



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: 2nd March 2020

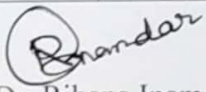
A meeting of the IQAC will be conducted in the staffroom on **4th March 2020** from 2:00 pm to 3:30 pm. All IQAC members are requested to be present at the meeting. The agenda for the meeting is enclosed herewith for your reference.

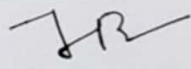
Agenda:

- Participation in E Conference on Building a Culture of Innovation
- To organize Expert Talk
- Planning of Practice Teaching: Demonstrations by Ex student
- Conducting Feedback for Class tests And submission of Internal assessments.
- Planning for Class test Sem III

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 Roqya -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


Janardhan Mogare

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: 4th March 2020

The meeting of staff of Humera Khan College Of Education was held on 4th March 2020 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:

- Participation in E Conference on Building a Culture of Innovation
- To organise Expert Talk
- Planning for Practice Teaching: Demonstrations by Ex student
- Conducting Feedback for Class test And submission of Internal assessment.
- Planning for Class test Sem III

The following agendas were discussed in the meeting.

• **Agenda1:** Participation in E Conference on Building a Culture of Innovation
Dr Rihana Inamdar discussed the Cocurricular Activities with the staff members.

• **Agenda2:** To organize Expert Talk

Dr Neelu Sharma with the staff member discussed to Student Council election on 30th November 2019

• **Agenda 3:** Planning for Practice Teaching: Demonstrations by Ex-student

Dr Rihana Inamdar discussed about Practice Teaching schedule and organized Demonstrations by Ex students.

• **Agenda 4:** Conducting Feedback for Class tests and submission of Internal assessment.

• The Principal Discussed about conducting a feedback session for Class test and instructed the examination in charge to submission of Internal assessment.

Agenda 5: Planning for Class Test Sem III

• Principal Discussed on planning internal exam Class test for SY and FY Students on 10th to 14th December 2020





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

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 Roqqya -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 4th March 2022

Point of discussion	Decision taken	Action taken.
<ul style="list-style-type: none"> Participation in E Conference on Building a Culture of Innovation 	<ol style="list-style-type: none"> To discuss the Cocurricular Activities for Participation in E Conference on Building a Culture of Innovation 	<ul style="list-style-type: none"> Decided the date of Participating in the E Conference on Building a Culture of Innovation
<ul style="list-style-type: none"> To organize Expert Talk 	<ol style="list-style-type: none"> To organize Expert Talk for the Discussion on student Council Election. 	<ul style="list-style-type: none"> Decided the date for Election of Student Council
<ul style="list-style-type: none"> Planning for Practice Teaching: Demonstrations by Ex student 	<ol style="list-style-type: none"> To organize Demonstration About Practice Teaching Schedule. 	<ul style="list-style-type: none"> Decided the date to Organized and Demonstrated the Practice Teaching.
<ul style="list-style-type: none"> Conducting Feedback for Class test and submission of Internal assessment. 	<ol style="list-style-type: none"> To Conduct Feedback Session of Class Test and the Date of Internal Assessment Submission. 	<ul style="list-style-type: none"> Google form was given to Students for Feedback on Class Test. Examination of Internal Assessment was allotted.
<ul style="list-style-type: none"> Planning for Class test Sem III 	<ol style="list-style-type: none"> To Plan Internal Exam Class Test for Students. 	<ul style="list-style-type: none"> Class Test for Students was Conducted.



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