

IQAC

Meeting 27/07/19

Place: Principal sir's Cabin

Time: 1.15pm

Present members name

Mrs. Kavita Sharma

Mrs. Anjaneeka U.

Mr. Nitin Patil

Mr. Vilas Mahajan

Mrs. Rajashree Prabhu

Ms. Sujata Z.

Mrs. Shruti Shouche

Mr. Om Dewani

Principal welcomed all the members & explained purpose of the meeting. He instructed that all members of IQAC should remain present for every meeting. He explained the Role & responsibilities of IQAC.

A) Members have to make things happen.

B) Create & have positive attitude.

C) All teaching staff will be part of IQAC indirectly.

D) Assign duties to staff to compile data for NAAC purpose.

E) Set the target & assure that it is achieved. Report should be prepared as per NAAC guidelines.

F) Start compiling data from last year.

G) IQAC should work as a team reporting should be done in each meeting, by all members.

Principal sir suggested follo. Members to attend workshop on NAAC guideline to be conducted on 30/07/19 in Vaze Kelkar college, Mulund (E)

- 1) Mrs. Shruti Shouche
- 2) Mrs. Kavita Sharma
- 3) Mrs. Anjaneeka U.
- 4) Mr. Nitin Patil
- 5) Mr. Vilas Mahajan

These members will have to brief teachers of the collage to convey the details of NAAC after attending workshop.

- Principal suggested to collect maximum data & PPT from the workshop .

- He also suggested to collect information through NAAC website as well as the website of different colleges who have conducted NAAC so far He suggested to check & study AQAR of colleges & find out our weaknesses
- Principal asked to arrange frequent meetings whenever possible for group discussion & speed up NAAC process.
- He suggested to implement kaizen small but continuous improvement.
- Meeting ended with thanks to chair.

