



Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

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

NOTICE FOR STAFF MEETING

Date: 4th January 2023

The meeting of staff of Humera Khan College Of Education was held on 6th January, 2023 at 2.00pm in staff room on the 2nd Floor. The meeting was commenced by I/C Principal Mrs.Varsha Gamare and then the following points were discussed.

Agenda:

- Planning of Admission Process
- Planning of Sports Day
- Planning of Annual Day
- Review Action Plan of NAAC
- Planning of workshops
- Planning and organizing activities in the subject 'Drama and Art in Education.'

Members of the IQAC

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	Member: Prof. Vidya Vishwakarma
5	Member: Prof. Sana Bano
6	Administrative staff: Mr. Asif Chougule
7	Alumni: Miss.Eleaf Deshmukh
8	Student Representative: Mrs.Anjum Khan

Prof. Varsha Gamare

PRINCIPAL

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



Dr. Sandhya Sarwade



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Minutes of the Meeting

Date: 6th January 2023

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Agenda:

- Planning of Admission Process
- Planning of Sports Day
- Planning of Annual Day
- Review Action Plan of NAAC
- Planning of workshops
- Planning and Organising activities in the subject 'Drama and Art in Education.'

The following agenda were discussed.

Agenda 1: Planning of Admission Process

The committee discussed the current admission process and agreed to review and update the admission criteria.

It was decided to form a subcommittee to work on the admission process and to explore the possibility of an online application system.

Agenda 2: Planning of Sports Day

The committee discussed the date for the Sports Day

Responsibilities were assigned among the faculty members, including event coordination, sports activities, and award ceremonies.





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Agenda 3: Planning of Annual Day

The committee discussed themes and potential dates for the Annual Day celebration.

It was decided to hold the event on 11th February 2023 and the theme "Celebrating Diversity" was chosen.

Agenda 4: Review Action Plan of NAAC

The committee reviewed the progress made on the National Assessment and Accreditation Council (NAAC) action plan.

A subcommittee was formed to address the pending action items and make necessary improvements to meet the accreditation criteria.

Agenda 5: Planning of workshops

A schedule for the workshops was proposed, and the committee decided to invite external experts to conduct Workshop on Mental Health & Well Being.

Agenda 6: Planning and organising activities in the subject 'Drama and Art in Education.'

It was decided to organize a series of workshops and training sessions for teachers to enhance their skills in teaching these subjects.





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LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 6th January 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 6TH JANUARY 2023

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> Planning of Admission Process 	<ol style="list-style-type: none"> To post the notice on the college website To post the procedure of B.Ed. Admission (important dates, selection criteria etc.) on the college's website. 	<ul style="list-style-type: none"> The link of <i>MAH BEd admission cell</i> and college facilities uploaded on the college website.
<ul style="list-style-type: none"> Planning of Sports Day 	<ol style="list-style-type: none"> To decide date and prepare a duty chart of the event 	<ul style="list-style-type: none"> Discussed the date of sport day Appointed sport in charge and assigned responsibilities to the faculty.
<ul style="list-style-type: none"> Planning of Annual Day 	<ol style="list-style-type: none"> To discuss date and theme of the annual day 	<ul style="list-style-type: none"> Decided date of annual day. Discussed theme and Program list of the event. Budget and Planning of the event
<ul style="list-style-type: none"> Review Action Plan of NAAC 	<ol style="list-style-type: none"> To discuss the progress of NAAC work Prepare action plan for future 	<ul style="list-style-type: none"> IQAC members was formed to address the criteria wise pending work of NAAC Prepared duty chart, decided date lines for completion of work and did follow up.
<ul style="list-style-type: none"> Planning of workshops 	<ol style="list-style-type: none"> To plan a workshop to enhance students' knowledge. The workshop committee decided to invite external experts to conduct workshop 	<ul style="list-style-type: none"> Organized workshop on Mental Health and Well Being, PCOD, Stress Management, Green Audit etc.
<ul style="list-style-type: none"> Planning and Organising activities in the subject 'Drama and Art in Education.' 	<ol style="list-style-type: none"> To plan various activities in the subject 'Drama and Art in Education.' 	<ul style="list-style-type: none"> Organized activities in the subject 'Drama and Art in Education.' Organizing cultural festival Appreciation of a film

