

Minutes for IQAC meeting held on 11th August 2016 from 2.00 p.m. to 5.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Dr. Ela Dedhia

Agenda:

- Introduction of the new IQAC Co-ordinator
- Issues faced by each criterion
- Any other matters

Dr. Geeta Ibrahim welcomed the new IQAC Co-ordinator, Dr. Ela Dedhia. Dr. Dedhia requested every convenor to share their plans and observations as was communicated to them in advance.

1. Dr. Dedhia asked convenors to give inputs about any of the issues that they had observed pertaining to their respective criterion.

CRITERION I: CURRICULAR ASPECTS- Presented by Mrs Anuradha Mitra

The syllabi for S.Y.B.Sc. and M.Sc. I were revised last year. The feedback for the syllabi was taken from all stakeholders manually and in online format. This year the syllabi revision for T.Y.B.Sc. and M.Sc. II will be done and like last year feedback will be taken.

1 year diploma in 'CAD, CAM and computer Technologies in the Apparel Industry' of Department of Textile and Fashion Technology have been applied for affiliation of University of Mumbai on 18th July 2016. Value added certificate course of CRM Department 'Workstation Design and Applied Ergonomics' also has been applied for affiliation with the University on 18th July 2016.

****Subject Evaluation Questionnaire- Annexure 1**

CRITERION II: TEACHING, LEARNING AND EVALUATION- Presented by Dr. Veena Yardi

Few suggestions given were:

- There was an urgent need felt to organize an **orientation programme/workshop** for all new teaching, non-teaching and support staff related to protocol to be followed in certain areas:-
1.Teaching(Specific work – duty related for non-teaching staff) 2.Exchange of classes
3.Channel for informing late coming/not coming/CL/DL/on duty -use of Whatsapp messages etc
4.Portion finishing/Theory – Practical classes 5.Paper setting & assessment 6.General behavior with colleagues, students, authorities etc. 7.Confidentiality to be maintained about certain aspects.
- New staff can have a **mentor** to whom they can go in case of difficulty, doubts, guidance etc. (HOD or any senior staff suggested by HOD/Principal).
- All students should receive **feedback** on their performance at Internal Assessment test.
- A workshop can be held **on creative ways of evaluating** students' performance at different aspects and in various areas.
- To make teaching learning process more effective an **internet connection/wifi** should be made available in the classroom. An **upgradation/mainternance** /repair of existing classroom facilities is required on a regular basis (LCD/Blackboard /sound system/Mikes etc).
- A review and relooking into **availability of classrooms** is required urgently. It is recommended that Common Room should not be used for classes. Infrastructure, space, ventilation, seating arrangement and overall classroom environment should be conducive to Teaching-Learning Process.

CRITERION III: RESEARCH, EXTENSION & CONSULTANCY – Presented by Dr. Anuradha Bakshi

- Overall it was felt that we are strong with regard to Research and Extension
- Strengths with respect to Research: Minor Research Grants & Publications
- Strengths with respect to Extension: NSS, Lifelong Learning Department UoM, Rural or Tribal extension & Department specific extension activities.
- Areas requiring work as identified by the peer team NAAC and AA are major research grants, patents and consultancy: that is, the absence of major research grants and patents, and low levels of consultancy. However there are feasibility concerns with regard to these 3 aspects. Lack of seed money and advanced money for major research grants, lack of money for patenting (college managements generally undertake these monetary responsibilities) and overall concern about time.

CRITERION IV: INFRASTRUCTURE DEVELOPMENT- Presented by Mrs Sunita Jaiswal

Following concerns were discussed and immediate actions have to be taken:

- Renovation of Food lab. Too many gas cylinders in lab may be hazardous.
- C.C.T.V to be installed across the building. Good security system needed.
- CC TV AND Camera to be repaired.
- Electric shot circuit occurring too often. Change of electrical wiring urgently needed.

- Building needs repair chajja (Parapets) to be repaired. Plaster falling off.
- Window glass panes in bad condition. Needs to be replaced urgently.
- WI-Fi facility required around the campus area.

• **CRITERION V- STUDENT SUPPORT AND PROGRESSION- Presented by Dr Pratima Goyal**

IQAC ensures active participation of students in activities via various committees such as cultural committee, sports committee, diet counselling committee, employment committee etc. Some of the activities planned this year are Bone Mineral Density (BMD) Detection & counselling camp, Bone Marrow Transplant (BMT) awareness and registration Camp, Seminar on 'Ethics in Research' for budding researchers, Marathi Din and Science Day Celebrations. Students participated in various college fests like Kaleidoscope, Umang- Narsee Monjee, Kshitij – Mithibai College of Arts, Commerce and Economics and Luminesce – Wilson College:

The 'Employment Placement Cell organised "Career Fair 2016 —Exploring Employment Opportunities" process was very smoothly executed as planned and the feedback was obtained in writing from most of the companies/corporate/schools. Several students have been selected by the companies for various posts as well as for the training programme before they are officially appointed on any specific post as per their recruitment training skills.

CRITERION VI GOVERNANCE- Presented by Ms. Rhonda Divecha

- All initiatives taken by Management and Principal are recorded and reported by the Governance Committee.
- Appointment of new staff : Administrator (Ms. Antoinette Araujo); Parshuram's wife; new College Counsellor (Venita Pereira); Gym in-charge (Samidha Kadam) appointed.
- The New Hierarchy to be discussed with Management.
- Also the Governance Committee is following up for pay fixation and promotions, and according to the IQAC group, should do so for the PF also.
- Requisition Slip for refreshments for guests to be prepared in advance

CRITERION VII Innovations and Best Practices- Presented by Dr. Ela Dedhia

Research: Minor Research Grants & Publications have increased to a great extent.

Extension: NSS, Lifelong Learning Department UoM, Rural or tribal extension, & Department specific extension activities are very appreciable.

Committees comprising of Teachers and students for extracurricular activities through various committees and departments for Student support are very active.

New courses affiliated to University of Mumbai is a landmark achievement.

2. The syllabus revision of the various departments were presented and discussed at length.


Plans for next semester:

- It was planned to have a National Seminar on Academic and Administrative Audit of Institutions on 10th and 11th January 2017. It was decided to prepare a proposal for the same for IQAC Funds.
- It was also discussed that all committees can work on the suggestions provided in this meeting with an action plan & time plan to be presented in the meeting.
- TFT department proposed to start a Entrepreneurship Incubation Cell which was permitted.
- TFT proposed an MOU with Orangetree for Personal Styling, Grooming and Fitness.
- HD department proposed an MOU for Certificate course in Art Based Therapy.
- It was decided to increase the books and journals and to enroll the staff and students with Enlist to increase access to E-Resources.

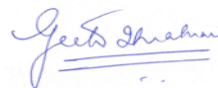
Some Decisions:

- It was also decided that Ms. Rhonda Divecha would become convener of Criterion VII Innovations and Best Practices as Dr. Ela Dedhia became overall Co-ordinator with effect from retirement date of Dr. Almeida.

Since there were no other points for discussion, the meeting ended with a vote of thanks to the Chairperson and Co-ordinator.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

MINUTES FOR IQAC MEETING HELD ON 21st SEPTEMBER 2016

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A. Araujo
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha
External Expert- Dr. Pravin Henriques

Agenda:

- Introduction of External expert, Dr. Pravin Henriques
- Best Practices
- Plan for the year
- Suggestions
- Any other matters

Dr. Geeta Ibrahim welcomed and introduced the External expert, Dr. Pravin Henriques. Dr. Dedhia introduced all the IQAC members to Dr. Henriques and also read the minutes of the previous meeting held on 11th August 2016.

1)The criteria convenors shared the AQAR with the members and sought for suggestions .

2)Innovative ideas given by Dr. Pravin Henriques were:

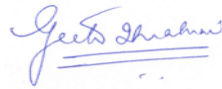
- Have an ENTREPRENEURSHIP CELL (especially for ideation). If the consequent product is viable, a certain percentage can come back to the cell or to college. This should be formalized for NAAC, even though similar moves have been happening all through the years.
- Give individual email id's to students, to keep track of them even when they pass out.
- Search for sources for funding, like -
 - FIST
 - CSR
 - DBT (Can apply for Star College; Funds are always available with them for women entrepreneurs.
- Funding from Ministry of Textiles.
- Assign email id to each student so one can track it.
- Check if research is already patented. It should not be made public before it is patented.
- Star College- DBT- for funds
- Ample of funding for women in Delhi.

- A specific person should be assigned the task of looking for funding from various government sources and websites.
- Someone from University level committee for syllabus formation and setting.
- FIST- for funding
- Tap into CSR
- Put forth appeal form.
-
- Core Think Tank
- Solar Power Subsidy(govt.) CSR and SBI
- Windmills

The meeting ended with vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

**Minutes of the IQAC meeting held on 03rd October 2016 from 9.00 am to 11.00 am
on the second floor dining room**

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A.Araujo
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha

Agenda:

- Brainstorming for the conference to be held on 10th and 11th January 2017.
- IQAC funds
- Committees
- To take feedback from students with respect to syllabus.
- Any other matters

The proposal for NAAC funding along with the two page write up was emailed to all members of IQAC, after which suggestions have been incorporated. The final version would be emailed to NAAC Bangalore for funding by 4th October 2016. Further discussions were as follows:

Program:

Day 1: 10th January 2017

8.30 am to 9.30 am	Registration and Tea
9.30 am to 11.00 am	Inauguration
11.00 am to 11.30 am	High Tea
11.30 am to 1.15 pm	Session 1- Role of I.C.T in Academics and M.I.S in Administration
1.15 pm to 2.15 pm	Lunch
2.15 pm to 3.45 pm	Session 2- Best Practices in Teaching , Learning and Evaluation (Curricular, Co-curricular and Extracurricular) for a Holistic Education
3.45 pm to 5.15 pm	Session 3 – Innovation in Research , Consultancy and Extension

Day 2: 11th January 2017

8.30 am to 9.00 am	Breakfast
9.00 am to 9.30 am	Commemoration of our Founder Principal Ms. Galby
9.30 am to 11.15 am	Session 4- Welfare Schemes for Teaching and Non-Teaching Staff and Students
11.15 am to 11.30 am	Break
11.30 am to 1.00 pm	Session 5 - Maximizing Resources for Infrastructure
1.00 pm to 2.00 pm	Lunch
2.00 pm to 3.30 pm	Session 6– Panel Discussion: Best Practices for Good Governance
3.30 pm to 4.30 pm	Valedictory Session

Suggestions for Invited Speakers

Chief Guest in the order of priority

Name	Designation
Mr. Vinod Tawde	Minister of Education
Mrs. Amruta Phadnavis	Banker
Mr. Manoj Kumar	UGC Director- Pune
Mr. Ved Prakash	President- NAAC(Del/Bang)
Mr. Virendra Chauhan	Chairperson-NAAC(Del/Bang)
Mr. Dharendra Pal Singh	Director- NAAC (Del/Bang)

To be contacted by Dr. Pratima Goyal

Guest of Honour

Name	Designation
Mr. Patil	BCUD- UOM
Mr. Khan	Registrar- UOM
Mr. Srinivasan	UGC Director
	RUSA Mumbai

Keynote Speaker

Name	Designation
Prof. G.D. Yadav	Vice Chancellor- ICT

Advisory Board

Name	Designation
Dr. Sanjay Deshmukh	Vice Chancellor- UOM
Dr. Welling	Advisor, NMIMS

To be contacted by Mrs. Anuradha Mitra

Speakers

Name	Designation	Topic
Dr. Indu Sahani	Retired Principal HR College	
Dr. Manju Nichani	Principal KC College	
Dr. Ashok Wadia	Principal Jai Hind College	
Dr. Agnelo	Principal St. Xaviers College	
Dr. Parshuraman	T.I.S.S	Research
Dr. Shobhana Vasudevan	Principal Poddar College	
Dr. Suhas Pednekar	Principal Ruia College	
Dr. Yogini Ghare	CONCOL-UOM	CAS
Dr. Joshi	Dean of Science-UOM	
Dr. Usha Mukundan	Principal Jhunjunwala College	
Dr. Welling	Advisor, NMIMS	

Letters need to be prepared for invitation to Chief Guest and other dignitaries. Request for message can also be included in the letter.

Besides the three dignitaries, the others will be contacted by Dr. Geeta Ibrahim and Dr. Ela Dedhia

Proposed Budget sent to NAAC

i) TA/DA for participants-**Nil**

ii). TA/DA for

- Local Resource Persons- **Rs. 2500 per resource person per day**
(Expected 15 Resource Persons = $15 \times 2500 = \text{Rs.} 37,500$)
- Outstation resource person (Chief Guest, Guest of Honour)- **Rs. 5000 per resource person per day**

(Expected 2 Outstation Resource Persons = 2 ×5000= Rs. 10,000)

- Local resource person (Chief Guest, Guest of Honour) - **Rs. 3500 per resource person per day.**

(Expected 2 Local Resource Persons = 2 ×3500=Rs. 7000)

iii). Pre-conference printing

(Announcements, abstracts, etc.)-**Rs. 40,000**

iv). Publication of Proceedings- **Rs. 60,000**

v). Stationery, kit, banners, posters etc.- **Rs. 50,000**

vi). Local Hospitality- **Rs. 2, 40,000**

Grand Total Rs.- 4,44,500 (Four lakh Forty Four Thousand and Five Hundred Only)

Expected Estimated Expenses

i) TA/DA for participants-**Nil**

ii). TA/DA for

- Local Resource Persons- **Rs. 2500 per resource person per day**

(Expected 15 Resource Persons =15×2500=Rs.37,500)

- Outstation resource person (Chief Guest, Guest of Honour)- **Rs. 5000 per resource person per day**

(Expected 2 Outstation Resource Persons = 2 ×5000= Rs. 10,000)

- Local resource person (Chief Guest, Guest of Honour) - **Rs. 3500 per resource person per day.**

(Expected 2 Local Resource Persons = 2 ×3500=Rs. 7000)

iii). Pre-conference printing

(Announcements, abstracts, etc.)-**Rs. 10,000**

iv). Publication of Proceedings- **Rs. 40,000**

v). Stationery, kit, banners, posters etc. - **Rs.10,000**

vi). Local Hospitality- Rs. 600 (Details below) x 200 = **Rs.1, 20,000**

Grand Total: Rs. 2,34,500 / 200= Rs. 1172.5

***Details of price per head**

Day 1

Docket – Rs. 60

Book of Abstract – Rs. 120

Tea/Biscuits- Rs. 20

High Tea- Rs. 100

Lunch- Rs. 250

Fruity- Rs. 15

Water- Rs. 25

Total: Rs. 590

Day 2

Breakfast- Rs. 100

Lunch- Rs. 250

Fruity- Rs. 15

Water- Rs. 25

Certificates – Rs. 20

Total: Rs. 410

Grand Total: Rs. 1000*

Other overheads per delegate may be Rs. 200/300, so total expenses could be Rs. 1200 to Rs. 1300

Registration fee for delegates

Early bird registration (Before 10th December 2016) - **Rs. 1800**

After 11th December 2016 – **Rs. 2100**

Deadlines for submissions:

Abstracts for poster presentation- **16th November 2016**

Feedback about abstracts for posters will be sent by **25th November 2016**

Full paper of accepted abstracts – **10th December 2016**

Stalls, Banners, Posters, Advertisements could be invited for fund raising.

Various Committees discussed were:

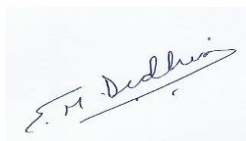
1. Registration and Communication Committee- Dockets, Brochure, Addresses of colleges
2. Publication and Scientific Committee
3. Hospitality Committee –Food ,Accommodation, Pick up and Drop
4. Venue Logistic Committee- Materials, Certificates
5. Sponsorship and Finance Committee
6. Program Committee- Momentos, Letters etc. for guests
7. Home Science Exhibit Committee

Committee roles and responsibilities were worked out by Dr. Dedhia during the International Conference in 2014, which would be revised to suit this Conference.

Committee responsibilities will be given Criterion wise and will be allocated by Dr. Geeta Ibrahim and Dr. Ela Dedhia.

- NAAC funds of Rs. 3,00,000 were received in 2014 and need to be utilized before March 2017. Computer/Laptop, Scanner, Printer, External Hard disks, Pen drives and other required stationery will be purchased. Some amount will be spent on communication for the conference. Other expenses would be worked out as prescribed.
- Resolved to take a digital feedback of curriculum from students by using Google forms.

Dr. Dedhia thanked all the members and the chair and since there was no further agenda the meeting was adjourned.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Degree College Staff meeting held on 08th October 2016 from 10.30 am to 11.00 am

Staff present:

Sr. No.	Name
1	Dr. Mrs. Geeta Ibrahim
2	Dr. Mrs. Ela Dedhia
3	Mrs. Anuradha Mitra
4	Ms. Jacqueline Colaco
5	Dr. Pratima Goyal
6	Dr. Mrs. Veena Yardi
7	Ms. Sunita Jaiswal
8	Dr. Ms. Anuradha Bakshi
9	Mrs. Rhonda Divecha
10	Mrs. Vibha Hasija
11	Dr. Mrs. Subhadra M.
12	Dr. Mrs. Vishaka Karnad
13	Dr. Mrs. Ritu Madhan
14	Dr. Ms. Kamini Rege
15	Mrs. Roopa Rao
16	Ms. Sanam Khan
17	Ms. Neha Mulchandani
18	Ms. Vrinda Udiaver
19	Dr. Anjali Srivastava
20	Ms. Sanghamitra Navalgund
21	Mrs. Vibhuti Khedekar
22	Ms. Fatima Kader
23	Mrs. Sheetal Joshi
24	Ms. Khyati Sampat
25	Ms. Minelly Rodrigues
26	Ms. Sukhada Bhatte

A degree college staff meeting was held 8th October 2016. Dr. Geeta Ibrahim welcomed all and requested convenor of NAAC Dr. Ela Dedhia to give an update of the National Conference planned for January 2017, for which the proposal for funding was sent to NAAC Bangalore. Details of the program, budget, registration fee, deadlines for submissions, committee responsibilities etc. was shared with all the staff members present.

**Committees for the Conference on Academic and Administrative Audit to be held on
10th January 2017 and 11th January 2017**

Conference Chairperson: Dr. Geeta Ibrahim
Conference Organizing Secretary: Dr. Ela Dedhia
Senior Admin. Officer (IQAC): Ms. Cheryl Machado
Secretarial Assistance (IQAC): Ms. Ritu Wagle

1. **Registration and Communication Committee-** Dockets, Brochure, Addresses of colleges
 - **Ms. Jacqueline Colaco (Convenor)**
 - Ms. A. Araujo
 - Ms. Vibhuti Khedekar
 - Ms. Sheetal Joshi

2. **Publication and Scientific Committee**
 - **Dr. Anuradha Bakshi (Convenor)**
 - Dr. Subhadra Mandalika
 - Dr. Vishaka Karnad
 - Ms. Minelly Rodriques

3. **Hospitality Committee** –Food ,Accommodation, Pick up and Drop
 - **Ms. Anuradha Mitra (Convenor)**
 - Ms. Payal Maheshwari
 - Ms. Vibha Hasija
 - Ms. Sanam Khan
 - Ms. Vrinda Udiaver
 - Ms. Sujata Shigwan

4. **Venue Logistic Committee-** Materials, Certificates
 - **Ms. Sunita Jaiswal (Convenor)**
 - Ms. Neha Mulchandani
 - Ms. Prajakta Mhaprilkar

- Ms. Fatima Kader
- Ms. Rena Rodricks

5. Sponsorship and Finance Committee

- **Dr. Veena Yardi (Convenor)**
- Dr. Ritu Madhan
- Ms. Roopa Rao
- Dr. Kamini Rege
- Ms. Sonal D'souza

6. Program Committee- Momentos, Letters etc. for guest, ICT

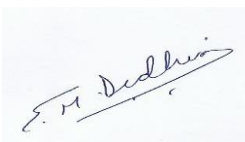
- **Dr. Pratima Goyal (Convenor)**
- Ms. Sukhada Bhatte
- Ms. Sanghmitra Navalgund
- Ms. Khyati Sampat
- Mr. Prashant Patil

7. Home Science Exhibit Committee (Best practices criterion wise)

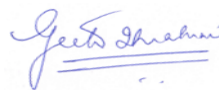
- **Ms. Rhonda Divecha (Convenor)**
- Dr. Anjali Srivastava
- Ms. Flavia Fernandes

Suggestions were invited. One clarification sought by Dr. Kamini Rege was whether classes would be held during the two days of the conference. It was discussed and decided not to have classes. External experts can be arranged to address students as staff would be busy with the sessions and other responsibilities.

Meeting ended with a vote of thanks to the chair.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 22nd October 2016 at 8.15 a.m. to 9.00 a.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A. Araujo
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha

Agenda:

1. Updates on the preparation of the conference
2. Any other matter

Dr. Geeta Ibrahim welcomed all the members and then appreciated all for their efforts towards the preparation of the Conference. She informed that the brochures were made before the Diwali break and they were distributed to various stakeholders.

Ms. Cheryl Machado informed that the cheques and registration forms are with the accounts department and the Registration team can collect the forms. The accounts department will deposit all the cheques. On the forms the mode of payment and the other details should be mentioned. For spot registration only cash will be accepted. The receipt book was also shown to all the members and it was decided that a conference stamp should be made and all the receipt books will be stamped.

Ms. Jacqueline Colaco informed all that a Database has been made and emails have been sent to approximately to 87 colleges till date. We now need to focus on colleges outside Mumbai and maintain a record. Ms. Araujo said to please take the details from all the staff that sends out letters to add to the database. Dr. Dedhia suggested that we need to check Home Science colleges all over India. She also mentioned that IQAC external member Dr. Pravin Henriques appreciated all our effort and suggested that we should also forward the brochure to the BUCTU group.

Dr. Pratima Goyal mentioned that she is trying to get Education Minister Mr. Tawade as Chief Guest. The appointment with him is on 5th November 2016. If he agrees it will definitely add weightage. It was also agreed upon that if Mr. Tawade doesn't confirm then we will try and invite Mrs. Amruta Fadnavis as Guest of Honour.

Dr. Veena Yardi from the Sponsorship Committee mentioned that they have drafted an Appeal letter and it needs to be finalized. She also suggested that the sponsorship recognition should be given as per the level of the sponsorship- Gold, Silver etc. Also, their committee has identified people/company to appeal for sponsorship and a list of the same has been made. Dr. Dedhia suggested adding the companies Pidilite and Usha to the list. Mrs. Anuradha Mitra suggested that we try for sponsorship of meals and tea. (e.g.: Marico, Kellogg and Nestle etc.)

Ms. Jacqueline Colaco pointed out that coupons and benefits need to be decided. Also if a large amount is contributed, how many people can attend conference complimentary? Dr. Dedhia suggested that a hyperlink can be created on the website and all the details can be put up. Ms. Sanam Khan to be informed about the same.

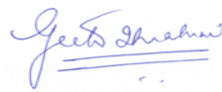
Ms. Cheryl Machado and Ms. Antoinette Araujo put forth a query that if staff wants to attend do they need to pay? Dr. Dedhia clarified that staff should not pay as they are participating. If there are independent posters then they need to pay a registration fees. Also as there are sessions for Non-teaching staff no registration fee will be charged to them.

Dr. Dedhia and Mrs. Mitra suggested that as there is TV mounted on the ground floor, small clipings/ photographs of the college can be displayed on it.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 30th November 2016 at 1.30 p.m to 2.30 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Subhadra Mandalika (for Dr. Anuradha Bakshi)
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Ms. Sukhada Bhatte (for Dr. Pratima Goyal)
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Dr. Anjali Srivastav (for Ms. Rhonda Divecha)

Agenda:

1. Updates on the preparation of the conference
2. Undergraduate Research and AVISHKAR
3. Syllabus revision- TYBSc and MSc

Dr. Ela Dedhia welcomed all the members. Minutes of the previous meeting were presented and unanimously accepted by all.

A brief meeting was called for updates on the preparation of the conference. Dr. Geeta Ibrahim and Ms. Antoinette Araujo were not present as they were attending the farewell of Dr. Geeta Balkrishnan in the College of Social Work.

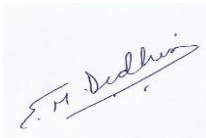
The program of the conference was ready. Dr. Goyal informed that Mr. Tawade will most probably be ready to be the Chief Guest unless he has a Cabinet meeting.

Dr. Geeta Ibrahim and Dr. Ela Dedhia met Dr. Yadav (ICT) and he is ready to attend the conference.

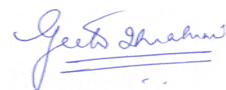
Dr. Ela Dedhia discussed the Brochure with the members present. It was decided that the Registration fee will be Rs. 1800 until 10th December 2016. The program can be sent in PDF format on Whatsapp to people.

Dr. Dedhia read the complete program for all the members present.

- Undergraduate Research should be encouraged more and participation to be increased.
- We must set up and strengthen the Avishkar Committee.
- Syllabus revision of TYBSc and MSc to be speeded up.
- To strengthen Internship Collaboration.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 20th December 2016 at 1.30 p.m. to 2.45 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A.Araujo
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Criterion 1- Ms. Vibha Hasija
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Sheetal Joshi (for Ms. Jacqueline Colaco)

Agenda:

1. Conference
2. Undergraduate Research

Dr. Ela Dedhia welcomed all members. Minutes of the previous meeting were presented and unanimously accepted by all.

Criterion I- Catering to be looked into. Picking up two Resource persons (Dr. Yadav and Mr. Manoj Kumar) .Cars and driver needs to be finalised. Dr. Geeta Ibrahim's car and driver can be used.

Criterion II- 15 organizations mentioned again. One new organization 'Oziva' contacted. Dr. Ela Dedhia was to give details of the Baker's Treat –Bombay.

Criterion III- 5 abstracts received of which 3 are external. 2 require major changes, asked to register. 1 written well.2 abstracts received from Internal- 1 required revision and 1 accepted. All speakers papers are required. Abstract acceptance day to be extended to 2nd January 2017(Rs. 2100/-).

Other things discussed were as follows:

- Messages and photographs are required for proceedings. VC, BCUD director, Mgt, principal, 2 chief guests (Mr. Tawade and Mr. Manoj Kumar), Dean of Science, IQAC Convenor foreword. Each of IQAC Convenor writes a message.
- 3 logos
- Section about college
- Revised abstracts
- List of sponsors
- Deadline for messages-2nd January 2017
- Modern copies for brochures? Ms. Araujo suggested other name.

- Number of copies, size and budget of procedures.
- Full length paper- not required
- 1/3 part of hall for poster display

Criterion IV-

- Venue for poster presentations.
- Banners finalized. 3 logos (a) University (b) College (c) NAAC
- White background
- Hall requirements list made
- List from food, poster and registration committee.

Criterion V-

- Spoken to chief guest
- Program schedule to be finalized.
- Tokens, Honarium to be kept ready
- Powerpacks to be given instead of travel money? Need to take call on it.

Criterion VI-

- Registrations so far-15.Registration forms not yet filled by same.
- One participant requires accommodation. Hospitality committee to look into it.

Criterion VII-

- Ms. Rhonda and team are preparing the exhibition.

The Undergraduate Research needs to be encouraged and participation of students should increase.

Meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 03rd January 2017 at 1.30 p.m. to 2.30 p.m.

Members present:

Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A.Araujo
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Anuradha Mitra
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Neha Mulchandani(for Ms. Sunita Jaiswal)
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha

Agenda:

1. Conference
2. Any other matters.

Dr. Ela Dedhia welcomed all and wished everyone a Happy New Year. It was also decided that all members can meet again on 9th January 2017 in case of any final updates.

Mrs. Anuradha Mitra gave updates about the food. She informed all that she had met the caterer of J.B. Petit and had a discussion and made a tentative menu. From breakfast to evening tea approximately 275 per person per day. Rs. 500/- per day transport charge (inclusive of taxes and for minimum 75 people. Ms. Jacqueline Colaco inquired about the high tea quotation if extra persons attend. The caterer was going to come to college on 5th January 2017 and therefore number of people and the menu needed to be finalized. Ms. Jaqueline Colaco asked if all staff will be included for the meals. It was decided that Teaching and Non-teaching staff will be included.

Approximate number of people for meals:

- 30 confirmed registration +5 more expected= 35 (40 registrations tentative)
- 28(Teaching staff)+ 3(General office) + 2 (Accounts)=33
- 20 Invitees(5 per department)

Tentative number of people: 95

The caterer has agreed to take the average for two days for number of people. Also, there will be coupons provided to keep a head count for meals. Dr. Veena Yardi inquired if there will be free meal for one person per stall? As there there will be 5-6 stalls, it will mean free meal for 5-6 people. A question was

raised about lunch for support staff who assist and for student volunteers. The members brainstormed as to where all student volunteers will be needed. Dr. Ela Dedhia said that 8 student volunteers (2 per department) should be chosen. Also they can be asked to assist as and when required. The duties for the volunteers can keep changing as per the requirement.eg: Student volunteers who have helped with registration can later help in the hall. Dr. Bakshi raised queries if the student volunteers will be given a letter of appreciation. Ms. Neha Mulchandani represented Ms. Sunita Jaiswal for Criterion IV. Ms. Mulchandani had got a printout of the banner. She informed that we do have 12 Bulletin boards and 12 from Social work can be borrowed. Discussion about where the posters are to be put up took place.


It was observed that the washrooms are very unclean on the ground floor and common room which was noted. Requirements of the chairs, tables etc. was to be given to Ms. Rena Rodricks.

Dr. Goyal informed all that the program with time slots is made with Dr. Dedhia. By Saturday Mr. Tawade's secretary will inform if he can attend as the Chief Guest. Security protocol will be told by them. Prayer for Ms. Galby and the presentation has been planned. Accounts department was informed that they need to make arrangements to give honorarium to the speakers.

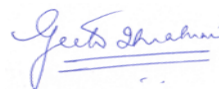
It was decided that no regular lectures to be held for the students. Junior college lectures and Value added classes and CHB classes can continue as always.

Dr. Veena Yardi informed all that we have received a sponsorship of Rs.30, 000. The sponsors don't want any benefits. Bhakti Vedant has taken stalls for 2 days (Rs. 7500/-) Anu flower Jewellery (Banner for 2 days- Rs. 5000/-) OZIVA wanted 2 days stalls for Rs. 5000/- as they said that they wanted to give packets. Dr. Anuradha Bakshi mentioned that they have received from all departments so far 14 posters from outside and some more are on their way. Dr. Dedhia said that all abstracts and their contents will be checked by Dr. Bakshi.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 17th January 2017 at 1.30 p.m. to 4.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A. Araujo
Senior Admin Officer: Ms. Cheryl Machado
Criterion 1- Ms. Vibha Hasija
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Dr. Anjali Srivastava (for Ms. Rhonda Divecha)

Agenda:

1. Feedback of the conference
2. Recommendations
3. Any other matters

Dr. Ela Dedhia welcomed all and informed about the excellent feedback of the conference. She also added the immediate tasks that need to be done:

- Proceedings
- Clearing of accounts within one week for auditing.
- Printing of Book of Abstracts for NAAC.
- Full papers to be added to the book of abstracts.

Comments made by the participants:

- Screen should have been in the center.
- Chairs were not comfortable.
- College staff were talking behind which was quite disturbing.

Excellent feedback on:

- Food
- Speakers except Dr. Pillai
- Registration
- Good content
- Hall arrangement

- Good Time Management and Program Management
- Arrangement of program was excellent
- Excellent feedback for poster session

Everyone appreciated the commendable work done by Sponsorship committee who collected Rs. 94,000/- from stalls and sponsors.

Recommendations:

- Think Tank Committee
- Collaborations with St. Xavier's College for Projects, MOU and ICT.
- Upgradation of the Infrastructure in terms of Centralized Wi-Fi.
- Use of software for Unique ID for students, P.F., Admission procedure, Examination Procedure.
- Use of Hall in the evening hours to conduct R.D, G.R.E classes Refresher courses in Home Science - Suggested by Dr. Paranjape
- Income Generating Cell related to Research should be started.
- Cross Credit System should be introduced while revising new syllabus.
- Informal Teaching Learning should be introduced.

Income generated through Conference:

Registration: Rs. 1, 03,350/-

Stalls and Sponsorships: Rs. 94,000/-

NAAC sponsored: Rs. 1, 00 000/- (Not yet received)

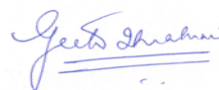
Total: Rs. 2, 97,350/-

IQAC Team suggested to use the funds for upgradation of Infrastructure. To have good mike and sound system facilities in hall.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for Staff meeting held on 25th February 2017 from 1.30 p.m. to 3.00 p.m.

Staff present:

1. Ms. A.Araujo
2. Ms. Nina Dias
3. Dr. Ela Dedhia
4. Ms. J.Colaco
5. Dr. Pratima Goyal
6. Dr. Veena Yardi
7. Mrs. Sunita Jaiswal
8. Mrs. Vibha Hasija
9. Dr. S.Mandalika
10. Ms. Payal Maheshwari
11. Dr. Vishaka Karnad
12. Ms. Sanam Khan
13. Ms. Neha Mulchandani
14. Ms. Vrinda Udiaver
15. Dr. Anjali Srivastava
16. Ms. Sanghmitra Navalgund
17. Ms. Vibhuti Khedekar
18. Ms. Sheetal Joshi
19. Ms. Minelly Rodrigues
20. Ms. Flavia Fernandes
21. Ms. Sujata Shigwan
22. Ms. Cheryl Machado
23. Ms. Erica Lobo
24. Mr. Prashant Patil
25. Ms. Ritu Wagle
26. Ms. Aditi Gaonkar

Agenda:

1. Student and Staff MIS
2. Any other matters

A Staff meeting was held on 25th February 2017 from 1.30 p.m. to 3.00 p.m. to show presentations by two vendors for Student and Staff MIS. The main aim of the meeting was to understand the working of both the soft wares by two different vendors and draw a comparison between them as to which will be suitable for our college.

Dr. Ela Dedhia welcomed and introduced both the vendors- Mr. Viral Dedhiya, Infotech and Mr. Hrishikesh, Monarch. Both of them separately presented their softwares and explained its usage

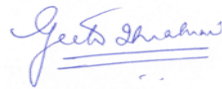
and advantages. At the end of each presentation the staff members clarified their doubts. The soft wares can be customized as per the college requirement.

At the end of the presentations, Dr. Ela Dedhia stressed on the fact that a decision needs to be made about the software. She emphasized that if any of the staff members know of any other vendors we can ask them to come and present their software latest by 4th March 2017. If no other vendor is available, we need to make a decision of giving the contract to either Mr. Viral or Mr. Hrishikesh. She stressed that the money needs to be utilized latest by the end of March. Hence, a decision regarding the software needs to be made latest by 4th March 2017. It was also decided that the configuration and the customization of the software should be done after consulting the staff of General office and Accounts department.

The session ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes of the presentation by Dr. Ela Dedhia- Co-ordinator, IQAC in College Development Committee (CDC) meeting held on 26th February 2018 at 2.00 p.m. in the College premises.

The members of the College Development Committee who were present in the meeting are as follows:

1. Dr. Geeta Ibrahim
2. Dr. Gracy Fernandes
3. Ms. Noella Dias
4. Dr. Ela Dedhia
5. Ms. Sunita Jaiswal
6. Dr. Vishaka Karnad
7. Dr. Veena Yardi
8. Dr. Kamini Rege
9. Ms. Cheryl Machado
10. Ms. Flavia Fernandes- Absent
11. Dr. Ananda Amritmahal-Absent
12. Dr. Neera Barooah-Absent
13. Dr. Pai- PFNDAl- Absent
14. Dr. Nandita Mangalore
15. Dr. Ratna Thar

Agenda:

1. AQAR
2. SSR
3. Any other matters

Dr. Ela Dedhia- Co-ordinator, IQAC welcomed all members and presented the following points to the members:

- Submission of AQAR of the last academic year was sent in November 2017. The last AQAR will have to go well in time for which all will need to work upon.
- The validity of the re-accreditation ends in September 2019 so backdated work requires to be completed. The Institution data to be uploaded in June 2019 (as it is the beginning of the last quarter before the validity of the re-accreditation ends on 23rd September 2019)
- Half day seminar by expert Dr. Shobhna can be organized in March 2018. The date needs to be confirmed.
- The session by Dr. Usha Mukkundan's could be organized in June 2018.
- It will be very fruitful, if we can talk to Dr. Jagannath Patil (from the NAAC main office) and arrange a talk in June with him. We need a few practical sessions besides seminars.
- We should visit few institutions to see their functioning and discussions with the Principals who have or are going through 4th cycle.
- This year the Theme of 'Reaching the Unreached' was successfully followed in most activities across departments and committees.

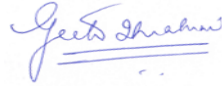
Suggestions by Dr. Gracy Fernandes to Dr. Dedhia as an IQAC Convenor:

- IQAC should look into the high rate of ATKTs at F.Y.B.Sc. and S.Y.B.Sc.
- IQAC should look into the decreasing attendance in classes.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 5th April 2017 from 12.00 p.m. to 1.30 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. A. Araujo
Senior Admin Officer: Ms. Cheryl Machado
Senior Librarian: Ms. Prajakta Mhaprolkar
Secretarial Assistance: Ms. Ritu Wagle
Criterion 1- Ms. Vibha Hasija
Criterion 2- Dr. Veena Yardi
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Dr. Pratima Goyal
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha

Agenda:

1. Onfees
2. Documentation for SSR
3. RUSA
4. Any other matters

Dr. Ela Dedhia welcomed all the members. Minutes of the previous meeting were presented and unanimously accepted by all.

She informed that Junior College is collecting Online fees on trial basis after which it can be started for Degree College. She also informed all that a laptop, scanner/printer, external hard drive and a pen drive were purchased and all the members can use it for IQAC related matters. Scanning of all documents (department, staff and students) needs to be done and record to be maintained. She also asked the convenors of all the criteria to email their respective criterion information either by 10th April 2017 or latest by 12th April 2017. She emphasized that the NAAC rating will be very quantitative and all that is mentioned in the report needs to be supported by documents. Ms. Colaco had a query regarding what needs to be scanned for finance related matters and Ms. Cheryl Machado replied that the final audited statement can be scanned and saved as a record. Dr. Dedhia suggested that all criterion heads can plan out what they require in terms of documentation and the department heads can add the same to the report. Also, it was mentioned that each criteria

will have something new to be added in the report. Suggestions were asked for theme based activities.

Dr. Dedhia also stressed that we can apply for RUSA funding (individual and criterion wise) and that it is an untapped resource for funds.

Dr. Bakshi mentioned and discussed that only scientifically recognized journals with impact factor should be documented which is generated by a neutral body. Dr. Ibrahim too added that only UGC recommended journals will be allowed henceforth. She also informed all members that the API meeting is being held on 9th April and that it will be very helpful.

Dr. Ela Dedhia suggested that while scanning of documents are done, they should be saved in folders for all departments and committees. Dr. Veena Yardi suggested that we need to have a session on Flip classroom and stressed on Teaching Learning Evaluation. Dr. Yardi also asked about the I.C.T MOU and Dr. Dedhia replied that Dr. Yadav (I.C.T) has conveyed that we need to clearly plan out what we want through the MOU. Dr. Ibrahim also congratulated Dr. Bakshi for the new MOU signed with Lighthouse (Light Based Therapy) and Dr. Bakshi shared details regarding the same.

Dr. Dedhia put forth various concerns to the members.

1. Question Papers: The faculty needs to submit a format to the University and abide by it. We need to propose the format to the university.
2. Number of Failures: It was brought to the notice of the members that there were numerous students who were not passing in various subjects and the number of failures have considerably increased.
3. Monetary help for needy students.

Various suggestions were given to address and help the students. Quiz, tests and training students as to how to answer questions was suggested. Also it was mentioned that question bank could be given but care should be taken that it shouldn't replicate the examination question paper. Also students could inculcate the habit of developing their own question bank.


Monetary help can be given to needy students by earmarking a fund for students. When Ms. Vibha Hasija asked about students survey for syllabus it was suggested

that needy students be identified and can be paid a small amount for assisting in analysis the survey.

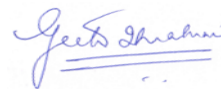
Other suggestions given were:

1. Inhouse course for Research Methodology for Ph.D students be continued.
2. Language lab should be introduced for First and Second year students.
3. Session for First and Second year students on future directions and personal finance.
4. Scientific writing for M.Sc. Students.
5. Remodify the computer syllabus for First and Second year students.
6. Feedback to be continuously taken at the end of every academic year with respect to the new syllabus implemented.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator



Dr. Geeta Ibrahim
Principal