

## IQAC Meeting Minutes

The First meeting of IQAC for the Academic Year 2022-23 was held in the library at 9:45 a.m. on 30/06/2022.

Following points were discussed.

1. Academic Diary and Mentor Reports for the Academic year 2021-22 will be checked & assembled by Dr. Nigaar Patel and uploaded to the respective folder of IQAC google drive (21-22 documentation---- academic diaries & mentor files 2 separate folders are made)

2. Department Proformas and supporting documents for the academic year 2021-22 will be checked & assembled by Dr. Saara Thomas and Mr. Kiran Temkar and upload to the respective folder of IQAC google drive. (21-22 documentation---- dept proformas).

3. Gazetted copy of results will be procured from the college office by Mr. Vishal Kapasi and Mr. Harish Sharma for Analysis.

4. Admission details of Academic year 2021-2022 will be collected by Mr. Harish Sharma and Mr. Vishal Kapasi from the college office.

5. Information about Exam Dates and date of announcement of result will be collected from Exam Committee by Mr. Harish Sharma and Mr. Vishal Kapasi.

6. Dr. Sujata Khadilkar has already created & organized folders & links for documentation of 21-22 reports and uploaded mentor files & academic diaries received so far.

7. Committee reports for 21-22 to be checked by Mrs. Shilpa Sable.

Plan of activities to be conducted during 2022-23 were suggested as follows:

- Mr. Harishchandra Sharma suggested conduction of One day works shop on IPR in coordination with Department of Law. Mrs. Chitra Kelkar mentioned that she had already got in touch with the government certifying institution on this. She would follow this up further.
- One day works shop on Analysis “Quantitative Data” will be conducted in coordination of Research forum. Resource persons will be identified and contacted by Dr. Sujata Khadilkar.
- Session on CAS under 7<sup>th</sup> pay to be arranged and CAS for pending faculty will be arranged after taking tentative dates from Joint Director Nominee by I/c Principal.
- Guest Lecture will be conducted on Terms and Conditions of employment at Institutional level.

Appropriate resource person to be identified in consultation with Khushpat Jain sir.

- Dr. Saara Thomas suggested that we need to think of new best practices to be mentioned in the AQAR. Mr. Kiran Temkar suggested about Health Program to be conducted for the students by IAQC in coordination of NSS.

The following members were present.

1. Dr. Sujata Khadilkar
2. Dr. Sara Thomas
3. Mrs. Shilpa Sable
4. Mr. Harishchandra Sharma
5. Mr. Vishal Kapasi
6. Mr. Kiran S Temkar
7. Mrs. Chitra Kelkar
8. Dr. Nigaar Patel
9. Mr. Sanam Pawar----- (Leave of absence)