

**Sadhana Education Society's**  
**Smt. Kapila Khandvala College of Education (Autonomous)**  
**The Internal Quality Assurance Cell (IQAC)**

Minutes of the meeting conducted on 22<sup>nd</sup> Dec. 2022

Members present:

- Dr. Jayshree Inbaraj (Principal)
- Dr. Smita Gupta
- Dr. Sheetal Zalte (IQAC Coordinator)
- Dr. Megha D'souza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mrs. Deepali Sarode
- Mr. Rajendra Jadhav
- Dr. Khushpat Jain (Online)
- Dr. Sivamangai

Apologies:

- Mr. Rohit Bhat
- Ms. Rekha Pandey
- Ms. Kavita Sanghvi
- Ms. Pinky Tripathi

**Agenda:**

1. Confirming the minutes of the last meeting
2. Action taken report presentation and discussion
3. Documentation process for AQAR/ NAAC purpose
4. Integrating NEP 2020 suggestions in teacher education curriculum
5. Library initiatives with respect to accreditation
6. Any other discussion with the permission of the chair

The Internal Quality Assurance Cell (IQAC) meeting was held on 22<sup>nd</sup> **December 2022** at **2.00 pm** at the College. The Principal extended a warm welcome to the external and internal team members of the IQAC.

The IQAC coordinator Dr Sheetal Zalte shared a copy of the ATR report of the last meeting. As there were no other observations, the minutes of the previous meeting was approved.

Proposed by : Dr K. Jain

Seconded by: Dr. Sivamangai



## **Learning Management System (LMS)**

The principal shared that college has invested in a new software from Mastersoft. Discussion followed on shifting from MOODLE to Mastersoft LMS. The faculty said they were hoping the new software would be able to integrate the old LMS data into the new.

## **Feedback from stakeholders**

Dr. Gupta emphasized the need to prepare a feedback structure for alumni and internship schools to provide feedback on the syllabus.

It was resolved that the tools for gathering feedback can be the same for the alumni and school principals, and the received feedback will be sent to the Board of Studies (BOS) along with suggestions. Subject-specific feedback can be obtained from subject experts. Dr Sivamangai said the NAAC is particular of feedback from all stake holders and so that is an important parameter that no one should ignore.

## **Credit transfer**

The committee members discussed the possibilities of credit transfers. It was suggested that faculty members identify relevant courses on Swayam and other MOOC platforms. These courses need to be approved by the BOS, and the credits earned through these courses could be transferred to fulfill the total course credit requirements. Dr. Jain emphasized that credit transfer should be based on the guidelines of NEP implementation from the state government and NCTE. So it will make sense to wait and then take appropriate steps in this direction.

## **Four year integrated course**

The Principal shared that according to NEP, the college had applied for a four-year integrated course and fulfilled all the requirements but soon NCTE declared they are not permitting single-discipline standalone colleges. The degree college that we have on our campus may be permitted to apply for it since it runs multidisciplinary courses. Dr. Sivamangai shared that there are various options available for transforming single-discipline institutions into multidisciplinary institutions and teacher education colleges will have to wait for clarity.

## **Optional courses**

Regarding optional courses, the Principal reported that she spoke to another B.Ed. College principal, about collaboration and making more choices available for the students like guidance and counseling, peace education along with action research, environmental education. But the logistics seem challenging. Dr. Jain suggested waiting for clear guidelines, and in the meantime, exploring possibilities of certificate courses.

## **New courses and collaborations**

Information was shared regarding various planned courses and projects:

- Teaching Futuristic Thinking in collaboration with Gordon Academic College of Education (GACE), Israel
- Culture, Literacy and New Media in collaboration with Tata Institute of Social Sciences (TISS).
- M. A. in Educational Leadership program.



The Principal raised concerns regarding the financial requirements for rolling out the courses, marketing, and manpower. Several ideas were discussed. Dr Jain said as an autonomous college now we are expected to become self –sufficient.

### **Projects in the Pipeline:**

- The college has applied for a Project on Digital Badges under Erasmus in collaboration with Gordon Academic College of Education (GACE), Israel (status: reply awaited)
- The Sadhana Education trust the parent body of the college has signed a partnership with UNICEF as an implementing partner for five years. The college is preparing to submit a project on parenting of Adolescents.

### **Policy**

The principal said the policy documents for several areas are necessary and needs to be made as per NAAC. She said few are in place such as infrastructure, recruitment and Prevention of Sexual Exploitation and Abuse (PESA) policies are ready. But does it have to be criteria wise? Both Dr Sivarmangai and Dr Jain said wherever necessary it can be made. It is not necessarily criteria wise.

### **Academic and Administrative Audit (AAA)**

Dr Sheetal asked members for some more clarity on AAA. She said we understand it's important. Dr Sivamangai asked whether the college does the university Academic audit. Dr. Megha confirmed that we do.

### **Streamlining documentation**

The faculty informed that they have just started using the Automation for examination with the help of Mastersoft portal. Mastersoft LMS customization work has started. Initial training for the same has begun.

### **NEP integration in AQAR**

Dr Rajpukar said that new questions related to NEP integration were added to the AQAR in the first part. It is difficult to respond to those questions as they have been added just recently. Dr. Jain clarified that the inclusion of these questions was merely to assess the institutional preparedness towards NEP implementation.

### **Academic Bank of Credit (ABC)**

The status of students' registration for the ABC was discussed. Since the students were in the field for their internship, the registration process is not yet completed.

Resolved that student registrations will be completed after their internship is over.

Proposed by: Dr. Jain

Seconded by: Dr. Rajpurkar



## **Library**

The librarian updated on the new additions to the existing library services. She said a Library orientation is conducted every year, and new additions are made to the collection. The Best Library User Award is given annually. A book exhibition was organized, and open access to free resources and N-list e-resources is available on the library website. During library work, students are given assignments. Information about current library services is available on the blog, and an open public access catalogue is available on the college website. Information literacy sessions are conducted for students, and external library membership is available for outside faculty.

This year a session by the author of "Seven Habits of an Effective Reader" was organized to motivate students to read. The college is a local chapter of Swayam, and online resources are accessible through the LMS. A digital repository has been created.

A training program on reference management tools for Ph.D. students is planned. The college is planning to subscribe more UGC CARE-listed journals, and efforts are being made to obtain an ISSN number for its research publication. The purchase of plagiarism detection software and data analysis software is being considered. Membership of the American library was discussed, but it was noted that it is expensive.

## **Open Educational Resources (OER)**

This year a few voluntary students have been trained to create Open Educational Resources (OERs), and the same is being evaluated by experts. Dr. Sivamangai also mentioned that faculty members need to prepare e-content using the four-quadrant approach.

The meeting ended with a formal vote of thanks to the chair.



**Sadhana Education Society's  
Smt. Kapila Khandvala College of Education (Autonomous)**

**Action taken report on the minutes of IQAC meeting held on 22<sup>nd</sup> Dec. 2022**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
Learning Management System (LMS)	Shifting from MOODLE to Mastersoft LMS	LMS is customised and ready to use.
Feedback on syllabus	Feedback structure to be prepared for Alumni and School principals	In process.
Credit transfer	Relevant courses to be identified on Swayam platform	Relevant courses were identified but due to course and semester duration mismatch.  NEP 2020 guidelines for teacher education institutions are awaited.
Four year integrated course	Possibilities of turning the institutions into multidisciplinary to be followed up checked.	Different courses like M.A. in Education (Development Education), M.A in Educational Leadership is in process.  New guidelines for NEP implementation and guidelines from NCTE are awaited.
Optional/certificate courses	<ul style="list-style-type: none"> <li>• Teaching Futuristic Thinking in collaboration with Gordon Academic College of Education (GACE), Israel</li> <li>• Culture, Literacy and New Media in collaboration with Tata Institute of Social Sciences (TISS).</li> </ul>	<p>The course is rolled out. Awaiting participants</p> <p>The concept note and the syllabus framework is ready. Funding is necessary as development cost is very high.</p>
Academic and Administrative Audit (AAA)	AAA to be conducted for the last two years (2020-21, 2021-22)	The University portal is closed. The College will conduct AAA with the help of outside experts after reopening.
Documentation	Documentation to be streamlined with Mastersoft portals	Mastersoft portals for examination is operational, LMS portal and NAAC portals are customised and ready to use.
Academic Bank of Credit (ABC)	Student registrations to be completed after their internship.	Student registration for both the batches is completed.



**Sadhana Education Society's**  
**Smt. Kapila Khandvala College of Education (Autonomous)**

The Internal Quality Assurance Cell (IQAC)

Minutes of meeting conducted on 22<sup>nd</sup> May 2023

Members present:

- Dr. Jayshree Inbaraj (Principal)
- Dr. Sheetal Zalte (IQAC Coordinator)
- Dr. Megha D'souza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mr. Rajendra Jadhav
- Dr. Khushpat Jain (Online)
- Mr. Rohit Bhat (Online)
- Ms. Rekha Pandey (Online)

Apologies:

- Dr. Smita Gupta
- Mrs. Deepali Sarode
- Dr. Sivamangai
- Ms. Kavita Sanghvi
- Ms. Pinky Tripathi

**Agenda:**

The agenda for the meeting is as follows:

1. Review of the activities of the year 2022-23
2. Status of AQAR
3. Discussion on Academic and Administrative Audit (AAA)
4. NEP based planning for the curriculum.
5. Any other matter with the permission of the Chair.

Dr. Zalte presented the action taken report on the points arising out of the minutes of the last meeting. The committee members confirmed the minutes of the last meeting.

**Review of the activities of the year 2022-23**

The activities conducted by the various departments of the college were presented. Mr. Rohit enquired whether the college has a heritage club and suggested forming one. He shared that some branches of children academy group of schools have heritage club that is led by the history teachers. The various activities are conducted by the club with the objective of inculcating the love for the heritage. Ms. Rekha Pandey shared that her school too has a heritage club and has a consultant who organises the walks to the heritage sites.



### **Sound trail**

Dr. Inbaraj shared the details of the workshop on sound trail conducted by Prof Hamish Sewell from Australia for the student teachers.

Decision: Establish Heritage club in the college led by History/ Social Studies teachers

### **School internship**

Dr. Megha provided the details of the school internship program and shared initiatives like incorporating SDGs and critical thinking tools in the lesson practice. She also discussed the practice of peer tutoring followed by the department.

### **Examination**

Dr. Rajpurkar explained the set-up of the examination cell, evaluation pattern and the procedures followed. He shared that the examination cell has successfully conducted examination for all the four semesters under autonomy and the result of the semester four will be declared soon.

### **Status of AQAR**

Dr. Zalte reported that the work regarding AQAR 2021-22 is ongoing and hopefully the college will submit the AQAR before the deadline i. e. before 31<sup>st</sup> May 2023.

### **Academic and Administrative Audit (AAA)**

Dr. Zalte shared that the College conducts academic audit through University portal every year. But the University portal is closed. Therefore the College will conduct AAA with the help of outside experts after reopening.

**Decision:** To conduct AAA after reopening.

### **Aligning curriculum to NEP**

Dr. Zalte shared that she, Dr. Megha Dsouza and the Principal attended various meetings conducted by the NEP steering committee members but there are no clear guidelines for the teacher training institutions to proceed further. Dr. Inbaraj shared that there is meeting scheduled by NCTE for teacher education institutions on 2<sup>nd</sup> June 2023 and she is hoping for more clarity.

Dr. Jain shared that the NEP guidelines are issued only for the Arts, Com. and Science colleges and they are expected to begin the implementation from the academic year 2023-23. So it's difficult to predict anything for the teacher training institutions.

On enquiring about the guidelines for the schools Mr. Rohit Bhat shared that they received the National Curriculum Framework (NCF) but no guidelines from the education department. The school is taking initiative and planning to integrate the important aspects in the syllabus.



## **Concerns about becoming a multidisciplinary institution**

Dr. Inbaraj expressed her concern regarding the identity of teacher education institutions, employee job security, and the risk of missing out on intensive training provided by teacher education institutes. She briefed the committee members on unease over mergers, merger models to be adopted, and the identities of institutions after mergers, among other things.

Dr. Jain stated that the employees' jobs would be maintained. He emphasised the need for autonomous institutions to be financially self-sustaining and recommended they explore new opportunities to grow.

## **Ideas related to certificate/ optional courses**

On enquiring about the demanding areas where the college can offer courses, Ms. Rekha Pandey shared that the training is needed in the area of special education. She shared that her school has a collaborating partner in UK which is a special school. The Principal of the partner school comes down alternate year and conducts training sessions for the school teachers. Ms. Rekha Pandey shared that the student teachers need to be made aware about differentiated teaching. She invited the college faculty and students to visit the resource centre of her school.

Mr. Rohit Bhat agreed to Ms. Pandey and shared that the training needs to be provided in the area of special needs, counselling and artificial intelligence (AI). He shared that they appointed more number of counsellors to support the students with special needs and has an outside occupational therapist coming to one of his schools to support the CWSN.

Dr. Inbaraj enquired about the infrastructural modification the schools have made for the children with special needs. Responding to this, Ms. Pandey shared that they have designed a few rooms for this purpose. According to her it requires smart designing and not very expensive.

**Decision:** to organize a visit to the resource centre of Udayachal school.

## **Documentation**

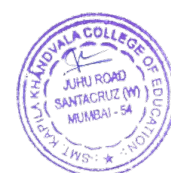
Dr. Jain advised to study the NAAC portals and the metrics and maintain the documentation accordingly. He also suggested to keep track of the documentation during the process. He shared that the College needs to devise the feedback forms as per the parameters given by the NAAC.

**Decision:** to conduct a session with Dr. Jain on documentation for the NAAC purpose.

Mr. Rohit stressed the need to make the student teachers aware about Protection of Children from Sexual Offences Act (POCSO Act) and agreed to share the material he has for this purpose.

Dr. Inbaraj shared with the committee members that the College has received funding for a research project in collaboration with UNISEF. She mentioned another project on sustainable development under Erasmus. She appealed the committee members to send their 1 or 2 teachers for the course offered by the college on future thinking skills.

The meeting ended with a formal vote of thanks to all the members of the committee.





**Sadhana Education Society's  
Smt. Kapila Khandvala College of Education (Autonomous)**

**Action taken report on the minutes of IQAC meeting held on 22<sup>nd</sup> May. 2023**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
Heritage Club	Establish heritage club by History/ SS teachers	Heritage club has been set up in the College.
AQAR	Timely submission	AQAR 2021-22 submitted successfully on 30 <sup>th</sup> July 2023.
Academic and Administrative Audit (AAA)	Conduct AAA after reopening of the college	AAA for the two academic years 2021-22 & 2022-23 was conducted successfully on 28 <sup>th</sup> July 2023.
Visit to the resource centre	Organize a visit to the resource centre of Udayachal School, Vikhroli	Visit is planned in March 2023.
Session on efficient ways for documenting for NAAC	Organize a session by Dr. Jain	To be done.



Sadhana Education Society's  
**Smt. Kapila Khandvala College of Education (Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**  
**Minutes of the IQAC Internal meeting conducted on 24th June 2022**

**Members present:**

- Dr. Jayashree Inbaraj (Principal)
- Dr. Smita Gupta
- Dr. Sheetal Zalte (IQAC Coordinator)
- Dr. Megha Dsouza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mr. Ravi Mishra

**Agenda:**

1. Status of AQAR Work
2. Meetings of the statutory bodies
3. Six Monthly reports to UGC for autonomy
4. Website Updation and Configuring MIS and LMS data with Mastersoft
5. Academic Calendar
6. Any other matter with the permission of the Chair

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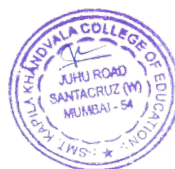
**Minutes:**

The meeting began with welcoming the committee members.

The committee members confirmed the minutes and action taken report for the last meeting.

**Status of AQAR Work**

The faculty incharge of each criteria updated the status of the work done as per their respective criteria. Dr. Inbaraj requested the faculty members to upload the data on the NAAC portal. She emphasized that the academic year 2021-22 will be counted for the five years assessment for next NAAC hence it is important that each department should plan the activities considering the new AQAR format and NAAC requirements.



Dr. Zalte suggested creating a common shared folder for streamlined data sharing.

**Decision:** To expedite the AQAR 2021-22 work and upload the information on NAAC portal.

### **Meetings of the statutory bodies:**

Dr. Inbaraj shared that an autonomous institution should organize two meetings of all the statutory bodies in a year. Dr. Zalte suggested making faculty members incharge of the different committees so that this aspect will be taken care off. The responsibilities were assigned as follow:

- Board of Studies (BOS)- Dr. Smita Gupta
- Academic Council- Dr. Ruchi Mittal
- Governing Body – Dr. Sheetal Zalte
- Finance Committee- Dr. Megha Dsouza
- Board of Examination- Dr. Sunil Rajpurkar

The respective faculty incharge were asked to plan and ensure timely meetings.

**Decision:** The faculty members need to ensure timely meetings of the statutory bodies/committees.

### **Submission of Autonomy report to UGC**

Dr. Inbaraj shared that the college needs to submit the six monthly autonomy report to UGC. She informed the committee members that the reports are in process and will be finalized soon.

### **Website Updation and Configuring MIS and LMS Data with Mastersoft:**

A discussion was carried out on keeping the college website updated with the recent information. There was a felt need for the training session of the Mastersoft modules.

Dr. Inbaraj informed the members that the Moodle support for LMS will be extended for two more months to allow for customization and backup integration.

**Decision:** It was decided to organise two demonstration and training sessions for Mastersoft LMS (ITLE) and NAAC portal.



**Academic Calendar:**

The discussion was carried out on academic planner. Dr. Inbaraj suggested all the faculty members to add their departmental activity dates to the academic calendar/planner for later discussion and finalization.

**Funded research projects**

Dr. Jayashree Inbaraj encouraged the faculty members to apply for sponsored research projects.

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



**Sadhana Education Society's**  
**Smt. Kapila Khandvala College of Education (Autonomous)**

**Action taken report on the minutes of IQAC internal meeting held on 24<sup>th</sup> June 2022**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
<b>AQAR Work</b>	To expedite the AQAR 2021-22 work and upload the information on NAAC portal.	The faculty members started uploading the AQAR data on NAAAC portal
<b>Meetings of the statutory bodies:</b>	The faculty members need to ensure timely meetings of the statutory bodies/committees.	The meeting for all the bodies were conducted.
<b>Six Monthly reports to UGC for autonomy</b>	Report to be prepared and sent to UGC	The report is being prepared.
<b>Website Updation and Configuring MIS and LMS Data with Mastersoft</b>	To organise two demonstration and training sessions for Mastersoft LMS (ITLE) and NAAC portal.	The training sessions for Mastersoft NAAC and LMS portal were held on 6 <sup>th</sup> and 20 <sup>th</sup> August.



Sadhana Education Society's  
**Smt. Kapila Khandvala College of Education (Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**

**Minutes of the IQAC Internal meeting conducted on 20th May 2023**

**Members present:**

- Dr. Jayashree Inbaraj (Principal)
- Dr. Smita Gupta
- Dr. Sheetal Zalte (IQAC Coordinator)
- Dr. Megha Dsouza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mr. Ravi Mishra

**Agenda:**

1. Status of AQAR 2021-22
2. Status of Academic and Administrative Audit (AAA)
3. Implementation of NEP 2020
4. Any other matter with the permission of the chairperson

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The meeting began by welcoming the committee members.

The committee members confirmed the minutes and the action taken report for the last meeting.

**Status of AQAR 2021-22.**

The faculty members updated their progress on their respective criteria for AQAR 2021-22 and discussed issues and suggestions related to their respective criteria. The best practices for criteria 7 were discussed. The format for the presentation of the student satisfaction survey on the college website was finalized. The need for more IQAC internal meetings was highlighted.

**Decision Taken:**

1. All the information that staff have with respect to their criteria has to start uploading on the NAAC AQAR portal under their respective criteria so that the IQAC can get a holistic picture of the progress of work.
2. Analysis of the student satisfaction survey as per Google form analysis will be put on the website and a link will be given to NAAC under respective criteria.



### **Status of AAA**

Dr. Zalte provided an update on the progress of the AAA work for the academic years 2021-22 and 2022-23. She highlighted concerns regarding gaps in data and emphasized the importance of sharing departmental files at the end of the academic year to facilitate the AAA process. Additionally, Dr. Inbaraj informed the committee about tentative AAA dates available in July.

**Decision Taken:** The committee decided to schedule the academic and administrative audit for the month of July."

### **Implementation of NEP 2020**

Dr. Inbaraj informed everyone that the College is expecting to get NEP implementation guidelines from NCTE which need to be worked on and the academic reorganization plan has to be ready for submission within 10 days after it comes as 23-24 is the implementation year. She informed the committee members about an upcoming meeting between NCTE members and Maharashtra state teacher education institutions (TEIs) on the 2<sup>nd</sup> and 3<sup>rd</sup> of June and further steps will be clear only after the meeting.

### **Decision Taken:**

1. College will wait for the NCTE - TEIs meeting and plan when NEP 2020 guidelines for TEIs will be released.
2. Principal along with Dr Zalte will attend NCTE - TEIs Meeting on 2nd and 3rd June 2023.

The meeting ended with a vote of thanks to the chair and members present.



**Sadhana Education Society's**  
**Smt. Kapila Khandvala College of Education (Autonomous)**

**Action taken report on the minutes of IQAC internal meeting held on 20<sup>th</sup> May 2023**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
<b>Status of AQAR 2021-22.</b>	To expedite the AQAR 2021-22 work and upload the information on NAAC portal.	The faculty members started uploading the AQAR data on NAAAC portal.
	To upload the analysis of the Student Satisfaction Survey on the college website instead of excel sheet.	The analysis of SSS uploaded on the college website.
<b>Status of Academic and Administrative Audit (AAA)</b>	To schedule the academic and administrative audit for the month of July	Academic and administrative audit for both the academic years was conducted on 28 <sup>th</sup> July 2023
<b>Meetings of the statutory bodies</b>	The faculty members need to ensure timely meetings of the statutory bodies/committees.	The meeting for all the bodies were conducted.
<b>Submission of Autonomy report to UGC</b>	Report to be prepared and sent to UGC	The report is being prepared.
<b>Website Updation and Configuring MIS and LMS Data with Mastersoft</b>	To organise two demonstration and training sessions for Mastersoft LMS (ITLE) and NAAC portal.	The training sessions for Mastersoft NAAC and LMS portal were held on 6 <sup>th</sup> and 20 <sup>th</sup> August.

