<p style="text-align:center">John Wilson Education Society's</p>

Wilson College

(Autonomous)

<p style="text-align:center">Minutes of the IQAC MEETING</p>

<p style="text-align:center">held on 1st October, 2022 at 2.30 pm in the Conference room</p>

IQAC 2022: 69 Agenda

1) Opening Prayer

2) Roll Call

3) Adoption of the Agenda

4) Appointment of the recording Secretary

5) Confirmation of the minutes of the previous meeting held on 30.04.2022 and matters arising thereof and Action taken report

6) Review of implementation of Autonomous status

7) Mechanisms for measurement of program outcomes

8) Mechanisms to monitor incremental improvement in level of student learning

9) Discussion on areas for quality enhancement (benchmarking and evaluation) as per the prevalent NAAC criteria:

    a) Curricular aspects and delivery - Quality of curricula

    b) Teaching, Learning and Evaluation- Quality of question papers

    c) Students Support and Progression

10) Any other matter with the permission of the Chair

11) Vote of thanks and Closing Prayer

IQAC 2022: 70 Welcome and opening prayer

The meeting began with the opening prayer by Dr. Jamson Masih. Prof. Anna Pratima Nikalje, Principal welcomed all the members present and the IQAC Coordinator Dr. Radhika Birmole and requested them to introduce themselves.

IQAC 2022: 71 Members present at the meeting

The following members were present

1. Dr. Harsha Badkar
2. Dr. Michelle Philip
3. Mr. Michael D'Souza
4. Dr. Ajita Kumar
5. Ms. Aarati Manerikar
6. Dr. Ashish Uzgare
7. Dr. Joyline Mascarenhas
8. Dr. Devdatta Lad
9. Dr. Biraj Mehta
10. Mr. Melvin Shibu (Student Representative)
11. Mr. Soumyadeep Biswas (Student Representative)
12. Dr. Jamson Masih (Treasurer)
13. Mr. Pradeep Abhyankar (Registrar)
14. Dr. T. Shivare (Management nominee)
15. Dr. Souhail Savliwala (Parent)
16. Dr. Agnelo Menezes (Invited Expert)
17. Dr. Radhika Birmole- IQAC Coordinator
18. Principal Prof. A. G. Nikalje - Chairperson

Apologies were received from- Prof. Sybil Thomas

Absent Member: Mr. Nitin Nakti

IQAC 2022: 72 Adoption of Agenda

The previously circulated agenda was adopted unanimously. It was proposed by Dr. Ashish Uzgare and seconded by Mr. Pradeep Abhyankar.

IQAC 2022: 73 Appointment of the recording secretary

Dr. Ashish Uzgare and Dr. Ajita Kumar were appointed as recording secretary.

IQAC 2022: 74 Confirmation of the minutes of the previous meeting and the matters arising thereof

The minutes were read by Dr. Radhika Birmole and following were the points discussed as matters arising from the minutes of the previous meeting:

● The action taken report was presented by Dr. Devdatta Lad.
● Mr. Michael D'souza has been appointed as Controller of Examination under Autonomous Wilson College.

- As per the NAAC guidelines a new lease line of internet with speed 50Mbps has been installed by the college.
- MIS from Datavista for managing admission, attendance and examination processes and data is in use . The training for the use of MIS for Teaching and Non-Teaching Staff was conducted.
- Most of the suggestions given by the expert members with respect to Department-wise information has been updated on the College website.
- Dr. Shiware informed about the scheduled meetings of all the stakeholders of the University of Mumbai with the NAAC Chairman Dr. Bhushan Patwardhan on 18th and 19th of October 2022 regarding NEP implementation from the Academic year 2023-24.

The confirmation of the minutes was proposed by Dr. Agnelo Menezes and seconded by Dr. Ajita Kumar.

IQAC 2022: 75 Review of implementation of Autonomous status:

1) It was reported that the following Programs and Courses have been started from the Academic year 2022-23:

   A. MA. Literature, Media and Culture

   B. M.Com. Security Management

   C. Course for specially abled learners at FY level- Computer Systems and Applications.

   D. Compulsory non-academic courses (2 credits for each): Wilson Social Responsibility (WSR) and Muktangan.

2) Mr. Digamber Acharya has been appointed for Wilson Social responsibility cell (WSR) and the Muktangan Committee has been constituted to organize and monitor various extra curricular activities during the year.

3) A report was presented on the various initiatives under Autonomy taken by the Academic Monitoring Committee.

4) The IQAC has initiated periodic review meetings with each department to facilitate quality enhancement in line with NAAC guidelines.

IQAC 2022: 76 Activity report for the first half of the academic year

NAAC criterion wise detailed report was presented for the activities conducted by various departments and committees for first half of the academic year 2022-23. After a thorough discussion the expert members made the following suggestions for recording qualitative assessment of the outcome of various activities

1. Peer learning

    a) Students diary for self-reflection, feel-line etc validated by the respective mentor.

    b) Structured feedback form at the end of each activity including sports.

2. Extra-curricular activities

    a) Upkeep of sports facilities and proper planning for sports activities.

    b) Activities like student incubation should contribute to the college in some way or the other as a token of affiliation and gratitude. The funds generated could be contributed for various student activities.

IQAC 2022: 77 Mechanisms for measurement of program outcomes and Mechanisms to monitor incremental improvement in level of student learning

a) Workshop on PO/CO calculations to be organized for newly appointed staff.

b) A team of teachers from the IT department can coordinate with the vendor offering office automation services for calculations and mapping of syllabus/question papers/Program outcomes/Course outcomes.

c) Examination and assessment: While applying Bloom's taxonomy the options given to questions should belong to the same level. As volunteered by the English department it was agreed upon that a pilot study would be carried out for the PO attainment calculation which would then be shared with other departments to work upon.

IQAC 2022: 78 Quality enhancement (benchmarking and evaluation) as per the prevalent NAAC criteria

a) Curricular aspects and delivery - Quality of curricula

    1) To compare the syllabi with other institutions offering the same program.

    2) To frame a rubric for syllabi to collect the feedback from various stakeholders particularly the employers. Share it with the BOS for necessary action.

3) Syllabi mapping with national and international colleges to enhance the possibility of any collaboration.

b) Teaching, Learning and Evaluation- Quality of question papers

The paper set by each department would be submitted to a panel of external examiners for reviewing, from which one would be selected by the principal to eliminate any bias.

c) Students Support and Progression

The following was agreed upon.

1. Upgrade our quality of syllabus and overall education to the level of top few institutes.

2. To introduce more innovative certificate courses/ programs especially at Postgraduate level by most departments.

3. Every department must try for their own program specific collaboration.

4. Create opportunities for exchange programs/tie ups as per NEP 2020 guidelines within the city to begin with.

5. Tap the potential of the alumni to enhance student related activities.

IQAC 2022: 79 Any other matter with the permission of the chair

A. The Principal reported that few new programs were passed in the recently held Governing Body meeting, like, M.A. (Psychology, Counseling), M.A. (Literature, Media and Culture), Bachelor of Financial Markets.

B. A grant of Rs. 40,000/- was received from Indian Council of Social Science Research by the Arts department for arranging a two day conference.

C. The College had received a letter for grant under the DBT Star College scheme.

D. The college has purchased 04 new podiums and projectors, laptops and desktops.

E. The College received the Best College Award from the University of Mumbai under the urban category for the year 2019-20 on 5th September 2022.

F. Appointment of NAAC Coordinator: Dr. Ajita Kumar and Dr. Devdatta Lad were appointed as Co-Coordinators for NAAC.

G. Co-Convenor for IQAC: Dr. Joyline Mascarenhas was appointed as the IQAC Co-convenor.

H. Ms. Aarti Manerikar was assigned the task of applying for the Heritage grant for the College.

I. Principal and the department of Chemistry will work towards the Block Grant.

J. All HODs with the department staff were motivated to apply to various funding agencies.

K. The College staff placed on record their appreciation towards the Management for maintaining the cleanliness on the campus by providing deep cleaning and space provided for the green warriors.

IQAC 2022: 80 Vote of thanks and Closing prayer:

Dr. Harsha Badkar proposed the vote of thanks while the Registrar Mr. Pradeep Abhyankar offered the Closing prayer.

Dr. Ashish Uzgare   Dr. Ajita Kumar
Recording Secretary

Dr. Radhika Birmole   Prof. Anna Pratima Nikalje

IQAC Coordinator   Principal

Sr. No.	Recommendations	Action Taken towards Recommendations
1.	Recording qualitative assessment of the outcome of various activities	Feedback of the various activities such as Bazaar day, WSR activities and Placement cell were taken from the participants and the feedback will be analyzed.
2.	Upkeep of sports facilities	A gymnasium has been constructed in the Boxing hall using the funds received from DSO.
3.	Contribution of student's Incubation Cell	'Bazaar Day' was organized on 21st January 2023 by the Incubation Cell and Muktangan. Since it was the first year the profits were given back to the students. The suggestion from the experts of giving a token back to the college has been taken note of and will be considered henceforth.
4.	Workshop on PO/CO calculations	The workshop will be conducted in the next academic session.
5.	A pilot study would be carried out for the PO attainment calculation	The study was done by the department of English in consultation with Prof. Sybil Thomas. The draft prepared has been submitted the Academic Monitoring Committee
6.	To compare the syllabi with other institutions and obtain syllabi related responses from various stakeholders.	The syllabi have been reframed by all departments after referring to syllabi of other autonomous colleges. The feedback form pertaining to the quality syllabus has been designed by the Criterion I team to get responses from various stakeholders.
7.	To introduce more innovative certificate courses/ programs especially at Postgraduate level by most departments	1. Certificate course in Quality Assurance and Quality Control by Department of Chemistry commenced on 20th January 2023. The course was taken by 36 students where they learnt about the concept of quality control, good laboratory practices

		and importance of quality certification in Industry.
		2. Certificate Course in Commercial German A1 Completed. This course was taken by 32 students who are now eligible to take the competitive A1 national level exam for the language. To enhance the capability of the students.
8.	Create opportunities for exchange programs/tie ups as per NEP 2020 guidelines	19 MoUs and LoUs have been signed by the College with various organisations/institutions. This will enable: 1. Obtaining internship 2. Student exchange and faculty exchange 3. Master class series with experts from the field 4. Research collaboration to use sophisticated facilities in the laboratories.
9.	To tap the potential of the alumni	Alumni is helping the students with placements, internships and field trips.Some alumni also help in conducting career guidance sessions.
10.	New courses: M.A. (Psychology, Counselling), M.A. (Literature, Media and Culture), Bachelors in Financial Marketing (BFM)	M.A. (Literature, Media and Culture) has started from AY 2022-23. M.A. (Psychology, Counselling) and Bachelors in Financial Marketing (BFM) will commence from the A.Y. 2023-24.
11.	Funds from ICSSR for arranging a two day conference.	A two day conference was organized by the Arts department with the funds received from ICSSR on 1st and 2nd December 2022.
12.	The DBT Star College scheme	A grant of around INR 1 Crore 22 Lakhs 67239 has been sanctioned.
13.	Applying for the Heritage grant	The college is not eligible to apply for the same due to specific NAAC score requirements.
14.	Various funding agencies.	The proposal for writing for various grants is in progress.

𝔚ilson College

(Autonomous)
Chowpatty, Mumbai

Minutes of the IQAC MEETING
held on 28th April 2023 at 2.30 pm in the Conference room (hybrid mode)

IQAC 22-23 : 81 Agenda
1. Opening Prayer
2. Roll Call
3. Adoption of the Agenda
4. Appointment of Recording secretary
5. Confirmation of the minutes of the previous meeting and matters arising thereof.
6. College Activities conducted from October 2022 onwards.
7. To review processes under Autonomous status of the College.
   a. Attendance policy and procedure
   b. Conversion of Muktangan hours into a course for first year.
8. To discuss NEP 2020 Implementation from the upcoming Academic year.
9. Mechanism and policy for confidential reports of teachers.
10. Any other matter with the permission of the chair.
11. Vote of Thanks and Closing Prayer.

IQAC 22-23 : 82 Welcome and Opening Prayer
The meeting began with the opening prayer by Mr.Pradeep Abhyankar.
Prof. Anna Pratima Nikalje, Principal welcomed all the members present.

IQAC 22-23 : 83 Members present at the meeting
The following members attended the meeting:
Offline mode:
1. Dr. Harsha Bhadkar (Vice Principal)
2. Dr. Ajita Kumar (Vice Principal)
3. Dr. Ashish Uzgare (Vice Principal)
4. Dr. Michelle Philip (Faculty)
5. Mr. Michael D'souza (Faculty)
6. Ms. Aarati Manirekar (Faculty)
7. Dr. Joyline Mascarenhas (Faculty)
8. Dr. Devdatta Lad (Faculty)
9. Dr. Biraj Mehta (Faculty)
10. Mr. Melwin Shibu Marattukalam (Student Representative)
11. Dr. Jamson Masih (Treasurer)
12. Mr. Pradeep Abhyankar (Registrar)
13. CA. Kruti Bavishi (Supporting Team)
14. Mr. Sunit Das (Supporting Team)

15. Dr.Agnelo Menezes (Expert Invitee)
16. Dr. Ramesh Yamgar (Expert Invitee)
17. Dr. Anuradha Pendse (Invitee)
18. Dr. Radhika Birmole (IQAC Co-ordinator)
19. Prof. Anna Pratima Nikalje (Chairperson)

Online mode:
20. Dr. Jessy Pius (Invitee)

Leave of absence was granted to and apologies were received from the following:
1. Mr.Nitin Nakti (Corporate)
2. Mr. Soumyadeep Biswas (Student representative)
3. Prof. Sybil Thomas (Expert Invitee)
4. Dr. Sohail Savliwala (Expert Invitee)

Dr.Radhika Birmole started the meeting with the following deliberations.

IQAC 22-23 : 84 Adoption of Agenda
Dr.Radhika Birmole read out the Agenda for the meeting. Dr.Michelle Philip proposed and Ms.Aarati Manirekar seconded the adoption of the agenda.

IQAC 22-23 : 85 Appointment of recording secretary
Dr. Ashish Uzgare and CA. Kruti Bavishi were appointed as the recording secretary of the meeting.

IQAC 22-23 : 86 Confirmation of the minutes of the previous meeting and matters arising thereof
The previous meeting of IQAC was held on 1st October 2022. Dr. Joyline Mascarenhas proposed the passing of the minutes and Dr. Biraj Mehta seconded it.

IQAC 22-23 : 87 College Activities conducted from October 2022 onwards.
Based on the proposals and suggestions of the last meeting, a report of the College activities conducted from October 2022 onwards was presented, by Ms. Aarati Manirekar and Dr. Biraj Mehta, to the Members which was bifurcated in seven Criteria.
- Regarding the point on IQAC's capacity building sessions conducted on Friday's, Dr.Agnelo Menezes suggested maintaining the video recording of these sessions for future benefits.
- Regarding the point on the Bazaar Day event, Dr. Agnelo Menezes suggested making a resolution and implementing the college policy for contribution by students on earnings during the Bazaar Day event.

Resolved that:
- With the support of the Department of Information Technology and the Department of Multimedia and Mass Communication, IQAC's capacity building sessions shall be audio-video recorded and saved on google drive for future references.

- Muktangan Committee and Incubation Cell shall frame and implement the College policy for contribution on earnings during the Bazaar Day event.

IQAC 22-23 : 88 Review of processes under Autonomous status of the College.

The Autonomy Status of the College was reviewed.

- Dr.Agnelo Menezes enquired about the streamlining / schedule of the CIA I and CIA II examinations. He suggested conducting a single CIA for UG Semester I keeping in mind the lengthy admission process and the needs of novice learners.
- Dr.Radhika Birmole mentioned that PO and CO attainment workshop could not be conducted.

Resolved that:
- Examination Committee shall
  - frame the policy of mandatory attendance to appear for all CIA examinations and failing to which it shall be considered as ATKT.
  - collect all the question papers sets (2 or 3, as applicable) from all the departments and randomly choose one of the question papers for examination.
  - complete the printing of the selected question paper and other arrangements atleast 15 days prior to the respective exam dates.
- All the departments, under the guidance of the Academic Monitoring Committee, shall conduct PO & CO attainment for 40% of the examination papers of years covered under NEP and Autonomy syllabus.
- Under the guidance of Academic Monitoring Committee, all the departments shall consider the feedback from its stakeholders for upgrading the Syllabi.
- Research Committee shall ensure an increase in participation of students in Avishkar.
- Alumni Committee shall ensure, with the help of Alumni, increase in academic and research collaborations with the College.

IQAC 22-23 : 89 Attendance policy and procedure

Dr. Radhika Birmole pointed out the issues and concerns of the attendance policy and procedure for its successful implementation.

Resolved that:
- Admission Committee shall obtain signed undertaking from the parent for mandatory 75% attendance requirement for lectures, practicals and examination at the time of admission confirmation and fees payment.
- Attendance Committee shall frame and implement the attendance policy and procedure.
- Attendance Committee and Examination Department to undertake orientation for all the students to acquaint them with the attendance policy and procedures with emphasis on attendance.
- All the departments shall maintain attendance register in offline mode i.e. attendance muster.

IQAC 22-23 : 90 Conversion of Muktangan hours into a course for first year.

Dr. Ramesh Yamgar suggested converting Muktangan hours in a course under NEP 2020

Resolved that:

- Academic Monitoring Committee to introduce a credit course under NEP 2020 by converting the Muktangan hours into co-curricular courses.

IQAC 22-23 : 91 To discuss NEP 2020 Implementation from the upcoming Academic year.

Mr.Michael proposed the credit structure under NEP 2020, applicable from Academic Year 22-23 -24 and it was seconded by Dr. Devdatta Lad.

Dr. Jessy suggested contacting Dr. Varsha Shukla for guidance on NEP 2020.

Resolved that:

- All the departments shall
  - implement NEP 2020 for the First Year UG and PG Programmes from the upcoming Academic year 22-23 -24.
  - adopt the workload of 16 lectures per week, for each full time teacher. Each Lecture will comprise of 1 hour duration.
- IQAC and Academic Monitoring Committee shall connect with Dr. Varsha Shukla for further guidance on NEP 2020.
- Academic Monitoring Committee shall propose the credit structure under NEP 2020, applicable to the First Year UG and PG classes of 22-23 -24, to the Academic Council for approval.

IQAC 22-23 : 92 Mechanism and policy for confidential reports of teachers.

It was reported that all students do not fill Teacher's Assessment Questionnaire ('TAQ').

Resolved that:

- Examination Committee to ensure filling of TAQ's as mandatory requirement prior to collection of the hard copy of their result/ marksheets by the learners.

IQAC 22-23 : 93 Any other matter with the permission of the chair.

During the discussion on motivation of staff members and bringing out the best from them, Dr.Ashish Uzgare suggested instituting awards to the employees. The awards should be categorised in the aided and unaided section separately. Dr. Jamson Masih said to have an appropriate evaluation policy in place for conferring such awards.

Dr. Yamgar suggested having a dedicated week to celebrate the co-curricular activities for students. He further added to procure feedback from the immediate employers of the Alumni for further improvement in students and better scope for placement.
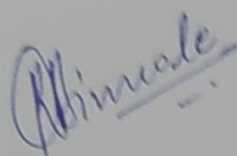
Resolved that:

- The Departments under the three broad faculties "Arts", "Science" and "Commerce" shall conduct one day or two days co-curricular activities.
- The Departments to obtain feedback from the immediate employers of the Alumni for further improvement in students and better scope in placement.
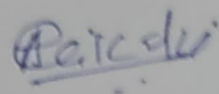
IQAC 22-23 : 94 Vote of Thanks and Closing Prayer
Dr. Michelle Philip proposed the Vote of Thanks.
Dr.Jamson Masih offered the Closing Prayer.

Dr. Radhika Birmole
IQAC Coordinator

Prof. Anna Pratima Nikalje
Principal (Chairperson - IQAC)

John Wilson Education Society's
Wilson College
(Autonomous)

Action Taken Reports - IQAC meetings - on 28ᵗʰ April 2023, 27ᵗʰ February 2024 & 27ᵗʰ March 2024.

Action Taken Reports based on IQAC meetings held on 28ᵗʰ April 2023

Agenda of the Meeting
6. College Activities conducted from October 2022 onwards.
7. To review processes under Autonomous status of the College.
   a. Attendance policy and procedure
   b. Conversion of Muktangan hours into a course for first year.
8. To discuss NEP 2020 Implementation from the upcoming Academic year.
9. Mechanism and policy for confidential reports of teachers.
10. Any other matter with the permission of the chair.

The salient deliberations of the meeting and the action taken are as follows:

Agenda	Deliberation	Action Taken
6	● IQAC's capacity building sessions shall be audio-video recorded and saved on google drive for future references. ● Muktangan Committee and Incubation Cell shall frame and implement the College policy for contribution on earnings during the Bazaar Day event.	● Video recording of IQAC session is done and saved on the Google drive. ● Preparation of college policy for contribution on earnings during the Bazaar Day event is under process. It will be implemented from the academic year 2024 - 25
7a and 7b	● Examination Committee shall 　○ frame the policy of mandatory attendance to appear for all CIA examinations and failing to which it shall be considered as ATKT. 　○ collect all the question papers sets (2 or 3, as applicable) from all the departments and randomly choose one of the question papers for examination.	● Not able to accept. ● For Semester II-VI, the Examination Committee collected all the question papers sets (2 or 3, as applicable) from all the departments to ensure random choosing of one of the question papers

○ complete the printing of the selected question paper and other arrangements atleast 15 days prior to the respective exam dates.	for the examination. ● Unable to execute.
● Attainment PO and CO for 40% of the answer sheet papers of years covered under NEP and Autonomy syllabus.	● All the departments have done PO and CO mapping for 40% of the Internal and external examination papers of Sem I and III. Attainment of CO - PO is under process.
● All the departments shall consider the feedback from its stakeholders for upgrading the Syllabi.	● Postponement of obtaining feedback from the Alumni, students, teachers and employers for framing and changes in Syllabi.
● Research Committee shall ensure an increase in participation of students in Avishkar.	● Informative sessions were undertaken for students as well as for faculties for participation in the upcoming Avishkar event.
● Alumni Committee shall ensure, with the help of Alumni, increase in academic and research collaborations with the College.	● Initiated in Alumni meeting on 12 April 2024 at 10.30 am
● Admission Committee shall obtain signed undertaking from the parent for mandatory 75% attendance requirement for lectures, and practicals at the time of admission confirmation and fees payment.	● Undertaking of mandatory 75 % attendance collected by the admission committee during the admission process for academic year 2024 - 25.
● Attendance Committee shall frame and implement the attendance policy and procedure.	● The policy has been prepared and uploaded on the website.
● Attendance Committee and Examination Department to undertake orientation for all the students to acquaint them with the	● Students have been oriented about the same during orientation program.

	attendance policy and procedures with emphasis on attendance. ● All the departments shall maintain attendance register in offline mode i.e. attendance muster. ● Academic Monitoring Committee to introduce a credit course under NEP 2020 by converting the Muktangan hours into co-curricular courses.	● All the departments maintain the attendance register in offline mode i.e. attendance muster. ● A course on music was proposed for consideration to the Academic Monitoring Committee and approval.
8	● All the departments shall 　○ implement NEP 2020 for the First Year UG and PG Programmes from the upcoming Academic year 23 -24. 　○ adopt the workload of 16 lectures per week, for each full time teacher. Each Lecture will comprise of 1 hour duration. ● IQAC and Academic Monitoring Committee shall connect with Dr. Varsha Shukla for further guidance on NEP 2020. ● Academic Monitoring Committee shall propose the credit structure under NEP 2020, applicable to the First Year UG and PG classes of 23 - 24, to the Academic Council for approval.	● All the departments have implemented NEP 2020 for the First Year students of UG and PG courses from the Academic year 2023-24. ● All the Departments adopted the workload of 16 lectures per week, each 1 hour duration. ● IQAC and Academic Monitoring Committee connected with Dr. Varsha Shukla for further guidance on NEP 2020. ● Academic Monitoring Committee has proposed the credit structure under NEP 2020, applicable to the First Year UG and PG classes of 23 - 24, to the Academic Council and the same is approved.
10	● Examination Committee to ensure filling of TAQ's as mandatory requirement prior to collection of the hard copy of their result/ marksheets by the learners.	● Examination Committee distributes the hard copy of their result/ marksheets only after the respective learner fills TAQ's.

	● The Departments under the three broad faculties "Arts", "Science" and "Commerce" shall conduct one day or two days co-curricular activities.	● Arts faculty conducted department wise co-curricular activities spread over the year 2023-24. Science faculty conducted one day co-curricular activity on 28th February 2024. Commerce faculty conducted two days of co-curricular activities on 19th and 20th January 2024.
	● The Departments to obtain feedback from the immediate employers of the Alumni for further improvement in students and better scope in placement.	● Feedback forms are ready and links of the feedback forms will be uploaded on the college website. The data of the same will be maintained by Datavista.

Action Taken Reports based on IQAC meetings held on 27th February 2024

Agenda of the meeting
3. Update on NEP 2020 implementation for academic year 2023 - 2024 and required actions in future.
4. Preparation of various policy documents for the AQAR.
5. Any other matter with the permission of the chair.

The salient deliberations of the meeting and the action taken are as follows:

Agenda	Deliberation	Action Taken

3	● Academic Dean shall look into the co-curricular courses such as Sports, Yoga and Photography courses as credit courses.
	
	● Research Committee shall appoint the following as "In-charges" to conduct orientation and initiation activities/ events for the year 2024-25 for the upcoming Avishkar event:
	  ○ For Arts faculty : Dr. Satyawati Chaubey
	  ○ For Science faculty : Dr. Abhijeet Kadam
	  ○ For Commerce faculty : Mr. Ashwin Kataria
	● The Research Committee shall assign seed money of Rs.5,000 each to the learners for continuation of their
		● Total Six courses are proposed for consideration to the Academic Monitoring Committee and for approval.
		
		● The faculty members have been informed via email and they will be conducting sessions from the start of academic year 2024 - 25.
		
		● Will be implemented from the academic year 2024 - 25

	research work presented at the Avishkar competition in this Academic Year.	

4	● Following policy should be framed and implemented by the below-mentioned respective appointed in-charges:
	  ○ Policy for promotion of research – Dr. Jamson Masih
	  ○ Code of Ethics for Research – Dr. Jamson Masih
	  ○ Information Technology Policy – Ms. Srilatha Ratnam and Ms. Anam Khan
	  ○ Administrative Policy – Mr. Pradeep Abhyankar
		● Policy documents of Information Technology and Administrative policy have been prepared and are under review.
		● While preparation of policy documents for research are under process.

5	● Website Committee, under the guidance of Academic Monitoring Committee, shall ensure easy accessibility of syllabi on the College Website ● Examination Committee shall reveal the assessed papers of Semester VI and Master's Programme Part II to the learners for transparency of the evaluation system, prior to declaration of their results. ● IQAC shall conduct a Code of Conduct session on one of its Friday sessions for the teaching and non-teaching staff. ● Teacher Assessment Questionnaire should be sent to all the learners for obtaining their feedback. ● Dr. Ramesh Yamgar and Dr. Khushpat Jain should be appointed as two invited peer experts	● Access to syllabus on the College website is ensured. ● Once papers are assessed, then the process shall be initiated. ● The awareness session was conducted on 1 March 2024 at 2.30 pm by Dr. Ashish Uzgare ● TAQs were sent in the month of March and April 2024 ● Dr. Yamgar and Dr. Jain was appointed as an invited peer expert from 25th September 2023 and 12th March 2024 respectively.

Action Taken Reports based on IQAC meetings held on 27th March 2024.

Agenda of the meeting
5. Confirmation of the minutes.
6. Discussion on infrastructure upgradation with respect to the NAAC visit in December 2026.
7. Review on library policy and procedures.
8. Discussion on NAAC reviews on the submitted AQAR.
9. Any other matter with the permission of the chair.

The salient deliberations of the meeting and the action taken are as follows:

Agenda	Deliberation	Action Taken
5	- IQAC Audit should be conducted and completed latest by June 2024 - Library audit, Green audit, Energy audit, Admin audit, Gender Audit and Academic Audit to be conducted in the Academic Year 2024-25 - The College shall frame the policy for - financial assistance to teachers; and - scholarship and free ship for the students - The Research Committee shall ensure inclusion of the Seed money of Rs.10,000 as part of the research policy. - Academic Monitoring Committee shall ensure that all TAQ forms are filled and to uphold the results of the learners who do not submit feedback form.	- Process initiated and will be completed by June 2024. - Process initiated and will be completed in the academic year 2024 - 25 - Policy document for freeship is prepared and other policy documents preparation is underway. 10 faculties are assigned seed money for research - Will be taken up in Academic Year 2024-25
6	- The College will constitute the Committee to tap CSR funds under the convenorship of the Registrar - Mr. Pradeep Abhyankar. - The College fees shall be revised to meet the needs of infrastructure upgradation of respective programmes.	- The committee will be framed from the academic year 2024 - 25. - Fees revision is under process and shall be implemented from the academic year 2024 - 25.

	● All the Departments shall orient students towards using the Library
	● The Library Committee shall find and look into procurement of software for student access of Library resources.
	● The Registrar - Mr. Pradeep Abhyankar shall ensure installation of the Anti-Virus software installed on all the Computers of the College.
	● Dr. Khushpat Jain suggested having the following for College Library:
	    o Web portals / apps such as e-granthalaya
	    o Urkund anti-plagiarism software by Government of India by the Ministry of Education, etc
		● Will be taken up in Academic Year 2024-25
		● Under Process and will be done in the academic year 2024 - 25.
		● Will be taken up in Academic Year 2024-25
		
		● The SLIM software is already installed and it is more user friendly. Also Urkund anti - plagiarism software will be procured in the coming academic year.

7	● Academic Monitoring Committee, shall guide departments in suggesting to the Librarian the list of electronic books/ resources to be purchased.	● Will be taken up in Academic Year 2024-25
8	● Discussion on NAAC reviews on the submitted AQAR.	● Session on MOOCs and econtent development will be conducted in the academic year 2024 - 25
9	● The College will sign Memorandum of Understanding ('MOU') with different Human Resource consultancy / agencies to undertake the internship and placement work under NEP 2020.	● 22 MoUs have been signed till date and the internship and Placement will happen soon.