



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. Review of the minutes of the previous IQAC meeting.

The minutes of the previous meeting held on 19/04/25 were read, reviewed and confirmed. The action taken report was discussed, highlighting the progress made on the action items identified in the previous meeting.

2. Plan of action for new academic year 2025-26

The IQAC members discussed and finalised the plan of action for the new academic year, particularly focusing on:

- Enhancing academic excellence
- Improving student support services
- Strengthening community and institute interaction
- Enhancing research and development activities

3. Planning for Academic Calendar

The IQAC members discussed and finalised the academic calendar for the new academic year, taking into account the following aspects:

- Examination schedule (internal and external)
- Holidays and breaks (Summer, Winter and Mid-term breaks)
- Important events and activities such as assignment orientations, cultural activities, convocation, etc.)
- Alumni interaction
- Guest lecture

Planning of Academic calendar is an essential task that ensures smooth operations throughout the academic year. Feedback was gathered from previous year academic activities 2024-25 to identify areas for improvement or adjustment in the next academic calendar. In-charge teachers were asked to plan their activities and events accordingly, ensuring alignment with the institutional academic calendar.



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4. Formation of admission committee

Registrar madam Ms. Swati Desai discussed and finalised the formation of admission committee for the new academic year 2025-26 considering the representation from admin department and teaching faculty, expertise in admission procedure and counselling and availability and willingness to serve to the committee. Roles and responsibilities were explained to the committee members.

The following members were nominated:

- Ms. Swati Desai (Registrar)
- Mr. Suraj Lad (Admin staff)
- Ms. Sweety Singh (IQAC coordinator)
- Ms. Anjana Tawani (Teacher representative)

5. Capacity development and skill enhancement initiatives

The IQAC members discussed the importance of capacity development and skill enhancement initiatives for faculty and students to enrich and explore them with better experience. For this committee have proposed to organise seminar, workshops, guest lectures, celebrations of cultural festivals, days of importance, cultural programs, campus interviews, educational visit, annual picnic, etc.

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.
- Green grid activity
- Celebration of cultural festivals
- Workshop on teaching aids

6. Value added courses

The IQAC members discussed the importance of value added courses in enhancing student employability and entrepreneurship skills. Teacher representative Ms. Anjana Tawani suggested following courses,

- Computer skill training
- Stress management

It was decided to start value added course for first year students from November 2024.



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7. Self-study courses

The IQAC members discussed the benefits of self-study courses in promoting student autonomy and flexibility. Teacher representative Ms. Shubhangi Kore suggested following courses,

- Heartfulness education program
- Cooperative learning

It was decided to start self-study course for first year students from November 2024.

8. Alumni contribution

To provide better exposure and training to F.Y.B.Ed student teacher, college have planned to organise demonstration lessons by alumni students for all first year student teachers. It was decided to invite alumni students in the month of August to give demo lessons in their respective subjects and guide student for their future practice teaching lessons. For this following students were selected:

- Mr. Aditya Patil for Science lesson
- Ms. Kajal Patil for Economics lesson
- Ms. Prachi Bhanushali for Commerce lesson
- Ms. Shilpa Gowalkar for Mathematics lesson

9. Documentation of various activities

As documentation forms integral aspects of AQAR and SSR, the faculty perused through some SSRs' and AQARs' of various colleges that have opted for next cycles. This gave the faculty clarity regarding the need for timely and accurate documentation.

10. Academic audit

It was decided that the academic audit would be done in the month of august 2025. I/C Principal Dr. Nitisha Jha informed all staff members to keep their files updated. Suggestions were made in this context.



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With the permission of the chair

- Discussion was held on topics for professional development of faculty members. Dr. Rupali Wadkar, teacher representatives, proposed to organise National level conference for the professional development of faculty members. The committee members discussed the conference theme and scope. The call for papers and registration process were reviewed and approved.
- The committee suggested that an alumni meeting can be organised where alumnae can discuss ways that can help the college to excel in ways of effective training of new teachers. It was further stated that the alumni members working in schools can be contacted for placement drives.

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

Ms. Sweety Singh
IQAC Coordinator



Dr. Nitisha Jha
I/C Principal, NMFCE

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Action taken report for the meeting held on 21.06.2025

Sr. No.	Decision	Action taken
1	Planning of internal activities <i>Academic axis</i>	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 <i>Professional development</i>	<ul style="list-style-type: none">➤ Celebration of National reading day on 19/06/2025.➤ Presentations by students under Green Grid activity on 30/06/2025.➤ Guru Purnima celebration on 12/07/2025.➤ Demo lessons by alumni on 11th and 12th August 2025.➤ Janmastami celebration on 14/08/2025.➤ Workshop on Teaching aids was held on 14/08/25 by Alumnus Ms. Payal Joshi.➤ Teachers' day celebration on 04/09/2025➤ Celebration of Hindi Diwas on 13/09/2025➤ Ras Rangilo 2025 was organised on 27/09/2025 on occasion of Navaratri celebration
3	Alumni contribution	Alumi students presented demo lessons for second year students on 11 th and 12 th August 2025. <ul style="list-style-type: none">• Mr. Aditya Patil for Science lesson (Topic: Nuclear reactor)



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		<ul style="list-style-type: none">• Ms. Kajal Patil for Economics lesson (Topic: Transport)• Ms. Prachi Bhanushali for Commerce lesson (Topic: Joint stock company)• Ms. Shilpa Gowalkar for Mathematics lesson (Topic: Fractions)
4	Academic audit	Detail required for academic audit was uploaded in the month of August 2025. Certificate for academic audit was received on 31st July 2025.
5	Professional development	On 8 th October 2025, MES's Pillai college of education and research with Nirmala Memorial Foundation College of Education and Oriental college of education and research will jointly organise an international conference on 'Empowering 21 st Century Learners with Future Ready Skills'.

Ms. Sweety Singh
IQAC Coordinator



Dr. Nitisha Jha
I/C Principal, NMFCE

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