



### MINUTES OF THE IQAC MEETING

Minutes of the meeting of the Core Committee (Internal Members) of the Internal Quality Assurance Cell (IQAC) held on **20 June 2018** at 12.30 p. m. in the Zoology Instrumentation Room is as follows:

#### Attendees:

1. Dr Sashirekha S., Coordinator
2. Dr Geeta Narayan, Member, Teaching Staff
3. Dr Krutika Desai, Member, Teaching Staff
4. Dr Sunita Maral, Member, Teaching Staff
5. Dr Sara Khan, Member, Teaching Staff
6. Dr Anuya Warty, Member, Teaching Staff

#### Agenda:

1. Allocation of work towards compilation of AQAR 2017-2018
2. Proposal to Create a Sub-Committee to work on AQAR 2017-2018
3. Activities to be planned under the IQAC for the Academic Year
4. Any other matter with the approval of the Chair

#### 1. Allocation of work towards compilation of AQAR 2017-2018

Dr Sashirekha informed the Core Committee that the departments had been asked to send in their respective data for the Academic Year 2017-2018. The Heads of Departments had been duly informed and an official mail had been sent to that effect before the closure of the previous Academic Year. The last date for submission of the departmental data was June 30, 2018. The Core Committee would thereafter begin the compilation of the data.

Dr Sunita Maral, Dr Sara Khan and Dr Anuya Warty had earlier pointed out there was need to seek more hands to work on the data compilation process and the matter was placed on the agenda.

#### 2. Proposal to Create a Sub-Committee to work on AQAR 2017-2018

A proposal to create a Sub-Committee was put forth at the meeting and was accepted with a consensus. Accordingly through deliberations, it was agreed upon to have seven (07) members assisting the process of data compilation for the AQAR 2017-2018. These members include: Dr Vidya Premkumar (Arts); Mr Sajid Mansoori and Mr Karthikeyan Subbu (Science); Mr Manish Gogari and Ms Aurora Vaz (Commerce) and Ms Sonia Jhunjhunwala and Ms Lovina S. (Self-Financed Courses).



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The proposal would be immediately put up before Principal Dr Rajpal Shripat Hande for his consideration and approval.

3. Activities to be planned under the IQAC for the Academic Year

The Core Committee found it necessary to hold a two-day seminar on 'Autonomy: A Way Forward for Excellence in Academics' with the grant of graded autonomy to Mithibai College. This Seminar would tentatively be held in September 2018 and would be open to participants from all colleges in the Mumbai Region.

With the new online procedure towards application under the Career Advancement Scheme (CAS), it was also felt necessary to hold a workshop to acquaint the faculty members towards the same. The workshop would be organised by the IQAC, with key inputs from Registrar Ms Bina Hemnani .

4. Any other matter with the permission of the Chair

Dr Geeta Narayan suggested the creation of the Mithibai IQAC official email on Outlook while retaining the old Gmail account. Dr Sashirekha would be seeking the Principal's approval and asking the IT Department to duly create an email address for IQAC.

It was also discussed and found necessary to officially hand over the charge of all IQAC documents and data repository from Dr Nupur Mehrotra to Dr Sashirekha S.

Dr Sashirekha would seek Principal's approval to add this point on the agenda for the IQAC meeting called on 23 June 2018 to scrutinise documents for candidates due for promotion under CAS.

Dr Sashirekha Sureshkumar  
Convener, IQAC

Dr Rajpal Shripat Hande  
Principal



### MINUTES OF IQAC MEETING

A meeting of IQAC internal committee members was held on Saturday, 23<sup>rd</sup> June 2018 at 11.00 a.m. in the Conference room. Following members attended the meeting.

Dr Rajpal Shripat Hande  
Dr Sashirekha Sureshkumar  
Ms. Rajeshwari Mirji  
Dr Anjali Patkar  
Mr. Michael Vaz  
Dr Nupur Mehrotra  
Ms. Sonali Chatterjee  
Dr Krutika Desai  
Dr Geeta Narayan  
Ms. Nilima Raval  
Mr. V.V Dalvie  
Mr. Arjun Birajdar  
Dr Sunita Maral  
Dr Sara Khan  
Dr Anuya Warty  
Dr Vidya Premkumar  
Ms. Beena Hemnani  
Ms. Archana Garate  
Mr. Mohan Bedekar  
Ms. Vidula Sawant

Leave of absence was sought by Ms. Ramola Thangiah

Minutes of the meeting are as follows;

- 1) Dr Sara Khan read the minutes of IQAC core committee meeting on 20.6.18. The minutes were confirmed.
- 2) Next, the handing over of charge by the outgoing IQAC coordinator Dr Nupur Mehrotra to the new coordinator Dr Sashirekha Suresh Kumar.
- 3) Principal Dr. Hande briefed the members of the important duties assigned to IQAC as per Autonomy Gazette 2018, and the NAAC guidelines. He informed the members that IQAC is the think tank of the college and should evolve mechanisms and set standard operating procedures for all college systems. Principal Dr. Hande asked the IQAC to work on the utilization of Rs. 20 Lakh per year to be received by Autonomous colleges from UGC as per the guidelines issued by the UGC. He also



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asked the members to formulate the proposal for applying for RUSA 2 grant and Centre for Potential of Excellence (CPE) . Both these were to be submitted by the IQAC before 20<sup>th</sup> July 2018.

- 4) Principal Dr. Hande also suggested that IQAC committee members to help the faculty in the college in evolving pedagogy tools for better trans action of curriculum. It was suggested that FDP's be conducted to help faculty enrich the teaching-learning process.
- 5) As all programs offered by the college were to be autonomous, the house was further briefed by Principal Dr. Hande about the conduct of autonomous colleges.
- 6) Discussion was held on admission procedure for aided Post-graduate programs as the admissions to the same would under autonomy be required to be conducted by the college. Principal Hande suggested a committee for PG admissions under the Convenorship of Vice Principal Science-Ms. Rajeshwari Mirji and Dr. Nupur Mehrotra, Vice-Principal Self-Finance courses. Further with reference to undergraduate program admissions, Mr. Dalvie suggested that a policy to restrict the number of admissions for every subject in science by filtering them on merit in SAP at the pre-admission level so as to match the intake capacity and that no additional appointments would be needed. Mr. Dalvie also said that information about the same should be included in prospectus and magazine.
- 7) Dr Sashirekha informed the house that a meeting of the IQAC core committee members was held on Wednesday, 20<sup>th</sup> June 2018. Suggestions were received from these members for constituting a sub-committee for the preparation of AQAR of 2017-18 and for generating a new email id in addition to the existing email id. She spoke to the Principal sir and got the same approved.
- 8) Mr. Dalvie said that there should be no separate mention of self-finance in front of the names of committee members in IQAC composition. Dr Nupur Mehrotra suggested that instead of taking two members – Lovina and Sonia from the same department in IQAC – AQAR subcommittee, two members from different departments could be taken.
- 9) Principal Dr. Rajpal Shripat Hande, said that the IQAC should organise a workshop in either September or October for colleges in Mumbai and initiate the process for the same immediately. Dr Sashirekha invited suggestions from the house for framing the title of the workshop. Referring to the title suggested earlier as 'Autonomy- A way ahead in Academic Excellence', Dr Nupur Mehrotra suggested replacing academic excellence with the word excellence as it indicates excellence in academics as well as

extra-curricular. Principal Dr. Hande, suggested five sections for workshop as; Autonomy Overview – Gazette 2018, Academic Excellence, Examination Reforms, Administrative Reforms, Learners' Perspective. Suggestions were made about prospective speakers as Joint Secretary from University of Mumbai, Dr Rajshekharan Pillai, for examination evaluation reforms speaker from IISER or IIT, Dr Gaikar from Dr Babasaheb Ambedkar Institute of Technology, Dr Mankar former V.C. of Babasaheb Ambedkar Institute of Technology, Mr Ashish Apte from NMIMS, Dr Kurup, Dr Venkataramani, Dr.M.N Welling, Dr. Meeta Rajivlochan, RUSA and Dr Meena Chintamaneni. It was decided that Dr Sashirekha would be the convener and Mrs. Sonali Chatterjee and Mrs. Nilima Raval would be the co-convener with all IQAC members as committee members. Dr. Hande, suggested two tentative dates for the workshop - 24<sup>th</sup> and 25<sup>th</sup> September or 28<sup>th</sup> and 29<sup>th</sup> -September on which the house deliberated and expressed that 28<sup>th</sup> and 29<sup>th</sup> September would be suitable for the workshop.

- 10) Mr. Dalvie said that the suggestion given by Dr Rajshekharan Pillai during Science faculty meeting on autonomous syllabi for conducting continuous evaluation for practical examination was well accepted by faculty members. He expressed that modalities for the same needs to be decided and a committee of three members consisting Dr Nupur Mehrotra, Mrs. Mirji and Dr Geeta Narayan was formed for the same.
- 11) Dr Sashirekha explained the purpose of formation of CAS sub-committee. Members would brief teachers on how to fill online CAS forms and scrutinise the forms and documents of teachers who have applied for CAS. Registrar said teachers applying for CAS after May 2017 would be required to fill new forms. She also informed the house that instruction was received from management asking all faculties to fill self-appraisal form that is same as PBAS form. Mr. Birajdar said that all communication and submissions related to CAS should be through Principal email id. IQAC should verify and send documents only after obtaining signature of Principal sir. Registrar informed the house that office had identified 27 CAS cases but till the date of meeting only 12 teachers had applied for CAS.

  
Dr Sashirekha Sureshkumar  
Convener, IQAC

  
Dr Rajpal Shripat Hande  
Principal



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### MINUTES OF IQAC MEETING

A meeting of IQAC internal committee members was held on Saturday, 21<sup>st</sup> July 2018 at 11.00 a.m. in the Conference room. Following members attended the meeting.

Dr Rajpal Shripat Hande  
Dr Sashirekha Sureshkumar  
Ms. Ramola Thaingiah  
Ms. Rajeshwari Mirji  
Dr Anjali Patkar  
Mr. Michael Vaz  
Dr Nupur Mehrotra  
Ms. Sonali Chatterjee  
Dr Krutika Desai  
Dr Geeta Narayan  
Ms. Nilima Raval  
Mr. V.V Dalvie  
Mr. Arjun Birajdar  
Dr Sunita Maral  
Dr Sara Khan  
Dr Anuya Warty  
Dr Vidya Premkumar  
Ms. Beena Hemnani  
Ms. Archana Garate  
Mr. Mohan Bedekar  
Ms. Vidula Sawant

#### Agenda:

- 1) Confirmation of minutes of IQAC meeting held on 23.6.18
- 2) Approval for proposal for applying for RUSA 2 grant
- 3) Approval for proposal for applying for CPE scheme
- 4) Approval for financial plan of expenditure of UGC financial assistance of Rs. 20 lakhs
- 5) Any other matter

Confirmation of minutes of IQAC meeting held on 23.6.18:

The minutes of IQAC core committee meeting on 23.6.18 were read and the same were confirmed.

Approval for proposal for applying for RUSA 2 grant:



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College and was waitlisted in the same , now the college will apply under Component 8- Enhancing Quality and Excellence in select Autonomous Colleges. Dr. Nupur Mehrotra, further informed that the college has to apply for the RUSA grant online. She took the members through the details filled in the on-line for . After discussion on some key points the members approved the proposal for applying for RUSA grant.

Approval for proposal for applying for CPE scheme:

The proposal was put forward for critical evaluation by members. The UGC ormt was used wherein the data was filled as per the frame work. The Vice-Principals and the Registrar helped provide data to be filled in the format and the members of IQAC appreciated their contribution. Dr. Kruutika Desai suggested the financial outlay for the grant which was accepted by the members. Principal Hande felt that the college has set up a bench mark in quality higher education and the same is not getting reflected in the proposal as data asked is within certain framework. After deliberations, it was decided that a supplementary document be sent along with the proposal depicting the strengths of the college. The same was to be completed in next 2-3 days and proposal sent to the University of Mumbai for round 1 evaluation.

Approval for financial plan of expenditure of UGC financial assistance of Rs. 20 lakhs

The committee discussed the various heads under which expenditure can be made as per UGC guidelines. It was suggested that all the 12 heads under which assistance was to be provided cannot be justified in every year , so it was decided that for year 2018-19, funds would be spent under the following heads-

Digital Campus- 170 lakhs

Knowledge Hub- 70 lakhs


Integrated Research- 160 lakhs

Centre for Excellence in Human Skills- 80 lakhs

Centre for holistic wellness- 20 lakhs

Any other matter:

As there was no other matter to be discussed, the meeting ended with a vote of thanks by Dr. ShashiRekha.

  
Dr Sashirekha Sureshkumar  
Convener, IQAC

  
Dr Rajpal Shripat Hande  
Principal



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### **MINUTES OF IQAC MEETING**

A meeting of IQAC internal committee members was held on Friday, 21<sup>st</sup> September 2018 at 11.00 a.m. in the Conference room. Following members attended the meeting.

Dr Rajpal Shripat Hande  
Dr Sashirekha Sureshkumar  
Ms. Ramola Thaingiah  
Ms. Rajeshwari Mirji  
Dr Anjali Patkar  
Mr. Michael Vaz  
Dr Nupur Mehrotra  
Ms. Sonali Chatterjee  
Dr Krutika Desai  
Dr Geeta Narayan  
Ms. Nilima Raval  
Mr. V.V Dalvie  
Mr. Arjun Birajdar  
Dr Sunita Maral  
Dr Sara Khan  
Dr Anuya Warty  
Dr Vidya Premkumar  
Ms. Beena Hemnani  
Ms. Archana Garate  
Mr. Mohan Bedekar  
Ms. Vidula Sawant

#### **Agenda:**

- 1) Confirmation of minutes of IQAC meeting held on 21.7.18:
- 2) Preparation of Action Taken Report for RUSA 2 , component 8 grant
- 3) Any other matter

Confirmation of minutes of IQAC meeting held on 21.7.18  
The minutes of IQAC core committee meeting on 21.7.18 were read and the same were confirmed.

Preparation of Action Taken Report for RUSA 2 , component 8 grant  
Principal Dr. Hande informed the house that the college was nominated in the 14<sup>th</sup> PAB held on 17<sup>th</sup> September 2018 for RUSA 2, Component 8 - Enhancing Quality and Excellence in select Autonomous Colleges , grant of Rs. 5 crores. He proposed that Dr. Nupur Mehrotra , to be the Nodal Officer for the project, which was unanimously accepted by all members





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present. MHRD had convened a meeting on 4<sup>th</sup> October 2018 at Delhi and the college had to prepare a report for presentation. Dr. Nupur Mehrotra, further informed that RUSA Maharashtra had suggested that the college further strengthen its strength as the grant was directed towards enhancing quality and excellence.

All members deliberated on the strengths and it was decided that the following Centres be created under the RUSA grant, viz-

- 1) Digital Campus
- 2) Knowledge Hub
- 3) Centre for Integrated Research
- 4) Centre for Excellence in Human Skills
- 5) Centre for Holistic wellness

Principal Dr. Hande instructed the members to prepare the proposal on these lines. Also the financial outlay to be finalised after seeking the approval of the Management and same be incorporated in the proposal as per directives of RUSA-Maharashtra.

Any other matter:

As there was no other matter to be discussed, the meeting ended with a vote of thanks by Dr. ShashiRekha.

Dr Sashirekha Sureshkumar  
Convener, IQAC

Dr Rajpal Shripat Hande  
Principal



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## MINUTES OF IQAC MEETING

A meeting of IQAC internal committee members was held on 20<sup>th</sup> Oct 2018 at 11.00 a.m. in the Conference room. Following members attended the meeting.

Dr Sashirekha Sureshkumar,  
Mr. V V Dalvie,  
Dr. Geeta Narayan,  
Dr. Krutika Desai,  
Dr. Sara Khan  
Dr. Anuya Warty  
AQAR sub-committee members  
Dr. Karthikeyan Subbu  
Dr. Vidya Premkumar  
Ms. Sonia Jhunjhunwala

### Agenda of the meeting:

#### Status of AQAR 2017-18 reports collection from departments:

Dr. Karthekayn and Dr. Vidya informed that AQAR and the appendix forms were collected except for the result analysis of 2017-18, which needs to be compiled along with few appendixes which was not received from some departments. It was suggested by Dr. Sashirekha that another reminder be sent for those departments who had not submitted the appendix forms of the department and to collect hard copies documentary proof of the staff achievements. The sub committee members were asked to make compilation of the AQARs received faculty wise and complete the overall compilation..

#### Status of CAS applications:

Sashirekha informed that 11 teachers' CAS applications due for May and August were uploaded and submitted online to the university. The progress is being followed up by the office. At the moment the forms were in the university.

**Term report of IQAC activities** Report to be compiled for the term and Dr. Sara Khan was allotted the job.

**Activities for the next term:** Mr. Dalvie briefed the committee about the changes in the NAAC format, that an external agency is involved in NAAC grading. Only 30% of the Grading component is physical check of the parameters by the peer team. He shared his experience as a peer team member. There are 3 aspects of the training, 70% is the data assessed by agency. College should prepare for the 70% assessment.



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Sashirekha suggested the conduct of academic audit and green audit. Mr. Dalvie insisted that administrative audit is long pending and needs to be done For academic audit involvement of Dr. Kurup, Dr. Pejavar and Dr. Shiratte was suggested . Dr. Krutika suggested that an external peer team needs to be formed for the Academic audit

Dr. Geeta said the report given by them of the earlier academic audit was very comprehensive. Continuing with the best practices and sustaining is more advisable than suggesting new ones every year.

Staff satisfactory index was suggested, expectation survey and modalities to be worked out.

It was suggested by Dr. Sashirekha that the website be updated regularly.

Dr Sashirekha Sureshkumar  
Convener, IQAC

Dr Rajpal Shripat Hande  
Principal



### MINUTES OF IQAC MEETING

A meeting of IQAC internal committee members was held on Saturday, 23<sup>rd</sup> March 2019 at 11.00 a.m. in the Conference room. Following members attended the meeting.

Dr Rajpal Shripat Hande  
Dr Sashirekha Sureshkumar  
Ms. Ramola Thaingiah  
Ms. Rajeshwari Mirji  
Dr Anjali Patkar  
Dr Nupur Mehrotra  
Ms. Sonali Chatterjee  
Dr Krutika Desai  
Dr Geeta Narayan  
Ms. Nilima Raval  
Mr. V.V Dalvie  
Mr. Arjun Birajdar  
Dr Sunita Maral  
Dr Sara Khan  
Dr Anuya Warty  
Dr Vidya Premkumar  
Ms. Beena Hemnani  
Ms. Archana Garate  
Mr. Mohan Bedekar  
Ms. Vidula Sawant

#### Agenda:

- 1) Confirmation of minutes of IQAC meeting held on Friday, 21<sup>st</sup> September 2018
- 2) Preparation of Revised Action Taken Report for RUSA 2, component 8 grant
- 3) Any other matter

#### Agenda 1:

Confirmation of minutes of IQAC meeting held on 21.9.18:

The minutes of IQAC core committee meeting on 21.9.18 were read and the same were confirmed.

#### Agenda 2:

Preparation of Revised Action Taken Report for RUSA 2, component 8 grant



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Principal Dr. Hande informed the house that as per directives received from MHRD, through their meeting held on 22.3.19 at Delhi, the college was instructed to set up Entrepreneurship cell and Skill hub. The college in its initial Detailed action plan has set Rs. 45 lakhs for the same but was then directed to set Rs. 50 lakhs for the same. In view of above the action plan needed to be revised and resent. Dr. Nupur Mehrotra informed the house that since the difference was of Rs. 5 lakhs only, major changes were not required. She informed the house about the that after deliberations with Science department HoD's , Convenor Research Committee Dr. Krutika Desai and Vice-Principal Science, Ms. Mirji, the list of equipments to be procured were decided and the process for the procurement was initiated.

Dr. Hande informed the members that two instalments of Centres share Rs. 1.5 lakhs and State share to tune of Rs. 1 lakhs thus amounting to Rs. 2.5 crores was received by the college. He further informed that the various committees were formed under the Vice-Principals , one each for every Centre proposed under RUSA grant.

He complemented Ms. Sonali Chaterjee, Incharge of Entrepreneurship Cell and Skill hub and Nodal Officer Dr Nupur Mehrotra, along with all committee members for the successful conduct of virtual launch of the Centre by Hon' Prime Minister, Shri Narendra Modi on 3<sup>rd</sup> Feb 2019.

Agenda 3:

Any other matter

Dr. Krutika Desai informed the house about the changes in examination & evaluation. The admit card, and also the final result card would be sent to students on their email Id's. In the last semester the answer books of all self-finance courses were bar coded and for forthcoming examinations answer books for all courses would be bar-coded.

Dr Sashirekha Sureshkumar  
Convener, IQAC

Dr Rajpal Shripat Hande  
Principal



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### **MINUTES OF IQAC MEETING**

A meeting of the IQAC members was held on Monday, **7th January 2019** at 11.00 a.m. in the Conference room. Following members attended the meeting.

Mr. Sunandan Divatia – Management Nominee  
Mr. Nilesh Mohile – Management Nominee  
Dr Rajpal Shripat Hande  
Dr Sashirekha Sureshkumar  
Ms. Rajeshwari Mirji  
Ms. Ramola Thangiah  
Dr Anjali Patkar  
Dr Nupur Mehrotra  
Padmashree Prof. R.V. Hosur  
Ms. Vaishali Samant  
Mr. V.V Dalvie  
Dr Geeta Narayan  
Dr Krutika Desai  
Dr Sunita Maral  
Dr Sara Khan  
Dr Anuya Warty  
Ms. Beena Hemnani  
Ms. Archana Garate  
Mr. Mohan Bedekar  
Ms. Vidula Sawant  
Ms. Carmel Anthony  
Ms Naisargi Shah

Invited Guest: Mr. Asoke Basak , CEO-SVKM



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Principal Dr Rajpal Shripat Hande welcomed the IQAC committee members. The IQAC convener Dr Sashirekha Sureshkumar initiated the proceedings of the meeting. The agenda was deliberated upon:

Agenda I:

Confirmation of minutes of IQAC meeting held on 23.4.18:

The minutes of IQAC core committee meeting on 23.4.18 were read and the same were confirmed.

Principal Dr. Hande presented the report of activities and achievements of Mithibai College with emphasis on academic achievements, budgetary allocation of RUSA grant of Rs. 5 crores, curriculum design and development for UG and PG programmes, add-on courses, examination and evaluation reforms as per Gazette 2018, activities under DBT Star Scheme, and extra-curricular activities.

Mr. Basak said that the IQAC should analyse the achievements as per last years perspective plan, in relation to the difficulties faced and future action plan w.r.t examination reforms, curriculum design and development, Honours programme, new initiatives for bridging the gap between industry-academia interface, guest lectures by experts, scientists and industry professionals, skill enhancement programmes for students participating at University and national level competitions, and research at UG and PG level.

Mr. Basak emphasised that retrospection about the above-mentioned areas was needed to get in-depth idea about what was achieved and what is yet to be achieved by the College. Discussion mode would elicit participation and suggestion of members for further improvement in these areas.

Mentor Mr. Divatia expressed concern over smooth implementation of new procedures and technology in examination and evaluation and enquired about faculty and staff being trained to work with the same to which Principal Dr Hande stated that the examination reforms being implemented were based on SAP and the faculty and staff are being trained to overcome the same.

Mr. Mohile stressed that the IQAC should focus on plan for the year, its accomplishment, analyse the problems faced in the transformation process by the college, and inform the management if any intervention was needed in any of the areas. Mr Mohile also pointed out that the IQAC should be NACC oriented as formats are totally changed and that all achievements of the college need to be quantified in view of new NACC format. The IQAC needs to put all activities under specific formats that are useful for NACC as 70% marks in NACC are based on quantification of activities. Mr Mohile commented that RUSA budget should be directed more to academics, research grants and seed money rather than only on infrastructure.

Dr Krutika Desai presented the progress on research by students and faculty and financial support available for the same. Mr. Basak expressed that these grants should be utilized for strengthening of the Science Departments in different ways. Mr. Basak emphasised that



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standards and norms for reporting the impact factor are needed and that Research Committee should forward a proposal stating the norms for reporting impact factor alongwith workload remission as an incentive to do research alongwith undergraduate teaching to the management via IQAC.

Dr Hosur said that the college must provide sufficient seed money, all necessary facilities and infrastructure to enable faculty to publish in journals of repute and Research Committee must prepare proposal with realistic idea about investment, infrastructure and facilities needed for quality research. Dr Krutika Desai said that committee will forward the proposal for improvement in research considering facilities, teaching load, incentives, and seed money needed to management via IQAC.

Mr Basak further added that research in Arts and Commerce faculty does not need investment as required in science and so should be addressed separately. Dr Hosur said research in all areas in needed as they are interlinked. Dr Krutika Desai said understanding requirements and problems faced, Research Committee will submit a proposal that will be placed before the IQAC for deliberation and a resolution can be passed with regards to research standards.

Principal Dr Hande reiterated that active involvement in research is expected from Arts and Commerce faculty . Ms. Ramola clarified that undergraduate students in Arts are doing research to which Principal Dr. Hande suggested that paper publications in reputed research journals are needed and research done by Under Graduate students for their projects is not intended for publication in research journals.

Mr. Basak said Research Committee should address the problems, suggest and ask for support from the management. Principal Dr Hande asked Dr Krutika Desai to resend the reports of Research Committee to the management.

Prof. Dalvie requested the house to grant him leave of absence for remaining part of the meeting for taking T.Y.B. Sc and M.Sc. students to attend a lecture by Dr Atrii, representative of India on Indian Ocean Rim Association and Chair, Professor in Economics at University of Mauritius, in the International Symposium on 'Blue Economy and Blue Water Economy of India vis-à-vis Maritime Security, University of Mumbai. Prof. Dalvie added that he would also try for a tie-up of Mithibai College with Mauritian University for research on Indian Ocean in the meeting with Dr Atrii.

Dr Krutika Desai presented the report on placement, soft skills training and career guidance. Dr Krutika Desai said that student placements from 2015-16 to 2017-18 has declined and furnished the analysis of the issues related to it. Mr. Basak said decline in placement is a serious issue and should be addressed by the Placement Committee.

Ms. Vaishali Samant drew attention of the house to the lack of connect between alumni and current students w.r.t career guidance. She opined that alumni can play a big role in giving correct feel of outside world and the challenges that students would face when they look for a job with certain expectations. Ms. Samant suggested that the Career Guidance and Placement





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(AUTONOMOUS)



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Cell should think on initiating a cell of alumni who will communicate with the students to give them practical knowledge and clarity about various careers.

Dr Geeta Narayan expressed that getting active involvement of alumni is needed before connecting them with career guidance and placement and that she would pass on the suggestion to Dr Meghana Talpade who is the convener of the Alumni Association. Dr Sashirekha suggested that the College can have a link on website where current students can communicate with the alumni.

Principal Dr Hande informed the house that the College has announced current year as the year of alumni and alumni were invited as experts in every programme and for guest lectures conducted. Principal asked Dr Geeta Narayan to prepare a list of alumni who were invited as experts from industry and corporate field in the current year. Mr Basak said efforts should be made for aligning education with placement

Dr Krutika Desai suggested that Chairperson or senior members of Alumni Association can be part of the placement committee to strengthen the communication of Placement Cell with Alumni.

Dr Sashirekha informed the house that since AQAR 2017-18 had to be submitted to NAAC before 30<sup>th</sup> December 2018 in the old format, the same was circulated and approval sought from all members. Dr Sashirekha presented the highlights of AQAR 2017-18 to the house.

Mr. Mohile emphasised that the College is conducting only regular activities and the IQAC must plan for different activities and ensure that number of activities increase progressively over a period of 5 to 7 years since there is 70% weightage for quantification of activities in new format of NAAC. Mr. Mohile also suggested that college can start number of add-on courses, bridge courses and conduct workshops, invite NGOs for different activities, and get students involved in the same. He further added that the maximum marks college can gain is in Criterion 5. He stressed that the College needs to conduct more activities for getting high consolidated scores at the time of next assessment by NAAC. Mr. Mohile also said that the content of AQAR should match with activities that the College conducts since no changes can be made in consolidated data at the time of presentation before NACC experts' committee. Mr. Mohile further added that the Action Taken Report must be presented to the management in the manner that will display plan of action, activities conducted as per plan, activities in progress, and difficulties faced so as to get management involved in the same. The IQAC needs to make research policy and get it approved from management, and said that management will readily give money and time remission to faculty showing research outcomes like publications which is already being implemented in NMIMS

Mr. Mohile further suggested that the science departments should come up with patents that can be commercialised and the college should come up with systems that will set an example before other colleges and can be readily adopted by them. Mr. Basak suggested that proposals from the principal after consideration of the IQAC should be forwarded to the management to make these policies.



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Mr Mohile requested Ms Vaishali Samant to give concrete plan for courses to train students in singing, drama etc. He also suggested that the IQAC should take feedback and guidance from Dr Hosur in research area. He stressed that measuring outcomes of activities conducted would be helpful in getting marks in NAAC. He further added that outcome-based education should have some roadmap and also that records should be maintained of global tie up if any, and of the students who are placed abroad in order to maintain the status of Best College and for the same every department should conduct some activities.

Mr Basak said that the College must have a calendar in place for new curriculum designing process and must follow the timeline. He also said that an honest appraisal of the B. Com Honours programme must be carried out through feedback of students on programme, faculty, subjects and the problems faced by them. Vice-principal Dr Anjali Patkar agreed to conduct the same before the end of this month. Vice-Principal Dr Nupur Mehrotra replied stating that the grid of new curriculum was chalked out during the curriculum design process and for the next academic session 2019-20, the final curriculum designed is under process by at various BOS and same will be presented before the next Academic Council for approval.

Dr Hosur suggested that since research is an important component, the College must promote it in different ways. Students should be motivated to do research under various government schemes and institutions. Faculty should write big and good proposals to funding agencies like DST, DBT, ICMR, and Aayush. This would bring research grants to the college which will act as a great motivation for faculty as well as students.

Mr. Mohile said that the College need to strengthen institution-industry interaction. He suggested that Academic Audit for monitoring of autonomous college by experts can be conducted after completing one year of Autonomy.

Mr. Basak said students doing internship can be granted remission in attendance and the College can have its own policy depending upon the requirement and abilities of the students who seek remission in attendance.

Dr Sashirekha Sureshkumar  
Convener, IQAC

Dr Rajpal Shripat Hande  
Principal