



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](mailto:principal@hkce.edu.in) Website: [www.hkce.edu.in](http://www.hkce.edu.in)

Date: 14<sup>th</sup> July 2025

NOTICE FOR IQAC MEETING

A meeting of the IQAC has been scheduled for Saturday, July 19, 2025, from 2:00 to 3:30 p.m. in the conference room on the third floor of the HK Campus. All IQAC members are requested to attend.

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

**Agenda:**

1. Discussion on Plan of Action for the academic year 2025-26
2. Academic Planning for Semesters I & III
3. Monthly portfolio-wise task allocation
4. Regarding preparation of AQAR for the academic year 2024-2025
5. Regarding admissions of B.Ed. 2025-2027
6. Enhancing Activities of Cells & Clubs
7. Any Other Matter with Permission of the Chair:

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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**Date: 19<sup>th</sup> July 2025**

**MINUTES OF THE IQAC MEETING**

The meeting of IQAC members from Humera Khan College of Education was held on 19th July 2025 at 2:00 pm in the conference room on the third floor of the HK Campus. 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

**Agenda:**

1. To read and confirm the minutes of the previous meeting held on 4<sup>th</sup> January 2025
2. Discussion on Plan of Action for the academic year 2025-26
3. Academic Planning for Semesters I & III
4. Monthly portfolio-wise task allocation
5. Regarding preparation of AQAR for the academic year 2024-2025
6. Regarding admissions of B.Ed. 2025-2027
7. Enhancing Activities of Cells & Clubs
8. Any Other Matter with Permission of the Chair

**1. To read and confirm the minutes of the previous meeting held on 4<sup>th</sup> January 2025**

The minutes of the previous meeting held on 4<sup>th</sup> January 2025 were read and confirmed by all present members

**2. Discussion on Plan of Action for the Academic Year 2025-26**

The Chairperson initiated the discussion by highlighting the strategic and comprehensive Plan of Action for the upcoming academic year 2024-2025. Emphasis was placed on aligning institutional goals with NAAC parameters, NEP 2020 guidelines, and student-centric development.

- Strengthening academic rigor through innovative teaching-learning methods.
- Enhancing faculty and student participation in research and publication.
- Organizing capacity-building programs and national-level seminars.
- Promoting social outreach through extension activities.
- Integration of digital tools and LMS for blended learning.

Each department was tasked with drafting its own Departmental Plan of Action and submitting it to the IQAC for consolidation.



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### 3. Academic Planning for Semesters I & III

The Academic Coordinators shared the tentative academic calendar for the first and third semesters. The following points were discussed and approved:

- Semester I and III classes to commence from October and August 2025.
- Principal to finalize course distribution and faculty workload.
- Faculty members were advised to prepare detailed course outlines and learning outcome frameworks in advance.
- Special emphasis will be given to the continuous internal evaluation (CIE) system and formative assessments.

### 4. Monthly Portfolio-wise Task Allocation

For effective institutional functioning, monthly portfolio-wise responsibilities were discussed:

- In charge of respective portfolios (Timetable, Academic, Examination, Research, Cultural, Extension, etc.) to prepare monthly activities and measurable outcomes.
- Monthly review meetings will be conducted to assess progress and address challenges.

### 5. Regarding Preparation of AQAR for the Academic Year 2024–2025

The IQAC Coordinator briefed the members about the timelines and essential data points required for compiling the Annual Quality Assurance Report (AQAR) for the academic year 2024-2025. Key decisions included:

- All committees and cells must submit reports, supporting documents, and evidence (photos, attendance sheets, and feedback forms) by September 2025.
- Proper documentation under each criterion (Curricular Aspects, Teaching-Learning, Research, etc.) was emphasized.
- A dedicated team was created to assist with data verification and report compilation.

### 6. Regarding Admissions to B.Ed. 2025–2027

The Admissions Committee presented an overview of past year admissions and strategies to enhance admissions:

- An integrated outreach campaign using social media, alumni testimonials, school visits, and community engagement was approved.
- Updates to the prospectus and website will be completed by [Insert Deadline].
- Counseling and orientation sessions for prospective candidates will be scheduled in advance.
- A feedback mechanism for newly admitted students will be developed to assess admission experiences.



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### 7. Enhancing Activities of Cells & Clubs

Suggestions were invited for stimulating the college's various Cells and Clubs. Key recommendations were:

- Each cell/club is to prepare an annual activity calendar with at least 3–4 significant events.
- Collaboration with external organizations, NGOs, and other institutions was encouraged to enhance exposure.
- Student leadership within clubs to be strengthened through elections and mentorship.
- Inclusion of themes such as sustainability, digital literacy, gender equity, and mental health in activities.

All cells were instructed to submit their proposed calendar of activities to IQAC.

### 8. Any Other Matter with Permission of the Chair

- A proposal was placed to organize a Faculty Development Program (FDP) in October 2025, focusing on AI in Education.
- The Chairperson recommended forming a small committee to prepare a framework for the DLLE program.

### Conclusion:

The meeting concluded with a vote of thanks by the IQAC Coordinator, who appreciated the active participation and valuable input of all members.



**PRINCIPAL**  
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