



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
NAAC-accredited 'B' Grade

Date: 22/06/2026

NOTICE

A meeting of the IQAC has been scheduled for Saturday, **27th June 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. Review of the Action Taken Report (ATR) for the Academic Year 2025–2026.
2. Plan of Action for SEM III & IV (Academic Planning)
3. Planning of Internship Activities for Semesters III and IV
4. Allocation of Portfolio-wise Responsibilities for the Academic Year 2026-2027
5. Review of the Status of AQAR Preparation (Criteria I–VII) for the Academic Year 2025–2026.
6. Planning and Initiatives for the Admission Process for the Academic Year 2026–2027.
7. Enhancing the Activities of Institutional Cells, Committees, and Clubs.
8. Any Other Matter with the 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.

Sr. No.	Designation in IQAC	Name of the Member
1	Chairperson	Dr. Upasna Roy (I/C Principal)
2	Co-ordinator	Dr. Sandhya Sarwade (Asst. Prof HKCE)
3	Management Representative	Dr Azeem Khan – Trustee (Maharashtra Educational Society)
4	External Expert	Dr Tushar Lokhande (Principal, H.K. College of Pharmacy)
5	Employers	Dr Ruchika Miglani (Oriental College of Education and Research, Andheri)
6	Industry Expert/ Industrialists	Mrs Manju Rai, Principal, HMW High School
7	Nominee from Alumni	Ms. Anjum Khan
8	Member	Dr. Varsha Maru (Asst. Prof, HKCE)
9	Member	Dr. Avani Kanakia (Asst. Prof, HKCE)
10	Member	Ms. Suman Yadav (Librarian)
11	Administrative Official	Mr. Asif Chougale (Admin Staff, HKCE)
12	Student Representative	Ms. Aqsa Jairajpure

Dr. Sandhya Sarwade

IQAC Coordinator

Dr. Upasna Roy

I/C Principal



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MINUTES OF THE MEETING

Date: 27th June 2026

Time: 2:00pm – 3:00 pm

Total No. of Participants present: 09

The meeting of IQAC members from Humera Khan College of Education was held on 27th June 2026 at 2:00 pm in the conference room on the third floor of the HK Campus.

The meeting commenced with a warm welcome to the newly joined Principal, Dr. Upasna Roy. On behalf of the institution, Dr. Sandhya Sarwade, IQAC Coordinator, introduced Dr. Roy to the faculty members and extended a cordial welcome. Dr Sandhya Sarwade, IQAC Coordinator, formally introduced all the faculty members to the newly joined I/C Principal, Dr. Upasna Roy. Each faculty member briefly introduced themselves, highlighting their academic roles and responsibilities within the institution.

The meeting commenced with I/C Principal Dr. Upasna Roy and IQAC Coordinator Dr. Sandhya Sarwade. A brief introduction was given, outlining the purpose of the meeting as follows:

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Details of the meeting:

1. Review of the Action Taken Report (ATR) for the Academic Year 2025–2026.

The meeting commenced under the guidance of the Chairperson, who welcomed all members and initiated the discussion on the Plan of Action for the Academic Year 2025–26. The IQAC Coordinator emphasised 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. Plan of Action for Sem III & IV

The discussion then moved to Academic Planning for Semesters III & IV and the Academic Calendar. The details of semester-wise courses as per NCTE norms scheduling, internal assessment components 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. Planning of Internship Activities for Semesters III and IV

The IQAC discussed the planning of internship activities for Semesters III and IV for the academic year 2026–2027. It was resolved that the internship programme would be conducted in accordance with the University of Mumbai curriculum, providing student teachers with meaningful school-based teaching experiences. Faculty members were assigned responsibilities for coordinating school placements, lesson observations, mentoring, documentation, and assessment. The committee also emphasised timely communication with partner schools, orientation of student teachers, and continuous monitoring to ensure the effective implementation of internship activities.

4. Allocation of Portfolio-wise Responsibilities for the Academic Year 2026-2027

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



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accountability was emphasized. Members suggested implementing a reporting system to track progress, ensuring transparency and coordination among departments.

5. Review of the Status of AQAR Preparation for the Academic Year 2025–2026.

The IQAC reviewed the progress of the preparation of the AQAR for the Academic Year 2025–2026. Members were apprised of the latest NAAC guidelines and the documentation required under each criterion. The committee emphasised the importance of systematic data collection, proper documentation, and timely compilation of reports to ensure quality and accuracy. Criterion-wise coordinators were requested to review the available records, update pending information, and coordinate with the respective committees for the successful completion of the AQAR documentation.

6. Planning and Initiatives for the Admission Process for the Academic Year 2026–2027.

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

7. Enhancing the Activities of Institutional Cells, Committees, and Clubs.

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

8. Any Other Matter with the 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.

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 2026–2027.



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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 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, and 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 E-book were undertaken.
		Research dissemination	Action Research findings were shared through presentations, Research E- journal publications and institutional publications.



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4	Community work	Extension activities and social responsibility	International Literacy Day, International Youth Day, Hindi Diwas, and International Women's Day; community engagement programmes were organised.
5	Infrastructure and Learning Resources	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	Student Support	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	Alumni Contribution	Alumni engagement	Alumni-supported workshops on Instructional Design (ADDIE Model), Interview Skills and Career Guidance were conducted.
8	IQAC	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	Admission Process	Admission planning	Orientation programmes, admission awareness campaigns and digital outreach activities were conducted for B.Ed. admissions.
10	Institutional Values and Best Practices	Environmental sustainability initiatives	International Yoga Day Celebration, World Environment Day Activities, Green Audit, Water Audit, Beach



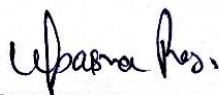
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			Cleanliness Drive, and Energy Literacy Training were conducted.
		Promotion of institutional values	International Women's Day, Bhartiya Bhasha Utsav, Celebration of Marathi and Hindi Language Day Value Education Programmes were organised.
		Best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

Dr. Sandhya Sarwade

IQAC Coordinator


Dr. Upasna Roy
I/C Principal
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