

- **Agenda item no 3: Discussion on pending work (since 20th July 2017) at individual level**

Task list has been compiled by coordinator from data submitted by each member in March 2018.

Detail discussion on registration of alumni association. This task is pending from last 1 year. Rupam mam told to complete this task on urgent basis. Alumni association play a vital role in NAAC accreditation and development of college. CA. Shailesh Paludesai who has been allocated this task by previous chairperson need to complete this task on urgent basis.

Perspective plan for 2018-19 in accordance with all criteria need to be prepared for getting more points in NAAC. Prof. Gracy D'souza advised that NAAC work should go into proper direction and for that purpose proper action plan to be designed to get better points in this NAAC cycle.

AQAR report for 2015-16 is already prepared by Prof. Ashish Shah, and forwarded to Principal and C.A. Rajesh Dalal on 11th September, 2018, 2016-17 need to be prepared by Prof. Gracy D'souza and Librarian Vidhya Hanichal by 20th October 2018 and 2017-18 to be prepared by Soniya madam and Shweta madam in new format and should be submitted to IQAC In-charge by 5th November 2018. Gracy madam to give softcopy of magazine 2017-18 to Soniya and Shweta madam.

Letter to be issued to the concern person for completion of task.

- **Agenda item no 4: Perspective plan 2019-2024 as required by Mumbai university**

Principal Sir shared the information of perspective plan 2019-2024 requirement with entire committee. More focus to be given to industry-Academia partnership. New short term courses should be started for development of students and institution. Committee agreed for the same.

- **Agenda item no 5: Preparing brief report for CDC meeting**

CDC report will be prepared by CA Rajesh Dalal and Dr. Dilip M Patil for upcoming CDC meeting.

- **Meeting ended with vote of thanks by Principal -Dr. Satish Naringrekar.**

Minutes of staff meeting held on :- 22nd October 2018.

Following members were present :

1. Ms. Rupam Shroff.
2. Ms. Renu Vyas.
3. Mr. Paresh Seth.
4. Dr. Satish Naringrekar.
5. Ms. Vinaya Modak.
6. Mr. Baini Reddy.
7. CA. Mr. Rajesh Dalal.
8. Mr. Dilip Patil.
9. Mr. Rajpal Tayde
10. C.A. Mr. S. M. Palsuledesai.
11. Ms. Gracy Dsouza.
12. Ms. Vidya Hanchinal
13. Mr. Ashish Shah.
14. Ms. Soniya Sharma.
15. Ms. Aayasha Ansari.
16. Ms. Crimita Almeida.
17. Ms. Anuja Narvekar.
18. Ms. Shweta Pandey.
19. Mr. Manoj Mishra.
20. Mr. Shahid Qureshi.
21. Ms. Shraddha Meshram.
22. Ms. Kausar Shaikh.
23. Ms. Kanwalpreet Kaur.
24. Ms. Chaitali Dhanu
25. Ms. Soma Prasad
26. Ms. Archana shete.

Following points were discussed:

1. Principal welcome all staff members and management members for the meeting conducted for NAAC work completion.
2. Principal gave the status of AQAR work. AQAR 2015-16 and AQAR 2016-17 work is completed by Mr. Ashish and Ms. Gracy, but asked not to upload on website as the final verification will be done by Mr. Dalal and Principal sir.

3. AQAR17-18 work is in progress, principal sir gave Ms. Kanwalpreet as helping hand to Ms. Soniya and Ms. Shweta for AQAR 17-18. AQAR uploading will be done after approval from Mr. Dalal and Principal.
4. Principal will soon clear weather we can include the data for year 18-19 in SSR or not.
5. Principal appreciated the work of Ms. Gracy as she completed Criterial 1, Magazine 15-16 and AQAR 16-17 work.
6. Mr. Reddy reported the status of criteria 2 as nothing is pending, every update is incorporated, and just little modification is required.
7. Principal declared that magazine 15-16 will be ready in next 3 days.
8. On 26th November 2018 Magazine 16-17 will be ready.
9. Mr. Patil gave the status of criteria 4 as everything is ready.
10. Ms. Pranita reported the status for criteria 5 as almost all data received and template is ready.
11. Mr. Ashish gave status for criteria 6 as only perspective plan and green audit is pending and other things are ready.
12. Mr. Dalal reported the status for criteria 7 as everything is ready only data needs to be putted in proper format.
13. Mr. Dalal expressed his view that data will be ready in next 7 to 10 days. Data for year 18-19 should be maintained as its ongoing year and the college can apply for NAAC in March 2019.
14. As per the instruction from Ms. Rupam all the criteria heads gave the work completion date as follows:

Criteria Head	Criteria Number	Completion Date
Ms. Gracy	Criteria 1	6 th November 2018.
Mr. Reddy	Criteria 2	10 th November 2018.
Mr. Patil	Criteria 3	3 rd November 2018.
Ms. Vidya	Criteria 4	3 rd November 2018
Ms. Pranita	Criteria 5	5 th November 2018
Mr. Ashish	Criteria 6	5 th November 2018
Mr. Dalal	Criteria 7	3 rd November 2018.

15. Ms. Vidya , CA. Dalal and *CA. Desai were asked to prepare capital expenditure budget for last 4 years by Mr. Paresh.

16. Mr. Dalal gave the points for enhancement in current academic year 2018-19 as follows:

- a. Teachers should motivate all students to go for higher education.
- b. Library usage should be increased.
- c. Average passing percentage of student needs to be increased.
- d. Mentor – mentee atleast 5 to 6 meeting should be conducted.
- e. Mr. Reddy was asked to take seminar for explaining mentor – mentee purpose to all staff.
- f. Increase field project.

17. Ms. Rupam announced the next meeting on 27th November 2018.

18. Principal summarized the meeting and requested all staff to adhere to the deadlines given by them.

19. Meeting ended with vote of thanks to the chair.