**Minutes of IQAC meetings & Action Taken for 2021-22**

**Minutes of IQAC meetings (Internal members)**

**9th October 2021, 1:30 pm**

A meeting of the IQAC was held on 09.10.2021 1 pm to 1: 30 pm.

The major points discussed are as follows:-

1. The IQAC Coordinator and members appreciated and acknowledged the contributions made by Dr. Aarti Nayak & Mr. Deepak Chavan. All IQAC members wished them best wishes for their future progress and development.

2. Dr. Aarti Nayak & Mr. Deepak Chavan to provide a brief to Mr. Kiran Temkar and Dr. Sara Thomas respectively for the criteria 6 & 7.

3. Dr. Aarti Nayak emailed the excel reckoner that was prepared some years ago for information pooling from dept & committee reports required for preparing the AQAR.

4. Dr. Sujata Khadilkar should email the AQAR 2019-20 to all post the meeting and subsequently follow up for the student welfare report 20-21.

5. Mr. Vishal Kapasi to find out about the availability of 20-21 results gazette copy from MU for all courses with the college office. (Mr. Pinkesh Shah & Mr. Sanjay Suradkar)

6. The time frame for the AQAR 2020-21 was decided as follows:

25th november - preparation of all metrics information & templates as per AQAR 2019-20, 1st proof reading to be completed around 2/3rd dec 2021, begin uploading AQAR around 6/7th dec and AQAR final submission to be done around 15th dec 2021.

7. So, all criteria Incharge are requested to plan accordingly and complete the excel templates or information required in their respective criterion latest by 25th November 2021.

The allocation of the criteria as discussed in today's meeting are as follows:

Part A: Dr. Sujata Khadilkar

Part B-

Criterion-I: Dr. Nigaar Patel

Criterion- II: Mr. Harishchandra Sharma & Mr. Vishal Kapasi

Criterion-III: Mrs. Chitra N. Kelkar

Criterion- IV: Mr. Sanam Pawar

Criterion-V: Ms. Shilpa Sable

Criterion-VI: Mr. Kiran Temkar

Criterion-VII: Dr. Sara Thomas

Members present for the meeting were:

Dr. Sujata S. Khadilkar

Dr. Nigaar Patel

Mr. Harishchandra Sharma

Mr. Vishal Kapasi

Mrs. Chitra N. Kelkar

Ms. Shilpa Sable

Mr. Kiran Temkar

Dr. Sara Thomas

Dr. Aarti Nayak

and Mr. Deepak Chavan

**Action Taken/Outcome:**

* AQAR 2020-21 work progressed satisfactorily

**7th December 2021, 12 noon**

A meeting of all IQAC members (faculty members-internal) was held in view of AQAR 2020-21 preparation. Criteria wise discussion of metrics and required database was done.

It was decided to complete the metric templates and start the AQAR uploading work by 20th December 2021.

**The following members were present:**

1. Dr. Sujata Khadilkar (Coordinator- IQAC)
2. Dr. Nigaar Patel
3. Mr. Harishchandra Sharma
4. Mr. Kiran Temkar
5. Dr. Sindhu Sara Thomas
6. Mr. Vishal Kapasi
7. Mr. Sanam Pawar
8. Ms. Shilpa Sable

**Action Taken/Outcome:**

AQAR 2020-21 was finalized after proof reading & checking of weblinks. It was submitted timely on 24th December 2021. The queries/clarifications were duly provided and the AQAR was finally resubmitted on 6th January 2022.

**Minutes of IQAC Meeting (Internal & External Members)**

**30th April 2022, 11.00 am**

The meeting of Internal Quality Assurance Cell (IQAC) was held on 30th April,2022 at 11.00 am in the BoardRoom. The meeting was attended by internal as well as external members of IQAC along with student representatives.

The meeting began with the introduction of external member Mr. Bimal Mehta followed by introduction of teaching members and student representatives.

Mr. Sachin Shukla attended the meeting online as he was unwell.

Mr. Mehta asked the students to express their overall view regarding the college, online teaching, internship etc. All student representatives gave positive feedback about the college, teaching, facilities etc. They also said that teachers were always available to resolve their queries and issues during the pandemic.

Principal Dr. Manali Londhe informed that the college had organized the Career Fair in which 35 companies had visited.

Mr. Kiran Temkar suggested that the extra-curricular activities had to be connected with curriculum to make it more relevant for practical world of students. Knowledge of Tally, MS-Word, Excel and Power Point must for all students.

Newspaper reading should be made compulsory for students. Physical activities had to be introduced.

Mr. Sachin Shukla agreed to all the above point and said that knowledge of Tally would make students job ready. The Department of Accountancy would have to work on this. 30 hours course on Tally could be planned at the departmental level.

Synergy with Statistics and Economics department for the same was also necessary. Dr. Sujata Khadilkar said that they had given hands on practice to the students on topics like time series, correlation and regression.

Mr. Mehta said he would suggest a Tally trainer who could train the trainers (for training students)

In order to increase financial literacy among students, various investment options have to be shared with them. Fundamental analysis and technical analysis have to be taught to the students. Proper understanding of Balance sheet and Profit & Loss Account is important. There could be a tie-up with BSE and certificate courses could be introduced.

Principal madam said that the main problem in collaborating with private institutions for certificate courses was that their fee structure was very high. Mr. Bimal Mehta suggested that the same could be taken up at the campus level which could then become more economical for individual colleges.

Mrs. Chirta Kelkar said that connecting psychology with daily life was necessary. Certain basic knowledge of Psychology had to be given to all teachers as well as students. She also explained the concept and operation of “Mind Theatre” to everyone.

Dr. Sindhu Sara Thomas briefed about activities carried out by the Department of English through ventures such as the English Literary Forum and bi-annual creative tabloid SPECTRUM.

All the suggestions given by members will be considered as new practices.

Principal Madam said that she would send the autonomy proposal to Mr. Mehta and Mr. Shukla.

Principal expressed the need for more seats for Third Year Psychology as there was a huge demand for the same but the college had only 24 seats. College would also require the necessary infrastructure for the same.

Infrastructure of the college is another major concern for the college which needs to be resolved. Mr. Mehta has asked a note on above two points (Psychology seats and infrastructure)

There was a suggestion that Research should be encouraged among teachers as well as students.

Sports should also be encouraged.

Meeting was attended by:

1. Dr. Manali Londhe. I/C Principal & Convenor – IQAC
2. Dr. Sujata Khadilkar (Coordinator- IQAC)
3. Dr. Nigaar Patel
4. Mr. Harishchandra Sharma
5. Mr. Kiran Temkar
6. Dr. Sindhu Sara Thomas
7. Mr. Vishal Kapasi
8. Mr. Sanam Pawar (Leave of Absence)
9. Ms. Shilpa Sable (Leave of Absence)
10. Mr. Bimal Mehta (External Member)
11. Dr. Sachidanand Shukla (External Member)
12. Lixi Shambhulal Vyas (TYBcom) --- Student Representative
13. Sarvesh Umesh Parab (SYBA) --- Student Representative
14. Shreya Desai (SYBcom) ---- Student Representative

**Action Taken/Outcome:**

The external members sought a review of the TLP from student representatives and appreciated the teachers for the efforts taken during the pandemic.

Efforts for facilitating internship opportunities & conducting career fair in a successful manner was applauded.

Major departmental activities and committee events/programs were reviewed.

Suggestions for co-curricular activities with particular emphasis on introducing courses with employability skills, conducting skill enhancement courses & training were discussed at length. The suggestions given by the external members associated with industry in this regard were very valuable.