



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

Date -10/07/2022

Notice of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Saturday 23/07/2022 at 1.00 pm at Clara's College of Education to transact the following business:-

Agenda :-

- 1) To review of the minutes of the previous meeting, conducted on 15/04/2022.
- 2) Admission procedure- 2022-2023
- 3) CET Cell procedure for B.Ed. Cap round
- 4) Activity done in A.Y. 2022
- 5) Discussion on NAAC process cycle 1
- 6) Any other matter with the permission of the chairperson.

Date - 23/07/2022

Place-Mumbai


Principal

PRINCIPAL

Clara's College of Education
Yari Road, Versova,
Andheri (W), Mumbai - 400061.

- Smt. Shabanam Kapoor - Chairperson: Children Welfare Centre
- Prin. Ajay Kaul – Hon. Gen. Secretary- Children Welfare Centre
- Dr.Ratnaprabha Rajmane – Prin. Clara's college of Education CDC / IQAC coordinator
- Dr. Madhuker Gitte - Nominee from Education
- Smt. Shahista Munshi - Nominee from social activist
- Dr. Sunayana Kadle- Member representative of Research Expert
- Prof. Upasna Roy - Member Teachers representative.
- Prof. Rabia Gupta - Member Teachers representative.
- Prof. Seema Singh – Member Teachers representative.
- Smt. Sunita Kamble – Member representative Admin Staff.
- Miss Kajal Kothari - Member representative Students council
- Mr. Yogesh Bausker – Member representative of Alumni
- Mr. Pravin Deshmukh –Library In charge

Clara's College of Education Quality Assurance Cell (IQAC) Committee meeting was held on Saturday 23/07/2022 at 1.30 Pm. where the following members were present.

Attendance of IQAC Committee members:	
Sr.No.	Name and Status Of Members
1.	Smt. Shabanam Kapoor - Chairperson: Children Welfare Centre
2.	Prin. Ajay Kaul – Hon. Gen. Secretary- Children Welfare Centre
3.	Dr.Ratnaprabha Rajmane – Prin. Clara's college of Education CDC and IQAC coordinator
4.	Dr. Madhuker Gitte - Nominee from Education
5.	Smt. Shahista Munshi- Nominee from local society
6	Dr. Sunayana Kadle- Research Expert
7.	Prof. Upasna Roy - Teachers representative.
8.	Prof. Rabia Gupta - Teachers representative.
9.	Prof. Seema Singh - Teachers representative.
10	Smt. Sunita Kamble – Admin Staff
11	Ms. Kajal Kothari- Student Council Representative
12	Ms. Nidhi Bhatt - Student Council Representative
13	Mr. Pravin Deshmukh –Library In charge
14	Mr. Yogesh Bausker - Alumni

**Internal Quality Assurance Cells (IQAC) Minutes of the Meeting of Held On
Saturday 23/07/2022 at 1.30 Pm.**

The following points were discussed:

1. To review of the minutes of the previous meeting, conducted on 15/04/2022.

The minutes of the last IQAC meeting were read and confirmed by the committee members. The action taken report read after reading of the meeting minutes.

2. Admission procedure- 2022-2023:-

Circular of admission published for admission 2022-2023. College has done registration of admission procedure. Query has come in the fees granted from Shikshan Shuka Samittee. College has solve query and submitted document again and it has accepted by CET Cell.

3. CET Cell procedure for B.Ed. Cap round :- CET Cell procedure for B.Ed. cap round 1,2,3 and then spot round admission briefed to faculty. Online admission procedure details given to staff members. Cap round wise faculty in-charge allotted for the work of admission.

4. Activity done in A.Y. 2022:-

Many activities planned to conduct in the college. As Mumbai university syllabus Co-curricular activities is in the project work.

The following activities plan to do in the year 2022-

Sr. No	ACTIVITY
1.	Marathi Divas celebration
2.	-Community Work Programme-(Every Saturday) -Cheshsire Homes India -Vimaltidevi Old Age Home -Aaijidevi Old Age Home
3.	Online Workshop on Affordable Clean Energy
4.	Online Workshop on "Life Skill For Sustaining Life"
5.	Talent Search programme
6.	Medical Camp in collaboration with "EKTA MANCH"
7.	Celebration of "International Women's Day" -Debate Competition
8.	Physical education Workshop
9.	Beach Cleaning Drive
10.	Workshop on Drama And Art In Education
11.	Eid Celebration
12.	Online workshop On "Understanding Self" in collaboration with BJS NGO.
13.	Youth for Mumbai Speakers Forum-2022 (Initiatives of Mumbai Police)

5. Discussion on NAAC process cycle 1:- As per Higher education circular higher education institutions has to complete the NAAC accreditation .Principal has briefed to committee about 1st cycle of NAAC. Information given about 7 criteria's and about IIQA form filling which is primary step of the NAAC. Class Learning Outcome and Program Learning Outcome concept explained by the principal.

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

Principal spoke about internship activities and types of lessons students has to complete. Dr. Rajmane has briefed about Internship activities as follow-

Internship Activities

1. Prayer:
 - Organization and participation in prayer / teaching new bhajans, songs etc...
2. Attendance:
 - Maintenance of registers
3. Proxy period
 - Remedial teaching- P.E.C activities
 - General knowledge
 - Teaching of craft
4. Remedial Teaching:
 - Maths- Basic operations
 - Languages- Reading, Writing, Spelling
5. S.U.P.W.
 - 1. Cardboards- work
 - 2. Origami
 - 3. Paper flowers
 - 4. Toys, Paper bags etc (Best out of waste)
6. Campus cleaning:
 - Notice board beautification
 - Cleaning the surroundings, gardening etc...
7. Cultural activities:
 - Teaching, organizing
 - Bhajans, National songs, Shlokas, Dances, Dramas etc...
8. Sports:
 - Helping and Organization
 - Events participation, preparation
 - Pre sports activities
 - Helping the teachers
9. Extension Work:
 - Population Education Programmes
 - Stories from "Experiments with Truth"
 - Women empowerment based programmes
10. Value Education:
 - Stories-Saints, National leaders, History, Epics etc...
 - Songs-Bhajans, Nature etc...
 - Paper reading
11. Library:
 - Visit to library:

12. Laboratory:
- a) Study of the organization of books and magazines
 - b) Help in organization of library books and magazines
13. School Time Table:
14. Helping the teachers:
- Study of the organization of lab, availability of equipments, chemicals etc...
 - Help in organization as per Topic/method
 - Help in register maintenance
 - Observation, study and report writing-
 - Note book corrections and understanding the problems of students
 - Maintenance of A.V. aids, maps etc...
 - Science Exhibition
 - Supervision of exams and tests
 - Excursions and visits
15. Observation of Records maintained in the School
- : Observation, study and report writing-

Meeting ended with vote of thanks



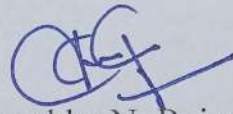
Principal:

Dr. Ratnaprabha Rajmane
PRINCIPAL
Clara's College of Education
Yari Road, Versova,
Andheri (W), Mumbai - 400061.

Action Taken Report
Internal Quality Assurance Cells (IQAC) Minutes of the Meeting of Held On
Saturday 10/11/2021 at 1.30 Pm.

Sr. No	Agenda	Decision	Action taken
1	To review of the minutes of the previous meeting, conducted on 10/11/2021	Minutes and action taken report read in the meeting.	Minutes of the previous meeting, read and confirm conducted on 10/11/2021 . Action taken report
2	To brief the committee members of the programs / events conducted since the last meeting.	Program and events are conducted	The programs and event conducted properly since the last 4 months as discussion done in the meeting
3	To review the progress made in preparation of the Academic Calendar for AY 2021-22	Progress made in the calendar	Progress made in preparation of the Academic Calendar Year 2021-22 that while teaching the Theory Courses CLO and PLO program as per NAAC information started. Faculty has plan for the program and they have started working on the same.
4	To brief the committee members of the schedule for exams / results and admission for scheduled in the coming months.	Exam work allotted to staff.	Principal has allotted the work to the faculty members and briefed them about their work. Prof. Upasna Roy is in-charge for university exam. University exam results announced in the meeting.
5	To inform and discuss the budget allocated for the forthcoming academic year.	Discuss done on the budget	Discuss done on the budget allocated for the forthcoming academic year. Institutions admin section done budget part and given it to college admin staff

6	Any other matter with the permission of the chairperson.	Discussion done on Various Points related to syllabus	As per the University circular college has to complete NAAC status. IIQA submission is essential. There was the Discussion on Action Research, Audit Course And ICT Ability Course with the committee. Allotment of Subject and Coordinators of various committee duties given to the staff.
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Dr. Ratnaprabha N. Rajmane

Principal

PRINCIPAL

Clara's College of Education

Yari Road, Versova,

Andheri (W), Mumbai - 400061.