



Humera Khan College of Education

UGC-NCTE Approved, Affiliated to University of Mumbai

Notice

Date: 4th January 2024

A meeting of the IQAC will be conducted in the staffroom on 7th January 2024 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:

- Review on NAAC -SSR Criteria wise discussion.

Members of the IQAC

No.	Name of the Member	Designation	Signature
1	Dr. Masarrat Saheb Ali - I/C Principal, HKCE	Chairperson	
2	Dr. Sandhya Sarwade	Co-ordinator of IQAC	
3	Dr. Azeem Khan - trustee	Management Representative	
4	Mrs. Manju Rai - Principal of HMW High School	External Expert on Quality Management	
5	Dr. Sneha Raikar - Principal of OCCM Degree College.	External Expert on Quality Management	
6	Mrs. Varsha Gamare	Teaching Faculty	
7	Mrs. Vidya Vishwakarma	Teaching Faculty	
8	Mrs. Suman Yadav	Librarian	
9	Mr. Asif Chougale	Administrative Staff	
10	Mrs. Anjum Khan	Alumni Member	

Dr. Masarrat Saheb Ali

Principal I/C

Dr. Sandhya Sushil Sarwade

IQAC Co-Ordinator



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MINUTES OF THE MEETING

Date: 7th January 2024

The meeting of IQAC members of Humera Khan College Of Education was held on 7th January 2024 at 2.00 pm in staff room on the 2nd Floor. The meeting was commenced by I/C Principal Dr. Masarrat Saheb Ali. The college is in the process of preparing SSR for NAAC. The meeting was conducted to discuss its details.

and then the following points were discussed.

Agenda:

- Review on NAAC -SSR Criteria wise discussion.

The following agendas were discussed in the meeting.

Criterion I: Curricular Aspects

Discussed the orientation of curriculum with the vision and mission of the institution. Reviewed the relevance of courses offered and their suitability in meeting the needs of students and the other stakeholders. Highlighted areas of improvement such as effective delivery of curriculum to incorporate latest changes in curriculum.

Criterion II: Teaching-Learning and Evaluation

Examined the pedagogical methods employed by faculty members. Emphasized the need for continuous assessment and feedback mechanisms. Identified areas for enhancing teaching-learning processes, including faculty training programs and modernizing teaching techniques.

Criterion III: Research, Consultancy, and Extension

Analysed the research output of the institution and its impact. Discussed strategies to promote research and increase collaboration with practice teaching schools. Reviewed outreach programmes and their effectiveness in engaging with the community.

Criterion IV: Infrastructure and Learning Resources

Evaluated the adequacy and quality of infrastructure facilities such as classrooms, libraries, etc. Discussed plans for infrastructure development and maintenance. Examined the availability and accessibility of learning resources including digital resources and library resources.



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Criterion V: Student Support and Progression

Discussed various support services provided to students including counselling, mentoring, and career guidance. Reviewed strategies for promoting student progression and ensuring their holistic development. Identified areas for improvement in student support mechanisms.

Criterion VI: Governance, Leadership, and Management

Examined the effectiveness of institutional governance structures. Reviewed leadership roles and responsibilities at various levels. Discussed management practices and their emphasis with institutional goals and objectives.

Action Plan:

- Each criterion in charge Professor will compile detailed reports with specific recommendations for improvement.
- Prepare a time schedule for completion of SSR efficiently.
- Assigned task to IQAC coordinator to supervise the implementation of recommendations.

LIST OF IQAC MEMBERS PRESENT IN THE MEETING ON 7th January 2024

No.	Name of the Member	Designation	Signature
1	Dr. Masarrat Saheb Ali - I/C Principal HKCE	Chairperson	
2	Dr. Sandhya Sarwade	Co-ordinator of IQAC	
3	Dr. Azeem Khan - trustee	Management Representative	
4	Mrs. Manju Rai - Principal of HMW High School	External Expert on Quality Management	
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