

## **Minutes of the meeting of IQAC held on 16/07/2016**

The first meeting of IQAC for academic year 2016-17 was held on 16/07/2016 at 11:30 a.m.  
in the Conference Room of the college.

Members present:

Dr (Mrs) Shobana Vasudevan, Principal

Ms. Kavita Jajoo, Convener

Mr. S. Natarajan

Ms. Manjusha Sawant

Mr. Suryakant Pagare

Ms. Sudarshana Saikia

Mr. S. Patil

Mrs. Jyoti Purandhare

Ms. Geeta Pai

Ms. Shagun Sharma

### **Granted leave of Absence:**

Dr. Vinita Pimpale

Ms. Geetanjali Kedia

Mr. Sanjay Shete

Mr. Ravi Kadam

Ms. P.Nagaonkar

The agenda of the meeting:

1. Theme and plan for 2016-17
2. Any other matter with the permission of the chair

The following points were put forth, discussed and accepted in the meeting:

1. **Agenda 1:** Theme and plan for 2016-17

Theme: The members discussed the theme and was decided to be discussed over email.

Plans for 2016-17:

1. Student information: To be collected on a monthly basis. every month the student secretaries of the different forums would have a meeting to highlight their events and achievements in the previous month.
2. Buddy programme to be extended to Forum activities.
3. “Suggested reading”, “Book of the month” concepts to be introduced and implemented by the library for encouraging students to read books.
4. Monthly e-newsletter highlighting the activities of the college forums and departments.
5. Conduct of Podar Ratna in August 2016.
6. International Seminar to be conducted by Women Development Cell of the College.
7. IT training session for office administration in “Masters” software.
8. Wellness Programme to be continued with dental checkups for staff.
9. Library National Seminar to be conducted in the month of January 2017.
10. Publications of R.A.Podar to be highlighted on the college website.
11. A green gym in the college garden- appeal to Alumni for funds.
12. Energy audit to be conducted by professionals.
13. As part of “Swaccha Bharat Abhiyaan”, clean the Matunga railway station every month.
14. Compost pit review and verification by external agency.

15. Dry and wet waste segregation- installation of separate bins.

**Agenda 2:** Any other matter with the permission of the chair

The following was worked out for the NAAC preparation:

1. The Roll of Honour to be prepared for XIIth Board, B.Com, B.M.S. and M.Com. Only first ranker's name to be included. Vice principal Kavita Jajoo and Mr. S.U. Patil in charge of the board installation.

2. Mr. S.U. Patil pointed out a few corrections in the college website. The website team to take up the work.

The Principal thanked the members present and appealed to the members to work together for the NAAC reaccreditation process.