



Oriental Education Society's
Oriental College of Education & Research
UGC NCTE Approved, Affiliated to University of Mumbai,
(NCTE Code- 123016)
Adarsh Nagar, Andheri (W)
NAAC Accreditation 'B' Grade

Date – 10th July 2025

NOTICE

The **First IQAC Meeting** for the Academic Year 2025–2026 will be conducted in the **Principal's Cabin** on **11th July 2025 (Friday)** at **1:00 PM**.

All members of the IQAC are requested to attend the meeting without fail.

AGENDA OF THE MEETING

1. **Welcome and Introduction of New Academic Year Plans**
2. **Review of Previous Year's Action Taken Report (ATR)**
3. **Proposal for Academic and Administrative Calendar 2025–26**
4. **Planning and Timeline for Preparation of AQAR 2025–26 as per NAAC guidelines**
5. **Discussion on new admission for first year and Second year admission process for Sem III & Sem IV.**
6. **Planning for Capacity Building & Leadership Programs & Workshops for Faculty & Students**
7. **Proposal of ICSSR funded national conference for the academic year 2025 - 26**
8. **Innovative Teaching Practices: Incorporation of AI-based Tools in Teaching–Learning**
9. **Alumni Engagement through cooperation in workshops, program & outreach activities.**
10. **Professional Development Plans for Teaching & Non-teaching Staff**
11. **Strengthening Industry–Academia Linkages through MoUs and Internships**
12. **Promoting Community Engagement through Student-Led Initiatives**
13. **Green Campus Movement: Institutional Environmental Sustainability Drive**
14. **Discussion on university paper corrections & examinations conduction.**
15. **Any other concerns with the permission of the Chair**

MEMBERS OF THE IQAC

Designation in IQAC	Name of the Member
Chairperson	Dr. Priyanka Pandey
Co-ordinator	Mrs. Manisha Sonavane
Management Representative	Mrs. Humera Khan (President, Oriental Education Society)
External Expert	Dr. Tushar Lokhande
Employers	Dr. Aziz Abdul Sheikh (Principal, OCM) Ms. Rashmi (Principal, OESIS)
Industry Expert/Industrialist	Dr. Atul Matkar (Managing Director, Maharashtra Education Society)
Nominee from Alumni	Ms. Pooja Dixit
Member Teachers	Dr. Vinayak Shinde
	Dr. Veena Kasabe
	Mrs. Anita Yadav
	Mrs. Sana Shaikh
Administrative Official	Ms. Vaishali Kenche
Student Representative	Ms. Lavita Chettiar

Dr. Priyanka Pandey
Principal

Mrs. Manisha Sonavane
IQAC Co-ordinator



Minutes of the meeting

First IQAC Meeting – Academic Year 2025–2026

Venue: Principal's Cabin

Date: 11th July 2025 (Friday)

Time: 1:00 PM

Chairperson: Dr. Priyanka Pandey

IQAC Co-ordinator: Mrs. Manisha Sonavane

Proceedings:

1. **Welcome and Introduction of New Academic Year Plans**
 - Dr. Priyanka Pandey welcomed all members and briefed them about the goals and expectations for the academic year 2025–2026.
 - The coordinator, Mrs. Manisha Sonavane, introduced the agenda and highlighted the institution's focus on innovation and quality improvement.
2. **Review of Previous Year's Action Taken Report (ATR)**
 - The ATR of 2024–2025 was reviewed and found satisfactory.
 - Key achievements included successful workshops, community outreach programs, and positive student feedback.
3. **Proposal for Academic and Administrative Calendar 2025–26**
 - Draft of the academic calendar was prepared by Mrs. Anita Yadav was reviewed.
 - Suggestions were made to incorporate NEP 2020-related events and workshops.
 - The calendar was approved with minor modifications.
4. **Planning and Timeline for AQAR 2025–26**
 - Discussion held on timely data collection, documentation, and submission as per NAAC guidelines.
 - Responsibilities were distributed among faculty for criterion-wise data compilation.
 - Submission target: December 2025.
5. **Admission Process Review (F.Y. & S.Y. B.Ed.)**
 - Ongoing FY admissions were discussed.
 - For S.Y. (Sem III & IV), faculty will assist in document verification and guidance support.
 - Management to initiate digital awareness campaign for admissions.
6. **Capacity Building & Leadership Programs**
 - Proposals for FDPs, student training, and soft skills workshops were presented.
 - Focus on leadership training for student council and peer mentoring groups.
7. **Proposal of ICSSR Funded National Conference**
 - Dr. Vinayak Shinde proposed hosting a national-level conference.
 - The IQAC approved the proposal; documentation to begin in August 2025.

8. Innovative Teaching Practices with AI Tools

- AI tools like ChatGPT, Canva, and Google AI Classroom were suggested.
- Workshops to be conducted for faculty and students on AI-integrated teaching methods.

9. Alumni Engagement Plans

- Proposal to form an alumni council for collaborative activities.
- Alumni to be invited for guest sessions and workshops.

10. Professional Development Plans

- Plan to organize at least 3 FDPs for teaching staff and 2 training sessions for non-teaching staff.
- HR management and digital skill workshops suggested.

11. Strengthening Industry–Academia Linkages

- Plan to sign MoUs with teacher training institutions and EdTech firms.
- Internship tie-ups for student teachers discussed.

12. Community Engagement Initiatives

- Student-led projects on literacy, health, and environment to be promoted.
- Proposal to restart the ‘Each One Teach One’ initiative.

13. Green Campus Movement

- Tree plantation drive and waste segregation project proposed.
- Energy audit and sustainability workshop to be conducted.

14. Discussion on University Exam & Paper Correction

- Concerns regarding timely paper assessment were discussed.
- Faculty agreed to support in maintaining academic integrity and timelines.

15. Any Other Concerns

- Ms. Lavita (Student Rep) suggested regular feedback channels and more student interaction programs.
- Ms. Vaishali proposed updating admin SOPs for smoother documentation.

Conclusion:

The meeting ended with a vote of thanks by Mrs. Manisha Sonavane. All members expressed their commitment to enhancing academic and administrative quality in the academic year 2025–26.

Prepared by:



Mrs. Manisha Sonavane
IQAC Co-ordinator

Approved by:



Dr. Priyanka Pandey
Principal & Chairperson, IQAC