

**Bombay Teachers' Training College
Colaba**

IQAC Minutes

The IQAC full house meeting was held on 25th April, 2017 in the library at 2.45 p.m. The following members were present:

Dr. Mintu Sinha – Chairperson
Dr. Rajeev I Jha - Coordinator
Ms. Maya Shahani
Mrs. Sagarika Damle
Mrs. Deepika Bhatia
Ms. Tasneem Mesiwala
Mrs. Farida Contractor
Ms. Mehjabeen Bagasrawala
Mr. Sarosh Baria
Ms. Payal Gupta
Ms. Jyotsna Tahilramani
Dr. Meenakshi Lath
Dr. Mandeep Kochar
Dr. Mohammad Azam M. S. Ansari
Dr. Bhagwan R. Balani
Dr. Manisha Tyagi
Dr. Lubna Mansuri
Mrs. Neelu Verma
Mrs. Raju Talreja

Dr. Rajeev Jha introduced the members to the three accreditation processes that the college has undergone and shared that the college secured 'A' all the three times.

Dr. Mintu Sinha opined and asked the external members to give inputs for value addition and quality enhancement measures for the college activities.

The minutes of the previous meeting were confirmed and passed by the members.

Discussion was held for action to implement and view NAAC Peer Team suggestions. The members were informed that the college offers eight Add-on Courses for the students. One Add-on course 'Innovative Teaching Strategies' commenced in 2016-17.

Following are the inputs of various members towards implementation of the NAAC Peer Team suggestions:

Ms. Farida Contractor expressed her willingness to arrange for teachers' training in imbibing values through activities. This program will be arranged by Lions Quest program. She further added that teachers' exchange program can be arranged with an International NGO.

Ms. Maya Shahani said that the college can go in for 'Unity in Diversity Campus'. The institution will get the certificate to that effect if the guidelines of UN Unity in Diversity are implemented.

Ms. Geetika Kischandani offered to mediate and share with various institutions who offer courses, conduct student exchange etc.

Ms. Tasneem Mesiwala who is a certified 'Life Skill Trainer' agreed to arrange a program on 'Life Skill'. An international collaboration could be interceded wherein they follow Reggio Emilia's philosophy. She was of the opinion that this kind of exposure will surely help the students.

A program on 'Financial Literacy' as an CSR of a corporate can also be arranged.

Ms. Sagarika Damle shared that two teachers of KC College has undergone a course conducted by Ministry of Science and Technology and are certified Teacher Trainer. A short course could be arranged for faculty development according to the needs of the faculty.

Ms. Mehjabeen Bagasrawala shared that their school St. Mary's (SSC Board) makes extensive use of technology. She contributed by sharing the apps used by the school viz. are Teno, Yokibu. She also informed that the e log books are maintained by them, and also that e-pasthathi app wherein the teachers mark their attendance.

Dr. Lubna Mansuri invited the members for inputs for improving the communication skills of students for which Geetika Kischandani replied that it should be an ongoing series along with grooming and etiquette courses.

Mr. Sarosh Baria told the faculty that he can contribute by organizing an Astronomy Night for the college and also to hold a formal discussion on current issues as of Model UN.

Ms. Tasneem Mesiwala was of the opinion that the 'Alumni Meet' venue should not be the college campus but rather somewhere out where fun, enjoyment and discussions can be clubbed together.

Ms. Sagarika Damle suggested that an e-brochure with a list of activities should be uploaded on the website right at the beginning of the year and ask for alumni and parents' contribution for funding or conduct of activities.

A parents' database should be created wherein the capabilities of the parents can be tapped. She also suggested that consultancy can be in the form of mutual exchange of expertise. She offered her help to come out with the research journal and collaboration in the area of research.

Ms. Payal Gupta opined that the institution's LMS- Moodle platform is appreciable and is beneficial for the students. She also offered to be the resource person for TET orientation.

Ms. Tasneem Mesiwala opined that although the college is offering eight 'Add-on Courses' but training in 'Classroom Management' could be added.

The meeting ended with a formal vote of thanks by Mrs. Neelu Verma.

Inputs by: Mrs. Neelu Verma

**IQAC Coordinator:
Dr. Rajeev I. Jha**

**SD/-
Dr. (Mrs.) Mintu Sinha
Principal**