

Notice

Date: 19. 07. 2019

Venue: conference Hall

The staff meeting for IQAC is scheduled on Monday, 22 July 2019 at 1:30 PM in the Conference Room.

Agenda

1. Reading and discussion of the minutes of the last meeting held on 22nd June 2018.

Action taken report.

2. Infrastructural upgradation
3. Discussion on the additional certificate courses for students
4. Presentation of the annual academic calendar.
5. Library augmentation
6. Any other matter with the permission of the Chair.

The following members were present:

a) Chairperson of the Society	:	Mrs. Megha D. Gokhe
Designation		Principal <i>Megha</i>
b) Co-ordinator	:	Mrs. Foram Patel <i>Foram Patel</i>
c) Member (Teachers)	:	Dr. Anju Chaplot <i>Anju</i>
		Mrs. Payal Batavia <i>P</i>
		Mr. Amit Jain <i>Amit</i>
		Ms Rashmi Mishra <i>RM</i>
d) Administrative Official	:	Mr. Sanjay Dubey <i>SD</i>
		Ms. Sonal Patel <i>Sonal</i>
e) Librarian	:	Mr. Sahebrao P. Wankhade <i>Wankhade</i>
f) Management Representative	:	Shri. Rakesh V. Singh <i>Rakesh</i>

g) External Expert	:	Dr. Farhiz Panthaky Project Lead, Education Leadership Development Kotak Education Foundation, Mumbai <i>Farhiz Panthaky</i>
h) External Expert	:	Ms. Swati Banerjee <i>Swati Banerjee</i> Past President and Executive member Inner Wheel Club of Bombay Kandivli.
i) Nominee from Alumni	:	Mrs. Indrani Ajay Balan, Head Mistress Kudilal Govindram Seksaria English School, (KGSES) (Sister Concern of Saraf College) <i>Indrani</i>
j) Nominee from Alumni	:	Mr. Rajan Sanghera <i>Rajan</i> TCS - Senior Process Associate and a Certified Trainer
k) Industry Expert	:	Mrs. Manjiri Patil <i>Manjiri</i> Principal – Thakur Shyamnarayan High School & Jr. College

Minutes of the meeting held on 22 July 2019.

Reading and discussion of the minutes of the last meeting held on 22nd June 2018.

Following points were discussed in the meeting.

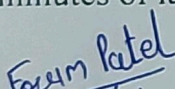
- Principal Mrs. Megha Gokhe read the brief report of the Quality Assurance Committee. She informed about the various activities and celebrations held in the college. She also informed about the smooth competition of internal and external examinations held in the academic year 2018-19. She upgraded the work done by the college to upgrade the quality of its functioning
- The activities like Organising Trail Blazers activities, enrolling the students in Extension work projects, collaboration with Srushtidyaan NGO were discussed.

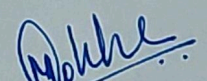
- It was discussed to purchase the reference books for pedagogy subjects and also to upgrade library resources by creating online records of all the books.
- Mrs. Megha Gokhe discussed the academic work distribution for the year 2019-20.

Course	Name of the paper	Lecturers
CC 1	Childhood and Growing Up	Mrs Foram Patel, Mrs Megha Gokhe
CC 2	Knowledge and Curriculum	Ms Anju Chaplot
IC 1	Gender School and Society	Ms Anju Chaplot
AB 1	Critical Understanding of ICT	All staff members
CC 4	Assessment for Learning	Mrs Megha Gokhe,
EC 2	Pedagogy of School Subjects, Peace Education	All staff members Mrs Foram Patel, Ms Anju Chaplot
IC 3	Language across the Curriculum	Mr Amit Jain, Ms Rashmi Mishra
Practicum Aspect		
1	Community Work	Mrs Foram Patel
2	Administration of Unit Test	All staff Members

- All staff members discussed the list of required material to be given to the students
- Mrs. Megha Gokhe put the proposal of inviting guest speakers for the subject 'Higher Education Abroad' which was accepted by all.

The minutes of last meeting is confirmed after discussing the action taken


MS Foram Patel
Co-ordinator


Mrs Megha Gokhe
Principal

Notice

Date: 05. 07. 2017

Venue: conference Hall

The staff meeting for IQAC is scheduled on Wednesday, 11 May 2017 at 1:30 PM in the Conference Room.

Agenda

1. Infrastructural upgradation
2. Discussion on the additional certificate courses for students
3. Presentation of the annual academic calendar.
4. Library augmentation
5. Any other matter with the permission of the Chair.

The following members were present:

a) Chairperson of the Society	:	Dr. Ravinder Pal kaur	
Designation	:	Principal	<i>Dr. Ravinder Pal kaur</i>
b) Co-ordinator	:	Mrs. Foram Patel	<i>Foram Patel</i>
c) Member (Teachers)	:	Mrs. Megha D. Gokhe	<i>Megha D. Gokhe</i>
		Dr. Anju Chaplot	<i>Anju</i>
		Mrs. Rashmi Kumar	<i>RM</i>
		Mrs. Priyanka Patel	<i>PP</i>
d) Administrative Official	:	Mr. Sanjay Dubey	<i>SD</i>
		Ms. Sonal Patel	<i>Sonal</i>
e) Librarian	:	Mr. Sahebrao P. Wankhade	<i>Sahebrao P. Wankhade</i>
f) Management Representative	:	Shri. Rakesh V. Singh	<i>Rakesh V. Singh</i>
g) External Expert	:	Dr. Farhiz Panthaky	<i>Farhiz Panthaky</i>
		Project Lead,	

		<i>Education Leadership Development Kotak Education Foundation, Mumbai</i>
<i>h) External Expert</i>	:	<i>Ms. Swati Banerjee Swati Banerjee Past President and Executive member Inner Wheel Club of Bombay Kandivli.</i>
<i>i) Nominee from Alumni</i>	:	<i>Mrs. Indrani Ajay Balan, Head Mistress Kudilal Govindram Seksaria English School, (KGSES) Indrani</i>
<i>j) Nominee from Alumni</i>	:	<i>Mr. Rajan Sanghera Rajan TCS - Senior Process Associate and a Certified Trainer</i>
<i>k) Industry Expert</i>	:	<i>Mrs. Manjiri Patil Manjiri Principal – Thakur Shyamnarayan High School & Jr. College</i>

Minutes of the Meeting held on Wednesday, 11th May 2017.

The details of the previous meeting of IQAC was presented by the principal Dr. Ravinder pal Kaur.

After that following points were discussed in the meeting.

Infrastructural Upgradation:

- Committee members requested for K-yan projector.
- Computer up-gradation for each staff member.

Decision Taken:

- Management approved the request and ensured the infrastructural up-gradation according to the requests.

Discussion on the additional certificate courses for students:

- Discussion was taken place on the Guidance and Counselling Certificate Course – a collaboration with the 'Mind Mandala' institute.

Presentation of the Annual Academic Calendar:

- Workshop organized - Micro-teaching, Lesson planning, Evaluation workshop, simulated lessons, Action research, etc.
- Extension work project was taken by the students
- Annual Day celebration in the month of April
- The seminar was conducted on the theme of 'Dynamics of Effective Classroom Teaching'

Library augmentation

- E-resources in a form of audiobooks were requested.
- Librarian was instructed to give resource materials in a form of PDFs to the students.

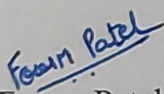
Any other matter with the permission of the Chair.

- All other academic, as well as co-curricular activities, were discussed.

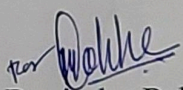
The minutes of last meeting is confirmed after discussing the action taken

Action Taken:

- Workshop or students on writing research and conceptual paper was Organized.
- Audiobooks were made available in library for students.
- Librarian Mr S Wankade gave PDFs as reading material to the students.
- The Guidance and Counselling Certificate Course – a collaboration with the 'Mind Mandala' institute was finalized.


Ms. Foram Patel

Co-ordinator


Dr. Ravinder Pal Kaur

Principal

Notice

Date: 6/7/2021

Venue: conference Hall

The staff meeting for IQAC is scheduled on Wednesday, 09. 07. 2021 at 1:30 PM in the Conference Room.

Agenda

- Discussion on additional certificates
- Presentation of the Annual Academic Calendar
- Library augmentation
- Admission status of the new batch
- Fees
- Staff promotions - status
- Budget constraints
- Any other matter with the permission of the Chair.

The following members were present:

a) Chairperson of the Society	:	Mrs. Megha D. Gokhe
Designation		Principal <i>Megha D. Gokhe</i>
b) Co-ordinator	:	Mrs. Foram Patel <i>Foram Patel</i>
c) Member (Teachers)	:	Dr. Anju Chaplot <i>Anju</i>
		Mrs. Payal Batavia <i>P</i>
		Ms. Rukmanee Yadav <i>Rukmanee</i>
		Mr. Nitin Jain <i>Nitin</i>
d) Administrative Official	:	Mr. Sanjay Dubey
		Ms. Sonal Patel <i>Sonal</i>
e) Librarian	:	Mr. Sahebrao P. Wankhade <i>Sahebrao</i>
f) Management Representative	:	Shri. Rakesh V. Singh <i>Rakesh</i>
g) External Expert	:	Dr. Farhiz Panthaky <i>Farhiz Panthaky</i>

		<i>Project Lead,</i> <i>Education Leadership Development</i> <i>Kotak Education Foundation, Mumbai</i>
<i>h) External Expert</i>	:	<i>Ms. Swati Banerjee</i> <i>Swati Banerjee</i> <i>Past President and Executive member</i> <i>Inner Wheel Club of Bombay Kandivli.</i>
<i>i) Nominee from Alumni</i>	:	<i>Mrs. Indrani Ajay Balan,</i> <i>Head Mistress</i> <i>Kudilal Govindram Seksaria English</i> <i>School, (KGSES)</i> <i>(Sister Concern of Saraf College)</i> <i>Balan</i>
<i>j) Nominee from Alumni</i>	:	<i>Mr. Rajan Sanghera</i> <i>Rajan</i> <i>TCS - Senior Process Associate and a</i> <i>Certified Trainer</i>
<i>k) Industry Expert</i>	:	<i>Mrs. Manjiri Patil</i> <i>Manjiri</i> <i>Principal – Thakur Shyamnarayan</i> <i>High School & Jr. College</i>

Minutes of the Meeting

Reading and discussion of the minutes of the last meeting was done by the principal.

Following points were discussed in the meeting.

- Mrs. Megha Gokhe the Principal of TSCER welcomed the members of CDC and requested Shri Rakesh Singhji to chair the meeting.
- Mrs. Foram Patel read out the action taken report based on the minutes of the previous CDC meeting held on 9th June, 2021 and the minutes were confirmed by all present.
- The agenda of the present meeting was read out and taken for discussion.
- 2 Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities:

- The various activities done such as, National Intercollegiate Story and Poetry Writing Event, Webinar On Cybercrime Awareness and Career Opportunity, National Webinar on Multidisciplinary . Visit to Diamond Factory, Expert Talk on Interview Guidance and many more.
- Out of the minutes read the point on pending infrastructural repairs was discussed. The principal said the girls & boys common room, exam room, office ceiling etc. needs to be done at speed. A request was made to management to speed up the process as constant follow ups are on but the pace in completing the work was missing

Discussion on the additional certificate courses for students:

TSCER had organised various Inter and Intra Certificate Courses such as VENTEL, Multidisciplinary National Webinar on Innovative and Interactive Approaches in Education – A Global Trend, National Inter Collegiate Competition, and DLLE Extension Work.

Presentation of the Annual Academic Calendar:

Presented Annual Academic Calendar for Year 2021-22. Discussed and taken permission to conduct Inter collegiate, Webinar, Campus Drive and Out Door Visits.

Library augmentation

Library Books required as per Revised Syllabus was discussed .Textbooks for SSC Board as per revised syllabus need was Informed. Upgradation of Library with required resources.

Any other matter with the permission of the Chair.

Stationary requirement for year 2021-22. Promotion of the staff. Software Upgradation. Online examination Portal requirement.

Admission status of the new batch and Issues related to Minority admissions:

Dr. Megha said she was happy to share that total inquiry forms for admission process is 50 the principal said admission for the batch which should generally start by September 2021 was expected to complete in March 2021. The whole admission process is delayed due to the pandemic and the complexity of the centralized admission process.

Several options were discussed. Mr. Rakesh Singhji said it's the right thing to do to communicate and keep the records of such communication.

Fees:

Fees was decided & resolution was passed by the Management. Copy is sent to shikshan shulk samiti for provisional approval as per minority norms. (Unaided)

Budget constraints:

The principal apprised the members of the CDC that the term of the B. Ed. program which should ordinarily begin in September 2021 earlier has shifted to Feb 2022 this year. Hence loss of revenue in terms of fees in Sept 2021.

Shri. Rakesh Singhji suggested that the Principal approach Management to provide details of the financial assistance required. The management will provide whatever support is needed during these times of crisis. Appreciated Shri Rakesh Singhji and the Management of Thakur Education Trust for the encouraging stance and sentiments expressed.

Project related expenses:

The principal apprised the committee on the status of the innovative Research projects. To initiate the project He motivated the staff and said they should give their best and support the principal in this process and he has great faith in the faculty of TSCER to take this forward successfully.

It was resolved that TSCER management will provide financial support to the college during this time of financial constraints to tide over challenges of salaries, any general expenses which is unavoidable.

Staff:

Dr. Megha Gokhe shared that four staff members are already qualified and motivating other staff to clear NET\SET. Shri Rakesh Singhji and the Management of Thakur Education Trust also congratulated Mrs. Payal Batavia for clearing SET and also Mrs Megha Gokhe for successfully completing sponsored Minor Research from Mumbai University.

Other matters:

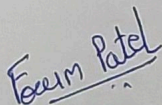
- Resource Unit: The principal and the office head clerk Mr. Sanjay Dubey, & other Mrs. Ritu Singh and Mrs. Sonal Patel pointed that the scope of the account *Student stores* needs to be expanded considering current online learning situations and the pandemic. So instead of just limiting to stationary and photocopying material the college also provided several relevant learning resources and significant add on training that improves student learning outcomes. **It was resolved:** that *Student stores account* description will be expanded from stationary and photocopying to include

learning resources, research materials and any add on training for capacity building in staff and students.

- Innovative and interactive approach: a Global trend: Dr. Anju Chaplot shared the details of the National Webinar chalked out with the Convener Dr. Megha Gokhe and Mrs. Payal Batavia who is a part of this Co-ordination shared her learning experiences and reflections about the Webinar in the CDC meeting.
- Dr. Ganachary highly appreciated this initiative of the college.
- Shri Rakesh Singhji congratulated TSCER for Collaboration with Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Education Government of India for Swachta Action Plan and Vocational Education Nai Talim and encouraged to keep bringing bright ideas, innovations in education that can suppress the rote learning and foster creative thinking. He said the management is committed to quality programs and courses and would like to take each of its institution to set high standards in the education field.
- Dr. Megha Gokhe said she felt honoured and relieved at the encouraging words of Shri Rakesh Singhji and Dr. Ganachary.
- Towards the end, Dr. Megha Gokhe congratulated the Co-Ordinators of TSCER National Webinar on *Technology during Virtual Era* Mrs. Forum Patel and Ms Rukminee Yadav for coordinating intercollegiate competition, also all other staff for coordinating Expert talks and so many other Webinars, also to Ms. Alpa Yadav, for coordinating Teach us portal for University Examinations. Training Programmes in which trainees awarded with Certificates for their efforts, achieving wider publicity by official Facebook and also appreciated other faculty members for their support in making this event a grand success.

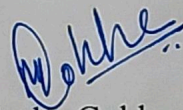
The meeting ended with the Principal thanking the Chair person and other members of CDC for their participation and contribution in the meeting.

The minutes of last meeting is confirmed after discussing the action taken



MS Forum Patel

Co-ordinator



Mrs. Megha Gokhe

Principal

Notice

Date: 18. 07. 2020

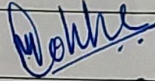
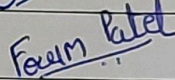

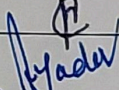
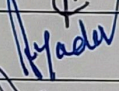
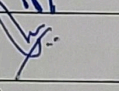


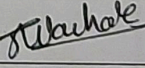
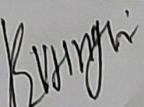
Venue: conference Hall

The staff meeting for IQAC is scheduled on Wednesday, 20 July 2020 at 1:30 PM in the Conference Room.

Agenda

1. Discussion related to new admission in College and how we can using various strategies of advertisement can target to students.
2. As due to covid all the staff were working for home so permission to provide them pen drive so that they can store all their work and college can also keep record for lectures.
3. Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities:

The following members were present:

a) Chairperson of the Society	:	Mrs. Megha D. Gokhe
Designation		Principal 
b) Co-ordinator	:	Mrs. Foram Patel 
c) Member (Teachers)	:	Dr. Anju Chaplot 
		Mrs. Payal Batavia 
		Ms. Alpa Yadav 
		Ms. Rukminee Yadav 
d) Administrative Official	:	Mr. Sanjay Dubey 
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g) External Expert	:	Dr. Farhiz Panthaky Project Lead, <i>Farhiz Panthaky</i> Education Leadership Development Kotak Education Foundation, Mumbai
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k) Industry Expert	:	Mrs. Manjiri Patil <i>Manjiri</i> Principal – Thakur Shyamnarayan High School & Jr. College

Meeting of Members of IQAC, TSCER 2020

Reading and discussion of the minutes of the last meeting.

Following points were discussed in the meeting.

- The various activities planned such as, National Intercollegiate Story and Poetry Writing Event, Webinar On Cybercrime Awareness and Career Opportunity, National Webinar on Multidisciplinary and celebration of festivals online and expert lecture.
- TSCER had organised various Inter and Intra Certificate Courses such as VENTEL, Multidisciplinary National Webinar on Innovative and Interactive Approaches in Education – A Global Trend, National Inter Collegiate Competition, and DLLE Extension Work.

- One of the staff Ms Rashmi Mishra suddenly expired due to which urgent approval of new staff was required and same was presented in meeting.
- Due to covid there was lot of difficulties faced by students to pay fees so discussion related to what has to be done so that students are relaxed was to be discussed in meeting.
- Due to covid many discrepancy related to examinations and how to conduct online examinations was big question. So TeachUs Portal was gateway for it so proposal to use that portal after taking a demo was kept in front of all.
- As per instruction from Government taking all measures some lectures to be conducted offline taking in mind precautions and safety measures of students. Discussion related what safety measures to be taken for college as well as to students.

Any other matter with the permission of the Chair.

- Software Upgradation, Online Campus Drive, Online Library Resources for students.

The minutes of last meeting is confirmed after discussing the action taken

Foram Patel

Mrs. Foram Patel

Co-ordinator

Megha Gokhe

Mrs. Megha Gokhe

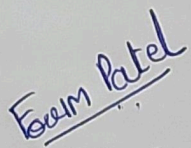
Principal

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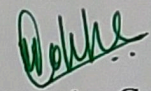
Any other matter with the permission of the Chair.

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Mrs. Foram Patel

Co-ordinator


Mrs. Megha Gokhe

Principal

Notice

Date: 20. 06. 2018

Venue: conference Hall

The staff meeting for IQAC is scheduled on Wednesday, 22 June 2018 at 1:30 PM in the Conference Room.

Agenda

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Action taken report.

2. Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities
3. Infrastructural upgradation
4. Discussion on the additional certificate courses for students
5. Presentation of the annual academic calendar.
6. Library augmentation
7. Any other matter with the permission of the Chair.
- 8.

The following members were present:

a) Chairperson of the Society	:	Dr Ravinder Pal Kaur	<i>Ravinder Pal Kaur</i>
Designation		Principal	
b) Co-ordinator	:	Mrs. Foram Patel	<i>Foram Patel</i>
c) Member (Teachers)	:	Megha D. Gokhe	<i>Megha D. Gokhe</i>
		Ms. Anju Chaplot	<i>Anju</i>
		Ms. Priyanka Patel	<i>PP</i>
		Mrs Madhuri Bendale	<i>MB</i>

d) Administrative Official	:	Mr. Sanjay Dubey
		Ms. Sonal Patel
e) Librarian	:	Mr. Sahebrao P. Wankhade
f) Management Representative	:	Shri. Rakesh V. Singh
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j) Nominee from Alumni	:	Mr. Rajan Sanghera TCS - Senior Process Associate and a Certified Trainer
k) Industry Expert	:	Mrs. Manjiri Patil Principal – Thakur Shyamnarayan High School & Jr. College

Minutes of the last meeting held on 22nd June 2018 and the action taken report.

Following points were discussed in the meeting.

- Workshop on Teaching with Twist for in-service teachers of Thakur Shyamnarayan High School in the month of August 2018.

- Workshop on Climate Change and Global Warming by Srushtidnyan in the month of August 2018.
- Safe Diving Campaign Mumbai ki Hodi under Department of Life Long Learning and Education in the month of September 2018.
- E-Waste Management Workshop by E-Rock & Srushtidnyan in September 2018.
- Vigilance Awareness Week 2018 'Eradicate Corruption Build a New India' in the month of November 2018.
- Visit: Mani Bhavan & RBI Museum in the month of September.

Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities:

- Workshop on 'Authentic Learning through the use of ICT in Education in the month of February 2019.

Infrastructural Upgradation:

- Committee members requested to install smart boards in the lecture hall.
- Bigger auditorium with a capacity of more than 100 participants was requested.

Decision Taken:

- Management approved the request and ensured the infrastructural upgradation according to the requests.

Discussion on the additional certificate courses for students:

- Guidance and Counselling Certificate Course – a collaboration with the 'Mind Mandala' institute

Presentation of the Annual Academic Calendar:

Academic Calendar of Activities for the A.Y 2018-2019

July 2018 to September 2018 -Orientation of Sem – III, Orientation of Internship, Workshop, Workshop on Writing Research & Conceptual Paper, Lesson planning workshop, Theme based Lessons, Co-teaching Lessons (Teachers, Peers), Demonstration Lessons on Method, Evaluation workshop, internship

Program (Shadowing of the school teacher, Observation of lessons, Preparation of teaching aids, Accomplishing Unit Test, Co-curricular activities

December 218 to April 2019 - Conducting Action Research, Arranging Games and Sports activities, Helping the teaching staff, Campus Interviews, Community Wok, Action Research workshop, Extension Work monitoring, Annual Day Celebration & Farewell for S.Y Students

Library augmentation

- New reference books were recommended by each staff member in their respective subjects.
- E-Books were also recommended in various subjects.

Any other matter with the permission of the Chair.

- Discussed the success of the 'National Level Seminar on Gender Parity 'An Era to be Together'.

The minutes of last meeting is confirmed after discussing the action taken.

Foram Patel

MS Foram Patel

Co-ordinator

per Dr. Ravinder Pal Kaur

Dr Ravinder Pal Kaur

Principal