

Minutes of IQAC meeting conducted on 18/6/18 at 10:30 am

- 1) Review of SSR NAAC criterion work done, pending and queries if any to be resolved by 22 nd June, Friday.
- 2) List of documents to be scanned to be handed over to Documentation committee In-charge.
- 3) Preparation of mentor list and files to be done in a week.
- 4) To organize a session on online education resources; e content development
- 5) Initiatives/reforms in TLP: Interdisciplinary lectures by all departments at least one per term and learning outcome guideline, each faculty to measure learning outcome for each module of one class for one paper peer learning. Course coordinators and HOD to review lecture & subject plan reports of members and submit a brief review report. An indicative guideline will be provided by IQAC and planning boards.
- 6) Dept proforma modification as per new AQAR to be done.

Action Taken Report for IQAC meeting held 18/6/18

1. List of documents to be scanned for SSR forwarded to Documentation committee.
2. Mentor List & files for SY & TY classes of all programs disseminated in July and FY classes in August 1st week 2018.
3. Department proforma modified as per new AQAR requirements.
4. All departments provided with guidelines on conducting interdisciplinary lectures and identifying & measuring learning outcomes for atleast one module in one of the classes each faculty teaches. The details with examples were given and discussion on the same was done during staff common room meeting.
5. A session on E-Content to enhance curriculum delivery was organized on 6th September 2018. The session was conducted by Prof. Mandar Bhanushe, IDOL, University of Mumbai.

Minutes of IQAC meeting held on 10/9/2018 (Monday), 9:45 am.

The following major points were discussed:

1. Documentation & verification sub-committee was given guidelines such as:
 - Segregate documents already received criterion wise in separate folders.
 - Documents to be uploaded list are resent to the sub-committee. They have to allot faculty for each criterion; inform IQAC about the same.
 - If the data numbers exceed the documents received, the committee has to identify which are not received and follow up from concerned faculty. Also if documents received exceed the number mentioned in the criterion reports, then concerned IQAC member be informed about the same, so that if found relevant; the change in number can be done in SSR.
 - Technical staff to be made available for a week, tentatively during last week of September.
2. List of stationery/material requirements was prepared and were procured from the office.
3. Queries from each criterion and data required from the office was compiled.
4. A list of data required from office along with explanatory notes was provided to Mr. Prem Kumar in order to assign a concerned office staff who could provide the same by September end.
5. Queries in each criterion to be referred to individual members/mentors of IQAC cluster and guidance to be sought.
6. Dr. Raji Ramesh informed that proof reading of descriptive metrics of criteria I & II is completed and III, IV and V are ongoing.
7. Some of the descriptive metrics in criterion VI to be done by Dr. Sujata Khadilkar and Dr. V. Rama Kiran has been specially requested to provide her inputs for the same.

Action Taken Report for IQAC meeting held 10/9/18

The meeting was exclusively held to review and expedite the NAAC SSR work.

1. The guidelines given to the documentation core committee was later conveyed to its members.
2. Data and queries in SSR criterion VI requiring clarification from the office were forwarded to the office accounts section.
3. Proof reading of the qualitative metrics was completed in October. December final proof reading was done. Drafting/editing of some policy documents was also done during January 2019.
4. Descriptive metrics of SSR criterion VI were written by Dr. V Rama Kiran & Dr. Sujata Khadilkar in October 2018.

Minutes of IQAC meeting held on 8/10/18 10 am to 12:30 pm:

The following points were discussed:

- Criterion I is done. Discrepancies in certain metrics will be resolved by 15th October 2018. New queries to be asked to IQAC Cluster.
- Discussions for gaps, discrepancies found during proof reading and queries in information to be furnished in SSR for metrics 3.3.5, 4.4.2, 2.1.1, 3.3.4, 3.3.5, 3.4.2, 5.1.3, 6.4.1 was done.
- Library related information, expenditure statements were also discussed.
- Teachers to send scanned copies of their academic documents wherever possible to documentation committee and the rest would be scanned by the committee.

Action Taken Report for IQAC meeting held 8/10/18

The meeting was exclusively held to review and expedite the NAAC SSR work.

A number of follow ups regarding data required from office were done and a concern regarding delay in receiving that was strongly expressed. The IQAC members met the I/C Principal regarding the same.

The metrics where interpretation was a problem were discussed and guideline was taken from IQAC cluster in select cases wherever required.

Minutes of IQAC meeting held on 6/12/18, 10:30 am

Review of points remaining in each NAAC criterion was taken as follows:

Criterion I :

PG program information (Mcom, MACJ , MAEMA)

Criterion II :

Students from other states 13-14,14-15(office data pending)

2.4.3 teaching experience to be updated/verified.

Criterion III :

1. Research publications year; faculty wise verification to be done. This work was allocated to various IQAC members.

Criterion IV:

1. Photos for all policy documents to be taken.

2. 4.1.2 Area, rate (sports track) information pending.

3. 4.1.4 budget for infrastructure to be segregated year wise Discussion was done regarding the need to separate out capital expenditures and current expenditures on infrastructure.

Criterion V:

Supporting documents regarding students welfare to be obtained from office.

Criterion VI:

1. 6.2.3 (contact details to be collected from office)

2. 6.2.4 to be refined

3. 6.3.4 metric to be verified

4. 6.5.4 table to be prepared

Criterion VII

Data pending from campus

Best practices write ups being improvised.

All policy documents were given to I/C Principal for her approval.

Action Taken Report for IQAC meeting held 6/12/18

The meeting was exclusively held to review and expedite the NAAC SSR work.

SSR metrics to be reworked were identified.

PG coordinators were to provide data for their respective programs.

Verification of research documents and UGC links to journals work began co-opting IQAC student representative and IT students for the same.

Finance data related queries were discussed and verified.

Regarding information required at campus level, emails were written to the Project office, follow ups were done in person by IQAC member in coordination with I/C Principal.

Minutes of IQAC meeting held on 22/12/18 at 11:00 am

1. IQAC Coordinator presented the IQAC activities report for the 1st term of 2018-19. Illustrations of learning outcomes were narrated by the faculties present in the meeting.
2. Mr Bimal Mehta (Management Representative member) expressed his views on the following:
 - a. Oral & written language skills need to be improved across all streams. Communicative English course need to be drafted.
 - b. Auditing programme to be arranged for staff and faculties by Mr Shailesh Haribhakti.
 - c. Advertising expert Mr Ramesh Narayan to address BMM and SYBcom students.
 - d. The aspects of infrastructure requirements of the institution and various intra campus charges will be raised by Mr. Bimal Mehta in management council meeting.
3. Mr Sachin Shukla (Industry Representative member) expressed the following:
 - a. One common fest for all streams. It needs to be branded.
 - b. Within 2 years' college should be known for flagship events like sports (campus track can be utilized for a particular event) and some innovative cultural program may be conducted.
 - c. Compulsory workshop/seminar for students to improve their writing skills.
 - d. Exposing students and faculties to the other disciplines/domains.
 - e. Sir suggested a compulsory soft copy to be taken from students of projects and check the same for plagiarism.
 - f. Alumni association needs to be developed.
 - g. Regarding student satisfaction survey required for NAAC purpose other colleges need to be contacted regarding the same and further the best practices followed by the college should be listed out.
4. Ms Sujata Roy presented her views as under:
 - a. Internship to be made compulsory for all the streams wherever possible.

- b. EDC can also contribute through panel discussions, industry visits and guest lectures for all the streams.

5. I/C Principal, Dr. Manali Londhe put forth the following points:

- a. 11 international students enrolled this year do not have knowledge of proper communicative English. So the college plans to start a course designed exclusively for them on communicative English from January 2019. This initiative was appreciated by the panel present for the meeting.
- b. Seminar hall under renovation.
- c. FDP to be organized by the college in month of March.
- d. Library to be restructured to enhance seating arrangements for students and separately for teachers.
- e. New computers have been allotted to all teachers.
- f. New Apps in process of development for library system and stock management.

It was resolved that the minutes of the meeting be sent as soon as possible and an action taken report would be sent before the next meeting.

All IQAC external/invited members were highly appreciative of the quality enhancement initiatives taken by the college and the wide exposure given to the students. The meeting ended with vote of thanks proposed by the I/C Principal.

Action Taken Report for IQAC meeting held 22/12/18

- A session on 'Auditing- A Renaissance' by CA Shailesh Haribhakti Sir was organized by IQAC on 23rd January 2019.
- A one day training workshop on 'Skill development for ICT-enabled 'future' teacher and applications of gamification in the teaching-learning process' was organized by IQAC on 5th March 2019.
- The IQAC and department of accountancy organized a session on 'Financial planning and investment portfolio' on 8th February 2019 at 10:30 am in research room. The session

was conducted by CA Vimalkumar Ashar, Professor in Accountancy, P.N. Doshi College, affiliated to SNDT University.

- As per Dr. Sachin Shukla's suggestion, in 2019-20 it was decided to club the fests of all programs and organize a grand event in December 2019.
- Research and entrepreneurship development cell to coordinate with AIFMB through Ms. Sujata Roy madam to enhance student research and idea club activities.

IQAC meeting minutes 27.3.2019

A meeting of IQAC members with I/C Principal Dr. Manali Londhe was conducted in Principal's cabin on 27th March 2019, at 12:15 pm.

The following points were discussed:

1. The NAAC SSR & documentation verification work is in progress and the IQAC coordinator appraised I/C Principal about the work done, pending, data or information gaps.
2. Documents and data required from office was discussed in detail example:
 - criterion I-add-on courses student enrolment & syllabus
 - criterion II- students from other states & other countries
 - criterion V- students received freships & scholarships documentary evidence
 - criterion VI- Alumni/ philanthropist contribution and financial support to teachers, staff.
 - Criterion VII: renewable energy sources & LED bulbs used in the campus.
3. I/C Principal immediately asked the office staff to do the needful. She also discussed with the coordinators of the add-on courses regarding the syllabus & other supporting documents required for NAAC.
4. Updation of website from NAAC point of view is in process.
5. I/C Principal and IQAC deliberated the schedule for NAAC accreditation and it was decided that the IIQA will be tentatively submitted around 15/4/19.

Action Taken Report for IQAC meeting held 22/12/18

The meeting was exclusively held to review and appraise the NAAC SSR work to I/C Principal madam and seek her facilitation for the same. This was particularly required in terms of procuring data from the office and from the management.

Website updating was done and reviewed by March 2019. IIQA was submitted on 22/4/2019.

Minutes of IQAC Meeting on 5/4/2019

The meeting of IQAC has been held on 5th April 2019 in the research room for the evaluation of various criteria given in NAAC SSR. Dr. Rajendra Patil made a recknor regarding documents pending/printed/scanned.

Each NAAC SSR criterion In-charge presented metric wise inputs and documentation work. All IQAC members and documentation committee members were present so as to cross verify all the inputs and files to be uploaded.

Supporting documents pending from few faculties and the office were enlisted during the process of review. Work of collecting geo-tagged photos of infrastructure and campus to be expedited. Reminders were to be sent for the information on common pooled facilities utilized from the campus to the project office.

Action taken Report for the IQAC meeting held on 5/4/2019

The meeting was exclusively held to review and expedite the NAAC SSR work.

All criterion In-charge presented a report of the SSR work in their respective criterion done to the IQAC team and documentation committee team. These overviews lead to an consorted effort and views so as to facilitate pooling of additional points. Reminders were sent for the information on common pooled facilities utilized from the campus to the project office.

After reviewing all the preparedness, it was decided to submit the IIQA in the next 2 weeks.