



Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

NOTICE FOR STAFF MEETING

Date: 25th November 2019

A meeting of the IQAC will be conducted in the staffroom on **28th November 2019** from 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.

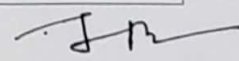
Agenda:

- Planning of Cocurricular Activities
- Student Council election
- Workshop on Drama and Art in Education – Pot painting
- Organizing Educational Movie
- Planning internal exam (Essay test/ Class test)

Members of the IQAC

Sr. No.	Name the IQAC Members
1	Chairperson: Dr. Rihana Inamdar
2	IQAC Co-Ordinator: Prof. Janardhan Mogare
3	External Expert: Mrs.Manju Rai – Principal of HMW High School
4	Dr.Azeem Khan – trustee: Management Representative
5	Member: Miss Rizvi Roqyya -Assistant Professor
6	Miss.Seema Singh– Librarian
6	Administrative staff: Mr. Asif Chougule
7	Alumni: Rex D'selva
8	Student Representative: Miss.Akshata Pojari–Student Council head


Dr. Rihana Inamdar


Mr. Janardhan Mogare
IQAC Co-Ordinator

I/C Principal

PRINCIPAL

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





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MINUTES OF THE MEETING

Date: 28th November 2019

The meeting of staff of Humera Khan College of Education was held on 28/11/2019. at 2.00 pm in staff room on the 2nd Floor. The meeting was commenced by I/C Principal Dr. Rihana Inamdar and then the following points were discussed.

Agenda of the meeting is as below:

- Planning of Cocurricular Activities
- Student Council election
- Workshop on Drama and Art in Education – Pot painting
- Organising Educational Movie
- Planning internal exam (Essay test/ Class test)

The following agendas were discussed in the meeting.

- **Agenda1:** Planning of Cocurricular Activities
Dr Rihana Inamdar discussed the Cocurricular Activities with the staff members.
- **Agenda2:** Student Council election
Dr Rihana Inamdar with the staff member discussed to Student Council election on 30th November 2019
- **Agenda 3:** Workshop on Drama and Art in Education – Pot painting
Dr Rihana Inamdar discussed organizing a Workshop on Drama and Art in Education – Pot painting for S.Y.B.Ed. on 14th December 2019.
- **Agenda 4:** Organising Educational Movie
The Principal Discussed organized Educational Movie for SY and FY Students.
- **Agenda 4:** Planning internal exam (Essay test/ Class test)
- Principal Discussed on planning internal exam (Essay test/ Class test) for SY and FY Students.

Essay Test: 7th, 10th and 13th December and Class Test 24th, 26th and 28th December 2019





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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

LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 28th November 2019

Sr. No	Name the IQAC Members
1	Dr. Rihana Inamdar : Chairperson
2	Prof. Janardhan Mogare: IQAC Co-Ordinator
3	Mrs. Manju Rai – Principal of HMW High School: External Expert
4	Member: Miss Rizvi Roqya -Assistant Professor
5	Miss. Seema Singh– Librarian Member
6	Mr. Asif Chougule Administrative staff
7	Rex D'selva Alumni
8	Miss. Akshata Pojari–Student Council head Student Representative





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ACTION TAKEN REPORT ON THE MINUTES OF IQAC MEETING HELD ON 28th November 2019

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> Planning of Cocurricular Activities 	1. To discuss the Cocurricular Activities by Dr Rihana Inamdar	➤ Planning of Cocurricular Activities is implemented for Students.
<ul style="list-style-type: none"> Student Council election 	2. To discuss Student Council Election	➤ Decided the date for Election of Student Council
<ul style="list-style-type: none"> Workshop on Drama and Art in Education – Pot painting 	3. To organize a Workshop on Drama and Art in Education – Pot painting	➤ Decided the date for organizing the Workshop on Drama and Art in Education
<ul style="list-style-type: none"> Organizing Educational Movie 	4. To organize Educational Movie for Students.	➤ Decided the Date to Organized an Educational Movie for Students.
<ul style="list-style-type: none"> Planning internal exam (Essay test/ Class test) 	5. To plan internal exam (Essay test/ Class test) for Students.	➤ Decided the date and Conducted an Internal Exam for Students

