

## MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

7<sup>th</sup> August 2020

The IQAC meeting began at 2.45 pm on 7<sup>th</sup> Aug 2020. The following members were present

1. Dr. Judy Grace Andrews : I/C Principal of college
2. Shri Udhay Boj : Local Society
3. Smt. Sabiha More : Representative Teaching Staff
4. Smt.Priti Chandorkar :-----do-----
5. DR. Sunayana Kadle :-----do-----
6. Dr.Frances Vaidya :-----do-----
7. Dr. Yogita Mandole :-----do-----
8. Dr.Pradnya Boshkar :-----do-----
9. Mr Gautam Sawant : Administrative Staff
10. Mr Ram Nemane :-----do-----
11. Mrs Gauri Chavan :----do-----
12. Mr John Fernandes : Member Alumni Association
13. Ms. Archana Roy : Student Council member

The following members expressed their inability to attend due personal/ connectivity reasons:-

Smt. Nupur Mitra-( President ICBE), Dr.Vibhuti Patel (Stakeholder Nominee, Trustee ICBE), Smt. Rekha Pandey (Employer, nominee), Mr. Ashok Vitlani (Industrialist Nominee)& Smt. Vaishali Dhaware ( IQAC Coordinator).

The minutes of the previous meeting was read&approved. The following action plan were informed. The in- charge Principal informed that the admission process has begun, The CAP registration has been done and the academic audit was completed also the ARA certificate is in place. She informed that Dr Ratnaprabha Rajmane has demitted office on 30<sup>th</sup> June and she (Dr.Judy Grace Andrews) has been appointed as the in-charge Principal for the academic year 2020-2021.

The following were discussed in the meeting in the new business:-

1. The I/C Principal Dr. Judy Grace Andrews shared about the change in IQAC committee norms wrt committee and read out the names of changed committee members.
2. She informed about the various portfolios assigned for the faculty and their initiatives taken so far.
3. She shared about the online teaching learning activities:
  - a) Mentor Mentee group activity
  - b) Online MOOC certificate courses for students
  - c) Two celebrations organised through online
  - d) Webinars organised through Women Cell
  - e) National level Value added certificate course on Environment Sustainability - through NGO
  - f) Personality development e certificate course in collaboration with Amblani College
  - g) N. List programmes for the students
  - h) OER online Quiz National level organised by librarian


*V.Dhaware*  
IQAC Co-ordinator

*Judy*  
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*Judy*

4. SmtSabiha More shared at length the Mentor Mentee program. She explained that the students were well equipped in terms of skills values and content enrichment. Model lessons were also given to understand concepts well.
5. SmtPritiChandorkar spoke about the online festivals celebrated with equal zest and enthusiasm. Tilak Jayanthi celebrated with the university on 1<sup>st</sup> Aug 2020 & on 4th Aug 2020 at the college level. She also spoke about the Varshamangal celebration celebrated for the first time through online with all pomp and glory. She appreciated the students efforts.
6. Dr Frances Vaidya Shared about the Women cell programmes. Through Women's cell A webinar was organised on "Investment opportunities in pandemic situation" by Vinay Tale. Two more in the pipeline one on Life Skills in collaboration with BOS (EDU) Mumbai University and one through NGO on Gender. She also spoke about the National level Value added course on Environmental Sustainability. The topics and speakers were as follows:
  - a) Environmental Sustainability -a over view by Dr.V Jayashree Priya Dharshini, NKT.National college of Education, Chennai
  - b) Environmental Sustainability- Health and Safety By Dr SunayanaKadle,Asst.Prof. GSB'S SmtSurajba college of Education
  - c) Environmental Sustainability – Water Management by PritiChandorkar, Asst.Prof. GSB'S SmtSurajba college of Education
  - d) Environmental Sustainability- Application of Artificial Intelligence &Internet of Things by Dr SandiyaKedkar, Principal Gokale College of Education Sangam Nere, Mumbai
  - e) Environmental Sustainability -Reduce ,Reuse Recycle &Recover – by Dr Frances Vaidya, GSB'S SmtSurajba college of Education.
7. Dr PradnayaBosekar shared about her 'teaching through Library resources". She has been uploading a small book in the Google class room where she motivates the students to read and comment. Also spoke about the N.List programme where she counsels each and every student to participate in reference work and reading. She also spoke at length the OER quiz organised in collaboration with the Lord's college. She said more than 900 participants have taken part so far and it is appreciated by many nation wide.
8. The Student Council member Ms. Archana Roy appreciated the principal and the faculty for organising MOOC courses through Coursera on Communication Skills and on Social Emotional development of adolescents. She expressed that all students were learning well in this new normal through online though there are very few students who have struggles with regard to connectivity.
9. Dr Yogita Mandole spoke about the website that was static and closed down for more than 3 months was brought back to normal and she appreciated the effort done by Dr. Judy Grace Andrews, the I/C Principal of the college. She said that the website has been handed over now to a new person Mr. Shyam Gupta as the earlier one was out of station and had great difficulty to communicate.\* (Quotations were taken from 5 Vendors Global advertising Media Private limited, Harvest Enterprises, Carapace technology and Infotec. and finally given to Mr. Shyam Gupta Infotec- This was missed out during discussion) Mr. Shyam Gupta's quotation was the lowest but quality wise he was providing the same as the others so it was given to him. She also informed that the website will now move to CMS (Content Management System) Word Press.
10. The Alumni member & local society member Mr. UdhayBoj spoke about the plans of the Alumni association when it becomes normal. The I/C Principal, Dr. Judy Grace Andrews said the new normal might stay for a longer period and suggested them to have one in the new normal. She also put forth the appeal for donation from alumni towards ICBEs need.

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11. SmtSabiha More talked about the college need and asked about the fee structure for the current academic year. The I/C principal informed her that the matter would be discussed in the CDC meeting.
12. The meeting ended with the vote of thanks by Smt. Sabiha More.

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IAAC Co-ordinator



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## MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

10<sup>th</sup> November 2020

A Zoom meeting of the Internal Quality Assurance Cell (IQAC) was held on Tuesday 10<sup>th</sup> November, 2020 at 11.00 p.m. to transact the following business:

### AGENDA

1. To read and confirm minutes of the previous IQAC meeting.
2. To inform about progress in online teaching learning in the new academic year 2020-21.
3. Any other matter with the permission of the Chairperson.

The following members were present for the meeting.

Dr. Judy Grace Andrews	- Chairperson : Head of the institution
Smt. Nupur Mitra	- Management Member (President, ICBE)
Dr. Smt. Vibhuti Patel	- Stakeholder (Trustee, ICBE)
Smt. Sabiha More	- Representative of Teaching Staff
Ms. Priti S. Chandorkar	- Representative of Teaching Staff
Dr. Sunayana J. Kadle	- Representative of Teaching Staff
Dr. Frances K. Vaidya	- Representative of Teaching Staff
Dr. Smt. Yogita S. Mandole	- Representative of Teaching Staff
Dr. Smt. Pradnya Bhosekar	- Librarian
Shri Gauttam Sawant	- Senior Administrative staff
Shri Ram Nemane	- Senior Administrative staff
Smt. Gauri Chavan	- Senior Administrative Staff
Mrs. Archana Roy	- Student Council Member
Ms. Vaishali S. Dhaware	- IQAC CO-ORDINATOR

*Vaishali S. Dhaware*

*IQAAC Co-ordinator*

*Judy*

*Judy*

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The Management members, principal ,teaching staff and administrative non - teaching staff along with a student representative attended this meeting.

The following members expressed their inability to attend due personal/ connectivity reasons:-

Smt. Asha Damle- Management Member (Hon. Secretary, ICBE),Shri Uday Bhoj -Local Society

The minutes of the previous meeting were read and approved. Dr. Vibhuti Patel proposed to approve it and Smt. Sabiha More seconded it. The following action plans were informed.

#### Suggestions given during last meeting Action Taken

Alumni association can plan programs in new normal In progress..

Fund raising/ Donations from alumni In progress..

Fee structure for the year 2020-2021 The matter was discussed in CDC

1. Smt. Sabiha More presented the report of Practice teaching and Universal Human Rights cell. She specially spoke about demonstrations on theme-based lessons and online resources and the implementation of the same in practice teaching. She commented that quality was enhanced as sufficient time was given for practice teaching. The plan of inauguration of Universal Human value cell on 10<sup>th</sup> Dec. was intimated. Also, she informed about the plan to observe last week of January 2021 as Gandhian value Inculcation week.
2. Smt. Vaishali Dhaware shared the developments about conduction of successful online university exam 2019-20 as a lead college, a week's VENTEL program activities and training during the month of October, availing Free G-Suites services as well as free attendance record services by Teach us. She shared about various webinars/ lecture series and workshops organized from July to November first week. She also informed about concessions given to students in their fees for this year as students support and the awards received by students for their achievements.
3. Smt. Priti Chandurkar spoke about Celebrations and Cultural programs organized from the month of July to November first week. She shared that the online programs were refined on

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the basis of teachers and student's feedback and organization of it provided good learning experiences to all.

4. Dr. Sunayana Kadle shared the information about PTA meeting and PhD research cell . She informed that parents were given an opportunity to see college premises and activities through virtual tour and PPT presentations. She stated that there was an interaction about discipline, attendance and payment of fees. The parents appreciated the work done and support givenby the college. However, there were no suggestions. She shared that the PhD cell has 4 approved guide. 17 students are perusing PhD and 4 students have got proposal sanctions.
5. Dr. Frances Vaidya gave an account of NGO collaborations and SAP program. She informed that SAP programe will startpost covid, however the students were oriented about it by the expert and some activities were done in collaboration with NGO Inner Wheel club. She shared that green campus and cleaning of the campus as the future plans.
6. Dr. Yogita Mandole spoke about time table and Website development. She gave an account of all the important activities and programs organised. It was informed that the website is dynamic with wordpress content management system and all the rights are with college. She also informed that the process of updating it is in progress. Dr, Vibhuti Patel asked about uploading the back issues of quest in education. Prin. Dr,. Judy Grace Andrews informed that present issues are updated and previous issues will be uploaded soon. Dr, Vibhuti Patel brought to the notice that subscribers are asking for paying fees through online mode. Dr. Judy Grace Andrews requested Smt. Nuper Mitra President ICBE to permit her to give detail to subscribers. Smt. Sabiha More brought to the notice that the information on the website about faculty is not having equal representation with respect to position, work done and is incorrect as well. Smt. Vaishali Dhaware commented that the correct information should be put on website and Smt. Nuper Mitra, President ICBE made the observations that website is very important and needs lots of updating and rectifications.Prin. Dr. Judy Grace Andrews, Dr. Sunayana kadle and Dr. Yogita Mandole stated the problems incurred during website updating process and assured to expedite the process of updating and rectifying college website as well as requested all to cooperate in this process.
7. MS. Pradnya Bhosekar shared the details of Vacahan Prerana Din / E library facilities provided to the students. She informed that the students are being helped through the

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Judy


Library Google classroom. She also informed about the n-list and e resources workshop for students

8. Ms. Archana Roy (students' representative): - She spoke about learning of student and the facilities given to them for learning purpose. She informed that all the activities provided enriched experiences to the student . She appreciated the efforts done for giving concessions in payment of fees and for learning to support students during pandemic
9. Any Other: - Prin. Dr.Judy Grace AndrewsInformed that four faculty members Judy Grace Andrews, Smt Sabiha More, Smt Frances Vaidya and Smt. Yogita Mandole have received the best teacher awards for the work done during pandemic. She appreciated contribution of each faculty member and non-teaching staff for their contributions during pandemic. Dr. Andrews extended her thanks to Smt. Nupur Mitra for constant support and motivation. She also mentioned the help rendered by the faculty toward I.J. Patel school students fees payment of Rs1,29,000. She informed MOU for human rights value course development with a M. P. Shah college affiliated tothe SNDT university and appreciated Smt. Sabiha More's Contribution in it.
10. Smt. Sabiha More brought to the notice that our quality enhancement parameter in the area of social index is poor and we need to take up on going project regarding our immediate community based on the philosophy of our founders. Smt. Nupur Mitra President ICBE appreciated the suggestions and suggested to prepare the blue print for this project. She also appreciated the work done presently with respect to various campaigns.

The Meeting was ended by a formal vote of thanks by Smt. Vaishali Dhaware, IQAC coordinator

Vaishali Dhaware  
IQAC co-ordinator

  
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**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

**10<sup>th</sup> May 2021**

**IQAC REPORT 2020-2021**

A Zoom meeting of the Internal Quality Assurance Cell (IQAC) was held on Tuesday 10<sup>th</sup> May, 2021 at 3.00 p.m. to transact the following business:

**AGENDA**

1. To read and confirm minutes of the previous IQAC meeting.
2. To inform about progress of different cells
3. To inform about faculty development programs
4. Any other matter with the permission of the Chairperson.

The following members were present for the meeting.

Dr. Judy Grace Andrews	- Chairperson : Head of the institution
Smt. Nupur Mitra	- Management Member (President, ICBE)
Dr. Smt. Vibhuti Patel	- Stakeholder (Trustee, ICBE)
Smt. Sabiha More	- Representative of Teaching Staff
Ms. Priti S. Chandorkar	- Representative of Teaching Staff
Dr. Sunayana J. Kadle	- Representative of Teaching Staff
Dr. Frances K. Vaidya	- Representative of Teaching Staff
Dr. Smt. Yogita S. Mandole	- Representative of Teaching Staff
Dr. Smt. Pradnya Bhosekar	- Librarian
Shri Gauttam Sawant	- Senior Administrative staff

The following members expressed their inability to attend due personal/ connectivity reasons:-

Smt. Asha Damle- Management Member (Hon. Secretary, ICBE)

During the academic year 2020-2021 in spite of pandemic members of Smt. Surajaba College of education have put in lots of efforts to enhance the quality of education imparted in our institution. Three IQAC cell meetings were held regularly to discuss the work done and seek the guidance from committee members. The first meeting was held on 7<sup>th</sup> July 2021; second one on 10<sup>th</sup> November 2020 and third on 10<sup>th</sup> May 2021. These are the minutes of IQAC meeting held on 10<sup>th</sup> May 2021 and a very brief report about the efforts done by all of us.

*B. D. Shawane*

*IQAC Co-ordinator*

*[Signature]*  
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*[Signature]*



**New Departments/ Cells:-**

Establishment of Universal Value Cell

Establishment of VENTEL Cell

Establishment of SAP Cell

**Awards:-**

**Curricular and co-curricular activities (online mode):-**

Lecture/ Webinar series -02

7<sup>th</sup> Vajubhai Memorial lecture -1

Week long workshops- 02

One day webinars- 02

International Students Webinars - 1

International Panel discussion - 1

Panel discussion - 01

Skill based workshops - 03 VENTEL, SAP

ICT skill-based workshop series - LMS, MOOC, online teaching learning and assessment tools, NDL, N -List, on line libraries and repositories

Competitions VENTEL, SAP- 2 college and 2 state level

Value added courses/certificate course - 3

Online Practice Teaching and internship /SUPW /community work / DLLE

Library - No of collaborative webinars -3 St Teresa's Institute of Education

A was Quiz launched with the Lords universal college on open Education Resources

**Special Program**

Practice teaching Schools were rendered help for training teachers about online education tools.

**Research Activities ( Research/ PhD cell): -**

Expert talks -01

Workshops-

Research Presentations - 04

Researches - B. Ed. Students (online action research)/ Faculty /PhD Scholars

**Infrastructure and other facilities :-**

Major maintenance and repair work was done

BDhaware

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**Enhanced ICT enabled facilities** – G- suite LMS and website development – trinity computers, Gsb automation MIS – Digital Edu, and Quint essential App and online Examination service – teach us, G Scholar Id

Website is Restored. However, collection of data from 2016to2019 and upgradation is in progress.

Mathematics laboratory development – GSB Alumni Association has taken the responsibility for it.

Plan to upgrade Language Laboratory

E content Development:- Faculty is trained to used various ICT software's like OBS studio, Kinemaster, Mindmaster, Draw io etc. through various FDPS and E content is being developed and used by all.

Library :-

Number of new books-40

titles-32

Journals- 23 (renewal subscription is done)

**Students Support :-**

Students Help/ aid Fund– 3 beneficiaries

Sizable reduction in fees due to pandemic :- more than Rs.10000

Concessions to pay fees in Installments

Scholarship facilities for diverse group of students as per Govt. schemes ( backward classes, minorities and EWS)

Group Insurance for students

Book Bank facility

Students Registration – NDL, N List, G suite, G- scholar

Mentor- mentee counselling

Placement:- TET Orientation and training and Value added course, Notifications of recruitments through WhatsApp and placement G class, online Interaction with Employer Institution's authorities and Advice and support sought from alumni

**Faculty Empowerment: - Professional Development and training**

CAS Promotions – 3 (associate professor -1, Stage 2 to 3 – 2)

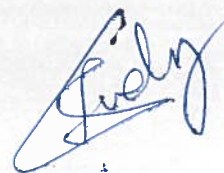
Refresher Courses – 2 YM/PB

FDP/ Short Term Courses :- All Faculty ( UHV, Online Education and MOOC development, NaiTalim- Experiential Learning, VENDEL, SAP Etc.)

Training for G-suite, Quint essential App -Teach us, MKCL – Online examinations

W. Shaware

IAAC Co-ordinator



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Best teachers Awards: - DR. Judy Grace Andrews, Smt. Sabiha More , Dr. Frances Vaidya and Dr. Yogita Mandole

Smt. Sabiha more ;- coordinator for Designing Value added Course For M. P. Shah college, S.N.D.T. University

Smt. Vaishali Dhaware:- DLLE university level Coordinator for 6 Mumbai university affiliated colleges

Dr. Yogita Mandole:- MGNCRE Coordinator for Maharashtra state

Mandatory Audits by Govt. of Maharashtra such as Green audit, Water audit, Energyaudit and Fire audit are in the process.

During this pandemic situation we all have tried our best to enhance quality of education as per our institutional vision and mission.

The Meeting was ended by a formal vote of thanks by Smt. Vaishali Dhaware, IQAC coordinator.



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IQAC Co-ordinator



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