

Smt. P. N. Doshi Women's College, Ghatkopar

HIGH PERFORMING INSTITUTE ACCREDITED BY NAAC 'A' GRADE (III-Cycles)

(Affiliated to SNDT Women's University, Mumbai)

(Conducted by: SARVAJANIK EDUCATION SOCIETY, GHATKOPAR)

(Managed by: SPRJ KANYASHALA TRUST)

Minutes of the IQAC Core Committee meeting held on 02/06/2020

The meeting of the IQAC Core Committee was held on 02/06/2020 at 2:00 pm on Zoom.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Dr. S. Kumudhavalli – Director
3. Mrs. Madhuri Vaidya – Sr. Administrative Officer
4. Dr. Manju Prabha – Sr. Administrative Officer
5. Dr. Rekha Randive – Sr. Administrative Officer
6. Mr. Sanjay Kanthe – Sr. Administrative Officer
7. Mrs. Ketaki Deshpande – Sr. Administrative Officer
8. Mr. Raju Chauhan – IQAC Co-ordinator
9. Dr. Madhumita Bandyopadhyay – Teacher
10. Dr. Aarti Varma - Teacher
11. Mrs. Shobha Bharat – Teacher
12. Mrs. Suchita Bhovar – Teacher
13. Mrs. Amita Kendurkar – Teacher

Agenda of Meeting:

1. IQAC event review.
2. Any other matter with the permission of the chair.

Matters arising:


1. **International Conference:** Dr. Asha Menon, Principal suggested that International Conference is to be conducted.

2. **Research Paper:** Dr. Asha Menon informed that Research Cell has given the extension for the research paper submission till 14th June, 2020 as everybody is busy with the webinars and faculty development programmes.
3. **Covid Diary:** Dr. Madhumita Bandyopadhyay informed that Covid diary will be completed by 27th June, 2020. She also informed that after 14th June, 2020 she will ask others to write and complete it by 27th June, 2020.
4. **Webinars:** Dr. Asha Menon informed that Dr. Mrunali Desai has said yes for the webinar for office staff. Dr. Rekha Randive is planning for a webinar on green initiatives.
5. **Departmental Activities:** Dr. Kumudhavalli, Director suggested that every department should have some activities. Dr. Shobha Bharat informed that their department had conducted a quiz. Ms. Suchita Bhovar informed that their department had conducted a National Level Competition for Info Graphics where 700 people participated.
6. **Alumni Counseling:** Dr. Madhumita Bandyopadhyay proposed that counseling by alumni for our SY and TY department-wise can be conducted.
7. **Documentation:** Dr. Asha Menon suggested that all the links and details of the activities done should be given to IQAC for records. Ms. Ketaki Deshpande suggested that the library will also keep the data and ppts. She also suggested that every department's website link can also be linked with our college website. Dr. Kumudhavalli suggested that everyone should upload their certificates and links in the MIS.
8. **Admission:** Mr. Raju Chauhan suggested that admission process should be considered now and also students' condition should also be considered and they should not be pressurized for the payment of fees due to current situation. Dr. Kumudhavalli suggested that it can be started from mid June. Ms. Suchita Bhovar suggested that online admission should be started for SYs and TYs. Dr. Madhumita Bandyopadhyay suggested that let them first register through Google forms.
9. **Zoom App:** Dr. Madhumita Bandyopadhyay suggested that we should buy our own zoom package and run it on our own. Dr. Kumudhavalli suggested to find out about Namastey app. She also told Dr. Madhumita Bandyopadhyay and Mr. Raju Chauhan to look into the matter.
10. **Others:** Everyone appreciated the efforts of IQAC team for conducting all the webinars successfully. Dr. Kumudhavalli said that this should be noted in the minutes of IQAC meeting.

The meeting ended by thanking the chair.

A handwritten signature in black ink, appearing to read 'A. M. M. M.', written in a cursive style with a long horizontal stroke at the end.

Signature of Principal

A handwritten signature in black ink, appearing to read 'P. S. S.', written in a cursive style with a circular flourish at the beginning.

Signature of IQAC Co-ordinator

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Minutes of the IQAC Core Committee meeting held on 18/07/2020

The meeting of the IQAC Core Committee was held on 18/07/2020 at 2:00 pm on Zoom.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Dr. S. Kumudhavalli – Director
3. Mrs. Madhuri Vaidya – Sr. Administrative Officer
4. Dr. Manju Prabha – Sr. Administrative Officer
5. Dr. Rekha Randive – Sr. Administrative Officer
6. Mr. Sanajy Kanthe – Sr. Administrative Officer
7. Mrs. Ketaki Deshpande – Sr. Administrative Officer
8. Mr. Raju Chauhan – IQAC Co-ordinator
9. Dr. Madhumita Bandyopadhyay – Teacher
10. Dr. Aarti Varma - Teacher
11. Mrs. Shobha Bharat – Teacher
12. Mrs. Suchita Bhovar – Teacher
13. Mrs. Amita Kendurkar – Teacher

Agenda of Meeting:

1. Planning for the Academic year 2020-2021.

The meeting began with the reading of the last minutes.

Matters arising:

1. **Webinar:** Dr. Asha Menon, the Principal appreciated everyone for conducting all the webinars successfully. Dr. Kumudhavalli, Director suggested that more webinars should be conducted. Ms. Madhuri Vaidya, the Vice Principal of Arts informed that department-wise webinars are in progress. Dr. Madhumita Bandyopadhyay informed that Panel

Discussion is in progress. Dr. Shobha Bharat informed that HD department is going to do an International Conference. Dr. Asha Menon suggested that an International Conference should be conducted on behalf of our college. Ms. Madhuri Vaidya suggested that for plagiarism we can take help from MUCTA and can ask Research Cell to look after this. Ms. Amita Kendurkar suggested that we can tell the Criterion III members to look after the same. Dr. Shobha Bharat informed that a webinar on Cyber Security has been conducted by Ms. Vijayalakshmi.

2. **Admission:** Dr. Asha Menon informed that the online pre-admission form has been circulated on junior colleges' as well as many other WhatsApp groups. She also informed that this year the whole admission process will be done online and that the work for the same has been given to Mr. Rahul Ghatalia. Dr. Kumudhavalli suggested that our SY and TY students should be motivated to take admissions. She also suggested that we should do cable advertisement in the areas from where most of the students come to our college as this will boost our admission. Mr. Raju Chauhan, the IQAC Co-ordinator informed that students are encouraged to take admissions during online lectures. Dr. Rekha Randive, the Vice Principal of Home Science showed her concern regarding the loan facility and its extension. Dr. Kumudhavalli informed that it should be paid by September or October. Dr. Asha Menon informed that she will talk about the same with the trustees. Mr. Raju Chauhan suggested that fresh notice for the admission process should be circulated.
3. **Office Automation:** Dr. Asha Menon showed her concern about the office automation process which is pending since last three years. She also informed that two companies i.e. DMacQ and Pericent are ready to help and they will give demonstration in the coming week.
4. **Departmental Website:** Dr. Rekha Randive informed that RM department's website is ready. Dr. Shobha Bharat informed that their HD department's website is in progress. Dr. Kumudhavalli suggested that department-wise webpage and faculty-wise website link should be linked with our college website. Ms. Amita Kendurekar suggested as all the departmental websites are going to be linked to our college website then all the websites should have a same pattern for which Ms. Suchita Bhovar can help us. Ms. Suchita Bhovar, the HOD of BCA informed that her department's website is completed and she can share the link of the same. Later, Ms. Suchita Bhovar suggested that developing a website requires technical skills which will be inconvenient for some people that's why instead of departmental website, we should opt for departmental brochures which can be uploaded on our college website. Everyone agreed to this. Dr. Kumudhavalli suggested that we can use our prospectus as a guide to make departmental brochures. She also informed that the same should be completed by 15th August, 2020.

5. **Foundation Day:** Dr. Kumudhavalli suggested that College Foundation Day should be conducted by the end of July and she also informed that magazine will take some more time to complete. Ms. Madhuri Vaidya told that it should be decided on which platform we are going to conduct the Foundation Day and whom should we invite. Dr. Kumudhavalli suggested that we can invite the faculties, GS and CR of both junior and senior college to attend the Foundation Day. Dr. Asha Menon suggested that we can take help of MUCTA and live stream our programme. Dr. Madhumita Bandyopadhyay suggested that we can use Microsoft Team. Dr. Kumudhavalli suggested that we should first try this app while having our term opening meeting and then use it for our Foundation Day.
6. **Covid Diary:** Dr. Madhumita Bandyopadhyay informed that we have received many write-ups for the Covid Diary. She also informed that the same is needed to be edited and that she needs group of people to help. She informed that Dr. Rekha Randive is there to help in Marathi and Dr. Asha Menon is there to help in Hindi. Dr. Rekha Randive suggested that we can ask Bhavsar and Vaidya from Junior College to help in Marathi.
7. **Others:** Dr. Kumudhavalli informed that Alumni meet is remaining and that every department/faculty should conduct their own meet. Dr. Asha Menon informed that Microsoft Teams demo lecture for teachers is yet to be confirmed. Dr. Asha Menon suggested that Dr. Vedprakash Dubey should be asked to help for ISBN publication.

The meeting ended by thanking the chair.



Signature of Principal



Signature of IQAC Co-ordinator

Smt. P. N. Doshi Women's College, Ghatkopar

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Minutes of the IQAC Core Committee meeting held on 27/10/2020

The meeting of the IQAC Core Committee was held on 27/10/2020 at 2:00 pm on Zoom.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mrs. Madhuri Vaidya – Sr. Administrative Officer
3. Dr. Manju Prabha – Sr. Administrative Officer
4. Dr. Rekha Randive – Sr. Administrative Officer
5. Mr. Sanajy Kanthe – Sr. Administrative Officer
6. Mrs. Ketaki Deshpande – Sr. Administrative Officer
7. Mr. Raju Chauhan – IQAC Co-ordinator
8. Dr. Madhumita Bandyopadhyay – Teacher
9. Dr. Aarti Varma - Teacher
10. Mrs. Shobha Bharat – Teacher
11. Mrs. Suchita Bhovar – Teacher
12. Mrs. Amita Kendurkar – Teacher

Dr. Kumudhavalli regretted her inability to attend the meeting.

Matters arising:

Dr. Asha Menon, the Principal informed that this meeting was held to make a time-frame for the next three years to reach for NAAC assessment. She informed that each criterion should have long term goals and few short term goals to achieve the same.

Criterion I – Dr. Shobha Bharat – In Charge

Dr. Shobha Bharat informed that her criterion members have planned the following:

- i. To make proper feedback system

- ii. Initiating inter departmental/faculty courses, entrepreneurship development courses, etc.
- iii. Collating in details of value added and cop courses.

Mr. Raju Chauhan suggested that we should do something about the things in which we are lacking.

Dr. Asha Menon suggested that we can start two new programmes every year.

Criterion II – Dr. Madhumita Bandyopadhyay – In Charge

Dr. Madhumita Bandyopadhyay informed that her criterion members have planned the following:

- i. To encourage the admission from other states and countries. But she also showed her concern that our infrastructure was not strong for the same.
- ii. To see how we enhance the number of students enrolled.
- iii. To work on methodologies of the slow and fast learners as a seminar has already been conducted for the same.
- iv. She informed that ICT tools has been used too much due to COVID19 as compared to before.
- v. She suggested that we can conduct a small short course on different innovative methods for evaluation and teaching for teachers.
- vi. She informed that mentoring is not possible now but maybe once timetable will be made we can continue with the same.
- vii. To fill the vacant places of full time teachers which has been left vacant due to few teachers' retirements. Mr. Raju Chauhan informed that as per NAAC guidelines CHB teachers for particular subjects for particular semester are also considered as full time teacher. Dr. Aarti Varma confirmed the same.

Dr. Asha Menon suggested to break everything into small parts so that we can achieve the bigger goals.

Criterion III – Mrs. Amita Kendurkar – In Charge

Mrs. Amita Kendurkar informed that her criterion members have planned the following:

- i. To create a Research Policy document. Research funding, competition, responsibility, how are we going to do it can be uploaded in the College website so that everyone should know.
- ii. To pursue e-Journal and think about the listed ones. Dr. Asha Menon informed that unless we don't have UGC listing nobody will be interested to go for e-Journal.

- iii. To have research repository so that anyone can have a look at the researches which have already been done before for future reference by faculty and students.
- iv. To look after Incubation Centre and find out why the students don't participate in it and then work on it to make it stronger. Dr. Asha Menon informed that the Incubation Centre is working well as the students got to know much about the process with the help of BRAINIAC.

Mrs. Amita Kendurkar informed that they needed more members in Criterion III to work more efficiently.

Criterion IV – Mrs. Ketaki Deshpande – In Charge

Mrs. Ketaki Deshpande informed that her criterion members have planned the following:

- i. She informed that as discussed earlier, lunch place for peons has been arranged but quotation has to be done again from the point of view of social distancing.
- ii. She informed that revising storage places is done and management is looking into the matter. Dr. Asha Menon informed that this is stopped due to COVID19 as staffs are coming on alternate days.
- iii. To submit proposals for laboratories renovation.
- iv. To have some dos and don'ts list and also frequent sanitization as a part of COVID preparedness before the college starts. Dr. Asha Menon informed that our college got evaluated for the same and got good result.

Dr. Asha Menon suggested that we should do something about the learning resources either purchase it or create. Mrs. Ketaki Deshpande suggested that we can have our own college repositories. Dr. Asha Menon suggested to work with Criterion III as they are also planning to have a repository for research.

Criterion V – Mr. Raju Chauhan – In Charge

Mr. Raju Chauhan informed that his criterion members have planned the following:

- i. To look after Alumni meeting and contribution.
- ii. To collect students enrollment data which can be done through MIS which is in progress.

Mr. Raju Chauhan informed due to his health issue not much has been decided yet and that he will do the needful as soon as possible.

Dr. Asha Menon informed that Academic Audit for the two years i.e. 2018-2019 and 2019-2020 has been postponed due to COVID and that the same should be done soon. New deadline

should be given for the same. It was decided that by 30th November, 2020 the Academic Audit for the year 2018-2019 should be completed.

Criterion VI – Mrs. Madhuri Vaidya – In Charge

Mrs. Madhuri Vaidya informed that her criterion members have planned the following:

- i. To redefine Vision and Mission. SWOC for two stakeholders is still remaining. By the end of November, the data will be collated and then the new vision and mission will be decided.
- ii. To improve job satisfaction of the employees as well as student satisfaction survey.
- iii. To focus on health and hygiene on personal as well as institutional level. This can be with the help of Criterion IV.
- iv. To develop gratitude among students.
- v. To focus more on reward mechanism rather than punishment mechanism for students.
- vi. To have feedback mechanism for the teachers on daily basis.

Dr. Asha Menon informed that we should have a three credit course with no marks and only certification. Three credit means three hours per week for one semester for FY students.

Criterion VII – Dr Rekha Randive – In Charge

Dr. Rekha Randive informed that her criterion members have planned the following:

- i. She informed that Green Campuses webinar was done in June and on 12th August BFI was also done and the status was very good.
- ii. To do green and water audit.
- iii. To make kitchen garden. She informed that with the help of passed out, TYs and Sys students the list of requirement has been made.
- iv. To do wet, dry and e-waste segregation as it was done earlier with the help of Shreemukti Sanghatana.
- v. To do Solar Lamp Project. She informed that Mrs. Meena Khetani, the Managing Trustee has suggested that we can do this in the village which we have adopted with the help of NSS where we can donate these lamps.
- vi. To prepare Code of Conduct.
- vii. To make paperless office.
- viii. She informed that LED bulbs have been installed but still more is to be done to conserve electricity.

Documentation – Mrs. Suchita Bhovar

She informed that new module has been made by Ms. Hashmat Khan and sent to Mr. Rahul Ghatalia but there's still no respond from him. She also informed that whatever has been completed is yet to be tested by us.

Dr. Asha Menon informed that she'll send a format and each criterion should fill it regarding their long and short term so that we can look forward into it and work accordingly to achieve it.

The meeting ended by thanking the chair.

A handwritten signature in black ink, appearing to read 'Asha Menon', written in a cursive style.

Signature of Principal

A handwritten signature in black ink, appearing to read 'Rahul Ghatalia', written in a cursive style.

Signature of IQAC Co-ordinator

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Minutes of the IQAC Core Committee meeting held on 27/10/2020

The meeting of the IQAC Core Committee meeting was held on 04/01/2021 at 10:30 am in Principal's Cabin.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mrs. Madhuri Vaidya – Sr. Administrative Officer
3. Dr. Manju Prabha – Sr. Administrative Officer
4. Dr. Rekha Randive – Sr. Administrative Officer
5. Mrs. Ketaki Deshpande – Sr. Administrative Officer
6. Mr. Raju Chauhan – IQAC Co-ordinator
7. Dr. Madhumita Bandyopadhyay – Teacher
8. Mrs. Shobha Bharat – Teacher
9. Mrs. Suchita Bhovar – Teacher
10. Mrs. Amita Kendurkar – Teacher

Dr. Kumudhavalli, Dr. Aarti Varma and Mrs. Suchita Bhovar regretted her inability to attend the meeting.

Agenda of Meeting:

1. To finalize Academic Audit 2018 – 2019 schedule.

Matters arising:

The meeting started by deciding that group-wise Academic Audit can be evaluated.

With everyone's approval the following groups were made:

Department	Members
BA, MA	Ms. Ketaki Deshpande, Mr. Raju Chauhan, Dr. Aarti Varma and Dr. Manju Prabha
BCom	Ms. Madhumita Bandyopadhyay and Ms. Amita Kendurkar
BHSc, MCom	Ms. Madhuri Vaidya and Ms. Suchita Bhovar
BCA, BAMM, BMS, BAF	Dr. Rekha Randive, Dr. Shobha Bharat

Mr. Raju Chauhan suggested that we can go through the data submitted by various department and then make a checklist of documents required and ask the same from respective departments.

It was decided that by 16th January, 2021 all the data will be verified without document verification and by month end the documents can be verified too.

The meeting ended by thanking the chair.



Signature of Principal



Signature of IQAC Co-ordinator

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Minutes of the IQAC Core Committee meeting held on 25/01/2021

The meeting of the IQAC Core Committee meeting was held on 25/01/2021 at 11:00 am in Dome.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mr. Raju Chauhan – IQAC Co-ordinator
3. Mrs. Madhuri Vaidya – Sr. Administrative Officer
4. Mrs. Ketaki Deshpande – Sr. Administrative Officer
5. Dr. Manjula Chheda – Teacher
6. Mrs. Shobha Bharat – Teacher
7. Dr. Aarti Varma - Teacher

Dr. S. Kumudhavalli, Dr. Manju Prabha, Dr. Rekha Randive, Dr. Madhumita Bandyopadhyay, Mrs. Amita Kendurkar and Mrs. Suchita Bhovar regretted their inability to attend the meeting.

Agenda of Meeting:

1. Review the AA evaluation done.
2. Finalize long-term/short-term goals to be presented in the IQAC meeting.
3. Planning for the next term.
4. Road map for the NAAC 2023.
5. Any other matter with the permission of the chair.

Matters arising:

1. Mr. Raju Chauhan, IQAC Co-ordinator informed that Academic Audit evaluation has been done only document verification is remaining. He informed that he has given marks and sent it to the respective groups with a note that he marks are subject to

change with verification of the documents and queries clarification. Mrs. Madhuri Vaidya, Vice Principal of Arts suggested that evaluated AA should be sent to IQAC.

2. Dr. Asha Menon, Principal informed that short-term and long-term goals are ready as a roadmap for the following years.
3. Mr. Raju Chauhan suggested digitization should be done before March, 2023. All the departments should have their files ready from 2016-2017 in digitized as well as physical formats. It was decided that teachers will be called soon to college to collect their documents.
4. Mr. Raju Chauhan suggested that we should start working on the areas we are lacking.

The meeting ended by thanking the chair.

A handwritten signature in black ink, appearing to read 'Asha Menon', written in a cursive style.

Signature of Principal

A handwritten signature in black ink, appearing to read 'Raju Chauhan', written in a cursive style.

Signature of IQAC Co-ordinator

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Minutes of the IQAC meeting held on 03/02/2021

The meeting of the IQAC was held on 03/02/2021 at 2:00 pm in Dome.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mrs. Meena Khetani – Management Member
3. Dr. S. Kumudhavalli – Director
4. Mr. Chirag Sheth – Special Invitee
5. Mr. Venkatramani – Nominee from local society
6. Ms. Rashmi N Bhanushali – Nominee from Stakeholder
7. Mr. Raju Chauhan – IQAC Co-ordinator
8. Dr. Manjula Chheda – Assistant IQAC Co-ordinator
9. Mrs. Madhuri Vaidya – Sr. Administrative Officer
10. Dr. Manju Prabha – Sr. Administrative Officer
11. Dr. Rekha Randive – Sr. Administrative Officer
12. Mrs. Ketaki Deshpande – Sr. Administrative Officer
13. Mr. Sanjay Kanthe – Sr. Administrative Officer
14. Dr. Madhumita Bandyopadhyay – Teacher
15. Mrs. Shobha Bharat – Teacher
16. Mrs. Suchita Bhovar – Teacher
17. Mrs. Amita Kendurkar - Teacher
18. Ms. Shagufta Khan – Student Representative

Dr. Aarti Varma and Vandana Dalvi regretted their inability to attend the meeting.

Agenda of Meeting:

1. To confirm the minutes of the last meeting.
2. Review of digitization of staff records.
3. New initiatives taken and to be taken.
4. Planning for the next term.
5. Road Map for NAAC which is due in March 2023.
6. Any other matter with the permission of the chair.

The meeting began with the reading of the minutes of the last IQAC meeting. The minutes were read and confirmed.

Matters arising:


1. **Welcome:** Dr. Asha Menon, Principal welcomed Dr. Manjula Chheda as the new Assistant IQAC Co-ordinator.
2. **Activities done and to be done:** Dr. Asha Menon informed that –
 - a. IQAC meetings were held during lockdown on Zoom platform.
 - b. BFI to see how much our college is prepared for COVID19 has been done and the result is very good – 85%.
 - c. This year we have 6 University rank holders. Academic and Administrative Audits are done.
 - d. MA in Counseling Psychology has been started. Mrs. Madhuri Vaidya, Vice principal of Arts extended her gratitude to the management for their support.
 - e. The management has given permission to add more Smart TVs and Wi-Fi enabled on every floor.
 - f. Students biometric have started.
 - g. Yearbook of students is completed but not given to students yet due to COVID19. Ms. Rashmi Bhanushali suggested that we can give soft copy through google drive.
 - h. Gym has been closed and that place is utilized as Sports Room. Old Sports room will be converted into HD lab.
 - i. NIRF is submitted today.
 - j. Students will be participating in Economic Convention next month.
 - k. It was decided that all the research paper of college faculties and students will be uploaded in the college website.
3. **Criterion Goals:** Mr. Raju Chauhan, IQAC Co-ordinator informed that the criterion short-term and long-term goals are completed and presented the same in the meeting. Mr. Venkatramani suggested to further bifurcate the goals into quantitative and qualitative. Dr. S. Kumudhavalli, Director suggested to have action plan and timeline for each activity.

4. **Vision & Mission:** Dr. Asha Menon informed that Criterion VI has done SWOC analysis of Management, Teaching Staff, Non-Teaching Staff and Students too. Mrs. Madhuri Vaidya presented some in-process Vision and Mission statements. The management made few suggestions for the same.
5. **Digitalization:** Dr. Asha Menon informed that it was discussed in QC meeting that there are many dropouts from BA for which Mrs. Madhuri Vaidya has taken initiatives. Mrs. Suchita Bhovar, HOD of BCA informed that her department is making social media presence on Facebook and Instagram showcasing various activities done, videos of current, past and highly placed students, departmental website and also made pamphlets which includes all the information about the course which has helped to improve their admissions as well as enhanced brand image. She suggested that others can do this too. Mrs. Meenaben Khetani, Managing Trustee suggested that SEO should be done to enhance brand image. Dr. Asha Menon informed that Mr. Rahul has suggested having a checklist app for class IV employees where they can tick what work they have done and inventorying app for store room.

The meeting ended by thanking the chair.



Signature of Principal



Signature of IQAC Co-ordinator

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Minutes of the IQAC Core Committee meeting held on 19/03/2021

The IQAC Core Committee meeting was held on 19/03/2021 at 12:30 pm in Dome.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Dr. S. Kumudhavalli – Director
3. Mr. Raju Chauhan – IQAC Co-ordinator
4. Dr. Manjula Chheda – Assistant IQAC Co-ordinator
5. Dr. Manju Prabha – Sr. Administrative Officer
6. Mrs. Madhuri Vaidya – Sr. Administrative Officer
7. Dr. Rekha Randive – Sr. Administrative Officer
8. Mrs. Ketaki Deshpande – Sr. Administrative Officer
9. Dr. Madhumita Bandyopadhyay – Teacher
10. Mrs. Shobha Bharat – Teacher
11. Mrs. Amita Kendurkar – Teacher
12. Dr. Aarti Varma - Teacher
13. Mrs. Suchita Bhovar – Teacher

Agenda of Meeting:

1. To review and finalize the short-term and long-term goals.
2. To review and finalize the research policy.
3. Review of digitization of staff records.
4. Any other matter with the permission of the chair.

Matters arising:

1. **Goals:** Dr. S. Kumudhavalli informed that each criterion should make proper action plans with timelines as per their goals so that it can be completed properly.
 - a. Criterion I: Dr. S. Kumudhavalli suggested that we should start multi-disciplinary for second year students as we already have COP for first year and Employability training for third year students. She also suggested that we should charge some nominal fee so that students attend seriously. Dr. Shobha Bharat, Criterion In-charge informed that they are preparing a format to collect the data related to value added and add-on courses. Dr. S. Kumudhavalli informed that decide how many times you will be collecting the data and who will be in-charge for it.
 - b. Criterion II: Dr. S. Kumudhavalli asked to look for the right platform for digital campaigning to enhance college brand name. Dr. Madhumita Bandyopadhyay, Criterion In-charge informed that their criterion is planning to conduct training programme for teachers on different methods of teaching learning processes. Mr. Raju Chauhan, IQAC co-ordinator suggested to enlist different methods that can be used for teaching as currently teachers are only using different platforms but not methods. Dr. Madhumita Bandyopadhyay informed that course outcomes of all departments is complete, now we need to work on programme outcomes and programme specific outcomes.
 - c. Criterion III: Dr. S. Kumudhavalli informed that research paper is not submitted by the teachers. Dr. Madhumita Bandyopadhyay suggested that we can ask the teachers to submit the report and paper both as soon as they come back from the seminar/presentation/conference.
 - d. Criterion IV: Dr. Asha Menon informed that 70 mbps Wi-Fi modem will be installed on each floor. Mrs. Meenaben Khetani has approved 5 more smart boards and 11 new laptops for faculty. Students biometric is almost done for every classroom and CCTV will be installed in all the classrooms and labs.
 - e. Criterion V: Dr. S. Kumudhavalli informed that many courses like jewellery designing, medical transcript, travel & tourism has been started in the college but students are not showing interest. We have to encourage more students to take competitive exams.
 - f. Criterion VI: Dr. S. Kumudhavalli informed that vision and mission has been finalized in the Heads meeting. Now, we will put it before CDC for finalization and then implement it. Update policy booklet.
 - g. Criterion VII: Dr. Asha Menon informed to make list of all the activities to be done in a year and then distribute it among everyone to complete. Every department should do atleast two activities and criterion should keep the record. She also informed that Super 30 is started but we need to motivate more students to participate.

2. **Research Policy:** Research policy was put forth and few suggestions were exchanged. Dr. S. Kumudhavalli suggested that students have to be made aware about plagiarism and make available the software for the same.
3. **Digitization:** Mrs. Suchita Bhovar, HOD of BCA informed that in MIS – workload is almost finished, teaching plan and individual activities will be ready within a week. She suggested mapping the internal and external marks of students which can make result analysis easier. Dr. Asha Menon informed institutional mail id will be given to all.

The meeting ended by thanking the chair.

A handwritten signature in black ink, appearing to read 'Asha Menon', written in a cursive style.

Signature of Principal

A handwritten signature in black ink, appearing to read 'Paulan', written in a cursive style.

Signature of IQAC Co-ordinator

Smt. P. N. Doshi Women's College, Ghatkopar

HIGH PERFORMING INSTITUTE ACCREDITED BY NAAC 'A' GRADE (III-Cycles)

(Affiliated to SNDT Women's University, Mumbai)

(Conducted by: SARVAJANIK EDUCATION SOCIETY, GHATKOPAR)

(Managed by: SPRJ KANYASHALA TRUST)

Minutes of the IQAC meeting held on 24/05/2021

The meeting of the IQAC was held on 24/05/2021 at 02:00 pm on Zoom.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mrs. Meena Khetani – Management Member
3. Dr. S. Kumudhavalli – Director
4. Mr. Venkatramani – Nominee from local society
5. Ms. Rashmi N Bhanushali – Nominee from Stakeholder
6. Mr. Raju Chauhan – IQAC Co-ordinator
7. Dr. Manjula Chheda – Assistant IQAC Co-ordinator
8. Mrs. Madhuri Vaidya – Sr. Administrative Officer
9. Dr. Manju Prabha – Sr. Administrative Officer
10. Dr. Rekha Randive – Sr. Administrative Officer
11. Mr. Sanjay Kanthe – Sr. Administrative Officer
12. Mrs. Ketaki Deshpande – Sr. Administrative Officer
13. Dr. Madhumita Bandyopadhyay – Teacher
14. Dr. Aarti Varma - Teacher
15. Mrs. Shobha Bharat – Teacher
16. Mrs. Suchita Bhovar – Teacher
17. Mrs. Amita Kendurkar - Teacher
18. Mrs. Vandana Dalvi – Alumni Representative
19. Ms. Khan Shagufta – Student Representative

Agenda of Meeting:

1. To review the AQAR for the year 2019 – 2020.
2. To confirm and submit the AQAR for the year 2019 – 2020.

Matters arising out of the minute:

1. Minutes of previous meeting will be confirmed in next IQAC meeting as this is a special meeting for AQAR.
2. AQAR report was presented. Report needs to be submitted on or before August 31, 2021.
3. Discussion took place on information presented under various criterion of AQAR.
4. The AQAR was confirmed with necessary changes suggested.
5. It was decided to put forth AQAR before College Development Committee for approval.

The meeting ended by thanking the chair.



Signature of Principal



Signature of IQAC Co-ordinator