

SMT. SURAJBA COLLEGE OF EDUCATION

JUHU ROAD (NORTH), MUMBAI-400049

MINUES OF THE QCI (IQAC) FOR THE YEAR 2018-19

The meeting of QCI (IQAC) was held on Saturday 30th March, 2019 at 3.00 p.m. in the College Conference Room.

The meeting was attended by the following members :-

1	Dr. R.N. Rajmane	Chairperson
2	Smt. Nupur Mitra	Management Member
3	Smt. Asha Damle	Management Member
4	Dr.(Sr.) Tanuja Waghmare	External Expert
5	Dr. Savita Manchekar	External Expert
6	Smt. Sabiha More	Representative of Teaching Staff
7	Smt. Vaishali Dhaware	Representative of Teaching Staff
8	Smt. Priti Chandorkar	Representative of Teaching Staff
9	Dr. Sunayana Kadle	Representative of Teaching Staff
10	Dr. Frances Vaidya	Representative of Teaching Staff
11	Dr. Pradnya Bhosekar	Library Incharge
12	Dr. Vibhuti Patel	Trustee
13	Dr. Judy Grace Andrews	QCI(IQAC) Coordinator

Smt. Lata Karim could not attend the meeting

The minutes of the previous meeting was read and approved. It was proposed by Dr. Savita Manchekar and Seconded by Dr. Vibhuti Patel.

The following matters were discussed: -

- The report of the academic year 2018-19 was read.
- It was informed that the Alumni Association registration process is on and would soon be registered.
- With regard to enhancing quality through ICT, Website and social media the following decisions were taken.
- It was decided to hold a MOOC workshop.
- In order to upload all Quest in Education on Website, more domain space to be made available.
- Smt. Sabiha More stated that the Printer need to be changed.
- A Committee was formed unanimously to look into the website matter. Smt. Sabiha More, Dr. Sunayana Kadle, Dr. Yogita Mandole were elected for the same.
- Dr. Savita Manchekar stated that she was ready to offer any help with regard to ICT.
- Dr. Vibhuti Patel once again stated the need for College Facebook page.

Enhancing quality through Study circle.

Dr. Sunayana Kadle reported that the study circle that would be beginning from April 2019.

Enhancing quality through student support.

The Campus Interview took place and 15th Schools participated in the Interview Mela. Many of our students were absorbed immediately. A challenge cropped up with regards to attendance of the students as the academic year of schools begin in April and student-teacher were asked to take up the jobs immediately. It was decided to condone attendance for those students, in the interest of the students. With regard to financial help it was informed by Principal R. N. Rajmane 4 students obtained financial help from TATA Trust.

Enhancing Quality through Research

It was informed by Dr. Judy Grace Andrews that 19 Ph.D. students are registered to the Cell and 10 Ph.D students Proposal have been accepted she also informed that an action research was carried out by the B.Ed. Students with the help of NGO -PROTEEN.

Golden Jubilee Programme: -

- The following programmes took place as part of the Golden Jubilee programme of the college.
- Cleanliness campaign - Beach cleanes was done on 24th September 2018.
- 2nd October Special talk on Gandhian Values was done by Prof. Rukaiya Joshi, S.P. Jain College.
- 8th October - Workshop on Inclusion & Empathy - Values from Gandhian Philosophy by Smt. Rekha Pandey, Principal Udhayanchal, Vikhroli.
- 30th January 2019 a National Seminar was organised in College "Remembering Mahatma - Epitome of Humanism' more than 125 people participated in it 25 paper presentation on different sub themes on Gandhiji was presented.
- It was published in a Peer reviewed Journal.
- 12th & 13th of February 2019 Dance Drama was performed for Vasantotsav.
- The meeting ended with vote of thanks to the chair.

Sd

Signature of Chairperson

Prin. Dr. R.N.Rajmane

Sd

Signature of Coordinator

Dr. Judy Grace Andrews

The meeting of the QCI (IQAC) was held on Tuesday 13th November, 2018 at 2.00 p.m. in the College Conference room.

The meeting was attended by the following Members: -

1	Smt. Nupur Mitra	Management Members (President ICBE)
2	Smt. Asha Damle	Management Members (Hon. Secretary ICBE)
3	Dr.(Sr) Tanuja Waghmare	External Expert (Principal, St.Teresa' College of Education)
4	Dr. Savita Manchekar	External Expert (Principal, Lord's College of Education)
5	Smt. Vaishali Dhaware	Representative of Teaching Staff
6	Smt. Priti Chandorkar	Representative of Teaching Staff
7	Dr. Sunayana Kadle	Representative of Teaching Staff
8	Dr. Frances Vaidya	Representative of Teaching Staff
9	Dr. Yogita Mandole	Representative of Teaching Staff
10	Dr. Pradnya Bhosekar	Library Incharge
11	Smt. Lata Karim	Trustee, ICBE
12	Dr. Vibhuti Patel	Trustee, ICBE
13	Dr. Judy Grace Andrews	QCI Coordinator

Dr. Ratnaprabha Rajmane and Smt. Sabiha More could not attend the meeting due to available circumstances.

The following matters were discussed: -

Read reports of the activities carried out in the first term.

a) Report on the re-recongnition of the college Smt. Surajba College of Education by Smt. Vaishali Dhaware.

A detailed report was read by Smt. Vaishali Dhaware with regard to the re-recognition process of the College. In the process she said, when the date for the appeal was given by Smt. Nupur Mitra (President, ICBE) and Smt. Sabiha More attended the appeal at NCTE office, Delhi. Later, when the appeal was declined, Principal Dr. Ratnaprabha Rajmane, Dr. Judy Grace Andrews (IQAC Coordinator), Ms. Vaishali Dhaware (CDC Coordinator) took initiative to get back the re-recognition of the College. She acknowledged the ardent effort of the following people:

- a) The Management Members
- b) Principal Dr. Ratnaprabha Rajmane
- c) Ms. Sabiha More
- d) Dr. Judy Grace Andrews (IQAC Coordinator)
- e) Ms. Vaishali Dhaware (CDC Member)
- f) All the Teaching and Non teaching staff
- g) B.M.C. Officers Mr. Roshan Bhoir (BMC Land Department Senior Engineer)
- h) Mr. Bari (BMC Land Proposal Department Engineer)
- i) Officers from Mantralaya - Education Minister Shri Vinod Tawde, Department Secretary)

Matters arising from Minutes:-

The QCI Coordinator informed the process of College re-recognition.

The following documents were procured. BCC and the letter in the acceptance form required by the NCTE. The documents were submitted in person to NCTE, WRC, HRD Ministry and Higher and Technological Education. Prior to this during the appeal dated 30th May 2018, the condition given was to appear for re-appeal. But without going for the Second re-appeal the restoration order of the College was sustained as Principal Dr. Ratnaprabha Rajmane, IQAC Coordinator Dr. Judy Grace Andrews and Ms. Vaishali Dhaware (CDC Coordinator) submitted all the proper documents to MHRD and NCTE head office in person. So the order was obtained without going for re-appeal from WRC. Principal Dr. R.N. Rajmane and the team followed up with the procedures of Government of Maharashtra and included the name of the college in the admission process of 2018-19. As a result the admission could start on the 20th October 2018, in the last round of admission. The NOC from Maharashtra Government was obtained for the academic year.

The Members appreciated the efforts. Smt. Nupur Mitra, President ICBE stated that all notice from Government and University regarding College should be brought to the notice of the Management. Dr. Vibhuti Patel said that the obtained records should be kept in a systematic way in the right place. So that it can be accessible any time in future.

II. Alumni Registration

Dr. Savita Manchekar and Dr. Vibhuti Patel explained the process to obtain form for Alumni Registration. Smt. Nupur Mitra suggested that office Clerk could be involved for the process. Smt. Lata Karim inquired about the activities of Alumni. The faculty briefed about the activities of the Alumni. Dr. Savita Manchekar suggested Library Deposit fee could be collected from the Alumni for their reference work in Library. Dr. Vibhuti Patel stated that it is Mandatory to open a separate Alumni Bank Account and it was unanimously accepted to open a separate bank account for the Alumni.

iii) Report of Club Activities quality enhancement

Faculty Members briefed on different club activities. Dr. Savita Manchekar suggested that ICT workshop could be organized in collaboration with SNTD. She also suggested to have study circle to enhance quality.

iv) Quality enhancement through Conferences: -

Dr. Frances Vaidya gave a report about the International Conference held Bankgok and Goa. She said there were 134 papers presented for the conference at Goa which was on 'Innovative Teaching Learning Practices on Higher Education. Research scholars from 23 States of India presented and it was published in 4 volumes in a Peer reviewed U.G.C. approved journal with impact factors more than 5.

v. Dr. Vibhuti Patel suggested to apply for Major / Minor research project through online.

vi. Solar System:-

Dr. Savita Manchekar suggested to have Solay Panel and stated to get more information from Kapila Khandwala College of Education. Dr. Vibhuti Patel said that we could enquire with Prof. Harshada Rathod regarding grants for Solar System. Ms. Vaishali Dhaware pointed out that stability of the building need to be checked as it doesnot have the capacity to hold the heavy Solar Panel.

vii. Women Cell

Dr. Vibhuti Patel spoke about getting grants from Maharashtra State Commission for social awareness for women. She stated that information on anti - ragging and sexual harassment should be displayed in prominent places in the institution.

viii. IQAC News Letter

Dr. Vibhuti Patel suggested to have a e-newsletter. He said the articles for the same could be obtained from teaching, non-teaching and other stake holders.

An editorial board was formed unanimously for the same. Dr. Frances Vaidya, Ms. Priti Chandorkar and Dr. Pradnya Bhosekar was elected as Members of the editorial boards. It was unanimously agreed to have the issue at every quarter.

ix. Website4 Updated

Dr.. Sunayana Kadle and Dr. Yogita Mandole stated that the website is static and need to make it more dynamic. Smt. Nupur Mitra stated that the website should be updated regularly and the website should reflect all the faculties work, photograph of all faculties to be uploaded. Dr. Vibhuti Patel suggested that Dr. Jayashree Shinde (HOD IT Department) could be contacted for website development workshop for teachers and students she also suggested to upload PDF files of Quest in Education and stated that the back issues to be uploaded on the website. Dr. Savita Manchekar suggested to have one technical person for uploading into websites and stated that an official FACE Book account to be created. Dr. Vibhuti Patel said it is worth to allocate funds for the website development.

x. College Golden Jubilee Program - Plan of action

It was planned to have a year long programme with different activities like Seminars (National and International) Workshops and other activities.

In any other matters Dr. Savita Manchekar suggested to have MOOC Course for faculty members.

The meeting ended with a vote of thanks to the Chair.

Sd/-

Signature of Chairperson

Smt. Nupur Mitra

President (ICBE)

Sd/-

Signature of QCI(IQAC) Coordinator

Dr. Judy Grace Andrews

The meeting of QCI(IQAC) was held on 19th April, 2018 at 2.00 p.m. in the College Conference Room.

The meeting was attended by the following members.

1	Dr. R.N. Rajmane	Chairperson, College Principal
2	Smt. Nupur Mitra	Management Member (President ICBE)
3	Smt. Asha Damle	Management Member (Hon. Secretary ICBE)
4	Dr.(Sr.) Tanuja Waghmare	External Expert (Prin. St. Teresa's College of Education)
5	Smt. Vaishali Dhaware	Representative of Teaching Staff
6	Smt. Priti Chandorkar	Representative of Teaching Staff
7	Dr. Sunayana Kadle	Representative of Teaching Staff
8	Dr. Frances Vaidya	Representative of Teaching Staff
9	Dr. Yogita Mandole	Representative of Teaching Staff
10	Dr. Pradnya Bhosekar	Library Incharge
11	Dr. Judy Grace Andrews	QCI(IQAC) Coordinator

Dr. Savita Manchekar expressed her inability to attend the meeting.
Ms. Sabiha More did not attend the meeting.

The following matters were discussed: -

1. QCI for pillars were introduced to the faculty by the QCI Co-ordinator and the allotment of duties were given according to Teach R.
2. The notice of the NCTE with regard to de-recognition of the College was informed to the members.
3. In anyone matter the following were discussed with the permission of the Chairperson.
 - a. Alumni Registration: It was decided to do the Alumni Registration as it is mandatory.

It was decided.

- b. Club activities to be organised regularly.
- c. College Garden to be maintained in rotation by the Students of F.Y. and S.Y. B.Ed.
- d. Conference to be organised in Goa in collaboration with Nirmala Niketan College of Education.
- e. Mr. Gauttam Sawant oriented the members about the UGC Block Grant.
- f. Principal Dr. Ratnaprabha Rajmane informed the members about the non-functional Smart Board. It was returned back to the company and money for the same wa refunded to the college.

The meeting ended with a vote of thanks to the Chair.

Minutes accepted Proposed by Dr.(Sr.) Tanuja Waghmare and Seconded by Ms. Vaishali Dhaware.

Sd/-

Signature of Chairperson

Prin. Dr. R.N. Rajmane

Sd/-

Signature of IQAC Co-ordinator

Dr. Judy Grace Andrews