



St. Paul College

Behind VTC Ground, Ashelepada,
Near Ganpati Mandir, Ulhasnagar – 421004
(Affiliated to University of Mumbai)
NAAC Accredited

IQAC

Year : 2023-24

Introduction:

The Introduction Document for an Institutional Quality Assurance Cell (IQAC) file typically outlines the purpose, objectives, structure, and functions of the IQAC within an educational institution. It provides an overview of how the IQAC contributes to the enhancement of quality in various aspects of the institution's functioning, such as teaching, learning, research, and administration.

Objectives of IQAC:

- Enhancing quality and excellence in all aspects of the institution.
- Facilitating a systematic and continuous process of improvement.
- Ensuring compliance with accreditation standards set by NAAC.
- Fostering a culture of quality enhancement among stakeholders.

Structure of IQAC:

Composition of IQAC members (e.g., Chairperson, Coordinator, Faculty Representatives, Administrative Staff, External Experts)

Roles and responsibilities of IQAC members.

Organizational chart depicting the hierarchical structure of IQAC.

Functions of IQAC:

Development and implementation of Quality Assurance Policies (QAPs)



Preparation and submission of Annual Quality Assurance Reports (AQARs) to NAAC

Organizing workshops, seminars, and training programs on quality enhancement

Facilitating internal and external quality audits and assessments

Monitoring and evaluating the implementation of quality initiatives

Strategies and Action Plans:

Identification of key areas for quality enhancement based on NAAC criteria

Formulation of strategies and action plans to address identified areas of improvement

Allocation of resources and timelines for the implementation of action plans

Collaboration and Networking:

Collaboration with other institutions and stakeholders for knowledge sharing and best practices exchange

Networking with industry partners for industry-academia linkage and skill development initiatives

Participation in national and international quality assurance forums and conferences.

Conclusion:

Recap of the importance of IQAC in ensuring quality assurance and accreditation readiness

Commitment to continuous improvement and excellence in all endeavors

Invitation for feedback and suggestions from stakeholders

IQAC Coordinator



Principal

PRINCIPAL

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(Affiliated to University of Mumbai)
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Pal Shikshan Sanstha's

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M.Com (Accounts), M.Com (Mgmt.), B.Com, BMS, BBI, BAF, B. Sc. I.T.

Behind VTC Ground, Near Ganpati Mandir, Ashelepada, Post : Ulhasnagar - 421 004, Dist. - Thane

Mob.: 7709611885
8055593067
8956632372

Ref No.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date : _____

COMPOSITION OF COMMITTEE FOR THE YEAR 2023-24

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1	Principal	Dr. Antony Lawrence
Vice Principal		
2	Member	Dr. Sharayu Gupte
IQAC Coordinator		
3	IQAC Incharge	Dr. Amelia Antony
Teacher Faculties		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Members, Examination Chief	Prof. Anika Lakhani
6	Member H.O.D (M.com)	Prof. Dinesh Motwani
7	Member, Faculties	Prof. Pravin Nikam
Administrative Officers		
8	Member, Registrar	Jagruti Choudhary
Nominee from Industry		



Sr. No.	Designation & Affiliation	Name of the Person
9	Member, Industrialist	Gul Advani
Local Society Nominee		
10	Member, Local	Eknath Padhare
Nominee from Alumni, Student & Parents		
11	Member, Alumni Representative	Manish Gond
12	Member, Student Representative	Shashi Rajbhar
13	Member, Parent Representative	Kapil Sonawane

[Signature]

IQAC Coordinator & Vice Principal



[Signature]

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Ref No.

Date : _____

Notice for IQAC Meeting

All the members of IQAC are hereby informed that meeting of the committee will be held on 15th June, 2023 at 12:00 p.m. the meeting will be held physically in G2 room however, all the member should attend this meeting as for the schedule..

Agenda of the meeting:

1. Constitution of members for formation of IQAC for academic year 2023-24.
2. Assessment of the existing curriculum to ensure alignment with industry trends and academic standards.
3. Evaluation of the effectiveness of faculty development programs conducted during the previous year.
4. Progress update on accreditation requirements and preparation activities.
5. Discussion on proactive measures to promote student well-being, mental health, and academic success.
6. Any other relevant matter with the permission of chair.

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Chairperson		
1	Principal	Dr. Antony Lawrence
Vice Principal		
2	Member	Dr. Sharayu Gupte
IQAC Coordinator		



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IQAC Coordinator & Vice Principal



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Internal Quality Assurance cell Minutes of Meeting

Date : 15th June, 2023

Time : 12:00 p.m

Venue : G2 room

Minutes of meeting :

The IQAC meeting for the Academic year 2023-24 commenced at 12:00 pm in G2 room. The following points were discussed in the meeting:

1. **Constitution of Members for Formation of IQAC for Academic Year 2023-24:**
 - o The attendees discussed the composition of the IQAC for the academic year 2023-24. It was decided to include representatives from various academic departments, administrative units, student body, and external stakeholders. Nominations were solicited, and members were finalized based on their expertise and commitment to quality assurance in education.
2. **Assessment of the Existing Curriculum:**
 - o The existing curriculum was evaluated to ensure its alignment with industry trends and academic standards. Feedback from industry professionals, alumni, and academic experts was considered. It was noted that revisions were necessary to incorporate emerging technologies and interdisciplinary perspectives. A working group was formed to initiate the curriculum review process.
3. **Evaluation of Faculty Development Programs:**
 - o The effectiveness of faculty development programs conducted during the previous year was assessed. Feedback from participants and outcomes of the programs were reviewed. It was observed that while the programs were beneficial, there was room for improvement in terms of relevance and engagement. Suggestions for future program topics and delivery methods were noted.
4. **Progress Update on Accreditation Requirements:**
 - o A progress update on accreditation requirements and preparation activities was presented. The status of documentation, self-assessment reports, and mock accreditation exercises was reviewed. It was noted that additional efforts were



needed to address certain criteria and ensure readiness for accreditation. Action points were assigned to relevant stakeholders to expedite the preparation process.

5. Proactive Measures for Student Well-being:

- o Discussion focused on proactive measures to promote student well-being, mental health, and academic success. Initiatives such as counseling services, wellness workshops, and peer support programs were highlighted. It was emphasized that fostering a supportive and inclusive learning environment was essential for student success.

6. Any Other Relevant Matter:

- o Attendees were invited to raise any other relevant matters with the permission of the chair. Various topics, including infrastructure improvements, faculty workload, and community engagement, were briefly discussed. Action points were noted for further follow-up.



IQAC Coordinator & Vice Principal



Principal

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List of Attendees :

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Chairperson			
1	Principal	Dr. Antony Lawrence	<i>Antony</i>
Vice Principal			
2	Member	Dr. Sharayu Gupte	<i>Sharayu</i>
IQAC Coordinator			
3	IQAC Incharge	Dr. Amelia Antony	<i>Amelia</i>
Teacher Faculties			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	<i>Smasand</i>
5	Members, Examination Chief	Prof. Anika Lakhani	<i>Anika</i>
6	Member H.O.D (M.com)	Prof. Dinesh Motwani	<i>Dinesh</i>
7	Member, Faculties	Prof. Pravin Nikam	<i>Pravin</i>
Administrative Officers			
8	Member, Registrar	Jagruiti Choudhary	<i>Jagruiti</i>
Nominee from Industry			
9	Member, Industrialist	Gul Advani	<i>Gul</i>
Local Society Nominee			
10	Member, Local	Eknath Padhare	<i>Eknath</i>



Sr. No.	Designation & Affiliation	Name of the Person	Signature
Nominee from Alumni, Student & Parents			
11	Member, Alumni Representative	Manish Gond	Manish
12	Member, Student Representative	Shashi Rajbhar	Shashi
13	Member, Parent Representative	Kapil Sonawane	Kapil





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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 15th June, 2023


Time : 12:00 p.m

Venue : G2 room

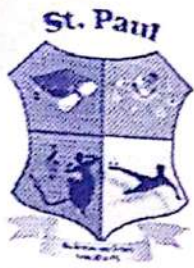
- ☐ Constitution of Members for Formation of IQAC:
 - The finalized list of IQAC members for the academic year 2023-24 was circulated among the stakeholders. Regular meetings were scheduled to ensure effective collaboration and oversight.
- ☐ Assessment of the Existing Curriculum:
 - The working group initiated the curriculum review process by gathering feedback from stakeholders and conducting a comprehensive analysis of industry trends. Proposed revisions were discussed with relevant departments for further refinement.
- ☐ Evaluation of Faculty Development Programs:
 - Based on feedback received, future faculty development programs were tailored to address specific needs and interests of faculty members. The planning committee worked on diversifying program topics and incorporating interactive sessions to enhance engagement.
- ☐ Progress Update on Accreditation Requirements:
 - Action points identified during the meeting were followed up by respective teams to expedite the accreditation preparation process. Documentation and self-assessment reports were revised and finalized according to accreditation standards.
- ☐ Proactive Measures for Student Well-being:
 - Student support services were strengthened with the introduction of new initiatives aimed at promoting mental health and well-being. Awareness campaigns and workshops were organized to address stress management and coping strategies.
- ☐ Any Other Relevant Matter:
 - Action points arising from discussions on other relevant matters were delegated to respective departments or committees for further action and follow-up.


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Ref No.

Date : _____

Notice for IQAC Meeting

All the members of IQAC are hereby informed that meeting of the committee will be held on 21st August, 2023 at 12:00 p.m. the meeting will be held physically in G2 room however, all the member should attend this meeting as for the schedule.

Agenda of the meeting:

1. Review of previous minutes of meeting.
2. Planning for future IKS training sessions, including topics, speakers, and resources required.
3. Planning for Industrial Visit.
4. Encouragement of interdisciplinary collaboration and dissemination of research findings.
5. Support mechanisms available for faculty members pursuing PhD studies
6. Any other relevant matter with the permission of chair.

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1	Principal	Dr. Antony Lawrence
Vice Principal		
2	Member	Dr. Sharayu Gupte
IQAC Coordinator		
3	IQAC Incharge	Dr. Amelia Antony



Teacher Faculties		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Members, Examination Chief	Prof. Anika Lakhani
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IQAC Coordinator & Vice Principal



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Internal Quality Assurance cell Minutes of Meeting

Date : 21st August, 2023

Time : 12:00 p.m

Venue : G2 room

Minutes of meeting :

The IQAC meeting for the Academic year 2023-24 commenced at 12:00 pm in G2 room. The following points were discussed in the meeting:

☐ Review of Previous Minutes of Meeting:

- The previous meeting minutes were reviewed and approved unanimously. Any corrections or additions were noted for future reference.

☐ Planning for Future IKS Training Sessions:

- Discussion centered around potential topics for future IKS training sessions, including ancient Indian sciences, philosophies, and cultural heritage.
- Action items were assigned to research and identify suitable speakers and resources for the training sessions.
- A tentative schedule for the training sessions was proposed, taking into account faculty availability and academic calendars.

☐ Planning for Industrial Visit:

- Various industries were considered for the upcoming industrial visit, with a focus on sectors relevant to the institution's academic programs.
- Logistics such as transportation, permissions, and scheduling were discussed, and responsibilities were delegated accordingly.
- A date for the industrial visit was finalized, and communication channels were established to coordinate with participating students and faculty.



❑ **Encouragement of Interdisciplinary Collaboration:**

- The importance of interdisciplinary collaboration in research was emphasized, with suggestions to facilitate cross-departmental partnerships.
- Strategies were discussed to promote interdisciplinary research forums, joint projects, and funding opportunities.
- Faculty members were encouraged to actively engage in interdisciplinary activities and share their research findings across departments.

❑ **Support Mechanisms for Faculty Pursuing PhD Studies:**

- Existing support mechanisms for faculty pursuing PhD studies were reviewed, including financial assistance, study leave, and mentorship programs.
- Additional support measures, such as research grants and academic sabbaticals, were proposed and will be further explored.
- The importance of creating a conducive environment for doctoral research within the institution was emphasized.

Anelias

IQAC Coordinator & Vice Principal



Antony

Principal

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Local Society Nominee			
10	Member, Local	Eknath Padhare	<i>Eknath</i>



Sr. No.	Designation & Affiliation	Name of the Person	Signature
Nominee from Alumni, Student & Parents			
11	Member, Alumni Representative	Manish Gond	<i>Manish</i>
12	Member, Student Representative	Shashi Rajbhar	<i>Shashi</i>
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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 21st August, 2023

Time : 12:00 p.m

Venue : G2 room

- ☐ Previous Meeting Minutes:
 - The approved minutes were circulated among all attendees for their records.
 - Corrections, if any, were incorporated into the final version.
- ☐ Future IKS Training Sessions:
 - Topics for future IKS training sessions were finalized based on the discussion.
 - Speakers and resources were identified, and invitations were sent out accordingly.
 - The schedule for the training sessions was confirmed and communicated to relevant stakeholders.
- ☐ Industrial Visit:
 - Necessary arrangements for the industrial visit, including transportation and permissions, were made as per the discussed plan.
 - Communication regarding the visit was sent out to students and faculty members, including details of the date, time, and itinerary.
- ☐ Interdisciplinary Collaboration:
 - Initiatives to promote interdisciplinary collaboration were implemented, including the establishment of research forums and the encouragement of joint projects.
 - Faculty members were informed about available resources and funding opportunities for interdisciplinary research.
- ☐ Support for PhD Pursuits:
 - Additional support mechanisms for faculty pursuing PhD studies were explored, and relevant information was communicated to interested individuals.
 - Efforts to create a supportive environment for doctoral research within the institution were initiated, including mentorship programs and networking opportunities.

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Date : _____

Notice for IQAC Meeting

All the members of IQAC are hereby informed that meeting of the committee will be held on 16th October, 2023 at 12:00 p.m. the meeting will be held physically in G2 room however, all the member should attend this meeting as for the schedule. .

Agenda of the meeting:

1. Review of previous minutes of meeting.
2. Evaluation of student feedback mechanisms and implementation of necessary changes.
3. Planning for research promotion initiatives among faculty members.
4. Update on accreditation processes and progress towards compliance.
5. Any other relevant matter with the permission of chair.

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Teacher Faculties		



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Internal Quality Assurance cell Minutes of Meeting

Date : 16th October, 2023

Time : 12:00 p.m

Venue : G2 room

Minutes of meeting :

The IQAC meeting for the Academic year 2023-24 commenced at 12:00 pm in G2 room. The following points were discussed in the meeting:

☐ Review of previous minutes of meeting:

- The chair called the meeting to order and initiated the review of the previous minutes of the meeting.
- Attendees confirmed that the minutes accurately reflected the discussions and decisions made during the previous meeting.
- It was noted that action items from the previous meeting had been duly followed up on.

☐ Evaluation of student feedback mechanisms and implementation of necessary changes:

- The current student feedback mechanisms were discussed, including surveys, focus groups, and online platforms.
- Attendees reviewed the feedback collected from students and identified areas for improvement based on common themes and concerns.
- Action points were assigned to relevant stakeholders to implement necessary changes, including revising survey questions, increasing awareness of feedback channels, and enhancing transparency in addressing student concerns.

☐ Planning for research promotion initiatives among faculty members:

- Various strategies for promoting research among faculty members were discussed, including organizing workshops, providing research grants, and establishing collaboration opportunities.



- Attendees identified key areas of focus for research promotion, such as interdisciplinary research, publication incentives, and support for grant applications.
- A timeline for implementing research promotion initiatives was outlined, with responsibilities assigned to specific individuals or committees for execution.

□ **Update on accreditation processes and progress towards compliance:**


- The current status of accreditation processes was reviewed, including documentation requirements, self-assessment reports, and site visits.
- Attendees discussed the progress made towards meeting accreditation standards and identified any outstanding tasks or areas needing improvement.
- Action points were defined to address gaps and ensure timely completion of accreditation-related activities, with clear deadlines and responsibilities assigned.

□ **Any other relevant matter with the permission of chair:**

- Attendees had the opportunity to raise any additional matters for discussion with the permission of the chair.
- Various topics were discussed, including faculty training programs, infrastructure development, and upcoming events.
- Action points were recorded for follow-up on these matters, as deemed necessary.


IQAC Coordinator & Vice Principal




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Internal Quality Assurance Cell Action-Taken Report of IQAC Meeting

Date : 16th October, 2023

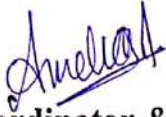
Time : 12:00 p.m

Venue : G2 room

- ☐ Previous Minutes of Meeting:
 - Minutes of the previous meeting were reviewed and confirmed to accurately reflect the discussions and decisions made.
 - Action items from the previous meeting were followed up on, with progress noted where applicable.
- ☐ Evaluation of Student Feedback Mechanisms:
 - Changes were implemented to improve student feedback mechanisms based on the evaluation conducted during the meeting.
 - Revised survey questions were developed and deployed to gather more comprehensive feedback from students.
 - Efforts were made to increase awareness of feedback channels and improve transparency in addressing student concerns.
- ☐ Planning for Research Promotion:
 - Research promotion initiatives among faculty members were planned and executed according to the timeline outlined during the meeting.
 - Workshops were organized, research grants were provided, and collaboration opportunities were facilitated to encourage research activities among faculty.
 - Ongoing support mechanisms were established to assist faculty members in their research endeavors, including grant application assistance and publication incentives.
- ☐ Update on Accreditation Processes:
 - Progress towards accreditation compliance was monitored closely, with action points from the meeting addressed promptly.
 - Documentation requirements were fulfilled, and self-assessment reports were finalized in preparation for accreditation reviews.
 - Necessary improvements were made to ensure alignment with accreditation standards, with regular updates provided to stakeholders on the progress made.
- ☐ Other Relevant Matters:



- Additional matters raised during the meeting were addressed as per the action points recorded.
- Faculty training programs were organized, infrastructure development projects were initiated, and preparations for upcoming events were underway.
- Continuous communication and follow-up ensured that all relevant matters were attended to effectively.



IQAC Coordinator & Vice Principal



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Ref No.

Date : _____

Notice for IQAC Meeting

All the members of IQAC are hereby informed that meeting of the committee will be held on 2nd January, 2024 at 12:00 p.m. the meeting will be held physically in G2 room however, all the member should attend this meeting as for the schedule.

Agenda of the meeting:

1. Review of previous minutes of meeting.
2. Discussion on strategies to enhance student learning outcomes.
3. Assessment of faculty development programs and planning for future sessions.
4. Review of quality assurance mechanisms and suggestions for improvement.
5. Any other relevant matter with the permission of chair.

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1	Principal	Dr. Antony Lawrence
Vice Principal		
2	Member	Dr. Sharayu Gupte
IQAC Coordinator		
3	IQAC Incharge	Dr. Amelia Antony



Teacher Faculties		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Members, Examination Chief	Prof. Anika Lakhani
6	Member H.O.D (M.com)	Prof. Dinesh Motwani
7	Member, Faculties	Prof. Pravin Nikam
Administrative Officers		
8	Member, Registrar	Jagruti Choudhary
Nominee from Industry		
9	Member, Industrialist	Gul Advani
Local Society Nominee		
10	Member, Local	Ek Nath Padhare
Nominee from Alumni, Student & Parents		
11	Member, Alumni Representative	Manish Gond
12	Member, Student Representative	Shashi Rajbhar
13	Member, Parent Representative	Kapil Sonawane

Anisha
IQAC Coordinator & Vice Principal



Anisha
Principal
PRINCIPAL
St. Paul College
 (Affiliated to University of Mumbai)
 Behind VTC Ground, Ashale pada,
 Post Ulhasnagar - 421 004.



St. Paul College

Behind VTC Ground, Ashelepada,
Near Ganpati Mandir, Ulhasnagar – 421004
(Affiliated to University of Mumbai)
NAAC Accredited

Internal Quality Assurance cell Minutes of Meeting

Date : 2nd January, 2024

Time : 12:00 p.m

Venue : G2 room

Minutes of meeting :

The IQAC meeting for the Academic year 2023-24 commenced at 12:00 pm in G2 room. The following points were discussed in the meeting:

Review of Previous Minutes of Meeting

- Previous minutes reviewed and approved unanimously.

Discussion on Strategies to Enhance Student Learning Outcomes

- Brainstormed ideas to improve teaching methodologies.
- Explored the integration of technology in the classroom.
- Identified the need for personalized learning approaches.

Assessment of Faculty Development Programs and Planning for Future Sessions

- Evaluated the effectiveness of past faculty development sessions.
- Discussed topics for upcoming training sessions.
- Assigned responsibilities for organizing future programs.

Review of Quality Assurance Mechanisms and Suggestions for Improvement

- Analyzed existing quality assurance processes.
- Identified areas for streamlining assessment procedures.
- Proposed measures for ensuring continuous improvement.



Any Other Relevant Matter with the Permission of the Chair

- Miscellaneous issues discussed, including campus facilities and student feedback mechanisms.



IQAC Coordinator & Vice Principal



Principal

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List of Attendees :

Sr. No.	Designation & Affiliation	Name of the Person	Signature
Chairperson			
1	Principal	Dr. Antony Lawrence	<i>Antony</i>
Vice Principal			
2	Member	Dr. Sharayu Gupte	<i>Sharayu</i>
IQAC Coordinator			
3	IQAC Incharge	Dr. Amelia Antony	<i>Amelia</i>
Teacher Faculties			
4	Member, H.O.D (B.Com)	Prof. Srishti Masand	<i>Smasand</i>
5	Members, Examination Chief	Prof. Anika Lakhani	<i>Anika</i>
6	Member H.O.D (M.com)	Prof. Dinesh Motwani	<i>Dinesh</i>
7	Member, Faculties	Prof. Pravin Nikam	<i>Pravin</i>
Administrative Officers			
8	Member, Registrar	Jagruti Choudhary	<i>Jagruti</i>
Nominee from Industry			
9	Member, Industrialist	Gul Advani	<i>Gul</i>
Local Society Nominee			
10	Member, Local	Eknath Padhare	<i>Eknath</i>



Sr. No.	Designation & Affiliation	Name of the Person	Signature
Nominee from Alumni, Student & Parents			
11	Member, Alumni Representative	Manish Gond	<i>Manish</i>
12	Member, Student Representative	Shashi Rajbhar	<i>Shashi</i>
13	Member, Parent Representative	Kapil Sonawane	<i>Kapil</i>





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Internal Quality Assurance Cell Action-Taken Report of IOAC Meeting

Date : 2nd January, 2024

Time : 12:00 p.m

Venue : G2 room

1. Review of Previous Minutes of Meeting
 - o Minutes circulated among attendees for record-keeping.
2. Discussion on Strategies to Enhance Student Learning Outcomes
 - o Task force formed to explore implementation strategies.
 - o Pilot projects initiated to test innovative teaching methods.
3. Assessment of Faculty Development Programs and Planning for Future Sessions
 - o Survey conducted to gather feedback from faculty.
 - o New faculty development calendar drafted based on input received.
4. Review of Quality Assurance Mechanisms and Suggestions for Improvement
 - o Committee established to review quality assurance procedures.
 - o Recommendations for process improvement forwarded to relevant departments.
5. Any Other Relevant Matter with the Permission of the Chair
 - o Action items assigned to respective individuals for follow-up.
 - o Next meeting scheduled to address pending issues and updates.

IQAC Coordinator & Vice Principal



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Pal Shikshan Sanstha's

St. Paul College

(Affiliated to University of Mumbai)

NAAC Accredited ISO 9001:2015 Certified

M.Com (Accounts), M.Com (Mgmt.), B.Com, BMS, BBI, BAF, B. Sc. I.T.

Behind VTC Ground, Near Ganpati Mandir, Ashelepada, Post : Ulhasnagar - 421 004, Dist. - Thane

Mob.: 7709611885

8055593067

8956632372

Ref No.

Date : _____

Notice for IQAC Meeting

All the members of IQAC are hereby informed that meeting of the committee will be held on 12th April, 2024 at 12:00 p.m. the meeting will be held physically in G2 room however, all the member should attend this meeting as for the schedule.

Agenda of the meeting:

1. Review of previous minutes of meeting.
2. NSS, DLLE, Green Club Members Discussion
3. SSR Preparation
4. Audit Report Discussion
5. Cultural & Sports Club Committee Discussion.
6. Any other relevant matter with the permission of chair.

Sr. No.	Designation & Affiliation	Name of the Person
Chairperson		
1	Principal	Dr. Antony Lawrence
Vice Principal		
2	Member	Dr. Sharayu Gupte
IQAC Coordinator		
3	IQAC Incharge	Dr. Amelia Antony



Teacher Faculties		
4	Member, H.O.D (B.Com)	Prof. Srishti Masand
5	Members, Examination Chief	Prof. Anika Lakhani
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Nominee from Alumni, Student & Parents		
11	Member, Alumni Representative	Manish Gond
12	Member, Student Representative	Shashi Rajbhar
13	Member, Parent Representative	Kapil Sonawane

[Signature]

IQAC Coordinator

Vice Principal



[Signature]

Principal

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Internal Quality Assurance cell

Minutes of Meeting

Date : 12th April, 2024

Time : 12:00 p.m


Venue : G2 room

Minutes of meeting :

The IQAC meeting for the Academic year 2023-24 commenced at 12:00 pm in G2 room. The following points were discussed in the meeting:

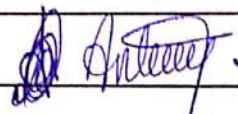
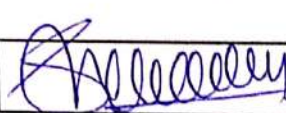
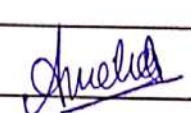
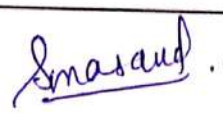
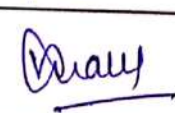
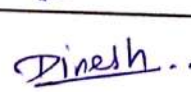

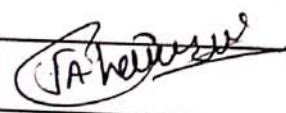
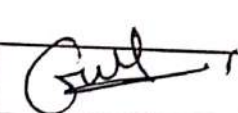
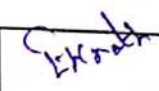
- ☐ Review of Previous Minutes of Meeting: The chair opened the meeting by reviewing the minutes of the previous meeting held on [Insert Date]. The attendees acknowledged the minutes and noted any corrections or additions. The finalized minutes were approved by all members.
- ☐ NSS, DLLE, Green Club Members Discussion: Discussion ensued regarding the activities and initiatives undertaken by the NSS (National Service Scheme), DLLE (Distance Learning and Lifelong Education), and Green Club. Members provided updates on recent projects, events, and upcoming plans. Suggestions were made for collaborative efforts among these clubs to maximize impact and outreach.
- ☐ SSR Preparation: The committee reviewed the progress made in preparing the SSR (Self-Study Report) for accreditation purposes. Each member provided updates on their respective sections and discussed strategies for completing pending tasks within the specified timeline.
- ☐ Audit Report Discussion: The audit report for the previous financial year was presented and discussed. Members reviewed the findings, identified areas of improvement, and proposed corrective measures to address any discrepancies or irregularities highlighted in the report.
- ☐ Cultural & Sports Club Committee Discussion: The committee deliberated on the activities and events organized by the Cultural & Sports Clubs during the past year. Feedback was provided on the effectiveness of these initiatives in promoting cultural diversity and fostering sportsmanship among students. Plans were discussed for expanding club activities and enhancing student participation in the upcoming academic year.
- ☐ Any Other Relevant Matter with the Permission of Chair: Members were invited to raise any additional matters or concerns for discussion.


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List of Attendees :

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Vice Principal			
2	Member	Dr. Sharayu Gupte	
IQAC Coordinator			
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Teacher Faculties			
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Nominee from Alumni, Student & Parents			
11	Member, Alumni Representative	Manish Gond	<i>Manish</i>
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Internal Quality Assurance Cell Action-Taken Report of IOAC Meeting

Date : 12th April, 2024

Time : 12:00 p.m

Venue : G2 room

☐ Review of Previous Minutes of Meeting:

- The finalized minutes of the previous meeting were circulated among members for their records.
- Corrections and additions, if any, were incorporated into the minutes.

☐ NSS, DLLE, Green Club Members Discussion:

- Collaborative projects between NSS, DLLE, and Green Club were proposed and initiated to leverage resources and increase impact.
- Action plans were developed to implement joint initiatives focusing on community engagement and environmental sustainability.

☐ SSR Preparation:

- Pending tasks identified during the meeting were assigned to respective members with specified deadlines.
- Regular progress reviews and coordination meetings were scheduled to ensure timely completion of the SSR.

☐ Audit Report Discussion:

- Corrective measures to address audit findings were implemented as per the recommendations.
- Monitoring mechanisms were established to prevent recurrence of identified issues in future audits.



☐ Cultural & Sports Club Committee Discussion:

- Plans for expanding cultural and sports club activities were finalized, with designated coordinators appointed to oversee implementation.
- Strategies to increase student involvement and promote inclusivity in club activities were devised and implemented.

☐ Any Other Relevant Matter with the Permission of Chair:

- Action items arising from discussions were documented, and responsible parties were assigned to follow up on implementation.
- Updates on the progress of action items were scheduled to be reported in subsequent meetings for further review and evaluation.



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