

**Minutes of the Internal Quality Assurance Cell (IQAC) held on 29th June, 2019 at 12 noon
at the Conference room of the College**

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. M. A. Subramaniam	Management Representative
4. Mrs. Neeta Khanolkar	Teaching Faculty
5. Mr. Ayyappan Iyer	Teaching Faculty
6. Dr. Sunita Shirvalkar	Teaching Faculty
7. Mrs. Sushashini Iyengar	Teaching Faculty
8. Mrs. Kirti Y Nakhare	Teaching Faculty
9. Mr. Vijay Rayamane	Industry Representative
10. Mr. P. Manoharan	Accountant
11. Ms. Jayashree Mhatre	Head Clerk
12. Ms. Shweta Mungekar	Student Member
13. Mr. Shivkumar Singh	Alumni

The meeting commenced at 12 noon as there was adequate quorum.

1. Approval of Minutes of the earlier Meeting on 16th March 2019

The Co-ordinator read out the Minutes of the earlier meeting and the same was approved.

2. Initiatives of Quality improvement in College activities

It was suggested that following activities to be attended to

- a) Updating College office Records
- b) Organize programs under IQAC for quality improvement
- c) Monthly Meeting in each department in addition to monthly staff meeting
- d) Systematic documentation of the Events
- e) Organize of University level events

3. Research & Linkage with Industry

It was discussed that college should conduct more of industry oriented short term / certificate courses for the benefit of students.

4. Action Taken Report

- i) Follow-up of the pending application with UGC for recognition under 2f 12B
- ii) Tap funds for the college through CSR and Government schemes.

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator



Chairperson

Date: 25th September, 2019

Minutes of the Internal Quality Assurance Cell (IQAC) held on 25th September, 2019 at 12.15 p.m. at the Conference room of the College

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mrs. Neeta Khanolkar	Teaching Faculty
4. Mr. Ayyappan Iyer	Teaching Faculty
5. Dr. Sunita Shirvalkar	Teaching Faculty
6. Mrs. Sushashini Iyengar	Teaching Faculty
7. Mr. Vijay Rayamane	Industry Representative
8. Mr. P. Manoharan	Accountant
9. Ms. Jayashree Mhatre	Head Clerk
10. Ms. Shweta Mungekar	Student Member

There being adequate quorum, the meeting commenced at 12.15 p.m.

1. Approval of Minutes of the earlier Meeting on 29th June, 2019

The Co-ordinator read out the Minutes of the earlier meeting and same was approved.

2. Initiatives of Quality improvement in College activities

It was suggested that following activities to be attended to

- a) Updating of the College office Records
- b) More programs under the banner of I.Q.A.C. in collaboration with the various departments or associations of the college
- c) Conducting student centric activities of academic / co-curricular / extra-curricular relevance in collaboration with governmental departments / NGOs
- d) Documentation of the Events with simultaneous updating on the college website

3. Research & Linkage with Industry

It was suggested that college should emphasize on quality research and strive to promote collaborations with industry.

4. Any other Matter

The draft IQAR for the year 2018-19 was reframed as per the new online format designed by NAAC. The new format was more detailed, quantitative parameter oriented and framed as per the components of Self Study Report (SSR) of NAAC. It was agreed that the draft after the necessary corrections can be submitted to NAAC.

5. Action Taken Report

- i) Follow-up of the pending application with UGC for recognition under 2f 12B
- ii) Orientation Program organized for first year learners on 9th July, 2019 to give them a glimpse of academics, departmental activities, college level activities and college festivals which shall be conducted in the upcoming academic year
- iii) The Department of Computer Science and IDEMI (Institute for Design of Electrical Measuring Instruments) A Government of India Organization, organized a short term course on Digital Marketing from 20th to 22nd August, 2019.
- iv) 52nd Youth Festival Zone I Literary and Fine Arts Competitions were organized by the Department of Environmental Studies and Cultural Association of College in association with the University of Mumbai on 14th and 22nd August, 2019. College on 27th August, 2019 received letter of appreciation from the Department of Student's Welfare, the University of Mumbai for successfully hosting Zone I competitions of Youth Festival.

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator

Date: 4th January, 2020



Chairperson

Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 4th January, 2020 at 12.15 p.m. at the Conference room of the College

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mrs. Neeta Khanolkar	Teaching Faculty
4. Mr. Ayyappan Iyer	Teaching Faculty
5. Dr. Sunita Shirvalkar	Teaching Faculty
6. Mrs. Sushashini Iyengar	Teaching Faculty
7. Dr. Kirti Y Nakhare	Teaching Faculty
8. Mr. Vijay Rayamane	Industry Representative
9. Mr. P. Manoharan	Accountant
10. Ms. Jayashree Mhatre	Head Clerk
11. Ms. Shweta Mungekar	Student Member

The meeting commenced at 12.15 p.m. as there was adequate quorum

1. Approval of Minutes of the earlier Meeting held on 25th September, 2019

The Co-ordinator read out the Minutes of the earlier meeting and same was approved.

2. Initiatives of Quality improvement in college activities

It was suggested that following activities to be attended to

- a) Updating of the College office Records and their auditing
- b) Organization of Faculty Development Programs (FDPs) by various departments of College under the leadership of I.Q.A.C.
- c) Conducting student centric activities for the benefit of fast and slow learners
- d) Documentation of the Events
- e) Updating of all the activities on College website

3. Focus on employability skills of students

It was suggested that college should focus on the employability skills of students. Guest lectures from industry personnel, industrial visits, mock interviews, etc. to be organized make students capable of face challenges in this competitive world.

4. Any other Matter

The various departments of the college and placement cell to organize seminars to acquaint students with career opportunities.

5. Action Taken Report

- i) The college received the 2f & 12B recognition from UGC, New Delhi. The members congratulated the efforts put by Principal in getting the recognition.
- ii) Career Guidance and Placement Opportunities lecture were organized by N.G.O. - Technoserve on 23rd October, 2019. The importance of presenting oneself during interview and skills to crack an interview were discussed.
- iii) Lecture on the topic 'Numbers bigger than the infinite. Yes, they exist.' was delivered by **Dr. Piers Bursill Hall, University of Cambridge, England.** It was organized by Department of Mathematics in collaboration with Tata Literature Live on 18th November 2019.
- iv) Cyber Security and Ethical Hacking - short term course organized by Department of Computer Science in association with IDEMI (Institute for Design of Electrical Measuring Instruments) A Government of India Organization from 9 to 11 December 2019.
- v) Industrial Visit to Gowardhan Cheese Factory, Manchar, Pune organized by Department of Microbiology on 20th December 2019.

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator



Chairperson

Date: 14th March, 2020

Minutes of the Internal Quality Assurance Cell (I.Q.A.C.) held on 14th March, 2020 at 12 noon at the Conference room of the College

Members present:

1. Prin. Dr. Usha S. Iyer	Chairperson
2. Mr. Vaibhav Banjan	Co-ordinator
3. Mr. M. A. Subramaniam	Management Representative
4. Mrs. Neeta Khanolkar	Teaching Faculty
5. Mr. Ayyappan Iyer	Teaching Faculty
6. Dr. Sunita Shirvalkar	Teaching Faculty
7. Mrs. Sushashini Iyengar	Teaching Faculty
8. Dr. Kirti Y Nakhare	Teaching Faculty
9. Mr. Vijay Rayamane	Industry Representative
10. Mr. P. Manoharan	Accountant
11. Ms. Jayashree Mhatre	Head Clerk
12. Ms. Shweta Mungekar	Student Member

The meeting commenced at 12.15 p.m. as there was adequate quorum

1. Approval of Minutes of the earlier Meeting on 4th January, 2020

The Co-ordinator read out the Minutes of the earlier meeting and same was approved.

2. Initiatives of Quality improvement in College activities

It was suggested that following activities to be attended to

- a) Conducting student centric activities for the benefit of fast and slow learners
- b) Organize activities for placement of students
- c) Documentation of the Events
- d) Updating of all the activities on the College website

3. Focus of employability skills of students

It was suggested that college should focus on skills development to enable students employability. Guest lectures from industry personnel, industrial visits, mock interviews, personality development programs etc. to be organized to help students gain confidence and face the competitive world.

4. Any other Matter

- i) Alumni activities to be strengthened
- ii) Counselling for the students to be increased

5. Action Taken Report

- i) Department of Computer Science organized an Industrial visit to Tracking Genie, Jaipur from 8 to 13 January, 2020.
- ii) The I.Q.A.C., Department of Computer Science and Department of Information Technology in collaboration with Supramind, Navi Mumbai organized one day Faculty Development Program on Digital Marketing on 28th January, 2020
- iii) One day seminar on 'Consumer Rights Awareness & Financial Literacy' was organized by the Department of Business Law in association with Consumer Guidance Society of India on 10th February 2020.
- iv) A talk on 'Foreign Exchange Market' was organized by Department of Business Economics and Planning forum on 17th February 2020. Prof. Swapnil Salvi, Assistant Professor, Guru Nanak College of Arts and Commerce, Sion explained to the students the different components of foreign exchange market.

The meeting concluded with Vote of Thanks to the Chair.



IQAC Co-ordinator

Date: 29th August, 2020



Chairperson