

## Minutes of Meeting of IQAC

Date: 4<sup>th</sup> October 2022 Time: 12 noon to 1 pm Venue: Seminar Hall

Attendees:

1. Dr Parag Ajagaonkar (Principal)
2. Dr Nirmala Chavan (Vice Principal)
3. Prof. Savita Desai
4. Dr Kedar Bhide
5. Prof. Geeta Desai
6. Dr Deepa Chitnis
7. Dr Vaishali Dawar
8. Prof. Anupama Jawale
9. Prof. Heena Bhuva
10. Mr. Vikas Vichare
11. Ms. Sushma Gije

Absent:

1. Dr Muktha Manoj Jacob was granted leave of absence.
- The meeting started with Dr Nirmala Chavan, vice principal co-ordina for IQAC welcoming the IQAC members and inquiring about the progress in the various criteria.
  - MS.Geeta Desai informed that criteria 2 had the student satisfaction survey ready and sent for approval.
  - Dr Kedar Bhide from criteria 6 informed that the Quality Policy as well as the Organogram were prepared.
  - MS. Heena Bhuva from criteria 3 informed that the Case Book for Consultancy was ready and delivered after printing. However, due to the upcoming examination season, the launch of the book as well as orientation of the consultancy program was decided to be held in mid- November.
  - It was also in fond that Criteria 3 conducted a student conference on Mental Health and stress Management in collaboration with conference committee. An International conference on Sustainability is also planned, to be conducted in November.
  - Dr Vaishali Dawar from criteria 4 informed that a register has been maintained for infrastructure maintenance. quotations have been asked for website development, to which Dr Nirmala Chavan instructed to start screening the current website data before the work is given to the vendor who gets selected. Dr Vaishali Dawar also updated that the KOHA & SAP integration work is in progress.
  - Dr Nirmala Chavan instructed Criteria 1 to map the MINCET scores with the 12<sup>th</sup> Marks of the students and submit a report after analysis within a weeks time. The Mr. Vikas Vichare suggested circulating a Google form for this purpose, and the suggestion was welcomed by Dr Nirmala Chavan.
  - Prof. Savita Desai from criteria 7 updated that she has sent a mail regarding plants to be kept at the entrance of the college, the approval for which is pending. The said plants shall be a part for the Green Audit. Also LED lights, Dry wet waste segregation &

Sewage plant can be a part of the green audit. Dr Nirmala Chavan suggested painting & beautifying the Nala wall by students as part of the initiative also.

- Dr Kedar Bhide inquired about the concession in attendance that NSS students will get when they go to teach at the adopted school. He needed per day 6-7 students to be granted attendance for the purpose. The same is part of the Best Practice of the college being done since more than 10 years.
- Dr Nirmala Chavan informed that the main agenda for the day was the upcoming Academic Audit which is to be conducted in the next semester. For this purpose, files need to be prepared by the 7 NAAC Criteria wise, Department wise & Administrative files.
- Dr Chavan also informed that a Purchase Committee needs to be created and to have records of RTI before and after Autonomy besides all Accounts data.
- Dr Chavan then read out the various heads of the Academic Audit report of Mithibai College with the purpose of acquainting the members with the scope of the data to be gathered and filed.
- Dr Parag Ajagaonkar explained SOP as a concept and stressed the need to document the various Standard Operating Procedures for the various areas of the college's functioning. He gave the responsibility for the same to Criteria 6 and a date of 20<sup>th</sup> October 2022 was given for the same. Dr Kedar Bhide said that he shall work with his team and get back on this in a separate meeting.
- Dr Ajagaonkar suggested that 15<sup>th</sup> December 22 to be the date for internal audit and a committee to be made for the purpose.
- The meeting ended with a vote of thanks proposed by Dr Nirmala Chavan.
- Dr. Kedar Bhide inquired whether concession in to attendance to students who would be sent to teach at the adopted school be considered to which Dr. Nirmala Chavan ensured getting clarification on the attendance for Co-Curricular a internship at the earliest.

Dr. Parag Ajagaonkar

Principal & Chairperson (IQAC)