

# SOPAN'S SUVIDYA COLLEGE OF SPECIAL EDUCATION

B.Ed. Special Education (ASD)

Affiliated to University of Mumbai

Recognized by Rehabilitation Council of India



Advisor Shri Atul Bhatkalkar

Member of Legislative Assembly, Maharashtra

## Internal Quality Assessment Committee Meeting

The IQAC meeting was held on March 08, 2024 at SOPAN's Suvidya College of Special Education.

It was attended by;

1. Prof. Rubina Shanker Lal
2. Mrs Nishat Imam
3. Mrs Rashna Sadri
4. Dr Apoorva Panshikar
5. Mr. Pandurang Aloorkar
6. Mrs Sunanda Chakraborty
7. Mrs Reshma Gaikwad
8. Ms. Hema Nandkishore
9. Ms. Vidhi Gada

Ms Minal Shah and Mrs Sherli Biju were unable to attend due to prior commitments.

AGENDA	MINUTES	COMPLIANCE
	Welcome note by Mrs Imam, I/c Principal. The discussion was done according to the agenda shared.	
▪ Outreach and Community Engagement	Mrs Sadri informed the members that students would like to go for a community tour and Ms. Minal Shah had taken an initiative to ask special schools in Valsad and Pardi if a visit could be arranged.	Students of both batches went on the community tour and conducted various activities in the schools at Valsad and Pardi on March 27 & 28, 2024.
▪ Faculty Development Programmes	Members suggested that the faculty attend faculty development programmes.	
▪ IQAC Programmes for Students	Programmes for Gender Sensitivity were discussed and if alumni could contribute for a workshop was put forth.	Gender Sensitivity Workshop was planned in May, 2024 where our alumnus, Dr Tanuja Prem was the resource person.

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		Phonics workshop was held on April 30, 2024.
▪ Funding	Mrs Sadri informed the members that in order to build funds for the college the faculty has begun other short term certificate courses and webinars. Mrs Sadri and Mrs Imam said that the Principal of SRCC City Academy School would like an in-service training of their teachers. Members were asked the fees that could be charged for the 5 - Day workshop.	The SRCC In-service teacher training was held between, June 03 - 07, 2024 at their centre.
▪ Maintenance of records for slow learners	Apart from tutorials and re-evaluation of internal assessments the student progression records need to be maintained was pointed out by our director, Prof. Lal.	Separate file has been maintained for slow learners. Alternative assessment systems have also been used.
▪ Purchase of Library Books	The need to add books to the library is fulfilled every year. Ms Srivastava proposed that new books of various subjects be bought this time instead of the focus only being on autism as the need of books for other subjects like psychology, education and various other disabilities is seen.	Before the end of March, books were ordered and the library catalogue including KOHA has been updated.

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## Internal Quality Assessment Committee Meeting

The IQAC meeting was held on June 28, 2024 at SOPAN's Suvidya College of Special Education.

It was attended by;

1. Prof. Rubina Shanker Lal
2. Mrs Nishat Imam
3. Mrs Rashna Sadri
4. Dr Apoorva Panshikar
5. Mr. Pandurang Aloorkar
6. Mrs Sunanda Chakraborty
7. Mrs Reshma Gaikwad
8. Ms. Hema Nandkishore
9. Ms. Vidhi Gada

Ms Minal Shah and Mrs Sherli Biju were unable to attend due to prior commitments.

AGENDA	MINUTES	COMPLIANCE
	Welcome note by Mrs Imam, I/c Principal. The discussion was done according to the agenda shared.	
<ul style="list-style-type: none"><li>▪ Innovations in Teaching Methods and Technology</li></ul>	Mrs Sadri shared the concern that technology is not being used in the classrooms (other than PPT) and if the members would recommend any training programs that the faculty and the students could avail. Dr Panshikar suggested Xavier's Institute for a training program.	<ul style="list-style-type: none"><li>▪ A two day workshop was organized and B.Ed. students attended the 'I for Inclusion' programme conducted by Xavier's Resource Centre for the Visually Challenged training at NEIPID on August 16 and 17, 2024.</li><li>▪ Students also attended a</li></ul>

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		<p>workshop on Technology and Plagiarism in Education on August 20, 2024 where they were briefed on the UGC mandate on plagiarism and shown open access resources. Further apps that could make the teaching learning process interesting and new apps like Mentimeter and Quizzez were introduced.</p> <ul style="list-style-type: none"> <li>▪ All free software has been downloaded in the computer laboratory for students' use.</li> <li>▪ The IIT (B) team facilitated a workshop on 'Jellow Application' (how to use it) on August 31, 2024</li> </ul>
<ul style="list-style-type: none"> <li>▪ Academic Progression</li> </ul>	<p>During the semester orientation, students need to be re-explained the attendance rules laid down by the college. Further all the internal assessments showing progress of the student need to be charted. Mrs Sadri proposed that semester wise / paper wise entry level assessments need to be introduced to show the progression as well.</p>	<p>Other than the paper wise internal assessment and practicum requirements of the semester explained during the orientation of semester III, Batch IX, they were also explained the need for entry level assessments which were held in the first and second week of the</p>

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		semester (prior to the teaching of the paper.
<ul style="list-style-type: none"><li>Student Awareness on Anti-Ragging and Grievance Redressal and Wellbeing</li></ul>	Prof. Lal emphasised the need for informing the students every semester on the committees available for anti-ragging, grievance Redressal and emotional wellbeing. She also said that the laws upholding these need to be explained every semester during orientation programmes.	Students of Batch IX, Semester III were informed about the same during their orientation at the beginning of the semester.
<ul style="list-style-type: none"><li>Faculty Development Programmes</li></ul>	Dr Panshikar emphasised that each of the faculty should attend orientation and refresher programmes conducted by the UGC.	Mrs Sadri attended the Refresher Course in Education (Multidisciplinary) on NEP 2020: A Pathway in Higher Education for Inclusion between July 08 - 20, 2024
<ul style="list-style-type: none"><li>IQAC Programmes for Students</li></ul>	Members discussed the need of the various programmes that need to be conducted by the IQAC for students. Various programmes on 'Gender sensitivity' were discussed for the current semester.	Apart from the ones organized for technology the IQAC also organized workshops on communication skills.

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## Internal Quality Assessment Committee Meeting

The IQAC meeting was held on December 08, 2023 at SOPAN's Suvidya College of Special Education.

It was attended by;

1. Prof. Rubina Shanker Lal
2. Mrs Nishat Imam
3. Mrs Rashna Sadri
4. Dr Apoorva Panshikar
5. Mr. Pandurang Alookar
6. Mrs Sunanda Chakraborty
7. Mrs Reshma Gaikwad
8. Ms. Hema Nandkishore

Ms Minal Shah and Mrs Sherli Biju were unable to attend due to prior commitments.

AGENDA	MINUTES	COMPLIANCE
Recommendations for Quality Enhancement of the Institution of the NAAC Peer Team	Welcome note by Mrs Imam, I/c Principal. She also informed the members of the NAAC accreditation and the grade acquired by Suvidya College.  Mrs Sadri, the IQAC Coordinator apprised the members of the report by the NAAC Peer Team Members and their recommendations for Quality Enhancement of the Institution.	
▪ The College should be shifted to the new building at the earliest.	Dr Lal explained that the process of application of shifting to New Panvel has begun. The Building is completely ready and all infrastructural requirements have been met. However, the inspection of the Peer Team from	Experts visited the institute for shifting college proposal on December 11, 2023

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	the University of Mumbai is yet to be conducted.	
All the Teaching posts should be filled immediately	Dr. Lal expressed that it should be expedited immediately.	Office superintendent Mr. Vishal Kadam enquired about the process.
Alumni association of the college should be registered	The members proposed that the alumni need to meet more often and contribute to the college in various ways.	There has been no meeting of the alumni conducted however, few of the alumni have willingly come forward and aid in terms of lectures and workshops.
IQAC is required to be proactive	The members suggested that at least one programme in a month for the B.Ed. students should be conducted in the form of workshops, talks, seminars and conferences on various topics. Indian Knowledge Systems and Gender Sensitivity focus should be added.	Planning of Webinars by faculty. Gender Sensitivity Workshop was conducted in May 2024 Library Books on Gender Sensitivity were purchased. Workshops on Phonics, Skill Development, Using Multisensory Resources in the Classroom were held. RCI - CRE was held in February 2024 where students also participated.
Research proposals in the concerned fields should be submitted to the different funding authorities	The members reiterated the need for research by the faculty.	The faculty has not yet submitted any research proposal however, they developed and proposed two papers for open electives which were passed by the BOS.
Handsome corpus fund should be mobilized for smooth running of the college	The members suggested that the issue of funds should be discussed by Mrs Imam with the Management. it was also suggested that the college take up extra mural courses to increase the corpus.	The new course on Post Graduate Diploma in Rehabilitation Psychology was approved by the University of Mumbai. The Short term course on ASD will now run twice in a year to increase the flow

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		of funds. Certificate course on Specific Learning Disability is has been planned for April 2024. Shadow Teacher Course was proposed for July 2024.
Efforts should be made to increase the intake of students	The concern of low enrolment is a common problem faced by all special education colleges. Steps to create awareness among graduate students of different colleges were discussed.	Orientations in various colleges were conducted by the faculty. The orientation to the field of special education and B.Ed. course in Autism was highlighted. The focus was on the need for committed teacher for teaching and training children with autism.
Guest faculty should be paid remuneration as per university norms	It has been discussed with all the members and a decision to review the remuneration was consented. However, it was difficult to match the University norms. Therefore, a manageable increment was suggested.	The revised remuneration for online and offline lectures have been changed to 250/- and 500/- respectively.

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## Internal Quality Assessment Committee Meeting

The IQAC meeting was held on September 16, 2023 at SOPAN's Suvidya College of Special Education.

It was attended by;

1. Prof. Rubina Shanker Lal
2. Mrs Nishat Imam
3. Mrs Rashna Sadri
4. Dr Apoorva Panshikar
5. Mr. Pandurang Aloorkar
6. Mrs Sunanda Chakraborty
7. Mrs Reshma Gaikwad
8. Ms. Hema Nandkishore

Mrs Shoba Srivastava, Ms Sherli Biju and Ms Minal Shah were unable to attend due to prior commitments.

AGENDA	MINUTES	COMPLIANCE
Review of the B.Ed. Special Education (ASD) programme <ul style="list-style-type: none"><li>▪ Evaluation of transaction of course content and practicum.</li></ul>	Welcome note by Mrs Imam, I/c Principal. The discussion was done according to the agenda shared. Mrs Sadri discussed a brief overview of practices at the college on B.Ed. Special Education (ASD) programme  Feedback was received from Hema, alumni where she suggested some of the practicum like curriculum adaptation if shown how it is used in a school setting would be helpful after the programme in a work setup. Dr Panshikar suggested the focus should now be on flipped classrooms where there is	The planner now includes discussions on their readings of books and

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	discussion only in the classroom after students either reading literature online or observations in schools. Reduced theory teaching would help in using that time for more practicum work.	journal articles. Classroom observations are also part of the programme schedule.
▪ Innovations in teaching methods and technology	Dr Panshikar suggested the use of podcasts available. Further she suggested and was agreed upon by the other members that Google classrooms is a good LMS platform for the college activities. She also suggested 'Jam Board' and other collaborative techniques that can be used by teachers.	Videos and podcast links for further understanding are being shared with students.
Outreach and Community Engagement	Mrs Sadri mentioned the activities done throughout the year by students for various activities for awareness in the community. For the need to build student skills like leadership qualities, communication and planning techniques, it was suggested by Ms Reshma Gaikwad that students should also be part of the planning committees for these events. However, Dr Lal suggested that the students should first be able to plan smaller events like festivals celebrated at SOPAN.	Students actively plan one item of events held at SOPAN during festivals and annual day.
Student Assessment at entry level to the programme	NAAC requires that the college shows the progression of each student according to the initial assessment at entry level. Mr Aloorkar suggested that TET type questions could be part of the assessment at entry level. Further the syllabus objectives could also	Assessments at the entry level for the new batch is now included.

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	be used for the development of the tests. Dr Lal requested him to send these to the coordinator as it would aid in the development of the test. She further suggested sub-areas for the development of the same.	
Faculty Development Programmes	Dr Panshikar suggested that the faculty should complete their orientation and refresher programmes available online on Swayam portal. Dr Lal suggested that the college can collaborate with the colleges that they have an MOU with, for research.	Management has sanctioned leave for refresher course.
	The meeting concluded with the vote of thanks to the Chair	



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## **Internal Quality Assessment Committee Meeting**

*The first IQAC meeting was held to discuss the formation and to apprise the committee members of their roles on September 09, 2022 at SOPAN's Suvidya College of Special Education.*

*It was attended by;*

- 1. Prof. Rubina Shanker Lal*
- 2. Mrs Shoba Srivastava*
- 3. Mr. Pandurang Aloorkar*
- 4. Mrs Nishat Imam*
- 5. Mrs Rashna Sadri*
- 6. Mrs Sunanda Chakraborty*
- 7. Mrs Reshma Gaikwad*
- 8. Mrs Sherli Biju*
- 9. Ms. Hema Nandkishore*

*Dr Apoorva Panshikar was excused due to prior commitments.*

<b>AGENDA</b>	<b>MINUTES</b>	<b>COMPLIANCE</b>
<i>Formation of IQAC</i>	<i>Welcome note by the IQAC Coordinator. The IQAC committee has been formed from July 15, 2022 to July 14, 2023. The committee members were apprised of the activities and future functioning of the IQAC by the Chairperson, Prof. Lal. By virtue of membership in specific capacity the discussions were open: A] Alumni registration B] Website: Students raised the concern that the website was not equipped to have detailed information about the college C] Formation of anti-ragging cells.</i>	<i>Website updating in process by Mrs Chakraborty  All documents regarding alumni registration and anti-ragging prepared by Mrs Sadri</i>
<i>Events</i>	<i>Events to be organised by the IQAC for faculty development</i>	<i>In process</i>

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	<i>The meeting concluded with the vote of thanks to the Chair</i>	
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*The undersigned attended the meeting:*

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>
1.	<i>Prof. Rubina Shanker Lal</i>	<i>Chairperson</i>
2.	<i>Mrs Shoba Srivastava</i>	<i>Management Representative</i>
3.	<i>Ms. Nishat Imam</i>	<i>Teacher Representative</i>
4.	<i>Rashna Sadri</i>	<i>Coordinator IQAC</i>
5.	<i>Sunanda Chakraborty</i>	<i>Teacher Representative</i>
6.	<i>Reshma Gaikwad</i>	<i>Nominee from the Industry</i>
7.	<i>Sherli Biju</i>	<i>Teacher Representative</i>
8.	<i>Hema Nandkishore</i>	<i>Student</i>