

IQAC COMMITTEE- MINUTES
(FOR THE YEAR 2015-16) I TERM

The IQAC Committee meeting was held on **16th June 2015** in the Principal's room at 12.30 pm and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: Dr Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Dr. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

Agenda

1. Submission of yearly academic lesson plans, departmental activities, committee plans
2. Faculty participation in seminars and Conferences
3. Discussion about the policy for slow and advance learners
4. Encourage faculty to pursue research, minor & major projects in their respective fields
5. Adoption of innovative teaching practices among faculty
6. Internal Examination and Evaluation
7. Student support through career advancement and placement service
8. Parents Teachers Association
9. Conduct of workshops, awareness program, and industrial visits

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1. **Submission of yearly academic lesson plans:** The Committee resolved to communicate to the staff about the submission of their yearly academic lesson plans, Departmental activities, committee plans by 20th June 2015.
2. **Faculty participation in Seminars and Conferences, Orientation and Refresher Programs:** The committee decided to inform the faculty to participate in seminars and conferences, orientation and refresher programs for the coming academic year.
3. **Encourage faculty to pursue research, minor & major projects in their respective fields:** Committee resolved to encourage the faculty to pursue research, minor and major projects in their respective fields with suitable aid from Government and Non-Government organizations in the current academic year.
4. **Adoption of innovative teaching practices among faculty:** The Committee resolved to instruct staff to adopt innovative teaching practices in their teaching methodology like use of ICT in teaching in the form of PPT presentations, Organize debate, elocution, group discussions, writing research paper competitions, E-assignments, online exams, and objective type tests. Institute-Industry interaction, field visits, Film appreciation and movie screening Viva, role- play, mock interviews, dramatizing etc
5. **Internal Examination and Evaluation:** The committee resolved to ensure that the question papers and their assessments are done on time for the two Internal Assessment Tests conducted in each Semester.
 - **Student support through career advancement and placement service :** The committee resolved to organize 'Workshop on Employability Skills' on 24th and 25th August 2015
6. **Parents Teachers Association:** The committee resolved to conduct regular meetings with the PTA for improving academic and attendance of students, and also seek their suggestions on various matters pertaining to the overall development of the institution.
7. **Conduct of workshops, awareness program, and industrial visits:** The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them with regards to this a visit to Bombay Stock Exchange was planned on 26th Aug 2015.

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8. **Programme for slow and advanced learners**

The committee decided to conduct remedial and special training for slow learners, i.e. students scoring less than 50% marks in HSC and encourage and guide advanced learners i.e. above 75 to improve their academic performance.

The meeting ended with a vote of thanks to the chair.

IQAC COMMITTEE- MINUTES
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4th September 2015

Agenda

1. Conduct of workshops, awareness program, industrial visits
2. Conduct of additional skill acquisition program through add on courses
3. Access to library and e library resources
4. Grievance Redressal cell
5. Encouragement given to staff to publish research papers
6. Conducting student feedback on teachers
7. Encouraging students to participate in various competitions
8. Student support through career advancement and placement service

The IQAC Committee meeting was held on **4th September 2015** in the Principal's room at 11.30 am and the following members attended the same.

Chairperson:	Dr. Nini Gulla
IQAC Coordinator:	Dr Renuka Devi Jena
Management Representative -	Adv. Sushil Kumar Vyas
Administrative staff -	Mr. Sandeep Kadam

Renuka Devi Jena

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Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Dr. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

1. Conduct of workshops, awareness program, and industrial visits: The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them, with regards to this a visit to Hindustan Coco cola Beverages Pvt. Ltd was planned on 9th September 2015.

2. Conduct of additional skill acquisition programme through add on courses: The Committee resolved to conduct additional skill acquisition programs for students to increase their employability skills.

With regards to this the following courses were planned:

- ICT - 100 Hours Computer Course,
- Government Certified Computer Hardware Programme,
- Diploma in Banking, Finance, Security and Insurance (BFSI),
- Diploma in BFSI ,
- English Speaking and Personality Development Course
- Career oriented courses like 'BSE Sub-Broker course'
- 'Banking, Insurance and Finance',
- Soft Skill courses
- Certificate course in field Technician Computing and Peripherals

3. Access to library and e library resources: The Committee resolved to conduct workshop for students and faculty to guide them in using e library resources so that they can have access to NLIST and INFLIBNET facilities.

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4. **Grievance Redressal cell:** The Committee resolved to solve the concerns of students through grievance redressal cell. Suggestion boxes were made available to students to address their grievances on any matter which is of a concern to them.
5. **Encouragement given to staff to publish research papers:** The Committee resolved to encourage the staff to publish and present research papers in various conferences and seminars held in the college and elsewhere during the academic year.
6. **Conducting student feedback on teachers:** With a view to provide holistic and excellent teaching –learning environment the committee resolved to conduct semester end student feedback on teachers. The committee also decided to provide the analysis from the feedback to the teachers to help them improve their teaching skills.
7. **Encouraging students to participate in various competitions:** It was decided in the meeting to encourage students to participate in various competitions hosted by SNDT Women's University like Youth Festival, University Sports Competition etc and the committee also resolved to provide students with appropriate training measures for the same.
8. **Student support through career advancement and placement service:** The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops, with regards to this following workshop were planned
 - 10th September 2015 - A Workshop on Career Guidance, Soft Skills and MBA in Marketing
 - 17th October, 2015- Workshop on "Employability and Soft Skills"

The meeting ended with a vote of thanks to the chair

Sanura Devi Jena .

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IQAC COMMITTEE- MINUTES

(FOR THE YEAR 2015-16)

II TERM

30th November 2016

Agenda

1. Community outreach programme
2. Provision of Scholarships to needy and meritorious students
3. Student Counselling
4. Access to Free Medical Check up
5. Student support through career advancement and placement service
6. Conduct of workshops, awareness program, and industrial visits

The IQAC Committee meeting was held on **30th November 2016** in the Principal's room at 11.30 am and the following members attended the same.

Chairperson: Dr. Nini Gulla
IQAC Coordinator: Dr Renuka Devi Jena
Management Representative - Adv. Sushil Kumar Vyas
Administrative staff - Mr. Sandeep Kadam
Alumni Representative – Ms. Bina Thakkar
Community representative – Mr. Sharad Chintankar
Members: Dr. Nooruzia Qazi
Ms. Swati Vaidya
Dr. Anita Jacob

1. **Community outreach programme:** The committee resolved to undertake community outreach programme under NSS wing in training and equipping students to meet the various needs in the community and society at large with regards to this a number of activities was planned for students through NSS Special camp the tentative dates for the camp was decided between 1st to 7th December 2015.

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2. **Provision of Government Scholarships, Free ships and monetary incentives to needy and meritorious students:** The committee decided to provide facility of payment of fees on installment basis to economically weak students, apart from this it also decided to provide partial scholarships and partial free ship benefits to meritorious and needy students.
3. **Student Counseling:** The committee decided to strengthen the counseling cell of the college by promoting awareness among students to avail of its facilities during college hours. It also decided to hold various workshops and lectures on matters of concern relating to academics, health, career and other issues pertaining to students well being.
4. **Access to free medical checkup and other benefits :** The committee also resolved conduct free eye check-up camp along with free spectacles distribution and free cataract operation by collaborating with KARM NGO at Durgadevi Municipal School Building, Kumbhar wada on 10th January, 2016.
5. **Student support through career advancement and placement service :** The committee resolved to organize career advancement and placement service for students through interaction with the industry through internships and workshops, with regards to this various workshops was planned
 - 11th March, 2016 - 'Counseling & Guidance Seminar'.
 - 15th December, 2015-'A workshop on Awareness about CMA Program'
6. **Conduct of workshops, awareness program, and industrial visits:** The Committee resolved to instruct the various committees to conduct workshops, awareness programs and industrial visits for students which are relevant to them, with regards to this the following visit were planned.
 - ✓ Kala Ghoda Festival – 11th February 2016
 - ✓ Filmcity – 20th February 2016
 - ✓ Sagar Upvan – 22nd Feb 2016
 - ✓ SEBI – 10th February 2016
 - ✓ Nehru Science Centre – 26th February 2016
 - ✓ Bisleri Plant – Andheri - 26th February 2016

Renuka Desai Jena.

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The meeting ended with a vote of thanks to the chair.

IQAC COMMITTEE- MINUTES

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II TERM

30th March 2016

Agenda

1. Submission of Details regarding Orientation and Refresher Course Programs
 2. Submission of Yearly Departmental Reports
 3. Submission of Yearly Committee Reports
 4. Submission of API forms
 5. Intensified Institute Industry Interaction
 6. Alumni Association
1. **Submission of Details regarding Orientation and Refresher Course Programs:** It was resolved by the committee to instruct the staff to submit details regarding their orientation and refresher programs they wish to attend by 30th April 2016.
 2. **Submission of Yearly Departmental Reports:** It was resolved by the committee to instruct the faculty to submit their yearly departmental reports by 9th April 2016
 3. **Submission of Yearly Committee Reports :** It was resolved by the committee to instruct the staff to submit their annual committee reports by 15th April 2016
 4. **Submission of API forms :** It was resolved by the committee to instruct the staff to compile and submit the API forms before 21st April 2016.
 5. **Intensified Institute Industry Interaction:** The committee resolved to intensify Institute Industry Interaction to provide the students the benefit with regards to career guidance, internships that can arise as a result of this collaboration, to aid the process following companies and institutes were shortlisted Lodha Group, BSE, MET, IBS, MKCL and Global Talent Track.
 6. **Alumni Association :** It was resolved by the committee to encourage alumni participation in the ongoing activities conducted in the college through active participation of alumni in various cultural gatherings, in conduct of various workshops, guest lectures pertaining to student interest and also guidance and help in matters relating to placement, health etc.

Nini Gulka

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The meeting ended with a vote of thanks to the chair.

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