



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 February 04, 2025 at 1.15pm

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.

1. Rehabilitation Council of India – Continuous Rehabilitation in Education
2. Short Term Certificate Course in Specific Learning Disability
3. Integration of Indian Knowledge Systems
4. Outreach Programme
5. Faculty Research

**1. Rehabilitation Council of India – Continuous Rehabilitation in Education:**

The topic and dates were discussed for the next RCI – CRE to be held at the college. Since these are 18 hour programmes the B.Ed. students could attend these as value added programmes and get a certificate.

Action Taken: The 3 day programme on, 'Differentiated Instruction: Overcoming Curricular Disabilities' was developed. Proposed dates were for March 2025.

**2. Short Term Certificate Course in Specific Learning Disability:** Dr Lal suggested more schools to be contacted with the mail focussing on intervention strategies. Further she also suggested that the mail could be sent across the country as it is an online programme.

Action Taken: Mails have been sent to various schools and centres.

**3. Integration of Indian Knowledge Systems:** Yoga is an integral part of the Indian Knowledge System. It was suggested that a workshop could be done for the same. Further the classes could also begin again for the B.Ed. students.



Dr Lal also suggested that the students could listen to Podcasts by an Indian Historian, Ms Meenakshi Jain and classroom discussions could be conducted on the same.

Action Taken: Ms Shilpa Murudkar has been contacted for Yoga classes for B.Ed. students once a week.

Podcasts were downloaded and shared with the students. Discussion time was allocated on the time table.

4. **Outreach Programme:** Since the IQAC members suggested B.Ed. students be given more time for screening and assessment. Inclusive schools were to be contacted. Further the NCERT tool, 'Prashast' was suggested for screening.

Action Taken: A school in Navi Mumbai was contacted and interested for two day screening for their primary and pre-primary students in April 2025.

5. **Faculty Research:** Dr Lal suggested that the faculty should send proposals for minor research projects to Rehabilitation Council of India.

Action Taken: The faculty have begun developing proposals.




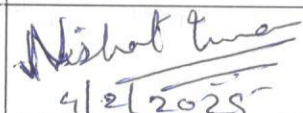

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### STEERING COMMITTEE MEETING

**Date:** February 04, 2025

**Time:** 1:15pm

#### ATTENDANCE

No.	Members	Designation	Signature
1.	Prof. Rubina Shanker Lal	Director	
2.	Mrs Nishat Imam	In- Charge Principal	 4/2/2025
3.	Mrs Rashna Sadri	IQAC Coordinator	 4/2/25





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### MINUTES OF THE STEERING COMMITTEE MEETING

The meeting of the Steering Committee was held on January 10, 2025 at 1.45pm

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.

1. Planning for value added programmes for B.Ed. students.
2. Podcasts for Learning
3. International Conference
4. Keeping of records
5. Rehabilitation Council of India – Continuous Rehabilitation in Education
6. Short Term Certificate Course in Specific Learning Disability

- 1. Planning for value added programmes for B.Ed. Students:** the committee discussed various topics for modular programmes of 1 credit each. Topics included were Instructional Design, Makaton, Art Based Therapy, Management of Challenging Behaviours and Braille. It was also decided that assessments for each of the programmes will be developed and certificates will be given. Two programmes will be offered in the first and third semesters.

Action Taken: The faculty have begun the development of the modular programmes.

- 2. Podcasts for Learning:** A discussion on the kind of podcasts that could be included in the teaching learning process by the faculty was done. Dr Lal suggested the podcasts on autism where she was interviewed are available which could be shown to the semester 1 students.

Action Taken: The faculty was informed as well as the links were shared. However since the examinations for semester 1 students are due it was decided that once they come to semester 2 they could hear them.



- 3. International Conference:** Dr Lal informed the committee that an international conference is planned for beginning of 2026 on 'Embracing Neurodiversity: Focus on Autism'.

Action Taken: Preliminary discussion on workshop topics like, 'Teaching Children with NVLD'

- 4. Keeping of Records:** the concern of students coming late or going early and missing classes was shared by Mrs Sadri. Dr. Lal suggested that a slip needs to be prepared which the students fill along with the reason for being excused.

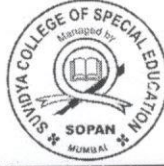
Action Taken: The slip has been prepared

- 5. Rehabilitation Council of India – Continuous Rehabilitation in Education:** Mrs Imam proposed that a CRE should be planned for the month of March. The tentative topic has been proposed based on ICT for special needs.

Action Taken: The tentative programme schedule has been developed.

- 6. Short Term Certificate Course in Specific Learning Disability:** The dates for the course were discussed. The flyer is to be sent out by the faculty.

Action Taken: The date for beginning the course is proposed as February 10, 2025 and the sessions will be taken online on Monday, Wednesday and Friday evenings. The flyer has been sent out to schools and clinics for the same.






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### STEERING COMMITTEE MEETING

**Date:** January 10, 2025

**Time:** 1:45pm

#### ATTENDANCE

No.	Members	Designation	Signature
1.	Prof. Rubina Shanker Lal	Director	
2.	Mrs Nishat Imam	In- Charge Principal	
3.	Mrs Rashna Sadri	IQAC Coordinator	





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### MINUTES OF THE STEERING COMMITTEE MEETING

The meeting of the Steering Committee was held on August 01, 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.

- Planning for activities on Gender Sensitization
- Workshops on Information Technology in Education
- Enhancing Communication Skills of B.Ed. students.

1. **Planning for activities on Gender Sensitization:** The positive feedback was shared with the committee members by Mrs Sadri after the workshop on, 'Gender Sensitivity' held on May 05, 2024. The members agreed that more such programs are necessary and talks by experts, competitions, and legal rights for women need to be included.

Action Taken: A talk is planned in September on Awareness on Cervical Cancer. Dr Pranjal Sathe-Kale has agreed to be the resource person for the same. Rangoli competition has been planned on the theme, 'Save the Girl Child' in October during the Navratri festival.

2. **Workshops on Information Technology in Education:** To enhance their skills using information technology and artificial intelligence in education workshops and sessions have been planned in the past. For this term the concern was plagiarism using AI and Technology. Members discussed the need for cautioning the students on the same. Further, semester III has a paper on Assistive Technology and Interventions for persons with ASD where every year the students are taught about various devices and technologies to enhance language, communication and social skills for persons with autism. This time apart from these, various workshops need to be planned were discussed.



Action Taken: A two day workshop was planned along with other special education colleges on 'Basic Orientation to Assistive Technology for Teacher Trainees' in August where the facilitators were from Xavier's Resource Centre for the Visually Challenged, a two hour workshop was also scheduled in August on Technology and Plagiarism in Education where the resource person was Mrs Sadri and 'Jellow Application for Communication where the facilitators were from IIT (M).

3. **Enhancing Communication Skills of B.Ed. students:** Mrs Imam pointed out the need for enhancing communication skills of the B.Ed. students as they need these skills for professional development as they move out into the world of work.

Action Taken: M.Ed. Interns from AYJNISHD conducted a workshop on 'Communication: Key to Connect' with the B.Ed. students where various activities on verbal and non-verbal communication were done.






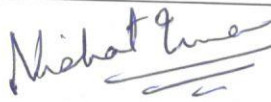

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### STEERING COMMITTEE MEETING

Date: August 01, 2024

Time: 1:30pm

#### ATTENDANCE

No.	Members	Designation	Signature
1.	Prof. Rubina Shanker Lal	Director	
2.	Mrs Nishat Imam	In- Charge Principal	
3.	Mrs Rashna Sadri	IQAC Coordinator	



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### MINUTES OF THE STEERING COMMITTEE MEETING

The meeting of the Steering Committee was held on September 13, 2024 at 11.30am

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.

1. Planning for activities on Indian Knowledge Systems.
2. Guidance for students for Maharashtra Teacher Eligibility Test
3. Faculty involvement for the activities

- 1. Planning for activities on Indian Knowledge Systems:** As per the requirement of NEP the committee members discussed the possible activities on the Indian Knowledge Systems. Mrs Imam suggested that the activities should enhance the students' teaching learning experiences and thus understanding the various languages, writing systems, dress, food and handicrafts should be explored. The members agreed that these will be useful for the students from the job readiness perspective.

Action Taken: Nudges and themes have been planned for the areas discussed in the meeting. Various activities like a food festival, making of models, journals, artwork and calligraphy sessions have been planned for the term.

- 2. Guidance for students for Maharashtra Teacher Eligibility Test:** The teacher eligibility test is in November and Mrs Sadri began the discussion for mentoring and helping students who are appearing for the same. The members agreed that sessions can be planned for the students a couple of times a week.

Action Taken: The students have been reminded to apply for the examinations as the portal for application is open. They have been asked to begin practice of the contents of the syllabus and come up with their problems during the class allocated for the purpose.



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3. **Faculty involvement for the activities:** The members discussed the possibility of inviting several experts for art and calligraphy for the activities of the Indian Knowledge Systems. Mrs Sadri would be coordinating with them. Further, all in-house faculty will be mentoring and guiding students for the Maharashtra – Teacher Eligibility Test according to the schedule on the time table.

Action Taken: Faculty and experts have been informed by Mrs Sadri according to their expertise for the sessions.




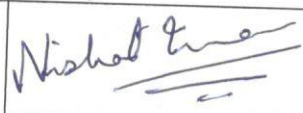
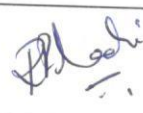
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### STEERING COMMITTEE MEETING

Date: September 13, 2024

Time: 11:30am

#### ATTENDANCE

No.	Members	Designation	Signature
1.	Prof. Rubina Shanker Lal	Director	
2.	Mrs Nishat Imam	In- Charge Principal	
3.	Mrs Rashna Sadri	IQAC Coordinator	





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### 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.



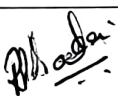


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### ATTENDANCE

### 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 Gokuldharm (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.


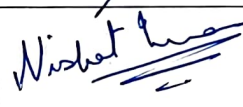


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### ATTENDANCE

### 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	