



H. B. B. Ed. COLLEGE

(Affiliated to University of Mumbai, Recognized by NCTE)
Recognition under section (2f) of UGC ACT, 1956. (NAAC Accredited B+)

Plot No. 16-17 Sector 10-A
Vashi Navi Mumbai-400703
Tel ---- 8652105323

Notice

Date: 1st June, 2023

IQAC Committee Members A.Y.2023-24

Sr. No.	Name of the Member	Designation
1	Principal Dr. S. Harichandan	Chair Person
2	Shri Ramesh H. Singh	Representative of Employer
3	Shri. Asharam Yadav	Representative of Management
4	Shri. T. P. Singh	Representative of Management
5	Mrs. Roshani Kharat	Co-ordinator
6	Dr.Sati Shinde	Representative of Women development cell
7	Mrs.Samiksha Mhatre	Representative of Faculty
8	Dr. Rekha Jagdale	Representative of Faculty
9	Mrs. Vibhavari Salunke	Representative of Library
10	Mr. Firoz Kazi	Representative of Technical staff & Administrative office
12	Mr. Deepakkumar Kalambarkar	Representative of Alumni
13	Dr, S. N. Shetty	Representative of Educational Field
14	Ms. Neha More	Representative of Student Council
15	Mrs. Kavita Nair Bhatia	Representative of Society




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H.B.B.Ed. College, Vashi Navi Mumbai

Notice-1

14th June 2023

This is to inform you all that there will be a meeting to discuss about Curriculum Planning for the academic year 2023-24 on 15th June 2023 at 1.00 pm in the principal's cabin.

All the members of the Curriculum Committee are hereby informed to attend the same.

The tentative Agenda of the meeting is as follows.

1. Time Table for the academic year 2023-24.
2. Subject allocation among faculty for teaching.
3. Mid term course correction if any.
4. Practice teaching in schools.
5. Internship program.
6. Any other.




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15th June 2023

Minutes of the Meeting-1- held on 15th June 2023

A meeting of the Curriculum Committee members was held on 15th June 2023 to discuss about Curriculum Planning for the academic year 2023-24 on at 1.00 pm in the principal's cabin.

After discussion it was decided as under:

1. Time table for the whole academic year semester wise.
2. Distribution of subjects to be taught among the teachers.
3. Lesson plans for Practice Teaching and allotment schools and guiding teacher.
4. Internship program and distribution of students for different schools.
5. Exigencies plan for any changes due to unforeseen circumstances.



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Action taken report 1

18th June 2023

A meeting of the Curriculum Committee members was held on 18th June 2023 to discuss about Curriculum Planning for the academic year 2023-24 on at 1.00 pm in the principal's chamber.

Following action taken:

Subject were distributed as under

Semester- I

Subject	Name of the professor in-charge
Childhood and Growing up	Dr. Sati Shinde
Knowledge and Curriculum	Dr. Rekha Jagdale
Gender, School and Society	Mrs. Roshani Kharat
Critical Understanding of ICT	Dr. Pratima Sabde

Semester- II

Subject	Name of the professor in-charge
Learning and Teaching	Dr. Sati Shinde
Pedagogy	Dr. Swarnalata Harichandan Dr. Rekha Jagdale Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Dr. Pratima Sabde
Educational Management	Mrs.Huma Qureshi (Guest lecturer)



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Semester- III

Subject	Name of the professor in-charge
Assessment for Learning	Dr. Pratima Sabde
Pedagogy	Dr. Swarnalata Harichandan Dr. Rekha Jagdale Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Dr. Pratima Sabde
Language across the Curriculum	Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre

Semester- IV

Subject	Name of the professor in-charge
Contemporary India and Education	Mrs. Roshani Kharat
Environmental Education/Guidance & Counselling	Dr. Pratima Sabde /Dr. Rekha Jagdale
Creating an Inclusive School	Mrs. Samiksha Mhatre
Reading and Reflecting of Text	Mrs. Roshani Kharat

2. List of Practice Teaching Schools

Following Schools were selected for practice teaching

Practice Teaching In-charge Teachers- Mrs.Roshani Kharat.

Sr. No.	Name of the Practice Teaching School
1	Sainath Hindi Medium School
2	Sainath English Medium School
3	Sainath Jr. College
4	Vivekanand Shikshan Sanstha's Navi Mumbai Vidyalay

3. Lesson Planning & Guidance will be done in Mentoring Groups

4. Time table will be prepared by the In-charge teacher as per the portfolio




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Notice-2

6th September 2023

This is to inform you all that there will be an urgent meeting on 6th September 2023 at 11.30 am in the principal's chamber as Dr. Pratima Sabde has resigned & Relieved from her duties.

New Teacher is appointed MS. Sima Kale.

All the members of the Curriculum Committee are hereby informed to attend the same.

The tentative Agenda of the meeting is as follows.

1. Mid Term Course correction
2. Distribution of portfolios



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Minutes of the Meeting -2 held on 6th September 2023

6th September 2023

A meeting held on 6th September 2023 at 11.30 am in the principal's chamber regarding the resignation of Dr. Pratima Sabde and new joining of Ms.Sima Kale

After discussion it was decided as under:

1. To handover the portfolios of Dr. Pratima Sabde to other faculties.
2. Subject allotment to other faculties.




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Action taken report-2

6th September 2023

A meeting held on 6th September 2023 at 11.30 am in the principal's chamber regarding the resignation of Dr. Pratima Sabde and new joining of Ms.Sima Kale

Following action taken:

Subject were distributed as under

Semester- I

Subject	Name of the professor in-charge
Childhood and Growing up	Dr. Sati Shinde
Knowledge and Curriculum	Dr. Rekha Jagdale
Gender, School and Society	Mrs. Roshani Kharat
Critical Understanding of ICT	Ms.Sima Kale

Semester- II

Subject	Name of the professor in-charge
Learning and Teaching	Dr. Sati Shinde
Pedagogy	Dr. Swarnalata Harichandan Dr. Rekha Jagdale Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Ms.Sima Kale
Educational Management	Dr. Swarnalata Harichandan

Semester- III

Subject	Name of the professor in-charge
Assessment for Learning	Ms.Sima Kale
Pedagogy	Dr. Swarnalata Harichandan Dr. Rekha Jagdale



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	Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Ms. Sima Kale
Language across the Curriculum	Dr. Rekha Jagdale

Semester- IV

Subject	Name of the professor in-charge
Contemporary India and Education	Mrs. Roshani Kharat
Environmental Education/Guidance & Counselling	Dr. Swarnalata Harichandan/ Dr. Rekha Jagdale
Creating an Inclusive School	Mrs. Samiksha Mhatre
Reading and Reflecting of Text	Mrs. Roshani Kharat

2. List of Practice Teaching Schools

Following Schools were selected for practice teaching

Practice Teaching In-charge Teachers- Mrs.Roshani Kharat.

Sr. No.	Name of the Practice Teaching School
1	Sainath Hindi Medium School and Jr. College
2	Sainath English Medium School
3	Vivekanand Shikshan Sanstha's Navi Mumbai Vidyalay
4	Vivekanand Shikshan Sanstha's Navi Mumbai Vidyalay (Junior College)
5	Shivkalyan Shikshan Sansta's Prathamik Ani Madhyamic Vidhyamandir ,Ghansoli

3. Lesson Planning & Guidance will be done in Mentoring Groups

4. Time table will be prepared by the In-charge teacher as per the portfolio



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Subject Distribution A.Y.23-24

Semester- I -Subjects	Name of the professor in-charge
Childhood and Growing up	Dr. Sati Shinde
Knowledge and Curriculum	Dr. Rekha Jagdale
Gender, School and Society	Mrs. Roshani Kharat
Critical Understanding of ICT	Ms.Sima Kale
Semester- II -Subjects	Name of the professor in-charge
Learning and Teaching	Dr. Sati Shinde
Pedagogy of School Subject	Dr. Swarnalata Harichandan Dr. Rekha Jagdale Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Ms.Sima Kale
Educational Management	Dr. Swarnalata Harichandan
Semester- III -Subjects	Name of the professor in-charge
Assessment for Learning	Ms.Sima Kale
Pedagogy of School Subject	Dr. Swarnalata Harichandan Dr. Rekha Jagdale Dr. Sati Shinde Mrs. Roshani Kharat Mrs. Samiksha Mhatre Ms. Sima Kale
Language across the Curriculum	Dr. Rekha Jagdale
Semester- IV -Subjects	Name of the professor in-charge
Contemporary India and Education	Mrs. Roshani Kharat
Environmental Education/Guidance & Counselling	Dr. Swarnalata Harichandan/ Dr. Rekha Jagdale
Creating an Inclusive School	Mrs. Samiksha Mhatre
Reading and Reflecting of Text	Mrs. Roshani Kharat




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16 th December 2023

NOTICE-3

A meeting of IQAC Committee will be held on 18th December 2023 at 3.00 pm in the staffroom to transact the following items of agenda.

AGENDA

1. To confirm the minutes of meeting held on 6th September 2023
2. To review activities of the college as on date.
3. To review NAAC peer team, visit experience.
4. To discuss the about planning for AQAR submission and work distribution
5. To discuss the about planning for Mentoring 2023-25 batch and other work distribution
6. Any other matter with the permission of Chair.

All members are requested to attend.



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Minutes of Meeting 3 -18th December 2023

A meeting of IQAC Committee held on 18th December 2023 at 3.00 pm in the principal's chamber.

The meeting began with the principal appreciating the efforts taken by the teaching and non-teaching staff during the NAAC peer team visit held on 5th and 6th December 2023.

Agenda I: Confirm minutes of meeting

Mrs. Roshani Kharat read minutes of meeting held on 13th June 2023.

Agenda I: NAAC peer team visit experience

There was a detailed discussion on NAAC peer team visit experience. All staff shared experience, learning outcomes and suggestion to improvement.

Principal shared suggestions given by peer team members and implications to follow.

Agenda II: AQAR submission and work distribution

AQAR submission date is 31st December as per NAAC criteria, Principal advised to keep all records from 21-23 batch updated. Criteria wise documents preparation and maintenance as follows.

Criteria 1	Mrs. Roshani Kharat	Criteria 5	Mrs. Samiksha Mhatre
Criteria 2	Ms. Sima Kale	Criteria 6	Mr. Deepakkumar Kalambarkar
Criteria 3	Dr. Sati Shinde	Criteria 7	Dr. Rekha Jagdale
Criteria 4	Mrs. Vibhavari Salunkhe		



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Agenda III: Mentoring 2023-25 batch and other work distribution

Principal shared mentors list A.Y 23-25.

Month wise program coordinator also discussed and finalised .All programme co-ordinator will submit reports of activities, Newsletter, one article from teacher and 5 articles from students for respective month.

Mentoring distribution

Program Co-ordinator

Roll.no.	Mentor	Month	Program Co-ordinator
1-7	Dr.Sati Shinde	January,July	Dr.Sati Shinde
8-14	Mrs.Roshani Kharat	February,August	Mrs.Roshani Kharat
15-21	Mrs. Samiksha Mhatre	March,September	Mrs. Samiksha Mhatre
22-28	Dr. Rekha Jagdale	April,October	Dr. Rekha Jagdale
29-35	Ms.Sima Kale	May,November	Mr.Deepakkumar Kalambarkar
36-42	Mr.Deepakkumar Kalambarkar	June,December	Ms.Sima Kale
43-44	Dr.Swarnalata Harichandan		

Agenda IV: Other discussions

- Dr.Sati Shinde proposed following funds to be provided to staff from college.
Seminar fees 2 Book publication charges 3 Paper publications Fees 4.
T.A for
Lesson observation Rs.3000/-
- Principal assured for UGC publication fees will be provided by College.DSM fees will be provided once completion of course. Teachers



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will get any two seminar fees if they have attended. Other funds will be approved with management approval.

- Students who are submitting MOOC course completion certificate will get half the amount of fees.
- Essay and class test dates for F.Y and S.Y students are 6th, 13th and 20th January 2024 .So all teachers must submit their subject question paper before 3rd January 2024 to exam committee.
- From this year one final lesson of 100 marks will be delivered by students additionally in all semester lessons, which will be assessed by Internal and external supervisors.
- Lesson plan change will be discussed by teachers and principal.
- Principal advised to visit and observe best practices from other colleges 'to implement in our best practices .T.A. for these visits will be provided by college.
- Website update will be done by month wise program co-ordinator.
- KOHA software will be purchase by college; necessary actions will be proceeding by Mrs.Vibhavari Salukhe.
- Principal and staff also proposed a seminar for Library uses and challenges under the lead of Librarian.

The meeting ended wishing good luck for the New year 2024.




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2	Shri Ramesh H. Singh	Representative of Employer	
3	Shri. Asharam Yadav	Representative of Management	
4	Shri. T. P. Singh	Representative of Management	
5	Mrs. Roshani Kharat	Co-ordinator	
6	Dr.Sati Shinde	Representative of Faculty	
7	Mrs.Samiksha Mhatre	Representative of Faculty	
8	Dr. Rekha Jagdale	Representative of Faculty	
9	Mrs. Vibhavari Salunke	Representative of Library	
10	Mr. Firoz Kazi	Representative of Technical staff & Administrative office	
12	Mr. Deepakkumar Kalambarkar	Representative of Alumni	
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20th January 2024

NOTICE-4

A meeting of IQAC Committee will be held on 3rd February 2024 at 3.00 pm in the principal's chamber to transact the following items of agenda.

AGENDA

1. To confirm the minutes of meeting held on 18th December 2023
2. To review activities of the college as on date.
3. To discuss the about planning for National Seminar Sponsored by ICSSR, Western Regional Centre, Mumbai on the topic of 'Teacher Education In The Context of Nep 2020' on 10th and 11th February.
4. Any other matter with the permission of Chair.

All members are requested to attend.



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8	Dr. Rekha Jagdale	Representative of Faculty	
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Minutes of Meeting -4 -3rd February 2024

A meeting of IQAC Committee held on 3rd February 2024 at 3.00 pm in the principal's chamber.

The meeting began with the principal review of academic year.

Agenda I: Confirm minutes of meeting

Mrs. Roshani Kharat read minutes of meeting held on 18th December 2023. She reviewed all activities done during semester.

Agenda II: Planning for National seminar

College is organizing National Seminar Sponsored by ICSSR, Western Regional Centre, Mumbai on the topic of 'Teacher Education in The Context of Nep 2020' on 10th and 11th February.

Work distribution

- ❖ Registration, certificate distribution and Blackboard Decoration - Mr. Deepakkumar Kalambarkar
- ❖ Stage arrangement, Nameplates, Letters - Mr. Firoz Kazi
- ❖ PPT Presentation and Arrangement - Mr. Firoz Kazi
- ❖ Breakfast and Lunch of Guest - Mrs. Vibhavari Salunke
- ❖ Lunch of participant - Mrs. Samiksha Mhatre
- ❖ Inauguration function & Felicitations of guest - Mrs. Roshani Kharat, Mrs. Vibhavari Salunke
- ❖ Anchoring - Mrs. Roshani Kharat and Student Teacher from F.Y.B.Ed
- ❖ Guest Introduction, Report Writing and feedback collection - Dr. Sati Shinde and students

All work distributed among staff. student volunteers were given to help.

Principal kept it open for any suggestions and feedback by the teachers.

The meeting ended wishing good luck for the Seminar.



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30th March 2024

NOTICE-5

A meeting of IQAC Committee will be held on 4th April 2024 at 12.30 pm in the staffroom to transact the following items of agenda.

AGENDA

5. To confirm the minutes of meeting held on 3rd February 2024
6. To review activities of the college as on date.
7. Planning for JallosH-An Intercollegiate Fest.
8. To discuss the about planning for Micro Teaching and Lessons, Class test
9. To discuss the about planning for 1st May Maharashtra Din programme.
10. Any other matter with the permission of Chair.

All members are requested to attend.




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Minutes of Meeting 5--4th April 2024

A meeting of IQAC Committee held on 4th April 2024 at 12.30 pm in the staffroom to transact the following items of agenda.

The meeting began with the principal review of academic year.

Agenda I and II: Confirm minutes of meeting

Mrs.Roshani Kharat read minutes of meeting held on 3rd February 2024.She reviewed all activities done during semester.

Agenda III: Planning for Jallosh

College is organizing Jallosh –An Intercollegiate fest on 13th April 2024 on the occasion of Gudhi Padwa.Model Making and Solo Singing competition will be organised at college Auditorium.

Agenda IV: Planning for Content Test, Class test and other programme.

All teachers asked to submit question papers on 6th April for Contest Test, Class Test.to be held on 2, 3 and 4th May 2024.

All teachers will complete F.Y.B.Ed Micro teaching in their respective mentor group .

All final lessons planned for S.Y.B.Ed scheduled from 25 th to 30 th June 2024.

Joy of giving programme for community donations is organised on 6th April on the occasion of Gudhipadwa.

Criteria wise maintained records by all teachers will be submit before 30th April.

All teachers will submit their Self-Appraisal report to principal.

Agenda V: To discuss the about planning for 1st May Maharashtra Din programme

1 st May Maharashtra Din Programme at intuition level in charge is Mr.Deepak Kalambarkar.So he will make necessary action for organising programme.

Principal kept it open for any suggestions and feedback by the teachers.

The meeting ended wishing good luck for the **Jallosh**.




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