



# Humera Khan College of Education

UGC Notified for Staff Meeting affiliated to University of Mumbai

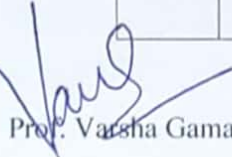
Date: 19<sup>th</sup> August 2023

A meeting of the IQAC will be conducted in the staffroom on **21<sup>st</sup> August 2023** at 2:00 pm to 3:30 pm. All IQAC members are requested to be present at the meeting. The agenda for the meeting is enclosed herewith for your reference.

## Agenda:

- Arranging campus interview
- Working of NAAC Criteria
- Plan for Workshops and Cocurricular activities
- Planning of admission process
- Planning of Extension Programmes
- Planning and conducting value-based course (Community work/ Nandi Foundation MPC)

Sr. No.	Name the IQAC Members
1	Chairperson: Prof. Varsha Gamare
2	IQAC Co-Ordinator: Dr. Sandhya Sarwade
3	External Expert:
4	Member: Prof. Vidya Vishwakarma
5	Member: Dr. Madhuri Bendale
6	Member: Prof. Sana Bano
7	Member: Prof. Avani Kanakia
8	Member: Prof. Vikas Yadav
9	Administrative staff: Mr. Asif Chougule
10	Alumni: Miss.Eleaf Deshmukh
11	Student Representative: Mrs. Anjum Khan

  
Prof. Varsha Gamare

Principal I/C

**PRINCIPAL**

H. K. COLLEGE OF EDUCATION  
NR. MHADA COMPLEX, PRAKASHANGR  
OSHIWARA, JOGESHWARI (W. ST)  
MUMBAI - 400 102

  
Dr. Sandhya Sarwade

IQAC Co-Ordinator



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## Minutes of the Meeting

**Date: 21<sup>st</sup> August 2023**

The meeting of staff of Humera Khan College of Education was held on **21<sup>st</sup> August 2023** at 2.00pm in the staff room on the 2nd Floor. The meeting was commenced by I/C Principal prof. Varsha Gamare and then the following points were discussed.

### Agenda of the meeting is as below:

- Plan for campus interview
- Working of NAAC Criteria
- Plan for Workshops and Cocurricular activities
- Planning of admission process
- Planning of Extension Programs
- Planning and conducting value-based course (Community work/ Nandi Foundation MPC)

The following agenda was discussed.

### Agenda 1 Action Plan for campus interview

To discuss the committee of placement plan to arrange the campus interview on 18<sup>th</sup> March 2023.

### Agenda 2 Working of NAAC Criteria

The committee discussed the NAAC criteria and standards required for accreditation.

It was agreed to assess the institution's compliance with NAAC criteria and develop a strategy for meeting the accreditation requirements.

### Agenda 3 Plan for Workshops and Cocurricular activities

The committee discussed the types of workshops and co-curricular activities to be offered.



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H.K Building, Adjacent MHADA Complex, Oshiwara, Jogeshwari (w), Mumbai 400 102  
 Tel (022) 2677 6221 fax: (022) 2679 0095  
 Email: principal@hkce.edu.in Website: www.hkce.edu.in

A schedule for the upcoming workshops and activities was proposed, along with plans to engage students in extracurricular events.

#### **Agenda 4** Planning of admission process

The committee reviewed the current admission process and proposed updates to streamline the process and enhance the applicant experience.

#### **Agenda 5** Planning of Extension Programmes

The committee discussed potential extension programs and community outreach initiatives.

#### **Agenda 6** Planning and conducting value-based course (Community work/ Nandi Foundation MPC)

The committee discussed the content and objectives of the value-based course in collaboration with Nandi Foundation.

A course outline and schedule were proposed, and responsibilities were assigned to ensure the course's successful implementation.





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## LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 21<sup>st</sup> August 2023

Sr. No.	Name the IQAC Members
1	Chairperson: Prof. Varsha Gamare
2	IQAC Co-ordinator: Dr. Sandhya Sarwade
3	External Expert: Mrs. Manju Rai – Principal of HMW High School
4	Dr. Sneha Raikar-Principal of OCCM Degree College.
5	Member: Prof. Vidya Vishwakarma
6	Member: Dr. Madhuri Bendale
7	Member: Prof. Sana Bano
8	Member: Prof. Avani Kanakia
9	Member: Prof. Vikas Yadav
10	Administrative staff: Mr. Asif Chougule
11	Alumni: Miss. Eleaf Deshmukh
12	Student Representative: Mrs. Anjum Khan





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## ACTION TAKEN REPORT ON THE MINUTES OF IQAC MEETING HELD ON 21<sup>st</sup> August 2023

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> <li>• Campus interview</li> </ul>	1. campus interview scheduled in the month of march.	➤ 1. campus interview will going to conduct on 18 <sup>th</sup> march 2023
<ul style="list-style-type: none"> <li>• Working of NAAC Criteria</li> </ul>	<ol style="list-style-type: none"> <li>1. To discuss NAAC criteria and standards required for accreditation.</li> <li>2. To formulate a plan to fulfill the accreditation standards.</li> </ol>	<ul style="list-style-type: none"> <li>➤ 1. Discussed NAAC criteria and initiate work of accreditation.</li> <li>➤ 2. Appointed charge and assigned responsibilities to the faculty.</li> </ul>
<ul style="list-style-type: none"> <li>• Plan for Workshops and Co-curricular activities.</li> </ul>	1. To discuss various workshops and co-curricular activities to be offered accreditation requirements	<ul style="list-style-type: none"> <li>➤ 1. Appointed workshop and curricular activities in charge and assigned responsibilities to the faculty.</li> <li>➤</li> </ul>
<ul style="list-style-type: none"> <li>• Planning of admission process</li> </ul>	1. To review the current admission process	➤ 1. The college website has been updated with the link to the MAH B. Ed admission cell and amenities.
<ul style="list-style-type: none"> <li>• Planning of Extension</li> </ul>	1. To discussed potential extension programs and community outreach initiatives	➤ 1. Conducted potential extension programs and community work
<ul style="list-style-type: none"> <li>• Program course (Community work/ NANDI Foundation MPC)</li> </ul>	1. To discussed value-based course in collaboration with NANDI Foundation.	➤ 1. A proposed outline and schedule, along with assigned responsibilities, ensure successful course implementation.

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