

**Minutes for IQAC meeting held on 30<sup>th</sup> June 2018 from 10.00 a.m. to 11.00 a.m.**

**Members present:**

Chairperson-Dr. Geeta Ibrahim  
Co-ordinator- Dr. Ela Dedhia  
Management Nominee: Ms. Noella Dias  
Senior Admin Officer: Ms. Cheryl Machado  
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:**

Cluster formation, Training for New methodology of NAAC  
Research seminar for UG level.----AARYA  
Initiation of Academic and Administrative Audit,NIRF,Green Audit ,Fire Audit,Space Audit

Dr. Dedhia welcomed all the members Minutes of the previous meeting were presented and as there were no queries, minutes were passed by Ms Rhonda and seconded by Dr Geeta Ibrahim.

Dr Dedhia expressed the need to invite experts for training for the process of new methodology of NAAC,she also shared the process of Cluster colleges being formed for getting required guidance and informed that ,for being part of the cluster ,the details of the college should be sent by 5th July 2018.

Prof Peeyush Pahade, Associate Prof (Pune) and Founder member of the Cluster could be invited to explain the process and also train for the new methodology. .A few queries were raised about the Cluster

Which were the other colleges participating in the MOU? Location and their accreditation status .Duration of the cluster (Minimum and Maximum).Dr. Dedhia informed the cluster will be formed for duration of 5 years.Some other experts like Dr Usha Mukundan,Dr Patil could also be invited to guide both for NAAC process and API.

It was decided to send the AQAR up to September 2018 in the old format as the old format is valid up to December 2018. Final submission was decided to be made in September end. All information till date will be incorporated (2 parts: 1 year + 3 months).Online submission of the 1st part (1 year) on IQAC email id by all convenors to be made by 16th July 2018. The 2nd part (3 months) will be emailed by end of August.

Organise, attend workshops to understand new methodology

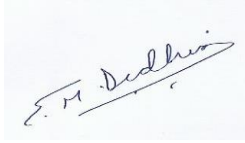
Due to great interest in research expressed by F.Y,S.Y students ,it was decide to initiate an intercollegiate research festival around the time of Science day celebrations in February,and to name this as AARYA .A committee headed by Dr Kamini Rege was thus formed to take this initiative forward.

As part of AAA, the feedback was to be sought from all stakeholders, invite experts to conduct workshops on Teaching, Learning and Evaluation methodologies .

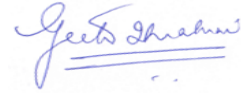
Apply for NIRF,do the Green audit,Fire audit and for better utilization of space do a Space audit.

All felt the need to apply for tribal,rural,urban research projects.

As there was no further agenda ,the meeting ended ,Dr Dedhia thanked all the members for their valuable inputs

A handwritten signature in black ink, appearing to read "E. Dedhia", written over a horizontal line.

**Dr. Ela Dedhia**  
**Co-ordinator, IQAC**

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

**Dr. Geeta Ibrahim**  
**Principal**

**Minutes for IQAC meeting held on 24<sup>th</sup> October 2018 from 10.00 a.m. to 1.30 p.m.**

**Members present:**

Chairperson-Dr. Geeta Ibrahim  
Co-ordinator- Dr. Ela Dedhia  
Management Nominee: Ms. Noella Dias  
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 7- Ms. Rhonda Divecha  
Management Advisor- Mr. Thomas Lobo  
Dr. Vishaka Karnad- Faculty  
Ms. Neha Mulchandani- Faculty  
Dr. Anjali Srivastava- Faculty  
Ms. Vibhuti Khedekar- Faculty  
Ms. Binal Dedhiya- Student representative  
Ms. Hinal Saiyya- Students representative

**Agenda:**

- **Introduction to IQAC Cluster and it's Role and Advantages  
And Introduction to New methodology of the NAAC assessment**
- **Establishment of IIC (Institute Innovation Cell)**

Dr. Dedhia welcomed all the members and introduced Mr. Peeyush Pahade to all.

1. Mr. Pahade welcomed all and gave an introduction about the IQAC Cluster which has been formed and it's role and advantages.

There are in total 9 clusters today with more than 220 colleges of which 5 clusters are in Mumbai itself. . They have designed a syllabus for the IQAC coordinators. The coordinator gets 5 marks in the CAS form and he/she also gets trained. There was a Faculty Development program held at UGC-Human Resource Development Centre Savitribai Phule Pune University where various topics such as How to prepare formats, what is the exact role of IQAC, how is IQAC different from all the other committees, what are the functions that IQAC needs to do, what IQAC should not do. Such FDP are held at various centers. With official partners as RUSA, two train the trainer programs are conducted for them. 2 more in Pune done in last week of November. More than 100 FDPs have been conducted PAN Maharashtra. The special dynamic of the group is that people have started interacting on the groups, to get their doubts clarified. Mr. Pahade informed the staff that Nirmala Niketan can lead a cluster. The procedure is simple. MOU to be signed and minimum 15 colleges are needed in the cluster and can be together for 5 years.

Mr. Pahade also explained all the criteria and the new process of the accreditation of NAAC. He answered the staff's questions and clarified all the doubts. He stressed on the following:

New Methodology:

- 70-30 pattern of assessment
- More objectivity
- Student satisfaction surveys
- Accuracy of the data

Attitude Shift:

- Previous NAAC assessments were based on individuality.
- Present NAAC is based on fixed parameters.

Changed Focus: (Some areas)

- Certificate/diploma related issues ( 50 marks)
- Number of Certificate/diploma programs
- Human values and professional ethics
- Universal values
- Percent enrolled/total number of students in 5 years
- Value added courses
- Field project and internships
- Capability enhancement schemes
- Vocational education

Teachers and Teaching:

- Full time teachers
- Participation of teachers in autonomous bodies
- Student teacher ratio
- Average percent full time teachers vs sanctioned posts
- Teachers with PhD.
- Teaching awards
- Teachers from other states
- Teachers as research guides
- Research project per teacher
- Incentives to teachers
- Number of PhD per teacher
- Research papers in journal
- Books per teacher
- Conferences, membership fees paid

Feedback Mechanism:

- For every activity done feedback is now essential
- Analysis of feedback must be associated with every feedback taken

Curriculum and Teaching:

- Effective curriculum delivery

- Integration of cross cutting issues
- Assessment of learning after entry and categorization into slow and advanced learners
- Student centric teaching methods
- Innovation and creativity in teaching
- Program Specific Outcomes and Course Outcomes
- Attainment of outcomes
- Average passing percentage

#### Online Student Satisfaction Survey:

- Name / class ,gender
- Student ID number
- Adhaar ID number
- Mobile number
- Email ID
- Degree programme

#### Resource Mobilisation:

- Incubation centre
- IPR & industry – academics practices, plagiarism

#### Extension:

- Sensitizing students on social issues
- Number of extension and outreach programs in collaboration with industry, community, non govt. through NSS/NCC/Red Cross/YRC etc.
- Average percentage of students participating in extension program with govt. organization, NGO, Swachh bharat, AIDS awareness etc.
- Crosscutting issues in curriculum and courses

#### Technology:

- Every aspect of NAAC involves extensive use of technology
- Teaching learning ,administration, library, IQAC

#### IQAC:

- Number of initiatives taken by IQAC, its details and its effects
- New quality initiatives- NIRF , ISO, AAA
- Record keeping
- Methodology of decentralization
- Perspective planning and its deployment
- Organograms and its functioning
- Effectiveness of various cell and committee

#### Financial Management:

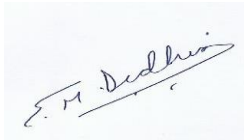
- Audits
- Funds received
- Fund mobilization
- Quality enhancement

Institutional Value and Best Practices:

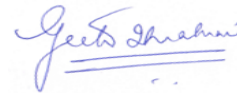
- Gender equity promotion and gender sensitivity
- Environmental consciousness with respect to
  - Alternate energy initiatives such renewable energy sources
  - Percent use of LED
  - Waste management – liquid, solid
  - Rain water harvesting
  - Plastic free campus
  - Green practices
  - Different abled students
- Inclusion and situatedness - advantages and disadvantages
- Code of conduct for students, teachers, governing bodies etc.
- Consciousness about national and constitutional obligations
- 2 Institutional best practices

2. It was discussed and decided to establish the IIC (Institute Incubation Cell) under MHRD in our college by November 2019 as it is an urgent call by the government.

The session ended with a vote of thanks .



**Dr. Ela Dedhia**  
**Co-ordinator, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**

## **Minutes for IQAC meeting held on 30<sup>th</sup> November 2018 from 2.00 p.m. to 4.00 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:**

- M.I.S and document requirement
- Website
- Any other matter

Dr Ela Dedhia welcomed all members for the IQAC meeting. Minutes of the previous meeting were presented and unanimously accepted by all. The meeting was specially held to inform all the convenors about various updates of the MIS and documents requirements as decided in an ERP meeting held on 22<sup>nd</sup> November 2018 with Mr Sanjay (MIS vendor), Mr Lobo, Ms Noella, Ms Thelma, Mr Baptist and Dr Dedhia. The following was discussed at the meeting:

#### **A. M.I.S/I.Q.A.C.:**

- Dr Dedhia informed all that as per information shared by Mr Sanjay the Admission data for the current academic year is updated in MIS. Exam Schedule, marks, revaluation data and student data of the last four years and the current year needs to be updated on MIS and Mr Baptist is handling the same to the extent that the data is available in the office. However, each criterion will have to see that documents related to their criterion are integrated into MIS. He also will send University data to the MIS so that it can directly be imported to the system. Dr Dedhia also informed all that the Head of the Departments can send to Mr Baptist on info email all student/dept. related information that they may have for MIS updation.
- It was suggested by Dr Dedhia that Ms Thelma Paiva should be added to the IQAC WhatsApp group as she is and will be handling all MIS related matters.
- All the hardware already purchased for MIS was shared. Mr Sanjay will be working with Mr Baptist and Mr Prashant closely for bringing in automation in the offices.
- Mr Sanjay has committed to 6 meetings in a year with the MIS team.
- Payroll and Attendance of the teachers to be automated. She informed all that Teaching and Office staff will be getting a designated email Id.
- Dr Dedhia shared and discussed the activity formats and IQAC documentation suggested for colleges by Mr Peeyush Pahade. The document details were read and responsibility was distributed among various criterion convenors based on the purview of each committee. She informed all convenors that they need to conduct two weekly meetings with their respective

committee before every fortnightly meeting with the IQAC members. Minutes of these two meetings may be presented to IQAC for sharing and further deliberations and action. Earlier NAAC cycle documents to be studied well to identify gaps and how we can score better.

- Dr Dedhia had suggested to all staff on 27<sup>th</sup> October to join IQAC cluster India Target group based on the suggestion by Mr Peeyush Pahade during his session on 24<sup>th</sup> October 2018. Since no one had joined so far, she requested all IQAC conveners, librarian, Ms Ritu and all others to add themselves to 'IQAC Cluster India' telegram group immediately before the meeting gets over as a lot of important exchanges are happening in it day and night and that is not possible to share all of it individually and it is better if all participated.


**B. Website:**

- The website is going to be updated by the MIS team. Mr Sanjay will be giving access to some part of Teacher's portal/dept. portal for editing/updating data and documents. Some more files will be mailed to all and hard copies will also be provided. Mr Sanjay has been asked to update everything on MIS before March and for this, it is important for all of us to see that right data is provided as soon as possible.
- Ms Thelma Paiva will be added to the Website committee along with Dr Anjali Srivastava and Ms Khyati Sampat.
- Ms Thelma briefed all about the staff profile to be uploaded on the College website as per format prepared by criterion II along with Dr Geeta and Dr Ela. Highlights will be uploaded on the website and more detailed staff information will be updated on MIS. Staff needs to send the data as per requirement that will be sent by Ms Thelma.

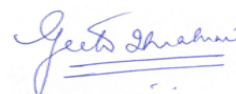
**C. Others:**

- Dr Dedhia shared that a new committee has been formed- College Management Council. Ms Philomena Sequeira is the chairperson and others include Ms Noella Dias, Mr Thomas Lobo, Dr Geeta Ibrahim, Dr Ela Dedhia, Dr Veena Yardi, Dr Anuradha Bakshi, Ms Sunita Jaiswal and Mrs Anuradha Mitra. One meeting was already convened on 26<sup>th</sup> November 2018.
- Ms Colaco suggested that visiting cards should be given to employees. Dr Dedhia said that other staff has also suggested cards with the University logo, college logo and common basic information required for communication. It was also suggested to remake college ID cards with the University logo.

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, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**



## **Minutes for IQAC meeting held on 19<sup>th</sup> December 2018 from 2.00 p.m. to 3.00 p.m.**

The following members were present for the meeting:

1. Dr. Geeta Ibrahim-Chairperson
2. Dr. Ela Dedhia-Co-ordinator
3. Ms. Noella Dias- Management Nominee
4. Ms. Prajakta Mhaprolkar- Senior Librarian
5. Ms. Ritu Wagle- Secretarial Assistance
6. Ms. Vibha Hasija- Criterion 1
7. Dr. Veena Yardi-Criterion 2
8. Dr. Anuradha Bakshi- - Criterion 3
9. Ms. Sunita Jaiswal- Criterion 4
10. Dr. Pratima Goyal- Criterion 5
11. Ms. Jacqueline Colaco- Criterion 6
12. Ms. Rhonda Divecha- Criterion 7
13. Mr. Thomas Lobo- Management Consultant
14. Ms. Sujata Shigwan-General office

### **Agenda:**

- Discussion on the NAAC accreditation process-IIQA, SSR, Student Satisfaction Survey
- Academic and Administrative Audit
- Alumni Registration
- M.I.S.
- Any other matters

Before the meeting began, Ms. Noella Dias suggested that Ms. Sujata Shigwan should be called to sit in for the IQAC meeting so that she is briefed about the process and documents needed from the General Office therefore she was called to the meeting.

Dr. Geeta Ibrahim welcomed all. Minutes of the previous meeting were presented and unanimously accepted by all.

Dr. Dedhia informed all convenors that in the next meeting they can make a brief powerpoint presentation of five minutes duration showing the current progress and any challenges that their criterion may be facing. The presentation can also show the weightage of each question. She reminded all that for the next AQAR the new format will have to be followed. All important formats in soft and hard copy versions are given to the convenors. Any pending formats such as the Standard Operating Procedure for Data Validation and Verification and the Process flow charts for reference will be given soon to the convenors. She etched out a rough timeline and informed all that the NAAC accreditation is valid until 23<sup>rd</sup> September 2019 so we can take it as August end. One month prior to that the IIQA has to be submitted. Also other things such as Document verification, Student satisfaction survey etc. will go on side by side. Other things such as the Academic and Administrative Audit, Student Satisfaction Survey and Alumni Registration

needs to be followed up. Dr. Dedhia also requested all to check the NAAC website regularly for any updates.

Dr. Dedhia also informed that communication is on for enquiry regarding the Academic and Administrative Audit with the Xaviers Board. It was also decided that external consultants should be invited to understand and smoothen the NAAC process. Mr. Praveen Henriques is already an external member and Mr. Peeyush Pahade was invited for a talk to inform all staff about the new NAAC process. Similarly we need to get different experts on board to help us further.

All convenors were then asked to share briefly the work that is going on in their respective committees.

- Criterion I – Ms. Vibha Hasija informed all that three aspects are the most important in Criterion I.
  1. Curriculum
  2. Number of Courses/Syllabus
  3. Course related files

She informed all that general office is furnishing all the required information to Mr. Sanjay for M.I.S. They have also obtained feedback for all courses in 2017-18 from students. Feedback from Parents, Industry and Alumni is pending. Dr. Dedhia informed Ms. Hasija that once the feedback is obtained, the action taken/anamolies need to be on record.

Ms. Colaco also suggested that certain syllabus topics can be covered through guest lecturers and can be documented.

- Criterion II- Dr. Veena Yardi informed all that her team was not able to meet and discuss their criterion requirements. But she spoke of the main focal points of her criterion.
  1. Results
  2. Academic Calendar
  3. Staff activities and Teaching Methodologies. (She said they will maintain an excel sheet with all the details and the hard copy will be kept by the respective staff members)
  4. Staff Profile- They have referred to websites of other colleges and now they have given a format to Ms. Thelma to be sent to all staff. Dr. Dedhia reiterated that for M.I.S. a detailed profile will be required and for the college website a brief version, as has been discussed earlier also.
- Criterion III- Dr. Anuradha Bakshi informed all she has informed faculty to keep data for publications ready. She has observed that some things asked in the reports don't exist in our college. She said that wherever numbers are required she herself does the calculations. She takes the quantitative information from the department representative and then calculates the numbers. Dr. Dedhia reiterated that documentary evidence is needed for any details furnished in the report.

- Criterion IV- Ms. Sunita Jaiswal informed that Ms. Prajakta Mhaprolkar (Librarian) said that all departments need to work on online books and journals. She said they are compiling the information of her criterion for last five years.
- Criterion V: Dr. Pratima Goyal informed all that in certain questions in her criterion, as per the formula given to calculate the answers the answer for our college is in decimals and it is not an encouraging answer to be put up in the report. If analysed no documentary evidence is available for counselling, language lab and bridge courses. Dr. Dedhia said that all need to orient themselves with all the requirements of all the seven criterions. Dr. Goyal also requested that they need department representation from C.R.M. It was suggested that as C.R.M. is short staffed currently the two C.H.B lecturers appointed in place of Ms. Sanam Khan may assist the criterions under Ms. Jaiswal's supervision.
- Criterion VI: Ms. Colaco informed all that the details are being uploaded on the M.I.S. Some formats need to be developed for all letters that students submit or are asked for and they can be charged a nominal fee for the same. The IQAC needs to have an Internal Quality Assurance System as the weightage for the same is 30 marks. The IQAC puts the system in place.
- Criterion VII: Ms. Rhonda Divecha said there are certain challenges with the best practices. As ours is a girls college so things such as gender equality is a sensitive area. Also renewable energy, rain water harvesting is not feasible as informed by Dr. Pravin Henriques. We also need to have a Green audit so will that be combined with the Academic and Administrative Audit?

Ms. Colaco informed all that Mr. Sanjay has requested all to furnish any information for the M.I.S. in an excel format. Mr. Lobo suggested that a common database can be made and convenors can extract information from that database as per their requirement.

Dr. Dedhia informed that the module for the examination marks and admission is operational on the M.I.S. We need to work on what type of different reports are needed.

Dr. Ibrahim informed all about the problem she is facing with the principal email Id. She said she is not receiving all her emails. She is worried that she may miss important information and correspondence and she can't be held responsible for not responding. Mr. Lobo said Mr. Fauzan will have to check the backend.

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, IQAC



**Dr. Geeta Ibrahim**  
Principal

## **Minutes for IQAC meeting held on 30<sup>th</sup> January 2019 from 1.30 p.m. to 3.00 p.m.**

The following members were present for the meeting:

1. Dr. Ela Dedhia-Co-ordinator
2. Ms. Noella Dias- Management Nominee
3. Ms. Ritu Wagle- Secretarial Assistance
4. Ms. Vibha Hasija- Criterion 1
5. Dr. Veena Yardi-Criterion 2
6. Dr. Pratima Goyal- Criterion 5
7. Ms. Sheetal Joshi- Criterion 6
8. Mr. Thomas Lobo- Management Consultant
9. Ms. Thelma Paiva- Invitee

Agenda:

- 5<sup>th</sup> AQAR
- Student Satisfaction Survey
- MOOC
- Sessions on Disaster management, Fire safety, Soft skills, CPR for support and administrative staff.
- Staff PBAS, CAS, FDP.
- New guidelines for Ph.D. enrolment.

Dr. Ela Dedhia welcomed all the members and Ms. Thelma Paiva as an Invitee, who would be handling the Management Information System (MIS) .Minutes of the previous meeting were presented and unanimously accepted by all.

Dr. Dedhia motivated all members and informed them that the 5<sup>th</sup> AQAR has to be uploaded. Only after the AQAR is uploaded, we can submit the IIQA and SSR. The information needed for AQAR can be kept ready with the exception of the results. Mock Student Satisfaction Survey has to be done with students of FYBSC, SYBSC and MSc I as they need to be prepped by June/July. She also suggested to check other college website and their reports for reference.

Dr. Veena Yardi had attended a Workshop/Seminar for Student Satisfaction Survey at Vaze college,she shared the information . A database of the email Id and mobile numbers of the students should be kept ready. The students need to be oriented about the importance and significance of the Student Satisfaction Survey in NAAC. The students need to be trained as to how to answer the survey and help them create a vision. If they have any issues/grievance in college we can sort it out. Mock questionnaire can be made and emailed to the students. Ms. Vinita Pereira (Counsellor) and Mr. Thomas Lobo (Management Advisor) to be requested to tactfully orient the students. So that the students get used to emails all relevant information and notices should be cascaded through emails.

Dr. Dedhia informed all that Ms. Kader, Dr. Mandalika, Dr. Bakshi, Ms. Jaiswal along with her had attended a CAS and MOOC /Swayam seminar at Sophia's College. There was huge participation for the same. The first session was

conducted by Dr. Mantri. Dr. Dedhia oriented all about the CAS process. Verification of documents for CAS should be routed the IQAC. API forms have to be filled from March 2013 till date.

IQAC would take the responsibility to look into the CAS, FDP ,PBAS forms and other issues related to staff development.

Log book has to be signed everyday. Every week attendance sheet needs to be maintained. To write a book permission has to be sought from the management through the principal. Some policy for the royalty to be shared.

We need documentary evidence of all the IV tours and field visits. Only photographs are not enough. Official letter, feedback of the organization, office copy of the Thank you letter has to be there as documentary proof from the organization is essential.

Information about MOOC was cascaded in the meeting. If we apply for a course, get our course content ready and apply for the MOOC course we can get funds.It was decided that M.Sc II could enroll for MOOC ,Dr Ritu Madhan,Dr Kamini Rege and Ms Fatima Kader would look into the feasibility .

All Ph.D enrolments would henceforth follow the new VCD guidelines issued by the University .IQAC with the Principal would regulate this process.

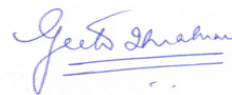
All criterion convenors expressed a lot of challenges in the documentation. . Ms. Mhaprolkar (Librarian) is working on the list of online books.The ID students of CRM can help in making Placards for the various departments and rooms. It was decided that a mason should be called and the ramp for handicap be made. Dr. Goyal requested for representatives from Human Development and Community Resource Management.

IQAC would organize sessions for support and administrative staff on  
Disaster management,Fire safety,Soft skills,CPR.(Cardio Pulmonary Resuscitation) .

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, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**

**Minutes for meeting held on 18<sup>th</sup> February 2019 with Prof. Dr. R.S.Mali**  
**from 11.00 a.m. to 1.00 p.m.**

The following members were present:

1. Dr. Geeta Ibrahim-Chairperson
2. Dr. Ela Dedhia-Co-ordinator
3. Ms. Noella Dias- Management Nominee
4. Ms. Cheryl Machado- Senior Admin Officer
5. Ms. Prajakta Mhaprolkar- Senior Librarian
6. Ms. Ritu Wagle- Secretarial Assistance
7. Ms. Vibha Hasija- Criterion 1
8. Dr. Veena Yardi-Criterion 2
9. Dr. Anuradha Bakshi- - Criterion 3
10. Ms. Sunita Jaiswal- Criterion 4
11. Dr. Pratima Goyal- Criterion 5
12. Ms. Jacqueline Colaco- Criterion 6
13. Ms. Rhonda Divecha- Criterion 7
14. Mr. Thomas Lobo- Management Consultant
15. Ms. Thelma Paiva- Invitee
16. Ms. Anuradha Mitra
17. Dr. Subhadra Mandalika
18. Ms. Payal Maheshwari
19. Dr. Vishaka Karnad
20. Dr. Ritu Madhan
21. Dr. Kamini Rege
22. Ms. Roopa Rao
23. Ms. Neha Mulchandani
24. Ms. Vrinda Udiaver
25. Dr. Anjali Srivastava
26. Ms. Sanghamitra Navalgund
27. Ms. Vibhuti Khedekar
28. Ms. Fatima Kader
29. Ms. Sheetal Joshi
30. Ms. Khyati Sampat
31. Ms. Minelly Rodrigues
32. Ms. Gulnaaz Engineer
33. Dr. Neha Joshi
34. Ms. Trisha Ganguly
35. Ms. Sonal D'souza
36. Mr. Victor Baptist

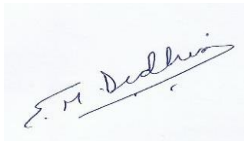
Dr. Geeta Ibrahim introduced Prof. Mali to all the staff present.

Prof. Mali had been requested to conduct a session on the revised process of the NAAC Accreditation. He started by informing all that with the previous accreditations the colleges emailed and sent a hard copy to the NAAC office. Now as per the new process we are to upload all the information online. We will be assessed on the basis of the Peer team visit, Quantitative/Qualitative data and the Student Satisfaction Survey. There will be no room for modification, revision or discussion. We have to be extremely careful while presenting the data. There are lots of loopholes, e.g.: if there are no physically handicapped students then that question will be marked '0'. For all the qualitative data the answers should be precise and all important aspects should be covered. The quantitative data too should be precise and correct. No additional data should be added to increase numbers. The data in the teaching plan should include number of lectures with actual dates and information of any extra lectures taken. Teaching methods should inform in detail what methods are used for teaching students like regular chalk and talk, ICT method etc. When the peer team visits teachers should have pen drive with few sessions to prove the ICT teaching. Results data should only include figures and no bar graphs. The number of students admitted should be shown year wise.

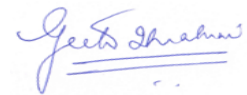
Class tests, open book tests, internal marks for internal tests can be mentioned for Teaching/Learning evaluation. Suggestions by students and teachers can be sent to the University for evaluation and can be shown in report. BOS minutes, Resolution and Governing body minutes are essential. Feedback of students for Curriculum, Performance of teachers and Infrastructural facilities should be collected. Appreciation letters should be given to teachers who score 85% and above. Teachers who score 50% to 60% should be called by the Principal in confidence and feedback/ suggestions should be given. Also the next year the result should be compared and analyzed to the previous year and check if the feedback has changed. If any suggestions are made by the students and those suggestions/changes are made, a report needs to be made for the same as proof. An audit can be done to check pre and post LED bills. Brochures, Notices and Minutes of the meeting need to be made wherever needed. The Executive Summary has to be impressive.

It was a fruitful session and Prof Mali clarified all doubts and gave valuable suggestions to the staff.

The session ended with a vote of thanks.



**Dr. Ela Dedhia**  
**Co-ordinator, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**

**Minutes for a session held with Dr. Pabrekar on 22<sup>nd</sup> February 2019 1.30 p.m. onwards**

The following members were present for the meeting:

1. Dr. Geeta Ibrahim-Chairperson
2. Dr. Ela Dedhia-Co-ordinator
3. Ms. Noella Dias- Management Nominee
4. Ms. Cheryl Machado- Senior Admin Officer
5. Ms. Prajakta Mhaprolkar- Senior Librarian
6. Ms. Ritu Wagle- Secretarial Assistance
7. Ms. Vibha Hasija- Criterion 1
8. Dr. Veena Yardi-Criterion 2
9. Ms. Sunita Jaiswal- Criterion 4
10. Dr. Pratima Goyal- Criterion 5
11. Ms. Jacqueline Colaco- Criterion 6
12. Ms. Rhonda Divecha- Criterion 7
13. Ms. Anuradha Mitra
14. Dr. Subhadra Mandalika
15. Ms. Payal Maheshwari
16. Dr. Vishaka Karnad
17. Dr. Ritu Madhan
18. Dr. Kamini Rege
19. Ms. Roopa Rao
20. Ms. Neha Mulchandani
21. Ms. Vrinda Udiaver
22. Dr. Anjali Srivastava
23. Ms. Sanghamitra Navalgund
24. Ms. Vibhuti Khedekar
25. Ms. Fatima Kader
26. Ms. Sheetal Joshi
27. Ms. Minelly Rodrigues
28. Ms. Sakina Chhatriwala
29. Ms. Ashwini Gaikwad
30. Ms. Hinal Saiya- Student (SYBSc)
31. Ms. Binal Dedhiya- Student (SYBSc)
32. Ms. Zoha Shaikh – Student (TYBSc) – General Secretary



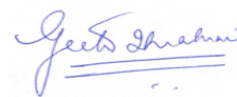
Dr. Ibrahim welcomed all and introduced Dr. Pabrekar.

Dr. Pabrekar was invited for suggestions and advise in preparation of the 4<sup>th</sup> Cycle of NAAC accreditation. He had some valuable inputs for the members. He stressed on the importance of a robust college website. We need to check if the website is up to date and identify loopholes in our website. He suggested that we can check the websites of the other colleges who have got 'A' grade and above. We should do self-analyses as we may take things for granted and oversee the loopholes and faults. We need to identify the strengths of our college and project it on the website- Faculty, ambience, teaching-learning, extension work, research and entrepreneurship being key topics we can stress on. He also stressed on the importance of reading the complete RAF and understanding the requirements of each questions. The pattern has completely changed. It is student centric. All should read, understand and discuss all the criterions. Help and give advice to each other. Comparison of the last four AQARs of the last four years is essential. The 5<sup>th</sup> AQAR also needs to be prepared. Each criteria convener has to work on the indicators with their respective teams. Make a list of documents to be uploaded. The coordinators and conveners should check which documents are ready .There has to be a time table and all have to adhere strictly to it. All criterions should self-moderate and if they think a particular question may fetch less marks they need to discuss as to how it can be strengthened and score more marks. Self-evaluation and self-motivation is key to quality work. The SSR is student oriented and the Student Satisfaction Survey is one of the most important aspects of it. Hence students need to be oriented about the importance of their role in the NAAC reaccreditation. An awareness of the importance of their reply to the Student Satisfaction Survey is important. The role of the student teacher relation will play a key role in the orientation of students. Alumni meetings should be held. Alumni Association should be formally registered. Parent Teacher meeting should be held twice a year. Written feedback of parents is a must. Placement related information should be maintained department wise. Appropriate documentation of job placements is essential. Make a list of activities conducted and if it fits in the SSR matrix incorporate it, if not cancel it.

The session was very fruitful and highly interactive. It ended with a vote of thanks.



**Dr. Ela Dedhia**  
**Co-ordinator, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**

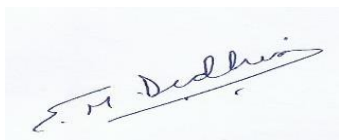
**Minutes for IQAC meeting held on 30<sup>th</sup> March 2019 with Mr. Rajan 1.45 p.m. onwards**

The following members were present for the meeting:

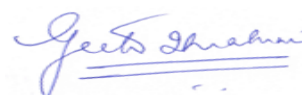
1. Dr. Ela Dedhia-Co-ordinator
2. Ms. Noella Dias- Management Nominee
3. Ms. Cheryl Machado- Senior Admin Officer
4. Dr. Veena Yardi-Criterion 2
5. Dr. Anuradha Bakshi- - Criterion 3
6. Ms. Sunita Jaiswal- Criterion 4
7. Dr. Pratima Goyal- Criterion 5
8. Ms. Jacqueline Colaco- Criterion 6
9. Ms. Anuradha Mitra
10. Dr. Subhadra Mandalika
11. Ms. Vrinda Udiaver

Resource person Dr. Rajan confirmed on a short notice , hence not all members could be present for the meeting. Dr. Rajan explained the new NAAC process briefly. It was decided that a session will be conducted soon for all staff to explain the new methodology of NAAC.

The meeting ended with a vote of thanks.



**Dr. Ela Dedhia**  
**Co-ordinator, IQAC**



**Dr. Geeta Ibrahim**  
**Principal**