

# Internal Quality Assurance Cell Full Quorum Meeting: MINUTES

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CHAIRPERSON: Dr Prashant Shelke, PRINCIPAL  
DATE & TIME: Wednesday, December 29, 2021 at 12.00 noon.  
MEETING AGENDA: Seasons' Greetings & NAAC Accreditation Cycle IV  
VENUE: AV Room

## MINUTES

1. Seasons' greetings were exchanged with the external committee members.
2. A round up of the status of work on accreditation process of NAAC given by IQAC Co-ordinator
3. Names of representatives from all stake holders to be finalised.
4. Final compilation of SSR has begun in December 2021
5. Discussion on infrastructural facilities and administrative liaison persons to be shared.
6. Certain infrastructural repairs that have been proposed were discussed.
  - a. Maintenance and casing of the electrical wires
  - b. Addition of Solar panels to augment the sustainable resource.
  - c. Repair of certain wooden furniture

# IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Tuesday, January 18, 2022, at 2.00 p.m.  
MEETING AGENDA: AISHE & Compilation of Data for SSR  
VENUE: Conference Room

S.No	Description	Person(s) responsible	Date/ Duration for completion of task
1.	<p>AISHE Formats to be downloaded and data to be compiled</p> <p><b>AISHE PROFORMA : Part - I</b></p> <p><b>AISHE PROFORMA : Part - II</b></p> <p><b>Data Capture Format</b></p> <p><b>BLOCK-WISE WORK DISTRIBUTION</b></p> <ul style="list-style-type: none"><li>• <b>2A</b> : College Details</li><li>• <b>2B</b> : Programmes</li><li>• <b>2C</b> : Staff Information</li><li>• <b>2D</b> : Student Enrolment Details</li><li>• <b>2E</b> : Results (<b>Summer 2020</b>)</li><li>• <b>2F</b> : Financial Information</li><li>• <b>2G</b> : Infrastructure</li><li>• <b>2H</b> : Scholarship &amp; Accreditation</li></ul>	<p>Dr Jigisha Naidu</p> <p>- Dr P Michael</p> <p>- Dr M Bhowal &amp; Dr Mashita Pise</p> <p>- Dr P Michael &amp; Dr Jigisha Naidu</p> <p>- Ms. P Majumdar, Dr S Paliwal &amp; Mr. Ashish Shah</p> <p>- Dr A Jha, Dr S Haldar</p> <p>- Dr A Jha &amp; Mr Sujeev Abraham</p> <p>- Mr. H Punyani</p> <p>- Dr Dini Menon &amp; Dr Jigisha Naidu</p>	January 31, 2022
2.	AAA-SSR formats sent by the departments to be downloaded and checked	All Criterion In-charges	January 28, 2022
3.	Discussion on any missing information in the drafts or evidence document sent by the departments	All Criterion In-charges	January 29, 2022
4.	Criterion incharge to note and discuss the requirement of displays	All Criterion In-charges	January 29, 2022

# IQAC: Minutes of Meeting

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CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Tuesday, February 15, 2022, at 2.00 p.m.  
MEETING AGENDA: Compilation of Data for SSR  
VENUE: NAAC Cell

S.No	Description	Person(s) responsible	Date/ Duration for completion of task
1.	Criterion wise compilation of data	All criterion	February 21, 2022
2.	Workstations to be created for data compilation in the TnP Cell	Instructions to the Technical team Mr. Mahesh Mr. Kishor	February 18, 2022
3.	Criterion wise incharges to work with department wise incharges for accessing additional documents from the departments	Approved list of representative faculty members	From February 21, 2022

## IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Saturday, March 5, 2022, at 2.00 p.m.  
MEETING AGENDA: Review of Compilation for SSR  
VENUE: NAAC Cell

S.No	Description	Person(s) responsible	Date/ Duration for completion of task
1.	Matrices 1.1.2 and 1.1.3 : Qualitative answers and annexures to be compiled	Dr Malati Panga Dr Sonal Paliwal	March 9, 2022
2.	Matrices 2.3.1 and 2.3.3: Qualitative answers and separators	Dr Mousumi Bhowal Ms. Parama Majumdar	March 9, 2022
3.	Matrices 3.2.1 ; 3.2.2 and 3.3.1: Data to be compiled	Dr Dini Menon Dr Mashitha Pise	March 9, 2022
4.	Matrices 4.2.1 and 4.2.4: Data to be compiled	Dr Hariom Punyani Dr Sonal Paliwal	March 9, 2022
5.	Matrices 5.2.1 and 5.3.3: Data to be compiled	Dr Mashitha Pise Dr Jigisha Naidu	March 9, 2022
6.	Matrices 6.3.2 ; 6.3.4 and 6.3.5: Data to be compiled	Dr Ashish Jha Dr Shbhajit Halder	March 9, 2022
7.	Matrices 7.1.1, 7.1.2, 7.1.3 and 7.1.5: Data to be compiled	Dr Pratik Michael Dr Jigisha Naidu	March 9, 2022
8.	Any further documents required to be procured	All criterion	March 8, 2022

# IQAC: Minutes of Meeting

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CHAIRPERSON: Dr Prashant Shelke, PRINCIPAL  
DATE & TIME: Thursday, November 18, 2021 at 2.00 p.m.  
MEETING AGENDA: Discussion on NAAC Accreditation Cycle IV  
VENUE: Conference Room

## MINUTES

1. Current status of preparation – a round up given by IQAC Co-ordinator
2. Need for data validation for the last 5 years discussed.
3. Discussion on revision of some data during final compilation
4. Final compilation of SSR to begin from December 2021
5. Discussion on initiation of Student Information Unit. Periodic information bytes to be shared with the students involved in the unit. Information on infrastructural facilities and administrative liaison persons to be shared.
6. Departmental representatives to be engaged for each criterion to help the departments compile the data in required format.
7. Certain infrastructural repairs and renovations proposed and passed.
  - a. Maintenance and casing of the electrical wires
  - b. Addition of Solar panels to augment the sustainable resource.
  - c. Repair of certain wooden furniture

# IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Friday, November 12, 2021 at 2.00 p.m.  
MEETING AGENDA: Upcoming Interaction of Principal Sir with Staff Members  
VENUE: NAAC Cell

S.No	Description	Person(s) responsible	Date/ Duration for completion of task
1.	Proposed Dates for Interaction with Principal Sir		November 26, 2021
2.	Student Information Unit (SIU) to be formed	Dr Jyoti Shiwalkar Dr Anjali Gaidhane Dr Neetu Charles Dr Mayur Khedkar Dr Abhilasha Raut Dr Sonal Agrawal Dr Rashmi Marpakwar	November 30, 2021
3.	SIU to take students from <ul style="list-style-type: none"><li>• Departments</li><li>• SQAC</li><li>• Athenium</li><li>• WSDC</li><li>• NSS</li><li>• HISCAAN</li><li>• Mentoring Cell</li></ul>	SIU Members	January 2022

# IQAC: Minutes of Meeting

CHAIRPERSON: Dr Pratik Michael  
DATE & TIME: Tuesday, August 18, 2021 at 2.00 p.m.  
MEETING AGENDA: New AQAR Format  
VENUE: NAAC Cell

S.No	Description	Person(s) responsible	Duration for completion of task
1.	Criterion-wise reading and changes and additions discussed CRITERION II CRITERION III CRITERION IV CRITERION V CRITERION VI	All Criterion	
2.	Discussion on documentations regarding sanctioned posts in Grant & Non-grant posts	Criterion II In-charges	August 30, 2021
3.	Discussion on inclusion of CHB teachers covered by new University norms under Full-time teachers. Decision on non-inclusion taken	Criterion II In-charges	August 30, 2021
4.	Learning outcomes to be displayed on the Website	Ms. Parama Majumdar to co-ordinate with Mr. Bhushan Wanjari	August 21, 2021
5.	Data format of Criterion III (3.3.1 & 3.3.2) to be tallied with 2.4.2	Criterion II & III In-charges	August 30, 2021
6.	ICT facility enabled classrooms to be recounted considering WiFi and LAN connection to be counted	Criterion IV In-charges	August 30, 2021
7.	Capacity building exercises to be re-counted and re-compiled	Criterion V In-charges	August 30, 2021
8.	Progression to be considered upto Summer 2020	Criterion V In-charges	August 30, 2021
9.	Funds of research infrastructure to be reconsidered after speaking to Dr Sunita Bundale	Criterion VI In-charges	August 30, 2021

# IQAC: Minutes of Meeting

CHAIRPERSON:

Dr Pratik Michael

DATE & TIME:

Tuesday, July 6, 2021 at 2.00 p.m.

MEETING AGENDA:

New AQAR Format

VENUE:

NAAC Cell

S.No	Description	Person(s) responsible	Duration for completion of task
1.	Discussion on the changes in the format	Criterion-wise in charge	
2.	Criterion-wise reading and changes and additions discussed -Criterion I	All Criterion	
3.	Inclusion of data required for the Extended Profile and Institutional Profile Fields	C I In-charges C III In-charges C IV In-charges	
4.	Feedback to be procured from <ul style="list-style-type: none"><li>• Employers</li><li>• Alumni</li></ul>	TnP Cell HISCAAN	September 15, 2023