



**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)

Tel (022)26776221, Fax: (022)26790095

Email: principal@hkce.edu.in Website: www.hkce.edu.in

NOTICE FOR IQAC MEETING

Date: 2nd January 2025

The IQAC meeting will be held on Saturday, 4th January 2025, from 2:00 to 3:30 p.m. in the staffroom. All IQAC members are requested to attend.

The agenda for the meeting is enclosed herewith for your reference.

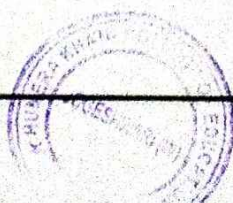
Agenda:

1. Academic Planning for Semesters I & IV
2. Preparation of Sports Day and Annual Day celebration
3. Organization of National-level events
4. Student and faculty development programs
5. Quality Enhancement Initiatives

Sr. No.	Name the IQAC Members	Designation
1	Dr. Masarrat Saheb Ali I/C Principal, HKCE	Chairperson
2	Dr. Sandhya Sarwade	IQAC Co-Ordinator
3	Dr. Azeem Khan- Trustee	Management Representative
4	Mrs. Manju Rai Principal, HMW High School	External Expert on Quality Management
5	Dr. Priyanka Pandey, Principal, OCER	External Expert on Quality Management
6	Dr. Varsha Maru	Member
7	Mrs. Avani Kanakia	Member
8	Mrs. Suman Yadav	Librarian
9	Mr. Asif Chougale	Administrative Staff
10	Mrs. Anjum Khan	Alumni
11	Ms. Unaiza Khan	Student Representative

Dr. Masarrat Saheb Ali
I/C Principal

Dr. Sandhya Sarwade
IQAC Coordinator





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MINUTES OF THE IQAC MEETING

Date: 4th January 2025

The meeting of IQAC members from Humera Khan College of Education was held on 4th January 2025 at 2:00 pm in the staff room. The meeting commenced with 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

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Meeting Proceedings:

> ACADEMIC PLANNING FOR SEMESTERS I TO IV

1. Discussion on Curriculum Implementation, Academic Calendar, and Timetable Preparation

- Review of the B.Ed curriculum structure was done, ensuring alignment with university/affiliating body regulations.
- Developed a semester-wise (SEM I to SEM IV) breakdown of courses, ensuring a balanced distribution of theoretical and practical components among the faculty.
- Discussion and approval of the academic calendar was done detailing:
 - Commencement and conclusion of classes
 - Mid-term and final examinations
 - Co-curricular and extracurricular activities
 - Internship and practicum schedules
 - Decided deadlines for submission of assignments and projects





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- Discussed and approved a well-structured timetable, ensuring adequate contact hours, minimizing faculty workload clashes, and providing time for student engagement in extracurricular activities.

2. Allocation of Faculty and Subject-Wise Responsibilities

- Assigned portfolios to faculty members based on their areas of expertise and experience.
- Distributed core subjects, pedagogy courses, and elective courses among faculty.
- Ensured a balance between teaching, research, and administrative responsibilities for faculty.
- Designated faculty for mentorship, guidance, and student support activities.

3. Plan for Orientation Program and value-added Courses for B.Ed Students

- Conduct an orientation program covering:
 - Introduction to the Sem IV B.Ed program, university policies, and institutional values
 - Overview of curriculum, assessment methods, and learning resources
- Approved the inculcation of value-added courses to address diverse educational backgrounds among students:
 - Focus on foundational concepts in education, mental health and pedagogy
 - Skill development in academic writing, ICT tools, and communication
 - Sessions on classroom management and lesson planning basics

4. Strategies for Continuous Assessment and Evaluation

- It was discussed to implement a mix of formative and summative assessments, including:
 - Class tests, quizzes, and assignments for ongoing progress tracking
 - Project work, case studies, and presentations to develop practical understanding
 - Peer and self-assessment methods to encourage reflective learning
- Staff was encouraged to use of rubrics for fair and transparent grading.
- Conduct periodic faculty reviews to evaluate student performance and provide remedial support.





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➤ **PLANNING OF SPORTS DAY AND ANNUAL DAY CELEBRATION 2025**

Sports Day Planning:

- Date and Time: Tentative date (15th January 2025), Events, Venue and Setup, Prizes and Awards, Refreshments, Program In charge, etc. were discussed in length and decisions were taken.

Annual Day Planning:

- Date and Time (tentative date 8th February 2025), Theme (based on Indian knowledge system), Program schedule, Cultural Performances, Chief Guest, Invitation card design, Decorations, Photography and Videography, Budget, Refreshments etc. were discussed and decisions were taken.

➤ **ORGANIZATION OF NATIONAL-LEVEL EVENTS**

- Proposal for hosting national-level events
- Identification of themes relevant to the latest trends in education.
- Form committees for event coordination and duty chart.

➤ **STUDENT AND FACULTY DEVELOPMENT PROGRAMS**

- Plan for skill enhancement and capacity-building workshops.
- Collaboration with external experts for guest lectures and training.
- Initiatives for faculty upskilling through FDPs, attending workshops/ seminars, and research projects.
- Introduction of mentoring and career guidance sessions for students.

➤ **QUALITY ENHANCEMENT INITIATIVES**

- Strengthening of feedback mechanisms from students, faculty, and stakeholders.
- Implementation of best teaching-learning practices and ICT integration.
- Review of NAAC accreditation requirements and necessary actions.
- Encouragement of research and innovation activities.

Conclusion:

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





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ACTION TAKEN REPORT

Sr. No.	Point of Discussion	Decision taken	Action taken
1	<ul style="list-style-type: none">Academic Planning for Semesters I to IV	<ul style="list-style-type: none">Creating and managing the academic schedule, curriculum, and assessment plans for the I to IV semesters of B.Ed.program	<ul style="list-style-type: none">✓ Prepared course-wise duty allocation and timetable as well as updated academic calendar.✓ Conducted Orientation programs for semester-wise activities✓ Delivered course syllabus by using various new teaching methods (eg, experiential learning, blended learning, online quiz, presentations, roleplay, seminar presentations, etc.)✓ Planned for examination schedules. (Essay test, Class test, university exam)✓ Provided academic resources and facilities. (increased library resources, introduced online resources)✓ Provided remedial classes and academic support to students✓ Organised value-added courses: Action research, AI tools for educators for classroom teaching, integrating Yoga and Technology in Education
2	<ul style="list-style-type: none">Preparation of Sports Day and Annual Day celebration	<p>Tentative schedule for Sports Day and Annual Day</p> <ul style="list-style-type: none">Planning event schedules and activities.Securing venues and equipment.Managing participant duty allocations and coordination.Organizing cultural performances and sports competitions.Handling event promotion.	<ul style="list-style-type: none">✓ Formed a student-faculty organizing committee.✓ Secured venue and equipment.✓ Developed event schedule and activity list.✓ Conducted student auditions for cultural performances.✓ Created publicity materials and distributed them.✓ Updated Instagram and Facebook page
3	<ul style="list-style-type: none">Organization of National-level events	<ul style="list-style-type: none">Proposal for hosting national-level events	<ul style="list-style-type: none">✓ Formed an organizing committee for national-level events.✓ Developed a flyer and distributed it to various institutions





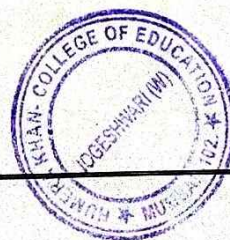
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			<ul style="list-style-type: none">✓ Prepared Registration portal, submission link, and assessment criteria. Work distribution among the faculty.✓ Events:<ul style="list-style-type: none">➤ Online national-level essay writing & poster-making competitions➤ Quiz competitions
4	<ul style="list-style-type: none">• Student and faculty development programs	<ul style="list-style-type: none">➤ To conduct workshops on advanced research methodologies for faculty members.➤ To organize industry-oriented training programs for students to enhance their employability skills.➤ To implement a mentorship program, pairing senior students with junior students.➤ To provide access to online learning platforms for both students and faculty.	<p>For students, it includes:</p> <ul style="list-style-type: none">✓ Workshops on NEP 2020, CPR, AI tools, J Gate Database for E-Journals, Blooms Taxonomy, Inclusive Education, development and leadership.✓ Training programs on technical skills and research methodologies. <p>Eg. Workshop on Action Research, How to write research paper</p> <ul style="list-style-type: none">✓ Mentoring and guidance programs. <p>For faculty, it includes:</p> <ul style="list-style-type: none">✓ Completed SWAYAM courses successfully.✓ Attended workshops on Research methodology✓ Attended and papers published in national/international seminars and workshops.✓ Organised workshops at college level





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<ul style="list-style-type: none">• Quality Enhancement Initiatives	<ul style="list-style-type: none">➤ Implementing and monitoring strategies to improve the overall quality of education and institutional processes.➤ To implement a regular feedback mechanism for course evaluation.➤ To establish a quality assurance cell to monitor and improve academic standards.➤ To promote research publications and participation in conferences.➤ To upgrade laboratory facilities and infrastructure.	<ul style="list-style-type: none">✓ Subscriptions to online learning platforms (e.g., SWAYAM courses, JGATE online platform) were secured and made accessible to students and faculty.✓ An online feedback system was implemented for students to provide feedback on courses and faculty.✓ Support was provided to faculty for research publications and conference participation.✓ Laboratory equipment and infrastructure were upgraded based on departmental needs.✓ Regular meetings were held by the IQAC to review progress and address quality-related issues.✓ Data related to student performance, faculty research output, and infrastructure development were collected and analyzed.
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