

**Meeting Number 1**  
**Minutes of the meeting held on Thursday 11<sup>th</sup> July 2019 at 2.00 p.m.**

Members present:

Chairperson-Dr. Geeta Ibrahim  
Coordinator- Dr. Ela Dedhia  
Management Nominee- Ms. Noella Dias  
Criteria I- Ms. Vibha Hasija (Convener)  
Criteria II- Dr. Kamini Rege (Convener)  
Criteria III- Dr. Anuradha Bakshi (Convener)  
Criteria IV- Mrs Sunita Jaiswal (Convener)  
Criteria V- Dr. Pratima Goyal (Convener)  
Criteria VI- Ms. Jaqueline Colaco (Convener)  
Criteria VII- Mrs Rhonda Diwecha (Convener)

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting.

1. The entire Accreditation process was discussed and it was finalized to submit IQA by 1<sup>st</sup> week September 2019
2. 2014 to 2019, Criteria 1 & 2 were discussed for upload for SSR.

**3. Plans For 2019-20**

**Criteria 1:**

It was decided to collect feedback from various stake holders with respect to curriculum implementation.

It was decided to focus on Entrepreneurship and Innovation for students and faculty, looking into the trends being set by the Government and capturing the huge opportunities that it would open up.

It was also discussed and decided to offer as much technological training and upgrade infrastructure as possible for students.

**Criteria 2:**

It was also decided to strengthen student mentoring program and conduct student induction programs based on University guidelines.

It was decided to focus on Industry Internships/ hands on experiences for students. To give attention to academically weaker students and provide access to counselling support to students. Continuous Internal Evaluation System were also looked into.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

**Meeting Number 2**  
**Minutes of the meeting held on Wednesday 24th July 2019 at 2.30 p.m.**

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. 2014-2019, Criteria 3 & 4 were discussed for upload for SSR.

**2. Plans For 2019-20**

**Criteria 3:**

It was discussed and decided to explore possibilities for research projects with government and non government agencies and University.

It was also decided to encourage students and staff for innovation in research and strengthen the IIC of the college.

It was also emphasized to publish papers/chapters etc in UGC recognized Journals/books and to stress on citation index.

It was also decided to encourage participation, presentations in International, National, State and Local seminars/conferences/workshops.

It was decided to continue extension work with rural and urban underprivileged communities based on the Vision and Mission of the college and NAAC.

It was decided to strengthen collaborations with Industry and Government and Non government organizations for research, academics and extension. To establish relationships such that there are MOUs in future between them and our Institution.

**Criteria 4:**

To purchase more computers for students and staff, to add more features of MIS, to upgrade library with more books and journals specially online ones.

It was decided to work on student scholarships.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

### Meeting Number 3

Minutes of the meeting held on Friday 2<sup>nd</sup> August 2019 at 2.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. For 2014-2019, Criteria 5, 6 & 7 were discussed and finalized for upload for SSR

2. Plans For 2019-20

Criteria 5:

It was decided to create more linkages for student internships, to help students for preparation of competitive exams.

It was decided to increase alumni involvement in various activities of the college.

Criteria 6:

It was decided to conduct student led activities such as health mela for assessment of different health parameters of students, staff and others. It was also decided to continue to organise Jamboree to encourage inclusiveness, entrepreneurship, innovation and creativity amongst students.

It was decided to strengthen participatory governance and strengthen staff training, to enhance quality measures in all aspects of functioning and look into academic and administrative audits. NIRF must also be a continuous process each year.

Criteria 7:

It was decided to work on renewable resources and environment conservation practices. as that is the need of the hour. It was decided that Solar panels could be explored.

To focus on empowering students and staff and increasing collaborations.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

### Meeting Number 4

Minutes of the meeting held on Monday 26th August 2019 at 4.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All other staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. The entire SSR was discussed with all present before final uploading.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 5

Minutes of the meeting held on Wednesday 18th September 2019 at 3.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. The IIQA was uploaded on NAAC portal on Wednesday 4<sup>th</sup> September but as some clarifications were sought by NAAC on Tuesday 17<sup>th</sup> September, which had to be submitted by Tuesday 24<sup>th</sup> September. These were discussed and finalized to be sent online.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 6

Minutes of the meeting held on Monday 28<sup>th</sup> October 2019 at 2.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. The IIQA was accepted on 26<sup>th</sup> September.

Although we all met informally several times, we met formally for final AQAR 2018-19 which was discussed, finalized, edited and successfully submitted on 29<sup>th</sup> October 2019.

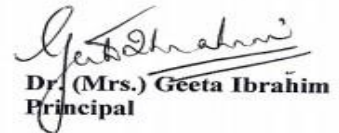
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 7

Minutes of the meeting held on Saturday 2nd November 2019 at 1.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All staff members were also present .

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting.

1. The final SSR was read, discussed, edited and planned to be submitted on 4<sup>th</sup> November. The SSS (Student satisfaction survey) was expected to start very next day by NAAC on 5<sup>th</sup> September 2019.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQA Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 8

Minutes of the meeting held on 6<sup>th</sup> December 2019 at 3.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

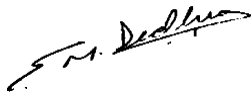
All other staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. A mail was received from NAAC on 6<sup>th</sup> November that the DVV process has been initiated by NAAC and the queries and clarifications in SSR were received from DVV team on 6<sup>th</sup> December, thus criteriawise discussions were held regarding the same. We were expected to send the responses by 21st December. It was decided to meet everyday to work on the clarifications sought by NAAC. It was considered a good opportunity to meet and discuss issues and challenges

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal



## Meeting Number 9

Minutes of the meeting held on Tuesday 15<sup>th</sup> December 2019 at 2.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All other staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

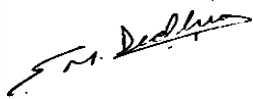
1. The DVV was discussed with all present before final uploading of responses to DVV before 21<sup>st</sup> December 2019.

2. Proposals from TFT Department regarding Ms Noemia D'Souza Merit Scholarship and Ms Noemia D'Souza Endowment Chair, were discussed and decided to be presented in CDC and to Management.

3. It was discussed and decided that major decision related to appointments, funding, new courses etc. have to be approved in the CDC meetings. Few new value added and Add on courses were discussed to be presented in CMC and CDC meetings and to Management for approval before sending to University for recognition.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 10

Minutes of the meeting held on 11th February 2020 at 2.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convenor)

Criteria I- Ms. Anuradha Mitra (Member)

Criteria II- Dr. Ritu Madhan (Member)

Criteria III- Dr. Anuradha Bakshi (Convenor)

Criteria IV- Ms. Neha Mulchandani (Member)

Criteria V- Dr. Pratima Goyal (Convenor)

Criteria VI- Ms. Jaqueline Colaco (Convenor)

Criteria VII- Dr. Anjali Srivastava (Member)

Criteria VII- Ms. Trisha Ganguly (Member)

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. To prepare for Academic and Administrative Audit as decided by Management through St Alberts Institution which will happen in first week of March. The details were discussed.

2 Preparation for PTV

The following program was discussed and finalized to be proposed for NAAC Peer Team Visit which was planned for third week of March.

	Peer Team Visit Schedule to be proposed	Time
Day 0	Peer Team Discussion (Pre-visit meeting at the place of stay)	17:00 – 19:00 hrs
DAY - 1		
Day - 1	Presentation by the Head of the Institution/Principal	9:00 – 09:45 hrs
Day - 1	Activities / Meeting Meeting with the Coordinator-IQAC, IQAC members in IQAC office.	09:45 – 10:30 hrs
Day - 1	Activities / Meeting Visit to Department of Foods, Nutrition and Dietetics (Assessment of learning levels of students, Student centric methods for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency, Statements & Attainment of POs, PSOs & Cos, Research, Extension, Collaborations, Achievements etc....)	10:30 – 11.10 hrs
Day - 1	Activities / Meeting Visit to Department of Human Development (Assessment of learning levels of students, Student centric methods	11:10 – 11.50 hrs

	for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency, Statements & Attainment of POs, PSOs & Cos, Research, Extension, Collaborations, Achievements etc....)	
Day - 1	<p>Activities / Meeting</p> <p>Visit to Department of Textile and Fashion Technology</p> <p>(Assessment of learning levels of students, Student centric methods for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency, Statements &amp; Attainment of POs, PSOs &amp; Cos, Research, Extension, Collaborations, Achievements etc....)</p>	11:50 – 12.30 hrs
Day - 1	<p>Activities / Meeting</p> <p>Visit to Department of Community Resource Management</p> <p>(Assessment of learning levels of students, Student centric methods for enhancing learning experiences, Innovation and creativity in teaching-learning, Reforms, Transparency, Statements &amp; Attainment of POs, PSOs &amp; Cos, Research, Extension, Collaborations, Achievements etc....)</p>	12:30 – 13:10 hrs
Day - 1	Lunch on meeting: Meeting with the Governing Body / Management/State Govt. Representatives / University representatives.	13.10 – 14:10 hrs
Day - 1	<p>Activities / Meeting</p> <p>Visit to Physical Facilities i.e. Library, Sports, Gymnasium, Computer Centre, Laboratories of different departments etc.</p> <p>Onsite Interaction Hostels etc.</p>	14.10 – 15.00 hrs
Day - 1	<p>Activities / Meeting</p> <p>Meeting and Interaction with Head of Committees</p> <p>Visit to Placement Cell, Career Counseling Centre, Anti Raging Cell, Anti-Sexual Harassment Cell etc.,</p>	15.00 – 16.00 hrs
Day - 1	Refreshments	16.00 - 16.15 hrs
Day - 1	<p>Activities / Meeting</p> <p>Interaction with Students, Alumni &amp; Parents (may include Student Satisfaction Survey Guidance)</p> <p>(Student Council &amp; representation of students on academic &amp; administrative bodies/committees, Contribution from Alumni Association/Chapters etc....)</p>	16:15 -17.00 hrs
Day - 1	Cultural programmes by Students	17.00- 17.45 hrs
Day - 1	Team Discussion at place of stay	

DAY – 2		
Day - 2	Activities / Meeting Interaction with Administrative Officer, Finance Officer Non-teaching staff and Support staff.	09.00 – 09.45 hrs
Day-2	Report writing, Checking Documentary evidences, if any. Discussion and modifying the draft Peer Team Report and finalization, Visiting to facilities which has not been covered so far. ....(to be done within the Institution premises)	09.45 – 12:15 hrs
Day-2	Discussion with Head of Institution and IQAC Co-ordinator on outstanding issues	12:15 -13.00 hrs
Day-2	Lunch	13:00 - 14:00hrs
Day-2	Report writing continues.....	14:00 - 15:00hrs
Day-2	Sharing the Peer Team Report with Head of the Institution	15:00 - 16:00hrs
Day-2	Finalizing the Peer Team Report (Signatures to obtain from Head of the Institution and Peer Team Members on, i). Peer Team Report; ii). Visit Schedule; iii). Code of Conduct and Ethical standards)	16:00 - 17.00hrs
Day-2	Exit Meeting	17:00 - 17.30hrs

Department meetings will cover Criterion wise information pertaining to their respective departments. Similarly committee meetings will cover information pertaining to their respective committees.

Various committees will be formed for hospitality, food, rooms for documentation, cultural program, and infrastructural facilities.

It was decided to have mock NAAC on 12th March 2020 (Thursday).The experts Fr. Frazer and Dr. Shobana Vasudevan accepted the invitation to conduct Mock NAAC

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 11

### Minutes of the meeting held with the Head of the Departments on 12<sup>th</sup> February 2020 from 12.30 p.m. to 2.30. p.m.

Members present:

Dr. Geeta Ibrahim

Dr. Ela Dedhia

Ms. Noella Dias

Ms. Anuradha Mitra

Dr. Anuradha Bakshi

Dr. Veena Yardi-Invitee

CRM HOD Ms. Sunita Jaiswal was on Extension visit. Other IQAC members were present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

1. The schedule of AAA was discussed and finalized

2. DVV Preparation:

It was decided to Invite management and send them the program

Stakeholders to be invited and their confirmations to be sought. To include visiting faculty, Collaborators, Parents, Alumni, Extension work organizations, Industry etc.

Hall booking from 26th to 28th March 2020 was done. Sound system to be checked.

Photography and Videography- Mr. Amol Joshi to be contacted and booked for 27th March and 28th March 2020

Medical Aid to be kept ready and the Bombay Hospital Emergency numbers to be kept handy.

Day 0 (Preparation) - 26th March 2020

6th floor ID room (Opposite the lift) to be arranged with the display of documents and presentation. Ms. Nina Dias to be requested to kindly make this room available from 26th March 2020 to 28th March 2020.

Pick-up- Three Peer Team members would be arriving on 26th March 2020 probably at three different timings. They will have to be received and taken to the hotel. To explore cost of 3 rental cars with drivers. However final decision will be made after their travel plans are known. It was decided to keep one car for the entire day of 27th March 2020 and 28th March 2020.

Hotel preparation- Goody bags with assorted snacks and dry fruits, stationary, laptops (3) printer (1), pendrives (3) etc. will have to be arranged.

Dinner- The peer team will have to be taken outside for dinner.

Day 1- 27th March 2020

Welcome- Traditional welcome, rangoli and welcome board near lift to be arranged by the Hospitality team.

Breakfast/Lunch/Refreshments- to be arranged in 7B by the Food committee. Mr. Clive (Acme Caterers) can be requested to set up food counter in 7B.

A.V.Room for the Peer Team-A.V.Room needs to be setup for the Peer team meetings and discussions among themselves. Desktops (3), Laptop (1), printer (1) and stationary to be arranged. Dry snacks and bottled water should be kept in the room.

Presentations and Display of documents- 6th floor ID room (Opposite the lift) to be arranged for the display of documents and presentations. Presentations in Inside room and Documentation in outside room.

Dinner- With all staff in college premises.

Day 2- 28th March 2020

Breakfast/Lunch/Refreshments- to be arranged in 7B by the Food committee. Mr. Clive (Acme Caterers) can be requested to set up food counter in 7B.

A.V.Room for the Peer Team-A.V.Room needs to be setup for the Peer team meetings and discussions among themselves. Desktops (3), Laptop (1), printer (1) and stationary to be arranged. Dry snacks and bottled water should be kept in the room.

Gifts: Books to be bought

High Tea- With all staff in college premises.

Committees:

Stakeholders	Infrastructure	Food	Hospitality	Cultural	Time-keeping
Dr. Pratima G.	Dr. Subhadra M.	Ms. Vibhuti K.	Ms. Sunita J.	Ms. Neha M.	Ms. Jacqueline C
Ms. Vibha H.	Dr. Kamini R.	Ms. Fatima K.	Dr. Vishaka K	Ms. Sanghmitra N.	Ms. Vrinda U.
Ms. Rhonda D.	Dr. Ritu M.	Ms. Sheetal J.	Ms. Payal M.	Ms. Gulnaaz E.	
Ms. Sakina C.	Ms. Roopa R.	Ms. Khyati S.	Dr. Minelly R.	Ms. Trisha G.	
	Ms. Prajakta M.				
	Dr. Anjali S.				

IQAC Tentative meetings for the core committee:

28th February 2020


12th March 2020- During Mock NAAC

27th March 2020/28th March 2020-During Peer Team Visit

Further planning will continue in future meetings.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia

  
IQAC Coordinator

Dr Geeta Ibrahim

  
Dr. (Mrs.) Geeta Ibrahim  
Principal

## Meeting Number 12

**Minutes of the all staff meeting held on 2nd March 2020 at 2 p.m.**

Staff present:

Dr. Geeta Ibrahim

Dr. Ela Dedhia

Ms. Noella Dias

Ms. Jaqueline Colaco

Dr. Pratima Goyal

Dr. Veena Yardi

Mrs. Sunita Jaiswal

Dr. Anuradha Bakshi

Mrs. Rhonda Divecha

Mrs. Vibha Hasija

Dr. Subhadra Mandalika

Ms. Payal Maheshwari

Mrs. Roopa Rao

Ms. Neha Mulchandani

Mrs. Vrinda Udiaver

Dr. Anjali Srivastava

Mrs. Sanghmitra Navalgund

Mrs. Vibhuti Khedekar

Ms. Fatima Kader

Mrs. Sheetal Joshi

Ms. Khyati Sampat

Ms. Minelly Rodrigues

Ms. Gulnaaz Engineer

Ms. Trisha Ganguly

Ms. Prajakta Mhaprolkar

Ms. Sakina Chhatriwala

Mrs. Moly Jose

Mrs. Flavia Fernandes

Ms. Cheryl Machado

Mrs. Sujata Shigwan

Mr. Dhiraj Bhosle

Mr. Sunil Lopes

Ms. Christaline Fernandes

Ms. Ritu Wagle

Mr. Victor Baptist Pais

Mr. Prashant Patil

Dr. Geeta Ibrahim and Dr. Ela Dedhia welcomed all staff members.

Dr. Ibrahim started the meeting with explaining the process of Peer Team Visit and its tentative itinerary. She also informed all about the criterions of the IQAC committee and the other committees formed to facilitate the peer team visit seamlessly.

Dr. Dedhia reiterated that the main sources of information for all is the Accounts department, General office, Library, the various laboratories etc. and therefore they play an important role during the visits.

The Display of various things like Achievements, Milestones etc. will be arranged by Criteria 4.

A few things mentioned by Dr. Ibrahim and Dr Dedhia are as follows:

All staff should avoid any leaves until the Peer Team Visit barring unforeseen circumstances and emergencies.

Staff should ensure polite body language towards each other and with the Peer Team Members.

Everyone has to be calm and collected.

Staff should tactfully handle any situation.

Staff should have a non-challenging demeanour towards each other and with the Peer Team Members.

We need to prepare students subtly for Student Satisfaction Survey and meeting with the Peer Team Members. They need to be appreciative and positive while interacting with the Peer Team Members.

Guest lectures and workshops can be arranged for 24th March 2020 and 26th March 2020 so that staff can concentrate on the arrangement and preparation for the Peer Team Visit.

Students to be involved in the preparation for the Peer Team Visit.

Mrs. Sujata Shigwan to be with the Peer Team Members for typing of reports and any other administrative/secretarial assistance.

Mr. William Rebello and Mr. Fauzan Hashmi to be available for the Peer Team Visit and any technical assistance needed.

One person from every committee formed for the seamless facilitation of Peer Team Visit came ahead to inform all about the things that they were going to handle and what all it entails.

Stakeholders Committee- Dr. Pratima Goyal, Mrs. Vibha Hasija, Mrs. Rhonda Divecha and Ms. Sakina Chatriwala

Dr. Pratima Goyal informed everyone that they planned to call all stakeholders at 3.30 p.m. on 27<sup>th</sup> March 2020 to be on the safe side. She requested all to give their committee a department wise list of all Industry/Alumni/Entrepreneurs/Examiners/Employers/Parents who have high regard for the college, management and faculty to be called for the Stakeholder meeting.

The number of stakeholders to be called per department for the Stakeholder are as follows:

Food, Nutrition and Dietetics- 70

Human Development- 60

Textiles and Fashion Technology- 60

Community Resource Management- 50

Infrastructure Committee- Dr. Subhadra Mandalika, Dr. Kamini Rege, Dr. Ritu Madhan, Mrs. Roopa Rao and Mrs. Prajakta Mhaprolkar.

Dr. Subhadra Mandalika informed all staff that their committee has inspected all rooms to get a general idea about the cleanliness and things to do for preparation of Peer Team Visit. A.V.Room (7th floor) to be used by the Peer Team. Furniture, Computers, printer & basic stationary to be arranged in the A.V. Room.

6th floor rooms opposite lift, Inner room for Presentations and Outer room for display. Each department will display criteria wise. The Highlights have to be



visible. Arrangement will be made for an extra room for display if needed. Bulletin boards needed. 4 support staff required.

7B (7th floor) will be used for food/refreshments for the Peer Team. The furniture arrangement will be taken care of Infrastructure Committee. The Food Committee needs to inform them latest by 20<sup>th</sup> March 2020 of how many tables will they require for the food

Each equipment needs to be labelled by laboratory staff and a file for SOP to be kept ready. No Biological fluids like blood or waste to be kept or used in laboratories as it requires Ethical clearance.

Food Committee- Mrs. Vibhuti Khedekar, Ms. Fatima Kader, Mrs. Sheetal Joshi and Ms. Khyati Sampat

Mrs. Vibhuti Khedekar informed all that there will be a choice of vegetarian and non-vegetarian food items depending upon the Peer Team members' preferences. On 27th March 2020 and 28th March 2020 Breakfast, Mid-morning snacks and Lunch shall be served to the Peer Team. Few dry snacks, bottled water and supplies for Tea/Coffee shall be kept in the A.V.Room for the Peer Team. Mrs. Anuradha Mitra has referred a vendor and the same shall be used for a test run on the day of Mock NAAC with similar menu to the Peer Team Visit. Crockery, Containers and anything else required for the Peer Team Visit shall be arranged. Students will be needed from Foods, Nutrition and Dietetics and Community Resource Management departments for assistance.

Hospitality Committee- Ms. Sunita Jaiswal, Dr. Vishaka Karnad, Ms. Payal Maheshwari and Dr. Minelly Rodrigues.

Ms. Payal Maheshwari informed all staff that team members shall wait at the hotel where the Peer Team will be staying to ensure that they are comfortable and offer assistance in case they need anything. Ms. Noella Dias to wait with the members of the Hospitality Committee at the hotel. The Hospitality committee will ensure that Food Hamper (arranged by Food Committee), Basic stationary and other necessities are arranged at the hotel for the Peer Team Members.

A welcome at the college premises will be organized by them including Aarti (without tilak). A few students (preferably hostelites) and Ms. Noella or Ms. Cheryl to be requested to accompany them on any shopping trip, if requested by the Peer Team Members.

They will discuss with the Cultural committee is any other arrangements need to be made.

Cultural Committee- Ms. Neha Mulchandani, Mrs. Sanghmitra Navalgund, Ms. Gulnaaz Engineer and Ms. Trisha Ganguly

Ms. Neha Mulchandani informed all staff that a cultural program of 40 minutes will be arranged. All dance performances will be of maximum 3 minutes each.

The program is as follows:

Welcome speech

National Anthem

Lighting of the lamp

Prayer dance (to be performed by Foods, Nutrition and Dietetics students)

Maharashtrian dance ( to be performed by Community Resource Management students)

Garba dance (to be performed by Textiles and Fashion Technology students)

Kerala dance (to be performed by Human Development students)

Punjabi dance (to be performed by Food Processing and Preservation/Sports Nutrition students)

Street play (to be enacted by Human Development students, with guidance from a trainer from College of Social Work)

Jewels of India (7 minutes- to be performed by Textiles and Fashion Technology students)

Auditions for student comperes will be held. Student volunteers will be needed for assistance.

Time- Keeping Committee- Ms. Jacqueline Colaco and Mrs. Vrinda Udiaver

They will ensure strict adherence to the schedule and all requirements of each committee are met by the concerned source.


The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

### **Meeting Number 13**

#### **Minutes for IQAC Online meeting held on 08th June 2020 from 10.30 a.m. to 1.00 p.m. (Pandemic period)**

Members present:

Chairperson-Dr. Geeta Ibrahim

Co-ordinator- Dr. Ela Dedhia

Secretarial Assistance: Ms. Ritu Wagle

Criterion 1- Ms. Vibha Hasija

Criterion 2- Dr. Kamini Rege

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. The Standard Operating Procedures (SOP) & draft of Policies were discussed as was suggested by AAA team and was suggested to work on it.

2. AQAR 2019-20

The online IQAC meeting for the core committee was held on 08th June 2020 via Zoom meetings.

Dr. Ibrahim & Dr. Ela Dedhia welcomed all members and informed all of the agenda of the meeting- Standard Operating Procedure (SOP)

The Peer Team Visit which was to be held in March 2020 is postponed to September 2020 due to Pandemic. In view of the SSR been uploaded and approved by NAAC, further preparations to be done. For the Peer Team Visit documents and Standard Operating Procedure (SOP) as per the QIM has to be kept ready.

It was also discussed that Standard Operating Procedures (SOPs) for the college should be in clear and in print. We have been following procedures and protocol but they need to be on record.

Dr. Dedhia mentioned that each criteria can list the SOPs needed. Draft has to be made based on what is existing but at the same time has to be appropriate. QIMs and QnMs both need to be looked into. Hence respective committees and also departments to look into the SOPs. She also stressed on the importance of automation of all processes in college for future use and other online portals where data needs to be furnished.

SOPs need to be realistic as much as decision making happens at the college level.

The Administration office, Accounts office, Reception desk and Laboratories also need to have Standard Operating Procedure (SOP).

Dr. Kamini Rege suggested that the segregation of the SOPs can be done by the level of involvement of management in the decision making.

Ms. Jaiswal mentioned that a standard format for a SOP needs to be decided upon. Dr. Bakshi informed all that ready templates are available which we can modify for our use.

Dr. Ibrahim suggested that once the SOPs are in place they can be periodically reviewed to suit new requirements.

Dr. Bakshi mentioned that for decentralized decision making and participatory governance requires that some of the decisions have to be made at department or committee level.

Dr. Dedhia informed all that the Department reports and Committee reports will be needed for the AQAR2019-20, for which a mail is also sent to all along with format.

Dr. Bakshi mentioned we need the cut off date for this academic year for compiling both the Department and Committee reports. Dr. Dedhia clarified that AQAR 2019-20 will include information upto June end or definitely after all results of the academic year are declared as it needs to be included and financial audited statements will need to be included.


Dr. Dedhia mentioned that as of now the Department and Committee reports need to be ready by end of June and the AQAR by end of August 2020. All data that is in college can be updated only after college reopens but whatever is possible online need to be completed.

Dr. Ibrahim and Dr Dedhia thanked all the members and since there was no further agenda the meeting was adjourned. Meeting ended with vote of thanks to both of them.

Dr Ela Dedhia



Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal

IQAC Coordinator

## Meeting Number 14

Minutes of the IQAC online meeting held on Tuesday 28<sup>th</sup> June 2020 at 2.00 p.m.

Members present:

Chairperson-Dr. Geeta Ibrahim

Coordinator- Dr. Ela Dedhia

Management Nominee- Ms. Noella Dias

Criteria I- Ms. Vibha Hasija (Convener)

Criteria II- Dr. Kamini Rege (Convener)

Criteria III- Dr. Anuradha Bakshi (Convener)

Criteria IV- Mrs Sunita Jaiswal (Convener)

Criteria V- Dr. Pratima Goyal (Convener)

Criteria VI- Ms. Jaqueline Colaco (Convener)

Criteria VII- Mrs Rhonda Diwecha (Convener)

All other staff members were also present.

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all to the meeting

The plan of action for the next academic year were discussed.

- The Pandemic period continued from March 2020 and so were the lock downs. For continuous training and wellbeing of staff, students and the larger society, it was planned that various webinars could be organised. Thus it was planned that all departments and various Committees to work on organizing online events. Some initiatives had already begun but to take it up with more momentum.
- Any other plans of the departments for the benefit of students which were discussed and sanctioned had to be put into action
- The Rashtriya Uchchar Shiksha Abhiyan (RUSA) funds were sanctioned and had to be utilized so the process was planned to be in progress.
- The Peer Team Visit was earlier planned for March 2020 before pandemic, and since that was postponed due to pandemic, the preparations were planned to continue.
- The AAA team had suggested to work on SOPs & Policies so drafts of the same were planned to be worked upon.
- Summer Semester Regular and ATKT Exams of 2020 were not held due to Pandemic lock downs which had to be planned online as per UGC and University guidelines.
- It was planned to prepare syllabus of new short term courses based on industry needs as well as in keeping with the interest of students which was planned that they should be applied for University recognition.

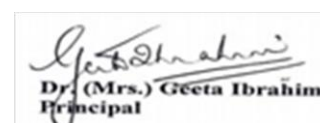
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Dr. (Mrs.) Geeta Ibrahim  
Principal