

Minutes of IQAC Committee Meeting**Date: 21st September, 2018(Friday)****Time:11.00 a.m to 1.30 p.m****Venue-New seminar Hall****Following members were present:**

1. Ms.Rupam Shroff-Hon. Secretary Management Representative
2. Ms.Renu Vyas-Trust member Management Representative
3. Dr.SatishNaringrekar – Pricipal – Chairperson
4. C.A. Rajesh Dalal-IQAC Coordinator
5. Dr.Dilip.M.Patil,-member
6. Prof.GracyD'souza-member
7. Prof.Pranitakamat-member
8. Ms.VidhyaHanichal,-member
9. Ms.VinayaModak,-member
10. Asst.Prof.Ashish Shah-member
11. Asst.Prof.ShwetaPandey-member
12. Asst. Prof.Soniya Sharma-member

- **Member Absent:01**

Prof. Baini D Reddy-member

- CA Rajesh Dalal ,Coordinator IQAC, welcomed all the members of IQAC. The meeting started with a permission of the chairperson.
- **Agenda item no 1:Reading and confirmation of the previous meeting dated 29th June 2018**
CA Rajesh Dalal read minutes of previous meeting and it was confirmed by members present.
- **Agenda item no 2: Updating an action plan after last meeting held on 29th June 2018**
Magazine for 2015-16 work was allotted to Prof. Gracy and according to her work will be completed by 15th October 2018. Magazine work for the year 2016-17 was allotted to Prof.Baini Reddy. Since he was not present, status is still pending. Principal sir and Vinaya Madam was made responsible for follow up to all the task given to staff members. Committee has promised to give magazine of 2016-17 by 26th November 2018.

Mrs.Pranita Kamath suggested that members should pay attention to improving the academic standards of the students. Mrs. Shweta Pandey suggested that teachers should organize various co-curricular competitions such as Essay writing, quiz or debate for the students.

Mrs.Gracy D'souza suggested to take the printouts of all the criterion and review the work done. It was decided that the hard copies of all the criteria should be taken and members should review the work done.

Principal Dr.Satish Naringrekar suggested to all the members to give suggestions in improving the overall standard of the work and completion of the report. He mentioned that all the members are given one week's period for submission of their suggestions.

The meeting ended after vote of thanks to the chair.

- **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.**