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SOPAN'S SUVIDYA COLLEGE OF SPECIAL EDUCATION  
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060  
Email: [scseasd15@gmail.com](mailto:scseasd15@gmail.com)

### MINUTES OF THE STEERING COMMITTEE MEETING

The meeting of the Steering Committee was held on April 05, 2024 at 1.30pm

The meeting was attended by the following members;

1. Prof. Rubina Shanker Lal, Director
2. Mrs Nishat Imam, I/c Principal
3. Mrs Rashna Sadri, IQAC Coordinator

The session began with the reading of minutes of the previous meeting by Mrs Imam.

The meeting was called to discuss the following agenda.

- NAAC – Criterion 1 – Curriculum Development
- Guest Faculty for units on autism for B.Ed. Sp. Ed. Programme
- IQAC Programmes for students
- Programme Developed for in-service teachers at SRCC, CASE

1. NAAC – Criterion 1 – Curriculum Development: University of Mumbai is accepting courses developed by affiliated colleges with respect to NEP norms and guidelines. The committee members discussed a few courses that could be developed and passed through the academic board of studies. Some of the suggestions were, Teacher Competency and School Management, Role of Teacher in the School and Community.

Action Taken: The course content for “Teacher Competency and School Management” as a part of electives was discussed By Mrs. Nishat Imam and Mrs. Rashna Sadri.

2. Guest Faculty for units on autism for B.Ed. Sp. Ed. Programme: Prof. Lal announced to the committee the decision of the management to invite Mrs Reshma Gaikwad, Alumni and Coordinator for Samarpan Special School to take over the teaching of units that Prof. Lal was taking in the past.



Action Taken:

- a) Mrs Reshma Gaikwad was formally informed of the lectures she will begin taking for batch IX when they are in semester III.
  
3. IQAC Programmes for Students: A session on 'Gender Sensitivity' is to be planned where a psychologist can be the resource person. Further to the webinars already taking place, development of podcasts were discussed where esteemed resource persons of the field can be the resource person. The members are to find out about equipment required and a person who could edit the podcast.

Action Taken:

- a) Dr Tanuja Prem has agreed to take a session in April with both batches on Gender Sensitivity.
  
4. Programme Developed for in-service teachers at SRCC, CASE: A 5 day programme was developed by the faculty for in-service teachers at CASE on 'Assessment and Intervention of Children with Autism' to be held in June 2024. The course details were finalized by the committee members.

Action Taken:

- a) Letters of invitation to the various resource persons have been sent via email along with the programme schedule.



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**ATTENDANCE**

**STEERING COMMITTEE MEETING**

**April 05, 2024**

No.	Members	Designation	Signature
1.	Dr. Rubina Lal	Director	
2.	Ms Nishat Imam	In-Charge Principal	
3.	Mrs. Rashna Sadri	Assistant Professor	



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### MINUTES OF THE STEERING COMMITTEE MEETING

The meeting of the Steering Committee was held on March 14, 2024 at 12.30pm

The meeting was attended by the following members;

1. Prof. Rubina Shanker Lal, Director
2. Mrs Nishat Imam, I/c Principal
3. Mrs Rashna Sadri, IQAC Coordinator

The session began with the reading of minutes of the previous meeting by Mrs Imam.

The meeting was called to discuss the following agenda.

- Review – Semester I and Semester III
- IQAC Programmes for students and in-service teachers
- Maintenance of Records for slow learners

1. **Review of Semester I and Semester III:** The end of semester evaluation by faculty and feedback of students in theory and practicum of both semesters was discussed. As requested by the students more practice of teaching schools and visits are to be organised. Semester I students have requested internal tests for every module during Semester II. This is to be added to the academic plan for semester II. The rubrics for marking are to be shared by the entire faculty for every assignment and task given to the students.

#### Action Taken:

- a) Visits to inclusive schools like Gokuldham (April) and SRCC (March) have been added to the academic plan for the current semester. Further both batches were part of the Community Outreach Programme at Valsad and Pardi in Gujarat (March, 2024).
- b) Internal tests, twice a month for semester II have been added to the academic planner.
- c) All the faculty have been informed to share the rubrics for marking with the students on giving any assignment or task.



2. **IQAC Programmes for students and in-service teachers:** The members discussed topics of webinars, offline programmes and the resource persons to be called for the same to enhance knowledge of students. It was also decided that some of the programmes would be open to in-service teachers, psychologists, therapists and parents of children with disability as well. The webinars will be recorded and uploaded on 'You tube' as well.

Action Taken:

- a) Webinars were planned and will be conducted twice a month beginning on Saturday, March 16, 2024 with Mrs Imam as a resource person. The topic was 'Literacy Skills: Reading'. The second webinar was on March 30, 2024 where the resource person was Mrs Rashna Sadri. The topic was Executive Functioning: Early Experiences and Development'. The recording of the same have been uploaded on 'You tube'.
- b) Mrs Imam and Mrs Sadri are in discussion with resource persons for further webinars.
- c) Mrs Sadri has also requested our alumni, Dr Tanuja Prem to conduct workshops on Drama and Education for the semester IV students. Dates for the same are in April, 2024.

3. **Maintenance of Records for Slow Learners:** Mrs Sadri informed the members that one student of batch VIII has been performing poorly on all assignments as well as class performance. Further she has also failed in all her semester examinations. Further tutorials and notes have been provided to her by the faculty for all subjects. The assignments have been made easier for her as well. Repeated messages to her parents have not been responded to. Prof. Lal suggested keeping all her records from assessment to evaluations, videos of her practice of teaching sessions etc. separately. A report should also be written for each semester as to the accommodations made by the faculty for all her practicum and theory assignments.

Action Taken:

- a) Maintenance of the records has begun with videos and assignment samples.
- b) Accommodations for completion of practice of teaching, internship at SOPAN schools instead of schools outside.



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### ATTENDANCE

### STEERING COMMITTEE MEETING

March 14, 2024

No.	Members	Designation	Signature
1.	Dr. Rubina Lal	Director	
2.	Ms Nishat Imam	In-Charge Principal	
3.	Mrs. Rashna Sadri	Assistant Professor	