

MINUTES OF THE IQAC HELD IN 2020-21

The minutes of the meetings of IQAC taken through on line mode

The following members were present

Dr Ujjvala Phatak	Director
Dr Z. Bhathena	Principal
Dr Rekha Sharma	Vice-Principal (Arts)
shri A Pawar	Vice-Principal (Science)
Dr Gita Shetty	Vice Principal (Commerce)
Shri P. Patki	Examination Controller
Dr S. L. Samant Shri R Mudaliyar	Faculty Representative(Sc)
Shri Jhanvi Bhatia Shri Rahul Suryawanshi	Faculty Representative(Com)
Dr Ajay kamble Dr Kranti Gawali	Faculty Representative (Arts)
Mrs Smitha Renny CARuby Parikh	Faculty Representative
Mr H. Bamane Ms Neeta Mhatre Ms Sanjeevini Rokade	Non-Teaching Staff Representative
Ms Salma Memon (Alumini)	External Expert
Mrs Megha Malgoankar (parent)	External Expert
Elected members of student council	Student Representative
Elected members of student council	Student Representative

Minutes of the meeting

Sr. No.	Day & Date Time	Agenda	Minutes of the meeting	ATR on earlier meeting
1	Wednesday, 1 st July, 2020 2 to 3 pm	To conduct a series of webinar using in-house resources	A series of 7 webinars was planned starting from 13th July, 2020.	

2	Tuesday, 3rd Nov, 2020 2 to 3 pm	<ol style="list-style-type: none"> 1. Filing AQAR for the year 2019-2020, 2. Collection of students feedback for the first term on teaching and learning, 3. Collection of parents feedback on attendance in lectures 	<ol style="list-style-type: none"> 1. Prof, Rajesh Mudaliar was requested to make changes in the old format of AQAR, 2. To collect data AQAR forms will be sent to departments, teachers, committees separately, 3. Though got autonomy, for 2019-2020, old format will be taken, 4. For students feedback, a dedicated gmail will be created and links generated will be posted on the chat box during lectures. 	A series of webinar was conducted successfully
3	Friday, 27th Nov, 2020 6 to 7 pm	<ol style="list-style-type: none"> 1. Allotment of Criteria of AQAR, 2. Report of IQAC for AY 19-20, 3. Arranging guest lecture by Ms. Dhrumi Gala on Cyber Crime, 4. Format of Google form to be discussed made by Prof. Rajesh, 5. Quality measures to be taken by IQAC during AY 2020-2021, 6. Any other matter 	<ol style="list-style-type: none"> 1] Allotment of criteria was done. 2] Report of IQAC to be given till June, 2020 which should include students feedback on teaching & learning, Workshop on mind management, Academic Audit, Autonomy data collection, Workshop on Skill Development, 3] Guest lecture to be scheduled in future, 4] Google form for collection of feedback was approved, 5] Quality measures include Educational videos for teachers on online teaching, defaulters lists, record of attendance etc, Online students, parents, alumni feedback, AA audit, QP audit, Syllabus audit, 6] Separate format for collection of data on courses 	Changes in AQAR work is on. Various Google forms were being made. Gmail was created only for feedback of students

			attended by staff during pandemic.	
4.	Wednesday, 2 nd Dec, 2020 6 to 7 pm	To discuss about Google forms for students feedback and the procedure of conduction	Notice to be drafted for students feedback Procedure : Make schedule for SY & TY for all departments FY to be taken during lectures Depts are allotted to the staff- Arts to Arts and so on... Link will be posted in the chat box during meet after all join	IQAC Report for the AY 2019-2020 was submitted. Preparations were done for feedback.
5.	Tuesday, 19 th Jan, 2021 5.30 to 6.30 pm	1. Application to India Times MDRA Ranking 2021- for Arts, Science, Commerce and BMS before 30 th Jan, 2021 2. Analysis of students feedback o be sent to HOD 3. Guest lecture on framing question papers, objective & subjective- to be planned	1. MDRA application: Distribution of work as per the faculty was done. 2. Feedback analysis to be sent by the end of Feb, 2021 3. A resource person is to be contacted.	For all classes feedback of students was taken.
6.	Monday, 25 th Jan, 2021 6 to 7 pm	To take stalk of data collection for MDRA	All staff members provided the information about collected and to be collected data.	The resource person Prof. Marazaban Kotwal accepted the invitation for the webinar on paper-setting, date to be fixed
7.	Monday, 8 th Feb 2021 5 to 6.30 pm	To take stalk of data collection for MDRA A stream-wise meeting of staff to be held for MDRA application	All staff members provided the information about collected and to be collected data. The date of submission was extended to 15 th Feb, 2021 A stream-wise meeting of staff was planned on 10, 11 and 12 th Feb, 2021 for MDRA application at 2 pm A notice to be made for the same	The date of webinar was fixed on Saturday, 20 th Feb, 2021 at 11 am.

8.	Wednesday, 17 th Feb, 2021 2.30 to 3.30 pm	To make preparations for the webinar Feedback analysis to be sent to HOD AQAR links to be mailed to HOD	Webinar Preparations: I] Welcome Speech- Principal II] Introduction to Speaker – Prof. Ruby Parekh III] Vote of thanks- Prof. Smitha Renny IV] Report writing- Prof. Ruby Parekh V] Google form for feedback and certificate generation- Ms. Rakhi Ogale Feedback for second term to be taken by 2 nd week of March AQAR links are generated & will be emailed.	The guidance & suggestions were taken into consideration, given by the staff in the meetings for MDRA. All applications were sent to MDRA in the stipulated time.
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Dr Ujvala Pathak

Director, IQAC