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RAHUL COLLEGE OF EDUCATION (ENGLISH MEDIUM)

(B.Ed., N.C.T.E Recg. No. WRC/5-6/89/2006. Dtd. 27/09/2006 Code No. APW03437/123403, NCTE Revised Order F. No. WRC/APW03437/123403/2015/152873 Dated. 19 Sept. 2015, Affiliated to The University of Mumbai Aff/Recog. 1/1249 of Dtd. 28 Feb. 2007, Govt. of Maharashtra, B.Ed. 2006/(503/06) MASHI-1, Dtd. 7 Oct. 2006) (M.Ed. NCTE Recg. No. WRC/5-6/110/2008/46779, Dated 18/11/2008, Govt. of Maharashtra No. M.Ed. / 2008/(416/08) Mashi-2 Dated. 15/07/2009, AFFILIATION NO. PG/2/3172 OF 2009 Dated 21/08/2009)

Ref NO:- OW/RCOE/034/22-23

Date:- 04/08/2022 385

NOTICE

Respected Members,

The 1st IQAC Meeting of Rahul College of Education has been scheduled for 10th August 2022, Wednesday for the Academic Year 2022 – 2023 at the Board Room, Rahul College of Education, C/o Mother Mary's Jr College, Bhayandar East at 4:30 pm.

The Agenda for the meetings are:

1. Discussion on Curriculum Enrichment and Feedback System for AY 2022-2023
2. Initiatives for Honoring Student Diversity, Assessment and Evaluation Process, Competency and Skill Development
3. NAAC Criteria by IQAC Coordinator.
4. Discussion for the Improvement of Infrastructure and Learning Resources.
5. Financial Management and Resource Mobilization (Budget Finalization).

Your presence will be truly valuable for the prosperity of the college.

Thanking You,

Mrs Sanjana Mishra,

I/C Principal
I/C PRINCIPAL

RAHUL COLLEGE OF EDUCATION
Navghar Road, Bhayandar (E),
Dist Thane - 401 105.

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Attendance Report of IQAC Meeting held on 10th August 2022

SR. NO.	NAME OF THE MEMBER	DESIGNATION	Signature
1	Mr. Utsav R. Tiwari	Management Representative	
2	Ms. Sanjana Mishra	Chairperson	
3	Mr. Pradeep Shukla	IQAC Coordinator	
4	Ms. Janhavi Naik	Administrative Officer	
5	Mr. Yigal Banker	Teacher Coordinator	
6	Ms. Alka Jain	Teacher Coordinator	
7	Ms Dhanisha Benoy	Teacher Coordinator	Absent
8	Ms Sarita Vishwakarma	Teacher Coordinator	Absent
9	Ms Joyce Britto	Teacher Coordinator	
10	Dr. Pooja Vaibhav Birwatkar	Educationist	
11	Mrs. Drishti Sharma	Nominee (Employer)	
12	Dr Anju Arya	Nominee (Industrialist)	
13	Ms. Aahuti Senapati	Nominee (Parent Representative)	
14	Ms. Uma Haritwal	GS (Student Council)	
15	Mr Vikash Tiwari	Alumni Representative	

- Total Members Present: 13
- Total Member Absent: 02

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Minutes of Meeting

Institutional Quality Assurance Cell (IQAC)

Date: 10th August 2022

Time: 04.30 pm

Venue: Board Room of Rahul College of Education

AGENDA 01: Discussion on Curriculum Enrichment and Feedback System for AY 2022-2023

Points of Discussion (POD):

POD 1: Syllabus Review

Details of Discussion (DOD 1): The committee discussed the current syllabus and its alignment with the latest educational trends and needs. Mr Pradeep Shukla, the IQAC Coordinator mentioned that after a thorough evaluation of the syllabus by the University of Mumbai, the feedback received by the stakeholders, result analysis by the examination department, there was a void between the theory taught to the candidates and the practical aspects. He also pointed out that the Number of Instructional days as stipulated by the University is less, and he proposed to increase the teaching hours and adopt a flipped classroom approach in order to complete teaching of the syllabus.

Mrs Drishti Sharma, Employer pointed out that the college can focus on UN Sustainable Development Goals to incorporate them in the syllabus for sensitizing students and making them aware of the global context as it was found missing in the syllabus.

Mr Pradeep Shukla proposed a few certificate courses and Seminars for the students after mapping the Course Outcomes and Program Outcomes (done by the faculties for their respective subjects) and interacting with the alumni and other schools where students had completed their internship. It was noted that the syllabus must be coupled with other extracurricular activities to meet the requirements of AY 2022-2023 requirements.

Student representative, Ms Uma Haritwal suggested that the certificate courses be offered in online mode and after college hours. The point was noted to be discussed further.

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POD 2: Workload Distribution

DOD 2: Workload distribution among faculty was analyzed by using inferences from the University of Mumbai Academic Calendar, the syllabus and the College Academic Calendar to compute the number of instructional and non-instructional days. The workload distribution was satisfactory and agreed upon by all. The committee emphasized the need for equitable distribution of teaching responsibilities and workload for optimal teaching-learning outcomes.

POD 3: Feedback from Stakeholders

DOD 3: Mr Pradeep Shukla presented the summary of the feedback received by the stakeholders on the curriculum. The stakeholders, namely, Students, Teachers, Alumni and the employers. The feedback findings were agreed upon by the members present in the meeting and suggested creating an action plan ahead. The committee also suggested the need to organize more activities to involve the alumni to make it a thriving community.

The members also suggested that the findings be submitted to the University in order to bring a few revisions to the syllabus. Mrs Sanjana Mishra, I/C Principal pointed out that the Board of Studies – Education circulates a Google form seeking suggestions for the syllabus and we can put in the same.

The committee reviewed the feedback received from students, alumni, and employers. It was agreed upon that feedback would be a valuable resource for curriculum enhancement.

POD 4: Academic Calendar

DOD 4: The academic calendar for AY 2022-2023 was discussed, including important dates for admissions, examinations, and holidays. The calendar was appreciated and agreed upon by all the members.

POD 5: Co-curricular Activities

Discussion: The importance of co-curricular activities in holistic student development was emphasized.

Ms Joyce Britto, Asst. Prof. suggested that the students should engage in Public speaking activities and debate competitions/events in order to better their communication skills.

Dr Pooja Birwatkar, Educationist, suggested that the students can form different student-driven – faculty-mentored clubs such as STEM Education Club, Ed Tech Club, etc.

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Ms Alka Jain suggested that the students be engaged in more community work in order to sensitize them to social issues and make them more confident and responsible.

Mr Vikash Tiwari suggested that the students be taken for various field trips and other school visits in order to make them aware of the current practices.

POD 6: Mapping of CLO & PLO (Course Learning Outcomes & Program Learning Outcomes)

Discussion: The committee was informed that the CLOs and PLOs were mapped by the respective faculties of their subjects and gaps were identified. Students were informed regarding the CLOs and PLOs during their induction program. The committee was satisfied by the recommendations put forth by Mr Pradeep Shukla regarding the Gaps.

AGENDA 02: Initiatives for Honoring Student Diversity, Assessment and Evaluation Process, Competency and Skill Development

Points of Discussion:

POD 1: Offering Internship in CBSE, ICSE & IGCSE Board Schools

DOD 1: The feasibility of offering internships in different types of schools was discussed and appreciated by all that the college is looking to provide internships in schools apart from State Board Curricula. The benefits of diverse internship experiences for student teachers were highlighted and the responsibility of identifying the schools for internship was given to Mrs Alka Jain, Asst. Prof. She was asked to be mindful of the location and vicinity of the school and distance from the college. Furthermore, she was asked to take the lead for conducting orientation to the students regarding the internship.

POD 2: Focusing on Reflective Practices during Internship & Community Work

DOD 2: The importance of incorporating reflective practices during internships and community engagement was emphasized. Methods for promoting reflection were discussed. Mr Pradeep Shukla pointed out and displayed a few samples of the reflection journals by the students and the committee appreciated the same. Mrs Joyce Britto was asked to take the activity of reflective practices ahead and create a domain in the college.

POD 3: Activity-Based Assignment & Task

DOD 3: The committee considered the inclusion of activity-based assignments and tasks to enhance practical learning experiences. Examples of such activities were shared. It was also

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stated that the college needs to strictly adhere to the Syllabus regarding Activity Based Assignments and Tasks.

POD 4: Formative Assessment Class Test, Open Book Test & Essay Test in Each Semester and Summative Assessment Semester End Examination

Discussion: Different forms of formative assessments were discussed, including class tests, open-book tests, and essay tests, to assess student progress and understanding. The result analysis provided insights that the college should conduct more formative assessments in order to build up and assess student learning. Such FAs will also help take corrective actions if needed. Faculties were also asked to focus during their Mentor – Mentee discussions around assessments in order for students to appear more confidently and discuss any issues if existing regarding examinations or any topics. Furthermore, the committee emphasized the need for the assessments to be objective-driven, and be aligned with the CLO/PLO and the objectives. The committee reviewed the structure and format of semester-end examinations which were conducted by the University.

AGENDA 03: NAAC Criteria by IQAC Coordinator

Points of Discussion:

POD 1: Presentation and Discussion on NAAC Criteria

DOD 1: Mr Pradeep Shukla presented an overview of the work done for NAAC highlighting key areas of foci and providing a holistic view of the college. The committee engaged in a detailed discussion to understand the requirements and the work undertaken.

AGENDA 04: Discussion for the Improvement of Infrastructure and Learning Resources

Points of Discussion:

POD 1: Method Rooms and ICT Tools

DOD 1: The condition and availability of method rooms were assessed. Plans for renovating or improving existing facilities were discussed. Mrs Janvhi Naik along with Ms Riya Singh took up the responsibility of conducting a thorough inspection regarding the rooms and the ICT lab (along with the lab in charge) and providing their findings at the earliest to the principal.

POD 3: E-learning Resources (Digital Library - NDLI)

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DOD 1: The utilization of digital libraries like NDLI for resource access and sharing was discussed. Strategies for promoting e-learning were considered. A list of action items, responsible parties, and deadlines for applying for NDLI was given to be ~~10th Aug~~ The Librarian was given the responsibility for completing the registration of students for NDLI.

AGENDA 05: Financial Management and Resource Mobilization (Budget Finalization)

Point of Discussion:

POD 1: Planning & Execution of Activity-wise Budget

Discussion: The budget for AY 2022-2023 was reviewed. The committee discussed the allocation of funds for various activities and projects and had no concerns regarding the same.

With all agendas being discussed and no new agenda on the floor, the meeting was deemed to have ended. The minutes were asked to be prepared and submitted at the earliest to all the members. The next date and time for the meeting was agreed upon by all the members to be: 06th September 2022.

Prepared by

Mr Pradeep Shukla

IQAC Coordinator

Confirmed & Verified by

Ms.Sanjana Mishra

I/C Principal

Approved by

Mr. Utsav Tiwari

COO, Rahul Education

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