



NIRMALA MEMORIAL FOUNDATION
COLLEGE OF EDUCATION
AFFILIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

Minutes of the Meeting of the IQAC Cell held on 02.09.2024

A meeting of the IQAC was held on 02.09.2024 at 11:30 am in the IQAC room of the college from 12:00 noon to 1:00 pm.

The meeting was attended by the following members

Description	Names
Special invitee	Mr. Chitrasen Abhyankar
Chairperson (I/C Principal)	Dr. Nitisha Jha
Teacher representative (1)	Ms. Shubhangi Kore
Teacher representative (2)	Ms. Anjana Tawani
Teacher representative (3)	Dr. Rupali Wadkar
One member of management	Ms. Dhara Desai
Senior administrative officer (1)	Ms. Swati Desai
Senior administrative officer (2)	Ms. Ronika Ovalekar
Nominee from society	Ms. Rakhee Arora, Heartfulness Education Program
Nominee from student	Ms. Saylee Rathod
Nominee from Alumni	Ms. Zeal Kanani
Nominee from Employers	Ms. Shashikala Yadav
Nominee from Industrialist	Ms. Kankana Joshi
Nominee from Stakeholders	Dr. Poonam Kakkad
One of the senior teacher as the coordinator/Director of IQAC	Ms. Sweety Singh



NIRMALA MEMORIAL FOUNDATION

COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

Agenda wise points were discussed as below:

1. To take a review of the minutes of the previous IQAC meeting.

The minutes of the previous meeting held on 12/06/24 were read, confirmed and recorded.

2. To sign MOUs with educational institutions and NGOs.

Principal Dr. Nitisha Jha suggested to approach Oriental College of Education and Research for signing of MOU. Various activities can be undertaken under MOU such as student exchange programme, Teacher exchange programme, Paper presentation, organisation of seminars and conferences, etc.

It was also suggested to approach various NGOs for signing of MOUs.

3. To plan for first AQAR submission

IQAC coordinator presented the status of report of AQAR 2023-24 data collection. Few queries regarding AQAR were discussed in the meeting by the coordinator. It was announced that around 75% of AQAR is ready for further review. Discussion took place on further course of action for AQAR preparatory work.

4. To discuss preparatory work for extra-curricular activities like sports day, Annual day, Cultural festivals, etc.

Ms. Zeal Kanani, alumni and Ms. Saylee Rathod, student representatives presented their views on various extracurricular activities. Good inputs were given by them for the preparatory of celebration of cultural festivals. Members appreciated their ideas and gave a few suggestions for effective organising and smooth implementation of the plan.

5. To appoint a teacher for English method pedagogy.

It was decided in the meeting to appoint a new teacher for English method pedagogy.



NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

6. To undertake capacity development and skill enhancement initiatives

A brief overview of the quality initiatives taken up by the IQAC was presented by Ms. Sweety Singh. These included

- Workshop on ICT tools for prospective teachers
- Session on the occasion of World meditation day on 21st December 2024.
- Expert talk on Artificial intelligence fundamentals by Pratham foundation (NGO)
- Workshop on Tips and tricks to crack CTET examination
- Three day Heartfulness education program to be held in December 2024.

With the permission of the chair

- Discussion on preparation and conduct of ATKT examination and form filling for semester 2 and 4 students, as ATKT examination is announced to be held in the month of November 2024 by University of Mumbai.
- The chair directed Ms. Anjana Tawani, Placement officer to increase the count of MOUs with several institutions for recruiting and placing students for internship and jobs and also for up skilling their skills required for employability.

As there was no other relevant matter to be discussed, the meeting ended with a vote of thanks to the Chair.




Dr. Nitisha Jha

I/C Principal, NMFCE
I/C PRINCIPAL
NIRMALA MEMORIAL FOUNDATION
COLLEGE OF EDUCATION
Kandivali (East), Mumbai-400 101.



NIRMALA MEMORIAL FOUNDATION

COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

Action taken report for the meeting held on 02.09.2024

Sr. No.	Decision	Action taken
1	Planning of internal activities	All the activities decided are planned as per the schedule. Planning of internship, practice lessons, basics of research, Reading and reflecting on text, Understanding the self was done by B.Ed. Faculty.
2	Capacity development and skill enhancement initiatives	➤ Three days Heartfulness education program was held on 4th, 5th and 7th December 2024. ➤ Workshop on Tips and tricks to crack CTET examination was held on 07/12/24. ➤ Expert talk on Artificial intelligence fundamentals by Pratham foundation (NGO) was held on 14/12/24. ➤ Workshop on Empowering teachers with ICT: Canva and Excel was held on 20/12/24. ➤ Session on the occasion of World meditation day on 21st December 2024.
3	Self-study courses	30 hours Heartfulness education program was planned for the students. Every Saturday session was conducted for 90 minutes by the representatives of Heartfulness education centre. Topics undertaken in the session were Heartfulness yoga, Anger detox, Aspiration, Power of thoughts, Compassion, Gratitude and Heartfulness relationship.



NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

4	Submission of AQAR	First AQAR was submitted successfully on 4 th December 2024.
5	Appointment of new staff member for English Pedagogy	Ms. Divya Sharma Joined as a new English method teacher from 23 rd September 2024.
6	MOU with educational institution	MOU with Oriental College of Education and Research, Andheri was signed on 10/12/2024.




Dr. Nitisha Jha

I/C Principal, NMFCE
I/C PRINCIPAL
NIRMALA MEMORIAL FOUNDATION
COLLEGE OF EDUCATION
Kandivali (East), Mumbai-400 101.