

Minutes of the Meeting
14th July 2020

Agenda for the meeting:

- 1) Confirmation of the Minutes of the previous meeting.
- 2) Appreciation of work done during lockdown
- 3) Building plan / construction of building in college premises
- 4) NAAC new guidelines
- 5) FDP on preparation of study material, videos using CAM Studio software.
- 6) Faculty Development Programmes (FDP).
- 7) Academic Calendar.
- 8) Starting of new courses.
- 9) Mentoring
- 10) Online teaching
- 11) Webinar on 'Work-life Balance Through Bhagvad Gita'
- 12) Environment Protection.
- 13) Online exam
- 14) AQAR 2019-20.
- 15) IQAC Webinar proposal
- 16) Any other matter with the permission of chairperson.

Minutes of the meeting:

1. The minutes of the previous meeting were readout and confirmed.
2. The Principal informed all that college will be closed due to Covid19 pandemic till the next circular from the university. All the faculty members have to train themselves for online teaching.
The Principal appreciated the initiatives taken by faculty regarding online teaching. It was strongly felt that faculty should keep updating their skills for online teaching by participating in webinars and practicing. It was appreciated that the blocks to online teaching are gradually being overcome by faculty who were initially worried about lack of skills of online teaching.

3. Building plan / construction of building in college premises: The building construction was likely to be passed and this development was highly appreciated by all present.
4. NAAC new guidelines: The IQAC coordinator informed that 2019,20,21 onwards a new format of the AQAR would apply, for this a training session would be organised for all criteria in charge.
5. It was felt by all that faculty members to attend webinars and FDP's to enhance knowledge, also to conduct webinars for student's through co-curriculum and extra curriculum forums.
6. Faculty Development Programmes (FDP): The Principal put on record that three Online FDP's on "Research Methods and Techniques" i.e., National FDP/PHD Course Work were organised. The feedback received of online workshop were very encouraging.

The IQAC co Ordinator said that,

As these FDP's were organised online, we were able to get resource person who may not have otherwise travelled all the way to our college for the course. Eminent Academician were the resource person for the FDP's

7. Academic Calendar: Mrs Grace Verghese expressed that due to the pandemic and online classes for this year the Academic calendar is subject to major change so only an outline has been prepared which is most likely subject to major changes.
8. Started of New Courses: The vice Principal said that each department is requested to finalize their provisional Board of Studies and the courses which are proposed to be introduced. These should help our students for skill development and employability. These courses being suggested should be emailed to the IQAC coordinator.
9. Mrs Grace Verghese said that faculty are often confused about mentoring. Inputs by experts would help faculty to clarify their concepts and be better mentors. the IQAC coordinator said that we would invite an expert regarding this to guide our faculty.
10. Online Teaching: fears were expressed regarding whether all students would have access to the online platform for financial reasons or even for reasons like having gone to their native place in the vacations /lockdown and not having access to the internet due to connectivity issues. Google Classroom was suggested as one of the platforms which could be used for assisting the teaching learning process in a bigger way than before as offline teaching may soon become the norm.
The Principal said that if online teaching has to be organised for our students training would be given to the teachers for use of the online platform chosen by the college and all faculty would be registered as official users and classes can then be organised by creating links for their lectures.
11. Webinar on 'Work-life Balance Through Bhagvad Gita': - The feedback received for the One Day National Webinar on 'Work-life Balance Through Bhagvad Gita' was very encouraging especially in these troubled time when everyone is facing so much stress said CA Rajeev Khurana.
12. Contribution to Protecting the Environment: As this year visit to the orphanage was not possible due to pandemic it was discussed we introduce get another best practice of multi layered plastic waste collection and donate the collected waste to Safai

Bank, this best practice would be a big contribution to protecting the environment.
This was endorsed by all.

13. The Vice Principal said that the college will have to explore possibilities various software's for conducting the online examination and train the students in the use of that software. Multiple choice questions were suggested as a tool to prepare students for the examination. Students could be given quizzes where by students are able to test their knowledge find faculty would get a feedback on the performance of students
our college being the cluster in charge college that is the lead college, we would take the initiative to make arrangements for how exactly the exams in our cluster would be organised. A technical team should be set up to assist students in the difficulties they faced when answering online examinations
14. The IQAC coordinator informed that all the faculty in charge of each criteria were at the AQAR requested to compile information from reports received and programs organised and start filling the AQAR for the year 2019-20 using the format same as 2018-19.
15. The IQAC coordinator said that she would take a lead in organising a webinar on a theme useful for faculty. Once the resource person is finalised, a proposal would be put before the management
16. The Meeting ended with the vote of thanks.



✓ Ms Janine Almeida
IQAC Co-ordinator



Principal Dr . Ajay Bhamare
Chairperson

Minutes of IQAC Meeting

01 December, 2020

Agenda for the meeting:

1. Confirmation of the Minutes of the previous meeting.
2. Webinar
3. Academic Autonomy
4. Online Examination.
5. Research papers
6. Infrastructure
7. Online Extra Curricular activities
8. AQAR 2019-20.
9. Mentoring
10. Autonomy preparation
11. Any other matter with the permission of chairperson.

Minutes of the meeting:

1. The minutes of the previous meeting were readout and confirmed.
2. The Vice Principal put on record following webinar on 23rd MAY 2020, RADAV college, organised a webinar on " Mumbai University Examination Guidelines" in association with University of Mumbai.
3. Academic Autonomy: All HOD's would be requested to update their presentations for the UGC expert committee which may be coming soon. All the events and programs which have been organized during the lockdown need to be documented and included in the presentations.
4. EKKLAVYA software for online Exam -Examinations: Our college is a lead college for cluster colleges in the area, it was informed by the Vice Principal Mr. Padmakar Mane that we have selected Ekklavya software for conducting exams and students have already being given training on the use of the software. A faculty team of experts in IT from our faculty in technology has been formed to reach out the students in times of difficulties in case they face glitches while doing the examinations.
5. Research papers published: The Principal Dr Ajay Bhamare said that during lockdown he had 3 research publications in ISSN journals.

6. Building plan passed / construction of building in college premises: The Vice Principal announced the good news that the construction of the extension wings of the college to accommodate new classrooms would commence in the year 2021.
7. C.A. Uday Shetty said that as we do not know when the lockdown will be lifted it is important that we organize activity online during the lockdown.
Online Extra Curricular activities: It was suggested that initiative should be taken by the faculty to the forums and committees to organize programs for our students online.
8. AQAR 2019-20.- The IQAC coordinator has informed that NAAC has extended the date for submission of AQAR 2019-20 and the information to be filled to the academic year 2019-20 would be up till December 2020 for 2019-20 AQAR. The AQAR 2019 may now be submitted up to May 2021.
9. The IQAC coordinator announced that she had been discussing the possibility of a webinar on the topic of Mentoring with an Associate Professor from Saint Xavier's Institute of Education Dr. Geeta Shetty. These details would be worked out and both the Principal and Vice Principal supported the idea of organising such a webinar.
10. We were almost ready to welcome the autonomy team from UGC when the lockdown was announced, as the situation in Maharashtra state is slightly improving vis a vis Corona, we should start preparing for the expert committee for autonomy coming from the UGC.

The Meeting ended with the vote of thanks.



✓ Ms Janine Almeida
IQAC Co-ordinator



Principal Dr . Ajay Bhamare
Chairperson

Minutes of IQAC Meeting

27th February, 2021

Agenda:

1. Confirmation of the Minutes of the previous meeting
2. IQAC webinar
3. Completion of AQAR
4. Approval of AQAR by CDC
5. Autonomy visit preparation
6. Examinations
7. Quality Enhancement Programmes
8. Any other matter with the permission of the chairperson

1. The minutes of the earlier meeting were read out and confirmed
2. The Principal and all those present appreciated the webinar organised by the IQAC on the important and ever relevant theme of Mentoring. The inputs given by the resource person Dr. Geeta Shetty were important not only because they explained about mentoring but also introduced the use of Transaction Analysis as a tool to facilitate the process of mentoring. Our college could reach out to other colleges as well through the participation by faculty of several colleges of Mumbai whose feedback was very positive and encouraging.
3. The IQAC coordinator informed all present that the AQAR for 2020-21 was in the process of final draft preparation with inputs from all criteria in charge. Meetings would be organised for preparing the final draft after which before the AQAR is uploaded, it would be placed before the CDC and only then on approval would be uploaded.
4. The Expert Committee from UGC was due to visit the college in the first week of March and all Heads of Department were working hard on preparing their presentations showcasing all the work done to enhance the Teaching Learning process. The Principals presentation and IQAC presentation were also in the process of being finalised before going through them collectively once.
5. The Principal informed all present that if in this semester exams are held in an online mode we should be ready for the same and prepare the students too. It would all depend on the decisions of the University of Mumbai.
6. All Heads of Department and faculty present were urged by the Vice Principal to think out of the box and organise programmes which would be specially relevant in

this pandemic. The college would take initiative in organising vaccination camps and work in collaboration with the local government authorities such as the BMC when an opportunity comes by. Another area which was discussed for meaningful programmes was on Women Empowerment and Environmental protection. The WDC Convenor, Assistant professor Grace Verghese said she was working out details of a webinar to be organised by the WDC .

The meeting ended with a vote of thanks.



✓ Ms Janine Almeida
IQAC Co-ordinator



Principal Dr . Ajay Bhamare
Chairperson

Minutes of IQAC Meeting

19th May,2021

Agenda:

1. Confirmation of the Minutes of the previous meeting
 2. Award of autonomous status to our college
 3. Formation of Board of Studies and meetings
 4. Research
 5. AQAR 2020-21 Uploaded on NAAC website.
 6. FDPs and Refresher Course
 7. Infrastructure
 8. Farewell to Dr.Madhubala Swami
 9. Any other matter with the permission of the chairperson
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1. The minutes of the earlier meeting were read out and confirmed
 2. The Principal proudly announced that the UGC had granted autonomy to all the undergraduate and post graduate programmes of our college and we had received a letter to this effect from the UGC
 3. We as an institution will now go ahead with courses of our choice which will enhance the employability of our students.In the first year of Autonomy i.e. 2021-22, the revised syllabus would apply to First year students of the undergraduate and post graduate courses and subsequently to Second year students and in the year that follows to third year students.
 4. Skill Development Courses:Skill oriented courses:All HODs were requested to research on skill-oriented courses which would enhance the employability of our students. These courses would then be discussed and approved by in the Academic Council Meeting.The Principal said that he was in discussions with institutions providing skill development courses and these were also being discussed with the Management .
 5. All HODs were requested to submit names of 6 faculty members of their subject from other colleges as well as two subject experts from other universities which had to be forwarded to the University of Mumbai as members of Board of Studies for their course.The process of forming the Board of Studies needed to be completed at the earliest so that by July 2021,meetings of the BOS could be organised and the syllabi and courses could be approvedby the Academic Council.
 6. Research:Post autonomy review and plans: Faculty were requested to start writing quality research papers and submit to CARE listed journals for publication.If any guidance was needed in this regard the Principal assured support.

7. The IQAC coordinator reported that the AQAR 2020-21 was uploaded on NAAC website on 29th April 2021 subsequent to approval by the CDC on the 3rd April, 2021
8. The Vice Principal Mr. Mane said that the college was in discussion with RUSA for organising a Faculty Development Programme on the New Higher Education Policy in the beginning of the academic year 2021-22. Once the dates and programme was finalised we would make all efforts to ensure maximum participation in this programme.
9. The college would also take initiative in coordinating 'an interdisciplinary Refresher Course' for University of Mumbai.
10. Initiative had also been taken to have a webinar on the 'New Education Policy' and the brochure would soon be circulated.
11. Capt. Vinod Sharma extended all support in terms of bearing costs if required for blended learning in terms of infrastructure that may be required to be installed for both online and offline lectures.
12. The Principal and all present appreciated the contribution of Dr. Madhubala Swami to the growth of the institution and appreciated all her painstaking efforts over 3 decades in our institution

The meeting ended with a vote of thanks.



✓ Ms. Janine Almeida
IQAC Co-ordinator



Principal Dr. Ajay Bhamare
Chairperson