

JOHN WILSON EDUCATION SOCIETY'S

Wilson College

(Autonomous)

Chowpatty, Mumbai

Minutes of the IQAC Internal MEETING

held on 27th February 2024 at 2.30 pm in the Conference room.

IQAC 23-24 : 01 Agenda

1. Opening Prayer and Welcome
2. Roll Call
3. Adoption of the Agenda
4. Appointment of Recording secretary
5. Confirmation of the minutes of the previous meeting held on 28.04.2023 and matters arising thereof.
6. College Activities conducted from October 2022 onwards.
7. Update on NEP 2020 implementation for the academic year 2023-24 and required actions in future
8. Preparation of various Policy documents for the AQAR
9. Any other matter with the permission of the chair.
10. Vote of Thanks and Closing Prayer.

IQAC 23-24 : 02 Welcome and Opening Prayer

Dr. Michelle Philip offered the opening Prayer.

Prof. Anna Pratima Nikalje, Principal welcomed all the members present.

IQAC 23-24 : 03 Members present at the meeting

The following members attended the meeting:

1. Dr. Devdatta Lad (Co-coordinator)
2. Dr. Ajita Kumar (Vice Principal)
3. Dr. Michelle Philip (Faculty)
4. Mr. Michael D'souza (Faculty)
5. Ms. Aarati Manirekar (Faculty)
6. Ms. Muneerah Khambhawala (Faculty)
7. Dr. Pooja Shinde (Faculty)
8. Ms. Sharanya Waykar (Student representative)
9. Dr. Jamson Masih (Treasurer)
10. Mr. Pradeep Abhyankar (Registrar)
11. Dr. Abhijit Kadam (Supporting Team)
12. Mr. Shubham Mourya (Supporting Team)
13. CA. Kruti Bavishi (Supporting Team)
14. Mr. Mahesh Setti (Invitee)
15. Dr. Radhika Birmole (IQAC Co-ordinator)
16. Prof. Anna Pratima Nikalje (Chairperson)

Leave of absence was granted to and apologies were received from the following:

1. Dr. Ashish Uzgare
2. Mr. Ashwin Kataria.

Dr. Radhika Birmole welcomed all the members, including the new elected student representative - Ms. Sharanya Waykar, and started the meeting with the following deliberations.

IQAC 23-24 : 04 Adoption of Agenda

Dr. Radhika Birmole read out the Agenda for the meeting. Mr. Michael D'souza proposed and Dr. Pooja Shinde seconded the adoption of the Agenda.

IQAC 23-24 : 05 Appointment of recording secretary

Dr. Pooja Shinde and CA. Kruti Bavishi were appointed as the recording secretary of the meeting.

IQAC 23-24 : 06 Confirmation of the minutes of the previous meeting held on 28.04.2023 and matters arising thereof.

The minutes were read and confirmation of minutes was proposed by Ms. Aarati Manirekar and seconded by Dr. Devdatta Lad.

IQAC 23-24 : 07 Update on NEP 2020 implementation for the academic year 2023-24 and required actions in future

Ms. Aarati Manirekar updated the Committee about the successful implementation of NEP 2020. She also pointed out the constraint issues with respect to time-table, workload, space, etc while implementing NEP 2020.

Following suggestions were made:

- Examination Committee shall
 - introduce flexibility for conducting CIA I and CIA II (20 marks each) examinations into one examination of 40 marks for First Year UG Semester I students.
 - direct all the departments to fix the deadline for submission of assignments/ project work/ etc and also inform the students well in advance.
- All Audits such as IQAC Audit, Gender Audit, Academic Audit shall be conducted

Resolved that:

- 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

- Research Committee shall assign seed money of Rs.5,000 each to the learners for continuation of their research work presented at the Avishkar competition in this Academic Year.

IQAC 23-24 : 08 Preparation of various Policy documents for the AQAR

Dr.Radhika Birmole discussed the need for Policy documents in view of the upcoming NAAC assessment of College

Resolved that:

- 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 (including Plagiarism check through authenticated software and Inclusion of Research Ethics in the research methodology course work) – Dr. Jamson Masih
 - Information Technology Policy covering Wi-Fi, cyber security, etc. including allocation of budget for updating Information Technology facilities of the College – Ms. Srilatha Ratnam and Ms. Anam Khan
 - Administrative Policy containing established systems and procedures for maintaining and utilizing physical, academic and support facilities: classrooms, laboratory, library, sports complex, computers, etc – Mr. Pradeep Abhyankar

Additional following points were discussed:

- Mr. Pradeep Abhyankar shall ensure effective and efficient functioning of the various institutional bodies as visible from the policies, administrative set-up, appointment and service rules, procedures, etc. including the below:
 - Reasonable and proper usage of the answer sheets, with maintenance of records
 - Timely Activation of Institutional Email IDs of the First Year Students and deactivation of Email IDs of passed out students.
 - Management of Benches and other infrastructure lying in and outside the classrooms
- Non-Teaching and Support staff Training Committee shall draft a prescribed code of conduct for the staff and conduct periodic sensitization programmes and further comply with the it.
- The College shall display the Code of Conduct on the website.
- The College shall create a sub-committee to monitor adherence to the Code of Conduct that will
 - Organise professional ethics programmes for students, teachers, administrators and other staff
 - Organise Annual awareness programmes on the Code of Conduct
- Mr. Michael D'souza shall prepare the Five year Action Plan (i.e. institutional Strategic/ Perspective plan)
- Mr. Mahesh Shetti, Convenor of Academic Monitoring Committee, shall circulate the feedback form in relation to participative, experiential learning, etc.

IQAC 23-24 : 09 Any other matter with the permission of the chair.

Dr.Radhika Birmole updated the Members on the resolutions of the previous meeting. She further discussed various Quality measures with respect to Academics.

Resolved that:

- 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 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 external experts to review the IQAC work and activities.

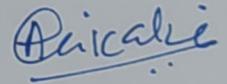
IQAC 23-24 : 10 Vote of Thanks and Closing Prayer

Dr.Radhika Birmole proposed the Vote of Thanks.

Mr.Pradeep Abhyankar offered the Closing Prayer.



Dr. Radhika Birmole
IQAC Coordinator



Prof. Anna Pratima Nikalje
Principal (Chairperson - IQAC)

JOHN WILSON EDUCATION SOCIETY'S
Wilson College
(Autonomous)
Chowpatty, Mumbai

Minutes of the IQAC MEETING

held on 27th March 2024 at 2.30 pm in the Conference room

IQAC 23-24 : 11 Agenda

1. Opening Prayer and Welcome
2. Roll Call
3. Adoption of the Agenda
4. Appointment of Recording secretary
5. Confirmation of the minutes of the previous meeting held on 27.02.2024 and matters arising thereof.
6. Discussion on infrastructure upgradation with respect to the NAAC visit in December 2026
7. Review of library policy and procedure
8. Discussion on NAAC review on the submitted AQAR
9. Any other matter with the permission of the chair.
10. Vote of Thanks
11. Closing Prayer.

IQAC 23-24 : 12 Opening Prayer and Welcome

The meeting began with the opening prayer by Dr. Ashish Uzgare.

Prof. Anna Pratima Nikalje, Principal welcomed all the members present in the meeting with special mention to expert members: Dr. Khushpat Jain and Dr. Ramesh Yamgar.

IQAC 23-24 : 13 Members present at the meeting

The following members attended the meeting:

1. Dr. Devdatta Lad (Co-coordinator)
2. Mr. Michael D'souza (Faculty)
3. Ms. Aarati Manerikar (Faculty)
4. Dr. Pooja Shinde (Faculty)
5. Mr. Pradeep Abhyankar (Registrar)
6. Dr. Abhijit Kadam (Supporting Team)
7. Mr. Shubham Mourya (Supporting Team)
8. CA. Kruti Bavishi (Supporting Team)
9. Dr. Ramesh Yamgar (Expert members)
10. Dr. Khushpat Jain (Expert members)
11. Ms. Shubhangi Gavankar (Invitee)
12. Dr. Radhika Birmole (IQAC Co-ordinator)
13. Prof. Anna Pratima Nikalje (Chairperson)

Leave of absence was granted to and apologies were received from the following:

1. Dr. Ajita Kumar (Vice Principal)
2. Ms. Muneerah Khambhawala (Faculty)

ent members:

1. Dr. Michelle Philip (Faculty)
2. Ms. Sharanya Waykar (Student representative)
3. Dr. Jamson Masih (Treasurer)

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

IQAC 23-24 : 14 Adoption of Agenda

Prof. Anna Pratima Nikalje read the Agenda for the meeting. Dr. Ashish Uzgare proposed and Mr. Pradeep Abhyankar seconded the adoption of the agenda.

Prof. Anna Pratima Nikalje suggested adding an additional agenda on “Requirement of Officer for Centre for Training and Placement”.

IQAC 23-24 : 15 Appointment of recording secretary

Dr. Pooja Shinde and CA. Kruti Bavishi were appointed as the recording secretary of the meeting.

IQAC 23-24 : 16 Confirmation of the minutes of the previous meeting held on 27.02.2024 and matters arising thereof.

Dr. Radhika Birmole read out the minutes of the previous meeting held on 27.02.2024 and matters arising thereof. Ms. Aarati Manerikar proposed the passing of the minutes and Dr. Abhijeet Kadam seconded it.

- In matters arising, Prof. Anna Pratima Nikalje suggested that, prior to closure of academic year 2023-24, the College shall conduct and complete the IQAC Audit latest by June 2024. She further suggested conduct of Library audit, Green audit, Energy audit, Admin audit and Gender audits (as mentioned in meeting held on 27.02.24) during the Academic Year 2024-25, considering that College has completed more than 1 year of Autonomy.
- Dr. Khushpat Jain suggested to ensure policy documentation for :
 - Financial assistance to teachers and
 - Scholarship and free ship for the students
- Dr. Radhika Birmole suggested that the Seed money of Rs.10,000 assigned to the 10 teachers during the year 2023-24, for the Academic year 2024-25, should be covered in the research policy. Dr. Kushpat Jain suggested adequate documentation for the Research Policy. Dr. Khushpat Jain suggested to make proper format of documents to record and assess participatory and Experiential learning
- In relation to the non-attempting of TAQ by the learners of few programmes, Dr. Khushpat Jain suggested formalizing the system that ensures all the learners fill the form. Further, he also suggested limiting questions to 4 or 5.

Resolved that:

- 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

- o scholarship and free ship for the students

Research Committee shall ensure inclusion of the Seed money of Rs.10,000 assigned to the 10 teachers during the year 2023-24, for the Academic year 2024-25, as part of the research policy.

Academic Monitoring Committee shall ensure that all TAQ forms have block visibility of result on the datavista portal for those learners who do not submit feedback form.

IQAC 23-24 : 17 Discussion on infrastructure upgradation with respect to the NAAC visit in December 2026

In the absence of Dr. Ajita Kumar, Dr.Radhika Birmole presented the requirement of upgradation in Infrastructure in lieu of the NAAC visit (December 2026).

- Dr.Khushpat Jain gave following suggestions for generating Funds:
 - o Tapping Corporate through Corporate Social Responsibility ('CSR') initiatives of corporate entities
 - o Revision of fees
 - o Appeal for donation from Alumni
- Dr. Khushpat Jain suggested having the following for College Library:
 - o Web portals / apps such as e-granthalaya
 - o Urkund anti-plagarism software by Government of India by the Ministry of Education, etc
- Mr.Ashiwin Kataria suggested installing Anti-Virus on all College computers.

Resolved that:

- The College will constitute the Committee under Registrar - Mr.Pradeep Abhyankar, that will take necessary steps to tap CSR funds.
- The College fees shall be revised to meet the needs of infrastructure upgradation of respective programmes.
- All the Departments shall orient students towards using the Library
- The Library Committee shall find, 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 in all the Computers of the College.

IQAC 23-24 : 18 Review of library policy and procedure

Ms. Shubhangi Gavankar (the Librarian) informed the members about the Library policy, procedures, major developments and changes since the year 2018-19.

Resolved that:

- Academic Monitoring Committee, shall guide departments in suggesting to the Librarian the list of electronic books/ resources to be purchased.

IQAC 23-24 : 19 Discussion on NAAC review on the submitted AQAR

Dr. Davdatta Lad read the review report by NAAC. The recommendations were received by the College on the submissions of AQAR since 2017.

- Dr. Khushpat Jain suggested appointing Dr. Jayshree Shinde of SNTD, Education Department, as IQAC expert invitee, for development of e-content.

Resolved that:

The Examination Committee shall include collection of soft copy of Project work in its policy.

IQAC 23-24 : 20 Any other matter with the permission of the chair.

Dr. Radhika Birmole suggested setting-up Centre for Training and Placement by appointing a full-time employee to undertake the internship and placement work under NEP 2020.

- Dr. Khushpat Jain suggested that it is advisable to sign an Memorandum of Understanding ('MOU') with different Human Resource consultancy / agency as per the needs of the respective departments and faculties.
- Dr. Ramesh Yamgar suggested taking the help of Alumni for the internship and placement work under NEP 2020.

Resolved that:

- The College, considering the need of the respective departments and faculties, will sign Memorandum of Understanding ('MOU') with different Human Resource consultancy / agency to undertake the internship and placement work under NEP 2020.

IQAC 23-24 : 21 Vote of Thanks

Ms. Aarati Manerikar proposed the Vote of Thanks.

IQAC 23-24 : 22 Closing Prayer

Mr. Pradeep Abhyankar offered the Closing Prayer.



Dr. Radhika Birmole
IQAC Coordinator



Dr. Jamson Masih
I/C Principal (Chairperson - IQAC)

**John Wilson Education Society's
Wilson College
(Autonomous)**

Minutes of the IQAC MEETING

held on 2nd May, 2024 at 11.00am in the Conference room

IQAC 2023-24: 23 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 27.03.2024 and matters arising thereof and Action taken report.
6. Discussion on Action Taken Report based on meeting held on 28th April 2023, 27th February 2024 and 27th March 2024.
7. Annual report of college activities held in the academic year 2023- 2024.
8. Discussion on preparation of policy documents for financial assistance to teachers for attending FDPs and scholarships and freeships to the students.
9. Update on restructuring of credit structure adopted by Wilson College under NEP 2020 and related matters.
10. Update on progress of work under DBT star strengthening grant.
11. Any other matter with the permission of the Chair
12. Vote of thanks and Closing Prayer

IQAC 23-24:24 Welcome and opening prayer

The meeting began with the opening prayer by Dr. Ashish Uzgare.
Dr. Jamson Masih, I/C Principal welcomed all the members present.

IQAC 23-24: 25 Members present at the meeting

The following members attended the meeting:

1. Dr. Jamson Masih (Chairperson)
2. Dr. Radhika Birmole (IQAC Co-ordinator)
3. Dr. Devdatta Lad (Co-coordinator)
4. Dr. Ajita Kumar (Vice Principal)
5. Dr. Michelle Philip (Faculty)
6. Mr. Michael D'souza (Faculty)
7. Ms. Aarati Manirekar (Faculty)
8. Ms. Muneerah Khambhawala (Faculty)
9. Dr. Ashish Uzgare (Faculty)
10. Dr. Pooja Shinde (Faculty)
11. Mr. Ashwin Kataria
12. Ms. Sharanya Waykar (Student representative)
13. Mr. Pradeep Abhyankar (Registrar)
14. Dr. Abhijit Kadam (Supporting Team)
15. Mr. Shubham Mourya (Supporting Team)
16. CA. Kruti Bavishi (Supporting Team)
17. Prof. Sybil Thomas (Management Representative)
18. Dr. Agnelo Menzes (Educationist)
19. Dr. Prafulla Randive (Industry Expert)
20. Prof. Khushpat Jain (External Peer member)
21. Prof. Ramesh Yamgar (External Peer member)
22. Mr. Mahesh Shetti (Academic Dean, Invitee)

IQAC 23-24: 26 Adoption of Agenda

Dr. Jamson Masih read out the Agenda for the meeting. Dr. Ashish Uzgare proposed adoption of Agenda and Dr. Agnelo Menzes seconded it.

IQAC 23-24: 27 Appointment of recording secretary

Dr. Pooja Shinde and CA. Kruti Bavishi were appointed as the recording secretary of the meeting.

IQAC 23-24: 28 Confirmation of the minutes of the previous meeting held on 27.03.2024 and matters arising thereof.

- **TAQs-** Dr. Agnelo Menzes expressed that results of the students not filling the TAQ forms should not be withheld. Ms. Sharanya Waykar (Student representative) suggested that the TAQ should also allow the students to express their opinion. Prof. Sybil Thomas mentioned that the TAQ questionnaire should be revised from time to time with inputs from the faculty and IQAC experts. The TAQ responses should be communicated in the form of raw data to the respective faculty members without any editing/modification. Dr. Khushpat Jain suggested that the raw data of the TAQ responses should be communicated to the Heads of the departments to incorporate open ended questions. It was also proposed that the students should be trained to write constructive feedback for the individual faculty members.
- **Student's research-** Dr. Jamson Masih mentioned that the PG and Ph.D students should submit the soft copy of the plagiarism certificate and NOC from the department for their dissertation. It was informed by Prof. Sybil Thomas that the masters thesis can be checked for plagiarism in the Mumbai University. The soft copy of the thesis thereafter should be uploaded on digital research portal 'Shodhganga' as well as the college website. Open sharing and creative inputs can be invited with the permission of the students

The minutes were read and the confirmation of the minutes was proposed by Ms. Aarati Manerikar and seconded by Ms. Muneerah Khambhawala.

IQAC 23-24:29 Discussion on Action Taken Report

The Action Taken Report based on meetings held on 28th April 2023, 27th February 2024 and 27th March 2024 was read by Dr. Devdatta Lad. The following suggestions were made-

- Policy document pertaining to 'Ole Bazar Day' should be ready by July 2024.
- In regards to the conducting of examination-
 - Paper setter should not go to the classroom/block for clarification of doubts arising from the question paper. It was suggested that the corrections can be written on a copy of the question paper and communicated to the respective examination hall/blocks.
 - Precaution should be taken such that the subject teacher should not be supervising the block where the paper of the respective subject is held.
- It was also mentioned that no attendance policy has been implemented.

IQAC 23-24:30 Annual report of college activities held in the academic year 2023- 2024

It was suggested that all activities conducted in a year should have a common theme complying with the NEP 2020.

IQAC 23-24: 31 Policy documents for financial assistance to teachers for attending FDPs and scholarships and freeships to the students. The following suggestions were made-

- There should be an institutional policy documented regarding the provision of financial assistance to teachers for attending FDPs and scholarships and freeships to the students.
- The relevant information regarding the availability of various grants available for FDPs should be communicated by email to the staff members.
- A meeting, once in every two months should be convened to discuss/resolve any related issue.

IQAC 23-24:32 Update on restructuring of credit structure adopted by Wilson College under NEP 2020 and related matters.

- The existing credit system was explained by Mr. Mahesh Shetti. It was suggested that-
- OJT(On Job Training) for the students should be handled by the respective departments. At least five OJT opportunities should be identified by each department which should be able to provide hands-on experience to the students.
- Feedback on OJT should reach the Academic Council so that measures for improvisation can be suggested.

IQAC 23-24: 33 Progress of work under DBT star strengthening grant

The various activities under the DBT star strengthening grant were explained by Mr. Michael D'souza.

IQAC 23-24:34 Any other matter with the permission of the Chair

- In view of the salaries not received by the staff, it was mentioned that it is necessary to make arrangements for the timely release of the salaries in order to keep up the motivation and maintain the quality of service.

IQAC 23-24: 35 Vote of thanks and Closing Prayer

Dr. Ajita Kumar proposed the vote of thanks.

Mr. Pradeep Abhyankar offered the closing prayer.



Dr. Radhika Birmole
(IQAC Coordinator)



Dr. Jamson Masih
IC 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 Mukhtangan 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	<ul style="list-style-type: none"> ● IQAC's capacity building sessions shall be audio-video recorded and saved on google drive for future references. ● Mukhtangan Committee and Incubation Cell shall frame and implement the College policy for contribution on earnings during the Bazaar Day event. 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Examination Committee shall <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ● 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

	<ul style="list-style-type: none"> ○ complete the printing of the selected question paper and other arrangements atleast 15 days prior to the respective exam dates. ● Attainment PO and CO for 40% of the answer sheet papers of years covered under NEP and Autonomy syllabus. ● 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. ● 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. ● 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 	<p>for the examination.</p> <ul style="list-style-type: none"> ● Unable to execute. ● 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. ● Postponement of obtaining feedback from the Alumni, students, teachers and employers for framing and changes in Syllabi. ● Informative sessions were undertaken for students as well as for faculties for participation in the upcoming Avishkar event. ● Initiated in Alumni meeting on 12 April 2024 at 10.30 am ● Undertaking of mandatory 75 % attendance collected by the admission committee during the admission process for academic year 2024 - 25. ● The policy has been prepared and uploaded on the website. ● Students have been oriented about the same during orientation program.
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	<p>attendance policy and procedures with emphasis on attendance.</p> <ul style="list-style-type: none"> • 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 Muktanghan hours into co-curricular courses. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • All the departments shall <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Examination Committee distributes the hard copy of their result/ marksheets only after the respective learner fills TAQ's.

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. • 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.
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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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ● Following policy should be framed and implemented by the below-mentioned respective appointed in-charges: <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ● Process initiated and will be completed by June 2024. ● Process initiated and will be completed in the academic year 2024 - 25 ● Policy document for freship 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	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● 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.

	<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ Web portals / apps such as e-granthalaya ○ Urkund anti-plagiarism software by Government of India by the Ministry of Education, etc 	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Academic Monitoring Committee, shall guide departments in suggesting to the Librarian the list of electronic books/ resources to be purchased. 	<ul style="list-style-type: none"> ● Will be taken up in Academic Year 2024-25
8	<ul style="list-style-type: none"> ● Discussion on NAAC reviews on the submitted AQAR. 	<ul style="list-style-type: none"> ● Session on MOOCs and econtent development will be conducted in the academic year 2024 - 25
9	<ul style="list-style-type: none"> ● The College will sign Memorandum of Understanding ('MOU') with different Human Resource consultancy / agencies to undertake the internship and placement work under NEP 2020. 	<ul style="list-style-type: none"> ● 22 MoUs have been signed till date and the internship and Placement will happen soon.