

**MINUTES OF THE MEETING OF THE IQAC HELD ON THURSDAY, 1<sup>st</sup>**  
**SEPTEMBER 2019**

The meeting of IQAC was held on 1<sup>st</sup> September, 2019 at 11:30 a.m. in the Conference room of the college near the Library.

The following members were present:

Prin. Dr. Parag Ajagaonkar, Principal

Mrs. Deepa Surve, Vice Principal

Mrs. Gomathi Venkat, Chief Coordinator of SFCs

Mrs. Sneh Choithani, IQAC Coordinator

Mrs. Radhika Wadke, Examination Convener

Dr. Vijayshree Anand, Member

Dr. Muktha Manoj, Member

Mrs. Savita Desai, Member

Dr. Kedar Bhide, Member

Dr. Ritika Khurana, Member

Dr. Ritu Vashisht, Member

Mrs. Vaishali Dawar, Special Invitee

Mrs. Sushama Gije, Administrative staff

The minutes of the last meeting were read and approved.

- The Vice Principal sought an update on the status of creating a Google form that could be used for collecting basic information of the Alumni which would be useful in tracking student progression. It was suggested that the format for the same be created using the registration form used during the Alumni meet. It was also decided to collect data using this format from the last year's graduating batch during the forthcoming convocation ceremony.
- The Vice Principal sought discussion on the academic calendar for the upcoming second half of the academic year for the internal exams, term end semester examinations, and holidays.
- The IQAC Coordinator briefed the committee regarding the ongoing preparations of Umang festival and overview of the days it will be held with all other permissions and events was provided.

- The IQAC Coordinator then requested the Vice Principal to find out if a Green Audit of the New Building of the College was done or not. She suggested that a copy of the Green Audit Report be made available to the IQAC for filing if it has been done. Otherwise, the IQAC may plan to initiate the Green Audit.
- The IQAC coordinator suggested that a workshop should be organized to train the teachers in performing their role as Mentors.
- The examination convener had a discussion on the status of upcoming examination preparation for the upcoming term end examinations
- A member suggested organizing workshops for the procedure of Minor/ Major research projects to encourage staff members to undertake these in the coming years.
- A workshop on developing an e-office for the administrative staff was suggested by the IQAC coordinator.
- The meeting ended with a vote of thanks to the Chair.