

21th July 2017

Minutes for IQAC meeting

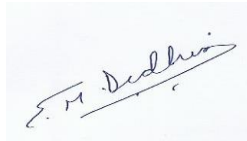
Dr. Geeta Ibrahim and Dr. Ela Dedhia decided that a one on one interaction with the Convenors of all the Criteria and Ms. Noella Dias is essential to discuss the progress of the Criterion wise reports for the AQAR 2016-17. Hence, timings as per everyone's convenience were decided and the meetings were conducted as follows:

- 17th July 2017
 1. Criterion 6- Ms. Jacqueline Colaco
 2. Criterion 4- Ms. Sunita Jaiswal
 3. Criterion 7- Ms. Rhonda Divecha
- 20th July 2017
 1. Criterion 1- Ms. Vibha Hasija
 2. Criterion 5- Dr. Pratima Goyal
 3. Criterion 2- Dr. Veena Yardi
 4. Criterion 3-Dr. Anuradha Bakshi

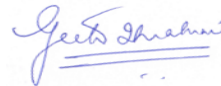
All queries were answered and suggestions given to all the Convenors to enable them to complete their individual reports. They were also informed that they will be shortly updated about the next meeting to further discuss the report after the necessary changes are incorporated.

It was suggested to install Sanitary Napkin Vending Machine and Incinerator for safe disposal of Sanitary Napkins.

It was also suggested to increase the collaboration and linkages with Industry and Professional Organisations.



Dr. Ela Dedhia
Co-ordinator, IQAC



Dr. Geeta Ibrahim
Principal

**Minutes of the "First Ever Interactive Meeting of the Minority Groups for the Benefit of the Minority Students"
held on 12th August 2017 at 10.00 a.m. in the College premises organized by IQAC**

The following members were present for the meeting:

Dr. Gracy Fernandes-Vice President, Nirmala Niketan Institute
Sr. Clera Gonsalves- Facilitator
Ms. Noella Dias- Administrator
Dr. Geeta Ibrahim- Principal and Chairperson, IQAC
Dr. Ela Dedhia- Co-ordinator, IQAC
Ms. Rhonda Divecha- Convenor: Criteria 7- Innovations and Best Practices
Ms. Ritu Wagle- Secretarial Assistance
Adv. Odette Mendonca (Christian/Catholic Community)
Mr. David Tribhuvan (Christian/Catholic Community)
Mr. Rajen Dharod (Jain Community)
Dr. Sirajuddin Chougale- Principal, Maharashtra College of Arts Commerce and Science
(Muslim Community)
Mr. Irfan Engineer- Samanwaya Group (Muslim Community)
Ms. Aasia Radiowala- I/c Principal, Anjuman-I-Islam's Begum Jamila Haji Abdul Haq College of Home Science
(Muslim Community)
Ms. Kainaz Dastoor, Anjuman-I-Islam's A.K. Hafizka Institute of Hotel Management Catering
Technology
(Parsi Community)
Dr. Davinder Kaur Bhasin- Vice Principal, Guru Nanak Khalsa College of Arts, Science & Commerce
(Sikh Community)

The meeting began with a small prayer conducted by Sr. Clera Gonsalves. Dr. Gracy Fernandes welcomed all the members present for the meeting. Dr. Ela Dedhia introduced the theme and purpose of the meeting and introduced the members present of the IQAC committee and management and requested all the external members to introduce themselves.

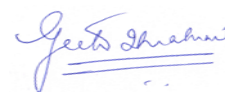
The main aim of this First ever Interactive Meeting of the Minority Groups was to create a platform to discuss various challenges and their solutions for the benefit of the Minority students and institutions. Exchange of ideas and experiences from the members and it would surely help in working towards planning different ways to enhance the means and impartment of quality education to the Minority students.

Mr. Rajen Dharod presented a very detailed presentation on various scholarships for different criterions and the procedure. It was appreciated by all and lots of important information was cascaded through this presentation. All other members expressed their views for the future.

Dr. Geeta Ibrahim thanked all the members for their time and input. Everyone thanked Ms. Noella and Ms. Ritu for the logistics and the refreshments arranged. The meeting concluded with our National Anthem.



Dr. Ela Dedhia
Co-ordinator, IQAC



Dr. Geeta Ibrahim
Principal

Minutes of the Meeting held with all staff members with Dr. Shobana Vasudevan, Principal – R.A. Podar College, held on 13th March 2018 at 2.00 p.m. in the College premises

Dr. Geeta Ibrahim, Principal- College of Home Science, welcomed and introduced Dr. Shobhna Vasudevan, Principal- R.A. Podar College of Commerce and Economics to all the staff members present for the meeting.

Dr. Ela Dedhia, Co-ordinator-NAAC, informed all staff that the NAAC grade is valid until 23rd September 2019 and hence we need to apply for Reaccreditation in Nov/Dec 2018 or May/June 2019 window. She also stressed on the need to stop all other mega co and extra activities by August 2018 and concentrate completely on getting things prepared for the SSR to be submitted. She also reminded all staff that there is a scanner, printer and hard disk for all in case they need to print or scan any NAAC related document for Self, department or committees. Documents of the last four years need to be kept as a record and uploaded on our College website. MIS/ERP will be hopefully installed and running in the coming academic year starting from June 2018. Discussions are on with the ERP Consultant and hopefully it will be installed by April 2018. Server and high connectivity will have to be sourced from the same vendor so that he can complete necessary requirements on time. Any questions or grievance that staff, students or parents of the staff have should be addressed and sorted in the current year before NAAC evaluations and she discussed SSS (Student Satisfaction Survey).

Dr. Shobhna Vasudevan addressed all the staff present and explained the complete process of the reaccreditation. As there are new guidelines structured for the same, her talk was very informative and helpful. She said that after lot of deliberation the final guidelines are made and complete transparency and objectivity is needed for the same. She mentioned the Push Factor and said because of NAAC lots of changes are being made in Colleges. Pushing is required not only in metropolitan but rural areas too. Quality Education is very important. If the bar is raised one will jump higher. So efforts need to be made for that jump. In the 4th cycle peer team visit may not happen. 70% of verification will be quantitatively through the system and 30 % is qualitative. There will be a SGS (System Generated Score).

She went on to explain the complete process of the reaccreditation and also gave helpful tips and suggestions. The need and importance of having a robust College website was stressed upon. It was suggested that all faculty can have their own webpage which can be linked to their name on the College website.

The process for assessment and accreditation broadly consists of: 1. Online submission of Institutional Information for Quality Assessment (IIQA) and Self-Study Report (SSR). 2. Data Validation and Verification (DVV) by NAAC. 3. Student Satisfaction Survey (SSS) by NAAC. 4. Peer Team Visit. 5. Institutional Grading.

IIQA is a process which ascertains whether an institution is "accreditation ready" or not. Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online. NAAC will communicate to the HEI's about the acceptance/rejection within 10 days from the date of receipt of IIQA application.

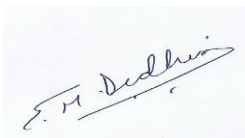
Two Windows will be opened in a year for HEI's to submit their A&A application i.e. from May – June and from November-December. In case of rejection of IIQA application, HEIs may resubmit IIQA application; the IIQA fee submitted is applicable for a maximum of three attempts including the initial submission. For institutions whose IIQA is rejected they may make a second or third attempt using the same fee in the same window or the consecutive window. She said to start uploading IIQA on 1st of November 2018 or May 2019 as it gives you two months for the back and forth process.

The eligibility conditions are as follows: 1) IQAC to be functional. 2) Regular and Timely submission of AQARs annually. 3) Institutions to submit IIQA, six months before the expiry of the accreditation status in last quarter or the window which falls nearest to the last quarter. 4) Other steps remain the same as first cycle.

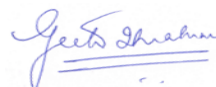
The Self-Study Report is in an online format. It has the following sections. 1. Executive Summary 2. Profile of the Institution. 3. Quality Indicators Framework (QIF) comprising of Data Templates/Documents (Quantitative and Qualitative) 4. Evaluative Report of Departments (University and Autonomous College).

After the Data Validation and Verification process, the NAAC will send online questionnaires to randomly selected students from the database sent to them by us. The students will have to complete the survey and submit the same to NAAC online. The results of the Student Satisfaction Survey (SSS) will form a component of the overall grading of the institutions.

After Dr. Vasudevan's informative and insightful talk, Dr. Ela Dedhia thanked her for all her help and suggestions. The meeting concluded with Dr. Ibrahim and Dr. Dedhia giving Dr. Vasudevan a token of appreciation.



Dr. Ela Dedhia
Co-ordinator, IQAC



Dr. Geeta Ibrahim
Principal

Minutes for IQAC meeting held on 4th April 2018 from 1.30 p.m. to 3.30 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. Noella Dias
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. Application for reaccreditation
2. College website
3. Any other matters

Dr. Ela Dedhia welcomed all the members and suggested all that as our term gets over on 23rd September 2019, we have two windows for applying for reaccreditation (Nov/Dec 2018 and May/June 2019), we should start preparing for the Nov/Dec 2018 window, and take a call then if we are completely prepared for it then. If not, atleast we shall have a head start and we can go for the last available window of May/June 2019. All the members agreed to the same. Ms. Colaco stressed on the importance of the data being the same in the AQAR and the other online systems like AISHE.

Dr. Dedhia stressed the importance of having a robust college website with a revised capacity to hold all the data including the webpage for teaching staff as suggested by Dr. Vasudevan. As per Dr. Magy's suggestion, it was agreed that the faculty names will be displayed as per the department and the webpage linked.

Dr. Dedhia suggested that for the webpage a standard format has to be decided for all the faculty to follow. It was decided that Dr. Veena Yardi, convenor for Criterion II will make a format for the webpage and it will be finalized with changes, as per suggestions from others. Also, Criterion II will handle the orientation of the students for Student Satisfaction Survey.

Currently Designscape is handling the college website, and a quotation and suggested format for the website is given by them. Dr. Dedhia suggested that it will be preferable to give the overall contract for all online, website work and hardware to the same vendor as otherwise it will involve lot of coordination and it will be difficult to do so with two different vendors. She also said that since all the data is sensitive and confidential we should consider the Ahmedabad based company who is handling the ERP as he has been suggested by management and has also committed to have one of his staff stationed in Mumbai for assistance to the college. Dr. Bakshi suggested that we should also find out how is his quality of service if the city is different.

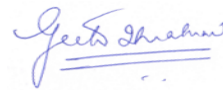
All the various slides of the Revised Assessment and Accreditation Framework (RAF) by Dr. Ganesh Hegde, Deputy Adviser, NAAC was presented by Dr. Dedhia to other members. She also informed them that a hard copy of the RAF and past AQARs (criterion wise) will be given to all the convenors for reference.

It was decided that SWOT Analysis will be handled by the Criterion VI. Last time's Green Audit report needs to be referred for the suggestions to be implemented. The feedback obtained through Google forms filled online need to have some data for printing results.

The meeting ended with a vote of thanks.



Dr. Ela Dedhia
Co-ordinator, IQAC



Dr. Geeta Ibrahim
Principal

Minutes of the meeting held on 26th April 2018 at 10.00 a.m.

Members present:

Chairperson-Dr. Geeta Ibrahim
Co-ordinator- Dr. Ela Dedhia
Management Nominee: Ms. Noella Dias
Criterion 1- Ms. Vibha Hasija
Criterion 2- Dr. Kamini Rege (for Dr. Veena Yardi)
Criterion 3- Dr. Anuradha Bakshi
Criterion 4- Ms. Sunita Jaiswal
Criterion 5- Ms. Sanghmitra Navalgund (for Dr. Pratima Goyal)
Criterion 6- Ms. Jacqueline Colaco
Criterion 7- Ms. Rhonda Divecha
External Expert- Dr. Pravin Henriques
Student- Ms. Hinal Saiya
Student-Ms. Binal Dedhiya

Agenda:

1. AQAR
2. SSR
3. Student Satisfaction Survey
4. Any other matters

Dr. Ela Dedhia read out the last minutes of the meeting. She also shared the important blank documents are with the convenors. E.g.: SSR, AQAR (2016-17,2015-16 and 2014-15), Student Satisfaction Survey, Dr. Hegde's presentation.

Dr. Ela Dedhia read out the recommendations given by the peer team in the last cycle. The recommendations given by the peer team for quality enhancement in the last cycle are as follows:

- Has potential to apply for autonomous status under UGC scheme.
- More faculties could register for Ph.D.
- Language department maybe set up for students' benefit.
- Corpus Fund may be strengthened through alumni.
- Mumbai being metro-city, sponsorship programmes could help create funds.
- Inter-institutional competitions always help.
- NSS, NCC and Yoga could be started.
- Rain-water harvesting to be taken up.
- Central Instrumentation Centre needs more space.
- College Management software may be purchased.
- Gymnasium should be more visualized.

Suggestions were given to set up language lab for the students. Dr. Henriques said that St. Xaviers College can help us as they already have a language lab.

Query regarding corpus fund was raised that whether it should be only from alumni and association. Account office has to tell how much of the fund raised during musical night has gone in the corpus. Dr. Pratima Goyal and Ms. Vibha Hasija were suggested to check and calculate the fund raised in the month of September. Criterion 6 was requested to check the corpus. Dr. Kamini Rege suggested to put across regarding contribution by alumni during Farewell on 28th April 2018. Dr. Ela Dedhia suggested to get in touch with our alumni. Dr. Anuradha Bakshi suggested to draft a letter and mail to the alumni and follow up on a regular basis. Dr. Pravin Henriques suggested to ask small amount rather than big amount on yearly basis. And 6 months should be given to the alumni staying abroad so that they can plan their finances properly. He suggested that we should prepare a good plan for fund raising. The fund raising plan should be for a cause and should be shared with the alumni. Also we need to inform the alumni that a part of the fund raised will go to Corpus. He also suggested that we should reach to big corporates for fund under CSR, e.g; Garden Vareli, SBI, TATA etc. He also suggested to tap TATA with a concrete plan. College of Home Science and Social work has already approached TATA hub for CSR, awaiting response.

NSS is already started in the year 2015-16. Dr. Pravin Henriques said Rain Water Harvesting not feasible as the tank will be filled only during monsoon when Mumbai doesn't face the problem of water. According to him waste water recycling is a better option and viable than rain water harvesting. Solar power feasibility also need to be checked. Maintenance of battery need to be checked. The panel needs to be cleaned regularly. Need to check the strength of the structure to check whether the structure will be able to bear the load.

Central instrumentation centre needs more space. Dr. Geeta Ibrahim informed that we missed out on COE due to space constraints. Dr. Pravin Henriques informed that the Ph.D. should be min 300sq.ft. per department. He also suggested if College of Social work has FSI then build two floors above and shift some of the classes there. Process has started for ERP. One party from Ahmedabad has been finalized for the ERP installation. 4 meetings were held with the vendor and have informed about our requirements.

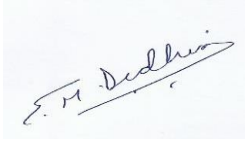
Dr. Anuradha Bakshi suggested that the gym should be shifted to the ground floor. It should be open in the evening and for the outsider which will help in increasing the fund generated and the accessibility will be more. Suggestion was also given that the garage can be used for the gym. Ms. J. Colaco informed that the use of garage for any other purpose is illegal.

Dr. Geeta Ibrahim also mentioned that the Canteen is one important issue to be looked upon. Zunka Bhakar and Canteen in Social work college was approached for canteen, they are only worried about the viability. The profit earned per day by running canteen is very less. Mr. Shetty from the University canteen is ready to look into all the permission for operating the canteen and will operate it on a daily basis, provided the contract is given to him.

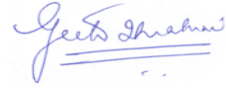
All the Convenors shared the work completed on the AQAR 2017-18 till date. Suggestions and feedback were given for the same.

- Criterion I: To keep the focus areas the same for TYBSc and MSc II. The implementation of modified syllabus has to mentioned in AQAR. To incorporate more questions in the industry feedback if any other criterion requires. Ms. J Colaco suggested to make one questionnaire which will have the questions or section from all the criterion which needs to collect feedback and to be circulated. Rectify errors in names of courses.
- Criterion IV: With regards to Library services they have to work on e-books and digital database. Suggestions that has come staff should use their MRP money for e books. With respect to adding 2 computers in Library for PhD WORK, research scholars already work on their Laptop. These 2 computers can be shifted to 7 th floor staff room. While creating additional space on college website we can highlight our college through a college film.
- Criterion III: The criterion will need all the supporting documents (research, publication, etc.) of the staff. Knowledge incubation cell should be created at college level and all the department has to support it. Dr. E Dedhia suggested that the incubation cell should be first discussed at the department level. Workshop and seminar should be conducted on IPR and Industry Academia Innovative Practices. Formulate code of ethics and plagiarism .Suggestion was given that one session should be conducted IPR and Industry Academia Innovative Practices in the upcoming National Research Seminar .Dr. A Bakshi and Dr. E Dedhia suggested that incentive for staff for recognition in conferences and research work which is authentic should be looked on.
- Criterion IV: The criteria was suggested to have image gallery rather than video to support the AQAR. Dr. Kamini Rege suggested that the percentage of amount spend towards Books under MRP should be spend to get e-book and e-journals. Dr. A Bakshi suggested to have few kindles in the library. Garden area beautification should be recorded. Total no. of CCTV should be mentioned. Purchase number of all the equipment should be displayed on respective equipments. Dr. Kamini Rege suggested removing the computers installed in the Ph.D. room to the staff room.
- Criterion V: As the coaching for competitive exam is informal no records are available. Fe coaching can be conducted this year formally (RD Coaching in association with IDA Ms. Vibha Hasija will be looking into it). EPC should have more company to register for the campus placement. Dr. Ela Dedhia suggested this year on wards TFT and CRM can go for in house campus interviews. Government scholarship and freeships should be promoted more. Dr. Pravin Henriques suggested that students should be informed that it will be seen as merit when they apply for higher education abroad not as low income scholarship. Alumni centre can be registered. There should be a name for the alumni association. Each department should be approached for any contribution from the alumni both monetary and non-monetary.
- Criterion VI : Develop a format for academic audit and staff audit which can be taken up in this year. Environment audit needs to be conducted this year
- Criterion VII: Suggestion was given that addition of new plan is ok for the Action Taken Report. To add entrepreneurial development program as best practices. To have a proper waste management program. Waste segregation should be done at every level. Dr. Pravin Henriques suggested that the waste papers can be given to a vendor from Thane (he will provide us the contact details later) in replacement of fresh papers and green points.

The meeting ended with a vote of thanks.

A handwritten signature in black ink, reading "E. M. Dedhia", written over a horizontal line.

Dr. Ela Dedhia
Co-ordinator, IQAC

A handwritten signature in blue ink, reading "Geeta Ibrahim", written over two horizontal lines.

Dr. Geeta Ibrahim
Principal