



Sadhana Education Society's
Smt. Kapila Khandvala College of Education (Autonomous)
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 20th December 2023

Members present:

Dr. Khushpat Jain (Online)

Prin. Kavita Sanghvi (Online)

Prin. Pinky Tripathi (Online)

Dr. Sunil Rajpurkar

Mr. Ravi Mishra

Dr. Inbaraj welcomed all the committee members.

The committee members confirmed the minutes of the last meeting held on 22nd May 2023 and the action taken report (ATR)

Proposed by Prin. Kavita Sanghvi

Seconded by Dr. Khushpat Jain

Establishment of heritage club:

Dr. Inbaraj reported that she has oriented the history students about the heritage club, and they are enthusiastic about it. She shared her thoughts on not restricting the activities to heritage visits, heritage points, and SDGs, but expanding the concept of heritage to include various activities so that science and math students can also find connections. The respective teachers are working on implementing this plan.

Decision: To support the expansion of activities within the Heritage Club to ensure participation of students across various disciplines.

Proposed by Dr. Jayashree Inbaraj

Seconded by Prin. Kavita Sanghvi

Academic and Administrative Audit (AAA)

Dr. Zalte Shared that the college faculty members discussed the possibilities of conducting AAA once in two years due to the financial implications. But all the faculty members felt that it is better to conduct the AAA annually.

Decision: To conduct AAA annually.

Proposed by Dr. Sheetal Zalte

Seconded by Dr. Khushpat Jain

Annual Quality Assurance Report (AQAR) 2022-23

Dr. Zalte updated the progress of the AQAR 2022-23 and expressed that it will be uploaded before the deadline.

Readiness for multidisciplinary set up

Dr. Zalte informed the committee members about the recent meeting regarding cluster university conducted by the government authorities and steering committee meant for implementation of NEP 2020. She shared that due to associated technicalities and criteria to be fulfilled the college does not fit into the said scheme. Merger is the next option, with guidelines from NCTE awaited. Dr Inbaraj shared that Merging with Raheja College under the same trust is a possibility. This would allow offering B.A./B.Com. B.Ed. programs. However, B.Sc. B.Ed. might require an MOU with another college since Raheja college do not have science stream programmes. According to her by 2026 the merger may become reality.

Dr. Jain emphasized the importance of autonomy during this transition phase, as branding and student response could be affected by de-affiliation.

Dr. Inbaraj mentioned waiting for NCTE guidelines on MOUs or complete mergers, considering financial implications.

Decision: The committee resolved to await further guidelines from the NCTE regarding the possibility of merger or alternative arrangements.

Proposed by Prin. Dr. Jayashree Inbaraj

Seconded by Dr. Khushpat Jain

B.Ed. Curriculum Revision:

Dr. Zalte shared that the college needs to revise the B Ed curriculum but unable to bring substantial changes in the curriculum due to uncertainty about the program format (2-year, integrated, etc.).

Dr. Inbaraj updated the committee members regarding the two courses recently approved in BOS.

- **Early Childhood Care and Education (ECCCEd):** Currently offered to army jawans' wives, with potential for pan-India expansion.
- **M.A. Education (Development Education):** Expected to begin from June 2024 in face-to-face mode, transitioning to a hybrid model with 40% online learning in the second year as recommended by UGC.

Innovative practices

Dr. Zalte informed the committee members that the college is actively involved in YEWS (Youth Engagement in Water Stewardship) and water conservation practices. The college Green Club surpassed expectations for the YEWS programme, engaging in additional initiatives like organic terrace gardening and water conservation sessions during student teacher internships. Students are delivering outdoor lessons using the garden as a resource. There are possibilities to expand this program to other schools in the vicinity.

Dr. Inbaraj informed the committee members that Dr. Nati Kranot, the principal of an agricultural college in Israel, delivered a demonstration on an experiential lesson using a terrace garden, which was well-received. She suggested Prin. Kavia Sanghvi to send some of her teachers to deliver the outdoor lessons and suggested that we can video record and add it to the resources to be used by the students to which Prin. Sanghvi agreed.

Dr. Inbaraj highlighted the need for funding for maintenance costs like watering, fertilizers, seeds, and soil. Dr. Jain suggested exploring bank CSR (Corporate Social Responsibility) funds for supporting the terrace garden.

Decision: To explore the CSR funding from various corporates.

Proposed by Prin. Dr. Khushpat Jain

Seconded by Dr. Jayashree Inbaraj

Research initiatives

UNICEF-Funded Research Project:

Dr. Inbaraj shared that the college received a grant of ₹72 lakhs to conduct research on parenting in lower socio-economic groups. The project identified parental confusion and the absence of fathers due to work commitments. Interventions like principal forums, parent academy, and resource materials like booklets on parenting, games and activities, nutrition and health are being developed. These will continue until February 2024. UNICEF's five-year partnership with Sadhana Education Society opens doors for future projects.

Decision: The committee acknowledged the importance of the research project and suggested disseminating the findings.

Proposed by Prin. Kavita Sanghvi

Seconded by Dr. Khushpat Jain

Dr. Zalte informed the committee that the college submitted a research proposal under the ERASMUS program, awaiting approval.

Faculty development program

Dr. Zalte informed the committee members about the details of the FDP programs conducted and scheduled by College IQAC.

- Outcome-Based Education (OBE) Session: The College IQAC organized a session on OBE calculation, led by the principal of St. Teresa's Institute of Education.
- Upcoming Staff Development Program: A workshop on "Theatre for Change" is planned for December 30th, 2023, for non-teaching staff. The focus will be on using theatre techniques to address workplace behavior and challenges.

Dr. Inbaraj proposed a session on Artificial Intelligence (AI) by a faculty member from TISS for the next year.

Decision: The committee agreed to proceed with the planned FDPs and staff development sessions as outlined.

Proposed by Prin. Kavita Sanghvi

Seconded by Dr. Khushpat Jain

Infrastructure for competitive exam:

Dr. Inbaraj inquired about using the college's existing infrastructure to conduct competitive exams and generate revenue. Dr. Jain requested details on the available facilities and promised to inform the college of any suitable exam opportunities.

Decision: The committee resolved to investigate the feasibility of utilizing existing infrastructure for competitive exams.

Proposed by Dr. Jayashree Inbaraj

Seconded by Dr. Khushpat Jain

Admissions

Dr. Inbaraj reported a slightly earlier admissions in the academic year 2023-24 and expressed hope for the trend to continue. However, she raised concerns about the increasing number of B.Ed. applicants seeking attendance concessions.

Sharing of expertise

Dr. Jain suggested collaborating with recently privatized higher educational institutions that lack trained teachers. The college could offer short-duration training programs for these teachers.

The meeting concluded 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 meeting held on 20th December 2023

Point of discussion	Decision taken	Action taken
Heritage Club	To support the expansion of activities within the Heritage Club to ensure participation of students across various disciplines.	A quiz competition on heritage of India is planned by the club for all students.
Academic and Administrative Audit (AAA)	To conduct AAA annually.	AAA work is scheduled to commence after the AQAR 2022-23 is uploaded
Readiness for multidisciplinary set up	The committee resolved to await further guidelines from the NCTE regarding the possibility of merger or alternative arrangements.	<ul style="list-style-type: none"> • The discussion with the degree college and the management regarding the possibility of merger or alternative arrangements is ongoing. • Negotiations for the continuation of the ECCEd program are underway, with financial aspects being finalized. • The M.A. Edu (Devt. Edu) program is scheduled to commence in the upcoming academic year.
Terrace garden	To explore the CSR funding from various corporates.	The CSR possibilities have been explored and discussions are ongoing to secure the funding.
UNICEF-Funded Research Project	The committee acknowledged the importance of the research project and suggested disseminating the findings.	Final reports submitted. Booklets are currently being prepared for the dissemination of the findings.
Faculty development program	The committee agreed to proceed with the planned FDPs and staff development sessions as outlined.	A workshop on 'Theatre for Change' was successfully conducted for non-teaching staff on December 30th, 2023, as part of the planned FDPs.

Infrastructure utilization for competitive exam	The committee resolved to investigate the feasibility of utilizing existing infrastructure for competitive exams.	The size limitations of the facilities, such as room capacity and the number of computers available, pose restrictions on the feasibility of hosting competitive exams.
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Sadhana Education Society's
Smt. Kapila Khandvala College of Education (Autonomous)
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting held on 17th May 2024

Members present:

Dr. Jayashree Inbaraj
Dr. Khushpat Jain
Prin. Kavita Sanghvi (Online)
Prin. Rekha Pandey
Dr. Sheetal Zalte
Dr. Megha Dsouza
Dr. Sunil Rajpurkar
Mr. Ravi Mishra

Dr. Inbaraj welcomed all the committee members.

The committee members confirmed the minutes of the last meeting held on 20th Dec. 2023 and the action taken report (ATR)

Proposed by: Dr. Megha Dsouza

Seconded by: Dr. Khushpat Jain

Report of the POA achievements of 2023-24.

Dr. Zalte presented the criteria-wise Plan of Action (POA) along with the achievements for the year 2023-24.

Criteria I

Dr. Zalte shared that the college is in the process of calculating the achievement of outcomes for a few courses. It will soon be implemented for all courses.

Initiate new courses

M. A. education and ECCE programme are ready to start. Dr. Inbaraj requested the committee members to share the brochure of the programme in their circle. She made them aware about

the focus of the programme. University has approved the programme and we will begin in the month of June. We are waiting for budgets from the management. The timings would be convenient for the candidates. She expressed concern over the increasingly competitive atmosphere, with various principals promoting new courses. Army people have shown interest in taking the ECCE programme forward. The course is open for graduates from any stream provided they complete the required bridge course.

Integrating SDG in the curriculum

Student teachers are integrating SDGs in their lesson plans and A few students have initiated action research projects focused on garden. The student teachers are carrying out various activities during their school internship.

Criteria 2

LMS

Course delivery using LMS. Dr. Zalte reported that the institution has licensed version of mastersoft LMS. However, due to technical issues, it is not fully functional. Hence she has designed her own LMS for a few courses using Google classroom.

Feedback on curriculum

Dr. Zalte reported that student feedback is regularly collected for all courses and activities, but feedback from other stakeholders, like alumni, is still needed. Faculty members plan to gather feedback from various stakeholders soon. Dr. Inbaraj questioned how constructive parent feedback would be, while Dr. Dsouza noted the need for stronger alumni engagement. Dr. Jain emphasized the importance of involving more stakeholders for NAAC purposes and outlined the feedback process: collecting, analyzing, summarizing (ATR), and submitting to authorities like NCTE. It was agreed to seek feedback from a wider range of stakeholders, including professional parents and engaged alumni.

A concern was shared by the faculty members that too many feedback sheets are to be filled by the students that is overwhelming for the students sometimes. Dr. Jain suggested taking comprehensive feedback rather than course wise feedback. He informed the committee members that as per the new structure instead of curriculum feedback institutional feedback is required.

Decision taken

All the members agreed to prepare a single feedback form per semester instead of separate feedback forms for each course.

Proposed by: Dr. Jayashree Inbaraj

Seconded by: Dr. Khushpat Jain

Terrace garden as a learning resource

Dr. Zalte reported that the college has successfully initiated the terrace garden. Lessons have been conducted in the garden by pre-primary, primary teachers, and by a student teacher for secondary section, with two student teachers completing action research on the theme. She suggested expanding the resource to nearby schools if additional funding is secured. Dr. Inbaraj

commended the student-led sessions, and Dr. Jain proposed making this a co-curricular activity under NEP 2020. Prin. Rekha Pandey shared how her students used the school building to teach architectural mathematics. The members appreciated the students and requested Prin. Pandey to share the resource to which she agreed. She also shared that the produce from their garden is being used in the school canteen.

Strengthening teaching learning by integrating ICT

Dr. Zalte reported that the college faculty is conversant in ICT and uses it extensively for teaching-learning. This year the college has strengthened the student e-portfolios and followed it up for regular updating so that they could be used for placement purpose.

In language lab we have licensed software which is being used by the student teachers who need additional language support. The guest lectures are organized where the resource people train the student teachers to integrate various ICT tools in teaching learning. The student teachers make video lessons using these tools and these videos are given to the schools. The college has a repository of selected videos that are uploaded on YouTube for private circulation.

Criteria III

UNICEF project

Dr. Zalte shared that the college has secured a research project in collaboration with UNICEF, led by Dr. Nilesh Chatterjee. The project focuses on parenting adolescents, with key findings revealing that fathers primarily see themselves as breadwinners, mothers' well-being is impacted by excessive interaction, and parent-child communication is strained. The intervention aims to involve parents more in adolescent development. A Parenting Academy is being developed with a website offering resources for parents, teachers, and frontline workers, featuring 45 chapters with videos, theory, self-assessment quizzes, and interactive games.

Leadership in parental involvement (LIPI)

Identifying the role the schools need to play in parenting of the adolescents the team invited the principals and the teachers to suggest activities that they can play with child and the parents. Health check-ups were conducted. The website will have inbuilt feature for translation which will help reach the parents concerned who are mainly from a lower socio-economic strata.

Session for the research scholars

Two alumni members shared their research findings with the research scholars. Regular RAC meetings are conducted. Dr. Inbaraj informed the committee that the college got 9 more seats for Ph. D. programme. So total 33 seats. To publish research work in reputed journals. Less no. of journals in the discipline of education. Dr. Jain advised the faculty members to focus on publishing one good paper per year.

The Institutional Ethics Committee is appointed to regularly monitor research work.

Training and support for faculty members

IQAC has organized training and demonstration sessions for the faculty members on mastersoft LMS. Faculty members have N-List access to utilize a wider range of academic databases.

Student support

Counselling facilities are provided in dual mode as students are not able to meet the counsellor during their internship which is considerably long period. Students can take prior appointment students can avail the online counselling through phone or virtual meeting.

CET orientation

CET orientation was conducted for the prospective B. Ed candidates. Dr. Dsouza oriented the committee members regarding the nature of the training provided. Dr. Inbaraj shared a concern over the rising costs associated with hiring external experts for training programs. Dr. Jain advised that the college needs to generate funds. He suggested developing a training programs for faculty members in autonomous degree colleges and sell it. This is required as the faculty members from Degree College are not trained and these institution do not have trainers.

Alumni get together was organised. Alumni newsletter was published. The alumni members are planning for fund raising drive.

Criteria 6

Research and consultancy policy

The research and consultancy policy was formulated.

Staff development programs

- A session on Outcome-Based Education was conducted for the teaching staff.
- A session titled "Theatre for Change" was conducted for the non-teaching staff.

Promoting research culture

IQAC coordinator keeps sharing the information regarding funded projects with the faculty members. Funded research projects are taken up by the college.

Shared database

Challenges were faced with document management, prompting the IQAC to initiate the creation of a shared database. Thus, the IQAC initiated the creation of a common database. All the faculty members are expected to upload their departmental data in the shared folder.

Audits

Dr. Inbaraj informed the members that the college is expected to conduct gender audit. Dr. Jain suggested that he can recommend someone to assist with the audit. Dr. Zalte expressed the need for conducting the other audits as well like green audit that is expensive.

All key activities and POA points were reviewed and approved by the committee.

Proposed by: Dr. Sunil Rajpurkar

Seconded by: Dr. Khushpat Jain

Update on examination in the autonomous system

Dr. Sunil Rajpurkar provided the review of the examination system followed by the college under autonomy. The college has completely functional examination cell that takes care of sessional (internal) and semester end examination. Dr. Rajpurkar has visited the university examination cell, understood the system and set the processes for the regular as well as ATKIT exams. Examination committee has been established. All the examinations were successfully conducted by the cell. The mark sheets were printed in-house as per the protocol and required security features. The degree distribution ceremony was successfully organised by the examination cell. Accounts are maintained for the fees collected, remuneration and other relevant expenses. He shared the results of the first autonomous batch.

Academic Bank of Credit (ABC)

Dr. Rajpurkar shared that the college has registered on NAD. The orientation is conducted for the students every year. The students are registered in the portal and their ABC Ids are generated.

Discussion on integration of Indian Knowledge System (IKS).

A short certificate programme is introduced by the college. Dr. Inbaraj suggested by the government to orient students to Indian ethos but with a broader vision. The expert Dr. Sunita Patil is a specialist. She put 30 hrs programme together for the students. Dr. Inbaraj raised a concern over offering so many certificate programmes since all courses are expected to be of 30 hrs which becomes difficult along with the current B. Ed. Syllabus. Dr. Jain suggested to have one programme covering various aspects rather than separate courses for each aspect. Keep different modules for each aspect.

Implications of a new accreditation system by NAAC.

Dr. Jain advised waiting for the revised guidelines for the teacher education institutions. He stressed that the new guidelines are outcome based that makes accreditation more challenging and competitive. In future the central government is planning to conduct the common entrance tests for all the programme. Hence the grade acquired by the college will become important.

Academic and Administrative Audit (AAA)

Dr. Zalte reported that the IQAC is preparing the AAA proforma and the audit will be conducted in the first half of the next academic year. Dr Inbaraj shared the feedback from the last audit. The committee appreciated the work done by the college. Dr Jain advised to write a complete report and publicize it through newspapers and other media.

Annual Quality Assurance Report (AQAR)

Dr. Zalte shared that the AQAR for the year 2022-23 has been uploaded successfully on 11th of May 2023.

Revision of the constitution of the new IQAC committee

Dr. Zalte informed the committee members that, as per the guidelines, the tenure for external members of the IQAC (Internal Quality Assurance Cell) is two years. Since the current term of the external members has concluded, it is necessary to revise and reconstitute the committee to ensure compliance with the stipulated norms.

Proposed by: Dr. Sunil Rajpurkar

Seconded by: Dr. Khushpat Jain

Setting up a multidisciplinary unit

Dr Inbaraj shared with the committee members that if the college merges with a degree college, it will lose its name. According to the management member the college can continue the same name as a department name. When she checked with some other institutions and the principals she understood that it is better to maintain the 2 (f) and 12 (b) status since the grants and salaries in the future would be connected to it. She attended a recent meeting where it was suggested to sign MoUs with the other institution rather than merging. It seems difficult because if the college would go for Integrated Teacher education Programme (ITEP) the degree college faculty would teach the discipline specific courses and B. Ed. College teachers would teach pedagogy courses.

According to one expert who shared the SOP for this process, the college needs to pass it through the governing body and then the principal of the degree college needs to apply for ITEP. She shared that the degree college needs to apply for ITEP course and B.Ed. College needs to support it. Hence all concerned people need to have a meeting to discuss regarding the various issues involved.

Dr. Jain informed the committee members that in future all the colleges will have to go for University system and there won't be any affiliated colleges. The degree colleges have no option but to become multidisciplinary and incorporate education colleges.

It was agreed to conduct a meeting with the management and the degree college authorities to initiate the transformation of the college into a multidisciplinary unit.

Proposed by: Dr. Sunil Rajpurkar

Seconded by: Dr. Khushpat Jain

The meeting ended with a formal vote of thanks proposed by the IQAC coordinator.

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

Action taken report on the minutes of IQAC meeting held on 17th May 2024

Point of discussion	Decision taken	Action taken
Course feedback	To prepare a single feedback form per semester instead of separate feedback forms for each course.	The feedback form is ready for the semester III and will be implemented at the end of the semester.
Revision of the constitution of new IQAC committee	To revise the IQAC committee	<ul style="list-style-type: none"> • A new committee for the IQAC was constituted in accordance with the guidelines. • Appointment letters were issued and sent to the newly inducted members.
Setting up a multidisciplinary unit	To conduct a meeting with the management and the degree college authorities to initiate the transformation of the college into a multidisciplinary unit.	<ul style="list-style-type: none"> • A meeting was conducted with the management representative, principals and senior faculty members of both the institutions and experts in the field. The report was submitted to the management. • A resolution regarding Integrated Teacher Training Program (ITEP) was passed in the management meeting. • Necessary documentation has been completed for the ITEP application. • The management needs to take the decision.
Revenue generation	Developing a training program for faculty members in autonomous degree colleges.	<ul style="list-style-type: none"> • The college faculty developed a training program for BMN College, an autonomous institution recognized as a College with Potential for Excellence by the UGC. • The training program was designed based on the specific needs communicated by the faculty members of BMN College. • Principal Dr. Jayashree Inbaraj conducted training in pedagogic leadership for the faculty members of L.S. Raheja autonomous college.

New accreditation system by NAAC	To wait for the revised guidelines for the teacher education institutions	<ul style="list-style-type: none"> • The revised guidelines for teacher education institutions have not yet been issued by NAAC. • To provide information to the faculty, the IQAC shared the framework of the binary accreditation system with all faculty members.
Academic and Administrative Audit (AAA)	Feedback to be shared with the management	<ul style="list-style-type: none"> • The AAA visit is scheduled on 23rd Dec. 2024. • The feedback of the audit committee will be shared with the management in upcoming meetings.



Sadhana Education Society's
Smt. Kapila Khandvala College of Education (Autonomous)
Internal Quality Assurance Cell (IQAC)
Minutes of the meeting conducted on 6th Nov. 2023

Members Present:

Dr. Jayashree Inbaraj

Dr. Smita Gupta

Dr. Sheetal Zalte

Dr. Megha Dsouza

Dr. Sunil Rajpurkar

Mr. Ravi Mishra

Ms. Deepali Sarode

Leave of absence:

Dr. Ruchi Mittal

Academic and Administrative Audit (AAA)

The group deliberated on the frequency of conducting the AAA, considering the financial implications. It was unanimously agreed among all faculty members that conducting the audit annually would be more beneficial, allowing for immediate completion of tasks pertaining to that year.

Decision: To conduct AAA annually. The departmental files are to be submitted in the month of May each year.

Annual Quality Assurance Report (AQAR) 2021-22

Dr. Inbaraj informed the committee that the report was successfully updated and submitted on the NAAC portal. Furthermore, Dr. Zalte confirmed that the report has been accepted by NAAC.

AQAR Criteria redistribution:

In light of Dr. Gupta's retirement in July 2024, the distribution of AQAR criteria was revisited. Dr. Zalte proposed changes to the distribution. The following allocation was unanimously accepted by all faculty members for implementation starting from AQAR 2022-23:

Criteria 1- Dr. Smita Gupta will guide Ms. Nikita Gomes. Dr. Zalte will provide assistance whenever needed.

Criteria 2- Dr. Megha Dsouza & Dr. Ruchi Mittal

Criteria 3- Dr. Sunil Rajpurkar

Criteria 4- Ms. Deepali Sarode

Criteria 5- Mr. Ravi Mishra

Criteria 6- Dr. Ruchi Mittal & Ms. Upasna Roy will assist Dr. Jayashree Inbaraj

Criteria 7- Dr. Sheetal Zalte

Dr. Inbaraj notified the group that Ms. Ranjana Malla, previously involved in AAA documentation, will no longer be available full-time for this purpose. Consequently, Ms. Deepali Sarode has been introduced to the IQAC and will assist in documentation efforts.

Centralized database & documentation

A common space for sharing data was proposed by Dr. Zalte to streamline the compilation process. It was suggested that following every event, all related records should be submitted within 15 days, or at maximum, 30 days after the conclusion of the event. This data would then be shared with all faculty members to create a shared database necessary for AQAR and other record-keeping purposes.

Dr. Zalte shared that she has developed formats for maintaining records and will distribute them for feedback from all faculty members. Once finalized, these formats could be used regularly for maintaining data from the academic year 2024-25. These formats will include provisions for attaching proofs, which will be signed and stamped by IQAC, making them ready for sharing or submission as required. Dr. Inbaraj expressed appreciation for the formats, noting that they will streamline documentation processes and conserve energy.

Decision: To utilize the centralized database and use common formats for documentation from the year 2024-25.

Mastersoft ITLE

Ms. Sarode announced that she will conduct the orientation session after Diwali. Dr. Zalte raised a concern regarding a technical issue encountered while logging into the system. Ms.

Sarode informed the group that Ms. Anushree will coordinate with the technical support team to address this issue promptly.

Decision: Ms. Anushree and Ms. Deepali to do the follow up to make ITLE module functional.

Plan of Action (POA)

During the meeting, it was decided to schedule POA (Plan of Action) activities in the planner for better organization. Dr. Inbaraj suggested displaying the POA at a common place to facilitate tracking. Dr. Zalte agreed to this suggestion and requested everyone to complete their respective POA. Dr. Gupta proposed that since the criteria incharge is responsible for preparing the action taken report, they should keep track of the activities. Dr. Dsouza recommended that in the next IQAC internal meeting, the POA action taken report should be presented. It was emphasized that criteria incharges should keep track of activities related to their criteria.

Additionally, Dr. Inbaraj proposed planning common activities across criteria, such as inviting alumni members to train non-teaching staff. This suggestion would be reflected in both the departments; workshops and alumni.

Decision: POA to be displayed at a common place. POA 2022-23 ATR to be presented by respective criteria incharge in the next internal meeting.

Mastersoft NAAC portal

Dr. Megha raised concern about duplication of the work as everyone needs to upload the data twice. Dr. Gupta responded saying the Portal has been customised as per NAAC requirement so pulling out data in the format required by NAAC would be easier.

Best practice:

Dr. Zalte proposed the selection of best practices to be reported in last year's AQAR and for the current year, unanimously, to align future activities accordingly. The integration of Sustainable Development Goals (SDGs) into the curriculum and social learning was unanimously decided as the institution's best practices. It was agreed that additional threads under each practice could be added in subsequent years. Furthermore, the identification of more relevant practices for a teacher education institution was discussed.

Indian Knowledge System (IKS)

Dr. Zalte informed the group about the need for the college to undertake initiatives related to Indian Knowledge System (IKS). Dr. Gupta then shared that she and Dr. Zalte have been in

contact with an expert who can offer a certificate course or value-added course on IKS. Additionally, there is discussion about starting with a session in the form of a guest lecture.

Decision: To plan a guest lecture and explore the possibilities of certificate course.

Library Work:

Ms. Sarode requested faculty members to design tasks for students in a way that effectively utilizes library reading time.

Staff Development Programme:

Dr. Zalte informed the members about planning a workshop titled 'Theatre for Change' for non-teaching staff. Dr. Jayashree Inbaraj suggested inviting Ms. Anushka from TISS for a session on AI for teaching staff. She also proposed inviting Dr. Nati Kranot, Principal of an agricultural college in Israel, to conduct a session on experiential/outdoor learning for student teachers.

Decision: To conduct the workshop and session as planned.

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

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

Action taken report on the minutes of IQAC meeting held on 6th November 2023

Academic and Administrative Audit (AAA)	To conduct AAA annually. The departmental files are to be submitted in the month of May each year.	The AAA work will begin after the AQAR 2022-23 is completed and uploaded on the NAAC portal. The date for the departmental file submission is indicated in the planner.
Centralized database & documentation	Decision: To utilize the centralized database and use common formats for documentation from the year 2024-25.	Centralized database link is shared with the faculty members. Formats for documentation were shared with the faculty members for their review.
Mastersoft ITLE	Ms. Anushree and Ms. Deepali to do the follow up to make ITLE module functional.	To be done.
Plan of Action (POA)	POA to be displayed at a common place. POA 2022-23 ATR to be presented by respective criteria incharge in the next internal meeting.	POA displayed at a common place. POA ATR presentation is scheduled for the next internal meeting.
Indian Knowledge System (IKS)	To plan a guest lecture and explore the possibilities of certificate course.	A guest lecture on IKS was conducted on 9 th Feb 2024 for FYBED.
Staff development programme	To conduct the workshop and session as planned.	A workshop on Theatre for change was conducted on 30 th Dec. for non-teaching staff. Session by Dr. Nati Kranot was conducted for student teachers.



Sadhana Education Society's
Smt. Kapila Khandvala College of Education (Autonomous)
IQAC Internal meeting

Minutes of the meeting conducted on 20th Apr. 2024

Venue: Staff Room

Members Present:

Dr. Jayashree Inbaraj

Dr. Smita Gupta

Dr. Sheetal Zalte

Dr. Megha Dsouza

Dr. Sunil Rajpurkar

Dr. Ruchi Mittal

Ms. Deepali Sarode

Mr. Ravi Mishra

The meeting commenced with the chair, Dr. Jayashree Inbaraj, welcoming the attendees and the IQAC Coordinator Dr. Zalte outlining the agenda for the session. The key points discussed are as follows:

Review of the minutes of the previous meeting of IQAC:

The committee reviewed reviewing the minutes of the previous IQAC meeting held on 6th Nov. 2023. The following updates and decisions were made:

- a. It was agreed that the Academic and Administrative Audit (AAA) would be conducted at the beginning of every academic year, with file submissions due by May annually. The committee emphasized starting AAA work immediately after the AQAR 2022-2023 submission.
- b. Dr. Inbaraj suggested including last year's recommendations in POA.
- c. To utilize common database for the documentation for the year 2024-25
- d. Dr. Inbaraj instructed a follow-up with Mastersoft ERP to address the ITLE and NAAC module requirements.
- e. The Plan of Action (POA) for the year must be displayed prominently in common areas within the college to ensure visibility and accessibility.

Confirmation of Minutes and Presentation of ATR:

The faculty members confirmed the IQAC meeting minutes and Action Taken Report of the last meeting held on 6th Nov. 2023.

Status update on AQAR 2022-23:

The IQAC Co-ordinator requested the Criteria In-charge to present brief details of AQAR 2022-2023 status.

- a. **Criteria I (Curricular Aspects):** Dr. Smita Gupta reported steady progress in document collection, assisted by office administrators. Since Dr. Smita Gupta is going to retire this year, Dr. D'Souza agreed to help once her criteria draft is over.
- b. **Criteria II (Teaching, Learning, and Evaluation):** Dr. Ruchi Mittal and Dr. Megha D'Souza stated that document uploads were ongoing and on schedule.
- c. **Criteria III (Research, Consultancy, and Extension):** Dr. Sunil Rajpurkar highlighted the receipt of research and outreach data from faculty. Some pending submissions are expected shortly.
- d. **Criteria IV (Infrastructure and Learning Resources):** Ms. Deepali Sarode confirmed the receipt and upload of infrastructure & library-related data.

Suggestions to streamline office staff's contributions were discussed. Dr. Rajpurkar proposed that office staff frequently have to provide data within the AQAR time allotted. Dr. Inbaraj suggested to keep entire data in the common folder which is created by Dr. Zalte and conduct internal meeting with office staff for discussion related to AQAR.

Criteria V (Student Support and Progression): Mr. Ravi Mishra stated additional data requirements from office staff to complete documentation.

Criteria VI (Governance, Leadership, and Management): Dr. Inbaraj shared that most documentation was complete, but a few data points were pending. Dr. Sheetal Zalte proposed using the last two slots of working Saturdays for AQAR tasks.

Criteria VII (Institutional Values and Best Practices): Dr. Zalte presented her updates, emphasizing the need for timely completion of all AQAR documentation by 30th April 2024.

She also suggested updating the college website regularly. Dr. Inbaraj suggested completing 20 percent of AQAR work every month and from next academic year send reminders to all criteria in-charge once a month. The IQAC coordinator pointed out that it's going to be a tall task with such less faculty. The CHB is available only for a limited time and most important they cannot be relied on to understand unfamiliar data and coordinate and fill up the information. The principal said we should look at some assistance for this specifically especially with new format of NAAC comes.

Decision taken:

- AQAR 2022-2023 criteria target date to be completed before 30th April 2024.

Academic planning:

Dr. D'souza stated that we should adhere to the deadline and that we should begin working at the beginning of the academic year if we need to finish before deadline. Dr. Inbaraj stated that planner is dynamic and use for reference. Dr. Mittal shared that certain changes in the planner should be highlighted along with appropriate channels of communication like email, circulars, or display boards should be used for routine follow-up. Dr. Zalte recommended using colour coding to indicate tentative dates and confirmed dates of the events. Every department should issue a circular about every meeting at least one week in advance.

POA 2022-23:

Criteria in-charges presented the Action Taken Report (ATR) for the POA of 2022-23. Dr. Zalte stressed the importance of preparing the POA at the start of the academic year and ensuring its alignment with the perspective plan. Mapping the POA with the perspective plan for the next two years was also proposed.

Best Practices for the year 2023-24:

The committee discussed integrating SDGs into college best practices for 2023-24. Faculty members were encouraged to document and conduct action research on SDGs.

Dr. Gupta suggested, including e-waste, green campus, trash management, energy saving, and hydroponic gardens practices in POA. She further suggested carrying out a short project in the area of SDG and document it. During the internship, faculty members can guide students to conduct these kinds of activities. Dr. D'souza pointed that all faculty members should take the initiative to document research in the field of SDG and perform action research on SDG.

Dr. Inbaraj shared outcomes in UNICEF research project such as Leadership and Parent involvement (LIPI), and Parent academy. The website contents the specifically designed activities and exercises. This website will be linked to the college website Dr. D'souza expressed that these outreach initiatives may be incorporated into our community service. Dr. Inbaraj also discussed the action research project with teachers who were educated in the workshop to create science, math, and geography educational activities. One of our students created a financial literacy lecture and carried out some activity-based homework to help students interact with their parents.

Decision taken:

We should take into account SDG as a best practices. Faculty members should take the initiative to document research in the field of SDG and conduct action research on SDG.

Indian Knowledge System (IKS):

Dr. Zalte informed that as per the discussions carried out on various platforms on implementing NEP, the colleges are expected to establish IKS Cell. She further mentioned that the department in-charge has taken the initiative to organize a guest lecture on the "Indian Knowledge System." by Dr. Sunita Patil which was very much appreciated by students. Dr. Sunita Patil is ready to

conduct certificate course on IKS. On SWAYAM Platform also online course on IKS is available for learners.

Decision taken:

A certificate course on IKS to be organized for the students.

Planning for Academic and Administrative Audit (AAA):

Dr. Zalte shared the documentation process needs to start for AAA. She informed everyone that the deadline for submitting departmental files is May 19, 2024 and requested everyone to adhere to the deadline.

Decision taken:


All departmental files to be submitted on or before 19th May 2024.

The meeting concluded 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 meeting held on 20th Apr. 2024

Point of discussion	Decision taken	Action taken
Status update on AQAR 2022-23	AQAR criteria to be completed before 30 th April 2024. Regular reminders to be sent to all criteria in-charge from the next academic year.	AQAR 2022-2023 was successfully uploaded on NAAC portal on 11 th May 2024 and it was accepted with revision on 18 th June 2024. AQAR work to begin after AAA visit.
POA	The POA for 2024-25 should be prepared at the beginning of the academic year.	A dedicated IQAC meeting was held on 24 th August 2024 to finalize the POA for 2024-25. Faculty members presented the POA for their respective criteria.
Best Practices for the year 2023-24	Integration of SDG to be reported as a best practice for the academic year 2023-24. Faculty members should take the initiative to conduct and document research in the field of SDG.	The required documentation will be completed and included in AQAR. Under the guidance of Dr. Zalte and Dr. D'Souza, two students conducted action research focused on garden-based lessons. The College Green Club conducted various activities connected to the environmental issues.
Indian Knowledge System (IKS):	As per the requirement of the NEP, a certificate course on IKS to be conducted for students.	A guest lecture on IKS was successfully organized on 9 th Feb 2024, and a 30-hour certificate course was conducted from 13 th – 16 th May 2024
Planning for Academic and Administrative Audit (AAA):	All departmental files must be submitted on or before the stipulated deadline.	All department in-charges have submitted their files or registers. The AAA proforma was shared with the faculty members, and feedback was subsequently obtained. The refinement process has been completed.


Principal
Dr. Jayashree Inbaraj

