



# Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

## NOTICE FOR STAFF MEETING

Date: 10<sup>th</sup> December 2022

A meeting of the IQAC will be conducted in the staffroom on **13<sup>th</sup> December 2022** 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:

- Action Plan and NAAC Preparation
- Planning placement activities
- Annual Day planning

Sr. No.	Name the IQAC Members
1	Chairperson: Dr. Neelu Sharma
2	IQAC Co-Ordinator: Prof. Varsha Gamare
3	External Expert: Mrs.Manju Rai – Principal of HMW High School
4	Member: Prof. Vidya Vishwakarma
5	Member: Mrs.Suman Yadav – Librarian
6	Administrative staff: Mr. Asif Chougule
7	Alumni: Miss. Akshata Poojari
8	Student Representative: Ms.Zeeba Khan –Student Council head

Dr. Neelu Sharma

Principal I/C

**PRINCIPAL**  
H. K. COLLEGE OF EDUCATION  
NR. MHADA COMPLEX, PRATIKSHA NGR  
(OSHIWARA, JOGESHWARI (WEST),  
MUMBAI 400 102



Prof. Varsha Gamare

IQAC Co-Ordinator



# Humera Khan College of Education

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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

## MINUTES OF THE MEETING

Date: 13<sup>th</sup> December 2022

The meeting of staff of Humera Khan College Of Education was held on 13th December 2022 at 2.00pm in staff room on the 2nd Floor. The meeting was commenced by I/C Principal Dr. Neelu Sharma and then the following points were discussed.

### Agenda of the meeting is as below:

- Action Plan and NAAC Preparation
- Planning placement activities
- Annual Day planning

#### Agenda 1: Action Plan and NAAC Preparation

Keeping in mind the objectives of the B.Ed program the teachers discussed about the plan of action for the year 2022-2023 wherein various academic as well as co-curricular activities were planned to conduct and discussed about the NAAC process and criteria in detail .

#### Agenda 2: Planning placement activities

planned to arrange placement as well as training on resume writing and interview techniques for S.Y. B.Ed. candidates.

#### Agenda 3: Annual Day planning

Activities and responsibilities were assigned to the staff members on the annual day.

#### Agenda 4: Planning for internship for Sem IV students

The start date of the internship was discussed, and the instructor in charge was chosen to lead the internship orientation.





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LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 13<sup>th</sup> December 2022

Sr. No.	Name the IQAC Members
1	Chairperson: Dr. Neelu Sharma
2	IQAC Co-ordinator: Prof. Varsha Gamare
3	External Expert: Mrs. Manju Rai – Principal of HMW High School
4	Member: Vidya Vishwakarma
5	Administrative staff: Mr. Asif Chougule
6	Alumni: Akshata Poojari
7	Student Representative: Zeeba Khan

Dr. Neelu Sharma

**Principal I/C**

**PRINCIPAL**

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Prof. Varsha Gamare

**IQAC Co-Ordinator**



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## ACTION TAKEN REPORT ON THE MINUTES OF IQAC MEETING HELD ON

13<sup>th</sup> December 2022

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> <li>Action Plan and NAAC Preparation</li> </ul>	<ol style="list-style-type: none"> <li>To discuss action plan of year 2022-23 of the B.Ed program</li> <li>To discuss about the NAAC process and criteria in detail .</li> </ol>	<ul style="list-style-type: none"> <li>In 2022-2023, we planned academic and co-curricular activities.</li> <li>Submitted the detail NAAC process and criteria.</li> </ul>
<ul style="list-style-type: none"> <li>Planning placement activities</li> </ul>	<ol style="list-style-type: none"> <li>To conduct resume writing and interview technique training for S.Y. B.Ed. candidates.</li> </ol>	<ul style="list-style-type: none"> <li>Discussed the date of teaching training of S.Y.B Ed candidates</li> </ul>
<ul style="list-style-type: none"> <li>Annual Day planning</li> </ul>	<ol style="list-style-type: none"> <li>To discuss date and theme of the annual day</li> </ol>	<ul style="list-style-type: none"> <li>Decided date of annual day.</li> <li>Discussed theme and Program list of the event.</li> <li>Budget and Planning of the event</li> </ul>
<ul style="list-style-type: none"> <li>Planning for internship for Sem IV students</li> </ul>	<ol style="list-style-type: none"> <li>To discuss the date and provide instructor for internship orientation.</li> </ol>	<ul style="list-style-type: none"> <li>The start date of the internship was discussed.</li> <li>The instructor in charge was chosen to lead the internship orientation.</li> </ul>

