



Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

H.K Building, Adjacent MHADA Complex, 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: 25th January 2021

The meeting of staff of Humera Khan College Of Education was held on 25/1/2021 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:

- Planning internal exam from 26th Feb to 3rd April, 2021
- Discuss and plan for various programs / activities and workshops.
- Planning of community work for S.Y. B. Ed
- Planning for internship for Sem IV students

The following agendas were discussed in the meeting.

Agenda1: Planning internal exam from 26th Feb to 3rd April,

Dr Neelu Sharma discussed the internal exam timetable of Sem 4 and Sem 1 with the staff members.

Timetable of Sem IV

Date	Core course
26/2/2021	Essay Test: contemporary India and Education
1/3/2021	Essy Test : Guidance and counseling / Environment Studies
3/3/2021	Essay Test : Creating an Inclusive Education
30/3/2021	Class Test: contemporary India and Education
1/4/2021	Class Test: Guidance and counseling / Environment Studie
3/4/2021	Class Test: Creating an Inclusive Education





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Timetable of Sem I

Date	Core course
5/4/2021	Essay Test: Childhood and growing up
7/4/2021	Essy Test : Knowledge and curriculum
9/4/2021	Essay Test : Gender ,school and Society
26/4/2021	Class Test: Childhood and growing up
28/4/2021	Class Test: Knowledge and curriculum
30/4/2021	Class Test: Gender, school and Society

Agenda2: Discuss and plan for various programs / activities and workshops.

Dr Neelu Sharma with the staff member discussed to organize following activities for Sem 1 and sem 4

Date	Sem 4	Sem 1
27/2/2021	Marathi Raj bhasha divas Celebration and National science day	
10/4/2021	Art and Drama Workshop	Art and Drama Workshop

Agenda 3: Planning of community work for S.Y. B. Ed

Dr Neelu Sharma discussed to organize community work for S.Y.B. Ed (Sem 4)

Agenda 4 : Planning for internship for Sem IV students

Discussed to begin the internship for S.Y.B.Ed. from 22nd March 2021





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LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 25th January 2021

Sr. No.	Name the IQAC Members
1	Chairperson: Dr. Neelu Sharma
2	IQAC Co-Ordinator: Prof. Janardhan Mogare
3	External Expert: Mrs. Manju Rai – Principal of HMW High School
4	Member: Prof. Varsha Gamare
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

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Dr. Neelu Sharma

I/C Principal

PRINCIPAL

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

Prof. Janardan Mogare

IQAC Co-Ordinator





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ACTION TAKEN REPORT ON THE MINUTES OF IQAC MEETING HELD ON 25th January 2021

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> Planning internal exam from 26th Feb to 3rd April 2021 	1. To discuss the internal exam timetable of Sem 4 and Sem 1	➤ Internal Exam Timetable of Sem 4 and Sem 1 posted on College Website.
<ul style="list-style-type: none"> Discuss and plan for various programs / activities and workshops. 	2. To Discuss and organize the activities for Sem 1 and Sem 4.	➤ Conducted Celebration and Organized Workshop for Sem 1 and Sem 4.
<ul style="list-style-type: none"> Discuss and plan for various programs / activities and workshops. 	3. To discuss and organized the plan for Community Work.	➤ The Date was Decided to Conduct the Community Work for S.Y.B.ed.
<ul style="list-style-type: none"> Planning for internship for Sem IV students 	4. To Discuss and Plan to begin internship for S.Y.B.Ed. from 22nd March 2021	➤ The start date of the internship was allocated and the instructor in charge was chosen.

