



VidyaVikas Education Trust's
The Lords Universal College of Education
(Gujarati Linguistic Minority Institution)
(Affiliated to Mumbai University, Recognized by NCTE)
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Respected Committee members and Faculty,

The meeting of IQAC of The Lords Universal College of Education will be held on **17th March 2020** at 1.00 pm on the premise of the college to consider the following points:

AGENDA

- Confirmation of the minutes of the meeting of IQAC held on 3rd May 2019.
- Action taken report on the minutes of the previous meeting
- The matter arises out of minutes
- Learner-centric academic practices implemented in the institution
- Practices identified/suggested from different institutions and conferences and proposals implemented and action taken in the institution
- Feedback received and determining the benchmark for quality enhancement
- Briefing about AQAR 19-20 and reflecting
- Staff and student's achievements for the years 19-20
- Any other matter with the permission of the chair

We request you to kindly make it convenient to attend the meeting. We are looking forward to your presence.

Principal,
Dr. Savita Manchekar

The Lord's Universal College of Education

IQAC Meeting Minutes

External IQAC meeting was held on 17th March 2020 in the Conference room of the College. Following members attended the meeting.

Prin. Sunil Mantri (Academic Director, Universal Education),

Dr. Savita Manchekar, (Principal)

Dr. Madhavi Dharankar, (Head, Department of Educational Technology, SNDT)

Dr. Narendra Deshmukh, (Asso. Prof HBCSE)

Dr. Deepa Savalani, Mrs. Soma Guha Dr. Shashikala Yadav, Mrs. Swati Sharma, Dr. Nikita Rathod, (Teaching staff), Mrs. Sheetal Dhotre (Librarian), Ms. Lalita Uplori (Admin staff)

It started with welcoming all the participants in the meeting by IQAC in charge faculty Dr. Deepa Savalani, followed by a reading of the minutes of the previous meeting and the action/measures taken based on the suggestions provided by the members. During the discussion, various areas related to quality improvement and point-wise progress, and a further improvement in the academic and non-academic aspects were deliberated upon. The main areas of discussion and suggestions given are as follows:

Community Service:- The Principal madam briefed our Academic Head Shri Mantri sir regarding the initiatives and activities carried out by the Community service department of the college throughout the academic year 2019-2020. She emphasized the fact that many community service-related activities are conducted by colleges in addition to curricular activities. Community visits to Prayas institutions, tutions taken by teacher trainees in BMC schools including the teaching of second and third standard school students were the few initiatives mentioned during the meeting. Mantri sir suggested involving D.Ed. students too in the Community work. He further suggested to maintain the record of quantitative data of the college regarding the area-wise distribution of cloth bags (prepared during the Nai Talim lessons) to create awareness against single-use plastic.

Decision taken: To maintain the quantitative record of community work area-wise distribution of cloth bags.

Action taken: Done

Value added Course:

Dr. Shashikala Yadav informed that Prayas is one such organization that is giving certificates for 30 hrs. Community work. Patanjali yogpeeth has collaborated with B.Ed college for a Yoga course of 30 hrs. for which the students pay fees. New names of such Institutions which offer a free courses in yoga were also suggested like; Ambika Yoga Kutir, Yoga Parmeshwar Yoga centre at Panvel, Vivekanand Institute of Yoga and Research. Dr. Sashikala Yadav further briefed about the 30 hours self-defense course conducted in collaboration with Bodhidharma Shaolin (BDS) Academy of India by C.K. Singh.

Decision taken: To find an institution offering free courses in Yoga.

Action taken: The staff has explored the institutions offering Yoga courses and analyzed that they are charging more

Research activities:- Dr. Savita Manchekar, Principal emphasized the importance of collaboration in Research with college students. She further informed that in this direction, an initiative was taken by two faculty members along with two students by participating in 'Avishkar' this year. Smt. Madhuri Dharankar suggested utilizing the data collected as per reflection on film reviews and other feedback for qualitative research. Mantri sir gave valuable suggestions regarding Action Research that the research papers should be shown to outside experts for proper guidance and report to be sent to experts for their suggestions for quality work.

Decision taken: Data to be used in the publication of research papers by staff members.

Action taken: In process

College promotion:- Dr. Deepa Savalani briefed about how FB is used to showcase the activities. Mantri sir suggested to use all forms of social media are to be used to showcase the curricular and extracurricular activities of the college. All announcements should be uploaded and feedback should be taken and more and more publicity of the institution should be done.

Decision taken: Social media platforms should be used for more publicity for the institution.

Action taken: Done. Used Facebook and website to showcase college activities.

Department-wise parameters:- Dr. Deepa Savalani projected the analysis of feedback received from faculty members. Sunil Mantri Sir suggested the weightage of different academic departments for assessment at year-end has to be different if the parameters are the same or to keep different parameters for different departments as the feedback will differ.

Decision taken: To keep the different parameters for respective departments.

Action taken: Done

Campus Placement:- Dr. Deepa Savalani was briefed about the process and execution of campus placement. She also projected the analysis of feedback received by the schools and colleges. Sunil Mantri Sir suggested to give the e-portfolio of students be shared with the school/college recruiters and to be uploaded to the college website through a web link.

Decision taken: e-portfolio of students be shared with the school/college recruiters

Action taken: Done

Webinar:- Mrs. Soma Guha briefed about the national and international webinar organized by the college. She also added the participation and publication of papers. Sunil Mantri Sir suggested to involve students in thorough learning by college students before and after the webinar. Concept map to be used for preparing notes by students followed by their presentation on the topic either individually or in groups.

Decision taken: Involving students in organizing and conducting National level seminars

Action taken: Committees of students were formed to coordinate while conducting national-level seminars. Dr. Meena Kute's name was suggested for consultation and guidance regarding NAAC.

The meeting covered the work of every academic department of the college and ended with valuable insights and inputs from all members. The meeting formally ended with a vote of thanks to all the participants.

IQAC Members: -

Prin. Sunil Mantri (Academic Director, Universal Education),

Dr. Savita Manchekar, (Principal)

Dr. Madhavi Dharankar, (Head, Department of Educational Technology, SNTD)

Dr. Narendra Deshmukh, (Asso. Prof HBCSE)

Dr. Deepa Savalani, Mrs. Soma Guha, Dr. Shashikala Yadav, Mrs. Swati Sharma, Dr. Nikita Rathod, (Teaching staff)

Mrs. Sheetal Dhotre (Librarian)

Ms. Lalita Uplori (Admin staff)

Mr. Sandeep Shah (Alumni)

Mr. Ashutosh S. (Student Representative)

Ms. Ilhaam Motlekar (Student Representative)

Ms. Smita C. (Student Representative)

Ms. Ashwini Pillai (Student Representative)

Action Taken Report
IQAC External Meeting held on 17th March 2020

Discussion	Decision taken	Action taken
Community work: Committee members were briefed about community outreach activities conducted by students under staff's supervision. Activities like providing services to the underprivileged group of students from BMC school, Prayas Center and awareness programme on signal use plastic ban.	To maintain the quantitative record of community work area-wise distribution of cloth bags.	Done
Value added course: Committee members briefed about 30 hours two courses on Yoga and Self-defence conducted.	To find an institution offering free courses in Yoga.	The staff has explored the institutions offering Yoga courses and analyzed that they are charging more
Research activities: Committee members were briefed about the research activities conducted by students of the survey on the status of women, Participation in Aavishkar.	To utilize the data of students to write and publish research papers	In process
College promotion: Committee members briefed about the use of FB to showcase curricular and extracurricular activities of the college	All the social media platforms should be used	Done
Analysis of department-wise feedback: Committee members briefed about the feedback received from faculty members regarding the quality enhancement of respective department's activities.	To keep different parameters for different departments as the feedback	Done
Campus Placement: Committee members briefed about the process of campus placement and feedback received from schools and colleges.	To share the e-portfolio of students with the schools and colleges.	Done
Webinar: Committee members briefed about the national and international webinar organized by the college. The participation and publication of papers.	Involving students in organizing and conducting National level seminars.	Committees of students were formed to coordinate while conducting national-level seminars.