	Welcome new team and Introduction	Dr Sirur has welcome to all the new members of IQAC committee 2022-2024 Ms. Rashmi Nikith (Employer's representative), Smita Kamarkar (Alumni representative), Student representative – Devansh Palan (LD) and Sadhana Kurmi. GS has explained about the protocol, roles and responsibilities of IQAC members.	AM	External experts	10.10.22	Approved
2	NAAC cycle 2 conclusion and learning	Dr Amit Mishal updated to all that PTV was held on 13th and 14th September 2022. He further highlighted that HACSE has been awarded with B+ in NAAC cycle 2. With reference to the learning points, each criteria in charge were suggested to share their learning points and suggestions. **With reference to criteria 1**- it was suggested that - The buddy system can be more structured and functioning. - In flyers, IQAC to be mentioned as organizer. The points were approved in the meeting. **With reference to criteria 2 –** As criteria 2 has more metrics, it was suggested that - At initial stage itself some of the metrics can be divided among all. - Documents to be organized properly with appropriate labeling on each set of documents and should be kept in a better place. The suggestions were approved by all. **With reference to criteria 3 –** To more strengthen Research and publication work, - Each faculty need to publish at least 1 paper in UGC listed Journals, chapters/ book publication with ISBN, ISSN numbers. - Geo tagged photos need to be clicked for collaborative lectures.	All	Nil	10.10.22	Approved

- In C16 paper, students can be promoted for article review and presentation to promote the research activities.
- To promote innovative ideas, students can be motived to take at least 3 subject seminars every year.
- All the faculties have been suggested to refer the format of applying for various categories of awards. Referring that if fulfilling that then apply for the same or to groom themselves accordingly.

With reference to criteria 4 –

- Students can be involved in cleanliness drive twice a year like on Diwali and Gandhi Jayanti.
- Students to be promoted for exploring infrastructure of CCYM and the format can be developed to submit observation report for the same. All suggestions were approved SP to follow up.

With reference to criteria 5 –

- Feedback system to be implemented in a standard way.
- Events need to be organized by SC which must reflect on flyer.
- Grievance Redressal committee meeting need to be held on periodic bases and orientation need to be given to students.
- Alumni need to be promoted for fund raising/ financial contribution.

With reference to criteria 6 –

- In-house FDP to be conducted once in a month which may tentatively be scheduled every 1st & 4th Saturdays of the month.
- API format to be followed per year. PBAS format to be replaced from CR format.
- With the approval of CCYM, a separate account to be opened for funding and resource mobilization related concerns.

		With reference to criteria 7 – - It was highlighted that the peer teem was very much impressed with Adhikar- Parents Empowerment Program. - Collaborative practice to be removed from the list of best practices. Reading room was proposed as best practice but decision was put on hold till the next meeting. - Early identification including hearing screening was suggested to be added as best practice. - Teacher trainees can be exposed to use Anuman screening tool in their practicum. NK & GS to schedule. - For the alternative source of energy, place and money were the issues hence it was suggested to explore the other options. - A query can be placed to NAAC asking if college can write and give certificate that the funds are used for college development. AM to address the query.				
3	NAAC cycle 3 changes in NAAC management	It was suggested by Dr Huddar that for NAAC cycle 3, criteria in charge can be shuffled. The positive and the negative sides of shuffling were discussed. As per the suggestions given by all the members, the team were advised to think about it and the final allotment of each criteria will be put up in next IQAC meeting.	All	Nil	10.10.22	Ongoing

Dr. Amit N

Signature of IQAC Coordinator

(Second meeting of IQAC 2022-2023)

MEETING DATE: 21/1/2023   IQAC COORDINATOR: Dr Amit Mishal   CONVENER: Dr. Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (12:30 PM-2.30pm) (Offline mode)

1. **Dr. Asmita Huddar**   -   **Chairperson**
2. **Dr. Amit Mishal**   -   **IQAC Coordinator**
3. **Dr. Gayatri Sirur**   -   **Senior Teacher**
4. **Mr. Papan Saheja**   -   **Management Representative**
5. **Ms. Sadhana Kurmi**   -   **Student Representative (HI)**
6. **Ms.Shital Rokade**   -   **Student Representative(HI)**
7. **Mr. Devansh Palan**   -   **Student Representative (LD)**
8. **Ms.Suchi Joshi**   -   **Student Representative (LD)**
9. **Ms. Smita Kamarkar**   -   **Alumni Representative**
10. **Ms. Rashmi Nikith**   -   **Employer's Representative**
11. **Ms. Sandhya Pagare**   -   **Teaching and Administrative Staff**
12. **Ms. Nisha Kutty**   -   **Teacher Representative**
13. **Ms. Poonam Mishra**   -   **Teacher Representative**
14. **Ms. Sabiha Shaikh**   -   **Teacher Representative**

#	Agenda	Minutes	Action	External Agency / expert	Review Date	Status/ outcome	Closure date
0	Reviewing the plan of action taken in last IQAC meeting agenda	**With reference to addressing new committee members of IQAC** Dr Sirur had welcomed Ms. Rashmi Nikith (Employer's representative), Smita Kamarkar (Alumni representative), Student representative – Devansh Palan (LD) and Sadhana Kurmi.	AM	External representatives	21.1.23	Appointed	21.1.23
		With reference to the update of NAAC cycle 2 Dr Amit Mishal updated to all that PTV was held on 13th and 14th September 2022 and HACSE has been awarded with B+ in NAAC cycle 2.	All	NAAC	21.1.23	Cycle 2 closed	21.1.23
		With reference to each criteria review **Criteria- 1** The buddy system can be more structured and functioning an in flyers, IQAC to be mentioned as organizer.	PM	Nil	21.1.23	Approved	21.1.23
		criteria 2 – - Metrics can be divided among all.	KK	Nil	21.1.23	Approved and ongoing	21.1.23

		- Documents to be organized, labeled and kept in a better place.					
		criteria 3 – - Publication at least 1 paper in UGC listed Journals, chapters/ book publication with ISBN, ISSN numbers. - Geo tagged photos for collaborative lectures. - Students to be promoted for article review and presentation in c16 to promote the research activities. - To promote innovative ideas, students can be motived to take at least 3 subject seminars every year. - Faculties to refer the format of applying for various categories of awards and apply.	All	Nil	21.1.23	Approved and on going	21.1.23
		criteria 4 – - Students to be involved in cleanliness drive twice a year like on Diwali and Gandhi Jayanti. - Students to be promoted for exploring infrastructure of CCYM and the format can be developed to submit observation report for the same.	SP	Nil	21.1.23	Approved and ongoing	21.1.23
		criteria 5 – - Feedback system to be implemented.	All	Nil	21.1.23	Approved and ongoing	21.1.23

		- Events need to be organized by SC which must reflect on flyer. - Grievance Redressal committee meeting need to be held on periodic bases - Alumni need to be promoted for fund raising/ financial contribution. **criteria 6 –** - In-house FDP to be conducted once in a month. - API format to be followed per year. PBAS format to be replaced from CR format. - With the approval of CCYM, a separate account to be opened for funding and resource mobilization related concerns- **Proposal Rejected by Management**	AH	Nil	21.1.23	Approved	21.1.23
		criteria 7 – - Collaborative practice to be removed from the list of best practices. Reading room was proposed as best practice but decision was put on hold till the next meeting- **AAYAM & ADHIKAR were approved as the best practices.** - Early identification including hearing screening was suggested to be added as best practice- **Not Approved**	GS & all	Nil	21.1.23	In Process	21.1.23

			All	Nil	21.1.23	Shuffling of Criterion not approved	21.1.23
		- Anuman screening tool to be applied by students. - For the alternative source of energy, place and money were the issues hence it was suggested to explore the other options- **Yet to be Explored** - A query can be placed to NAAC asking if college can write and give certificate that the funds are used for college development. AM to address the query-**to be raised** **With reference to changes in criteria distribution for cycle -3** Looking at the positive and negative sides, team were suggested to decide for shuffling of their respective criteria.					

#	AGENDA	MINUTES	ACTION	External Agency / expert	Review Date	Status/ outcome
**New Agenda of 1st IQAC meeting 2022-23**					
4	Ask Me(funded research)-Status and Asking suggestions for future funding-Externally funded research	**Ask Me funded research for the year 2022 - Ask Me,** funded research Project is completed. Questionnaire and blue print is given. Further NK concluded Trinayani work will be available on the website and the report will be kept in the HACSE library.	NK	Trinayani	21.1.23	Completed & Closed
		Externally funded research for the year 2023- Further , it was mutually decided PM to take next year funded project	PM	To Be Explored		To be Started
5	Survey on enrollment and discussion on next year plan for awareness and enrollment**.**	Survey on enrollment was carried over by AH. The findings were presented by AH. Further there was discussion led by AH, with various inputs by faculty & student representatives of IQAC. Various strategies –with pros and cons were discussed. Point to concentrate for increasing awareness & enrollment were like contacting Alumni - GS, Contacting Psychology Depts./Practicing career counsellors –NK. It was further decided that this academic year onwards posters will be sent to colleges for displaying them in campus but no visit	AH	NA	21.1.23	Approved and In Practice

		to college to gather data base. Further it was suggested to highlight 'HACSE Address', 'RCI' ,'University of Mumbai' in the posters/presentations.				

6	Discussion on NEP implementation
	
	  a. Multidisciplinary
	  b. ABC
	  c. OBE
		AM Briefed about NEP 2020 and various expected future challenges and expectations of NEP. Three Heads were taken into consideration for meeting in the discussion keeping UGC NEP 2020 & NAAC Expectations as per NEP in mind.
		
		  a. Multidisciplinary- As per NEP 2020, there is need of transforming colleges into multidisciplinary institutions. Principal AH has started making efforts and started approaching nearby colleges for the same after discussing the management in regards of the same.
		
		  b. ABC- Academic Bank of Credits is the mechanism established by UGC as part of NEP. Even Mumbai University has sent circular and instructed colleges to sent ABC IDs of the students enrolled in the academic year. AM took it ahead and made students to create ABC IDs of batch 2021-2023 and has forwarded to the UoM and ABC ID creation of students of Batch 2022-2024 is in process.
		
		  c. OBE- GS focused that HACSE tries best to empower learners with competence, skills necessary to excel as special educators. Further it was recommended that we note down how many students are placed at good positions as an outcome of outcome based education. Further it was thought that exit feedback, formative assessment, IA , Summative evaluation scores, how many students are recruited as of , all can be together
			AM
			
			AH
			
			AM
			
			GS
				NA
				
				NA
				
				UoM/UGC
				
				NA
					21.1.23
					
					21.1.23
						On going
						
						On going
						
						Approved & Closed
						
						Approved & Closed

		cumulatively taken into consideration to conclude the scope of outcome based education. 1. We give students to select option of their choice (under optional paper category) 2. Best 2 out of 3 IA 3. We do Need Assessment of students 4. We give option for improvement (lagging in minimum IA)				
7	Approval for FYs representative in IQAC.	Newly joined FYs Ms.Sheetal Rokade from FY HI & Ms.Suchi Joshi from FY LD, their names as student's representatives in IQAC committee for year 2022-2023 & 2023-2024 was approved.	PM	NA	21.1.23	Approved & Closed
8	Approval of ICT profiling template	SP had shared ICT profiling template and asked for suggestions in improvement of the same. Suggestions given by We Team was taken into consideration. ICT profiling template was modified by SP	SP	NA	21.1.23	Approved & In Practice
9	**Any Other** Establishment of R & D cell as per UGC guidelines	For Research and Development, Dr AM name was recommended and Approved. DR.AM was instructed to take it head and to push research and publication	AM	UGC	21.1.23	Approved
	Next IQAC date	Next IQAC meeting date is scheduled on 15.4.23	AM	NA	21.1.23	In process

Dr. Amit M

Signature of IQAC Coordinator

(Third meeting of IQAC 2022-2023)

MEETING DATE: 01/4/2023   IQAC COORDINATOR: Dr Amit Mishal   CONVENER: Dr.Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (2:30 -3:45 PM) (Online mode)

1. **Dr. Asmita Huddar - Chairperson**
2. **Dr. Amit Mishal - IQAC Coordinator**
3. **Dr. Gayatri Sirur - Senior Teacher**
4. **Mr. Papan Saheja - Management Representative**
5. **Ms. Sadhana Kurmi - Student Representative (HI)**
6. **Ms.Harshita - Student Representative (HI)**
7. **Mr. Devansh Palan - Student Representative (LD)**
8. **Ms.Suchi Joshi - Student Representative (LD)**
9. **Ms. Smita Kamarkar - Alumni Representative**
10. **Ms. Rashmi Nikith - Employer's Representative**
11. **Ms. Sandhya Pagare - Teaching and Administrative Staff**
12. **Ms. Nisha Kutty - Teacher Representative**
13. **Ms. Poonam Mishra - Teacher Representative**
14. **Ms. Sabiha Shaikh - Teacher Representative**

#	Agenda	Minutes	Action	External Agency / expert	Review Date	Status/ outcome	Closure date
0	Reviewing the plan of action taken in last IQAC meeting agenda	- **With reference to the research project** The Ask Me project has successfully been completed. Next year project is given to PM. She has been asked to explore the different agencies for funding.	PM	To be explored	1.4.23	To be started	Ongoing
		- **With reference to survey on enrollment** The outcome of the survey done regarding the enrollment was discussed in the meeting and the decision were taken to stop visiting colleges individually for the promotional activities but we continue placing flyers on college notice board also doing publicity through social media and connecting with different organizations through counselors.	All	Other organizations	1.4.23	Ongoing	In practice
		- **With reference to NEP implementations.** 1. Under multidisciplinary, the process is going on to merge the college with the other college. 2. Under Academic Bank Credit, Students have been oriented and they have created their IDs in the portal. 3. OB has been approved the process is closed.	AH	Other colleges	1.4.23	Ongoing	Ongoing
		- **With reference to ICT profiling template.** ICT profiling template has been approved and implemented.	All	Nil	1.4.23	Ongoing	In practice
		- **With reference to the establishment of research and development cell.** The research & development cell has been established and functioning. UGC has held 2 meetings in this regard which were attended by the Dean, R&D cell.	AM	Nil	1.4.23	On going	In practice

#	AGENDA	MINUTES	ACTION	External Agency / expert	Review Date	Status/ outcome
**New Agenda of 1st IQAC meeting 2022-23**						
10 & 11	Approval of revised curriculum feedback form	AM highlighted that under NAAC criteria 1, curriculum feedback from the practice teaching schools & internship schools and also from the employers are one of the essential requirement. As per the need to make it more comprehensive, the following formats have been revised and put it in the meeting for approval. 1. Curriculum feedback from schools – revised feedback format for practice teaching and internship in schools. 2. Curriculum feedback from employers – revised feedback format for employers.	AM	Employers, Practice Teaching and Internships Schools	1.4.23	Approved
12	Update of FDP	AH briefed about the forthcoming FDP which is scheduled on 4.5.23 through online mode and the resource person will be Dr. Shivani Pandit from USA. The topic is "tools for social and emotional development". Faculties and students of HACSE and other colleges as well are expected to join the program. The program was held on FDP for the next AQAR period will be held in first week of July on Language Lab in collaboration to Chembur comprehensive college of Education. This will be attended by all the students and faculties of HACSE. She mentioned that we may sign MoU with them for every year exposure to students. GS has suggested the topic "creating a MOOC" for one of the forthcoming FDP.	AH	Chembur Comprehensive College of Education	1.4.23	In process
13	Approval of new IQAC member	AM mentioned that due to some reason, Ms. Shital who was earlier being selected as member of IQAC "student representative from HI group" has discontinued from the B.Ed. program. Hence, name of Ms. Harshita as new IQAC member for the said category has been proposed which was approved by IQAC.	AM	Nil	1.4.23	Approved
14	Increase of publication	AM highlighted that faculties need to enhance the number of publication minimum 1 per year as this is the initial requirement of faculties. The publication can be targeted in ISBN and ISNN.	All	Nil	1.4.23	Approved

15	Workload distribution for the year 2023-2024	It was decided that for the forthcoming semesters PM will be the program coordinator for semester 1 and 2, GS will be the program coordinator for sem 3 and 4 HI and NK will coordinate LD	GS, NK, PM	Nil	1.4.23	In practice
16.	Aayam	Aayam campus recruitment 2023 was coordinated by GS. She reported that total 4 organizations were participated and interviewed the SY's. Second round of interview will be held at the institutional level. It was decided that was GS will take it up for the next year as well.	GS	School	1.4.23	completed
17	CRE	The forthcoming CRE program was proposed in the month of October 2023. This CRE will be coordinated by GS. It was suggested to GS to start working on the theme, collaboration, target participants and prepare proposal for the approval.	GS	RCI	1.4.23	In process.
18	Value added	Aabhashi value added program will be continued in this academic year. SP was asked to plan for it.	SP	Nil	1.4.23	In process
19	Externally funded research	PM was asked to prepare the proposal for the project and explore the funding agencies. Ms. Smita suggested to connect with Dr. Varsha Bhagat and discuss the proposal with reference to funding of the project.	PM	Funding agencies	1.4.23	In process
20	Arushi news letter	It was decided in the meeting that the forthcoming Arushi newsletter will be taken up by GS. GS was asked to prepare the baseline of it.	GS	Nil	1.4.23	In process
21	Aarambh program	It was decided in the meeting that the upcoming Aarambh program will be coordinated by AM. This is tentatively being scheduled in the month of June 2023. He was asked to explore the collaboration with DIET team.	AM	DIET	1.4.23	In process
22	Educational Tour	AH mentioned that the Educational Tour has been scheduled for 30th June 2023 - 1st July 2023 at Nasik. The team of students and faculties will be visiting two experimental schools and a mobile school to deliver the education at doorsteps. They will also get exposure of YCMOU. Student Council will be taking charge of it under the guidance of AH.	AH	-	1.4.23	In process

Signature of IQAC Coordinator