



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 02/01/2025

A meeting of the IQAC was held on 04.01.2025 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



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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 02/09/24 were read, confirmed and recorded.

2. To organise mock interview for S.Y.B.Ed. students

To give hands on experience on how to face interview, Placement officer Ms. Anjana Tawani expressed to organise a mock interview session for second year B.Ed students. It was suggested to invite Ms. Shashikala Yadav Principals of Nirmala Junior college and Ms. Sushma Lopes coordinator of Nirmala English school as a resource person.

3. To organise workshop on Resume writing, facing interviews and campus placement

To give hands on experience on resume writing, Placement officer Ms. Anjana Tawani expressed to organise campus placement for second year B.Ed students. It was suggested to invite Ms. Nidhi Mehrotra, coordinator VIBGYOR group of schools, as a resource person.

4. To decide the centres for community service

Committee members suggested various orphanages and old age home for community work for first year and second year students. Dr. Rupali Wadkar suggested to organise a beach cleaning drive as a part of community service.

5. To arrange educational visit

It was decided to arrange educational visit for first year and second year students. Student representative Ms. Sayali Rathod suggested to visit Nehru Planetarium on occasion of National Science Day.

6. To organise workshop or seminar under Audit course

It is planned to organise workshop or seminars in order to help student teachers to achieve the objectives of revised two years B.Ed. syllabus. The audit course starts in semester1 and done throughout all four semesters and will be certified at the end of semester 4, as a part of B.Ed. programme.



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The most highlighted feature is the introduction of Audit course- Understanding the self. This course helps the student teacher to understand their role in shaping the young minds and positively channelize their untapped energy to develop ones own personality.

7. To plan activities under Women development cell

Workshop or seminar or debate would be organised to promote women's empowerment. Ms. Shubhangi Kore suggested to organise Expert talk on POCSO Act 2012, Domestic Violence Act 2005 and Prenatal Diagnostic Technique Act 1994.

Members appreciated their ideas and gave a few suggestions for effective organising and smooth implementation of the plan.

8. 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

- Sessions under Heartfulness education program to be conducted every Saturday for 2 hours.
- Workshop on Resume writing and tips and tricks to crack interview.
- Five days FDP on National Education Policy 2020.
- Seminar on Art of living
- Expert talk on Financial Awareness Program
- Workshop on Art and Craft

With the permission of the chair

- Ms. Zeal Kanani, Student representative, suggested promoting the concept of Peer learning. Since few students who fail to attend lectures sometimes for genuine reasons, can undertake peer learning in understanding the concept effectively. Members appreciated the idea.
- IQAC coordinator Ms. Sweety Singh suggested to conduct preliminary examination for the students to help them to understand their level of preparation for their upcoming exams.



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

Action taken report for the meeting held on 24.03.2025



Dr. Nitisha Jha

I/C Principal, NMFCE

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

Capacity development and
skill enhancement
initiatives

- > All the activities were planned as per the syllabus. There were no any extra lessons, home or regular. There was no any text, understanding.
- > Seminar on 'Journey of a Teacher' was held on 06/03/2025.
- > Session on 'Career Development' was held on 13/03/2025.
- > Workshop on Resume making and Tips & Tricks to crack interview was held on 07/12/24 by Alumnus Ms. Rakhi Kansara.
- > Campus placement was held on 22/02/2025 for Thakur Ramharayan School, Dahisar and on 15/03/2025 for several institutions from Mumbai region.
- > Expert talk on Financial Awareness Program was held on 28/03/2025 by Mr. Omkar Purohit, an expert from SEBI.
- > Workshop on 'Art and Craft' was held on 04/05/2025 by Fiddle (Fey-Arty) professional artist Ms. Uma Joshi.

Community service

Community service was organized from 24/02/2025 to 01/03/2025 to following community centres for activities & work.



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Action taken report for the meeting held on 04.01.2025

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	➤ Seminar on "The Art of Balanced Living: A Journey to Holistic Wellness" was held on 06/01/2025. ➤ Session on orientation of NGO by Masoom Foundation, Mumbai was held on 18/01/2025. ➤ Workshop on Resume making and Tips & tricks to crack interview was held on 07/12/24 by Alumnus Ms. Rakhi Kansara. ➤ Campus placement was held on 22/02/2025 for Thakur Ramnarayan School, Dahisar and on 15/03/2025 for several institutions from Mumbai region. ➤ Expert talk on Financial Awareness Program was held on 28/03/2025 by Mr. Omkar Parab, an expert from SEBI. ➤ Workshop on 'Art and Craft' was held on 04/05/2025 by Pidilie (Fevikryl) professional artist Ms. Uma Joshi.
3	Community service	Community service was organised from 24/02/2025 to 01/03/2025 to following community centres for semester 2 and 4 students, • Aadhar old age home



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		• Prayas charitable trust • Shashi Mangalam special school • Adani foundation, NGO • INSEED charitable trust																																								
3	Self-study courses	Sessions on 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 as under: <table><tr><th>Sr. No.</th><th>Date</th><th>Topic</th><th>Resource person</th></tr><tr><td>1</td><td>04/01/25</td><td>Gratitude meditation</td><td>Ms. Poonam Gupta & Mr. Vineet Gupta</td></tr><tr><td>2</td><td>11/01/25</td><td>Compassion</td><td>Mrs. Uma Subramaniam, Mrs. Punniraman</td></tr><tr><td>3</td><td>18/01/25</td><td>Resilience in crisis</td><td>Mrs. Rakhee Arora, Mrs. Vijeta, Mrs. Upasana</td></tr><tr><td>4</td><td>25/01/25</td><td>Anger detox</td><td>Mrs. Upasana, Mrs. Punniraman</td></tr><tr><td>5</td><td>08/02/25</td><td>Heartful relationship</td><td>Mrs. Uma Subramaniam</td></tr><tr><td>6</td><td>08/03/25</td><td>Stress management</td><td>Mr. SK Anand, Mr. Parth</td></tr><tr><td>7</td><td>15/03/25</td><td>Power of thoughts</td><td>Mrs. Kavita Shenoy</td></tr><tr><td>8</td><td>22/03/25</td><td>Teacher as a catalyst</td><td>Mrs. Rakhee Arora, Mr. Parth</td></tr><tr><td>9</td><td>05/04/25</td><td>Aspiration Heartfulness</td><td>Mrs. Rakhee Arora, Mr.</td></tr></table>	Sr. No.	Date	Topic	Resource person	1	04/01/25	Gratitude meditation	Ms. Poonam Gupta & Mr. Vineet Gupta	2	11/01/25	Compassion	Mrs. Uma Subramaniam, Mrs. Punniraman	3	18/01/25	Resilience in crisis	Mrs. Rakhee Arora, Mrs. Vijeta, Mrs. Upasana	4	25/01/25	Anger detox	Mrs. Upasana, Mrs. Punniraman	5	08/02/25	Heartful relationship	Mrs. Uma Subramaniam	6	08/03/25	Stress management	Mr. SK Anand, Mr. Parth	7	15/03/25	Power of thoughts	Mrs. Kavita Shenoy	8	22/03/25	Teacher as a catalyst	Mrs. Rakhee Arora, Mr. Parth	9	05/04/25	Aspiration Heartfulness	Mrs. Rakhee Arora, Mr.
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			yoga	Parth	
		10	12/04/25	Inspired living	Mrs. Poonam Gupta
		11	16/04/25	Heart centered education	Mrs. Rakhee Arora
4	Activities under Women development cell	➤ Expert talk under Women development cell on following topics: • Prenatal diagnostic techniques act,1994 was held on 01/02/2025 • Domestic Violence Act was held on 08/02/2025. ➤ Seminar on 'Menstrual hygiene training for females' & Student exchange program (Under MOU in collaboration with Oriental College of Education, Mumbai) was held on 01/02/2025.			



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