



Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

NOTICE FOR STAFF MEETING

Date: 5th July 2021

A meeting of the IQAC will be conducted in the staffroom on 8th July, 2021 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:

- Staff duty allocation
- Subject distribution
- Formation of Committees

Members of the IQAC

Sr. No.	Name the IQAC Members	Signature
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

Neelu

Dr. Neelu Sharma

Janardhan

Janardhan Mogare

Principal I/C

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

IQAC Co-Ordinator





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

MINUTES OF THE MEETING

Date: 8th July 2021

The meeting of staff of Humera Khan College Of Education was held on 8th July 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:

- Staff duty allocation
- Subject distribution
- Formation of Committees

Agenda 1. Staff duty allocation

Dr Neelu Sharma allotted the duties among the staff member such as internal Examination, university examination, activities, social media updation

Agenda 2: Subject distribution

Core course, elective course and pedagogy subjects were distributed among the staff members.

Agenda 3 : Formation of Committees

discussed to form the various committees such as examination committee, Guidance and counseling committee, Anti ragging cell and women development cell and elected the member of the committees /cell





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

LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 8th July 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

Dr. Neelu Sharma

I/C Principal

PRINCIPAL

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

Prof. Janardan Mogare

IQAC Co-Ordinator





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

ACTION TAKEN REPORT ON THE MINUTES OF IQAC MEETING HELD ON : 8th July 2021

Point of discussion	Decision taken	Action taken.
Staff duty allocation	1. To allot staff for internal Examination, university examination, activities, and social media update	➤ Duties allotted to staff members for internal Examination, university examination, activities, and social media update.
Subject distribution	2. To discuss distribution of Core course, elective course, and pedagogy subjects	➤ Duties distributed to staff members of Core course, elective course and pedagogy subjects
Formation of Committees	3. To discuss various committees such as examination committee, Guidance and counseling committee, Anti ragging cell and women development cell and elected the member of the committees /cell.	➤ Various committees had formed and implemented for examination committee, Guidance and counseling committee, Anti ragging cell and women development cell and elected the member of the committees /cell

