



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)  
NAAC-accredited 'B' Grade

**Date: 24/01/2026**

## NOTICE

A meeting of the IQAC has been scheduled for Saturday, **30<sup>th</sup> January 2026, from 2:00 p.m. to 3:00 p.m.**, in the conference room on the third floor of the HK Campus. All IQAC members are requested to attend. The meeting agenda is enclosed for your reference.

### **Agenda of the Meeting:**

1. Discussion on Plan of Action for the academic year 2025-26
2. Academic Planning for Semesters II & IV
3. Monthly portfolio-wise task allocation
4. Regarding preparation of AQAR for the academic year 2025-2026
5. Regarding admissions to B.Ed. 2026-2027
6. Enhancing Activities of Cells & Clubs
7. Any Other Matter with Permission of the Chair:

All committee members are requested to be present and actively participate in the discussion to ensure smooth coordination and successful execution of NAAC requirements.

All members are requested to attend the meeting.

Sr. No.	Members	Signature
1	Dr Varsha Maru I/C Principal	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 Masarrat Ali Khan, Principal, OCER	External Expert on Quality Management
6	Dr. Avani Kanakia	Member
7	Mrs. Suman Yadav	Librarian
8	Mr. Asif Chougale,	Administrative Staff
9	Ms. Unaiza Khan	Student Representative

Dr. Sandhya Sarwade

**Dr. Varsha Maru**



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**IQAC Coordinator**

**I/C Principal**

**Date: 30<sup>th</sup> January 2026**

### **MINUTES OF THE MEETING**

The meeting of IQAC members from Humera Khan College of Education was held on 30th July 2026 at 2:00 pm in the conference room on the third floor of the HK Campus. The meeting commenced with I/C Principal Dr. Varsha Maru and IQAC Coordinator Dr. Sandhya Sarwade. A brief introduction was given, outlining the purpose of the meeting as follows:

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6. Enhancing Activities of Cells & Clubs
7. Any Other Matter with Permission of the Chair:

#### **1. Discussion on Plan of Action for the Academic Year 2025–26**

The meeting commenced under the guidance of the Chair, who welcomed all members and initiated the discussion on the Plan of Action for the Academic Year 2025–26. The IQAC Coordinator emphasized the importance of aligning institutional objectives with quality benchmarks and encouraged all faculty members to actively contribute toward academic excellence, research initiatives, and student development.

The need for structured planning and timely execution of activities was highlighted, and it was suggested that innovative teaching methodologies and extension activities be incorporated into the annual plan.

#### **2. Academic Planning for Semesters II & IV**

The discussion then moved to Academic Planning for Semesters II & IV, where a draft of the academic calendar was presented. The details of syllabus distribution, scheduling of internal



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assessments, and examination timelines were discussed. Members stressed the integration of ICT tools and interactive teaching strategies to enhance learning outcomes. It was also proposed that regular review mechanisms be established to monitor syllabus completion and student progress.

### **3. Monthly Portfolio-wise Task Allocation**

Under the agenda of Monthly Portfolio-wise Task Allocation, the distribution of responsibilities among faculty members across academic, administrative, and co-curricular portfolios was outlined. The importance of setting clear monthly targets and maintaining accountability was emphasized. Members suggested implementing a reporting system to track progress, ensuring transparency and coordination among departments.

### **4. Regarding Preparation of AQAR for the Academic Year 2025–2026**

Regarding the Preparation of AQAR for the Academic Year 2025–2026, members were briefed on NAAC guidelines and documentation requirements. The need for systematic data collection and timely submission was discussed. It was recommended that dedicated committees be formed for each criterion to ensure accuracy, consistency, and quality in reporting.

### **5. Regarding Admissions to B.Ed. 2026–2027**

The meeting also addressed Admissions for B.Ed. 2026–2027. Strategies to improve outreach and attract prospective students were discussed, including organizing awareness campaigns and strengthening the institution's digital presence. The importance of transparent admission procedures and effective coordination among staff members was also highlighted.

### **6. Enhancing Activities of Cells & Clubs**

In the discussion on Enhancing Activities of Cells & Clubs, past activities were reviewed and proposals were made to organize workshops, seminars, and student-centered initiatives. Members encouraged collaboration with external organizations to provide broader exposure to students and enhance their participation in various activities.

### **7. Any Other Matter with Permission of the Chair**


Finally, under Any Other Matter with Permission of the Chair, members shared additional suggestions for institutional improvement and discussed measures for enhancing the overall quality of academic and administrative functioning.



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## Conclusion

The meeting concluded with appreciation for the valuable inputs provided by all faculty members. Members were encouraged to work collaboratively towards achieving the goals and objectives set for the Academic Year 2025–2026.

  
Dr. Varsha Maru  
PRINCIPAL  
H.K. CAMPUS, ADJACENT TO MHADA COMPLEX, PRATIKSHA NAGAR, OSHIWARA, JOGESHWARI (W)  
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## ACTION TAKEN Report

Academic Year: June 2025 – May 2026

Sr.no.		Point of Discussion	Action Taken Report
1	Curriculum aspects	Academic Planning for Semesters II & IV	The Academic Calendar 2025-26 was prepared and implemented. Syllabus transaction, class tests, practice teaching schedules, internal assessments and semester-end examinations were conducted as per schedule.
		Strengthening curriculum delivery	Teaching Aids Workshop, Learning Resources Exhibition, Book Review Activities, Workshop on Innovative Teaching Methodologies.
		Value Added Courses	Research Methodology Sustainability Values Rooted in Indian Knowledge Traditions
2	Strengthening Teaching learning process	Integration of ICT and innovative pedagogy	A one-day workshop on Empowering Educators: Integrating AI Tools in Classroom Teaching was organised. ICT Projects, Online Courses through SWAYAM AI-enabled teaching-learning practices were promoted.
		Experiential and participative learning	Practice Teaching Programme, National Science Day Visit to Nehru Science Centre, Language Across Curriculum Role Play on Multilingualism, Learning Resource-based activities
		Continuous evaluation and monitoring	Class Tests, Internal Assessments, Syllabus Review feedback, Academic Progress Monitoring were conducted periodically.
3	Promotion of Research work	Promotion of research culture	Workshop on Research Methodology, Action Research Projects, Faculty Publications, Research Paper Presentation Sessions, Publication of E-Research Journal and the E-Book were undertaken.
		Research dissemination	Research findings were shared through presentations, journal publications and institutional publications.



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4	<b>Community work</b>	Extension activities and social responsibility	International Literacy Day, International Youth Day, Hindi Diwas, International Women's Day, Community engagement programmes were organised.
5	<b>Infrastructure and Learning Resources</b>	Enhancement of learning resources	Learning Resources Exhibition was conducted, and digital resources were provided through Website Links, N-LIST and E-Resources.
		Create a technology-enabled learning environment	Workshop on Creating ADDIE Models & LMS, Online Learning Platforms, ICT Projects and Digital Content Development was implemented. Encouraged to use Google Classroom as well as AI Tools
6	<b>Student Support</b>	Student development and employability	Sessions on Personality Development Interview Skills, Resume Writing, Conflict Management, and Stress Management were conducted.
		Promotion of sports and co-curricular activities	Annual Sports Day 2025-26, Bhartiya Bhasha Utsav, Student Council Ceremony, Poster Competition, Cultural Programmes were organised.
7	<b>Alumni Contribution</b>	Alumni engagement	Alumni-supported workshops on Instructional Design (ADDIE Model), Interview Skills and Career Guidance were conducted.
8	<b>IQAC</b>	Monthly portfolio-wise task allocation	Faculty responsibilities were allocated portfolio-wise and monitored through monthly reviews and reporting mechanisms.
		Quality assurance initiatives	IQAC monitored the implementation of activities, documentation and quality benchmarks throughout the year.
		AQAR preparation	Criterion-wise committees were constituted, and systematic documentation and data collection were initiated for AQAR 2025-26.
9	<b>Admission Process</b>	Admission planning	Orientation programmes, admission awareness campaigns and digital outreach activities were conducted for B.Ed. admissions.
10	<b>Institutional Values and Best Practices</b>	Environmental sustainability initiatives	International Yoga Day Celebration, World Environment Day Activities, Green Audit, Water Audit, Beach



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			Cleanliness Drive, and Energy Literacy Training were conducted.
		Promotion of institutional values	International Women's Day, Bhartiya Bhasha Utsav, Celebration of Marathi and Hindi Language Day Value Education Programmes were organised.
		Best Practice: Environment & Sustainability	Awareness programmes and sustainable practices were implemented to promote environmental consciousness among student teachers.

  
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