

Minutes of Internal Quality Assurance Cell dated September 22, 2018

A meeting of the Internal Quality Assurance Cell was held on September 22, 2018 at 11.00 a.m. in the Director's Room, MMP Shah College. The following members were present.

- Dr. Dilip Trivedi President, S.M.E.S.
- Dr. Bharat Pathak Secretary, S.M.E.S
- Dr. Leena Raje Principal & Chairperson, IQAC
- Shri Sunil Mantri External Expert
- Ms. Renuka Prajapati In-charge Vice-Principal
- Ms. Madhavi Sathe IQAC Co-ordinator
- Dr. Usha Mishra Member, IQAC
- Dr. Avaneesh Bhatt Member, IQAC
- Ms .Ashwini Prabhu Member, IQAC
- Dr. Shobha Dedhia Member, IQAC
- Ms. Darshana Buch Member, IQAC
- Ms. Gouri Mohan Member, IQAC
- Dr. Jyotsana Lal Member, IQAC
- Ms. Vaishnavi Verma Member, IQAC

LOA was granted to Mr. Uday Gaitonde External Expert and Shri Ravi More, Jr. Clerk, Member, IQAC

Agenda Item No.1 :

The minutes of the meeting held on 6-4-2018 was read, confirmed and accepted.

Agenda Item No.2 :

Sr. No.	Recommendations	Action taken
1	CPE Grant Expenditure	The expenditure based on the recurring and non-recurring heads are being utilized as planned.
2	Email-based student satisfaction survey	A committee was formed which undertook the extensive orientation programs for students on keeping their email accounts active. Faculty increased the frequency of online interactions with students.
3	KRA Presentations	The redesigned template for KRA presentations as per Shri Gaitonde's suggestions was received and discussed.

4	Provide Scholarship / freeships facilities through emails	The scholarship / freeships committee have uploaded the relevant information and given links to the forms on the college website
---	---	--

Agenda Item No.3 :

It was informed to the members that the college is proceeding with its application for Autonomy Status.

Agenda Item No.4 :

With regards to the setting up of College Ethics Committee for Social Sciences and Commerce, Shri Sunil Mantri suggested that inputs for setting up an Ethics Committee can be sought from Dr. J.C. Sharma. He also suggested that people interested in research with a good number of publications to their credit can be a part of the Ethics Committee.

Agenda Item No.5 :

Progression of NAAC Self Study Report (SSR) was conveyed by the Principal. She informed that the following orientation lectures have been arranged for the staff:

Dr. Kumudavali, Former Principal, S. P. N. Doshi College, Ghatkopar, Mumbai

Dr. Smriti Bhosale, Principal, L.J.N.J. College, Vile Parle (E), Mumbai

Dr. Smita Asthana, NAAC Coordinator, St. Anne's College, Hyderabad

Agenda Item No.5 :

- Principal informed that CPE Advisory Committee Meeting and Visit will be held on October 6, 2018 to review the CPE Grant utilization.
- Shri Sunil Mantri advised to take small steps towards setting up an Incubation Center, such as giving space to students for displaying and selling products made by them, providing seed money, inviting Alumni who are successful entrepreneurs, organizing business plan competitions etc.
- Principal informed that the college has been selected by NAAC as a Mentor for assisting colleges who have not yet undergone the process of accreditation.

Meeting ended with vote of thanks to the chair.