



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

Date -15/01/2023

Notice of Internal Quality Assurance Cell (IQAC) Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **Saturday 21/01/2023** 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 **23/07/2023**.
- 2) Discussion of Student Satisfaction Survey of last academic year
- 3) Planning for Semester One internship activities
- 4) Planning for academic year 2022-2023
- 5) Any other matter with the permission of the chairperson.

Date -21/01/2023

Place-Mumbai

Members: -

1. Mrs. Shabnam Kapoor – President of Children Welfare Center Management
2. Prin. Ajay Kaul - Hon. Gen Secretary Children Welfare Center Management
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 as a Research Expert,
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. Ms. Kajal Kothari - Member representative of Students Council
12. Ms. Mayuri Avsar - Member representative of Students Council
13. Mr. Yogesh Bousker Member representative of Alumni

Principal
PRINCIPAL

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

Attendance:-

The meeting of the Internal Quality Assessment Cell (IQAC) of the college was held on 21/01/2023 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 / IQAC coordinator
4.	Dr. Madhuker Gitte - Nominee from Education
5.	Smt. Shahista Munshi- Nominee from local society
6.	Prin. Sunayna Kadle – Educationist and Research Adviser
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.	Miss Kajal Kothari -Students council representative
12.	Miss Nidhi Bhat -Students council representative
13.	Mr. Pravin Deshmukh –Library In charge
14.	Mr. Yogesh Bausker - Alumni

The following points were discussed in the meeting:

- 1) The meeting of the IQAC held on Date -21 /01/2023 in the college premises at 1.00pm. IQAC coordinator Prin. R. Rajmane has presented the minutes of the last meeting held on 23/07/2022. Action taken report of the previous meeting read by the principal
- 2) **Discussion of Student placement workshop and Students Satisfaction Survey of last academic year :-** Staff has discussed about placement fare and students satisfaction survey. For placement fare list of school to whom we have to call ,were to arrange placement, to whom we have to call as an expert for talk all this discussion has taken place in the meeting. Further discussion took place on the students satisfaction survey. Principal has given information that NAAC documents needed students satisfaction survey. We have to prepare Google form for the same and take data from the same.
- 3) **Planning for Semester One internship activities:** – Discussion done on the Semester 2 and 4 course work and practicum work. Semester IV internship work completed and to evaluate documents of practicum work. Discussion done on the evaluation criteria's and marking scheme. Semester 2 internship planned for 4 weeks in the various schools. Course work allotted to faculty so they can do there preparation.
- 4) **Planning for academic year 2022-2223-** Academic calendar done for year 2022 and 2023. Discussion done on the academic calendar by faculty .All four semester division of activities spread . Important events of months kept in the mind . Faculty discussion done on Co-Curricular activities organization.
- 5) **Any other matter with the permission of the chairperson.:-** Principal has discussed to faculty that as per university of Mumbai circular of NAAC updating, college has to send IIQA to NAAC.



Principal

Dr. Ratnaprabha Rajmane

PRINCIPAL

Clara's College of Education

Yari Road, Versova,

Andheri (W), Mumbai - 400061.

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

Sr. No	Agenda	Decision	Action taken
1	To review of the minutes of the previous meeting, conducted on Saturday 23/07/2022	Last meetings minutes read and confirm.	In the last meeting discussion done on various areas and action taken on the same
2	Admission procedure- 2022-2024 batch	Registration done for 2022-2024 batch	Circular of admission published for admission 2022-2023.College has done registration of admission procedure. Query has come in the fees granted by Shikshan Shuka Samittee. College has solve query and submitted document again and it has accepted by CET Cell. Admission procedure done smoothly.
3	CET Cell procedure for B.Ed. Cap round	Digitalize process of admission done properly.	CET Cell procedure for B.Ed. cap round 1,2,3 and spot round admission done properly. Principal Admin staff and faculty has worked hard for admission. Online admission procedure details given to staff members. Cap round wise faculty in-charge allotted for the work of admission.

4	Activities 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.
5	Discussion on NAAC process cycle 1	Yes discussion done for the 1 st cycle NAAC process	As per Higher education circular higher education institutions has to complete the NAAC accreditation .Principal has briefed to committee about 1 st 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 in the internship.

Principal

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