



# 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

8<sup>th</sup> June 2025

## NOTICE For IQAC MEETING

A meeting of IQAC Committee will be held on 10<sup>th</sup> June 2025 at 1.00 pm in the Staffroom to transact the following items of agenda.

### AGENDA

1. To confirm the minutes of meeting held on 26<sup>th</sup> April 2025
2. To review activities of the college as on date
3. To discuss about the Planning of new academic year
4. To discuss about the paper correction work
5. To discuss about the transfer of official duties of Mr.Firoz Kazi
6. Any other matter with the permission of Chair.

All members are requested to attend.

Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DWARJALATA HAJBHANDAN  
PRINCIPAL  
H. B. B. ED COLLEGE  
VASHI, NAVI MUMBAI.

Principal  
H. B. B.Ed. College Vashi  
Navi Mumbai-400703



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## Minutes of Meeting -10<sup>th</sup> June 2025

A meeting of IQAC Committee held on 10<sup>th</sup> June 2025 at 1.00 pm in the staffroom.

The meeting began with the welcome by principal for new academic year 2025-26

### Agenda I: Confirm minutes of meeting

Mrs.Roshani Kharat –IQAC Coordinator read minutes of meeting held on 26<sup>th</sup> April 2025 and confirmed.

### Agenda II: Review activities of the college as on date

All Teachers presented reports of activities done by them till date. All monthly reports and monthly newsletters submitted by teachers .

### Agenda III : To discuss about the Planning of new academic year

- This year incharge teachers for monthly activities are as follows  
Dr.Sati Shinde:June,July,January  
Mrs.Roshani Kharat:August,February,May  
Dr.Rekha Jagdale:September,October,November  
Mrs.Samiksha Mhatre:December,March,April
- Details portfolio will be discussed during curriculum planning meeting.
- All teachers and students are informed to submit articles for magazine mentoring wise at the link provided by Dr.Sati shinde.
- Internship for Sem II will be as follows.  
Semester II- 3 Weeks (30<sup>th</sup> June 2025 – 19<sup>th</sup> July 2025)  
Semester III- 11 Weeks (August-November)  
Semester IV- 4 Weeks (January-February)  
Permissions from schools will have been kept in advance in the first week of June.

### Agenda IV: To discuss about the paper correction work

Paper correction for all semester is mandatory to issue Admission NOC by university. All teachers are informed to do paper correction and necessary registration process on priority basis.

### Agenda IV: To discuss about the transfer of official duties of Mr.Firoz Kazi to Ms.Sonali Gaikwad.

Mr.Firoz Kazi has been discontinued from the institution from this academic year.

Eligibility process for all previous academic years is going on in the college. Newly appointed clerk Ms.Sonali is working on this process .Year wise follow up has been assigned as follows.

Dr.Sati Shinde: A.Y.2019-20, 2015-16  
Mrs.Roshani Kharat: A.Y 2020-21, 2016-17  
Dr.Rekha Jagdale: A.Y 2018-19, 2014-15  
Mrs.Samiksha Mhatre: A.Y 2021-22, 2017-18

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

The meeting ended wishing good luck for the upcoming Year.



Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DIVYASHIKHA HAJICHANDAN  
PRINCIPAL  
H. B. B. Ed. COLLEGE  
VASHE, NAVI MUMBAI,

**Principal**  
H. B. B.Ed. College Vashe  
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26<sup>th</sup> August 2025

## NOTICE For IQAC MEETING

A meeting of IQAC Committee will be held on 3<sup>rd</sup> September 2025 at 1.00 pm in the Staffroom to transact the following items of agenda.

### AGENDA

1. To confirm the minutes of meeting held on 10<sup>th</sup> June 2025
2. To review activities of the college as on date.
3. To discuss about the proposal for Micro research project
4. To discuss about the promotion from level 10 to 11 of staff members.
5. Any other matter with the permission of Chair.

All members are requested to attend.

Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DHWAJULATA HARICHANDAN  
PRINCIPAL  
H. B. B. Ed. COLLEGE  
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## Minutes of Meeting -3<sup>rd</sup> September 2025

A meeting of IQAC Committee held on 3<sup>rd</sup> September 2025 at 1.00 pm in the staffroom.

The meeting began with the welcome by principal.

### Agenda I: Confirm minutes of meeting

Mrs.Roshani Kharat –IQAC Coordinator read minutes of meeting held on 10<sup>th</sup> June 2025 and confirmed.

### Agenda II: Review activities of the college as on date

All Teachers presented reports of activities done by them till date.

### Agenda III : To discuss about the proposal for Micro research project

With reference to the advertisement by ICSSR,Principal madam suggested all staff to apply for the Micro research proposals grants on the topic Shri Ganesh Utsav from Western Regional Centre (WRC), ICSSR, J.P.Naik Bhavan, Mumbai University.

### Agenda IV: To discuss about the promotion from level 10 to 11 of staff members.

It is decided that Dr.Rekha Jagdale ,Mrs.Roshani Kharat and Dr.Sati Shinde will apply for Career Advancement for making recommendation to the Governing Body for promotion from Assistant Professor in stage-1 to stage-2 for Faculty of Education before November. Principal suggested them to keep all personal records ready accordingly.

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

The meeting ended wishing good luck for the upcoming Year.

Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DWARJALATA NAJIBKHAN  
PRINCIPAL  
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19<sup>th</sup> January 2026

## NOTICE For IQAC MEETING

A meeting of IQAC Committee will be held on 21<sup>st</sup> January 2026 at 1.00 pm in the Staffroom to transact the following items of agenda.

## AGENDA

7. To confirm the minutes of meeting held on 3<sup>rd</sup> September 2025.
8. To review activities of the college as on date.
9. To discuss about the Planning of Jalosh 2026: An Intercollegiate Fest.
10. To discuss about the Planning of One Day National Level Seminar on Innovations in AI integrated classrooms: Future Directions on 28th February, 2026.
11. .Planning of Visit to Kala Ghoda festival .
12. To discuss about the Planning of Community work.
13. To discuss about the Planning of Semester II Internship.
14. Any other matter with the permission of Chair.

All members are requested to attend.

Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DRINDULATA HAJICHANDAN  
PRINCIPAL  
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## Minutes of Meeting -21<sup>st</sup> January 2026

A meeting of IQAC Committee held on 21<sup>st</sup> January 2026 at 1.00 pm in the staffroom.

### Agenda I: Confirm minutes of meeting

Mrs.Roshani Kharat –IQAC Coordinator read minutes of meeting held on 3<sup>rd</sup> September 2025 and confirmed.

### Agenda II: Review activities of the college as on date

All Teachers presented reports of activities done by them till date.

### Agenda III : To discuss about the Planning of Jallosh 2026: An Intercollegiate Fest.

Jallosh An Intercollegiate fest will be organised on 24<sup>th</sup> January .The fest will be in form of reel making and Ganpati Eco friendly decoration. All teachers have given in charge of the respective work.

**Agenda IV:** To discuss about the Planning of One Day National Level Seminar on Innovations in AI integrated classrooms: Future Directions on 28th February, 2026

### Work distribution

- ❖ Registration, certificate distribution and Blackboard Decoration - Mr.Deepakkumar Kalambarkar
- ❖ Stage arrangement,rangoli-Dr.Rekha Jagdale
- ❖ Nameplates, Letters, Room Booking for guest -Mr.Jitesh Chopade
- ❖ PPT Presentation and Arrangement – Dr.Sati Shinde
- ❖ Breakfast and Lunch of Guest, Lunch of participant - Mrs.Samiksha Mhatre
- ❖ Inauguration function & Felicitation of guest- Mrs.Roshani Kharat, Mrs.Vibhavari Salunke
- ❖ Remuneration and Feedback book writing by guest -Mrs.Vibhavari Salunke
- ❖ Valedictory In charge- Dr.Sima Kale
- ❖ Banner, Certificate, ,Voucher Sign – Mr.Jitesh Chopade
- ❖ Cleanliness in charge-Mr.Vinod
- ❖ Tea-Mr.Manohar
- ❖ Report Writing and feedback collection – Dr.Sati Shinde and students

All work distributed among staff. Students' volunteers were given to help.

**Agenda IV: Planning of Field Visit.**

Field visit has been planned for B.Ed students .On 31 st January students and teachers will visit to Kala Ghoda festival under Art and Craft work

**Agenda V To discuss about the Planning of Community work**

Community work will be plan on 8<sup>th</sup> February 2026 to Morbe Village, Panvel.

All Students and Staff members will participate in this one day community work activity.

**Agenda VI To discuss about the Planning of Semester II Internship.**

Internship for sem 2 of F.Y.B.Ed students will be scheduled as follows. All Students are informed for activities to be conducted in practice teaching school.

Sr. No	Date	Week
1	09/02/2026 to 13/02/2026	1
2	16/02/2026 to 20/02/2026	2
3	23/02/2026 to 27/02/2026	3

Internship for sem 4 of S.Y.B.Ed students will be scheduled as follows. All Students are informed for activities to be conducted in practice teaching school.

Sr. No	Date	Week
1	19/01/2026 to 23/01/2026	1
2	27/01/2026 to 30/01/2026	2
3	02/02/2026 to 06/02/2026	3
4	09/02/2025 to 13/02/2026	4

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

The meeting ended wishing good luck for the upcoming activities.



Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DR. BHAGALATA HAJICHANDAN  
PRINCIPAL  
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29<sup>th</sup> January 2026

## NOTICE For IQAC MEETING

An urgent meeting of IQAC Committee will be held on 30<sup>th</sup> January 2026 at 11.30 am in the Staffroom to transact the following items of agenda.

## AGENDA

1. To confirm the minutes of meeting held on 21<sup>st</sup> January 2026.
2. To discuss about the admission process.
3. To discuss about the change date of One Day National Level Seminar on Innovations in AI integrated classrooms: Future Directions on 7<sup>th</sup> March 2026 instead of 28<sup>th</sup> February, 2026.
4. Planning of Staff Picnic
5. To discuss about the Planning of IDOL Exam
6. To discuss about the submission of Micro research
7. Opening of College social media account
8. To discuss about the submission of dashboard data of University of Mumbai
9. Any other matter with the permission of Chair.

All members are requested to attend.

Mrs. Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DR. PRATULATA HAJICHANDAN  
PRINCIPAL  
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## Minutes of Meeting -30<sup>th</sup> January 2026

A meeting of IQAC Committee held on 30<sup>th</sup> January 2026 at 11.30 pm in the staffroom.

### **Agenda I: Confirm minutes of meeting**

Mrs.Roshani Kharat –IQAC Coordinator read minutes of meeting held on 21<sup>st</sup> January 2026 and confirmed.

### **Agenda II: To discuss about the admission process.**

Principal Dr.Harichandan explained the process of B.Ed admission and required documents to verify from students. She stated that No leaves will be sanctioned during admission process.

### **Agenda III: To discuss about the change date of One Day National Level Seminar**

One Day National Level Seminar on Innovations in AI integrated classrooms: Future Directions will be organised on 7<sup>th</sup> March 2026 instead of 28th February, 2026.

### **Agenda IV: Planning of Staff Picnic**

Staff picnic will be organised at Mandawa Beach. Mrs.Roshani Kharat will be the in charge of picnic .All Staff will pay Rs.2500 to her and participate in the picnic.

### **Agenda V: To discuss about the Planning of IDOL Exam**

During 3<sup>rd</sup> to 8<sup>th</sup> February college will be the centre for IDOL exam. Mr.Deepak Kumar Kalambarkar will be the in charge of the exam.

### **Agenda VI: To discuss about the submission of Micro research**

Micro research submission date is 15<sup>th</sup> March 2026. Principal advised to submit micro research on date.

### **Agenda VII: Opening of College social media account**

All college activities need to put on social media so college Facebook and Instagram page will be created for the same. all teachers will post college activities on social media.

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

The meeting ended wishing good luck for the upcoming activities.

**Agenda VII :To discuss about the submission of dashboard data of University of Mumbai**

Dashboard entries to be done before deadline given by University of Mumbai. So all staff members will fill required data ASAP.



Mrs. Roshani Kharat  
IQAC Coordinator



DR. (MRS.) DR. PRAGNALATA HAJICHANDAN  
PRINCIPAL  
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## IQAC Committee Members A.Y.2025-26

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	Administrative officer
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	Dr.Sima Kale	Representative of Faculty
10	Mr.Deepakkumar Kalambarkar	Representative of Faculty
9	Mrs. Vibhavari Salunke	Representative of Library
10	Ms. Sonali Gaikwad	Representative of Technical staff & Administrative office
12	Mrs. Priyanka More	Representative of Alumni
13	Dr. Dhaneshwar Harichandan	Representative of Educational Field
14	Yasmeen Ansari	Representative of Student Council
15	Mrs. Kavita Nair Bhatia	Representative of Society

Mrs.Roshani Kharat  
IQAC Coordinator



DR. (MRS.) SHRIJALATA HARICHANDAN  
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