



Swargheeya Sanjibhai Rupjibhai Memorial Trust



# SSR COLLEGE OF EDUCATION

(Affiliated to Savitribai Phule Pune University, Pune)  
(ID No. PU/PN/B.Ed./109/2007)  
(Approved by NCTE)

Sayli Road, Silvassa, UT of Dadra & Nagar Haveli & Daman & Diu, India, Mob. : 9081160004.  
Email : ssreducollege@gmail.com Website : www.ssreducollege.edu.in

Ref. No. :

IAAC Meeting - 01

Date: 22/6/22

## Meeting No. 15

Date: 22.6.2022, Wednesday

Time: 11:30pm to 12:30pm

Chairperson: Dr. Meena Kute, Principal  
Venue: Principal Office, SSR College of Education

### Agenda:

1. University Exam S.Y. B.Ed. Year 2021-22
2. One Pager
3. News Letter
4. Approval Details
5. Admission Portal
6. Admission Year 2022-23 & Orientation Program
7. Time Table
8. Xerox Machine
9. CCE Activity
10. Course Code 110

### Discussion:

1. **University Exam S.Y. B.Ed. Year 2021-22:** - S.Y. B.Ed. University Examination will start from 27.6.2022 to 11.7.2022. All the preparations have been distributed accordingly. Mr. Nandkishor Bodkhe (CEO) has been instructed to follow all the rules and regulations of the University Exam and arrange for the necessary requirements.
2. **One Pager:** Mrs. Snehal Mahajan has been instructed to prepare One Pager for Two programs - World Environment Day - Tree Plantation and International Yoga Day.
3. **News Letter:** It was discussed in the meeting to prepare the News Letter and get it printed in the News Paper as and when the programmes are conducted.
4. **Approval Details:** To prepare Compliance report for NCTE with Approval Details of the staff. This will be submitted by Dr. Sarika Patel.
5. **Admission Portal:** Mr. Nandkishor Bodkhe admission in charge has been asked to check the Admission Portal regarding status of the college.

6. **Admission Year 2022-23 & Orientation Program:** All the staff have been asked to update the admission list of students who have filled the forms. It was also discussed Orientation for the students regarding CET Examination will be conducted before the CET Exams.
7. **Time Table:** Mr. Nandkishor Bodkhe CEO has been asked to prepare the exam schedule of Junior Supervisors followed by Dr. Vinu Agarwal has been asked to prepare two timetables - 1. Regular from 8:30am to 2pm and 2. 10am to 2:30pm.
8. **Xerox Machine:** Dr. Sarika Patel has been asked to check the status of Xerox Machine from admin office for University Examination purpose.
9. **CCE Activity:** Mrs. Nirupama Sahu has been asked to inform the students regarding the CCE Activity to be conducted to the F.Y. B.Ed. 2021-22 students for Paper 101 to 105, from 27<sup>th</sup> June 2022 onwards. The time table, planning and notice will be prepared accordingly.
10. **Course Code 110:** Mr. Bhagirath Pande has been asked to identify the schools and make necessary preparations and arrangements for practice teaching and internship programme to be conducted for F.Y. B.Ed. 2021-22.

Meeting was ended with vote of thanks to the chair.

Members present in the Meeting		
Sr. No.	Name	Signature
1	Dr. Meena Kute	<i>[Signature]</i> 22/6/22
2	Dr. Sarika Patel (IAAG Coordinator)	<i>[Signature]</i>
3	Dr. Vinu Agrawal	<i>[Signature]</i>
4	Mr. Bhagirath Pande	<i>[Signature]</i>
5	Mr. Nandkishor Bodkhe	<i>[Signature]</i>
6	Mrs. Snehal Mahajan	<i>[Signature]</i>
7	Mrs. Deepika Patel	<i>[Signature]</i>

*[Signature]*  
Dr. Vinu Agrawal  
Staff Secretary



*[Signature]*  
22/6/22  
Principal  
Dr. Meena Prakash Kute  
PRINCIPAL  
S.S.R. COLLEGE OF EDUCATION  
SAYLI, SILVASSA. (D&NH)





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**SSR**

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Ref. No. :

IGAC Meeting NO:02

Date :

Meeting No. 16

Date: 03.08.2022, Wednesday

Time: 12:00pm to 1:30pm

Chairperson: Dr. Meena Kute, Principal  
Venue: Principal Office, SSR College of Education

Agenda:




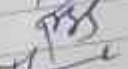




1. B.Ed. CET Orientation Year 2022-23
2. Prelim Examination F.Y. B.Ed. 2021-22
3. Annual Plan, Academic Calendar, Work Distribution
4. Moderation
5. College Fees Collection
6. Annual Report
7. University list of Day Celebration & Publication
8. Charges for Letterhead
9. Alumni
10. News Letter
11. Proposal - One Day Seminar

Discussion:

1. B.Ed. GET Orientation Year 2022-23: - Mr. Nandkishor Bodkhe has been instructed to prepare the schedule for B.Ed. CET Orientation on 10<sup>th</sup> August 2022 for the students who will be appearing for the entrance exam for B.Ed. CET. On 23<sup>rd</sup> and 24<sup>th</sup> August 2022 students will be called for the document verification.
2. Prelim Examination F.Y. B.Ed. 2021-22: Mrs. Nirupama Sahu has been instructed to prepare notice, planning, timetable for prelim examination F.Y. B.Ed. students. Examination will be conducted from 16<sup>th</sup> August 2022 onwards. F.Y. B.Ed. University exam timetable has been announced which is scheduled from 8<sup>th</sup> September 2022 onwards.
3. Annual Plan, Academic Calendar, Work Distribution: Dr. Vinu Agarwal has been asked to prepare and submit Annual Plan, Academic Calendar, Work Distribution of F.Y. B.Ed. 2021-22 and S.Y. B.Ed. 2022-23.
4. Moderation: Mr. Bhagirath Pande has been asked to give the notice to all the staff and students for the completion and submission of internal works (101 to 112) before the prelim examination. All the handwritten mark list will be prepared by the in-charge himself with the help of subject teachers.

5. **College Fees Collection:** Dr. Sarika Patel has been asked to cross verify the College Fees which is pending from the students of S.Y. & F.Y. B.Ed. The dead line will be given to the students to pay the fees before collecting the hall tickets.
6. **Annual Report:** All the staff have been asked to upload the college events, seminars, conferences, workshops, etc., as and when the programmes are attended/presented. The pattern of one pager should be as follows - Title, Objectives, Core elements, Values, Proceeding, Output, Photo. Some details can also be used for the purpose of Newsletter.
7. **University list of Day Celebration:** Mrs. Manju Sharma has been instructed to collect the Days to be celebrated from the Savitribai Phule Pune University, Pune list from the diary. These days have to be celebrated in the daily assembly. All the students, teaching and non-teaching staff have been asked to collect the information regarding Freedom Fighters along with photo (Hard Copy & Soft Copy) which will be published and inaugurated on 15<sup>th</sup> August 2022.
8. **Charges for Letterhead:** Mrs. Deepika Patel has been instructed, the charges to be taken from the students, wherever letterhead is used for the students purpose. The charges will be Rs. 50/- per letterhead.
9. **Alumni:** Mrs. Nirupama Sahu has been asked to plan for the Alumni get together after the F.Y. B.Ed. admission.
10. **News Letter:** Mr. Bhagirath Pande - editor and Mrs. Snehal Mahajan Co-editor, have been instructed to prepare Newsletter by end of August 2022.
11. **Proposal - One Day Seminar:** Dr. Sarika Patel has been asked to prepare the proposal for one day seminar which will be conducted for the school teachers regarding NEP 2020.

Meeting was ended with vote of thanks to the chair.

Members present in the Meeting		
Sr. No.	Name	Signature
1	Dr. Meena Kute	
2	Dr. Sarika Patel (IBAG Co-ordinator)	
3	Mrs. Manju Sharma	
4	Dr. Vinu Agrawal	
5	Mrs. Nirupama Sahu	
6	Mr. Bhagirath Pande	
7	Mr. Nandkishor Bodkhe	
8	Mrs. Snehal Mahajan	

  
Dr. Vinu Agrawal  
Staff Secretary



  
Principal  
Dr. Meena Prakash Kute  
PRINCIPAL  
S.S.R. COLLEGE OF EDUCATION  
SAYLI SILVASSA (DAMAN)





Swargheeya Sanjibha Rupjithai Memorial Trust



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Ref. No. :

IQAC Meeting No. 03

Date :

## NAAC Meeting No. II

Date: 17.11.2022, Thursday

Time: 10:30pm to 12:00pm

Chairperson: Dr. Meena Kute, Principal

IQAC Coordinator: Dr. Sarika Patel

Venue: Principal Office, SSR College of Education

### Agenda:

1. Division of Criteria
2. Discussion on AQAR

### Discussion:

#### 1. Division of Criteria:

- > All the teaching & non-teaching staff are allotted with seven criteria of NAAC.
- > Based on the score of each criteria, staff have been allotted with the seven criteria.
- > The division of criteria is as follows:

Sr. No.	Criteria	Score	Faculty In-charge
1	Curricular Aspects	100	Mr. Nandkishor Bodkhe
2	Teaching, Learning & Evaluation	350	Mr. Bhagirath Pande Dr. Vinu Agarwal
3	Research, Innovation, Extension	120	Mrs. Nirupama Sahu
4	Infrastructure & Learning Resources	100	Mrs. Snehal Mahajan
5	Students Support & Progression	120	Mrs. Manju Sharma
6	Governance, Leadership & Management	100	Dr. Vinu Agarwal Mrs. Deepika Patel
7	Institutional Values & Social Responsibilities	100	Dr. Sarika Patel

2. Discussion on AQAR:

- Annual Quality Assurance Report (AQAR) is to be uploaded on NAAC website till January 2023.
- Last five years students, year wise will be considered for the submission of AQAR. B.Ed. Students for the year,  
2018 – 2020  
2019 – 2021  
2020 – 2022  
2021 – 2023  
2022 – 2024

Meeting was ended with vote of thanks to the chair.

Members present in the Meeting		
Sr. No.	Name	Signature
1	Dr. Meena Kute	<i>MKS</i> 17-11-22
2	Dr. Sarika Patel (TBAG coordinator)	<i>S. Patel</i> 17/11/22
3	Mrs. Manju Sharma	<i>Manju</i> 17/11/22
4	Dr. Vinu Agrawal	<i>V. Agrawal</i>
5	Mrs. Nirupama Sahu	<i>N. Sahu</i>
6	Mr. Bhagirath Pande	<i>B. Pande</i>
7	Mr. Nandkishor Bodkhe	<i>N. Bodkhe</i>
8	Mrs. Snehal Mahajan	<i>S. Mahajan</i>
9	Mrs. Deepika Patel	<i>D. Patel</i> 17.11.22

  
Staff Secretary  
Dr. Vinu Agrawal

*MKS*  
Principal 17.11.2022  
Dr. Meena Prakash Kute



PRINCIPAL  
S.S.R. COLLEGE OF EDUCATION  
SAYLI SILVASSA, D&NH



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Ref. No. :

IAAC Meeting NO: 04

Date :

Meeting No. 3

Date: 16.01.2023, Monday

Time: 3:00pm to 5:00pm

Chairperson: Dr. Meena Kute, Principal  
Venue: Principal Office, SSR College of Education

#### Agenda:

1. National Conference on NEP 2020: Ensuring Universal Access to Education
2. Joining of New Faculty

#### Discussion:

1. National Conference on NEP 2020: Ensuring Universal Access to Education: -
  - > National Conference in collaboration with SNDT University-PVDT College of Education will be held in SSR College of Education on 11<sup>th</sup> & 12<sup>th</sup> February 2022-23.
  - > Responsibilities allocated to all the teaching and non-teaching staff for the National Conference.
  - > Mr. Bhagirath Pande & Mrs. Nirupama Sahu are given the responsibility of arranging accommodation facilities for all the delegates of the conference, along with their transaction ID of registration which will be submitted to Mrs. Deepika Patel. The list of participants for the accommodation will be prepared in the following way - Sr. No., Name, Fees Paid, Transaction ID.
  - > List of participants and its detail will be given to Dr. Sarika Patel by 31<sup>st</sup> January 2023.
  - > Tentative file to be submitted to the trust regarding the expected expenditure of conference by 1<sup>st</sup> February 2023. Letter to trust and Dr. Rajesh Pandey to be sand for the finance and IMR Auditorium.
  - > All the expenses and its account of National Conference to be separately kept & maintained by Mrs. Deepika Patel.
  - > A separate list of delegates, invitees & trustees to be prepared by Dr. Sarika Patel.
  - > Mr. Bhagirath Pande will coordinate with Dr. Ramraje Sir for Memento, Batches, Certificates, Name Plates, Banner (Flex Board).



- Two flex boards, information about trust, brochure, inaugural function-PPT's, WhatsApp group of the participants and a slide for places to visit in and around Silvassa will be made by Mr. Nandkishor Bodkhe & Mrs. Nilima Kamlu.
- Spot Registration, Kit Distribution, Certificate Distribution, proceedings, ID Card is the responsibility of Mrs. Snehal Mahajan & Mrs. Deepika Patel. The committee will keep the record of spot registration, they have to collect the photo copy of the papers. The list will be prepared as follows-  
Sr. No., Name, Contact No, E-Mail ID, Kit, Proceedings, ID Card.
- Students of F.Y. & S.Y. should be motivated to either for presentation or participation in the national conference. Initiation will be taken by Dr. Vinu Agarwal & Mr. Bhagirath Pande. Alumni Students their registration for the above will be taken care by Mrs. Nirupama Sahu.
- Catering, refreshment responsibility is given to Mr. Bhagirath Pande & Nandkishor Bodkhe which includes breakfast, lunch & hi-tea.
- Letter with details of delegates for accommodation to be given to both the rectors of Boys & Girls Hostel of SSR Memorial Trust. Responsibility is allotted to Mrs. Nirupama Sahu & Bhagirath Pande.
- Photography, Videography and selfie point to be arranged by Dr. Vinu Agarwal. Some photos should consist of geo tag.
- Arrangement for side seen, bus facility, places to visit will be taken care by Mr. Bhagirath Pande & Nandkishor Bodkhe.
- Letters of invitation, thanking letter, vouchers and o/c will be drafted by Mrs. Nirupama & Mrs. Nilima Kamlu along with Dr. Sarika Patel.
- Reports every technical session must be collected immediately after the session from the resource person and the in-charge faculty, further it will be handed over to Mrs. Nirupama Sahu.
- Stage decoration responsibility is allocated to Mr. Nandkishor Bodkhe & Mrs. Nilima Kamlu. Which includes chairs on stage, center table, name plates, water battles, lamp lighting, etc.
- Anchoring, conduct of session, felicitation, programme schedule is allotted to Dr. Vinu Agarwal.
- The chief guest for the validatory function will be Dr. Rajeev Sing<sup>h</sup> and the chair person will be Dr. Meena Kute and Dr. Prdnya Wakpainjan (SNDT Women's University, Mumbai)





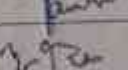
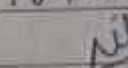



## 2. Joining of New Faculty

- Mrs. Nilima Kamlu has been appointed as a new faculty from 16<sup>th</sup> January 2023 as a assistant professor. Formal welcoming done in the meeting.

Meeting was ended with vote of thanks to the chair.



Members present in the Meeting

Sr. No.	Name	Signature
1	Dr. Meena Kute	 16.1.2023
2	Dr. Sarika Patel (JGAC Coordinator)	 16.1.23
3	Dr. Vinu Agrawal	 16.1.23
4	Mrs. Nirupama Sahu	 16.1.23
5	Mr. Bhagirath Pande	 16.1.23
6	Mr. Nandkishor Bodkhe	
7	Mrs. Nilima Kamlu	 16.1.23
8	Mrs. Snehal Mahajan	 16.1.23
9	Mrs. Deepika Patel	 16.1.23

  
Staff Secretary  
Dr. Vinu Agrawal



  
Principal

Dr. Meena Prakash Kute  
PRINCIPAL  
S.S.R. COLLEGE OF EDUCATION  
SAYLI, SILVASSA, ID&NHI