

Internal Quality Assurance Cell (IQAC)

Academic Year 2020-21

Minutes of the meeting

The meeting of the heads/in charge of the department and criteria heads of IQAC was held on 7th July, 2020 at 12.30 pm in the Conference Room (MBA Building).

The meeting was chaired by In-charge Principal Mr.Navnath Mule, Chairman IQAC.

Asst. Prof. Pooja Pandey, IQAC Coordinator welcomed the In-charge Principal Mr.Navnath Mule and all the Heads of the Department present for the meeting.

The following members were present

Sr.No	Name	Designation	Signature
1.	Mr. Navnath K Mule	In-charge Principal, Chairman IQAC	
2.	Ms.Pooja Pandey	IQAC Coordinator, Head, Department of Commerce	
3.	Ms. Praseena Biju	Chief Co-ordinator	
4.	Ms. Priya Nerlekar	Co-ordinator, Department of Marathi	
5.	Dr.Shahaji Kamble	Co-ordinator, Department of History	
6.	Ms. Rajeshree Mundhe	Co-ordinator, Department of Information Technology	
7.	Mr. PrakashJadhav	Co-ordinator, Department of Advanced Accountancy(M.com)	
8.	Ms.Grishma Nair	Co-ordinator, Department of Management Studies	
9.	Ms. Liby Merin Thomas	Co-ordinator, Department of B.com(Banking and Insurance)	



Agenda of the meeting:

1. Approval of the minutes held on 18th March, 2020
2. Discussion about planning of counselling session for HSC students for FY admissions.
3. Discussion about Plan of Action for Admission of FY 2020-21.
4. Discussion about Admission process for SY & TY 2020-21.
5. Discussion about planning of Mentor-Mentee process
6. Discussion about preparation of Academic Plan 2020-21 and Department-wise Academic Plan 2020-21.
7. Discussion on completion of NAAC work.
8. Any other subject with the permission of the Chair.

The meeting was opened by Asst. Prof. Pooja Pandey, IQAC Coordinator. The members were informed about the overview and the purpose of the meeting.

The agenda was taken for discussion item wise

Item No. 1: Approval of the minutes held on 18th March, 2020

The minutes of meeting held on 18th March, 2020 was discussed and approved by all the members. IQAC coordinator suggested in future at the time of approval of minutes of meeting Action Taken Report to be presented.

Item No. 2: Discussion about planning of counselling session for HSC students for FY admissions.

Description: The discussion about counselling session followed by Career aptitude test to be conducted for HSC students so as to enable them to choose their course. It was also decided to form a WhatsApp and Facebook group respectively to inform students about the admission process, Put up effective articles about the available courses and the career opportunities on the college website and Facebook groups. Also to use social media platforms to create more impact on students in Kalyan- Dombivali region. And considering the covid-19 situation, a suggestion was made by the members about the payment of students' fees in instalments.

Resolution: After detailed discussion and on the basis of suggestion plan of action for admission was finalized and concerned HOD were requested to it was resolved to approve and implement the recommendation as per the allotment plan. HOD has to monitor the said process and requested to submit the completion report and action taken report to IQAC coordinator.

Item No. 3: Discussion about Plan of Action for Admission of FY 2020-21.

Description: Discussion about the plan of action for commerce and self finance 2020-21 and allotment of responsibilities of the departments - BCom&BCom (B&I) – Mr.PrakadmshJadhav and Ms.DeepikaPanchal, BMS – Ms.Grishma Nair and Ms.KadambariKhairnar, BCom (A&F) – Ms.LibyMerin Thomas and Ms.SuvithaSukumaran, BCom (IM) – Ms.PoojaPandey, BCom (FM) – Ms.NamitaBagwe and Ms.Deepika Singh.Ms.NamitaBagwe also suggested that the videos made by the students of IM and FM to be circulated on the social media pages of the college to provide information about the various courses. Ms.RajeshreeMundhe on behalf of IT/CS



department informed the committee that there are only few seats remaining to fill in IT and the efforts to call and follow up being done for CS as well. Ms. Priya Nerlekar on behalf of the Arts Department informed the committee that efforts are taken continuously to fill in the vacant seats of the Arts. It was also suggested by members that a broadcast message through Whatsapp/email to the students who had already taken admission be sent so as to create a positive impact on the admission front.

Resolution: After detailed discussion and on the basis of suggestion plan of action for admission was finalized and concerned HOD were requested to submit the completion report and action taken report to IQAC coordinator after the completion of admission process.

Item No. 4: Discussion about the admission process of SY and TY 2021-22

Description: Discussion to form a committee to look after the admission process of SY and TY 2021-22. The admission notice and fees formalities to be soon circulated to the students.

Resolution: After the discussion it was resolved to plan and begin with the admission process and to update the admission status from time to time to Principal and IQAC Coordinator.

Item No. 5: Discussion about planning of Mentor-Mentee process

Description: It was discussed with all the Heads to allot Mentors to their respective departments and submit the mentor mentee list and conduct departmental meetings for the same. Also it was discussed to plan the special learning programmes for slow and advanced learners and maintain the record of the same.

Resolution: It was resolved that HOD are required to monitor this process and submit the records of Mentor- Mentee and slow and advanced learners along with students' progress records to the IQAC coordinator.

Item No. 6: Discussion about preparation of Academic Plan 2020-21.

Description: The department Heads suggested a plan for academic fest Gyanotsav which would involve all the departments.

It was informed to all the heads of the departments including Arts/Commerce/BAF/BBI/BMS/BIM/BFM/IT/CS: to submit the Academic Plan 2020-21 which includes the academic, co-curricular activities and their requirements to IQAC coordinator which will be approved by principal.

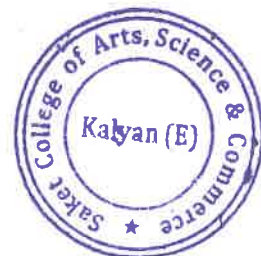
Resolution: It was resolved to plan the organisation of these activities. As per the situation of Covid-19 pandemic at the time of actual dates of activities, the mode of conduct will be decided.

Item No. 7: Discussion on documentation of NAAC work.

Description: The I/C Principal has taken the review of the documentation of NAAC files at the department level. All departments have given the feedback on completion of the documentation.

Resolution: It was resolved to constitute the committee of faculty in-charges and to schedule the visit to every department for verification of files.

Item No. 8: Any other subject with the permission of the Chair.



As per this item no queries were raised by the members hence meeting ended by vote of thanks proposed by IQAC coordinator.


Prepared By
IQAC Coordinator


(Pooja Pandey)

Approved by
Hon.Secretary

(Shri.Saket Tiwari)

Endorsed By
I/C Principal


(Mr.Navnath Mule)

