

Thakur Educational Trust's (Regd.)
Thakur Shyamnarayan College of Education & Research

Academic Year 2023-24

Meeting of Members of IQAC, TSCER 2023

Reading and discussion of the minutes of the last meeting.

Following points were discussed in the meeting.

- Dr. Megha Gokhe the Principal of TSCER welcomed the members of IQAC and requested Shri Rakesh Singhji to chair the meeting.
- The agenda of the present meeting was read out and taken for discussion.
- Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities done.
- The minutes of last meeting is confirmed after discussing the action taken
- Following points were discussed:
 - For teaching learning enhancement lesson planning workshop was suggested where the contribution of alumni was advised by the members.
 - Principal ma'am suggested to encourage our students to do online self-study courses and share their knowledge with the peer.
 - Collaborated workshop on the use of teaching aids was also planned.
 - Some personality development events/workshop were suggested by the members to prepare the students for their campus placement.
 - Collaboration with some NGOs was discussed.
 - Expert talk on research activity was suggested by the members.
 - Principal ma'am suggested to establish language lab.
 - Intercollegiate offline competition was discussed. The suggestion for theme of the competition were given.
 - Tentative dates for Annual seminar was discussed i.e. in the month of March 2024.
 - One of the member proposed college to apply for distance education's student support centre.
 - Some infrastructural facilities upgradation was also suggested.

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

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Academic Year 2022-23

Meeting of Members of IQAC, TSCER 2022

Reading and discussion of the minutes of the last meeting.

Following points were discussed in the meeting.

- Dr. Megha Gokhe the Principal of TSCER welcomed the members of IQAC and requested Shri Rakesh Singhji to chair the meeting.
- The agenda of the present meeting was read out and taken for discussion.
- Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organised activities:
 - ✓ The various activities done such as Heartfulness Course, Micro teaching Workshop, Lesson Plan Workshop, Extension work activities
- Infrastructural Upgradation was suggested: Anti-virus software upload was suggested. Subscription of few magazines were suggested.

Discussion on the additional certificate courses for students was done: Following courses were proposed.

Heartfulness Programme, UNESCO Course; Sessions on Enhancing Creativity by Dr. Megha Gokhe and TSCER team.

Presentation of the Annual Academic Calendar: All Academic Events or Co-curricular Events were discussed such as International Workshop, National Seminar, Expert Talks, Library Workshop, and Outdoor Visit.

Library augmentation: Following recommendations were given.

Upgradation of learning software, Library Books required as per Revised Syllabus was also discussed.

Any other matter with the permission of the Chair: Following suggestions were given

Integrated B.Ed, NAAC accreditation, CASP process, Qualified Staff NET & SET, Approvals, Stationary requirement for year 2022, Promotion of the staff. Software Upgradation. Online Examination Portal requirement.

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



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Academic Year 2021-22

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 IQAC 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 IQAC 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

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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 IQAC 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 Sighji and the Management of Thakur Education Trust for the encouraging stance and sentiments expressed.

Project related expenses:

The principal appraised 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.

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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 IQAC 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.

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- 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. Foram 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 IQAC for their participation and contribution in the meeting.

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Academic Year 2020-21

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

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Academic Year 2019-20

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

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Academic Year 2019-20

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.

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Academic Year 2018-19

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

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Academic Year 2018-19

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’.

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Thakur Educational Trust's (Regd.)
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Academic Year 2017-18

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.

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Academic Year 2017-18

- 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 for 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.

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Academic Year 2020-21

Meeting of Members of IQAC, TSCER 2020

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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