



MAHARASHTRA EDUCATIONAL SOCIETY'S  
**HUMERA KHAN COLLEGE OF EDUCATION**

H.K CAMPUS, Adjacent to MHADA Complex, Pratiksha Nagar, Oshiwara, Jogeshwari (W)  
Affiliated to University of Mumbai & Approved by NCTE (NCTE Code No: 123082)

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### **Minutes of the Meeting**

**Date: 21<sup>st</sup> July 2024**

The meeting of IQAC members of Humera Khan College of Education was held on 21<sup>st</sup> July 2024 at 2:00 pm in the staff room. The meeting was commenced by I/C Principal Dr. Masarrat Saheb Ali. A brief introduction was given, outlining the purpose of the meeting to review the recent NAAC visit and discuss the plan for

#### **Following point were discussed:**

#### **Review of NAAC Peer team visit:**

##### **1. Overview:**

IQAC Coordinator and Principal Madam provided a summary of the NAAC visit, including the dates, duration, and the activities conducted. The visit included inspections of various departments, review of documentation, and interactions with faculty and students.

##### **2. Feedback from NAAC Team:**

The NAAC team commended the institution for infrastructure, hardworking faculty, etc. Areas highlighted for improvement included increasing Library resources, Research work, student support services, Alumni contribution etc.

##### **3. Strategies for maintaining continuous quality improvement:**

It was suggested that regular internal audits be conducted to ensure continuous adherence to NAAC standards. The importance of maintaining up-to-date and well-organized documentation was emphasized.

#### **Academic Planning for Semester III of B. Ed Course**

##### **1. Curriculum Review and Development**

- Review and update the curriculum to ensure it aligns with the latest educational standards and practices.



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- Introduce new subjects or modules relevant to current educational trends, such as technology integration in teaching, inclusive education, or advanced pedagogical strategies.
- Ensure that the curriculum covers both theoretical and practical aspects, preparing students for classroom teaching and educational research. Consider incorporating digital resources, including e-books and online journals, to enhance learning.

## **2. Teaching Methodologies**

- Implement blended learning strategies, combining online and face-to-face instruction. Interaction should be done through google classrooms.
- Organize workshops and training sessions for faculty/ Students to introduce innovations in Education Field. (AI, introduce value added courses and self-study courses)

## **3. Practical Training:**

- Plan for practical teaching sessions where students can practice in real classrooms.
- Ensure that students should get opportunities to engage in lesson planning, and classroom management exercises for Sem III internship activities.
- Establish a system for providing timely and constructive feedback to students for the various activities organised during academic year 2024-25.

## **4. Timetable and Scheduling**

- Create a timetable that balances lecture hours, practical sessions, and self-study periods.
- Consider the workload of both students and faculty to avoid scheduling conflicts.
- Plan the examination timetable well in advance, ensuring that there is sufficient time for revision and preparation. Coordinate with the examination department to ensure the smooth conduct of exams.

## **5. Student Support and Resources**

- Provide additional resources such as tutoring sessions, study groups, and online forums where students can seek help.



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- Enhance access to academic resources, including the library, digital databases, and online learning platforms.
- Strengthen counselling services to support students facing academic or personal challenges.
- Assign mentors to students to guide them through their academic journey and professional development.

**5. Workshops and Seminars:**

- Plan to organise workshop/ seminar/national level competition etc.
- Invite guest speakers from the field of education to provide insights and inspiration.

**6. Coordination and Communication**

- Faculty Meetings:
  - Hold regular meetings with faculty to discuss progress, address challenges, and share best practices.
  - Ensure that all faculty members are aligned with the academic goals for the semester.
- Student Orientation:
  - Conduct an orientation session for students at the beginning of the semester to outline the academic plan and expectations.
  - Provide students with a detailed syllabus, including assessment criteria and deadlines.

**7. Resource Allocation**

- Budget Planning:
  - Allocate the budget for purchasing new resources, including textbooks, teaching aids, and technology tools.
  - Ensure that all necessary materials and equipment are available before the start of the semester.
- Facility Management:
  - Review the availability and condition of classrooms, library, and other facilities.
  - Make necessary arrangements for any maintenance or upgrades required.



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## 8. Continuous Improvement

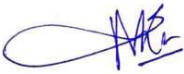
➤ Review and Feedback:

- At the end of Semester II, conduct a review of the academic plan's effectiveness.
- Gather feedback from faculty and students to identify areas for improvement.

### Conclusion:

The meeting concluded with a recap of the action items and their respective deadlines.



  
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**Action Taken Report**

<b>Sr. No.</b>	<b>Point of Discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
1	<ul style="list-style-type: none"><li>Review of NAAC Visit</li></ul>	<ol style="list-style-type: none"><li>To discuss Journey of NAAC and NAAC Peer team visit (Planning, Execution, obstacles)</li></ol>	<ol style="list-style-type: none"><li>Prepared NAAC Journey Report</li></ol>
2	<ul style="list-style-type: none"><li>Feedback from the NAAC team.</li></ul>	<ol style="list-style-type: none"><li>To make more extensive use of ICT tools</li><li>To enhance community engagement.</li></ol>	<ol style="list-style-type: none"><li>A plan was implemented to increase ICT integration in classrooms</li><li>Organised various Workshops like Action Research, AI tools and techniques etc.</li></ol>
3	<ul style="list-style-type: none"><li>Strategies for maintaining continuous quality improvement.</li></ul>	<ol style="list-style-type: none"><li>To increase Community engagement</li><li>Emphasize more research output and faculty publications.</li></ol>	<ol style="list-style-type: none"><li>The institution has initiated collaborations with local communities and NGOs to further enhance community outreach.</li><li>Provided opportunity to the faculty to attend workshop on research methodology and encourages them for publications.</li></ol>
4	<ul style="list-style-type: none"><li>Academic Planning for Semester III of the B. Ed Course</li></ul>	<ol style="list-style-type: none"><li>To ensure alignment with contemporary teaching practices and educational requirements.</li></ol>	<ol style="list-style-type: none"><li>Academic Duty Allocation chart was prepared</li><li>Fieldwork and practical sessions have been integrated more rigorously to enhance hands-on teaching experience. (Practice teaching Program)</li><li>Conducted Orientation on Lesson Planning and classroom management</li></ol>