



MEETING DATE: 07/9/18 IQAC COORDINATOR: Dr. Gayatri Sirur CONVENER : Dr Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (10.00 to 12.30)

1. Dr. Asmita Huddar
2. Dr. Gayatri Sirur
3. Sandhya Pagare
4. Kasturi Kulkarni
5. Sunanda Chakravarti
6. Rajashree Andre

#	AGENDA	MINUTES	ACTI ON	External Agency / expert	REVIE W DATE	STATUS/ OUTCO ME	COSURE DATE
0	Reviewing the plan of action taken in last IQAC meeting agenda	A visit to library was done by external experts from library science Library visit on 3 rd august 2018. It was recommended by the external experts to have visitor's register in hard copy	SP	Mr. B.K Ahire and Mr. Narayan Barse	7/9/18	Completed	03/8/2018
		An internal quality assurance survey has been conducted to identify the best practices to impact the admission process through awareness drive.	SC	-	7/9/18	Action taken based on the survey outcome	NA
		To remove infrastructure barriers in classroom, CSR Fund has been received from OERLIKON TEXTILE INDIA LTD and renovation has been done.	KK	OERLIKON TEXTILE INDIA LTD. Mr. Bhanu Patel	7/9/18	Completed	05/9/2018

#	AGENDA	MINUTES	ACTIO N	External Agency / expert	REVIE W DATE	STATUS/ OUTCOM E	COSUR E DATE
	Review (continue)	To extend financial support to students especially for their fee reduction, Suman Ramesh Tulsiani Charitable Trust-SRTCT accepted our proposal and agreed to extend financial support for partial fulfillment of fee.	NK	Trust-SRTCT	7/9/18	Proposal approved, funds yet to be received	In-process
		Preparatory camp for prospective students has been conducted successfully. Database has been maintained for the further follow-ups.	KK	-	7/9/18	Completed	On-going
		The strategies discussed for admission campaign have been implemented successfully in two phases- 21 st and 26 th April 18	KK/ SC	-	07/9/18	Completed	26/4/18
		Home page of our website has been added with the link to IQAC activities of our college. All faculties are suggested to go through the same and do the needful as per the guidelines given there.	AH/SP	Mr. Bhalla	07/9/18	Completed	04/6/18
		All faculties have applied for being RCI expert as instructed by principal.	All faculties		07/9/18	Completed	NA

#	AGENDA	MINUTES	ACT ION	Externa l Agency / expert	REVIE W DATE	STATUS/ OUTCOME
	New agenda for the current meeting					
1	Enhancing and ensuring employment opportunities for students and alumni	In the meeting, employability of the students and alumni was highlighted majorly. The decision was taken to conduct on-campus placement for current students and alumni to ensure and enhance the better opportunities for job. It was suggested to develop appropriate formats to the documentation purpose.	SC	To be identified	07/12/18	Task initiated

#	AGENDA	MINUTES	ACT ION	Externa l Agency / expert	REVIE W DATE	STATUS/ OUTCOME
2	How to improve practices in awareness drive to increase the admission rate.	The suggestion was given to develop a short animated video to create more awareness through technologies. It was also recommended that the AV can be further shared through social media platform such as facebook and WA to reach out more people across the state.	SP		07/12/18	Task initiated
3	Standardization of attendance policy	It was recommended to start Online attendance system for staff and students.	GS	NA	07/12/18	Task initiated

Signature of IQAC coordinator:



MEETING DATE: 7/12/18 IQAC COORDINATOR: Dr. Gayatri Sirur

CONVENER: Dr. Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (11:00-1:00 pm)

1. Mr. Saheja Papan
2. Dr. Asmita Huddar
3. Dr. Gayatri Sirur
4. Sandhya Pagare
5. Nisha Kutty
6. Sunanda Chakravarti
7. Shaheeda Mogar

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME	CLOSURE DATE
0	Reviewing and follow up of earlier points.	Fund has been received from Suman Ramesh Tulsiani Charitable Trust-SRTCT to support students for their fee reduction.	NK	Suman Ramesh Tulsiani Charitable Trust-SRTCT	7/12/18	Completed	20/11/18
		For campus recruitment, formats have been developed and shown in meeting, schedule has been prepared, and various employers have been contacted.	SC	Various organizations	7/12/18	Plan of activity prepared	In process
		Short animated video for awareness drive is in process, content have been finalized.	AH	Mario animation	7/12/18	Content have been finalized.	In-process

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (Expected)
New agenda for the current meeting						
4	How to improvise the services of Adhikar.	The need was felt to expand the services of Adhikar. Hence, it was suggested to keep the options open for parents from other schools too to join the certificate course. Publicity to be done through social media (FB and WA).	GS	Special schools	05/4/19	To be in regular practice
5	Processes to be identified to develop SOPs	The need for SOPs for various processes was felt by the principal since the work is carried out on rotation basis. Various processes were discussed and following SOPs were finalized CRE Library resource management policy Activity reporting	KK SP AH	NA	5/4/19	SOP document with templates And template for activity report
6. A	As per the University of Mumbai guidelines, various committees to be formed at college level.	As per the University of Mumbai guidelines, it was discussed to form Student Council Committee at college. Members of the council to be elected through mini election.	AH	-	05/4/19	Team of student council to be elected as per indicated composition
6.B		Establishment of College Development Committee also needs to be formed. External expert to be identified and invited. Members of the council to be elected.	AH	To be identified	05/4/19	In- process
7	NAAC second round	It was highlighted in the meeting that the second round of NAAC process is due on 2021. All faculties were suggested to gear up towards the compilation of 5 years work stage wise. Workload to be distributed. Draft AQAR was discussed and finalized	AH	NAAC	05/4/19	Criteria wise workload distribution and final AQAR

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8	Research project to be initiated	It was discussed in the meeting; a project can be planned for the skill enhancement among students. The suggestions were given to the principal investigator to search for the funder for the project. Project proposal to be prepared	KK	To be identified	05/4/19	
9	Planning for CRE program	It was discussed to send the proposal for two CREs for the academic year 2019. The themes of the CRE were discussed and finalized - Research Methodology and Use of Technology and TLM. Proposal to be sent to RCI for approval. Resource person to be identified.	NK, KK	RCI	5/4/19	Task initiated

Signature of IQAC coordinator:



MEETING DATE: 5/04/19

IQAC COORDINATOR: Dr. Gayatri Sirur

CONVENER: Dr. Asmita Huddar

ATTENDED BY: Academic and Non-academic staff (2:00-4:00 pm)

1. Mr. Papan Sahheja
2. Dr. Asmita Huddar
3. Dr. Gayatri Sirur
4. Sandhya Pagare
5. Kasturi Kulkarni
6. Nisha Kutty

#	AGENDA	MINUTES	ACTION	External Agency / expert	REVIEW DATE	STATUS/ OUTCOME (expected)	CLOSURE DATE
0	Review and follow up of earlier points	To expand the services of Adhikar, options to attend the course kept open for parents from other organizations too. Positive responses were received and parents of CwSN from other organizations got enrolled this year.	GS	-	05/4/19	In-practice	On-going
		Campus recruitment for second year batch and alumni were conducted for the first time in campus. Total 45 participants including Sys and alumni were appeared in the interview. Total 7 organizations had come to take interview.	SC	7 organizations	05/4/19	Completed	14/1/19
		Animated video for college promotion was developed	AH		05/4/19	Complete	12/12/18

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0	Review and follow up of earlier points	As per the guidelines of the University of Mumbai, the Student Council Committee has been formed at college level. 5 students for second year B Ed batch were elected on different positions. The council members were well oriented by the management team.	AH	-	05/4/19	Completed	11/5/19
		As per the guidelines of the University of Mumbai, College Development Committee (CDC) has been established. The members of the committee were appointed. It was decided to hold the meeting along with students	AH	Dr. Raju Arakh	05/4/19	Completed	7/9/19
		The preparations for NAAC second round have been geared up. The work load has been decentralized and faculties were given proper orientation to work on their respective areas. Regular meetings are being conducted to review the progress of work. The Academic and administrative formats were reviewed and their effective implementation was ensured.	AH	-	05/4/19	In-process	On-going
		Externally funded research on skill development was taken up. The details of the same reviewed and discussed. - "AVSAR". (2/3/19 to 31/8/19) Funded by Ripujit Lall	KK	Learning differently (Bindiya Hasaram)	05/4/19	Report of the research and opportunity to the students to learn new skills in measurable terms	31/8/19
		Proposal has been sent to RCI for the CRE on Research Methodology. Approval is awaited.	NK	RCI	05/4/19	In-process	

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New agenda for the current meeting						
1 0	SOPs to be developed	All discussed and identified following SOPs and templates to be developed Aayam campus recruitment AQAR finalization Book bank scheme Decentralized and participatory management	AH GS SP AH	NA	6/9/19	SOP document with templates
1 1	Appointment of 4 aided posts	Principal shared that the NOC for appointment has been obtained and appointments to be made Processes identified Advertisement Setting up scrutiny committee Developing application format Taking committee names from University	AH	UoM JD office VES	6/9/19	Task initiated
1 2	Developing adapted formats for assessment and accreditation for special education for NAAC	Principal explained that NAAC has invited her as consultant for adapting formats for including special education. All reviewed the current format and suggested her the modifications which were compiled to be sent to NAAC as a response	AH	NAAC	6/9/19	Compilation of suggestions

Signature of IQAC coordinator: