

**Minutes of the IQAC Meeting held on Thursday, August 08, 2019**

**at 10.00 am in Principal's Cabin**

The members present for the meeting were as follows:

1. Dr. Minu Madlani
2. Prof. Sanjay Ghodke
3. Prof. Chandrakala Joshi
4. Dr. Antara Sonawane
5. Dr. S. K. Mishra
6. Prof. Sarita Mahadik
7. Dr. Mehul Chhatbar
8. Prof. Arun Maurya
9. Prof. Shenaz Nazkani
10. Ms. Alpa Negandhi

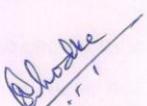
The following agenda was discussed –

1. The composition of IQAC committee for the year 2019–2020 was finalized.
2. The Criteria wise committees were finalized.
3. The format as per new NAAC criteria was discussed and it was decided to give independence to individual committees to select and schedule new activities which are best fit to new NAAC criteria for academic year 2019-2020.
4. The schedule of the criteria wise meeting to discuss and plan the preparation of AQAR for the academic year 2018-2019 was noted as on below dates so that work of collection of data and information required for each criteria can be started immediately –  
19/8/2019 – Criteria 2 – 11.00 a.m. onwards  
20/8/2019 – Criteria 3 – 11.00 a.m. onwards  
21/8/2019 – Criteria 4 – 10.30 a.m. to 11.30 a.m.  
Criteria 6 – 11.30 a.m. onwards  
22/8/2019 – Criteria 1 – 10.30 a.m. to 11.30 a.m.  
Criteria 7 – 11.30 a.m. onwards  
23/8/2019 – Criteria 5 – 11.00 a.m. onwards.
5. Any doubts related to the matters discussed in the above Criteria wise meetings should be clarified by the respective criteria committee with the IQAC coordinator on or before August 29, 2019. Further it was decided that 14<sup>th</sup> September, 2019 should be the last date

of submission of data and information through respective criteria committee to IQAC for final compilation.

6. Details on the companies offering the MIS software as per the new criteria of NAAC was presented and the committee decided to fix an appointment with the company shortlisted to view the software and finalize accordingly.
7. Principal Mam advised that this being the 4<sup>th</sup> cycle of NAAC, collection of rare books in library is must.
8. Further, Principal Mam put forward before the committee the formulation of IQAC budget for every year and accordingly to be discussed with the accounts department.

The meeting was adjourned by vote of thanks.

  
Mr. Sanjay Ghodke  
IQAC – Co-ordinator

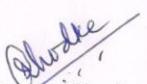
Minu  
Dr. Minu Madlani  
Principal

**Minutes of the IQAC Meeting held on Friday, October 18, 2019**  
**at 11.30 am in Principal's Office**

The members present for the meeting were as follows:

1. Dr. Minu Madlani
2. Prof. Sanjay Ghodke
3. Prof. Chandrakala Joshi
4. Dr. Antara Sonawane
5. Dr. S. K. Mishra
6. Prof. Sarita Mahadik
7. Dr. Mehul Chhatbar
8. Prof. Arun Maurya
9. Prof. Shenaz Nazkani
10. Ms. Alpa Negandhi

- 1: The minutes of the last meeting held on 08/08/2019 were read and confirmed.
- 2: After discussion different administrative constraints it has been decided that Mrs. Alpa will be looking after IQAC work as supporting staff from 1/11/2019.
3. After seeing demo of Digital Education, we could not find any new module customaries for NAAC work. Concerned person is requested to come on 23<sup>rd</sup> Oct 2019 with some specific module.
4. The progress in preparation of AQAR 2018-2019 was reviewed and it was decided to present and take the approval of the AQAR for the year 2018-19 from the Management for final submission to NAAC on or before January 20, 2020, so that there will be no problem in final online submission of AQAR 2018 – 2019 to NAAC.
5. a. One workshop on IPR should be conducted in second term in January, 2020 in association with Law Department.  
b. Planning to start incubation centre in association with Avishkar Lab for Skill development to enhance employability skill of students.  
c. It was decided that for more extension activities, to sign MOU with Hinduja Foundation.  
d. It was discussed to conduct Workshop for teachers on E content development and also one workshop for administrative staff in second term of the academic year 2019-2020.

  
Mr. Sanjay Ghodke  
IQAC – Co-ordinator

  
Dr. Minu Madlani  
Principal

**Minutes of the IQAC Meeting held on Thursday, March 12, 2020**

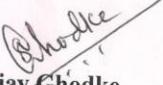
**at 11.20 am in Principal's Cabin**

The members present for the meeting were as follows:

1. Dr. Minu Madlani
2. Mr. Sanjay Ghodke
3. Mr. Chandrakala Joshi
4. Dr. Antara Sonawane
5. Ms. Jayashree Shetty
6. Ms. Sarita Mahadik
7. Mr. Arun Maurya
8. Ms. Shehnaaz Nazkani
9. Ms. Alpa Negandhi

1. It was finalized to organise One Day Faculty Development Programme for Inhouse Faculty Members (Degree and SFC) in the month of April, 2020 on E-Content under the IQAC department. The workshop will be held in the 2<sup>nd</sup> floor, Computer Lab. This workshop will be a compulsory FDP for all the faculty members. Tentative Dates will be April 17 & 18, 2020, tentative timing will be from 8.00 a.m. to 3.00 p.m.
2. The topics – sessions selected for the FDP are as follows –
  - a. Introduction to various tools and technology for e – content development. (1 session)
  - b. Hands – on training to develop e-content (Power point Presentation in detail) (3 sessions)
3. The FDP will be held in tie up with Mr. Mandar Bhanushe – In-Charge of Virtual Learning Center – University of Mumbai.

Meeting ended with Vote of Thanks.

  
**Mr. Sanjay Ghodke**  
(IQAC Coordinator)

  
**Dr. Minu Madlani**  
(Principal)