



# CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

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Ref \_\_\_\_\_

Date \_\_\_\_\_

**Date- 01-11-2021**

## **Notice of the Internal Quality Assurance Cell Meeting**

A meeting of the IQAC Committee will be held on Saturday **10/11/2021 at 1.30 pm.** in the premises of Clara's College of Education, Yari Road Versova, Andheri West -Mumbai- 400061. The following business will be transacted in the meeting.

1. Composition of IQAC Cell Minuit read and confirm
2. To discuss about the allotment of course to staff.
3. To discuss about the preparation of the Academic Calendar and Annual calendar for Academic Year 2021-22
4. To discuss with the committee members for the schedule of exams and admission for the coming months
5. Any other matter with the permission of the chairperson.

Date- 10/11/2021

Place- Mumbai

Principal

**PRINCIPAL**

**Clara's College of Education**

**Yari Road, Versova,**

**Andheri (W), Mumbai - 400061.**

Members: -

1. Mrs. Shabnam Kapoor – President of Children Welfare Center Management
2. Mr. Ajay Kaul - Hon. Gen Secretary Children Welfare Center Management
3. Prin. Dr. Ratnaprabha Rajmane – Prin. Clara's College of Education IQAC Coordinator
4. Dr. Madhukar. Gitte- Educationist, Principal Clara's College of Commerce
5. Smt. Shaista Munshi - Member representative of Social Activist
6. Dr. Sunayana J. Kadle - Research Expert, Prin. GSBS Smt. Surajba Collage of Education
7. Mrs. Rabia Gupta - Member representative of staff.
8. Mrs. Seema Singh- Member representative of staff
9. Mrs. Upasna Roy- HOD Member representative of staff.
10. Miss. Sunita Kamble - Member representative of Admin Staff
11. Miss. Kajal Kothari - Member representative of Students Council
12. Miss. Mayuri Avsar - Member representative of Students Council
13. Mr. Yogesh Bousker- Alumni -Member representative

**Clara's College of Education ,Internal Quality Assurance Cell Committee  
Members Attendance:-**

The meeting of the IQAC Committee of the college was held on **10/11/2021** at 1.30 Pm. where the following members were present.

<b>Sr. No.</b>	<b>Designation Name of member</b>
1	Mrs. Shabnam Kapoor – President of Management
2	Mr. Ajay Kaul - Hon. Gen Secretary
3	Prin. Dr. Ratnaprabha Rajmane – Prin. Clara's College of Education / IQAC & CDC Coordinator
4	Dr. Madhukar. Gitte- Educationist, Principal Clara's College of Commerce
5	Smt. Shaista Munshi - Member representative of Social Activist
6	Dr. Sunayana J. Kadle - Member representative of from Research Section, Prin. GSBS Smt. Surajba Collage of Education
7	Mrs. Rabia Gupta - IQAC Coordinator and member representative of staff.
8	Mrs. Seema Singh- Member representative of staff
9	Mrs. Upasna Roy- HOD Member representative of staff.
10	Miss. Sunita Kamble - Member representative of Non-Teaching Staff
11	Miss. Kajal Kothari - Member representative of Students Council
12	Miss. Mayuri Avsar- Member representative of Students Council
13	Mr. Yogesh Bousker Member representative of Alumni

**Minutes of The Meeting of the Internal Quality Assurance Cell Meeting Held On 10/11/2021 at 1.30 Pm.**

**The following points were discussed:**

**1. Composition of IQAC-**

As per NAAC regulation IQAC composition done. In the presence of member meeting started. Each member has introduced them self .Discussion done on the quality enhancement in the teacher education. Dr. Sunayana Kadle has put the point of research improvement. She spoke about teachers contribution in research paper publication. Student teachers must know about action research.

**2.To discuss about the allotment of course to staff.**

Discussion done for the course allotment to staff. While allotting the course for the teaching ,experience in the teaching subject, qualification, subject knowledge all these criteria's are kept in the mind.

The following table shows course allotment:-

**Allotment Of Course- 2021-2024**

SEM-I	SEM - II	SEM-III	SEM-IV
CC-1 Childhood and Growing Up Prof.- Rabia	CC-3- Learning and Teaching -Prof. Rabia Gupta	CC-4- Assessment for learning - Prof. Rabia Gupta	CC-5- Contemporary India & Education Prof .Seema Singh
CC-2- Knowledge and Curriculum - Prof. Upasna Roy	EC-1-Pedagogy of School Subject. • Prof. Upasana- Maths , History • Prof- Rabia- Science, Geo. • Prof- Seema –Economics, Commerce. • Prin ,R, Rajmane English,	EC-2 -Pedagogy of School Sub. • Prof. Upasana- Maths , History • Prof- Rabia- Science, Geo • Prof- Seema –Economics, Commerce • Prin ,R, Rajmane English,	EC-3- Guidance and counselling- Prof.- Rabia Gupta
IC 1-Gender School and Society Prof. Seema	IC 2- Educational Management – Prof. Upasana	IC 3- Language Across the Curriculum Prof. Seema Singh	IC 4- Inclusive Prof. Upasna Roy
Ability Course-ICT 1- Shubham G.	-----	-----	Ability Course -2-Reading Reflecting Text- Prin.Dr. R.Rajmane
Audit Course Understanding Self Drama And Art in Education- Prin.Dr. R.Rajmane	Audit Course Understanding Self- Drama And Art in Education- Prin.Dr. R. Rajmane	Audit Course Understanding Self- Drama And Art In Education- Prin. Dr. R. Rajmane	Audit Course Understanding Self Drama And Art In Education- Prin. Dr. R. Rajmane

3.To review the progress made in preparation of the Academic Calendar for AY 2021-22

For the preparation of the Academic Calendar Year 2021-22 syllabus of Mumbai university kept in the mind. All four semester activities spread in a year. Principal has discuss about classroom interaction and conducting about CLO and PLO program as per NAAC information.


4.To brief the committee members about the schedule for university exam and results. Discussion done on the admission scheduled and procedure coming in the next month. Principal has allotted the work to the faculty members and briefed them about their work. Discussion done on the Internal assessment scheme and its evaluation. Principal madam spoke about B.Ed. ability course ICT which is important for teacher Education.

5. To inform and discuss the fees allocation for the coming academic year and notification of Shikshan Shulka Sameeti. Principal told to the college admin staff to inquire about it.

6. Any other matter with the permission of the chairperson.

As per the University circular college has to complete NAAC status. IIQA submission is essential

Meeting ended with the vote of thanks.



Dr. Ratnaprabha Rajmane

Principal

**PRINCIPAL**

**Clara's College of Education**

Yari Road, Vers...

**Andheri (W), Mumbai - 400061.**