



HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

IQAC AGENDA MINUTES DOCUMENTS

(First meeting of IQAC 2023-2024)

MEETING DATE: 5/8/2023

IQAC COORDINATOR: Dr Amit Mishal

CONVENER: Dr.Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (11.00-12.30PM) (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. Harshita Patel - Student Representative (HI)**
- 6. Ms. Suchi Joshi - Student Representative (LD)**
- 9. Ms. Smita Kamarkar - Alumni Representative**
- 10. Ms. Rashmi Nikith - Employer's Representative**
- 11. Dr. 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	<p>With respect to approval of revised feedback formats AM presented the revised feedback format for practice teaching /internship and employers feedback form and was approved in the meeting</p> <p>With respect to update of FDPs AH briefed about two FDP s</p> <ol style="list-style-type: none"> 1. FDP on “tools for social and emotional development” by Dr. Shivani Pandit, USA successfully completed on 4.5.23 (online mode) 2. FDP on Language Lab in collaboration to Chembur comprehensive college of Education for students and faculties of HACSE was expected in July. Now expected to be held in Oct 2023 <p>MoU with Chembur Comprehensive College of Education is in process.</p> <p>With respect to Approval of new IQAC member Proposed name of Ms. Harshita as new IQAC member – representing HI was approved.</p> <p>With respect to rise in publications AM highlighted faculties to target minimum 1 publication per year (in ISSN & ISBN).</p> <p>With respect to work distribution - program coordination PM – Sem 1 and 2; GS -Sem 3 and 4 (HI) ; NK –Sem 3 and 4 (LD)</p>	AM	Employers, Practice Teaching and Internships Schools	5.8.23	In practice	5.8.23
			AH	Chembur Comprehensive College of Education	5.8.23	In process	5.8.23 & In process
			AM	Nil	5.8.23	Approved	5.8.23
			All	Nil	5.8.23	In Practice	5.8.23
			GS, NK,PM	Nil	5.8.23	In Practice	5.8.23

	<p>With respect to Aayam 2023/2024 Aayam was coordinated and completed by GS. GS to coordinate Aayam for next year as well.</p> <p>With respect to Value Added Course - Aabhashi Aabhashi to be continued in this academic year and SP to plan for it status to be discussed.</p> <p>With respect to Externally funded Research PM to prepare the proposal for project, explore funding agencies.</p> <p>With respect to Arushi 2023 Forthcoming Arushi newsletter will be coordinated by GS and status to be discussed.</p> <p>With respect to education Tour Educational Tour stands cancelled due to heavy rains.</p>	GS	Schools	5.8.23	In Process	5.8.23
		SP	Nil	5.8.23	In Process	In Process
		PM	Funding Agencies	5.8.23	In Process	In Process
		GS	Nil	5.8.23	In Process	In Process
		AH	-	5.8.23	Cancelled	5.8.23

#		MINUTES	ACTION	External Agency / expert	Review Date	Status/ outcome
New Agenda of 1st IQAC meeting 2023-24						
1	NAAC / AQAR 2021-2022 update	AM mentioned the details of submission of AQAR 2021-2022 .NAAC-AQAR 2021-2022 was submitted on 17.5.23;resubmitted with report was resubmitted by furnishing requisite data to NAAC on 31.5.23.It was approved and accepted on 12.6.23 .	AM	NAAC	5.8.23	Approved

2	Approval for Aarambh 2023 Report	AM presented the report of AARAMBH 2023 event . He presented with details of the event , outcome, collaborators, resource persons, day-date , beneficiaries. The report was approved.	AM	DIET Thane	5.8.23	Approved
3	Approval of ABK- Value Added Course 2022-2023 Report	AM presented the report of value added course AAO BATE KARE 2022-23. He presented with details of the entire course, outcome, start day/date and date of closure, beneficiaries. The report was approved.	AM	Nil	5.8.23	Approved
4	Activity report template - approval	AH presented the revised activity report template, which was shared with all the members few days prior for suggestions. Discussion was held of improvising, revising it. The template was approved.	AH	Nil	5.8.23	Approved
5	Celebration / events schedule template	Schedule with marked list of events with process owners was shared. Nearly 21 events as of now in list. Event s are selected by faculty of the college. Process owner are faculty memebers . It iwa organized through or underthe head of Student Council, IQAC,AAHA. Ms.Reshmi gave her inputs and endorsed the urge of exposure of students to lead , volunteer the the events to be equipped with necessary skills . Template was approved.	PM	Nil	5.8.23	Approved & In practice
6	Approval of SC MEMBERS 2023-2024	Names of the Student Council members was shared. Discussion on their role and need was highlighted .Student Council members were approved	PM	Nil	5.8.23	Approved
7	Update on externally funded	PM presented the update on the externally funded project . Theme: Avdhaan (Animated videos on parenting).Duration: 8 Months ;Period: Dec 2023-July 2024; Budget :3,50,000;Duration of each AV:5min; No of AV's:5; Topic: Nearly 13-14 narrowed down; Objective/Outcome was shared. Pros/Cons of animated	PM	Nil	5.8.23	Completed

	research project	was discussed. All the members gave inputs on making the project effective. Discussion was held how to get funds, funders etc.				
8	CRE	GS shared the update of forthcoming CRE of HACSE in collaboration with AFM ,Pune on 6th and 7th Oct 2023 .Topic of CRE Understanding learning Disability :Assessment & Intervention. Number of participants to be 50. AH will be discussion on Anuman Screening tool in the 1.5 hours' time slot given. AH suggested NK to see if willing to take up session as resource person instead of slot given for ANUMAN.	GS	AMF	5.8.23	In Process
Any Other	Value Added Course : Aabhasi	Planning of AABHASI value added course for 2023-2024 in process. Planning of programme was to be fully in self pace mode as per SP. but incapability of resource persons to make arrangements of their recorded sessions as mentioned by SP led to hybrid strategy-Internal and external faculty(combination of live and recorded sessions.	SP	Nil	5.8.23	In process
	FDP on experiential learning	One day FDP/Workshop on Experiential learning for faculty/ students arranged on 19/8/23 at Comprehensive College of Education	AH	Chembur Comprehensive College of Education	5.8.23	In process
	CAS	AH advised AM,NK,PM to start working on the necessary requirements mandatory for forthcoming CAS promotions along with minimum publications and API scores.	AH	NA	5.8.23	In Process

Signature of IQAC Coordinator



HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

IQAC AGENDA MINUTES DOCUMENTS

(Second meeting of IQAC 2023-2024)

MEETING DATE: 7/12/2023

IQAC COORDINATOR: Dr Amit Mishal

CONVENER:Dr.Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (2.00-3.00PM) (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.Harshita Patel - Student Representative (HI)
6. Mr.Abhimanyu Nayak - Student Representative (HI)
7. Ms.Suchi Joshi - Student Representative (LD)
8. Ms. Shaziya Ansari – Student Representative (LD)
9. Ms. Smita Kamarkar - Alumni Representative
10. Ms. Rashmi Nikith - Employer’s Representative
11. Dr.Sandhya Pagare - Teaching and Administrative Staff
13. Ms. Poonam Mishra - Teacher Representative
14. Ms. Rakshanda Thakur - 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 respect to NAAC / AQAR2021-2022update AM mentioned the details of submission& acceptance of AQAR 2021-2022 .	AM	NAAC	7.12..23	Approved	7.12. 23
With respect to Approval of Aarambh2023 Report Report of AARAMBH 2023 event was presented was AM and thereport was approved.		AM	HACSE	7.12.23	Approved	7.12.23	
With respect to Approval of AAO BATE KARE Value Added Course report AM presented the report and the same was approved.		AM	Nil	7.12.23	Approved	7.12..23	

		<p>With respect to Activityreport template-approval AH presented the revised activity report template, thorough discussions , suggestions and template was approved.</p> <p>With respect to Celebration/eventsscheduletemplate Schedule with marked list of events was discussed. Ms.Reshmi gave her inputs, endorsed urge of exposure of students, to be equipped with necessary skills . Template was approved.</p> <p>With respect to ApprovalofSC MEMBERS2023-2024 Student Council members list was shared, role and need was highlighted and were approved</p> <p>With respect to Updateonexternallyfundedresearchproject PM updated on the externally funded project Avdhaan ,discussion was held and all members gave their inputs.</p> <p>With respect to CRE GS had shared the update of forthcoming CRE of HACSE in collaboration with AFM ,Pune on6th and 7th Oct 2023 .Topic of CRE Understanding learning Disability :Assessment & Intervention. Topic,Date,Status of collaboration was revised. Revised date- 3rd& 4th November 2023 with theme Best Educational Practices for CWHI having additional disabilities. CRE event was successfully held and completed</p> <p>Any Other:</p> <p>With respect to ValueAdded Course : Aaabhasi Planning of AABHASI was discussed by SP and commencement date of the course is 1.12.2023.</p> <p>With respect to FDP on experiential learning One day FDP/Workshop on Experiential learning for faculty/ students was held on 19/8/23 at Comprehensive College of Education.</p> <p>With respect to CAS AH advised AM,NK,PM to start working on their forthcoming CAS promotions along with minimum publications and API scores.</p> <p>With respect to Adhikar Forthcoming Adhikar Parent Empowerment Programme plan was discussed by NK and its scheduled from 11.12.23-22.12.23</p>	<p>AH</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>GS</p> <p>SP</p> <p>AH</p> <p>AH</p> <p>NK</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Funding Agencies</p> <p>Nil</p> <p>Nil</p> <p>CCCE</p> <p>Nil</p> <p>Nil</p>	<p>7.12..23</p> <p>7.12..23</p> <p>7.12. 23</p> <p>7.12..23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p>	<p>Approved</p> <p>Approved In Practice</p> <p>In Practice</p> <p>Completed</p> <p>Completed</p> <p>In Process</p> <p>Completed</p> <p>In Process</p> <p>In Process</p>	<p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p> <p>In Process</p> <p>7.12.23</p> <p>7.12.23</p> <p>7.12.23</p>
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#		MINUTES	ACTION	External Agency / expert	Review Date	Status/ outcome
New Agenda of 2nd IQAC meeting 2023-24						
9	NAACAQA R 22-23status	AM discussed the current status of AQAR 2022-2023. AQAR 2022-23 report writing of qualitative answers, extended data documentation, data collection as per metrics , necessary uploads in process. Hopefully in Month of Jan 2024 to submit.	AM	NAAC	8.3.24	In Process
10	Approval of CRE Report	CRE updates was shared by AM and report was approved	GS	RCI	7.12.23	Approved
11	SOP- Adhikar	Will be discussed in Next Meeting	SP	Nil	7.12.23	Pending
12	SOP - AAYAM	SOP was discussed . SOP was Approved	PM	Nil	7.12.23	Approved
13	Approval of Self-Monitoring Template	AH discussed the self monitoring template. The Self monitoring template was approved .	AH	Nil	7.12.23	Approved
14	Approval of Revised Admission form	AH discussed the revised admission form . AH elaborated the modifications done as per the feedback received from the stakeholders .Revised admission form was approved.	AH	Nil	7.12.23	Approved
15	Approval of Student Representative (FY) & Remaining Members of Student Council (FY)	First Year Students As Student Representative of IQAC were approved . Shazia Ansari from HI Programme and Abhimannu Nayak from LD Programme. Remaining Students Council form First Year were too approved.	AM PM	Nil	7.12.23	Approved
16	Any Other	Next IQAC date tentatively was suggested . Next IQAC date 15 th March 2024	-AM	Nil	7.12.23	In Process



Signature of IQAC Coordinator



HASHU ADVANI COLLEGE OF SPECIAL EDUCATION

IQAC AGENDA MINUTES DOCUMENTS

(Third meeting of IQAC 2023-2024)

MEETING DATE: 9/3/2024

IQAC COORDINATOR: Dr Amit Mishal

CONVENER:Dr.Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (11.00-12.00am) (Online mode)

1. Dr. Asmita Huddar - Chairperson
2. Dr. Amit Mishal - IQAC Coordinator
3. Dr. Gayatr iSirur - Senior Teacher
4. Mr. Papan Saheja - Management Representative
5. Ms.Harshita Patel - Student Representative (HI)
6. Mr.Abhimanyu-Nayak Student Representative (HI)
7. Ms.Suchi Joshi - Student Representative (LD)
8. Ms. Shaziya Ansari – Student Representative (LD)
9. Ms. Smita Kamarkar - Alumni Representative
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0	Reviewing the plan of action taken in last IQAC meeting agenda	<p>NAACAQAR 22-23status</p> <p>AM discussed the status of AQAR 2022-2023.</p> <p>Approval of CRE Report</p> <p>CRE updates was shared by AM and report was approved</p> <p>SOP- Adhikar</p> <p>Will be discussed in today’s meeting.</p>	AM	Nil	8.3.24	In Process	In Process
			GS	Nil	8.3.24	Approved	8.3.24
			GS	Nil	8.3.24	Pending	Pending

		<p>SOP- AAYAM SOP was discussed. SOP was Approved</p>	PM	Nil	8.3.24	Approved	8.3.24
		<p>Approval of Self-Monitoring Template AH discussed the self monitoring template. The Self-monitoring template was approved.</p>	AH	Nil	8.3.24	Approved	8.3.24
		<p>Approval of Revised Admission form AH discussed the revised admission form. AH elaborated the modifications done as per the feedback received from the stakeholders .Revised admission form was approved.</p>	AH	Nil	8.3.24	Approved	8.3.24
		<p>Approval of Student Representative (FY) & Remaining Members of Student Council(FY) First Year Students As Student Representative of IQAC were approved. Shazia Ansari from HI Programme and Abhimannu Nayak form LD Programme. Remaining Students Council form First Year were too approved.</p>	AM	Nil	8.3.24	Approved	8.3.24
		<p>Any Other Next IQAC date tentatively was suggested. Next IQAC date 15th March 2024</p>	PM	Nil	8.3.24	Approved	8.3.24
			AM	Nil	8.3.24	Approved	8.3.24

#		MINUTES	ACTIO N	External Agency / expert	Review Date	Status/ outcome
New Agenda of 3rd IQAC meeting 2023-24						
17	NAAC AQAR 2022-23 Status	It was decided to complete AQAR 2023-234 work and submit it on 18.3.2024	AM	Nil	9.3.24	In process
18	Approval of National Science Day E Essay content	AM discussed how the process started right from the flyer sharing, judges selection, result declaration. The report was approved in the meeting.	AM	Nil	9.3.24	Approved

	report					
19	Approval of Annual Day Report	AM briefly reported the event, Annual Day celebration HACSE along with RTT High School .AM shared about the individual and Joint performances of students of HACSE with RTT high school students. The report was accepted in the meeting.	AM	Nil	9.3.24	Approved
20	Update of Colleges visited for Programmed Awareness & CET registration	SP gave update about the colleges visited for programme awareness and knowledge of CET registration process to the interested. Faculty visited the colleges and the list is given below. Even few students were given task to do college campaign and gather data as learning process and social commitment. Nearly 70-80 students had shown interest in the B Ed Special Education programme at the time of college awareness. List of colleges are as follows: A E Kalsekar College, Mumbra; Acharya Marathe College; BNM, Matunga ; Chandrabhan Sharma College, Powai; D Y Patil College Mumbra; Jhunjhunwala College; Joshi Bedekar College –Thane; KC College.; M S College Mumbra; Mahatma Night Degree College, Chembur ; MD College; Modern college; Mulund College of Commerce; Nirmala Niketan Marine Lines; Pragati College –Through Faculty Members; Rajiv Gandhi College; S M Shetty College Powai; SIES Wadala ; Somaiya College of arts and com and com and science; Tilak College; VES College of Arts and Com	SP	Nil	9.3.24	Approved
21	Approval of HI programme Lesson plan	NK discussed the plan. Suggestion of including the aspect of Adaptation was given by PM. Further the suggestions are asked from the students and buffer time of 10 -15 days is given for the same. Further the feedback, suggestions will be incorporated in the lesson plan as per the need. Even FY s were instructed to go through and suggestions are expected from them too to be incorporated in the plan.	GS	Nil	9.3.24	In Process
22	SOP Adhikar	SOP of Adhikar was discussed by GS. Some modifications were made in the SOP such as Mode of Adhikar. Now even Adhikar sessions can be taken in online mode. Now Adhikar also for parents of children with learning disability not restricting to parents of children with hearing impairment. Sponsors / sponsored in case of online sessions for purchasing the platform .Also suggestion was given of exploring the free platforms in order to save on expenses. Also suggestion of e-certificates instead of hard prints was suggested in order to save on expenses.	GS	Nil	9.3.24	Approved
23	Approval of LD Programme Lesson plan	Both plans of HL and LD was discussed simultaneously. NK discussed the plan. Suggestion of including the aspect of Adaptation was given by PM. Further the suggestions are asked from the students and buffer time of 10 -15 days is given for the same. Further the feedback, suggestions will be incorporated in the lesson plan as per the need. Even FY s were instructed to go through and suggestions are expected from them too to be incorporated in the plan.	NK	Nil	9.3.24	In Process
24	SOP- Staff Professional Development	NK discussed the SOP of Staff professional Development and even discussed about the modifications made. College will be bearing financial aspect of one FDP a year but under the financial limitation of the college. One FDP per year minimum to be done. Online FDP is preferred and suggested over offline. As follow up of FDP attended as part of staff professional development, the concerned staff who has attended the FDP is tod to share his or her learnings with the other faculty as part of Internal Training of FDP.	NK	Nil	9.3.24	Approved

25	Approval of CRE Report in collaboration with Listening Together	PM presented the CRE report. PM discussed about the CRE attendees number approximately count as 120 , which consisted of 50 CRE participants,	PM	Nil	9.3.24	Approved
26	Update of forthcoming CRE in next academic year	Next CRE tentatively to be held in August. NK will be the process owner and topic will be related to LD. It will be collaborated with AMF.	NK	Nil	9.3.24	Completed
27	Update of MEd(HI) interns placement	Two students successfully completed their internship under the guidance of college faculty.	RT/AHM	Nil	9.3.24	Completed
28	Reviewing Self Study Courses Done by FY SY	Study courses done by SY students of Batch 2022-2025 was reviewed. Efforts taken and yet to be made was discussed during the meeting by Am. It was further highlighted that mentors during mentoring to motivate the students to go ahead with self-study courses. AM spoke about yet another MOOC platform which nearly to come up in Maharashtra as per updates received at meeting workshop on NEP 2020 at Sathye College.	NK/ AHM	Nil	9.3.24	Completed
	Any other					
	Arrangement of Short training As follow-up of Train the Trainers Workshop NEP 2020	AM was deputed on 4 th & 5 th March 2024 for workshop on NEP 2020 –Train the Trainers sponsored by RUSA. As a follow up of workshop attended ,short training on NEP 2020 for faculty is scheduled on 16.3.2024	AM	Nil	9.3.24	In process
	Revision in the Organogram Structure	Revised Organogram was proposed and in the meeting it was accepted by the IQAC members.	AH	Nil	9.3.24	Completed
	Next IQAC Meeting date Proposed.	Next IQAC date for first IQAC meeting 2024-2025 was proposed .It was decided to have next IQAC meeting in July .Tentative date was decided (13 th July 2024) for the next IQAC meeting.	AM	Nil	9.3.24	Completed

Dr. Anil M

Signature of IQAC Coordinator