

NavSahyadri Charitable Trust

**College of Education (B.Ed. & M.Ed.), Chakan**

Minutes of IQAC Meetings

**Academic Year 2018-19**


**Meeting Dates:**

1. 21<sup>st</sup> July 2018
2. 18<sup>th</sup> October 2018
3. 14<sup>th</sup> January 2019

**Navsahyadri Charitable Trust**  
**College of Education (B.Ed. & M.Ed.), Chakan**  
**Internal Quality Assurance Cell (IQAC) Committee**  
**Academic Year 2018-19**

<b>Sr.No.</b>	<b>Name</b>	<b>Representation</b>	<b>Designation</b>
1	Dr.Tirhekar S.S.	Principal	Chairperson
2	Prof.Saraf P.P.	Teacher Representative M. Ed.	Member
3	Prof. Survase Sachin B.	Teacher Representative M. Ed.	Member
4	Mr.Deshmukh S Y	Teacher Representative B. Ed.	Member
5	Prof.Pawar S.A.	Teacher Representative B. Ed.	Member
6	Mr. Jadhav J.S.	Management Representative	Member
7	Mrs.Bapte K. N.	Representative Non. Teaching Staff	Member
8	Mrs. Pingle A.S.	Representative of Student Alumni	Member
9	Mrs. Deshmukh R.S.	Employer Representative	Member
10	Mr. Deshmukh S.S.	Local Society Representative	Member
11	Dr. Suryavanshi Milind	Management Advisor	Member
12	Mr.Dudhawade D R	Coordinator	Coordinator

  
IQAC Co-ordinator

  
Principal  
NSCT'S College of Education  
Chakan, Tal-Khed, Dist-Pune

Navsahyadri Charitable Trust's  
**College of Education (B.Ed. & M.Ed.), Chakan**  
Internal Quality Assurance Cell (IQAC) Committee  
**Academic Year-2018-19**

**NOTICE**


**Date- 18/07/2018**

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 21/07/2018 IQAC Meeting at 11.00 a.m. in the NAAC Room of the college. All the members are requested to attend the meeting.

**AGENDA**

1. To Present minutes of the last meeting
2. Staff Selection procedure of both B Ed and M Ed
3. To decide Plan of Action with respect to Academic , Curricular and Co-curricular activities for the year 2018-19
4. To conduct training programs for teaching & Non-teaching staff.
5. Any other matter permission of the chairman.

  
Coordinator

  
**Principal**  
NSCT'S College of Education  
Chakan, Tal-Khed, Dist-Pune

## 1. First IQAC meeting of Academic Year 2018-19

Date: 15.06.2018

Under the chairmanship of Dr.Tirhekar S.S Principal of College of Education (B.Ed. & M.Ed.) Chakan, a meeting of IQAC was organized by the IQAC coordinator Mr. Dudhawade D R in the faculty room on 21<sup>st</sup> July 2018. The following important points have been discussed and resolution made accordingly.

The following members were present for the meeting:-

Sr.No.	Name	Representation	Designation
1	Dr.Tirhekar S.S.	Principal	Chairperson
2	Prof.Saraf P.P.	Teacher Representative M. Ed.	Member
3	Prof. Survase Sachin B.	Teacher Representative M. Ed.	Member
4	Mr.Deshmukh S Y	Teacher Representative B. Ed.	Member
5	Prof.Pawar S.A.	Teacher Representative B. Ed.	Member
6	Mr. Jadhav J.S.	Management Representative	Member
7	Mrs.Bapte K. N.	Representative Non. Teaching Staff	Member
8	Mrs. Pingle A.S.	Representative of Student Alumni	Member
9	Mrs. Deshmukh R.S.	Employer Representative	Member
10	Mr. Deshmukh S.S.	Local Society Representative	Member
11	Dr. Suryavanshi Milind	Management Advisor	Member
12	Mr.Dudhawade D R	Coordinator	Coordinator

### Minutes of IQAC First Meeting

1. The minutes of last meeting was presented and confirmed
2. There is discussion on recruitment of teaching staff as per the requirement as per the SPPU Guidelines.
3. Academic activities for Year 2018-19 were discussed and the Academic Calendar (2018-2019) will be developed immediately in the staff meetings by Academic Planning & department
4. It was decided that to conduct various workshop and seminar for staff.
5. No any other matters discuss.

  
**PRINCIPAL**  
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Chakan, Tal-Khed, Dist-Pune

## Action Taken Report

Sr.No	Decision	Action Taken
1.	Staff Selection procedure of both B Ed and M Ed has been reviewed	Staff Selection process is completed as per the norms of SPPU.
2.	Deciding the yearly Plan of Action with respect to Academic , Curricular and Co-curricular activities for the year 2018-19	The yearly Academic Plan was approved.
3.	To conduct training programs for teaching & Non-teaching staff.	The training program for teaching and non-teaching staff was successfully conducted.
4.	It was decided that to conduct various workshop and seminar for staff.	The proper instruction is given to all departments about the conduction of workshop and seminars as soon as possible.

  
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Navsahyadri Charitable Trust  
**College of Education (B.Ed. & M.Ed.), Chakan**  
**Internal Quality Assurance Cell (IQAC) Committee 2018-19**

**NOTICE**

**Date- 16/10/2018**

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 18/10/2018 IQAC Meeting at 11.00 a.m. in the NAAC room of the college. All the members are requested to attend the meeting on the said date and given time and venue.

**Agenda**

- Presentation of minutes of the last meeting held on 21/07/2018
- To organise extension activities in collaboration with different attached agencies
- To review the Academic plan and progress
- To organize workshop for M.Ed. Students
- To organize Gender Awareness Programme for B Ed & M.Ed. Students
- Any other matter

  
IQAC Co-ordinator

  
Principal  
NSCT'S College of Education  
Chakan, Tal-Khed, Dist-Pune

## Minutes Second IQAC meeting of Academic Year 2018-19

Date: 18.10.2018

Under the chairman of Dr.Tirhekar S.S. Principal of College of Education (B.Ed. & M.Ed) Chakan, a meeting of IQAC was organized by the IQAC coordinator Mr. Dudhawade D R in the faculty room on 18<sup>th</sup> Oct 2018. The following important points have been discussed and resolution made accordingly.

The following members were present for the meeting:-

Sr.No.	Name	Representation	Designation
1	Dr.Tirhekar S.S.	Principal	Chairperson
2	Prof.Saraf P.P.	Teacher Representative M. Ed.	Member
3	Prof. Survase Sachin B.	Teacher Representative M. Ed.	Member
4	Mr.Deshmukh S Y	Teacher Representative B. Ed.	Member
5	Prof.Pawar S.A.	Teacher Representative B. Ed.	Member
6	Mr. Jadhav J.S.	Management Representative	Member
7	Mrs.Bapte K. N.	Representative Non. Teaching Staff	Member
8	Mrs. Pingle A.S.	Representative of Student Alumni	Member
9	Mrs. Deshmukh R.S.	Employer Representative	Member
10	Mr. Deshmukh S.S.	Local Society Representative	Member
11	Dr. Suryavanshi Milind	Management Advisor	Member
12	Mr.Dudhawade D R	Coordinator	Coordinator

### Minutes Meeting

1. The minutes of last meeting was presented and confirmed
2. There is discussion on organize different extension activities such as "Beti Bachav Beti Padhav", Street Play, Poster presentation on Various social issues.
3. As per the Academic plan different activities were conducted in college campus. The review was taken and instruction is given to complete remaining activities before the end of the academic year.
4. It was decided to conduct research methodology workshop in collaboration with other teacher education institute.
5. It was decided conduct gender awareness programme such as: street play & various lecture on gender equity.
6. No any other matters discuss.

  
IQAC Coordinator

  
Principal  
NSCT'S College of Education  
Chakan, Tal-Khed, Dist-Pune

## Action Taken Report

Sr.No	Decision	Action Taken
1.	To organise extension activities in collaboration with different attached agencies	Various extension activities were conducted.
2.	To review the Academic plan and progress	The academic plan was reviewed and the progress is satisfactory. Some important instructions are given to faculty members.
3.	To organize workshop for M.Ed. Students	The Workshop on Research Methodology for M.Ed students was successfully conducted.
4.	To organize Gender Awareness Programme for B Ed & M.Ed. Students	Beti Bachao and Beti Padhao Program was successfully conducted in nearby areas.

  
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Navsahyadri Charitable Trust  
**College of Education (B.Ed. & M.Ed.), Chakan**  
**Internal Quality Assurance Cell (IQAC) Committee 2018-19**

**Notice**

**Date- 12/01/2019**

All the members of the teaching faculty of the college are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on 14/01/2019 IQAC Meeting at 11.00 a.m. in the Principal's Cabin of the college. The following agenda shall be discussed in the meeting. All the members are requested to attend the meeting on the said date and given time and venue.

**Agenda**

1. Presentation of minutes of the last meeting held on 18.10.2018
2. To purchases text & reference books
3. To discuss problems faced by teacher while executing Academic calendar
4. To conduct feedback from various stakeholders and analyze them
5. To develop action taken report
6. To decide future plan for Academic year 2018-19
7. Any other matter

  
IQAC Coordinator

  
Principal  
NSCT'S College of Education  
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### Third IQAC meeting of Academic Year 2018-19

Date: 14.01.2019

Under the chairman of Dr.Tirhekar S.S..Principal of College of Education (B.Ed. & M.Ed.) Chakan, a meeting of IQAC was organized by the IQAC coordinator Mr. Dudhawade D R in the faculty room on 14<sup>th</sup> Jan 2019. The following important points have been discussed and resolution made accordingly.

The following members were present for the meeting:-

Sr.No.	Name	Representation	Designation
1	Dr.Tirhekar S.S.	Principal	Chairperson
2	Prof.Saraf P.P.	Teacher Representative M. Ed.	Member
3	Prof. Survase Sachin B.	Teacher Representative M. Ed.	Member
4	Mr.Deshmukh S Y	Teacher Representative B. Ed.	Member
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9	Mrs. Deshmukh R.S.	Employer Representative	Member
10	Mr. Deshmukh S.S.	Local Society Representative	Member
11	Dr. Suryavanshi Milind	Management Advisor	Member
12	Mr.Dudhawade D R	Coordinator	Coordinator

#### Minutes of third Meeting

1. The minutes of last meeting was presented and confirmed
2. It was decided to purchase B.Ed. & M.Ed. Text & reference books in the library as per the demand of students and staff.
3. The various problems faced by teacher while executing Academic calendar are discussed in staff meetings,
4. It was decided to conduct the academic feedback from all the stakeholders
5. Future plan for Academic year 2018-19 was developed.
6. No any other matters discuss.

  
IQAC Coordinator

  
Principal  
NSCT'S College of Education  
Chakan, Tal-Khed, Dist-Pune

## Action Taken Report

Sr.No	Decision	Action Taken
1.	To purchases text & reference books	As per the demand of students and staff new books were added in the library.
2.	To discuss problems faced by teacher while executing Academic calendar	Various problems faced by the teachers was resolved by the management.
3.	To conduct feedback from various stakeholders and analyze	A offline feedback was distributed to all the stakeholders. It was collected and analyzed and uploaded on college website.
4.	To develop action taken report	Action taken report was developed and confirmed
5.	To decide future plan for Academic year 2018-19	The future plan for the academic year 2018-19 was decided and confirmed by the committee members.

  
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