

## Minutes of IQAC Meeting-1

**Date: 3<sup>rd</sup> July 2019; Time: 12.30 pm**

The meeting began with a discussion of **Action Taken and Review of Previous Meeting** (2<sup>nd</sup> May 2019) and then moved on to other agenda. Following points were discussed:

### **1. Measures to identify advance-learners and weak-learners:**

In this respect, a Common Test is to be conducted as 'General Ability Test (GAT)' –

GAT Coordinator: Mrs. Samhitha Sharma Kain.

Question Paper Preparation (Google form): Samhhita S., Gayathri B., Madhavi V, Ritika M and Ruchi F to design the test for entry level.

Implementation: Course wise Time Table to be prepared, Seating Arrangement and Supervision- Mr Suman and Mr Malay

Tentative Date for Test: 27<sup>th</sup> July 2019.

### **2. NAAC Criteria heads will meet the Principal and reconstitute the Criteria wise committees:**

Criteria V – Dr Mahalakshmi as Convener and Dr. Shweta Patil as Co-Convener.

### **3. Feedback 2018-19:**

Mr Suman will inform the departments to complete the **Institutional Feedback** for 2018-19 (UG and PG departments). Every year we should complete Institutional Feedback from TY classes and PG Part II from 15<sup>th</sup> January to 15<sup>th</sup> February. **Teacher feedback** is to be taken once a year, preferably in January. Principal Madam mentioned that these are currently taken with Google forms and a new way has to be devised. She requested the Department of Computer Science to take it up as a Project. Dr Madhavi will initiate the same.

### **4. Review of Student Induction Programme:**

Dr. Geeta Shetty addressed the staff for the conduct of the Student Induction Programme as per the guidelines of the UGC on 26<sup>th</sup> June 2019. Mr Vikas Ware, Mr Malay Shah, Mr Ganesh, Ms Ketakee, Ms Geetanjali addressed all the FY classes on 1<sup>st</sup> July and 3<sup>rd</sup> July 2019 along with subject teachers.

### **5. Induction Programme for teachers**

This should be held in the 1<sup>st</sup> week of August. It was decided to invite external faculty as possible. Dr Piya Mukherjee from VESLARC can be called for initial ice breaking session and other general affairs. The Induction Programme should include a Session on College information, Vision, Examination (Setting of Question Paper.) The Induction Programme Committee: Principal, Dr Santhini, Ms. Samhitha, Dr Mary, Dr Varsha, Ms. Shanthilakshmi, Ms. Rita/ Ms Radha.

### **6. Conduct of Staff Development Programme**

An **SDP** can be organized on "Use of ICT in TL"/ Neuro Linguistic Programming during Preparatory

leave before Term 1 End Exam in the period 26<sup>th</sup> Sept to 30<sup>th</sup> Sept.

A **NAAC – Workshop** can be organized. Tentative Dates – Last week of July/First week of August 2019 (3<sup>rd</sup> August). Sub Committee for this: Dr Santhini, Mary Madam, Pooja, Meghana. Meghana to share all relevant NAAC ppts with all members of IQAC

#### **7. Introduction of Skill Oriented Programme – TISS**

Dr Santhini briefed the members about this TISS program. Dr Mahalakshmi will further take up the matter with TISS.

#### **8. Conference – National/International Conference by Science Department**

Science HOD's to meet and decide the theme with tentative dates being from Dec 15<sup>th</sup> 2019 to Jan15<sup>th</sup> 2020.

#### **8. New format of Activity Report based on NAAC Criteria**

This was deliberated upon and approved by the members of IQAC.

#### **10. Student Card**

This is to be continued in the next academic year with some modifications, that the concerned Committee will work upon.

#### **11. Examination and Syllabus Completion dates**

Semester I and III from 1<sup>st</sup> Oct; Semester II and IV ATKT from 15<sup>th</sup> September 2019. Last date of syllabus completion is 25<sup>th</sup> September.

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## Minutes of IQAC Meeting-2

26/08/2019

A meeting of the IQAC was conducted on 26/08/2019 at 11.30 am in the Boardroom.

### **AGENDA:**

1. Action and Review of Minutes of Last Meeting.
2. Review of IQAC Seminar held on 8/8/19.
3. GAT Analysis and further action to be taken.
4. AQAR submission (2018-19).
5. Conduct of Science Mela.
6. Conduct of Aavishkar 2019-Host college.
7. Induction Programme for new teachers.
8. Reconstitution of NAAC criteria wise members.
9. AOM.

### MINUTES

The meeting began with a discussion of **Action Taken and Review of Previous Meeting** (3rd July 2019) and then moved on to other agenda. Following points were discussed:

#### Action Taken and Review of Minutes of Last Meeting:

1. It was conveyed by Principal Dr. Anita Kanwar that **staff development programs would be conducted on 26.9.19 and 27.9.19** in the non-instructional days before the ensuing examinations. On 26.9.19, the session will be conducted by Ms. Piya Mukherjee, Director, VESLARC and on 27.9.19 a session on NLP (Neuro-Linguistic Programming) will be conducted by Dr.(Mrs) P.D.Anthappan.
2. **GAT examination was conducted** on 1st August 2019. GAT Result Analysis conducted for the FY classes was displayed and it was suggested to categorise the FY students by grading them from A to D (four categories) and this will be provided to class coordinators. This data will be revealed in the student card and based on the marks obtained by the student in Sem I and by interaction with the class coordinators, the advanced learners and slow learners can be identified at the department level. Advanced learners can be directed for ACP, be involved in research projects, be allowed to participate in competitive events conducted at Inter – collegiate level. The slow learners can be provided with remedial measures –writing of answers to difficult questions to improve their examination scores.
3. **Institutional feedback has been taken** by Mr.Suman Ganger and he further took initiative to get institutional feedback from Alumni.
4. **Review of IQAC Seminar held on 8/8/19:** NAAC Seminar proposed in the previous meeting was **conducted** on 8.8.19. Dr. Mary Stephen (IQAC Coordinator) thanked all the committee members for successful conduct of IQAC Seminar held on 8<sup>th</sup> August, 2019.The feedback from the participants was analyzed and these were found to be very good and the report of the seminar was discussed and overall the seminar was considered as a success. The suggestions made by the participants will be considered especially –topics for conduct of the next seminar.

5. All **Science departments will together organize a National level seminar**. Tentatively in August 2020.
6. Dr. Gayatri B. suggested that we should conduct a full day **workshop on Pedagogy of Teaching** for all the staff members.
7. **Induction program** for new teachers will be held tentatively September end or October 2019 on a single day.
8. **Conduct of Avishkar** - 2<sup>nd</sup> December 2019. A separate meeting will be held of Research Circle and Criterion III members for the conduct.
9. **Conduct of Science Mela** – This will be conducted after Avishkar. The event will be conducted for Two days and the dates will be suggested by Mr. Suman Ganger after checking the academic calendar.
10. **Reconstitution of NAAC criteria wise members** was completed after displaying the preliminary list that was initially circulated. The suggestions made by all Criterion Wise Conveners as well as Co-Conveners were implemented. Principal Dr. Anita Kanwar stated that the names of the administrative staff and their respective criteria will not be included in this list as the NTS will be working in multiple criteria.
11. **AQAR submission (2018-19)** – A detailed discussion was held by all members for the methodology to be adopted for AQAR submission. Several suggestions were considered. Dr.Varsha Ganatra displayed the method on the Google Drive she followed for filing documentation. Dr Madhavi Vaidya also revealed the method adopted by the Computer Science dept for documentation purposes on Google Drive. It was also decided to prepare a **template** by IQAC members as guided by Prof. Peeyush Pahade in the IQAC Seminar conducted on 8.8.19. This would be implemented for use from Second term of 2019-20 i.e. From November 14 2019 onwards. This would be prepared by a sub-committee of IQAC comprising Dr.Meghana Sanjeeva, Dr. Madhavi Vaidya, Dr. Devidas Gulwade, Dr. Varsha Ganatra, Mr.Suman Ganger, Ms.Riddhi Bharani. For the AQAR submission of 2018-19, each criteria wise Convener will meet their respective members independently and decide the method of data collection and documentation which will be confirmed with IQAC. The last date for Submission of Data for AQAR from Criteria Wise Conveners is 20.9.2019 and thereafter the IQAC will compile and submit final data by 30.11.2019.
12. **AOM:**
  - Mr. Suman Ganger appealed to all IQAC members to promote the registration drive of Alumni, especially those alumni visiting for the departmental activities.
  - Principal Anita Kanwar informed the members that there is a ceiling for the number of Duty Leaves that can be availed in an academic year (15 days) and there is a requirement to clarify the description of Duty leave.
  - Principal Dr.Anita Kanwar informed the members that there will be a talk on ‘Autonomy-A Case Study’ by Principal Dr.Ancy Jose of Nagindas Khandelwal College, Malad on 28.8.19 at 1.30 pm to share her experiences on acquiring Autonomous Status for her college.

The meeting ended at 3.00 pm.

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### **Minutes of IQAC Meeting-3**

**18<sup>th</sup> Nov 2019**

#### **AGENDA:**

1. Review of Minutes of Last Meeting.
2. Review and Action Taken of IQAC activities of Term I.
3. AQAR submission (2018-19).
4. Conduct of Science Mela.
5. IQAC activities in the second term.
6. Conduct of Aavishkar-University Research Convention 2019- Host College.
7. Induction program for new teachers.
8. Autonomy application.
9. AOM.

#### **IQAC Members:**

1. Prin. Dr. Anita Kanwar (Chair-person)
  2. Dr. Santhini Nair (NAAC Coordinator)
  3. Dr. Mary Stephen (IQAC Coordinator)
  4. Ms. Samhitha Sharma Kain (IQAC Co-Coordinator)
  5. Dr. Ritika Makhijani
  6. Dr. Gayathri Balasubramanian
  7. Dr. Meghana Sanjeeva
  8. Dr. Pooja Jagasia
  9. Dr. Varsha Ganatra
  10. Mr. Malay Shah
  11. Dr. Devidas Gulwade
  12. Mr. Suman Gangar
  13. Dr. Mahalakshmi Shankar
  14. Dr. Madhavi Vaidya
  15. Ms. Shantilakshmi Mudaliar
  16. Ms. Rita Vazirani (Executive Administrator)
  17. Ms. Radha Kamavaran (Office Superintendent)
1. Minutes of Last Meeting (26/8/2019) approved with following comments :
    - a. All Science department will together organize a National level seminar tentatively in the academic year 2020-21
    - b. Conduct workshop on Pedagogy of Teaching along with Induction (point No 9)

- c. W.r.t GAT test and its implication, it has been decided to conduct a meeting with the FY class coordinators and student card committee coordinator/s.
    - d. AQAR submission before 11<sup>th</sup> Dec 2019 as per the new guidelines for our college
  2. Review of IQAC activities of Term I.
    - a. Orientation of induction program for students for teachers: by Geeta Shetty
    - b. GAT
    - c. IQAC seminar
    - d. Workshop for non-teaching staff on 7<sup>th</sup> Pay
    - e. SDP for teaching staff on NLP
    - f. SDP for teaching staff on POCSO- the Vishakha guidelines
    - g. SDP for teaching staff Value your values: Heart chakra
    - h. CAS applications scrutinized
  3. AQAR submission (2018-19).
    - a. Initial round of discussion and review for criteria wise data is completed, except criteria 4, in the month of Oct 2019 by IQAC
    - b. Final round for reviewing and finalizing AQAR data criteria wise is as follows:
      - i. Criterion I- 26<sup>th</sup> Nov 2019 11.30 am
      - ii. Criterion II:
      - iii. Criterion III: 27<sup>th</sup> Nov
      - iv. Criterion IV: 19<sup>th</sup> Nov and 29<sup>th</sup> Nov
      - v. Criterion V: 21<sup>st</sup> Nov 11.30 a.m.
      - vi. Criterion VI:
      - vii. Criterion VII:
  4. Conduct of Science Mela.
    - a. To be discussed in the in the HoD's meeting and coordinators
  5. IQAC activities in the second term.
    - a. SDP for non-teaching staff
    - b. Induction program for new teachers
  6. Conduct of Avishkar 2019- Host College.
    - a. To be done by Research committee: as soon as dates are received from the university, the committee will meet and plan
  7. Induction program for new teachers.
    - a. Sub-committee from IQAC will Plan the implementation: Members: Varsha G, Gayathri B, Shanthilakshmi M, Mary S, Shantini N
    - b. Tentative period: last week of December 2019 before Christmas break.
  8. Autonomy application.
    - a. Principal appraised the IQAC on deliberations regarding Autonomy carried out with Management
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**Minutes of IQAC Meeting-4**  
**21<sup>st</sup> Jan 2020**

**Action taken and Review of last meeting:**

- AQAR submission on Dec 11, 2019 is completed. Online review is completed on Jan 5
- Avishkar Research convention round 1 of Zone 2 is successfully conducted on December 24, 2019
- Completed Induction program for 24 newly joined teachers on December 19, Six resource persons addressed the program
- Science Mela/National conference may be organized using Special STAR DBT funds Feedback:
- Students feedback on teachers should be completed by Feb 15 at departmental level, as conducted last year.
- Parents feedback at department level from TY students (to be conducted till third week of Feb)
- Curriculum feedback to be taken from TY students/teachers/parents/employers/Alumini at Department level will be sent by VG to all HODs/co-ordinators ( to be conducted till third week of Feb)
- Institute feedback will be sent by Prof. Kamlakar and will be completed at Department level (to be conducted till third week of Feb)
- Employers feedback by Placement Committee and through HOD/Alumni (to be conducted till third week of Feb)
- Teachers feedback on Institution will be prepared by Meghana and Madhavi Madam Academic Audit
- To be modified as per NAAC guidelines and hardcopy/scanned copy to be collected.
- All criteria heads will give inputs to Audit team for modification of marking scheme.
- Will be conducted in second/third week of June so that data required for AQAR will be ready.

**Autonomy:**

- Online application is submitted and hardcopy submitted to UGC
  - Initiate at department level BOS members/rough syllabus making use of UGC framework... will be discussed in staff meeting SEM 2/4 papers checked papers will be shared with students.
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**Minutes of Google IQAC Meeting-5**  
**13 May 2020**

Webinar via google meet was held on 13<sup>th</sup> May 2020 at 3.00 pm for Finalization of theme and sub themes and schedule conduct of National Webinar / conference during lockdown period.

Meeting was chaired by Vice Principal Mam Dr. Santhini Nair.

It was attended by, Dr. Mary Stephen, Mrs. Samhitha Sharma, Dr. Ritika Makhijani, Dr. Meghana Sanjeeva  
Following points were discussed in the meeting:

1. **Core Committee** comprising Dr. Anita Kanwar, Dr. Santhini Nair, Dr. Mary Stephen, Mrs. Samhitha Sharma, Dr. Ritika Makhijani, Dr. Meghana Sanjeeva was formed.
2. **Tentative Program schedule** was decided as per the guidelines given by Principal Dr. Anita Kanwar.
3. It was decided that national webinar will be held for **three days**.
4. The **theme for the webinar** was deliberated on by all five members for a long time, considering the various suggestions from the entire team of IQAC and Research Circle members and provided in the Google form circulated two days prior for this purpose. The theme for the webinar was decided as “STEERING HEIs IN THE WAKE OF COVID 19: A Way Ahead for ACADEMIA”

□ **Day 1- (Administrative and Management Issues):**

Coordinator: Dr. Varsha Ganatra & Dr. Meghana Sanjeeva

(Dr. Meghana Sanjeeva will be giving subtopic (Social Distancing, Protocols to operate institutional post lockdown, managing administrative function, training and mentoring for TS/NTS to cope with COVID,)

Inauguration: 2.30pm to 3.00pm maximum

Session 1: Expert Talk

3.00 to 3.30pm,

3.30 to 4.00pm

Session 2: Innovative Research Paper Presentation ( 3 to 5 mins) 4.00 to 6.00

□ **Day 2 (Innovations for Online Teaching Learning and Research): Coordinator: Mrs. Samhitha Sharma Kain**

Mrs. Samhitha Sharma Kain & Dr. Madhvi Vaid will be giving subtopic

Session 1: Expert Talk

3.00 to 3.30pm,

3.30 to 4.00pm

Session 2: Innovative Research Paper Presentation ( 3 to 5 mins)



- **Day 3 Sub themeA : Student Support and Coping Mechanisms** Coordinator: Dr. Mahalaxmi Sankar

Dr. Gayatri , Dr. Radhika Mohan & Dr.Mahalaxmi Sankar will give sub topics

Session 1: Expert Talk

3.00 to 3.30pm,

- **Day 3 Subtheme B :Opportunities and challenges for On line examination & evaluation :**

Coordinator- Dr. Devidas & Mr. Suman Gangar. Dr. Devidas will be giving subtopics Session 2: Expert Talk

3.30 to 4.00pm

Session3: Innovative Research Paper Presentation based on both subthemes (3 to 5 mins) 4.00 to 6.00

- Dr. Meghana Sanjeeva will make a google sheet with all the members to suggest the name of eminent speakers. Few International speakers will also be invited. This will be shared with the members after approval of above decisions by Principal madam.
- Dr. Ritika Makhijani concluded in a few lines about the entire meeting. It was suggested that next meeting will be arranged in two or three days

The meeting was adjourned after expressing thanks to the chair since there was no other business to be discussed.

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## IQAC Meeting 6

### Meeting Minutes of IQAC and RC Meeting on Friday, 15th May 2020

An IQAC RC Meeting for the upcoming National Webinar was held via Google Meet on 15<sup>th</sup> May 2020 from 5.30 pm to 7 pm with the following Agenda:

- To discuss the conduct of the National Webinar during the lockdown period .

The meeting was chaired by Principal Dr. Anita Kanwar. It was attended by 24 staff members of IQAC and Research Circle. Dr. Gayathri informed about the inability of Dr. Radhika to attend the meeting due to the demise of a relative. The attendance sheet is separately attached. Dr. Santhini Nair requested Mrs. Samhitha Sharma Kain to make the meeting minutes. The same would be finalized the next day.

Following points were informed/discussed in the meeting as presented below as meeting minutes:

#### 1. Duration of the Webinar/ Conference

Dr. Santhini Nair informed everyone about the three day detailed schedule of the webinar and explained the role of various committees. After deliberations later, this was decided to be rescheduled into a **4 day seminar** from 9th to 12th June with each day having one theme, making it 4 themes in all.

Day 1 (Administrative and Management Issues): Coordinator:

Dr. Varsha Ganatra & Dr. Meghana Sanjeeva

Day 2 (Innovation for online Teaching Learning and research): Coordinator:

Mrs. Samhitha Sharma Kain and Dr. Madhavi Vaidya

Mrs. Samhitha Sharma Kain & Dr. Madhvi Vaidya will be giving subtopics

Day 3: Student support and coping mechanism Coordinator:

Dr. Mahalaxmi Sankar and Dr Gayathri B.

Dr. Gayatri , Dr. Radhika Mohan & Dr.Mahalaxmi Sankar will give sub topics

Day 4: Opportunities and challenges for Online examination & evaluation :

Coordinator- Dr. Devidas & Mr. Suman Gangar

## **Mr. Suman Gangar and Dr. Mahalaxmi Sankar will be giving subtopics**

### **2. Allotment of Duties**

- Dr. Santhini Nair spelt out the allocated responsibilities to staff members. Different teachers were allotted duties in various committees. It was decided to soon announce this webinar to the entire college and also invite participation from other staff members. Only the tentative list was thus drawn up and changes will be made shortly and the same will be finalized. Some reservations expressed by staff members as to their inclusion in some committees will be addressed. Dr. Varsha Ganatra requested removing her name from the review committee as she was already in feedback registration and certificates which is quite elaborate. Dr. Gayathri B. expressed her desire to be part of the Paper Review Committee. Dr. Shanthilakshmi Mudaliar: said that she can contribute in group 1 and 3 but it is difficult for her to contribute in group 2 committee.
- Dr. Shweta Patil suggested that we also need **to make a committee for logistics** which would include logistics schedule etc.
- Dr. Madhavi Vaidya suggested that there must be **one dedicated committee to call and interact with the speakers**. Dr. Varsha Ganatra said that everyone should be (politely)told to be crisp and to the point.
- Dr.Santhini Nair said that more duties will be given to all at individual levels and invited suggestions names for various teams.
- Ms. Gayathri B. pointed out that paper reviewing is a big task and only a few teachers cannot handle it. Dr. Santhini Nair suggested including the coordinators in this committee. Ms. Gayathri B. said that perhaps the coordinators should not be loaded with this task. Also at least 10 days are needed for this. Principal Dr. Anita Kanwar pointed out that with *Vidnyan Bharti* joining us as a collaborator, more resource persons would be available for reviewing.

### **3. Duration of expert talks**

- There will be 2 experts/ panelists per day
- Some participants suggested that experts / panelists should be given more time.
- Dr. Varsha Ganatra felt that sessions should not be longer than 3 hours as according to my experience of attending webinars.
- Mr. Suman Gangar felt that we should concentrate only on panelists and expert talk. Publication and innovative ideas or case studies must not take much time
- After deliberations, it was felt that 45 minutes can be given to each of the 2 experts each day, making this a total of 90 minutes or 1 and 1/2 hrs. There should also be a Q and A 10 minute interaction. Principal Dr. Anita Kanwar said that we will finalize the duration of the expert talk by Monday.
- Dr. Santhini said that the experts can be requested to be concise and brief and if required a separate webinar can also be conducted with them.

#### **4. Core Committee was set up**

The Core Committee comprising the Principal Dr. Anita Kanwar, Dr. Santhini Nair, Dr. Mary Stephen, Mrs. Samhitha Sharma Kain, Dr. Ritika Makhijani and Dr. Meghana Sanjeeva was formed.

#### **5. Conduct of Sessions**

- Mr. Suman Gangar suggested that instead of having innovative ideas we can have case studies. Mrs. Samhitha suggested we can have Innovative ideas/ case ideas. Later on it was highlighted that as these are new and evolving times, no meaningful case studies have actually been executed and so these can be left out. So the sessions can include expert talks, innovative idea presentation and Research Paper Presentation. The innovative idea could be presented through a poster or a PPT.
- Dr. Pooja Jagasia inquired about the status of review articles in this webinar. Dr. Varsha Ganatra added that people should be given the opportunity to listen to views. Dr. Santhini Nair and Dr. Meghana Sanjeeva said that in their opinion, no review articles should be there.
- Mr. Suman Ganger suggested that **every day half an hour we can have some case studies pre recorded video by participants**
- Dr. Santhini Nair asked for considering whether **good quality papers** are possible in a short time and whether there would be sufficient time for their presentations. The submitted papers would be checked for plagiarism. Dr. Meghana Sanjeeva confirmed the possibility of this measure as the software is available on her personal PC, the college being out of bounds.
- Perhaps an **award can also be announced for innovative ideas** with the panelists as judges. One award per theme can be awarded and so total of 4 awards for 4 themes. There will be no award for research papers with selected papers published in a journal.
- **Two coordinators for each session** were announced.

#### **6. Prelude and Brochure Design:**

Principal Dr. Anita Kanwar said that the brochure should include expert talks, innovative idea presentation and Research Paper Presentation. Also a prelude should be prepared at the earliest. Mrs. Samhitha Sharma Kain said that the prelude should also include a registration link and on successful registration, a facility to join a telegram group. The prelude should be like an announcement, giving the title and theme for the 4 days. Dr. Madhavi Vaidya said that she would allot this work to a student.

#### **7. Collaboration announced**

Principal Dr. Anita Kanwar announced that *Vijnana Bharti* will collaborate with us and will be co host for this event.

## **8. Expert Speakers**

- Principal Dr. Anita Kanwar informed the members that we will be inviting Dr. Deepak Pathak from IIT Mumbai and Dr. Jayashree Shinde from SNDT's Digital Unit. Both of them can be panelists.
- Principal Dr. Anita Kanwar mentioned that talks were on with 2 speakers from US and also another one from abroad.
- Some other expert names suggested were Mr. Subhojeet Sen, Dr. Usha Mukundan, Mr. Vinod Patil, Dr. Ancy Jones.
- Mr. Suman Gangar highlighted that we should concentrate on speakers with concrete solutions and ideas suitable for India. He suggested that a Prof from IIT should be invited to talk on **the BodhiTree**, an online learning platform developed at IIT Bombay with the mission of providing accessible quality technical education for all, through personalized, flexible, and hands-on complete learning. This even has a safe app for conducting exams.
- Principal Dr. Anita Kanwar said that by this Monday i.e. 18th May 2020, the panelists would be finalized. Dr. Santhini Nair said that an initial contact can be established with the panelists. The invitation would be sent only after a pre discussion with the core committee.
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## **9. Reporting the sessions**

Dr. Gyatari B. said some more rapporteurs should be there and suggested that all the college teachers should participate in the national webinar. Mrs. Samhitha Sharma added that with more involvement, we can actually have 2 teachers reporting for each session so as not to miss anything out. The coordinators can suggest names for reporting the day's events.

## **10. Technical Partners**

- Dr. Varsha Ganatra suggested that we should be very strong with respect to our technical team so that the generation of certificates, feedback etc. can be completed in time and efficiently. She said that Lala college was totally managed by a digital marketing company.
- Principal Dr. Anita Kanwar shared that management will be helping us to buy the **zoom platform and Microsoft Team software** and that talks are on for this. Dr. Gayatri said that a test this Sunday for their psychology Seminar would be welcome.
- Dr. Heena Ganatra suggested that **North Strom can be contacted as a co-partner to provide a technical platform** with their panelist / speaker. Principal Dr. Anita Kanwar suggested a maximum ½ hour to be given to their speaker and asked her to get in touch with them. Dr. Heena requested Dr. Meghana Sanjeeva and Dr. Madhavi Vaidya to help her get the requisite information, maybe in a conference call.
- Mr. Suman Gangar pointed out that good speakers will attract good platforms.

## **11. Sponsorship**

Dr Santhini Nair inquired whether a sponsorship team is needed. Principal Dr. Anita Kanwar said this is not required. It was felt that in the current times, experts are lending their resources with little or no compensation. The Invitation and Communication team will anyway ascertain whether a minimal honorarium of about Rs. 1000 is needed that the college can handle from its resources. Dr. Meghana Sanjeeva also pointed out that in an earlier seminar partnered with Vigyan Bharati, they did not take any compensation.

### **12. Mock Session**

Dr. Santhini Nair suggested that we should **have a mock session** with each expert before the actual seminar. A similar session among the organizers is also needed to ensure that the lapses are minimized. She had contacted some resource persons who preferred face to face sessions as webinars are still not so common with older stalwarts.

### **13. Apprising the entire teaching staff about the Webinar and inviting their involvement:**

Dr. Santhini Nair suggested that a notice for announcing the seminar and inviting suggestions from all staff members should accordingly be sent. **All the staff members will be asked to suggest the name of panelists/experts.** Dr. Gayathri B. suggested having a staff meeting perhaps next week.

### **14. Award of Certificates:**

Dr. Santhini Nair raised concern over the possible unethical practice of participating just to get a certificate. Dr. Mary Stephen added that like Lala Lajpat Rai College, perhaps a test can be held everyday. But after deliberations, it was decided that Certificates will be awarded to all the participants who can be redirected via You Tube. A separate channel for presenters and organizers should be there. Dr. Suman Ganger said that automatic certificate generation must not be there as there is a flaw here.

### **15. Feedback:**

Dr. Devidas Gulwade said that feedback should be taken everyday to check the genuinity of participation and as an end in itself. Mr. Suman Ganger added that the link can be open for a short time only. Dr. Meghana Sanjeeva:said that Sndt FDP keeps feedback/test links open only for 15 min. Agreeing that conducting tests for such large numbers is difficult, Dr. Santhini Nair said that we will not conduct a test.

### **16. Other suggestions (including those put forward including through the Google Meet Chat Window that was open and active throughout the meeting):**

- All agreed that there should be **no entry fee**.

- Some teachers raised **doubts about the quality of research papers**, saying that these will be published only if genuine. All the genuine research papers only will be published by us, which will be shared with the Mumbai University.
- **Another meeting** would be soon fixed and the members intimated.

### **17. Summary by Dr. Santhini Nair**

- Dr. Santhini Nair summarized the entire meeting proceedings to highlight the main points. National webinar will be on 9, 10, 11, 12 June.
- The sessions can include expert talks, innovative idea presentation and Research Paper Presentation. The innovative idea could be presented through a poster or a PPT. There will be no case studies.
- E-certificates will be awarded for participation, innovative idea presentation and research paper presentation.
- There will be an award for the best idea presented.
- The invitation would be sent only after a pre discussion with Dr. Santhini Nair and Principal Dr. Anita Kanwar.
- All ideas can be compiled in a booklet.
- The various suggestions for expert names should be added in the Google Sheet shared with members in the best fit.
- The panelists will be allotted a total of one and a half hour each.
- No registration fee will be charged.
- It was suggested that the next meeting will be arranged in two or three days with the entire teaching faculty.

The meeting was adjourned after expressing thanks to the chair since there was no other business to be discussed.

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## IQAC Meeting-7

### IQAC-RC Meeting Minutes for 1st June 2020

An IQAC-Research Circle Meeting for the upcoming National Webinar was held via Zoom on 1<sup>st</sup> June 2020 from 5.00 pm to 7.15 pm with the following Agenda:

- To discuss the smooth conduct of the National Webinar from 9<sup>th</sup> to 12<sup>th</sup> June 2020
- To fine tune the technical and registration aspects
- To discuss the schedule and ensure coordination among the organizing team members

The meeting was chaired by Principal Dr. Anita Kanwar. It was attended by 27 staff members of IQAC and Research Circle. Dr. Santhini Nair requested Mrs. Samhitha Sharma Kain and Dr. Ritika Makhijani to make the meeting minutes.

Following are the minutes of the meeting:

1. Principal Dr. Anita Kanwar said that **flyer, brochure & invitation letters work is very well done** and that all the panelists have accepted the invitation and acknowledged. Principal Dr. Anita Kanwar also said we will use LinkedIn profile to **get C.V of the speakers**. The teachers who are introducing them will get it from the resource person or use their LinkedIn profile.
2. Vice principal Dr. Santhini informed that four **different types of certificates** are being prepared:
  - *Certificate of Participation*
  - *Certificate for Appreciation*
  - *Certificate of Merit*
  - *Certificate of excellence.*

The detailed mechanism of auto-generation and distribution of certificates was discussed. Dr. Anita Kanwar informed that the Secretary of Vijnana Bharti would be the co-signatory on the certificate along with her.

3. The **feedback committee** in charge Dr. Varsha Ganatra and member Ms. Sarla Rathi informed all about the various problems related to registration and the connected certificate generation as well as distribution. Dr. Varsha Ganatra said that she will share the feedback forms with the entire Core Committee (CC). Dr. Varsha Ganatra suggested that feedback for each day can be filled by 11.00p.m. on the same day. She also informed that the last day's feedback will include questions such as feedback on the speakers, overall feedback on the webinar including suggestions (rating scale given) etc. The overall feedback form will be linked with the certificate generation. The entire certificate team and feedback team will work in coordination and will give details to CC.
4. Principal Dr. Anita Kanwar also shared the screen showing the **detailed day to day program schedule** with everyone. It was suggested that **a day wise team will be**



**made by the coordinators** comprising rapporteurs; ‘mirrors’ or backups; and question organizers with two or three people working in such a way that all the questions (on Zoom, You-Tube, Telegram) can be moderated and clubbed and given to coordinator for the Q and A segment each day.

5. Dr. Varsha Ganatra informed that till date **1750 registrations** have been received with more than 1000 wanting to submit innovative ideas. Dr. Meghna Sanjeeva informed that till now **22 Innovative Ideas for Presentations** (IIP’s) have been received. Dr. Mary suggested that we should extend the last day from 1<sup>st</sup> June 2020 by one day more so as to solicit more ideas. It was unanimously accepted by all. Vice principal Dr. Santhni Nair suggested that more of our teachers should take part and send some entries for IIP. This will enhance the participation of IIP. It was suggested that the session coordinators should read IIP manuscripts and selected IIPs should be intimated latest by June 4, 2020.
6. The coordinators were asked to begin the **scrutiny of innovative ideas** received. Dr. Santhini Nair suggested coding the shortlisted ideas for being sent to the judges: Day 1,2,3,4 could be A,B,C and D with ideas labelled as 1,2,3,4.....
7. Vice principal Dr. Shantini suggested that in order to have smooth conduct of the event, **script for each day must be shared with at least two or three persons** so that if there is lag, then they can fill the gap/ lapse.
8. Role of session coordinators

Principal Dr. Anita Kanwar gave the responsibility to session Coordinators to allot and inform the names of colleagues to CC (by the next day i.e. 2<sup>nd</sup> June 2020), who would be acting as:

- Mirrors of the Coordinators
- Rapporteurs for each day
- Team of three who will collect questions and put it on google group.

9. There will be **mock sessions** organized tentatively on 6<sup>th</sup> & 7<sup>th</sup> June 2020.

- Principal Dr. Anita Kanwar suggested that the registration team, feedback team & technical team will meet and work out the technical issues. After that they could meet with the CC to inform the modus operandi.
- 10. Regarding the choice of the **Platform for National Webinar**, Mr. Shashank expressed certain difficulties regarding Google Meet. Mr. Shashank suggested that Zoom has better options. Finally, it was concluded that technical team should study pros and cons of different platforms and then give their suggestions. It was further decided that the technical team will meet to decide final platform and convey their recommendation to Core Committee.
- 11. Regarding **branding**, Dr Varsha Ganatra suggested that some slide/ PPTs/ videos regarding the Webinar and college infrastructure as well as about speakers should be made. Mr. Suman Ganger suggested some good students from BMM and BMS department along with some teachers (*Chirag, Ruchi, Shivani, Mahek, supportive staff Satish & Bala*) can also contribute to this effort..

The meeting was adjourned after expressing thanks to the chair since there was no other business to be discussed.

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## IQAC Meeting-8

### IQAC Minutes of Meeting on 18th July 2020 from 11.00 am to 01.00 pm

A **Google meet** of 17 staff members, chaired by Principal Dr. Anita Kanwar was held from 11.01 am – 01.00 pm. The notice and meeting link were shared through mail and ‘Official Notices @VESASC’ WhatsApp group.

#### **AGENDA**

1. GC letter for Autonomy visit and required preparations
2. Academic activities of Academic year 2020-21.

The staff members who attended via [Google Meet ID: meet.google.com/bue-kkxh-ztc](https://meet.google.com/bue-kkxh-ztc) were:

1. Prin. Dr. Anita Kanwar (Chairperson) -
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator) -
3. Dr. Mary Stephen (IQAC Coordinator) -
4. Ms. Rita Vazirani (Executive Administrator) -
5. Ms. Radha Kamavaran (Office) -
6. Dr. Ritika Makhijani -
7. Dr. Gayatri B. -
8. Dr. Pooja Jagasia -
9. Dr. Varsha Ganatra -
10. Dr. Devidas Gulwade -
11. Dr. Mahalakshmi Shankar (represented by Dr. Shweta Patil with prior permission granted)
12. Mr. Malay Shah -
13. Mr. Suman Ganger -
14. Dr. Madhavi Vaidya -
15. C.A Shanthilakshmi
16. Dr Meghana Sanjeeva-

A	B	C
7/18/2020 11:07:25	7/18/2020 11:16:01	7/18/2020 12:43:28
Webinars	Webinars	Webinars
Dr. Anita Kanwar	madhavi Vaidya	Devidas Gulwade
Dr. Meghana Sanjeeva	Mahalakshmi Sankar	Dr. Anita Kanwar
Gayathri Balasubramanian	Malay Shah	Dr. Meghana Sanjeeva
madhavi Vaidya	Mary Stephen	Gayathri Balasubramanian
Mahalakshmi Sankar	Pooja Jagasia	madhavi Vaidya
Mary Stephen	radha kamavaram	Malay Shah
Pooja Jagasia	Rita Vazirani	Mary Stephen
radha kamavaram	Ritika Makhijani	Pooja Jagasia
Rita Vazirani	Santhini Nair	radha kamavaram
Ritika Makhijani	shanthilakshmi mudaliar	Rita Vazirani
Santhini Nair	Shweta Patil	Ritika Makhijani
shanthilakshmi mudaliar	Suman Ganger	Santhini Nair
Shweta Patil	Varsha Ganatra	shanthilakshmi mudaliar
Suman Ganger	Dr. Meghana Sanjeeva	Shweta Patil
Varsha Ganatra	Gayathri Balasubramanian	Suman Ganger
Devidas Gulwade	Devidas Gulwade	Varsha Ganatra
	Dr. Anita Kanwar	

Review of previous meeting

- a. The College has applied for Autonomous Status.
- b. Academic, Committee and Administrative Audit planned in June 2020 stalled due to Covid-19 lockdown since 17<sup>th</sup> March 2020.
- c. All IQAC members present in the meeting representing various departments confirmed that department had taken the teachers feedback from students. Principal Madam also confirmed that she in receipt of many reports submitted by the departments on it.
- d. Status of Institutional Feedback, Curriculum feedback – The same to be reviewed during HODs' meeting.

## 2. UGC letter for Autonomy visit and required preparations

- a. Principal Madam informed that college is in receipt of a letter forwarded by UGC dated 18<sup>th</sup> March 2020, which was received only on 9<sup>th</sup> July 2020 by the college. The letter stated that UGC has constituted an expert committee for on the spot inspection of the college. During the inspection the committee shall assess the college on the spot as per the following criterion (previous five years data required: 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 and part of 2019-20). Since the covid-19 lockdown was in place and late delivery of the letter the same could not be achieved. Principal Madam had called the UGC to inform, and received a reply that a new date for it will be forwarded by UGC in due course of time. It was decided to consider the whole academic year of 2019-20, in view of the delay in the

receipt of the letter. Madam shared the questions which were part of the letter and asked the members to decide the process of collating data for the same. She was of the opinion that the college must work on collating the information, keep the data ready, and not wait for intimation.

- b. Dr. Mary Stephen and Dr. Santhini Nair suggested to make point wise list of the members who will be collating the data from SSR, AQAR and Principal's report available on our website. It was unanimously decided that committees be formed which will collate the data as per the suggested eight points in the letter and the same must be ready by 20th August 2020. It was also decided that the information will be fetched from NAAC 3<sup>rd</sup> Cycle SSR for academic year 2014-15, 2015-16 and 2016-17 and AQAR for academic year 2017-18, 2018-29 and 2019-20. The information can also be referred from the Principal's report available on college website.
- c. Draft of the work distribution is as follows, which will be reviewed by the steering committee and final list will be made available. IQAC Members will be the persons in-charge of the team and with support of other college staff will compile the information.

No.	Data on	IQAC Member	Support Team
1	Academic reputation and previous performance in University examinations and its academic, co-curricular and extension activities in the past.	<b>Samhita S., Pooja J.</b>	Dona J., Kanthi V., Sunita C., Sadhana M., Vikas W., Samarth N., Minal P.,  Neha N., Rajashree D.,
2	Academic/ extension/ research achievements of the faculty.	<b>Ritika M., Mahalakshmi S.</b>	Dinesh N, Santosh B., Prasanna R., Sadhana S., Mahek S., Arpita S.,

3	Quality and merit in the selection of students and teachers, subject to statutory requirements in this regards	<b>Madhavi V.</b> <b>Suman G.,</b>	Minal G., Sanjay P., Sonia L., Kunal K., Minal G., Geetanjali H, Sujit C., Sanjay C., Ratika B., Kavita T., Bala S.
4	Adequacy of infrastructure in terms of class rooms, library books and e resources, laboratories and equipments, sports facilities, facilities for recreational activities, residential accommodation for faculty and students, transport facilities etc.	<b>Malay S.,</b> <b>Meghana S.</b>	Kamlakar B., Shrikanth G., Parineeta M., Sarla R., Prashant S., Seema B., Shivani S.,
5	Quality of institutional management	<b>Mary S., Gayathri B.,</b>	Varsha A., Sunita S., Vinaya J., Anu B.,
6	Financial strength of the institution.	<b>Shanthilakshmi M.,</b> <b>Rita V.</b>	Sunita S., Sangeeta B., Poonam G., Michelle D., Ankita S.,
7	Responsiveness of the administrative structure	<b>Varsha G.</b>	Radhika M, Heena G., Sachin B., Prajisha J., Ekta S., Shital P., Avani P.,
8	Motivation and involvement of faculty in the promotion of innovative reforms.	<b>Devidas G.,</b>	Hemlata D, Aarohi K.,
			Shweta P., Riddhi B., Ankeet G., Laxmi T., Ankita J.

Principal Madam also shared on screen the document, which needs to be filled for the inspection, and said she will mail it to all IQAC members.

### **3. Academic activities of Academic year 2020-21**

- a. Principal Madam apprised that college would have to plan for online delivery of lectures. In view of the same, a meeting with HODs and Coordinators will be planned tentatively on Monday, 20<sup>th</sup> July 2020 along with the time table committee
- b. There is still lot of ambiguity with respect to non-feasibility of conducting science practicals, appointment of new staff members as per requirement etc. that would become clear with guidelines issued by University of Mumbai and Joint Director's Office accordingly decision can be taken.
- c. Nevertheless, the college must have a plan of action prepared for online delivery of lectures.
  - i. Since the College has purchased the G Suite, the online delivery platform would be Google Meet and Google Classroom.
  - ii. To maintain record of weekly lectures taken by staff members, Principal madam has requested to keep the timetable in place as far as possible.
  - iii. It was discussed that in view of non-feasibility of practicals to be taken the college might begin lectures later at 9.00 am than the usual 7.30 am. The same would be discussed during the HODs meet with time table committee and HODs for finalization.
  - iv. Brief discussion on modality of student enrolment to these online classes was discussed, wherein Dr. Devidas Gulwade was of the opinion that each teacher can have his/her meet which can be passed on to the students. Mr. Suman Ganger suggested that instead a common meet for a particular class could be prepared. Further deliberations on these needs to be done and view of timetable committee would be taken for the same. Principal madam suggested to make class room ID where teachers can engage class as per scheduled time table.
  - v. Dr. Gayathri Balasubramanian suggested having some additional training provided to the staff for the above. Principal Madam will be speaking to Ms. Anjali Yeole from VESIT and check if she can provide some guidance as she had done training with respect to google Suite to all the staff members. Dr. Santhini Nair suggested that the staff must start using the system to have experiential learning and with time will get used to its working.
  - vi. It was suggested to issue college email ids to the students who have taken admission, so that the online lectures can be executed more smoothly. Principal madam informed that student Ids will be issued as soon as admissions are finalized. Principal Madam also suggested that the content prepared by the staff for online mode must have college attributions. Further discussion on this will happen in forthcoming HOD and coordinators meetings.

#### 4. AOB

- a. Dr. Santhini Nair suggested that for improving the quality and quantity of admissions at FY level, on the suggestion given by Principal madam College is organizing a free Webinar for the students and parents. This was in continuation to the initial initiative in this regard where a core team had visited two Junior colleges in January 2020. She further explained that a '**Mission Admission committee**' is working on making college video which will cover all aspects of college. She informed about the efforts put in by a large number of teachers in improvising the Faculty wise PPTs prepared for the visits and converting them to videos on YouTube, which was successfully being circulated in WhatsApp groups and on the college website. She summarized the proposed plan of the webinar. Principal Madam gave permission for the same. Dr. Santhini Nair will form a committee and overlook the process aptly called **VESASC FY Admission Webinar**, which will be tentatively scheduled on Thursday 23rd July 2020 from 6.00 – 7.00 pm. Mr. Suman Ganger, will represent IQAC and update the team with the progress of the same.
  - b. Dr. Santhini Nair suggested that HODs and coordinators be informed to start preparation of Syllabus for various courses for autonomy.
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