



MINUTES OF IQAC MEETING

Dates: 14 June, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 14 June, 2022. Following members were present for the meeting.

1. Dr. Hitesh Shingadia
2. Dr. Nupur Mehrotra
3. Dr. Anuya Warty
4. Dr Sara Khan
5. Dr Sunita Maral
6. Ms. Archana Garate
7. Ms. Neelam Jain
8. Dr. Bindu Gopalkrishna
9. Ms. Khushali Adhiya

The following was discussed:

- The first meeting of IQAC focused on reviewing the action steps for the year, preparation in full swing for the NAAC, and planning of the SSR report as well as the AQAR for 2021-22. Discussions were also undertaken to systematically also work towards the last AQAR under our audit year, which is 2022-23.
- The preparation for NAAC was undertaken by scheduling an Academic and Administrative audit, scheduled on 25 August 2022. The team brainstormed on the preparation for the same, segregated the tasks and prepared a time schedule to achieve maximum efficiency.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

Principal
SVKM's MITHIBAI COLLEGE OF ARTS,
CHAUHAN INSTITUTE OF SCIENCE &
A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI-400 056.
NAAC REACCREDITED 'A' GRADE, CGPA 3.57



MINUTES OF IQAC MEETING

Dates: 15 June, 2022

Venue: Conference room

The meeting of IQAC core committee was held on 15 June, 2022. Following members were present for the meeting.

1. Dr. Hitesh Shingadia
2. Dr. Nupur Mehrotra
3. Dr. Anuya Warty
4. Dr Sara Khan
5. Dr Sunita Maral
6. Ms. Archana Garate
7. Ms. Neelam Jain
8. Dr. Bindu Gopalkrishna
9. Ms. Khushali Adhiya

The following was discussed:

- This meeting focussed on discussions and query resolutions of departments in the provision of data for the preparation of Academic and Administrative Audit (AAA) report, which is for the years of 2020-21 and 2021-22.
- Faculty were informed about preparation and revision in CAS files based on the recommendations of IQAC upon checking their files.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 27 June, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 27 June, 2022. Following members were present for the meeting.

1. Dr. Nupur Mehrotra
2. Dr. Anuya Warty
3. Dr Sara Khan
4. Ms. Archana Garate
5. Ms. Neelam Jain
6. Dr. Bindu Gopalkrishna
7. Ms. Khushali Adhiya

The following was discussed:

- The compilation and discussion of the AAA report as per AQAR criteria were undertaken.
- The blank AAA template was uploaded on Teams and all criteria in-charges compiled their criteria information in the relevant questions in the report.
- Discussions were also simultaneously undertaken regarding the promotion of research among faculty and students. It was discussed that departments would be encouraged to engage in research-based assignments with their students, as per their curriculum.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 14 July, 2022

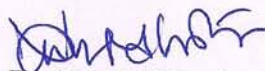
Venue: IQAC room

The meeting of IQAC core committee was held on 14 July, 2022. Following members were present for the meeting.

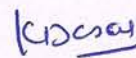
1. Dr. Hitesh Shingadia
2. Dr. Nupur Mehrotra
3. Dr. Anuya Warty
4. Dr Sara Khan
5. Dr Sunita Maral
6. Ms. Archana Garate
7. Ms. Neelam Jain
8. Dr. Bindu Gopalkrishna
9. Ms. Khushali Adhiya

The following was discussed:

- The team sat together for the final compilation and preparation of the AAA report.
- Areas of improvement were identified criteria-wise and discussions were undertaken to explore for data missed during compilation. A list was prepared for further discussion with higher authorities and to take suggestions for the same.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 03 August, 2022

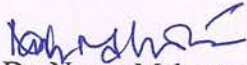
Venue: IQAC room

The meeting of IQAC core committee was held on 03 August, 2022. Following members were present for the meeting.

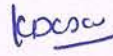
1. Dr Krutika Desai
2. Dr. Hitesh Shingadia
3. Dr. Nupur Mehrotra
4. Dr. Anuya Warty
5. Dr Sara Khan
6. Dr Sunita Maral
7. Ms. Archana Garate
8. Ms. Neelam Jain
9. Dr. Bindu Gopalkrishna
10. Ms. Khushali Adhiya

The following was discussed:

- The team reviewed the AAA report with In-charge Principal Dr Krutika Desai, discussed the areas of improvement.
- Suggestions were received and discussed on the presentation of the same in the AAA report, which has eventually assisted our preparation towards NAAC.
- Discussions were also undertaken on encouraging departments to initiate skill-based add-on courses.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 17 August, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 17 August, 2022. Following members were present for the meeting.

1. Dr. Hitesh Shingadia
2. Dr. Nupur Mehrotra
3. Dr. Anuya Warty
4. Dr Sunita Maral
5. Dr Sara Khan
6. Ms. Archana Garate
7. Dr. Bindu Gopalkrishna
8. Ms. Neelam Jain
9. Ms. Khushali Adhiya

The following was discussed:

- The team prepared the AAA report together, incorporating the suggestions received from the In-charge Principal as well as other vice principals.
- The report was improvised based on the suggestions.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING with Heads of Departments

Dates: 5 September, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 5 September, 2022. Following members were present for the meeting.

1. Dr. Hitesh Shingadia
2. Dr. Nupur Mehrotra
3. Dr. Anuya Warty
4. Dr Sunita Maral
5. Dr Sara Khan
6. Ms. Archana Garate
7. Dr. Bindu Gopalkrishna
8. Ms. Neelam Jain
9. Ms. Khushali Adhiya
10. Heads of Departments

The following was discussed:

- The IQAC core committee members briefed the data preparation and documentation towards the preparation of AQAR 2021-22.
- Queries were resolved and clarified specific to department data.
- The Heads of departments were also directed to encourage their faculty members to engage in research, research-related activities and research-based assignments with their students. Departments with PG centers were advised to encourage students to invest in research-based projects leading to research publications in UGC listed / Scopus Journals.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 7 September, 2022

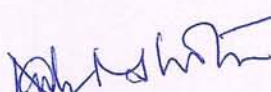
Venue: IQAC room

The meeting of IQAC core committee was held on 7 September, 2022. Following members were present for the meeting.

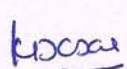
1. Dr. Nupur Mehrotra
2. Dr. Anuya Warty
3. Dr Sunita Maral
4. Dr Sara Khan
5. Ms. Archana Garate
6. Dr. Bindu Gopalkrishna
7. Ms. Neelam Jain
8. Ms. Khushali Adhiya

The following was discussed:

- Preparation towards AQAR 2021-22, 2022-23 and NAAC were the agenda of this meeting.
- Revision of Policies and guidelines of the institute and management were identified for documentation.
- Planning for the preparation of AQAR 2021-22 in the upcoming week was undertaken. Deliberation on the collection of data for AQAR report from departments in an efficient manner was undertaken. It was decided that all the criteria forms will be rolled out, with different dates for submission. A schedule of the availability of each in-charge was prepared for departments to approach them for queries and clarifications.
- With regards to preparation towards NAAC accreditation (due in Dec, 2023), the grades of all the quantitative metrics across 2019-20, 2020-21 and 2021-22 were prepared based on the available data. This data was planned to be shared with Dr Meena Chintamaneni for suggestions on improvement areas.
- A list of tasks was prepared and were allocated among sub-committee members.
- Lastly, Dr Nupur Mehrotra discussed ATR for the main core committee scheduled on 15/9/2022.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 16 September, 2022

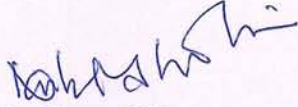
Venue: IQAC room

The meeting of IQAC core committee was held on 16 September, 2022. Following members were present for the meeting.


1. Dr. Nupur Mehrotra
2. Dr. Anuya Warty
3. Dr Sunita Maral
4. Dr Sara Khan
5. Ms. Archana Garate
6. Dr. Bindu Gopalkrishna
7. Ms. Neelam Jain
8. Ms. Khushali Adhiya

The following was discussed:

- The team finalized the AQAR data collection forms.
- There was deliberation on the queries regarding ways to collect proofs (soft and hard copies)
- The team also finalized the email content for sending forms to departments.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 20 October, 2022


Venue: IQAC room

The meeting of IQAC core committee was held on 20 October, 2022. Following members were present for the meeting.

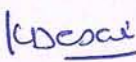
1. Dr Meenakshi Vaidya
2. Dr Hitesh Shingadia
3. Dr. Nupur Mehrotra
4. Dr. Anuya Warty
5. Dr Sunita Maral
6. Dr Sara Khan
7. Ms. Archana Garate
8. Dr. Bindu Gopalkrishna
9. Ms. Neelam Jain
10. Ms. Khushali Adhiya

The following was discussed:

- The agenda was to discuss the loopholes criteria-wise for discussion in next day's meeting.
- Feedback was shared by Dr Nupur Mehrotra such as basketing of skills developed in each of the courses.
- Criteria-wise concerns were listed in discussion with present members, which would be discussed with the mentor Shri Amit Sheth and Dr. Meena Chintamaneni tomorrow.
- Dr.Vaidya suggested that the C3 in-charge could take data from the Heads of Departments of the number of publications have been done in 2022-23 so far in their department, as per the commitment taken post the meeting with Mr. Amit Sheth on encouragement for research.
- For green campus, Dr. Vaidya informed that quotation for green walls have been received which will be processed under RUSA.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 21 October, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 21 October, 2022. Following members were present for the meeting.

- | | |
|--------------------------|----------------------------|
| 1. Shri Amit Sheth | 8. Dr. Nupur Mehrotra |
| 2. Dr Meena Chintamaneni | 9. Dr Sunita Maral |
| 3. Dr Krutika Desai | 10. Ms. Archana Garate |
| 4. Prof Meenakshi Vaidya | 11. Dr. Bindu Gopalkrishna |
| 5. Dr Anjali Patkar | 12. Ms. Neelam Jain |
| 6. Mrs Nilima Raval | 13. Ms. Khushali Adhiya |
| 7. Dr Hitesh Shingadia | |

The following was discussed:

- The agenda was to discuss the preparation for NAAC with mentor Shri Amit Sheth and Dr. Meena Chintamaneni.
- The meeting initiated with Dr. Meena Chintamaneni asking for an understanding of how the core committee is composed of. Dr. Nupur Mehrotra explained the composition, along with sharing that the deadline/target to submit data till 2022-23 is next October, as the accreditation is ending next December, 2023.
- Dr. Meena Chintamaneni reminded that the data from 2018-19 onwards with files and data should be prepared. She sought clarification on how the matrices were achieved upon and Dr. Nupur Mehrotra explained the calculations. Dr. Meena Chintamaneni explained that weighted averages need to be taken. She encouraged that we should focus on first identifying where we stand, and thereby identify areas where we can improve on. Creating task forces that will work towards increasing the scores and then another task force can work on it further was her recommendation.
- This was followed by deliberations on aspects of criteria 1, with emphasis on new courses and course revisions. Discussions regarding documentation were undertaken by the team. Dr Meena Chintamaneni advised that documentary evidences of every query should be available and our preparation should ensure the same.
- Dr. Krutika Desai then suggested that we focus on C2 and C3, to which Dr. Meena Chintamaneni agreed since they have high weightage. She suggested that weekly one criterion can be worked on. Dr. Krutika Desai suggested that we do this data verification by December, 2022. Dr. Meena Chintamaneni emphasized that previous years AQARs can be looked into to work on the matrix's numbers for upliftment.



[Signature]

Principal

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Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**

(AUTONOMOUS – Affiliated to University of Mumbai)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

- With regards to the challenge of compiling the college's data, Dr. Meena Chintamaneni agreed that procuring data from departments is difficult. She suggested ways to work around the same, one of which was to prepare a schedule criteria-wise for departments and faculty to work and improvise. Dr Krutika Desai encouraged that a meeting will be convened with all Heads of Departments and Vice Principals to prepare a timeline for the same.
- Members in the meeting were also informed about the upcoming conference of the college on Sustainable Development Goals Agenda 2030 in January, 2023.
- Mrs Archana Garate enquired about how Infilbnet hours usage can be shown as ezyproxy is replaced with MyAccess where daily usage is not easily accessible. Brainstorming was done for the same. Deliberations ensued.
- For qualitative matrices, it was decided that a meeting with department heads would help gather the strengths of each department to present overall institutional data.
- This was followed by deliberations on criteria 6 and 7. Specific concerns were clarified with Dr Meena Chintamaneni.
- Dr Krutika Desai also informed Dr Meena Chintamaneni about the term-end staff meeting during which the mapping of course outcomes with performance were explained. Dr. Meena Chintamaneni offered her assistance where it seemed to suit and encouraged that Saturdays can be fixed for an hour for extra queries and assistance needed.
- The meeting concluded with finalizing the timeline for working on the verification of quantitative matrices followed by qualitative data.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 10 November, 2022

Venue: Conference room

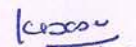
The meeting of IQAC core committee was held on 10 November, 2022. Following members were present for the meeting.

1. Dr Krutika Desai
2. Prof Meenakshi Vaidya
3. Dr Anjali Patkar
4. Dr. Nupur Mehrotra
5. Dr Anuya Warty
6. Dr Sunita Maral
7. Dr Sara Khan
8. Ms. Archana Garate
9. Dr. Bindu Gopalkrishna
10. Ms. Neelam Jain
11. Dr Hitesh Shingadia
12. Ms. Khushali Adhiya

The following was discussed:

- The meeting was convened to discuss the progress regarding criteria 4 and 6.
- Firstly, Mrs Archana Garate presented the C4 quantitative metrics and the scoring.
 - She expressed her concern about geotagged photographs as per NAAC directions, requiring implementation w.e.f 2021 onwards. Dr Sunita Maral reminded that as per Dr Piyush Pahade pictures post 2021 need to be geotagged.
 - Dr Nupur Mehrotra added that all our classrooms are 100% ICT equipped.
 - Discussions were undertaken regarding the metric 4.1.4 wherein deliberations on the expenses, auditing and budget were undertaken. Dr Krutika Desai also suggested that data required from the office be routed through the Vice Principals, who would endorse the data requested, to which everyone agreed. Furthermore, Dr Nupur Mehrotra presented the anomaly in metric 4.4.1. Dr Krutika Desai explained and encouraged the data to be verified from accounts. This was followed by the sharing of information on metrics 4.2.2 and 4.2.3; discussions concluded with conducting verifications and clarifying queries with Dr Meena Chintamaneni in the subsequent meeting.
 - Consequently, deliberations regarding metric 4.2.4 was undertaken, since the number of users was affected by the lockdown years. The other criterion matrices were similarly presented and brainstormed for improvement.




Principal

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- The team then concentrated on reviewing the progress on C6. Mrs Neelam Jain presented the quantitative and qualitative matrices, and raised concerns regarding documents procurement from office and accounts. She was guided appropriately.
- The discussion proceeded to performing the outcome mapping and a schedule department-wise was decided to be prepared for this exercise. It will begin with the third-year students' data, with the assistance of the EEC.
- The meeting ended with appreciation from Prof Meenakshi Vaidya for the poster prepared for the NAAC conference and the contributions of Prof Krutika Desai, Dr Sunita Maral, Dr Sara Khan, and Mrs Alka Shukla.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
I/C Principal

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Members:

- | | |
|---------------------------|-----------------------------|
| 1. Dr. Meena Chintamaneni | 10. Dr. Anuya Warty |
| 2. Mr. Amit Sheth | 10. Dr. Sunita Maral |
| 3. Dr. Krutika Desai | 11. Dr. Sara Khan |
| 4. Prof. Meenakshi Vaidya | 12. Ms. Archana Garate |
| 5. Dr. Anjali Patkar | 13. Dr. Bindu Gopal Krishna |
| 6. Ms. Neelima Raval | 14. Dr. Neelam Jain |
| 7. Dr Hitesh Shingadia | 15. Ms. Khushali Adhiya |
| 9. Dr. Nupur Mehrotra | |

The following was discussed:

- The meeting was convened to continue the progress in criteria 4 and 6.
- Mrs Archana Garate presented an overview of C4, followed by explanations of quantitative metrics compiled of NAAC-assessment review years. Discussions were dedicated to every single metric. Regarding 4.1.4, Dr Meena Chintamaneni shared that by rule, all academic institutions use a minimum of 30-50% for manpower resources, and this should be maintained as a guideline. Accordingly, the expenses should be verified with the accounts. Regarding 4.2.2, Dr Meena Chintamaneni enquired about data used on SVKM Consortium, and suggested to procure customized report. She also shared that the bills of all purchases done by the SVKM for the use of Mithibai College can be procured from the management accounts team. Regarding 4.2.4, the year-wise percentages were presented; Dr Meena Chintamaneni recommended that electronic logins and online lecture documents can account for the usage during lockdown years. It was also discussed that the use of the library for group discussions or research work be increased. Subsequently, data compiled for 4.3.2 was presented by incorporating feedback from the previous meeting. As for documentation, the committee was guided to procure the bills from the management office. Regarding 4.3.4, Dr Meena Chintamaneni encouraged those records of the media lab and usage (student-wise and mentor-wise) be documented properly. She also suggested that faculty be encouraged to create e-content. Discussions continued in deliberating the guidelines of NAAC regarding acceptance documentary evidences.



Principal

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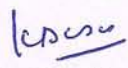


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- Criteria 6 data was presented by Mrs Neelam Jain. As she presented data on 6.3.1, Dr Meena Chintamaneni reminded that documentary evidences for all must be present. She also suggested to add a column specifying the operationalization of each of the parameters with evidences. Deliberations were deepened regarding the concerns of 6.3.2 data, which contrasts the data of 6.3.4. Dr Meena Chintamaneni shared that this incongruence must be addressed and factual data be presented. Consequently, the 6.3.3 data was presented and approved. The data jump was questioned which is clarified with online learning years. Dr Meena Chintamaneni further recommended that the number of programs as SAP training, Oracle training, OSM training, etc be included. As for the data presented for 6.5.3., Dr Meena Chintamaneni added that the academic and administrative state audit can be included.
- On a closing note, Dr Meena Chintamaneni enquired about the progress of AQAR 2021-22. Dr Nupur Mehrotra informed that the report is in progress and will be submitted in time. Discussions were also undertaken on the preparations and improvisations for C3 data. Dr Meena Chintamaneni suggested that postgraduate students be encouraged to engage with research and publish review articles. She suggested of preparation of a segregated list of UGC-listed journals faculty and domain-wise in which these students can publish their work. She also shared that the government is now encouraging IRNS databases (in place of Scopus and Infilbnet), which NMIMS has already received for providing. This database is an exhaustive collection of every faculty which they will use to map. Mrs Archana Garate enquired about NDL request for upload of e-content. Dr Meena Chintamaneni clarified that now we don't work with NDL, but with ABC credits. NMIMS has received ABC credits also and students have data. They are informing students about it, and encouraging its use. She encouraged we push for registration. Dr Krutika Desai shared that our college name is not appearing on the ABC credits registration dropdown list. Dr Meena Chintamaneni guided her to meet with Mr Apte sir for assistance.
- The meeting concluded with the reminder that all the presented data must be supported with documentary proof. The date for the next meeting was also set.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
I/C Principal

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MINUTES OF IQAC MEETING

Dates: 21 November, 2022

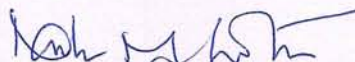
Venue: IQAC room

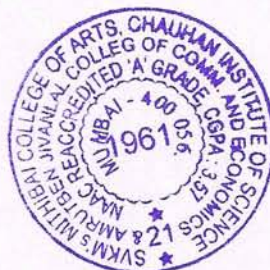
The meeting of IQAC core committee was held on 21 November, 2022. Following members were present for the meeting.

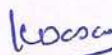
- 1) Dr. Hitesh Shingadia
- 2) Dr. Nupur Mehrotra
- 3) Dr. Sara Khan
- 4) Dr. Bindu Gopalkrishna
- 5) Ms. Khushali Adhiya

The following was discussed:

- The meeting was convened to discuss the data pending to be received from the departments. The team was informed that the template for tracking submissions of departments, offices and exam cell was created on teams and shared.
- A schedule was prepared of the post-lecture free slots of IQAC members for discussions to facilitate regular meetings. Furthermore, it was decided that the whole team meet on Fridays at 1:30 pm.
- Deliberations on the CAS scoring on publication of authors were undertaken. Dr Nupur Mehrotra suggested the notice of the correct scores be put up on the notice board. The team rather suggested that individual faculty be emailed regarding their CAS scoring, with cc to the authorities.
- Dr Sara Khan suggested that the list of publications be shared with all to check if their work has been accounted for. Dr Nupur Mehrotra also suggested that all C3 data of the individual CAS files be submitted, to which Dr Sara Khan responded that it will be difficult to verify. Dr Nupur Mehrotra assured that the verification and typing could be done. Dr Hitesh Shingadia reminded Dr Krutika Desai's suggestion to employ the assistance of a student body, about which the team discussed about working with teaching assistants and our sub-committees.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 25 November, 2022

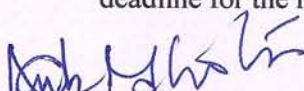
Venue: IQAC room

The meeting of IQAC core committee was held on 25 November, 2022. Following members were present for the meeting.

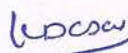
- | | |
|--------------------------|-------------------------|
| 1) Prof Meenakshi Vaidya | 7) Dr. Sara Khan |
| 2) Dr Anjali Patkar | 8) Mrs Archana Garate |
| 3) Mrs Neelima Raval | 9) Dr. Bindu G |
| 4) Dr. Hitesh Shingadia | 10) Mrs Neelam Jain |
| 5) Dr. Nupur Mehrotra | 11) Ms. Khushali Adhiya |
| 6) Dr Sunita Maral | |

The following was discussed:

- The agenda of the meeting was to deliberate on the data received from departments for AQAR. Prof Meenakshi Vaidya suggested that the reports of pending data should be shared with the Vice Principals who have been assigned respective criteria and assist the IQAC in procuring data. Dr Nupur Mehrotra accepted the concerns and clarified that the agenda of pending data was shared a day previously and hence had to be presented. Prof Meenakshi Vaidya assured that the Vice Principals will ensure that the required data will be procured for the IQAC. Prof Meenakshi Vaidya encouraged that we should be aiming at more than the current accreditation score for this audit.
- Deliberations on procurement of data from the office were undertaken. Prof Meenakshi Vaidya suggested that the IQAC members procure the data from the office through the Vice Principals. She also emphasized that the presentation of data be practised, and queries be posed.
- The Vice Principals were informed that the team will meet every Friday at 1:30 pm to work towards NAAC preparations. Discussions regarding the preparation of the AQAR 2021-22 were also undertaken, about the deadlines when the report would be complete, filling on the portal and the uploading of the verified documents.
- Dr Nupur Mehrotra shared the work done for all components and hence, discussed the deadline for the report completion.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 02 December, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 02 December, 2022. Following members were present for the meeting.

- 1) Mrs Neelima Raval
- 2) Dr. Nupur Mehrotra
- 3) Dr Sunita Maral
- 4) Dr. Sara Khan
- 5) Mrs Archana Garate
- 6) Dr. Bindu Gopal Krishna
- 7) Mrs Neelam Jam
- 8) Ms. Khushali Adhiya

The following was discussed:

- The meeting initiated with deliberations on documents for evidence with Mrs Archana Garate regarding Criteria 4.
- Feedback on the status of the AQAR 2021-22 data was asked, to which Ms Khushali Adhiya informed the team of the status.
- Deliberations were undertaken regarding the compilation of students' data. Dr Nupur Mehrotra informed that students' data from out of Maharashtra can be pooled from the SAP. She shared that she will also follow up for the data of teachers. She also called Ms. Anshu for data retrieval in SAP about students from Gujarati families.
- An update about C2 data was presented by Dr. Sunita Maral. Her data is ready and will be entered into the portal. Dr Nupur Mehrotra informed that the first draft of the AQAR 21-22 should be submitted to the Vice Principals, followed by the Principal in two to three days. Dr. Sunita Maral informed that data for mentoring data, information about slow learners from a few departments is pending, along with data for slow and advanced learners from the exam department.
- An update about C3 data was presented by Dr. Sara Khan. She informed that she had uploaded the data on the portal.
- Data on C4 was updated by Ms Archana Garate. She enquired about the evidence for the database bills from Shivanand sir, to which Dr Nupur Mehrotra shared that she would correspond. Mrs. Archana Garate also enquired about the footfall register of the library, along with the list of computers. Brainstorming was conducted on the document verification of the criteria. Ms Archana Garate also required an agreement with the bandwidth service provider as well as an invoice for the same in the name of the institute. Mrs Neelima Raval offered to speak with the IT department. Lastly, she enquired about the e-content developed. Discussions on the



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creation of e-content on SWAYAM were undertaken. Mrs Archana suggested inviting a resource person from IDOL to train the faculty on the same.

- Dr Nupur Mehrotra reaffirmed to everyone that we send emails and correspond from the IQAC email account only. The documentation of the best non-teaching staff was also asked for from Mr Pednekar.
- Furthermore, Dr Nupur Mehrotra also prepared a list of stationery for IQAC documentation and filing purposes with all members' requirements.
- Data for C5 was updated by Dr Bindu Gopalkrishna. She is working on the parameters of placement, and awards of cultural and sports events. Dr Nupur Mehrotra offered to assist by contacting Mr Pravin Jadhav. She also informed about the alumni MoU to be finalized.
- The data of C6 update was given by Mrs Neelam Jain. She informed about the pending ERP vouchers, list of grants, and webinars from departments (which Dr Sara Khan offered to send the data for which she has received). Dr Sara Khan also informed that there have been 72 webinars done so far, the reports of which have been received.
- Dr Nupur Mehrotra shared that the reports of the governing body minutes and agenda will be uploaded. The review mentions the webinars and events undertaken. She also reminded that the activities of Library should be reported in the C7, along with the orientation sessions because it is an effort to enhance research temper.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 09 December, 2022

Venue: IQAC room

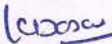
The meeting of IQAC core committee was held on 09 December, 2022. Following members were present for the meeting.

- 1) Mrs Neelima Raval
- 2) Dr. Nupur Mehrotra
- 3) Dr Anuya Warty
- 4) Dr Sunita Maral
- 5) Dr. Sara Khan
- 6) Mrs Archana Garate
- 7) Dr. Bindu Gopalkrishna
- 8) Mrs Neelam Jain
- 9) Ms. Khushali Adhiya

The following was discussed:

- The meeting began with Dr Anuya Warty's update on C1 data for AQAR 2021-22. Queries were shared regarding programs like papers through research accountability and value-added courses, as well as the PhD program course work syllabus revisions. The team decided that Mrs Neelam Jain will take the assistance of Coursera license in-charge Dr Khevana Desai for students' data and Dr Nupur Mehrotra will assist in data for syllabus and internship from departments.
- The next discussion was regarding the number of teachers, to which Dr Nupur Mehrotra suggested that the data can be procured from the NIRF data. Consequently, Ms Khushali Adhiya apprised the team that the data from office on Part A (2.1) does not match the same data in the other criteria. The number of students and details of students do not match and hence, a verification of the data is pending. She also reminded Dr Nupur Mehrotra to confirm the IQAC minutes and to upload on the college website.
- Subsequently, Dr Sara Khan informed that all entries are done for all metrics of C3. She enquired about research policies under a separate link on the website, which Mrs Neelam Jain will undertake. Dr Nupur Mehrotra reminded Mrs Neelam Jain about the archives as well. Concerns about research grant data were then raised by Dr Sara Khan & Mrs Neelam Jain. Dr Nupur Mehrotra suggested inviting the assistance of the vice principals for the original documents of the same.




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- Furthermore, Dr Nupur Mehrotra reminded that after 2020-21, grants from DBT, DST and FIST have not been received but RUSA grants have, the data for which will be shared by Mrs Neelam Jain.
- The next agenda of the meeting turned towards information about Bibliometrics and the various affiliations of research publications of faculty. Data about the awards and extension activities was also discussed.
- Mrs Archana Garate raised a query regarding budget allocation to expenditure and requested Dr Nupur Mehrotra's assistance in procuring the correct figures from the accounts.
- Following that, Criteria 5 in-charge Dr Bindu Gopalkrishna shared that details about the placement of students will be procured from the Training and Placement Committee as well as through the departments.
- The meeting concluded with preparing a list of tasks for the organization of FDP on OBE schedule on 14 January 2023, as well as finalizing the dates for the preparation of the AQAR 2021-22 which will then be reviewed by the Vice Principals, followed by the Principal before the submission.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 23 December, 2022

Venue: IQAC room

The meeting of IQAC core committee was held on 23 December, 2022. Following members were present for the meeting.

- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr Sunita Maral
- 4) Dr. Sara Khan
- 5) Mrs Archana Garate
- 6) Dr. Bindu Gopalkrishna
- 7) Mrs Neelam Jain

The following was discussed:

- The meeting was convened as the AQAR report of 2021-22 was compiled and the team reviewed the report together.
- The report was read together, discussed, and modified where necessary.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 06 January, 2023

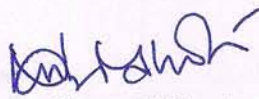
Venue: IQAC room

The meeting of IQAC core committee was held on-06 January, 2023. Following members were present for the meeting.

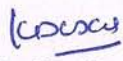
- 1) Dr. Nupur Mehrotra
- 2) Dr. Sara Khan
- 3) Mrs Archana Garate
- 4) Dr. Bindu Gopalkrishna
- 5) Mrs Neelam Jain
- 6) Ms. Khushali Adhiya

The following was discussed:

- The meeting was convened to gather an update of the work progressed with SSR, documentation and AQAR 2021-22.
- Dr Nupur Mehrotra shared with the team that all the suggestions proposed by Dr Meena Chintamaneni in the previous meeting be incorporated in the AQAR report.
- Furthermore, it was decided that the query regarding budget allocation will be discussed with Principal Dr Krutika Desai.
- For a structured approach, Dr Nupur Mehrotra initiated a list of clarifications on our IQAC Microsoft teams where criteria in-charges could list their clarifications.
- Ms Khushali Adhiya also shared that the evaluative reports for the executive summary of SSR were not received from all departments and that it will be followed up. She also showed a sample of the 360-degree feedback analysis and took suggestions from the team.
- Dr Nupur Mehrotra then listed the tasks for data collection of years 2018-19 and 2019-20, prepared a schedule for the same with team, incorporating the sub-committee members.
- The next discussion was the comparison between the new benchmarks released with the previous evaluation to identify gaps and strengths.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 13 January, 2023

Venue: IQAC room

The meeting of IQAC core committee was held on 13 January, 2023. Following members were present for the meeting.

- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr. Bindu Gopalkrishna
- 5) Ms. Khushali Adhiya

The following was discussed:

- The meeting initiated with a review of the received evaluative reports and pending data of 2018-19 and 2019-20. A list of pending reports was prepared for follow-up.
- The preparations and final implementations of the FDP scheduled on OBE for 14 Jan, 2023 were undertaken.

Dr. Nupur Mehrotra
Co-ordinator



Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 20 January, 2023


Venue: IQAC room

The meeting of IQAC core committee was held on 20 January, 2023. Following members were present for the meeting.

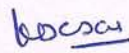
- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr. Bindu Gopalkrishna
- 5) Dr Sunita Maral
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms. Khushali Adhiya

The following was discussed:

- The agenda of the meeting was to review the AQAR reports and documents as well as to enlist the next list of priority tasks for preparation of the SSR.
- The first item of discussion was the clarifications for the AQAR report which were detailed and the C3 matrices were operationally defined.
- Secondly, the status of the documentary evidences was undertaken by Co-ordinator Dr Nupur Mehrotra. All the criteria in-charges provided an update.
- Thirdly, the upcoming priority tasks were identified by the team. For the same, a meeting with Dr Meena Chintamaneni was scheduled. Also, data for academic years 2018-19 and 2019-20 were listed and scheduled to work on for the SSR with the aim to submit the letter of intent by July, 2023.
- A confirmation about the certifications of the workshops conducted by IQAC were also undertaken.
- Lastly, Mrs Archana Garate informed the team about her leave and that the sub-committee is apprised of the tasks to be completed in her absence.


Dr. Nupur Mehrotra
Co-ordinator




Dr. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 09 February, 2023

Venue: NMIMS building

The meeting of IQAC core committee was held on 09 February, 2023. Following members were present for the meeting.

- | | |
|--------------------------|-------------------------|
| 1) Dr Meena Chintamaneni | 6) Dr. Sara Khan |
| 2) Prof Meenakshi Vaidya | 7) Dr. Bindu G |
| 3) Dr Hitesh Shingadia | 8) Dr Sunita Maral |
| 4) Dr. Nupur Mehrotra | 9) Mrs Neelam Jain |
| 5) Dr Anuya Warty | 10) Ms. Khushali Adhiya |

The following was discussed:

- The meeting was convened to discuss the final queries regarding the AQAR 2021-22 submission and preparation for NAAC. Criteria-wise detailed discussions were undertaken.
- Discussions regarding Criteria 1
 - Metric 1.1.2 was presented to which Dr Meena Chintamaneni clarified that we define employability, skill development & entrepreneurship, reflect either of them in each of our courses (along with domain knowledge) and thereby calculate our scores. However, if none of these reflected, then the course is not useful.
 - Secondly, regarding syllabus revision, Dr Meena Chintamaneni reminded that as an autonomous college, every year, 20% of syllabus should change resulting in 100% over 5 years. This minor change could include modifications in one module per course. Proper documentation, along with BOS minutes must be prepared. On the same note, Dr Nupur Mehrotra enquired about the creation of course codes in tandem with syllabus revision. Dr Meena Chintamaneni advised that minor modifications don't result in course code change, but significant modifications do. Also, new programs with their new courses get new course codes. Brainstorming followed to reflect the due changes done by all departments in the prescribed manner by NAAC.
 - This followed by re-visiting the new benchmarks and emphasizing the high scoring criterion 1 and 2. Regarding the question of research projects, Dr Nupur Mehrotra & Dr Anuya Warty enquired about the correct calculation, to which Dr Meena Chintamaneni, based on the SoP shared that it is total number of students who have engaged in research projects that is to be presented, and not the number of research projects.
 - Discussions regarding the accurate presentation of the value-added courses and the required documentation were then undertaken.



[Signature]

Principal

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- Discussions about Criteria 2 included the following.
 - Clarification was sought by Dr Sunita Maral and Dr Nupur Mehrotra regarding the metric 2.2.2 seats admitted against reserved category. Dr Meena Chintamaneni reminded that we are a Gujarati-minority college and hence, we consider Gujarati minority seats for this matrix. Secondly, concerns were raised about the number of full-time teaching faculty. Dr Meena Chintamaneni informed the team that NAAC defines that visiting can be counted if they have a workload throughout the year. It was decided that the revision be done to include such teachers.
 - The other matrices were approved and urged for proper documentation of the evidences.
- Discussions regarding the progress in Criteria 3
 - Dr Sara Khan enquired about the process to be employed when faculty do not have a H-index or I-index, and that the journals are only peer-reviewed. Dr Meena Chintamaneni suggested providing the average. Regarding the citation generated by Google Scholar, she suggested that the ORCID ID data would be more authentic. She also reminded that in co-authors' case, both faculty names should follow their research paper titles. Lastly, she shared with the team that from the upcoming year, the IRINS registration would be required since all data by NAAC, NIRF, etc., bodies will be imported from that portal.
 - Dr Sara Khan also raised the query about the number of publications, and if they should be counted faculty-wise or publication-wise. Dr Meena Chintamaneni shared that in her research about NAAC's expectations, she learned that they import data from Infilbnet, which records data faculty-wise.
 - Lastly, Dr Sara Khan enquired about the process of unifying research papers of faculty who have published their articles with an incomplete title of the college's name. Dr Meena Chintamaneni suggested that she seek assistance from the SCOPUS team to compile those articles and modify the institute name, along with informing faculty members to be careful from their next publication.
- Criteria 4 discussions
 - On behalf of the Criteria in charge (Mrs Archana Garate), Dr Nupur Mehrotra informed Dr Meena Chintamaneni that the question of average expenditure has been replaced in the new format and enquired about the accurate process to reflect our data. Dr Meena Chintamaneni informed that while reflecting expenses from the audit report, a bifurcation should be reflected for the items of expense. She guided regarding the documents required for the same (e.g., quotations, etc.). Regarding the documentation of e-content, she suggested including pictures in the proofs.
- Criteria 6 discussions
 - After the presentation of the data compiled so far, Dr Meena Chintamaneni reminded to check the benchmarks and procure the audited statements.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

Principal
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MINUTES OF IQAC MEETING

Dates: 10 February, 2023

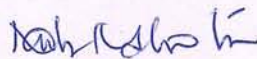
Venue: IQAC room

The meeting of IQAC core committee was held on 10 February, 2023. Following members were present for the meeting.

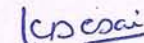
- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr Sunita Maral
- 5) Mrs Neelam Jain
- 6) Ms. Khushali Adhiya

The following was discussed:

- Dr Nupur Mehrotra informed the team of her update about meeting with Dr Chintamaneni with Principal Prof. Krutika Desai in the late evening.
- This was followed by a discussion on quality improvisation of the AQAR 2021-22 report in line with the suggestions from Dr Meena Chintamaneni. A few more queries about criteria 2, 3 and 6 were also discussed.
- Regarding the affiliation title of faculty research publications, Dr Sara Khan shared that with the assistance of Principal madam, she will correspond with the SCOPUS team.
- Furthermore, Dr Nupur Mehrotra shared that the quotation for research Gens bibliometrics and h-index quotation is received, and is expensive. Hence, it will not be pursued.
- The meeting concluded with the list of tasks to be undertaken before the next meeting.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

Principal
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(AUTONOMOUS)
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NAAC REACCREDITED 'A' GRADE, CGPA 3.57



MINUTES OF IQAC MEETING

Dates: 17 February, 2023

Venue: IQAC room

The meeting of the IQAC core committee was held on 17 February, 2023. Following members were present for the meeting.

- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr Sunita Maral
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain

The following was discussed:

- The meeting was convened to prepare an action plan to troubleshoot the challenges in the finalization of the AQAR 2021-22 report.
- Criteria-wise discussions were undertaken, concerns were listed and it was decided that they will be resolved at the earliest.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 24 February, 2023

Venue: IQAC room

The meeting of IQAC core committee was held on 24 February, 2023. Following members were present for the meeting.

- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr Sunita Maral
- 5) Ms. Khushali Adhiya

The following was discussed:

- The final discussions regarding AQAR 2021-22 were undertaken before submission.
- Section-wise information was read out by Dr Nupur Mehrotra and the team assisted with clarifications, verifications and modifications.
- Dr Anuya Warty also informed the team that she has informed Mr. Nainesh Koli (Placement Officer) (in consultation with convener Mrs Bidisha Sarkar) to use the 360-degree feedback form for future feedback from employers about our students working with them.
- The meeting ended with Dr Nupur Mehrotra compiling a list of criteria-wise bottlenecks for the AQAR and SSR preparations.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 03 March, 2023


Venue: IQAC room

The meeting of IQAC core committee was held on 03 March, 2023. The following members were present for the meeting.

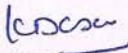
- 1) Dr. Nupur Mehrotra
- 2) Dr Anuya Warty
- 3) Dr. Sara Khan
- 4) Dr Bindu Gopalkrishna
- 5) Mrs Neelam Jain
- 6) Mrs Archana Garate
- 7) Ms. Khushali Adhiya

The following was discussed:

- The meeting began with the finalization of the minutes of IQAC meetings in 2021-22 by the team.
- It was then discussed that the IQAC committee will meet the Heads of Departments every Wednesday for the preparation of NAAC as per the discussion held by Dr Bhagwat on 01 March, 2023.
- Regarding the 2021-22 data, Dr Anuya Warty updated about status pending on PO, PSO & COs, as well as the resolution of new courses with respective course codes. The team decided that in the next meeting with the Heads of Departments, Dr Anuya Warty will provide an Excel sheet with the number of courses that will be placed in different domains of Professional Ethics, Gender, Human Values, Environment & Sustainability, Values enshrined in SDG, and Values enshrined in NEP 2020
- Dr Nupur Mehrotra encouraged the team to prepare an action plan to compile, verify and complete the data required for SSR from 2018-19 onwards. It was decided that the preparation for C1 and C6 will begin from the following Wednesday.
- The meeting ended after compiling a list of tasks to be completed with the departments regarding the above.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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NAAC REACCREDITED 'A' GRADE, CGPA 3.57



MINUTES OF IQAC MEETING

Dates: 08 March, 2023

Venue: Conference room

The meeting of IQAC core committee with the Heads of Departments was held on 08 March, 2023.

Following members were present for the meeting.

- | | |
|--------------------------|-------------------------------|
| 1) Prof Meenakshi Vaidya | 19) Dr Shratrugna Patil |
| 2) Dr Anjali Patkar | 20) Dr Sajid Mansoori |
| 3) Mrs Nilima Raval | 21) Dr Bhanudas Arote |
| 4) Dr Hitesh Shingadia | 22) Ms Suchitra Roy Chowdhury |
| 5) Dr. Nupur Mehrotra | 23) Mr Ashish Garg |
| 6) Dr Sunita Maral | 24) Dr Vijay Satra |
| 7) Dr Anuya Warty | 25) Dr Bharat Patel |
| 8) Dr. Sara Khan | 26) Dr Rakhi Madnani |
| 9) Dr Bindu Gopalkrishna | 27) Dr Shubhada Walvekar |
| 10) Mrs Neelam Jain | 28) Dr Swati Rawalgaonkar |
| 11) Mrs Archana Garate | 29) Mr Raju Lahot |
| 12) Ms. Khushali Adhiya | 30) Mr Amrit Rajwadkar |
| 13) Mrs Bidisha Sarkar | 31) Mr Shripad Samant |
| 14) Dr N Saraswathi | 32) Dr Dasharath Patel |
| 15) Dr Mahesh Bhagwat | 33) Mr Jaison Baby Thomas |
| 16) Mrs Alka Mishra | 34) Mr Hari Kurup |
| 17) Dr Meghana Talpade | 35) Dr Shweta Salian |
| 18) Dr Geeta Narayan | |

The following was discussed:

- The meeting began with Dr Nupur Mehrotra welcoming everyone and sharing the agenda of the meeting. She informed that the work for SSR preparation will be initiated with C1 and C6 data. She shared about the new format of the AQAR and that the manual along with the standard operating procedure and benchmarks is uploaded on the teams and accessible to all. She informed that the 107 matrices have been reduced to 85 with an increase in weightage proportionately. She also encouraged everyone's participation, especially in C1 and C2 as they are our scoring areas given our robust teaching-learning-evaluation processes. It was shared that we aimed to prepare the IQA and SSR drafts and simultaneously get them checked by mentors.
- Dr Anuya Warty then presented the following requirements for Criteria 1.
 - Firstly, she shared an Excel file with sheets for collating the Program Outcomes, Program Specific Outcomes and Course Outcomes of every program



K Desai
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Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**



(AUTONOMOUS – Affiliated to University of Mumbai)

NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

- department-wise for the last five academic years (assessment years). The data that she already has will be entered by her and the departments will furnish the pending data.
- Secondly, Dr Warty presented the compilation of syllabus revision sheet and invited departments to carefully identify and enter the percentage of revision for every year since our autonomy. The documentary evidences for the same from the departments would be the Board of Studies minutes which should be maintained.
 - Thirdly, she shared an Excel file identifying the courses promoting employability, as per the baskets created in the sheet. Departments were instructed to identify the courses carefully, along with a rationale of activities conducted to justify the same for the five assessment years.
 - Next, she shared information compiled regarding students' research-based assignments, projects and internships. The pending data would have to be furnished by the departments.
 - This section of the meeting ended with Dr Anjali Patkar sharing that a teaching assistant Mr Sameera is allocated for assistance with data entry. Departments with their data will provide the data to her who will assist in the compilation.
 - Regarding data for Criteria 6, two aspects were required.
 - Mrs Neelam Jain shared the sheet reflecting data of teachers who have participated in conferences (published, presented and/or participated) as well as teachers who have participated in seminars, workshops, FDPs, etc., She encouraged everyone to maintain documentary evidence for the same.
 - The meeting concluded with setting the submission date of the above-discussed data for 13 March, 2023. The queries raised were clarified.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

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NAAC REACCREDITED 'A' GRADE, CGPA 3.57



MINUTES OF IQAC MEETING

Dates: 10 March, 2023


Venue: IQAC room

The meeting of IQAC core committee was held on 10 March, 2023. Following members were present for the meeting.

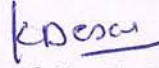
- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr. Sara Khan
- 4) Dr Bindu Gopalkrishna
- 5) Mrs Neelam Jain
- 6) Mrs Archana Garate

The following was discussed:

- The meeting focussed on quality improvement of Criteria 3. Metric-wise discussions were undertaken, deliberating on the data available.
- Along with the list of tasks to be carried out with regard to this criterion, it was also decided that the gaps in data for 3.4.1 will be filled with the assistance of departments.
- It was also decided that Mrs Neelam Jain will ensure that the Program Outcomes, Program Specific Outcomes and Course Outcomes are uploaded on the college website.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

Principal
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MINUTES OF IQAC MEETING

Dates: 15 March, 2023

Venue: Board room

The meeting of IQAC core committee was held on 15 March, 2023. Following members were present for the meeting.

- | | |
|------------------------|--------------------------|
| 1) Prof Krutika Desai | 7) Dr Anuya Warty |
| 2) Dr Anjali Patkar | 8) Dr. Sara Khan |
| 3) Mrs Nilima Raval | 9) Dr Bindu Gopalkrishna |
| 4) Dr Hitesh Shingadia | 10) Mrs Neelam Jain |
| 5) Dr. Nupur Mehrotra | 11) Mrs Archana Garate |
| 6) Dr Sunita Maral | 12) Ms Khushali Adhiya |

The following was discussed:

- The agenda of the meeting was to discuss about the work progressed and contributions of sub-committee members, with Principal Prof Krutika Desai.
 - Dr Anuya Warty updated about her Criteria 1 team members. Prof Krutika Desai suggested that poorly compiled data should be pointed out and redone by the member. Dr Anuya Warty was asked if she needed a helping hand, to which she refused.
 - Prof Krutika Desai enquired about who does the documentation. Dr Nupur Mehrotra shared the sub-committee compile and the core team documents. Prof Krutika Desai shared her displeasure with the formatting done. She encouraged that the core team should show and get the work done about tagging the documents, and how the pictures and text should be prepared.
 - Regarding criteria 2, Dr. Sunita Maral shared that except for one person who delays, everyone else works. Prof Krutika Desai wants to see the documents compiled by the sub-committee. Dr Anjali Patkar encouraged and said they will be called and guided on improvisation of the quality of their work.
 - Regarding Criteria 3, Dr Sara Khan informed that all members of sub-committee members work.
 - About Criteria 4, Mrs Archana Garate informed that all her members also work. The only problem was for procuring the media lab files. Dr Saymote did help out with Mr Samir's assistance, but they had to follow-up several times since the department copies were arranged haphazardly



K. Desai
Principal

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Dr Bindu Gopalkrishna informed Prof Krutika Desai that Criteria 5 members also work. Prof Krutika Desai enquired about one member specifically and suggested that she be included more. Every other member performs well according to the Criteria in charge.

- The same feedback was also reported by Criteria 6 in-charge Mrs Neelam Jain.
- As for Criteria 7, Dr Hitesh Shingadia informed that excepting one member who delays sometimes, others work well.
- Prof Krutika Desai shared that all Criterion in-charges should call for meetings with sub-committee members and mark her in the cc of the email. She also informed that everyone will have to contribute during the vacation time. She reiterated that she be immediately informed of non-cooperating members.
- The next agenda of the meeting was to discuss a replacement for Criteria 7 in-charge as Dr Hitesh has been appointed as Vice Principal for Research, Collaboration and Consultancy. The team proposed a few member's names, and post deliberation, it was decided that Dr Papiya Deb would be entrusted with criteria 7.
- Consequently, Prof Krutika Desai asked Dr Nupur Mehrotra if the other college SSR has been downloaded for refence, to which Dr Mehrotra informed that it is been and also shared and also referred to by committee members. Prof Krutika Desai enquired about forming the SSR documentation team (incorporating the existing sub-committee) to compile, segregate and file all the criterion metrics. The meeting then progressed towards deliberations on refurbishing the IQAC room.
- Subsequently, discussions on the verification of files were undertaken. With reference to Arts & Commerce Roll call file, one common file from the office will be taken and kept in IQAC room. In June, 2023, the verification of files will be undertaken.
- Dr Bindu Gopalkrishna raised the query about cultural competition winners who have not received and submitted certificates of 2021-22.
- Prof Krutika Desai also reminded that the number of files be listed and a central filing system be developed. She suggested that all box files be procured and that the punched holes are covered by hole guards. Dr Nupur Mehrotra took a count of the number of metrics per criterion. A total of 150 box files will be ordered. Mrs Archana Garate added that 5 registers are needed to maintain library records.
- Dr Nupur Mehrotra also presented the computer lab usage template additionally provided. Dr Sara Khan also reminded of the Bio-Ethics template.
- The meeting ended with a reminder that all concerns should be brought up immediately and that the authorities will resolve them.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

Principal
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MINUTES OF IQAC MEETING


Dates: 23 March, 2023
Venue: Conference room

The meeting of IQAC core committee was held on 23 March, 2023. Following members were present for the meeting.

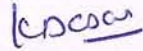
- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya

The following was discussed:

- The agenda of the meeting was to compile the four years available data, place it in a matrix for calculating the CGPA.
- All members contributed as per their criteria data, an Excel sheet was prepared placing all quantitative and qualitative matrices scores as per the new benchmarks, formulas were inserted and a score for each criterion were prepared.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 24 March, 2023

Venue: IQAC room

The meeting of IQAC core committee was held on 24 March, 2023. Following members were present for the meeting.

- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya

The following was discussed:

- The agenda of the meeting was to finalize the matrices scores compilation with all Criterion in-charges. The scores sheet was reviewed, modified and finalized for presentation.
- Dr Nupur Mehrotra informed that Prof Krutika Desai has encouraged all members to participate in the meeting scheduled on 25/3/23 with the SVKM members to discuss a review of NAAC preparation.
- The meeting concluded with the decision that some guidance for the submission of IQA and SSR dates should be enquired about tomorrow.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

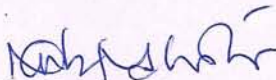
Dates: 25 March, 2023
Venue: Conference room

The meeting of IQAC core committee was held on 25 March, 2023. Following members were present for the meeting.

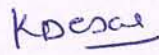
- | | |
|---------------------------|---------------------------|
| 1) Dr. Meena Chintamaneni | 9) Dr. Papiya Deb |
| 2) Mr. Amit Sheth | 10) Dr Sunita Maral |
| 3) Prof. Krutika Desai | 11) Dr Anuya Warty |
| 4) Prof. Meenakshi Vaidya | 12) Dr. Sara Khan |
| 5) Dr. Anjali Patkar | 13) Dr Bindu Gopalkrishna |
| 6) Mrs. Nilima Raval | 14) Mrs Neelam Jain |
| 7) Dr. Hitesh Shingadia | 15) Mrs Archana Garate |
| 8) Dr. Nupur Mehrotra | 16) Ms Khushali Adhiya |

The following was discussed:

- The agenda of the meeting was to review the four years data so far and prepare for NAAC review based on the new benchmarks. Criteria-wise quantitative matrices were presented and discussed.
- Criteria-wise discussions were undertaken, and the metrics responses with supporting documents were checked. Suggestions by Dr Meena Chintamaneni were noted by criterion-incharges to be worked on.
- The meeting ended with deciding that by the coming Wednesday (29 March 2023), a revised possibility of improvisation can be done should be prepared for Dr Meena Chintamaneni's review.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 28 March, 2023

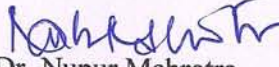
Venue: IQAC room

The meeting of IQAC core committee was held on 28 March, 2023. Following members were present for the meeting.

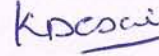
- 1) Dr. Nupur Mehrotra
- 2) Dr Papiya Deb
- 3) Dr Sunita Maral
- 4) Dr Anuya Warty
- 5) Dr. Sara Khan
- 6) Dr Bindu Gopalkrishna
- 7) Mrs Neelam Jain
- 8) Mrs Archana Garate
- 9) Ms Khushali Adhiya

The following was discussed:

- The meeting was a follow-up of the previous review with Dr Meena Chintamaneni.
- Dr Anuya Warty informed the team that the Criteria 1 documents of AQAR 2021-22 were signed and ready for submission. Other team members shared their progress data similarly and the team decided to complete the documentation at the earliest.
- Subsequently, the review scores after discussion with Dr Meena Chintamaneni were reviewed criteria-wise, the potential areas of work were identified and list of tasks to be undertaken were identified.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

Principal
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MINUTES OF IQAC MEETING

Dates: 31 March, 2023
Venue: Conference room

The meeting of IQAC core committee and Heads of Departments, along with few faculty members was held on 31 March, 2023. Following members were present for the meeting.

- | | |
|--------------------------------|---------------------------|
| 1. Dr. Anjali Patkar | 18. CA Mr Ashish Garg |
| 2. Mrs. Nilima Raval | 19. Mr. Sajid Mansoori |
| 3. Dr. Nupur Mehrotra | 20. Dr Bharat Patel |
| 4. Dr. Anuya Warty | 21. Dr Shweta Salian |
| 5. Dr. Sunita Maral | 22. Dr Shatrugna Patil |
| 6. Dr. Sara Khan | 23. Mr Harikrishnan Kurup |
| 7. Dr. Bindu Gopalkrishna | 24. Ms Mignon Baptisa |
| 8. Mrs. Neelam Jain | 25. Dr Ujjwala Kurkute |
| 9. Mrs. Archana Garate | 26. Dr Manjiri Vartak |
| 10. Ms. Khushali Adhiya | 27. Dr Amrit Rajwadkar |
| 11. Dr. Mahesh Bhagwat | 28. Dr Bhanudas Arote |
| 12. Dr. Geeta Narayan | 29. Mr Shripad Samant |
| 13. Dr. Meghana Talpade | 30. Mr Sachichidanad |
| 14. Dr Khevana Desai | 31. Dr Dasharath Patel |
| 15. Mrs. Bidisha Sarkar | 32. Mr Sanjal Pal |
| 16. Ms. Suchitra Roy Chowdhury | 33. Mr Jaison Thomas |
| 17. Dr Shubhada Walwekar | |

The following was discussed:

- The agenda of the meeting was to discuss with the Heads of Departments about the NAAC requirements for C3 and C4. Dr Nupur Mehrotra initiated the meeting with reviewing the received data on criteria 1 and 6, as per the previous meeting.
- Criteria 3 and 4 compilation was discussed systematically.
- Criteria 3 data was presented by Dr Sara Khan
 - She informed that all compiled and required data templates were uploaded on the teams accessible to all (Mithibai Degree Faculty > General > NAAC SSR > C3 teams). She informed that the departments provide the data for 2018-19, 2019-20 and 2022-23, and they check the other years' compiled data received from them earlier.



(Signature)

Principal

SVKM's MITHIBAI COLLEGE OF ARTS,
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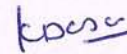
NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

All the required data templates were explained by her systematically. She explained that the data should match the evidence/proof (e.g., whatever affiliation of the college was written back then). For the same, the file should be downloaded, data be furnished and provided. She also reminded everyone to enter NIL or NA where not applicable, instead of keeping the cells empty.

- She also informed the gathering that a new question of ethics is introduced in C3. She briefed her plan for the ethics committee and invited the science faculty to provide data on the ethics mandate followed, especially the ones using animal research and with PhD and MSc students.
- Lastly, regarding the data about PhD, Dr Sara Khan informed everyone to enter information about PhD awards received and PhD recognition of guideship. She insisted that the university be mentioned necessarily. The SAP number of PhD students admitted be added also, along with the date of admission. Dr Sunita Maral also added that the format of the date should be DD-MM-YY. All this data was requested by 6th April, 2023.
- Consequently, criteria 4 data was presented by Mrs Archana Garate
 - Firstly, she presented the Student: Computer ratio template. Then, the data template for E-content was explained and queries were resolved.
 - Clarity was brought that LCS-based courses are entered in C4 while assignments and lectures on LMS are recorded in C2.
 - This data was also requested by 6th April 2023.
- Lastly, Dr Anuya Warty revisited the compiled criteria 1 data based on the data received. She shared department-wise feedback and suggested aspects to be furnished for qualitative improvisation of their data.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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A.J. COLLEGE OF COM. & ECONOMICS
(AUTONOMOUS)
VILE-PARLE (WEST), MUMBAI-400 056,
NAAC REACCREDITED 'A' GRADE, CGPA 3.57



MINUTES OF IQAC MEETING


Dates: 01 April, 2023
Venue: IQAC room

The meeting of IQAC core committee was held on 01 April, 2023. Following members were present for the meeting.

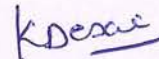
- 1) Dr. Nupur Mehrotra
- 2) Dr Papiya Deb
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya

The following was discussed:

- The meeting was convened to discuss and prepare the Action Taken Report of the upcoming IQAC core committee meeting with the external experts.
- Dr Nupur Mehrotra recorded the report points incorporating inputs from all committee members.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
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MINUTES OF IQAC MEETING

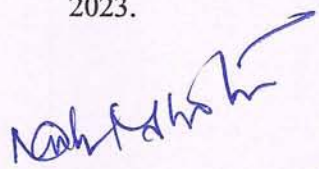
Dates: 01 April, 2023
Venue: IQAC room

The meeting of IQAC core committee was held on 01 April, 2023. Following members were present for the meeting.

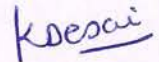
- 1) Dr. Nupur Mehrotra
- 2) Dr Papiya Deb
- 3) Dr Sunita Maral
- 4) Dr Anuya Warty
- 5) Dr. Sara Khan
- 6) Dr Bindu Gopalkrishna
- 7) Mrs Neelam Jain
- 8) Mrs Archana Garate
- 9) Ms Khushali Adhiya

The following was discussed:

- A follow-up meeting post Dr Meena Chintamaneni's address to the faculty members in the morning was undertaken to discuss the way forward and areas of improvement as suggested by madam.
- Criteria-wise discussions were undertaken by deliberating on scores per metric along with documentary evidences.
- Decision on submission of AQAR 2021-22 was done and finalized to be 10 April, 2023.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
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MINUTES OF IQAC MEETING

Dates: 05 April, 2023

Venue: IQAC room

The meeting of IQAC core committee was held on 05 April, 2023. Following members were present for the meeting.

- 1) Dr Meena Chintamaneni
- 2) Dr Nupur Mehrotra
- 3) Dr Papiya Deb
- 4) Dr Sunita Maral
- 5) Dr Anuya Warty
- 6) Dr Sara Khan
- 7) Dr Bindu Gopalkrishna
- 8) Mrs Neelam Jain
- 9) Mrs Archana Garate
- 10) Ms Khushali Adhiya

The following was discussed:

- A meeting was convened for enhancing the quality of the NAAC process in terms of data reporting and documentation.
- Dr Nupur Mehrotra initiated the session with showcasing the review sheet worked upon based on previous meeting. Dr Meena Chintamaneni suggested the scores be split into quantitative and qualitative aspects; today's focus would be quantitative. She also recommended changes in the review sheet in terms of making calculations easy. She also recommended that we calculate CGPA for quantitative and take a standing before DVV. Then, we identify the scores that are closer to the benchmark scores, which have the possibility of deduction during the DVV. We enter this data in the remarks section in the same sheet. Similarly, we calculate the CGPA of qualitative matrices and identify where the standing is based on benchmarks. This way, she explained, we can prepare a standing of where we stand and how much we can achieve.
- Further to this discussion, criterion-wise discussions were undertaken to improve scores by deliberating on activities conducted but not reflected in the documentation. Regarding criteria 1, deliberations on the programs increasing employability/skill development/entrepreneurship were undertaken with discussion on documentary evidences. A summary sheet was made for qualitative and quantitative matrices for C1 was made, to calculate the totals and deficit. The percentage of courses with syllabus revision was discussed. The percentage was discussed and deliberated on



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Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**

(AUTONOMOUS – Affiliated to University of Mumbai)



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how it can be improvised. Dr Meena Chintamaneni clarified how the percentage of syllabus revision is calculated and then the course code is changed when substantive change is shown. With regards to internships, field or research projects data, Dr Nupur Mehrotra highlighted that the question has changed to the number of programs that entail these aspects. Dr Meena Chintamaneni suggested that the programs be listed per year, identify at least one course that offers either of these three aspects and calculate such programs. Lastly, the 360-degree feedback analysis was presented.

- Dr Meena Chintamaneni recommended that more members be involved. In agreement, Prof Krutika Desai suggested that a timeline be prepared along with how much work is pending and do be done. The AQAR 2021-22 submission has to be expedited by distributing work. Dr Meena Chintamaneni also suggested that we begin AQAR 2022-23 and begin working towards it so that the SSR preparation comes closer to completion, which was discussed to start from 10 April,2023. Dr Sara Khan clarified about improvising data in the SSR that may have been skipped in the AQAR, which Dr Meena Chintamaneni affirmed that it can be done, and that is why focusing on SSR is important
- The meeting concluded with setting a meeting with three departments to review their syllabus revision on 6 April, 2023.

Dr. Nupur Mehrotra
Co-ordinator



Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 20 April, 2023

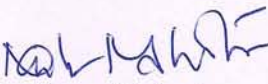
Venue: IQAC room

The meeting of IQAC core committee was held on 20 April, 2023. Following members were present for the meeting.

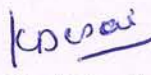
- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya
- 9) Dr Papiya Deb

The following was discussed:

- The IQAC core committee members met to review the SSR preparations and timelines. Deliberations about collection of information from departments was undertaken.
- It was decided that queries from AQAR 2020-21 raised on NAAC portal should be cleared by tomorrow.
- A rough timeline for AQAR 22-23, IIQA and SSR was deliberated upon. It was verified that the AQAR 2022-23 will open in the new academic year. It was aimed to prepare the IIQA and SSR by end of June, 2023.
- The receiving of data for criteria 1 from departments was discussed to be received by 25 April, 2023. Templates for Criteria 2 data were deliberated upon. Next set of discussions with heads of departments was scheduled on 25 April, 2023 and submissions set for 27 April, 2023.
- Lastly, it was discussed that forms to collect information about departmental activities, student-teachers' commemorative days with templates and documentation would be sent on 27 April, 2023.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 24 April, 2023

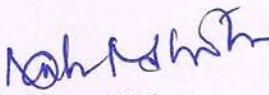
Venue: IQAC room

The meeting of IQAC core committee was held on 24 April, 2023. Following members were present for the meeting.

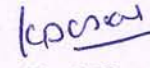
- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya

The following was discussed:

- Dr Nupur Mehrotra updated the team about the preparation of SSR and submission of IQA by 30 June, 2023
- The queries of 2020-21 and 2021-22 generated on the portal should changes be done in the AQAR.
- There were deliberations regarding the priority of AQAR 2022-23 versus SSR report. The team deliberated upon the two approaches of work
- The forms for 2022-23 data collection from department as per new benchmarks & format were finalized.
- A detailed discussion about collection of data for 2022-23 was undertaken criteria-wise.


Dr. Nupur Mehrotra
Co-ordinator




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MINUTES OF IQAC MEETING

Dates: 16 May, 2023

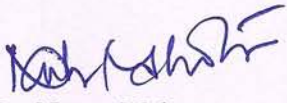
Venue: Online – MS Teams

The meeting of IQAC core committee was held on 16 May, 2023. Following members were present for the meeting.

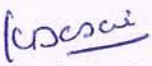
- 1) Dr. Nupur Mehrotra
- 2) Dr Sunita Maral
- 3) Dr Anuya Warty
- 4) Dr. Sara Khan
- 5) Dr Bindu Gopalkrishna
- 6) Mrs Neelam Jain
- 7) Mrs Archana Garate
- 8) Ms Khushali Adhiya

The following was discussed:

- An online meet was conducted to re-work on the grades sheet based on the data improvisation done over the past month.
- Criteria-wise grades were revised and the final grades were prepared for discussion.


Dr. Nupur Mehrotra
Co-ordinator




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Principal

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MINUTES OF IQAC MEETING

Dates: 17 May, 2023


Venue: SVKM Conference room

The meeting of IQAC core committee was held on 17 May, 2023. Following members were present for the meeting.

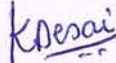
- | | |
|--------------------------|--------------------------|
| 1) Mr Asoke Basak | 6) Dr Sunita Maral |
| 2) Prof Krutika Desai | 7) Dr Bindu Gopalkrishna |
| 3) Prof Meenakshi Vaidya | 8) Mrs Neelam Jain |
| 4) Dr Anjali Patkar | 9) Mrs Archana Garate |
| 5) Mrs Nilima Raval | 10) Ms Khushali Adhiya |

The following was discussed:

- A meeting was convened by CEO Mr Asoke Basak to review the college's preparation for NAAC. The timelines for systematic work towards was the same was enquired and Prof Krutika Desai informed the timeline of preparing the SSR by end of June, 2023.
- Prof Krutika Desai then provided a detailed report of the work completed, the grades prepared were shared with him criteria-wise. Mr Basak also enquired about the calculations and formulas regularly for most criteria.
- Regarding the courses offered by Coursera, Prof Krutika Desai informed that Mr Vinod was spoken to who has given some packages. The Swayam and MOOCs are not so good packages while the ones offered by Coursera are. She added that perhaps fees of about Rs 1000 can be increased and offered to students, but the migration of credit is an area of concern since courses end in December but our term ends in October. Mr Basak suggested that add-on courses should be increased. Prof Krutika Desai agreed and added that licenses can be procured and assigned to students, and the certificate can be issued in collaboration with Mithibai college. Mr Basak asked for a plan of action for the same to which Prof Krutika Desai responded that the proposal is ready. Mr Basak requested to see the same.
- Discussions regarding calculation of grades, seed money, internship data, consultancy documents, library expenses, placements data, alumni information and contribution, e-waste management along with the greed audit, rain water harvesting, and financial support to teachers participating in conferences, seminars, etc., activities were undertaken.
- The meeting concluded with Mr Basak encouraging the team to review the scores with Dr Meena Chintamaneni. Prof Krutika Desai also shared that a mock visit will be conducted to prepare the college for the final DVV as well.


Dr. Nupur Mehrotra
Co-ordinator




Prof. Krutika Desai
Principal

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MINUTES OF IQAC MEETING

Dates: 23 May, 2023

Venue: Conference room

The meeting of IQAC core committee was held on 23 May, 2023. Following members were present for the meeting.

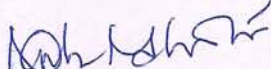
- | | |
|--------------------------|-------------------------------|
| 1) Prof Krutika Desai | 7) Mrs Archana Garate |
| 2) Prof Meenakshi Vaidya | 8) Ms Khushali Adhiya |
| 3) Mrs Nilima Raval | 9) Dr Munira Momin (BNCP) |
| 4) Dr Hitesh Shingadia | 10) Dr. Radhika Raheja (BNCP) |
| 5) Dr Bindu Gopalkrishna | 11) Dr Mahesh Borkar (BNCP) |
| 6) Dr Sara Khan | 12) Dr Sujata (BNCP) |

Members online:

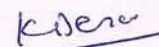
- 1) Dr Nupur Mehrotra
- 2) Mrs Neelam Jain

The following was discussed:

- A meeting was convened to discuss ways to improve documentation and prepare for NAAC-SSR. Criteria-wise documentation was discussed with the assistance of faculty members from the BNCP College as they had submitted their SSR. Dr Nupur Mehrotra informed that we are following the SSR guidelines published after February, 2023. She informed that we have prepared the prototypes for all criteria and requested guidance on documentation to be prepared, based on her conversation with Dr Tabassum.
- Prof Krutika Desai asked Dr Nupur Mehrotra to share the prototypes on the screen, beginning with C1. Systematically, all criteria scores were discussed and inputs were taken from the BNCP members regarding improvisation. The present members in the room split into smaller groups discussing specific criteria with members of the BNCP college based on their areas of expertise.
- The meeting ended with the external members strong recommendation to ensure the accuracy of the data, matching with the documentary evidences. The IQAC team expressed their gratitude to the BNCP college faculty members for their timely and useful assistance in the preparation of the SSR and preparing towards the review.


Dr. Nupur Mehrotra
Co-ordinator




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Principal

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