

Minutes of the Meeting

1.7.2016

A meeting of the IQAC was held on 1.7.2016 at 1.00 PM in the Principal's chamber.

Dr. K.T. Thomas, Principal and Chairman of IQAC welcomed the members. The minutes of the previous meeting held on 9.3.2016 were read out by Dr. Advait Bhagade, Coordinator, and passed by the members of the Committee. The following issues on the agenda were discussed in the meeting:

Dr. Bhagade informed that as per discussion in the previous meeting, the various college committees had been reorganized and their constitution reflected in the College Calendar. Opinions were invited from the members regarding further improvement for the next session. It was decided to include broad guidelines of eligibility for various awards given to students of the College.

The work on preparation of the AQAR for 2015-16 was reviewed. The Chairman pointed out that the work had not progressed with the expected speed and exhorted all the members to put in a more cohesive effort in compilation and submission of the same.

The matter of further enhancement of the College infrastructure was discussed. It was pointed out by Dr. Mrs. Pradhan, Advisor, that construction of wash rooms on every floor of the College was the need of the hour. Dr. Prakash Zanwar, Chief Advisor, also pointed out that there should be provision of facility for the physically challenged in these washrooms. It was resolved to take up the issue in the next LMC meeting with the Management.

The conduct of Green Audit of the College campus was also deliberated upon. Dr. landge, member, pointed out that the College was already located in lush green surroundings, and pollution as such was not an issue of concern. He added that a review of Biodiversity on the campus could be conducted to study the changes taking place over time and season. He agreed to take up the review of the flora on the campus as a pilot study.

The meeting came to an end with a vote of thanks by the Coordinator, Dr. Advait Bhagade.

Advait Bhagade
Coordinator

Thomas KT
Chairman, IQAC

Bhagade

Pradhan
1/7/2016

Zanwar

Landge
01/07/2016

By
01/07/2016

Advait Bhagade
01/07/2016

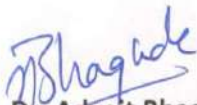
By
01/07/16

Action Taken Report for IQAC Meeting held on 1.7.2016

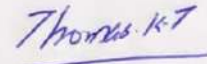
Preparation work for AQAR 2015-16 was initiated.

Green Audit of the campus was initiated in the form of biodiversity survey of flora.

Proposal for wash rooms was put before the Local Management Committee and approved.



Dr. Advait Bhagade
Coordinator



Dr. K.T. Thomas
Chairman

Minutes of the Meeting

8.10.2016

A meeting of the IQAC was held on 8.10.2016 at 1.00 PM in the Principal's chamber.

Dr. K.T. Thomas, Principal and Chairman of IQAC welcomed the members. The minutes of the previous meeting held on 1.7.2016 were read out by Dr. Advait Bhagade, Coordinator, and passed by the members of the Committee. The following issues on the agenda were discussed in the meeting:

Dr. Bhagade informed all members present that the issue of construction of wash rooms had been put up before the College Management during the LMC Meeting held on 6.10.2016. He reported that the Management had most graciously agreed upon the suggestion. He added that the location to construct the wash rooms had also been identified, and there would be two wash rooms each constructed on the laboratory end of the corridors on the first, second and third floor. Further, one wash room would have facilities for the physically challenged.

The preparation of the AQAR for 2015-16 was reviewed, and the rough draft was viewed by all members. All members expressed satisfaction over the draft and agreed that the final report could be sent shortly.

Dr. S.P. Landge, Member, reported that the review of the flora on the campus was well under progress and would be ready by the end of the academic session.

Holding of the Annual day celebrations was also discussed. Dr. S.P. Landge, IQAC Member and Coordinator of Vidyarthi, the Students' Council, expressed that students would be busy with their Semester examinations till the end of December 2016, and as such, a successful programme with full participation of students could not be held before January 2017. It was resolved that Vidyarthi should plan to hold the Annual Day celebrations in the third week of January.

Dr. P.H. Zanwar, Chief Advisor, expressed concern over the placement of students and said that more efforts should be made in that direction. Dr. Mrs. V.P. Pradhan, IQAC Advisor

and Coordinator of UDAAN, the Training and Placement Cell, said that no companies had approached the College in the previous session due to slack in the employment sector. However, she added, some reputed companies were expected to conduct campus interviews at the end of the session 2016-17, which would give a boost to the placement of students.

The meeting came to an end with a vote of thanks by the Coordinator, Dr. Advait Bhagade.

Dr. K.T. Thomas, Chairman

Thomas KT

Dr. Advait Bhagade, Coordinator

Bhagade
Advait

Dr. P.H. Zanwar Chief advisor

Zanwar

Dr. Vasudha Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen
D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

Paradkar

Dr. S.P. Landge

Landge

Mr. Biju A. , Member

Biju

Mr. Rojo John, Member

Rojo

Dr. Purabi Bhattacharya, Member

Bhattacharya

Dr. Geeta Gupta, Member


Gupta

Mr. Sachin Guralwar, Member

Action Taken Report for IQAC Meeting held on 8.10.2016

Training and Placement officer contacted employers for campus interviews.


Dr. Advait Bhagade
Coordinator


Dr. K.T. Thomas
Chairman

Minutes of the Meeting

2.1.2017

A meeting of the IQAC was held on 2.1.2017 at 1.00 PM in the Principal's chamber.

Dr. K.T. Thomas, Principal and Chairman of IQAC welcomed the members and extended warm greetings on the occasion of the New Year. The minutes of the previous meeting held on 8.10.2016 were read out by Dr. Advait Bhagade, Coordinator, and passed by the members of the Committee. The following issues on the agenda were discussed in the meeting:

Dr. Bhagade informed all members present that the AQAR for 2015-16 had been dispatched to NAAC on 26.10.2016. He also reported that two wash rooms each had been constructed on the laboratory end of the corridors on the first, second and third floor, with one from each pair with facilities for the physically challenged.

Dr. Bhagade reviewed the preparation of subject wise reference section in the library and initiating an e-magazine. It was found that no significant progress had been made on either count. It was decided that each Department should maintain a register of the e-content ready with the faculty and topics taught using ICT. Dr. A.P. Paradkar, IQAC Member and Librarian, was requested to put up a notice regarding preparation of a reference section. She was also requested to initiate an e-magazine that could be uploaded on the College website.

Dr. S.P. Landge and Mr. Sachin Guralwar, IQAC Members, were requested to identify a place on the campus where cacti, succulents and other hardy plants requiring less water could be planted. Other options such as adoption of plants by Botany students and their maintenance over a period of three years, purchase of potted plants to be maintained by Departments, maintaining nursery of medicinal plants were also deliberated upon. Dr. Landge and Mr. Guralwar were requested to report on the feasibility of such options.

Dr. Bhagade, Coordinator, asked the opinions of the Members on any best practices that could be initiated. The following best practices were discussed:

It was suggested by Dr. Prakash Zanwar, Chief Advisor, that one day in every month, preferably the first working day, should be observed to spread awareness about conservation of natural resources. The theme of each such day could vary- No Junk Food day, No Plastic day, Save Petrol day, Campus cleaning

day, etc. The suggestion was welcomed by all and it was resolved to implement it soon through Prakriti, the Cell for Environment.

It was suggested by Dr. Purabi Bhattacharya, Member, that donation for the poor, in the form of clothes, food grains, sugar, dry vegetables, etc. should be maintained as an all year round process. Of these, the clothes collected could be given away at the different places in the city, whereas edible material could be given to old age homes, orphanages, etc. The responsibility for the activity could be given to Seva the Cell for Social work and NSS.

Rev. Fr. Praveen D'Souza, Member, suggested that entrepreneurship oriented activities such as training could be imparted to students for preparation of Rangoli and applying Mehendi, so that they are able to have an avenue for resource generation. The activity could be taken up by Srujan, the Cell for Arts and Culture.

Dr. Geeta Gupta, Member, suggested that the outgoing students could donate their books in order to prepare a book bank, blank pages for use of other students, etc. to the Departments.


Dr. Bhagade expressed the opinion that a Parent-Teacher meeting be held after the declaration of all the Odd Semester results.


Dr. S.P. Landge, IQAC Member and Coordinator of *Vidyarthi*, the Students' Council, informed that different programmes for the Annual Day celebrations would be held on January 20, 21 and 23, 2017.

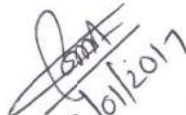
The meeting came to an end with a vote of thanks by the Coordinator, Dr. Advait Bhagade.

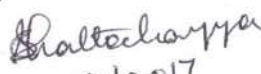

Coordinator

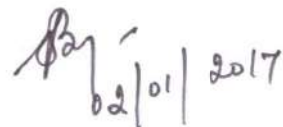

Chairman, IQAC

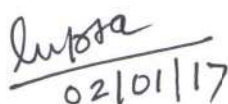

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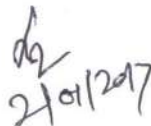

02/01/2017


02/01/2017


21/1/2017


02/01/2017


02/01/17


21/01/2017

Action Taken Report for IQAC Meeting held on 9.1.2017

Annual Social Gathering was carried out by VIDYARTHI Cell with guidance from staff.

Environment awareness activities were planned under the PRAKRITI and SEVA Cells.


Dr. Advait Bhagade
Coordinator


Dr. K.T. Thomas
Chairman

Minutes of the meeting held on 19.4.2017

A meeting of the IQAC was held on 19.4.2017 in the AV Hall of the College at 11.30 AM. The meeting was chaired by Principal Dr. K.T. Thomas, Chairman of IQAC. The meeting was called to discuss improvements in the method of collecting information from various stakeholders in order to have a better overview of the progress being made in the College, to introduce uniformity in the records being maintained in the College, and for having information ready at hand to prepare various reports and proposals as and when required.

Dr. Advait Bhagade, Coordinator of IQAC, welcomed all members on behalf of the chair, and introduced the proposed new methodology for gathering, maintaining and compiling information. Dr. Bhagade informed that methodology includes detailed proformas in a question –answer format for various stakeholders such as the College Office, individual teaching staff members, Library, Heads of Departments and various Cells and Associations. He explained each proforma with the help of Power point presentation, and invited addition, correction, etc. in the proformas by the IQAC members. Suggestions given during the meeting were duly noted for revision of proformas where necessary.

Dr. Bhagade informed that the proformas would be mailed to all concerned before the end of the academic session in order that information required by the IQAC would be available at an early date at the beginning of the academic session 2017-18, and would be useful for preparation of the AQAR for the year 2016-17.

Dr. K.T. Thomas, Chairman, added that he would also personally instruct the staff in this respect during the general staff meeting to be held at the end of April 2017.

The meeting came to an end with a vote of thanks by Coordinator, Dr. Advait Bhagade.

Dr. K.T. Thomas, Chairman	<u>Thomas.K.T</u>
Dr. Advait Bhagade, Coordinator	<u>Bhagade</u>
Dr. P.H. Zanwar Chief advisor	<u>Zanwar</u>
Dr. Vasudha Pradhan, Advisor	<u>Pradhan</u>
Fr. Praveen D'Souza, Member	<u>Praveen</u>
Mrs. Soma Banerjee, Member	<u>Soma</u>
Dr. Ashwini Paradkar, Member	<u>AParadkar</u>
Dr. S.P. Landge	<u>Landge</u>
Mr. Rojo John, Member	<u>Rojo</u>
Dr. Purabi Bhattacharya, Member	<u>Purabi</u>
Dr. Geeta Gupta, Member	<u>Geeta</u>
Mr. Sachin Guralwar, Member	<u>Guralwar</u>


Action Taken Report for IQAC Meeting held on 19.4.2017

Proformas for preparing AQAR for 2016-17 were mailed to all concerned.

The review of the flora on the campus was well completed by Dr. S.P. Landge and a copy submitted to IQAC.


Dr. Advait Bhagade

Coordinator


Dr. K.T. Thomas
Chairman

IQAC Meeting 28.8.17

A meeting of the IQAC was held in the new IQAC room. It was chaired by the Principal, who welcomed all members present for the meeting. There was discussion on the recent format of the IQAR available on the NAAC website.

A review of the institutional plans mentioned in the AQAR for the session 2015-16 was carried out and goals achieved were identified. IQAC Coordinator Dr.Bhagade pointed out that there were many increases in the infrastructure in the past session 2016-17. One Sanitary napkin vending machine was installed through CSR of SEVA Automobiles. The Principal acknowledged the staff responsible for contacting these organizations and said that these would benefit the girl students and help in improving their hygiene. Also since two water coolers from CSR of WCL and MOIL were procured and installed, it was a boon to all students, he said. He also appreciated and expressed gratitude to the alumni, parents and philanthropists for their support in the form of equipment, fans and chairs.

Dr. P.H. Zanwar, Chief advisor, requested an update on the proposal of autonomy. Principal informed all members that management had reached a decision that autonomy could not be taken at the present juncture.

It was decided to continue value education classes for students.

Principal appreciated that there was considerable increase in use of ICT, and expressed that the staff should continue the use ICT and remain in tune with modern changes.

Dr.Vasudha Pradhan, Advisor, stressed upon the need to strengthen the activities of the College, especially in the direction of women empowerment, culture, holding conferences, etc. It was decided that the JIGYASA cell would initiate the process of applying for and holding Conferences, both quality related as well as of various subjects in 2018-19 to 2019-20. Dr.Paradkar, Member, accepted the responsibility. Similarly, SHAKTI cell, under Dr.Purabi Bhattacharya, Member, would look after women empowerment activities and ANTARANG, under Fr. Praveen D'Souza, would look after cultural and intercollegiate programs.

Dr.Bhagade, Coordinator, said that the submission of AQAR for 2016-17 also needed to be carried out in a timely manner. Principal exhorted members to work harder for timely completion of the work.

The meeting ended with a vote of thanks by Mrs. Soma Banerjee, member.

Dr. K.T. Thomas, Chairman

Thomas K.T.

Dr. Advait Bhagade, Coordinator

Bhagade

Dr. Prakash Zanwar, Chief advisor

Zanwar

Dr. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. A. P. Paradkar Member

AParadkar

Mr. Rojo John, Member

Roj

Dr. Purabi Bhattacharya, Member

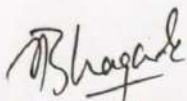
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Mr. Sachin Guralwar, Member

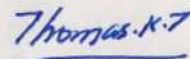
Sachin Guralwar

Action Taken Report for the meeting held on 28.8.2017

1. Intercollegiate Debate Competition on Equal Pay for Men and Women in Sports was organised by SRUJAN on 11.9.2017 jointly with HES. 7 teams from 7 colleges participated.
2. Intercollegiate Painting Competition on Nagpur of My Dreams was organised by SRUJAN on 11.9.2017. 6 colleges participated.
3. Inter Collegiate Debate Competition was organized by Department of History on the topic 'Equal pay for girls in Indian Sports' on 12.9.2017. 14 students participated.
4. Intercollegiate Pencil Sketching Competition on '70 years of India's Independence' was organised by SRUJAN on 12.9.2017. 04 colleges participated. SFSCollege student got 2nd prize.
5. Intercollegiate PPT presentation Competition on 'Achievement of Women in Sports' organised by SRUJAN on 12.9.2017. 06 schools and Junior colleges participated.
6. Interschool Spell It Competition organised by SRUJAN on 13.9.2017. 06 participated.
7. Spell It Intercollegiate Competition was organized by Department of English on 13.9.2017. 6 schools and Colleges participated.
8. Various intercollegiate events organized by ANTARANG on 18. & 19.9.2017. 250 students participated.
9. Work for preparation of AQAR was carried out, based on information received.
10. Lecture for women students on Health, Hygiene & General Awareness by Mrs. Vidya Zanwar and Dr. Geeta Gupta was organised by SHAKTI on 19.9.2017. 150 students participated.



Dr. Advait Bhagade
Coordinator



Dr. K.T. Thomas
Chairman

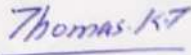
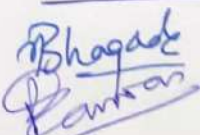
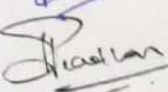
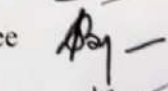
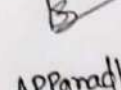
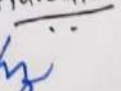
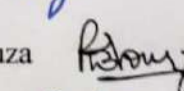

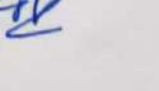

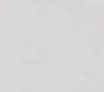
Minutes of the meeting held on 22.9.2017

A meeting was held in the IQAC room at 1.00 PM on 23.9.2017 to review preparation of AQAR 2016-17. The meeting was chaired by Dr. K.T. Thomas, Chairman, IQAC. Dr. Advait Bhagade, IQAC Coordinator, Dr. Prakash Zanwar, Chief Advisor, Dr. Mrs. Vasudha Pradhan, Advisor, and IQAC Members Rev. Fr. Praveen D'Souza, Mrs. Soma Banerjee, Dr. Ashwini Paradkar, Mr. Biju A., Mr. Rojo John, Dr. Purabi Bhattacharya, Dr. Geeta Gupta and Mr. Sachin Guralwar.

The chair expressed his displeasure at the outset over the delay in submission of the AQAR. He asked Dr. Bhagade to immediately prepare a list of the information pending and persons concerned. Dr. K.T. Thomas promised to call all concerned personally and see that information would become available by 23.9.2017.

It was also decided that Dr. Paradkar, as Coordinator of JIGYASA Cell, would prepare proposals for Conferences to be held in the College, in coordination with the Cells/ Departments concerned.

The meeting ended with a vote of thanks by Dr. Bhagade.

1. Dr. K. T. Thomas 
2. Dr. Advait Bhagade 
3. Dr. P.H. Zanwar 
4. Dr. V.P. Pradhan 
5. Mrs. Soma Banerjee 
6. Dr. Purbi Bhattacharya 
7. Dr. A.P. Paradkar 
8. Dr. S.P. Landge 
9. Rev. Fr. Praveen D'Souza 
10. Mr. Biju A. 
11. Mr. Rojo John 

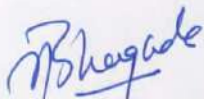
Action Taken Report for the meeting held on 22.9.2017

AQAR for the session 2016-17 was submitted on 16.11.2017.

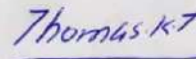
In-house Diya and envelopes Decoration activities were organised by SRUJAN on 12.10.2017 before Diwali to promote entrepreneurial skills. Students decorated 50 earthen lamps and 150 envelopes. Revenue of Rs. 1650 generated through sale of lamps and envelopes was donated to student aid fund of the College.

Various lectures and seminars were organised by UDAAN on 27.& 28.9.2017, 8,9 and 11 January 2018, and on 6.3.2018. These were aimed at increasing placements of students.

National Conference on theme "Modern Science and Religious Beliefs: Response of contemporary religions to recent developments in Science" organized by ANTARANG on 22.1.2018. 200 participants including 75 students of the College participated.



Dr. Advait Bhagade
IQAC Coordinator



Dr. K.T. Thomas
Chairman

Minutes of the meeting held on 9.3.2018

A meeting was held in the IQAC room at 12.00 Noon on 9.3. 2018. Dr. Advait Bhagade, IQAC Coordinator, chaired the meeting.

The meeting deeply condoled the sudden and untimely demise of Dr. S.P. Landge, IQAC Member and Assistant Professor, Department of Botany. A two minutes silence was observed in his memory.

The meeting was attended by members Rev. Fr. Praveen D'Souza, Mrs. Soma Banerjee, Dr. Purabi Bhattacharya, Mr. Rojo John and Mr. Biju A.

It was decided to create a fund in the memory of Dr. Landge from staff contribution, for award of scholarship to be termed Dr. S.P. Landge Memorial Scholarship.

A review of the various proformas prepared for AQAR 2017-18, for circulation to staff, was undertaken. All members expressed satisfaction about the proformas. It was decided to mail the proformas to all concerned by 15 March, 2018, and obtain required information initially as soft copies by 31 March 2018, to be followed by final submission of soft and hard copies of the proformas by 15 April 2018. This would enable the IQAC to prepare and submit the AQAR 2017-18 in a timely manner after commencement of academic session 2018-19.

It was decided the coordinators of different IQAC Criteria should present their ideas in the coming week.

Discussions were held about enabling the campus with wi-fi, supplementing the power supply with solar energy and completion of college canteen and Men's washroom.

The meeting concluded with a vote of thanks by Mrs. Soma Banerjee.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen

Mrs. Soma Banerjee, Member, IQAC

Soma

Dr. Mrs. Ashwini Paradkar, member, IQAC

Paradkar

Mr. Biju A., Member, IQAC

Biju

Mr. Rojo John, Member, IQAC

Rojo

Dr. Purabi Bhattacharya, Member, IQAC

Purabi

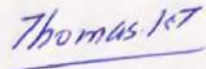
Action Taken Report for the meeting held on 9.3.2018

Proposals were invited for solar energy generation.

Management was requested to provide new canteen and complete work on washroom for men students.

Poster Exhibition was held by Department of Physics on 12.3.2018. 35 students participated. It was judged by Dr. K.T. Thomas, Principal, SFS College.


Dr. Advait Bhagade
IQAC Coordinator


Dr. K.T. Thomas
Chairman

Minutes of the meeting held on 15.3.2018

A meeting was held on 15.3.2018 in the AV Hall of the College at 11AM. The meeting was chaired by Dr. K.T. Thomas, Chairman, IQAC. Present for the meeting were Rev. Fr. Patrick Lemos, Secretary and Management member, Dr. AdvaitBhagade, IQAC Coordinator, Dr. Prakash Zanwar, Chief Advisor, Dr. Mrs. Vasudha Pradhan, Advisor, and IQAC Members Rev. Fr. Praveen D'Souza, Mrs. Soma Banerjee, Dr. AshwiniParadkar, Mr. Biju A., Mr. Rojo John, Dr. Purabi Bhattacharya, Dr. Geeta Gupta and Mr. SachinGuralwar.

IQAC members in charge of the different Criteria allotted to them presented best practices on Power Point for the criteria.

Rev. Fr. Praveen D'Souza suggested for Criterion I, 'Curricular Aspects' that a Coaching Centre for sports be started as a value added programme. The same was communicated to Mr. James Minj, Director of Physical Education, and Mr. Edgar McEnzie, Sports Teacher, by inviting them into the meeting. He also suggested that feedback of employers be taken. Dr. Pradhan, Coordinator of Training and Placement Cell, UDAAN, told the meeting that such feedback was being taken offline during the various programmes held by the Cell.

Mrs. Soma Banerjee suggested for Criterion II 'Teaching, Learning and Evaluation', that an e-Magazine be started in the College, to chronicle social issues, subject topics, current topical issues, reviews, articles on subject by students, etc. It was suggested that in the beginning, there should be at least two magazines per session. She also suggested that interdisciplinary Cells be started in Arts as well as Science streams to focus on matters of mutual interest. Such interdisciplinary Cells could Organize guest lectures from eminent fields, organize debates & extempore etc. Dr. Bhagade suggested that two such cells could be initiated in the Science stream: Material Sciences or 'Earth' and Life Sciences or 'Life'.

Dr. AshwiniParadkar suggested for Criterion III, 'Research, Consultancy and Extension' that an extension activity, "Light a Lamp" can be initiated as an incubation centre for activities such as Lamp Decoration, Greeting Card making, mehendi, etc. and profits earned would be diverted to the needy of the society as an extension activity. The proposal was welcomed and it was decided to initiate the same as a Best Practice.

Mr. Biju A. suggested for Criterion IV, 'Infrastructure and Learning Resources' that all Departments be networked using optic fibre cables. He proposed the digitization of rare books in the Library by softwares such as KOHA. He proposed that the campus be wi-fi enabled, and that software and hardware (especially for library staff) training program be held at regular intervals to enhance computer literacy of the staff. It was discussed by members present that although these suggestions could be implemented, they did not warrant inclusion under Best practices.

It was discussed that students needed exposure to online questionnaires, as would be included in the Student Satisfaction Survey at the time of next cycle of Accreditation by NAAC. This could be done by suitable modifications in the College website to make it interactive for various stakeholders.

Mr. Biju A. then proposed the start of an e- repository, in which staff, and students, through staff in-charges, could deposit e-books, Presentations, videos, animations, etc. into a common e-repository ultimately to be compiled by the Library. The suggestion was much appreciated and accepted for being initiated as a Best Practice.

Mr. Rojo John suggested for Criterion V, 'Student Support and Progression' that the college could try a system of online admission. The chair pointed out that it would require large changes in infrastructure, and that since the University was contemplating online admissions at its own level, it was not a practicable suggestion.

Mr. Rojo John then suggested that Coaching for NET-SET examinations should be given by the College as Student support. The suggestion was debated, and it was decided that although it could not be considered as a Best Practice, it was a good suggestion, which could be implemented from the next academic session onward. Mr. Rojo John was accordingly instructed to prepare a detailed proposal for the same.

Dr. Purabi Bhattacharya suggested for Criterion VI, 'Governance, Leadership and Management', that the College should go in for segregation of waste by placing differently designated dust bins in classrooms and other sensitive locations. The Principal promised to consider this request. She also proposed that more tree plantations should be carried out to maintain and augment the eco-friendly nature of the College campus. The availability of water in the summer months was discussed in the meeting at this juncture.

Dr. Bhattacharya also suggested that memorial lectures be initiated by using an interdisciplinary approach. Different departments could come forward and arrange a lecture series dedicated to the memory of an illustrious personality in the field. It was decided to attempt such a venture in the next academic session. It was also suggested that workshops on hand made paper making could be held for the students. After deliberation on the suggestion, it was decided to include this under the Best Practice under Criterion III.

Best practices identified included formation of an e-repository, segregation of waste, lamp and craft making incubation centre, etc. Other practices which could be carried out included the starting of NET-SET Coaching under the guidance of Mr. Rojo John and revamping of the College website to make it more interactive, under the supervision of Mr. Biju A.

Rev. Fr. Patrick Lemos, Secretary, exhorted the Director of Physical education to explore possibilities of making better use of the infrastructure in such a manner that the students could excel in sports, the College would become more popular through trainings, matches and tournaments in different sports, and also generate revenue for the College. He also exhorted the members to inculcate more interest of students in science along with ICT.

It was decided to start preparation of the AQAR 2017-18 in such that it could be submitted in a timely manner and avoid delay.

It was also decided to hold faculty development workshop for teaching and non-teaching staff under the SHIKHAR Cell.

The meeting ended with a vote of thanks by Dr. AdvaitBhagade.

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T

Rev. Fr. Patrick Lemos, Secretary and Management member, IQAC

phucor

Dr. AdvaitBhagade, IQAC Coordinator

Bhagade
Advait

Dr. Prakash Zanwar, Chief Advisor, IQAC

Prakash

Dr. Mrs. Vasudha Pradhan, Advisor, IQAC

Vasudha

Rev. Fr. Praveen D'Souza, IQAC Member

Praveen

Mrs. Soma Banerjee, IQAC Member

Soma

Dr. AshwiniParadkar, IQAC Member

Ashwini

Mr. Biju A., IQAC Member

Biju

Mr. Rojo John, IQAC Member

Rojo

Dr. PurabiBhattacharya , IQAC Member

Purabi

Dr. Geeta Gupta, IQAC Member

Geeta

Mr. SachinGuralwar, IQAC Member

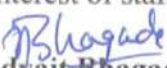
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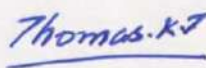
Action Taken Report for the meeting held on 15.3.2018

A Seminar Competition was organised by Department of Physics on the occasion of National Science Day on 15.3.2018, where 35 students participated. Also, an online Physics Quiz was organised by Mr. Halim Ahamad, HOD, Department of Physics on 21.3.2018, in which 30 students participated.

Students performed extension activities during village camp held at Chicholi from 19 to 25.3.2018.

Faculty development program was held between 2.4.2018 to 7.4.2018 for non-teaching, and between 16.4.2018 to 21.4.2018. Various experts gave talks which enhanced the knowledge and interest of staff in contemporary issues.


Dr. Advait Bhagade
IQAC Coordinator


Dr. K.T. Thomas
Chairman

Minutes of IQAC Meeting held on 29.4.18

A meeting was held on 29.4.18 to discuss the new method of accreditation and the new format of the SSR proposed by NAAC in July 2017.


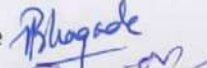
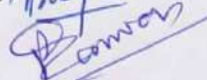
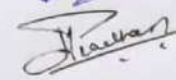
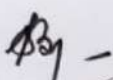

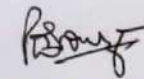


The meeting was chaired by Rev. Fr. Patrick Lemos, Secretary, SFS College. Also present were Dr. K.T. Thomas, Principal and Chairman of IQAC, Coordinator Dr. Advait Bhagade, Advisors and members of the IQAC.

Rev. Fr. Lemos welcomed all those present for the meeting.

Dr. Bhagade informed the meeting about the new proforma for SSR, the manual by NAAC regarding the SSR and the new methodology to be adopted by NAAC for reaccreditation of Higher Institutions of Education. He detailed the drastic changes in the old and the new format of the SSR along with changes in metric types and weightages.

Dr. K.T. Thomas instructed Dr. Bhagade to present these changes to the staff of the College in a special meeting to be called urgently. It was decided in the meeting that the Coordinators to work on the seven Criteria of the SSR were to be same members who had been assigned to work on various criteria of the AQAR.

It was suggested by Dr. P.H. Zanwar that these coordinators should begin gathering information as well as start preparing draft answers to the metrics in their respective criteria. The suggestion was enthusiastically welcomed by all. These metrics would be discussed in meetings to be held frequently, if required.

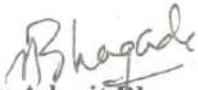
1. Dr. K. T. Thomas 
2. Dr. Advait Bhagade 
3. Dr. P.H. Zanwar 
4. Dr. V.P. Pradhan 
5. Mrs. Soma Banerjee 
6. Dr. Purbi Bhattacharya 
7. Dr. A.P. Paradkar 
8. Rev. Fr. Praveen D'Souza 
9. Mr. Biju A. 
10. Mr. Rojo John 

Action Taken Report for the meeting held on 29.4.2018

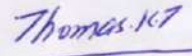
Staff members attended college during summer vacation to deliberate upon the methodology of writing answers to various SSR metrics.

e-mails were sent to gather information for preparing AQAR for the session 2017-18.

New canteen block became operational during vacation.



Dr. Advait Bhagade
IQAC Coordinator



Dr. K.T. Thomas
Chairman

Minutes of the meeting held on 2.5.18

A meeting was held at 10.00AM in the IQAC room on 1.5.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

All members present for the meeting were welcomed by the chair.

The activities to be held in the academic session 2018-19 were discussed. Dr. Bhagade expressed that apart from the activities mentioned in the plan of action decided earlier by the IQAC, it was also necessary to review the other activities that were otherwise considered normal, and hence not given much attention.

The academic calendar of the College, which is given to every student, contains information vital to the day to day activity of the College. It was decided that the members of *Vidyarthi* and *Abhyas* Cells should plan and bring out the Calendar such that it covers the complete scope of activities all year round. It was further decided that the Calendar should be planned, printed and ready before the first day of the academic session, i.e. 15.6.2018.

Dr. Bhagade also suggested that although the staff of the College is governed by rules and regulations of the University Grants Commission, Government of Maharashtra as well as those of the R.T.M. Nagpur University, there should be a stated code of conduct of the College, in accordance with the expectations of the administration from the staff members. It was decided that the code of conduct should be framed, and displayed at the beginning of the academic session 2018-19.

Dr. Paradkar expressed that the students are becoming more and more technologically upgraded with increased ICT awareness. They are often given assignments and projects where they have to express their subject in their own words. She therefore said that the College should also be a stated policy against prevention of plagiarism. Principal Dr. K.T. Thomas instructed Dr. Paradkar to prepare such a stated code of conduct as soon as possible, and display the same prominently.

The Principal reviewed the preparation for drafting of the AQAR for the academic session 2017-18. Dr. Bhagade informed that attempts would be made to finalise the AQAR by the month of July 2018.

Dr. Mrs.P. Bhattacharya, IQAC Member, opined that although a ramp facility for Divyangjan was included in the action plan for 2018-19, it was also necessary to supplement the facility by procuring a wheel chair for movement within the college, if needed. Dr. K.T. Thomas, principal, assured that a wheel chair would soon be procured.

Action Taken Report on Previous Decisions:

1. Dr. Thomas also informed the meeting that finishing work for the new Boys' toilet block would be completed before the commencement of the academic session.

2. Dr. Thomas also added that attempt would be made to construct separate toilets for ladies and gents on every floor, to reduce inconvenience of staff and students and that the management was consulting concerned experts about the construction. If possible, these toilets would also be ready before the beginning of the session.

The meeting ended with a vote of thanks by the IQAC Coordinator, Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *SB*
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian *APParadkar*
8. Fr. Praveen D'Souza, Teacher Member *Praveen*
9. Mr. Rojo John, Teacher Member *Roj*
10. Mr. Biju A., Teacher Member *Biju*
11. Dr. Geeta Gupta, Stakeholder Member *Geeta*
12. Mr. Sachin M. Guralwar, Stakeholder Member *Guralwar*
13. Mrs. Jessy Benny, Administrative Staff Member *Benny*
14. Mr. J.S. Vivek Naidu, Administrative Staff Member *Vivek*

Minutes of the meeting held on 27.7.18

A meeting was held at 1 PM in the Audio Visual Hall of the College on 27.7.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also present for the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. Members of IQAC were also present for the meeting.

Dr. Advait Bhagade, IQAC Coordinator, welcomed all members present. He informed that the AQAR for the year 2017-18 had been finalised. The same was shown to all members, who unanimously expressed that the same was complete, and should be shown to all the staff members of the College. It was decided to show the AQAR on 30.7.2018 to the staff members.

Rev. Fr. Patrick Lemos appreciated the efforts put in by the IQAC in the timely completion of the AQAR. Dr Bhagade thanked all IQAC members for their cooperation in preparing the report.

Action Taken Report on previous decisions:

1. The boy students' toilet block was made functional at the beginning of the academic session, i.e. on 15.6.2018.
2. Toilets on the first, second and third floor were near completion, with plumbing, tiling and door work yet to be completed.
3. Academic Calendar for the session 2018-19 was prepared and was being distributed to all students.
4. The code of conduct statement for the College staff had been prepared and displayed at prominent places on 15.6.2018.
5. A wheel chair had been procured for Divyangjan for movement within the College. Also, it was told by Principal Dr. K.T. Thomas that one toilet out of two constructed on every floor would also have facility for Divyangjan.

The meeting ended with a vote of thanks by the IQAC Coordinator, Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *SB*
7. Fr. Praveen D'Souza Teacher Member *Praveen*
8. Mr. Rojo John, Teacher Member *Rij*
9. Mr. Biju A., Teacher Member *Biju*
10. Dr. Geeta Gupta, Stakeholder Member *Geeta*

11. Mr. Sachin M. Guralwar, Stakeholder Member



12. Mr. J.S. Vivek Naidu, Administrative Staff Member



Minutes of the meeting held on 30.7.18

A meeting was held at 1 PM in the Audio Visual Hall of the College on 30.7.2018. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also present for the meeting were Dr. Advait Bhagade, Coordinator of IQAC, advisors and members of IQAC, as well as all members of the teaching staff of the College. The meeting was conducted as per decision taken in the IQAC meeting dated 27.7.2018.

Dr. K.T. Thomas welcomed all staff members and informed them that the AQAR for the year 2017-18 was ready for submission to the NAAC. He emphasized that the report had been prepared by IQAC only with the collective effort and cooperation of the complete staff. He requested Dr. Advait Bhagade, IQAC Coordinator, to present the report to the staff council.

Dr. Bhagade presented the report to all staff members, who unanimously agreed upon it. Dr. Bhagade thanked all staff members, and declared that the report would be printed and submitted to the NAAC at the earliest possible date within a week.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *B*
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian *Apparadkar*
8. Fr. Praveen D'Souza, Teacher Member *Praveen D'Souza*
9. Mr. Rojo John, Teacher Member *Rojo*
10. Mr. Biju A., Teacher Member *Biju*
11. Dr. Geeta Gupta, Stakeholder Member *Geeta*
12. Mr. Sachin M. Guralwar, Stakeholder Member *Guralwar*
13. Mrs. Jessy Benny, Administrative Staff Member *Benny*
14. Mr. J.S. Vivek Naidu, Administrative Staff Member *Naidu*

Minutes of the meeting held on 7.9.2018

A meeting of the IQAC was held on 7.9.2018 at 11.00 AM in the IQAC Room. The meeting was chaired by IQAC Coordinator Dr. Advait Bhagade.

At the outset, Dr. Bhagade welcomed all members once again thanked them for their cooperation in the timely submission of the AQAR 2017-18, and discussed some reasons for delay in receipt of information. He expressed hope that AQARs of upcoming years would also be submitted with efficiency.

Dr. Bhagade proposed that a workshop on MOODLE should be organised for staff members for promotion of ICT and requested all members present to contact known resource persons.

Mr. Rojo John proposed that a workshop or conference should be held on Intellectual Property Rights. It was felt that this kind of program should be on an intercollegiate level, and should be done jointly with the University. Dr. Paradkar took up the responsibility of exploring the possibility, and contacting concerned experts in the University.

Dr. Bhagade proposed that for quicker receipt of information from various stakeholders, the members of IQAC, especially the Criterion Coordinators, should take responsibility of gathering information from a few departments and cells each, by acting as liaisons of the IQAC for this purpose. Through discussion and mutual consent, the proposed work was distributed as under:

1. Fr. Praveen D'Souza: Departments of Philosophy, Political Science and Sociology, Antarang and Kreedha cells.
2. Mrs. Soma Banerjee: Department of English, College Office and Srujan, Vidyarthi and Abhyas Cells.
3. Dr. Ashwini Paradkar: Library, Department of Botany, and Jigyasa Cell.
4. Mr. Biju A.: Departments of Computer Science, Electronics and Physics, and Daksh and NCC cells.
5. Mr. Rojo John: Departments of Chemistry, Hindi and Physical Education, and Seva and Disha Cells.
6. Dr. Purabi Bhattacharya: Departments of History, Economics and Marathi, and Shakti and Prakriti Cells.
7. Dr. Advait Bhagade: Departments of Zoology, Biochemistry and Biotechnology, Maitri, Udaan and Anushasan Cells.
8. Dr. K.T. Thomas: Department of Mathematics and Shikhar Cell.

Action Taken Report on decisions taken in previous meetings:

1. Two toilet blocks on the first second and third floor of the College, one each for men and women, were completed and made operational from 1.9.2018.
- 2.

Dr. Bhagade ended the meeting with a formal vote of thanks.

Dr. Advait Bhagade, Coordinator, IQAC *Bhagade*
Dr. Prakash Zanwar Chief Advisor, IQAC *Zanwar*
Dr. Mrs. V.P. Pradhan Advisor, IQAC *Pradhan*
Rev. Fr. Praveen D'Souza, Member, IQAC *Praveen D'Souza*
Mrs. Soma Banerjee, Member, IQAC *Banerjee*
Dr. Ashwini Paradkar, Member, IQAC *Paradkar*
Mr. Biju A., Member, IQAC *Biju*
Mr. Rojo John, Member, IQAC *Rojo*
Dr. Purabi Bhattacharya, Member, IQAC
Dr. Geeta Gupta, Member, IQAC *Gupta*
Mr. Sachin Guralwar, Member, IQAC *Guralwar*

Minutes of the Meeting held on 4.10.2018.

A meeting was held at 11.00 AM on 4.10.2018 in the Principal's Office. The meeting was held to review the work done by the IQAC in the direction of preparation of the AQAR 2018-19, as well as preparation of the SSR. All teaching staff members of the IQAC were present for the meeting, chaired by Principal K.T. Thomas, Chairman of the IQAC.

The Principal exhorted all the members about the collective responsibility of the members in the preparation of the AQAR/SSR as well as other quality related NAAC and IQAC work. He asked them to devote more time and increase the pace of their work in preparing the AQAR and SSR.

The members deliberated upon the quality initiatives to be conducted during the session 2018-19. Dr. Advait Bhagade, IQAC Coordinator, suggested that Dr. P.G. Puranik, External Expert, IQAC, should be invited for a talk with the staff members regarding preparation of AQARs and getting ready for the next NAAC accreditation.

Dr. Zanwar suggested that activities of national importance which highlight the contribution of great leaders such as Mahatma Gandhi, Sardar Patel and others, should be conducted as short programs in the College.

Dr. Mrs Pradhan suggested that other activities should also be conducted so as to give the students a real time exposure outside of academics. She also suggested that Antarang Cell should be given responsibility for conduct of a National Seminar under CDRESS so that it can be developed into an institutionalised best practice.

It was suggested by Dr. Bhagade that some extension activity also be conducted by the College as a social responsibility. Fr. Praveen D'Souza was requested to explore various activities that could be conducted by the College.

Principal Dr. K.T. Thomas suggested that Faculty development program for Teaching and non teaching staff should be held in November or December 2018 since students would be busy with examinations and many staff members would be free.

Action Taken Report on decisions taken in previous meetings

1. Dr. A.P. Paradkar reported that a Workshop on Intellectual Property Rights would be held in association with the Department of Library Science, RTM Nagpur University, as was decided in the meeting held on 7.9.18. The date was however, yet to be finalised.
2. Application was made to University and Government for sanction of new courses viz. M.Sc. Mathematics, and M.Sc. Physics, on 3.10.18, as per decided in the action plan for 2018-19.
3. A workshop on MOODLE was planned to be held at any date convenient to the resource person in December 2018.

Dr. K.T. Thomas called an end to the meeting with a formal vote of thanks.

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Prakash Zanwar Chief Advisor, IQAC

Zanwar

Dr. Mrs. V.P. Pradhan Advisor, IQAC

Pradhan

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen D'Souza

Mrs. Soma Banerjee, Member, IQAC

Soma Banerjee

Dr. Ashwini Paradkar, Member, IQAC

AP Paradkar

Mr. Biju A., Member, IQAC

Biju A.

Mr. Rojo John, Member, IQAC

Dr. Purabi Bhattacharya, Member, IQAC

Purabi

Mr. Sachin Guralwar, Member, IQAC

Sachin Guralwar

Minutes of the meeting held on 12.1.19

A meeting was held at 11.30 AM in the IQAC Room. The meeting was chaired by Dr. Advait Bhagade, IQAC Coordinator, with members of IQAC and other teaching staff present for the meeting. The IQAC Coordinator called the meeting to order.

Dr. Bhagade reported with profound regret that Dr. P.G. Puranik, External expert of the IQAC had passed away. The meeting held a condolence with 2 minutes' silence to pray for the departed soul.

No other issues were discussed in the meeting.

Action Taken Report on decisions taken in previous meetings:

1. Faculty Development program for teaching staff was held from 27.11.18 to 6.12. 18, as decided in the meeting held on 4.10.18.
2. Development programme for non teaching staff was held from 10.12.18 to 15.12. 18, as decided in the meeting held on 4.10.18.
3. Workshop on Intellectual Property Rights was held on 30.11.2018, as per decided in earlier meeting dated 4.10.2018.
4. An extension activity was carried out for underprivileged children from nearby areas in the Form of Bal Mela on 9.12.18, as decided in the earlier meeting held on 4.10.18. Fr. Praveen D'Souza organised and conducted the programme along with other staff members and student volunteers.
5. A workshop on MOODLE was held on 15.12.2018 as decided in the earlier meeting held on 7.9.18.

Dr. Advait Bhagade thanked all those present for the meeting.

Following members were present for the Meeting:

Dr. Advait Bhagade, Coordinator, IQAC 
Rev. Fr. Praveen D'Souza, Member 
Mrs. Soma Banerjee, Member 
Dr. Ashwini Paradkar, Member 
Mr. Biju A., Member 
Mr. Rojo John, Member 
Dr. Purabi Bhattacharya, Member 
Dr. Geeta Gupta, member 
Mr. Sachin M. Guralwar, member 

Minutes of the meeting held on 1.3.2019

A meeting was held at 10.00AM in the AV Hall of the College on 1.3.2019. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

Dr. Bhagade informed that revised formats for collecting information would be mailed to individual faculty members, Heads of Departments, Coordinators of Various Cells, and to the College Office, and information would be solicited till the end of March, so that the AQAR could be prepared in an expeditious manner.

The revised formats were shown to all members.

Action Taken on decisions made in previous meetings:

Formats were revised for collection of information as discussed earlier in the meeting held on 7.9.18.

The meeting ended with a vote of thanks by Dr. Bhagade.

1. Dr. K.T. Thomas, Principal & Chairman of IQAC *Thomas KT*
2. Dr. Advait Bhagade, IQAC Coordinator *Bhagade*
3. Dr. P.H. Zanwar, Chief Advisor *Zanwar*
4. Dr. V.P. Pradhan, Advisor *Pradhan*
5. Dr. Mrs. Purabi Bhattacharya, Teacher Member *B*
6. Mrs. Soma Banerjee, Teacher Member *SB*
7. Dr. Mrs. Ashwini Paradkar, Teacher Member & Librarian *AParadkar*
8. Fr. Praveen D'Souza, Teacher Member *Praveen*
9. Mr. Rojo John, Teacher Member *Rojo*
10. Mr. Biju A., Teacher Member *Biju*
11. Dr. Geeta Gupta, Stakeholder Member *Gupta*
12. Mr. Sachin M. Guralwar, Stakeholder Member *Guralwar*
13. Mrs. Jessy Benny, Administrative Staff Member *Benny*
14. Mr. J.S. Vivek Naidu, Administrative Staff Member *Naidu*

Minutes of the meeting held on 24.4.19.

A meeting was held at 10.00AM in the IQAC room on 24.4.2019. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Also attending the meeting were Rev. Fr. Patrick Lemos, Secretary, SFS College, Dr. Advait Bhagade, Coordinator of IQAC, Dr. P.H. Zanwar, Chief Advisor, and Dr. V.P. Pradhan, Advisor of IQAC. All members of IQAC were present for the meeting.

All members present for the meeting were welcomed by the chair.


The IQAC Coordinator, Dr. Advait Bhagade briefed all present about the preparations for making the AQAR 2018-19. He explained that the proformas for gathering information required had already been sent earlier in March, and information was expected latest by March 31, 2019. However, complete information had not been received to date. Dr. Bhagade requested the Principal to direct staff members for early action.


It was discussed that the accounts related information of the College could be finalized only after the audit for the year was completed. The audit, the Principal informed, was due to be held in June 2018. He exhorted all members to work in a collective manner for preparation of the AQAR as well as the SSR for the forthcoming NAAC Accreditation.

It was discussed whether hard copies of proformas should be collected from all. It was decided that soft copies should be collected first, and hard copies may be asked for as required later. Rev. Fr. Patrick Lemos exhorted all members to increase interpersonal interaction so as to get information in a timely manner.


Dr. Bhagade requested all IQAC Members to fulfil their role as liason and obtain information in a speedy manner.


The meeting ended with a formal vote of thanks by Dr. Bhagade.

Rev. Fr. Patrick Lemos, Secretary, S.F.S. College 

Dr. K.T. Thomas, Principal, Chairman, IQAC 


Dr. Advait Bhagade, Coordinator, IQAC 


Dr. Prakash Zanwar Chief Advisor, IQAC 


Dr. Mrs. V.P. Pradhan Advisor, IQAC 


Rev. Fr. Praveen D'Souza, Member, IQAC 


Mrs. Soma Banerjee, Member, IQAC 


Dr. Mrs. Ashwini Paradkar, member, IQAC 

Mr. Biju A., Member, IQAC 

Mr. Rojo John, Member, IQAC 

Dr. Purabi Bhattacharya, Member, IQAC 

Dr. Geeta Gupta, Member, IQAC 

Mr. Sachin Guralwar, Member, IQAC 

IQAC Meeting 17.6.2019

A meeting of the IQAC was held on 17.6.2019 in the IQAC Room. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman, IQAC.

At the outset, Dr. K.T. Thomas welcomed all members to the beginning of a new academic session. He exhorted all to devote their enthusiasm, time and energy towards quality enhancement of the institution.

Dr. Advait Bhagade, IQAC Coordinator, briefed the IQAC members about overall plans for the academic session 2019-20. He read out the plan of action decided for the year. He requested the members to fine tune the activities by coordination with various cell in charges or other staff members for planning and execution of the activities. He further said that the activities would be categorised into curricular, co-curricular and extra-curricular, all focussed towards the overall development of the students.

The curricular activities would include guest lectures by eminent persons, giving wide publicity to various awards and scholarships, field visits, etc. These would be held, as far as possible, on the dates submitted by various Heads of Departments at the time of planning for Academic session 2019-20.

The co-curricular activities would give the students appropriate exposure to gender sensitization, moral and ethical values, environment friendliness, sports, etc. Mrs. Soma Banerjee and Dr. Paradkar, members of IQAC, expressed that the environment friendliness activity can also be an extension activity. Dr. K.T. Thomas instructed them to explore the possibility of a tree plantation drive outside the campus, as a benefit to the community. They replied that they would get in touch with the Sarpanch of Village Chicholi, for a tree plantation event. Dr. Thomas also said that the HOD, Physical Education, would be requested to hold more intercollegiate events.

The extracurricular activities would include various competitions such as singing, dancing, Rangoli, poster making, flower arrangement, elocution, reading, etc. and various cultural events, celebration of important days in the year, and the annual social gathering. These would be student centric activities, with maximum participation of the Vidyarthi Cell with other Cells such as Srujan, Antarang, etc. Dr. Bhagade requested the members to provide all possible assistance and guidance to staff members involved in these activities.

Dr. Prakash Zanwar, Chief advisor, expressed the opinion that the College should also consider increase in infrastructure. Dr. Thomas replied that this had been included in the Draft Project Report submitted to RUSA for funding, and would be carried out once the Report was approved by RUSA. He also added that certain works such as increasing number of classrooms, addition of computer laboratory, and road laying and paving of internal spaces would be carried out irrespective of any external grant. Further, he added that there would be enabling of some classrooms and halls with LCD projectors to make them ICT enabled.

Dr. Vasudha Pradhan, Advisor, IQAC, felt that activities should also be carried out for the benefit of teaching and non-teaching staff as a part of their continuous improvement. A faculty Development Program for the teaching and non-teaching staff, was accordingly envisioned, and Dr. Thomas asked the members to contact suitable resource persons to speak on current topics of common interest to

the faculty. Dr. Paradkar said that information on IPR was important for staff engaged in research. It was decided to hold IPR related activities.

The meeting ended with a vote of thanks by Dr. Bhagade, IQAC Coordinator.

Following members were present for the meeting:

Dr. K.T. Thomas, Principal, Chairman, IQAC

Thomas.K-T

Dr. Prakash Zanwar, Chief Advisor

Zanwar

Dr. V.P. Pradhan, Advisor

Pradhan

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen

Mrs. Soma Banerjee, Member, IQAC

Soma

Dr. A.P. Paradkar, Member, IQAC

APParadkar

Mr. Biju A., Member, IQAC

Biju

Mr. Rojo John, Member, IQAC

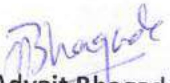
Rojo


Dr. Purabi Bhattacharya, Member, IQAC

Purabi

Action taken Report of IQAC meeting on 17.6.2019

1. Dr. Ashwini Paradkar, along with Dr. V.B. Hirulkar, HOD Electronics, and Dr.S.B. Sarwe, HOD Mathematics, conducted a programme for staff and students of the College with active guidance by enthusiastic volunteers of Nisarga Yog Kendra to mark the International Yoga day on 21.6.2019.
2. Program of Tree plantation at Village Chicholi was fixed with consultation with the Sarpanch of the Village, on 12.7.2019.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Mr. Biju A., Member, IQAC



Mr. Rojo John, Member, IQAC



Dr. Purabi Bhattacharya, Member, IQAC



Mr. Dilip Sadhankar, Faculty, Computer Science



Thamara

Prasanna

Prasanna

Prasanna

IQAC Meeting dated 9.7.19

A meeting was held at 11.30 AM in the Principal's office. Chaired by Principal K.T. Thomas, the meeting was attended by IQAC Coordinator Dr. Advait Bhagade and IQAC members Fr. Praveen D'Souza, Mrs. Soma Banerjee, Dr. Ashwini Paradkar, Mr. Biju A., Mr. Rojo John and Dr. Purabi Bhattacharya.

The chair enquired about the progress of preparation of AQAR for the session 2018-19, and asked all members to put in extra time so as to increase the pace of work for the same.

Other issues discussed included possibility of conduct of various quality initiatives in 2019-20. It was decided to carry out more extension activities, especially focussed on the village Chicholi, adopted by the College through the NSS. Dr. Paradkar was requested to coordinate the extension activity proposed in Chicholi with the help of Fr. Praveen D'Souza and Mr. James Minj, coordinator of NSS for the College.

Dr. Paradkar informed the meeting that all preparations were made for tree plantation drive on 12.7.2019. It was decided to involve maximum students and take corresponding number of staff along so as to ensure safety and discipline of students.

Dr. K.T. Thomas briefed the meeting about new admissions taking place and said that the induction program for new entrants would be held as soon as the admission process was complete.

The matter of registration of the Alumni Association of the College was discussed. It was pointed out that although the Association was old, it required to be registered first. Accordingly, Mrs. Banerjee took up the responsibility of contacting counsel for enquiring about the formalities of the registration process.

IQAC Coordinator Dr. Bhagade dwelt upon the need for an Academic Audit and a Result Analysis. Principal Dr. K.T. Thomas clarified that the work had been given to Dr. Sujatha Janardhan, Coordinator of the SHIKHAR Cell.

It was decided to explore possibility of starting new certificate and diploma courses. Principal informed that the College had received approval for PG Courses in the subjects Mathematics and Physics.

It was suggested that a lecture for the faculty for SWAYAM and other similar online courses be held for the teaching staff. Mr. Biju A. agreed to deliver the lecture.

The meeting came to an end with a vote of thanks by the Chair.

Following members were present for the Meeting:

Dr. K.T. Thomas, Principal, Chairman, IQAC

Thomas.k.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Rev. Fr. Praveen D'Souza, Member, IQAC

Praveen D'Souza

Mrs. Soma Banerjee, Member, IQAC

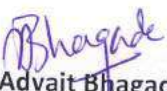
Banerjee

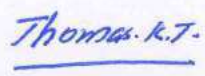
Dr. A.P. Paradkar, Member, IQAC

Paradkar

Action Taken report for IQAC Meeting held on 9.7.2019

1. Tree plantation programme was held at Village Chicholi on 12.7.2019.
2. Dr. Maheysh Sharma, Coordinator of MAITRI Cell, was instructed to contact counsel for registration of Alumni Association.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Minutes of IQAC Meeting and Guest Lecture by Dr. Pramod N. Pabrekar on 25.7.2019

A Guest Lecture was held for all teaching staff of the Degree College at 9.30 AM in the AV Hall of the College on 25.7.2019. Dr. Pramod N. Pabrekar, NAAC Peer Team Member and Project Coordinator, RUSA Maharashtra, was the Guest Speaker. Dr. Advait Bhagade, IQAC Coordinator, welcomed and introduced the Guest.

Dr. P.N. Pabrekar interacted with the staff members and emphasized upon the need of a feeling of belonging in each and every member of the staff. He dealt upon the importance of transparency and sharing of all information among the staff members. He asserted that it was important for all staff members to be actively involved in NAAC work.

Dr. Pabrekar reviewed the preparedness of the College for the 4th Cycle of accreditation by NAAC. He reviewed the preparation of the College Criteria wise and suggested involvement of more staff members along with the Criterion coordinators.

He also emphasised upon the role to be played by the College Management in providing proactive support to the staff members in their efforts at quality enhancement.

Fr. Praveen D'Souza proposed a formal vote of thanks.

Dr. P.N. Pabrekar then interacted with the IQAC members and gave a few tips about the preparedness for NAAC.

Later, after the visit of Dr. Pabrekar, the meeting continued. A detailed discussion about the points stressed upon by Dr. P.N. Pabrekar from RUSA in his address to the teaching staff and IQAC members on 25.7.2019.

Dr. Zanwar, Chief Advisor, felt that the staff, in general, should be reminded of the scope of quality enhancement for the institution. It was decided to prepare an exhaustive list of activities possible and circulate the same to all staff members.

Dr. Bhagade, it was decided, would prepare the list in consultation with the Principal.

Principal Dr. K.T. Thomas informed the meeting that the admission process to first Semesters of various programs was almost complete and that the DISHA cell would be organising the Student induction program on 30.7.2019.

He also emphasized that various activities planned should be held as per schedule with proper coordination among the staff members.

It was decided to conduct an activity that would give a brand name to the College. After discussion, it was decided that the Department of Physical Education should conduct an intercollegiate sports activity, and that such an activity should be conducted each year. Dr.

K.T. Thomas informed the meeting that the concerned staff members would be instructed to do the necessary preparations.

Following members were present for the Meeting:

Dr. K.T. Thomas, Principal, Chairman, IQAC *Thomas.K.T*
Dr. Prakash Zanwar, Chief Advisor *Zanwar*
Dr. V.P. Pradhan, Advisor *Pradhan*
Dr. Advait Bhagade, Coordinator, IQAC *Bhagade*
Rev. Fr. Praveen D'Souza, Member, IQAC *Praveen*
Mrs. Soma Banerjee, Member, IQAC *Banerjee*
Dr. A.P. Paradkar, Member, IQAC *Paradkar*
Mr. Biju A., Member, IQAC *Biju*
Mr. Rojo John, Member, IQAC *Rojo*
Dr. Purabi Bhattacharya, Member, IQAC *Bhattacharya*


Action Taken Report on IQAC Meeting held on 25.7.2019

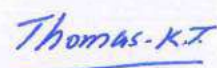
A draft list of activities expected and responsibilities of the staff was prepared by Dr. Bhagade. It was finalized by the Principal and circulated as a Notice on 2.8.2019.

The conduct of intercollegiate sports activity was finalised with Mr. Edgar Mc Enzie, Sports in charge, to be conducted as the 'Archbishop Eugene D'Souza Memorial Football Tournament' in the month of September. Entries would be solicited from other Colleges and a schedule of matches would be drawn up by Mr. Mc Enzie for the tournament.

Independence Day, with active participation of students, was celebrated on 15.8.19.

Gandhi Jayanti was observed on 2.10.19.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting dated 3.10.2019

A meeting was held in the IQAC room of the College at 11.30 AM. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman, IQAC.

The following matter was discussed in the meeting:

1. The AQAR for 2017-18 had been dispatched in September 2018. However, due to change in methodology for submission, the AQAR for 2018-19 was facing delay. The online methodology of submission would be understood, according to Dr. Advait Bhagade, IQAC Coordinator, at the time of actual submission of the AQAR.
2. Dr. Prakash Zanwar, Chief Advisor, was of the opinion that all documents must be ready also in soft copy format so that uploading these would be easy. The requirement of uploading certain documents on the College website was also discussed. Dr. K.T. Thomas said that a complete revamp of the website to make it interactive, was being considered.
3. Information for the AQAR from some staff members was still pending, and Criterion coordinators Mr. Biju A. and Mr. Rojo John were given responsibility to see that the information would be obtained at the earliest.
4. The format for the online AQAR and the soft files of the information received was shared with the various criterion coordinators. They were exhorted by Dr. K.T. Thomas to begin work in right earnest so that there could be timely submission of the AQAR for 2018-19 before the end of the Winter session.
5. Regarding SSR preparation for NAAC, it was felt that preparation should start simultaneously, since the validity period is to end in September 2020. It was pointed out by Fr. Praveen D'Souza, IQAC Member, that the work of translation and scanning of documents should be started in right earnest, since it may consume time.
6. Geotagging of photographs, a requirement of NAAC, was discussed in the meeting. It was pointed out that this mandatory requirement became mandatory in the middle of the accreditation period, and photographs of many activities had not been geotagged. It was pointed out by Mr. Biju A that the date of photograph could be seen in its properties, yet the location could not be ascertained. It was decided that such photographs should also be uploaded at the time of SSR submission, provided they were acceptable by the DVV Agency. Mr. Biju A agreed to conduct an in-house session on Geotagging for the staff.
7. It was decided to apply for new courses in the Arts and Commerce streams.
8. The smooth conduct of the Inter-collegiate level Archbishop Eugene D'Souza Memorial Football Tournament on 18.9.2019 by the Department of Physical Education, under Mr. Edgar McEnzie, was applauded.
9. It was decided to conduct an IPR related activity in the month of October. Dr. Paradkar was instructed by Dr. K.T. Thomas to organise the programme.

10. It was also proposed by Dr. Bhagade to invite IQAC or NAAC coordinators of other Colléges who had recently undergone reaccréditation, so that the intricacies of the process could be known, firsthand. He was instructed by Dr. K.T. Thomas to go ahead with the proposed activity and identify suitable resource persons.


Following members were present for the meeting:

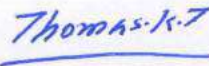
Dr. K. T. Thomas	Chairman, IQAC	<u>Thomas.K.T</u>
Dr. P.H. Zanwar	Chief Advisor, IQAC	<u>Zanwar</u>
Dr. V.P. Pradhan	Advisor, IQAC	<u>Pradhan</u>
Dr. Advait Bhagade	Coordinator, IQAC	<u>Bhagade</u>
Fr. Praveen D'Souza	Member, IQAC	<u>Praveen</u>
Mrs. Soma Banerjee	Member, IQAC	<u>Soma</u>
Dr. Ashwini Paradkar	Member, IQAC	<u>Paradkar</u>
Mr. Biju A.	Member, IQAC	<u>Biju</u>
Mr. Rojo John	Member, IQAC	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member, IQAC	<u>Purabi</u>

Action Taken Report on IQAC Meeting held on 3.10.2019

Following action was taken on the decisions taken in the meeting:

1. Mr. Rojo John coordinated with concerned staff member of Chemistry Department and obtained necessary data.
2. Mr. Biju A. coordinated for obtaining data from concerned staff member of Department of Physics.
3. A session for explaining the method of taking geotagged photographs was organised with training by Mr. Biju A on 9.10.2019.
4. Dr. Bhagade informed that Dr. Yogesh Bhute, IQAC Coordinator of DRB Sindhu Mahavidyalaya, Nagpur had agreed to address the staff of the College on 9.10.2019.
5. Lecture on Intellectual Property Rights was organised on 17.10.2019.
6. The College applied for two new courses; viz; M.A. in English and B.B.A.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting dated 19.10.2019

A meeting of IQAC, chaired by Dr. K.T. Thomas, Principal, was held at 10.00 AM on 19.10.2020 to discuss the following matters:

1. All criterion coordinators were asked by Dr. Thomas to go carefully through the SSR questions and identify the supporting documents required for the criterion.
2. They were also asked to identify the documents that would require translation.
3. Original photographs of activities were to be obtained from concerned staff members in-charge of the activities. It was also decided to scan hard copies of photographs, if any.
4. It was proposed by Dr. Advait Bhagade, IQAC coordinator, that two senior staff members be made in charge of authentication of documents.
5. It was decided to observe Unity Day on 31.10.2019.

The meeting was followed by a talk on requirements of IQAC and NAAC by Dr. Bhagade, IQAC coordinator addressed to all teaching staff in AV Hall on 19.10.2020.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC
Dr. P.H. Zanwar	Chief Advisor, IQAC
Dr. V.P. Pradhan	Advisor, IQAC
Dr. Advait Bhagade	Coordinator, IQAC
Fr. Praveen D'Souza	Member, IQAC
Mrs. Soma Banerjee	Member, IQAC
Dr. Ashwini Paradkar	Member, IQAC
Mr. Biju A.	Member, IQAC
Mr. Rojo John	Member, IQAC
Dr. Purabi Bhattacharya	Member, IQAC

Thomas K.T.
Zanwar
Pradhan
Bhagade
D'Souza
Banerjee
Paradkar
Biju
Rojo
Bhattacharya


Action Taken Report on IQAC Meeting held on 19.10.2019


Following action was taken with respect to meeting of IQAC conducted on 3.10.2019:

Criterion Coordinators went through the SSR questions and decided to meet and answer the questions of various metrics as soon as AQAR work was completed. They also reported that they were identifying documents required for translation/scanning/ uploading.

It was decided that frequent meetings could not be held due to constraints of time table; yet criterion coordinators would consult each other through e-mail or WhatsApp.

Unity day was observed on 31.10.2019, coordinated by Dr. Paradkar.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 14.11.2019

Members of the IQAC of the College met in the AV hall at 11.00 AM to review the progress of the various criteria for finalization of the AQAR 2018-19. Various criterion coordinators presented the rough drafts of their respective criteria. Discussion was held among various members present, which were as follows:

1. There were certain doubts about the figures available for Criterion IV. Mr. Biju A., Coordinator for the criterion, was asked to cross check with budget and other expenditure documents available with the office, and with various departments for cost of equipments purchased during the session.
2. Mr. Rojo John, Coordinator for Criterion V, required dates of conduct of bridge courses, number of students benefited by counselling, and details of placement programmes. It was decided that he should contact HODs for Bridge course dates, and the Coordinator of UDAAN cell to cross check the data for placement available with him.
3. Dr. Purabi Bhattacharya was asked to cross check information about MOUs with the concerned Departments. It was also discussed that the answer regarding software should be revised to make it more comprehensive. Data on scholarships needed revision.
4. For Criterion VII, it was decided to add certain points, such as use of Braille software, left out in the draft, and more activities in the list of activities.
5. It was decided to observe Constitution Day on 26.11.2019.
6. Fr. Praveen D'Souza pointed out that the Bal Mela of the previous year had been a grand success. It was decided to organise Bal Mela again in December 2019.

Coordinators of Criteria I, II and III were requested by Dr. Bhagade, IQAC Coordinator, to present the drafts of their criteria at the earliest. Dr. K.T. Thomas reiterated that time was of essence and the work needs to be speeded up for early submission of AQAR.

Dr. K.T. Thomas, on behalf of the IQAC, thanked Dr. Prakash Zanwar, Chief Advisor, due to retire on 30.11.2019, for his unstinted and selfless hard work.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC	<u>Thomas.K.T</u>
Dr. P.H. Zanwar	Chief Advisor, IQAC	<u>P Zanwar</u>
Dr. V.P. Pradhan	Advisor, IQAC	<u>Pradhan</u>
Dr. Advait Bhagade	Coordinator, IQAC	<u>Bhagade</u>
Fr. Praveen D'Souza	Member, IQAC	<u>Praveen</u>
Mrs. Soma Banerjee	Member, IQAC	<u>Soma</u>
Dr. Ashwini Paradkar	Member, IQAC	<u>AParadkar</u>
Mr. Biju A.	Member, IQAC	<u>Biju</u>
Mr. Rojo John	Member, IQAC	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member, IQAC	<u>Purabi</u>

Action taken Report for Meeting held on 14.11.2019.

Coordinators of criteria I, II and III presented drafts for AQAR 18-19 of their respective Criteria on 18.11.2019. All questions were discussed in detail and suggestions given by other members for further improvement.

Mr. Biju A. did the necessary cross check with accounts department of the office and with various Departmental heads.

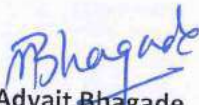
Mr. Rojo John reconciled the data available with him with Dr. V.P. Pradhan, Coordinator and Mr. Dileep Sadhankar, member of UDAAN cell.


Dr. Purabi Bhattacharya coordinated with heads, Departments of Chemistry, Computer Science and Philosophy for proper documentation of MoUs.

Constitution Day was observed on 26.11.2019. Dr. Paradkar coordinated the programme.

Bal Mela was held on December 1, 2019 and received an overwhelming response from the local community.

Dr. Bhagade revised the activities list as per additions pointed out by other IQAC members.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC meeting 16.12.2019

A meeting of all members of IQAC was held on 16.12.2019 in the AV Hall to finalize the AQAR of 2018-19. Dr. K.T. Thomas, Principal and Chairman of IQAC, chaired the meeting.

All Criteria coordinators presented the corrected drafts of their respective criteria.

It was unanimously agreed by all present that the information in the drafts was up to the mark. Further, it was decided to cross check all documents to be uploaded on the website. Some documents such as minutes of meetings required to be scanned and converted to .pdf format for uploading. It was decided to do the same expeditiously.

It was decided to conduct activities related to cleanliness, and inters state relations with Orissa for student exchange as prescribed in the Ek Bharat Shreshtha Bharat guidelines. Dr. P.K. Sakharkar, Coordinator of SEVA Cell, would be incharge of the program and would also coordinate with Colleges in Orissa.

It was decided that IQAC coordinator, Dr. Bhagade, with the help of other members available, would begin the work of filling in details of the AQAR on the NAAC website.

Following members were present for the meeting:

Dr. K. T. Thomas	Chairman, IQAC	<u>Thomas.K.T</u>
Dr. V.P. Pradhan	Advisor, IQAC	<u>Pradhan</u>
Dr. AdvaitBhagade	Coordinator, IQAC	<u>Bhagade</u>
Fr. Praveen D'Souza	Member, IQAC	<u>P.Souza</u>
Mrs. Soma Banerjee	Member, IQAC	<u>S.Banerjee</u>
Dr. AshwiniParadkar	Member, IQAC	<u>APParadkar</u>
Mr. Biju A.	Member, IQAC	<u>Biju</u>
Mr. Rojo John	Member, IQAC	<u>R.John</u>
Dr. Purabi Bhattacharya	Member, IQAC	<u>P.Bhattacharya</u>

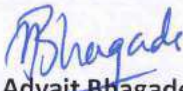
Action Taken Report for meeting held on 16.12.2019.


Mr. Dileep Sadhankar, Assistant Professor, Computer Science, was entrusted with scanning and conversion into .pdf format of documents required to be uploaded on College website.

Mr. Sandeep Gumble, the external resource managing the website, was contacted for uploading the documents on website.

Dr. Bhagade, with the help of other IQAC members, completed filling up the AQAR online on the NAAC Website on 23.12.2019.

The AQAR for 2018-19 was submitted online on 24.12.2019.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Minutes of the meeting held on 1.1.2020

A meeting of the IQAC was held at 9.30 AM in the IQAC Room on January 1, 2020. The meeting was chaired by Principal Dr. K.T. Thomas. Dr. Thomas welcomed all into the New Year 2020 and exhorted all to work in the new decade with fresh vigour and enthusiasm.

Dr. Advait Bhagade, IQAC Coordinator, pointed out that there had been a delay in the submission of the AQAR of 2018-19, and that the IQAC would have to plan for timely submission of the AQAR for 2019-20. He also informed that certain queries had been posted by him on the NAAC website in order to address certain technical issues, to which a reply had been received. Steps should also be taken for compilation of information of the last five years, and on that basis, answering the metrics in the various criteria of the SSR, he added. He informed the members present that the College would be required to upload the IQA between 13.3.2020 and 12.9.2020. However, the IQA would be uploaded only once the SSR preparation was complete. He said that meticulous planning would be required for simultaneous and successful completion of both these tasks.

Dr. K.T. Thomas applauded the effort put in by Dr. Paradkar in the earlier IPR activity and asked her to organise one more such activity for staff members in the near future considering availability of a suitable time slot.

It was decided that the Annual day celebrations would be held on 17 and 18 January, 2020. It was decided that Mrs. Banerjee should plan various programmes and allocate responsibilities of smooth conduct of various events to different members of teaching as well as non-teaching staff.

Also, it was decided to hold Awards day on 7.2.2020 since the Chairman had expressed willingness and availability for the programme. Dr. K.T. Thomas said that he would instruct Dr. Sujatha Janardhan, Coordinator, SHIKHAR Cell, to organize the programme.

It was decided that a time slot should be identified for all members of IQAC to meet regularly so that the tasks should be completed in time.

Dr. Bhagade thanked all members present for the meeting.

Dr. K.T. Thomas, Chairman, IQAC

Thomas K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

AParadkar

Mr. Rojo John, Member

Rojo

Mr. Sachin Guralwar, Stakeholder Member

Guralwar

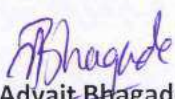
Action taken report of meeting held on January 1, 2020

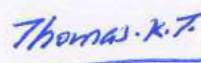
Members of IQAC met on 6.1.2020 to identify time slots where it would be possible to hold meetings for SSR compilation. It was found that no common time slot was available as per the widely spread teaching time table of the members. It was decided to work in the IQAC Room or the Network resource centre of the Library as and when time permitted so that the members could interact while preparing answers to SSR Questions.

Annual Day was celebrated on 17 and 18 January, 2020, with events such as Fete, Sports for students and staff, and cultural events such as dance, drama, singing, show on eminent personalities, instrumental, etc.

Awareness program on Intellectual property Rights was organised for staff members on 27.1.2020 by Dr. Paradkar.

Awards Day was held on 7.2.2020. It was presided over by Most Reverend Elias Gonsalves, Archbishop of Nagpur and Chairman of the College. Medals and Awards were given away to students of the College in appreciation of their performance in Academics as well as overall development.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 9.2.2020

A meeting was held in the IQAC Room of the College on 9.2.2020 at 1.00 PM. The meeting was chaired by Dr. K.T. Thomas, Principal, and chairman of IQAC.

Dr. Advait Bhagade, Coordinator, IQAC expressed that the work of preparing AQAR for 2019-20 and SSR for 4th cycle of accreditation should progress simultaneously, since submission of AQAR was a mandatory requirement for submitting IIQA for NAAC reaccreditation.

It was decided to ask for AQAR related information by 31 March and that all other activities carried out till April 30, the end of the session, would be reported separately by the concerned staff members.

It was also decided to hold one more talk by an expert on NAAC Accreditation, and Dr. Thomas informed the meeting that he was in contact with some experts, and the program would be soon finalised.

Dr. K.T. Thomas informed the meeting that a team of external peers from abroad would be visiting the College in the month of February and interacting with the students and staff members. He would inform the dates as soon as they were finalised, he added.

It was felt that the earlier programmes held for IPR awareness should be supplemented by a Workshop on Research methodology. Dr. K.T. Thomas asked the members to identify and contact suitable resource persons to organise the program.

It was decided to observe Matrubhasha Diwas on 20.2.2020 and Marathi Bhasha Diwas on 27.2.2020. Also, it was decided to hold programmes to mark the National Science Day on 28.2.2020. International Women's day would be observed on 8.3.2020 under the aegis of SHAKTI cell. This would be followed by a workshop on gender sensitization.

It was discussed to explore the possibility of holding a workshop on Human values and Ethics, which would be beneficial in the overall development of students. It was decided to identify and contact suitable resource persons.

Dr. K.T. Thomas informed the meeting that a creation of a new computer laboratory, with a capacity of 50 computers, was under consideration. He expressed hope that the work would see a fruitful completion by the end of the academic session.

It was decided that all teachers should be encouraged to register on online portals for resources, etc as a boost to increased use of ICT. It was decided to circulate lists of such portals through notices and social media groups.

Dr. K.T. Thomas expressed gratitude to Dr. Mrs. Pradhan, Advisor, due for superannuation on 29.2.2019 for her services to the College in general and for NAAC and IQAC work in particular.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

APParadkar

Mr. Rojo John, Member

Rojo

Mr. Biju A. Member

Biju A.

Dr. Purabi Bhattacharya, member

Bhattacharya

Action taken Report of IQAC meeting on 9.2.2019

Dr. Bhagade mailed the requisite formats for gathering information to all staff members, Heads of Departments and Cell In-charges with instructions for giving information.

Dr. Prantik Banerjee, Associate Professor, Hislop College delivered a lecture on revised NAAC methodology on 9.3.2020.

A book display was organised in the College Library on the occasion of the Matrubhasha Diwas on 20.2.2020.

Dr. Lionel D'Souza, along with his team, interacted with all the College students on 22.2.2020. The team also interacted with the staff members of the College on 28.2.2020.

Marathi Bhasha Diwas was held on 27.2.2020. Students and staff of Computer Science Department participated in the program.

A survey showed that about 216 students and 29 teachers had registered on various online portals.

Science exhibition was held on 28.2.2020 to mark the National Science Day. The exhibition was coordinated by Dr. Maheysh Sharrma of the Jigyasa Cell. Simultaneously an Arts Exhibition was also held on the same day to highlight the expertise of students in Drawing, handicrafts and Rangoli.

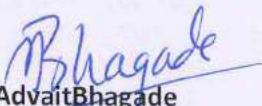
International Women's day was held on 8.3.2020. It was presided over by His Grace Most Reverend Elias Gonsalves, Archbishop of Nagpur and Chairman of the College. Women from the local community were involved in various talks and activities organised. Dr. Purabi Bhattacharya, Coordinator of Shakti Cell, along with other staff members, organised the programme, which received an overwhelming response.


A lecture series on Gender Equity and gender Sensitization by Dr. Kavita Mate was organised by SHAKTI Cell on 12.3.2020 and 13.3.2020.

A Students' Seminar on Human values and ethics was held on March 9, 11 and 14. Dr. G.N. Nimbarte, Head, Department of Sociology, VNIT Nagpur, was the resource person.

Work on creation of new computer laboratory commenced in February 2020.

Further action was delayed due to outbreak of COVID-19 pandemic and subsequent lockdown.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC Meeting 16.3.2020

An emergent meeting of the IQAC was held on 16.3.2020 to discuss the steps to be taken to combat the oncoming problem of COVID-19. The meeting was held in the Principal's office, chaired by Dr. K.T. Thomas, Principal.

Dr. K.T. Thomas expressed concern over the developing situation of the COVID-19 infections and the impending lockdown. He informed the meeting that he had already given instructions to the College Hostels to send the boarders home, considering the uncertainty of the situation. He also said that entry of students into College was being regulated on need urgency basis, and that biometric attendance of the staff had been suspended as a precautionary measure.

Mr. Rojo John, Member, expressed concern that if lockdowns were imposed, the planned examination schedule of Practical examinations in College as well as theory examinations by the University would be disturbed. It was decided to wait for appropriate instructions from the University.

Dr. Advait Bhagade, Coordinator, expressed that the need of the hour was the well being of the students. It was decided that all teaching staff should remain in regular touch with their respective students through telephonic or social media means, and provide counselling to them as per need.

Mrs. Soma Banerjee, Member, expressed her opinion that if examinations were to suffer a setback, students would lose touch with subject content. It was decided to circulate online resources to the students on WhatsApp groups. It was further decided to take a survey of the online resources being used by students in the form of a Google form. Mr. Biju A., Member, accepted the responsibility of preparing the survey form.

Dr. K.T. Thomas discussed the measures of ensuring social distancing and sanitisation in the premises, especially the College Office. He informed that duties would be allocated to staff to attend College in rotation, as per instructions of the Government and the University.

It was also decided that if need arose, the IQAC would meet in emergency when called upon to do so, irrespective of duty allotted for attending the College. All members expressed willingness for the same.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas.K.T

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen

Mrs. Soma Banerjee, Member

Soma

Dr. Ashwini Paradkar, Member

Paradkar

Mr. Rojo John, Member


Rojo


Mr. Biju A. Member

Biju

Action Taken Report for IQAC meeting held on 16.3.2020

Links to online resources such as SWAYAM, e-PG pathshala e-content Courseware, SWAYAM Prabha, NDL, Shodhganga, e-Shodh Sindhu, Vidwan, were circulated to students through social media.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

IQAC meeting 17.4.2020

An emergency meeting of IQAC was held in the College Library reading room at 8 AM on 17.4.2020, following appropriate social distancing and sanitisation norms. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC.

Dr. Thomas informed all members present that the COVID-19 spread had reached alarming pandemic proportions worldwide and uncertainty about all aspects of education prevailed in the near future till the situation came back to normal.

He expressed that many students were suffering from anxiety and required counselling. Also, due to the economic consequences of the lockdown, many students were also facing problems of basic necessities.

It was therefore felt that the College should reach out to each student and extend a helping hand wherever required, in the form of food, financial help, psychological or academic counselling.

It was decided to prepare a survey, the SFS College helpline, the link to which would be circulated to all students through social media as well as College website. Mr. Biju A. suggested that the helpline surveys should also be extended to the non-teaching and teaching staff of the College, to which all members expressed agreement.

A committee of 10 teaching staff members was formed to form the COVID-19 helpline and take the survey, followed by aid in whatever form required. Also, Mr. Biju A., Member, was requested to prepare a survey of On-line resources being used by students.

Since the University had postponed the examinations for a second time and since syllabi of some subjects were pending due to lockdown, it was decided to explore the possibility of using online teaching platform to complete the remaining syllabi, provided there was time as per directives of Government and University. Dr. K.T. Thomas informed that he was in touch with the CMS provider of the College for a suitable situation to the problem.

The meeting ended with a prayer for well being of all.

Following members were present for the meeting:

Dr. K.T. Thomas, Chairman, IQAC

Thomas K.T.

Dr. Advait Bhagade, Coordinator, IQAC

Bhagade

Dr. Mrs. V.P. Pradhan, Advisor

Pradhan

Fr. Praveen D'Souza, Member

Praveen D'Souza

Mrs. Soma Banerjee, Member

Banerjee

Dr. Ashwini Paradkar, Member

Paradkar

Mr. Rojo John, Member

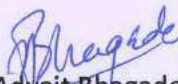
Rojo John

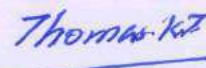
Mr. Biju A. Member

Biju A.

Action Taken Report for IQAC meeting 17.4.2020.

1. A survey for use of e-Resources by students was circulated on 22.4.2020.
2. COVID -19 helpline survey was prepared and circulated on 24.4.2020, followed by individual counselling as per requirement indicated through the Google form response sheet.
3. M/S Mastersoft, the CMS provider of the College, agreed to provide Microsoft Teams as a teaching platform till October 2020.


Dr. Advait Bhagade
Coordinator, IQAC


Dr. K.T. Thomas,
Chairman, IQAC

Minutes of IQAC Meeting held on 2.6.2020

A meeting of the IQAC was held on Tuesday 2.6.20 at 8.00 AM in the College Library. Dr. K.T. Thomas, Principal, chaired the meeting. The meeting was held following safety norms of distancing as a precaution against COVID-19.

IQAC coordinator Dr. Advait Bhagade welcomed all IQAC members present for the meeting. Dr. Thomas appreciated the extension work carried out through the COVID-19 helpline. He also expressed thanks to the NGO ICID for its willingness to allow the College to collaborate in the venture. A two minutes silence was observed to condole the passing of Rev. Fr. Albert D'Souza, former Manager of the College, and that of Mr. Anil Charlie, non-teaching staff of the College. There was discussion on the success of online mode of teaching adopted by the College using Microsoft Teams platform, and the difficulties and limitations.

Dr. Bhagade expressed his opinion that something more should be provided to students than just online teaching, so that their overall development continues unhampered, even during lockdown. Mr. Biju A., member suggested that many programs such as workshops, seminars and conferences could be held online. Fr. Praveen D'Souza, member, spoke on the limitations of the Microsoft teams platform to about 250 attendees. Mr. Rojo John, member, said that programs could be streamed parallelly on You Tube.

A decision was taken unanimously to hold online activities in addition to teaching, both of general interest and those related to the subjects taught.

A review of preparation of AQAR 2019-20 was carried out and it was the general opinion that information required would be delayed due to the lockdown.

Dr. Bhagade thanked all members for attending the meeting despite the COVID-19 pandemic.

1. Dr. K. T. Thomas, Chairman *Thomas. K.T*
2. Dr. Advait Bhagade, Coordinator *Bhagade*
3. Fr. Praveen D'Souza, Member *Praveen D'Souza*
4. Mrs. Soma Banerjee, Member *Soma*
5. Dr. Purbi Bhattacharya, Member *PB*
6. Dr. A.P. Paradkar, Member *A.P. Paradkar*
7. Mr. Biju A., Member *Biju A.*
8. Mr. Rojo John, Member *Rojo*

Action Taken report of Meeting held on 2.6.2020

Principal informed all teaching staff members to submit their ideas on conduct of online activities in addition to teaching learning. Accordingly, following activities were organised:

Sr.No	Date	Online activity
1.	8.6.2020 to 12.6.2020	One week online workshop on Interdisciplinary Research Methodology, ICT Applications and Innovations in Teaching-Learning Process
2.	20.6.2020	One Day National Webinar on Role of citizens in Nation Building during national emergencies.
3.	26.6.20 to 30.6.2020	National level Online Quiz Competition by Department of Biochemistry and Biotechnology
4.	3.7.2020	National webinar on Digital Transformation in Educational Institute by Department of Computer Science.
5.	6th to 8th July 2020	3-Day Online Students Development Program on 'Soft Skills Enhancement for Education and Career Success'
6.	21/07/2020	One Day International Webinar on 'STRESS MANAGEMENT'
7.	July 27 to 30, 2020	Four Days' International level Webinar on Intricacies of NAAC Assessment for better scoring
8.	11.8.2020	Webinar by Department of Zoology on Identification, capture and release of snakes.
9.	12.8.2020	Online Guest Lecture organised by Department of Electronics on Laboratory Experimentation Using Simulation Software
10.	15/08/2020	One Day National Webinar on 'Necessity of Patriotism and National Integration in 21st Century'
11.	17/08/2020	One Day National Webinar on 'New Directions in English Literary Studies: Texts and Contexts'
12.	19/08/2020	One Day Webinar on 'Tackling Suicidal Tendencies'
13.	25/08/2020	One Day Webinar on 'Floral Diversity of Seminary Hills, Nagpur'

- | | | |
|-----|------------|--|
| 14. | 29.8.2020 | Webinar on "Recent Trends In Life Sciences by Department of Biochemistry and Biotechnology |
| 15. | 04/09/2020 | One Day National E-Conference On 'Sustainable Development, Social Problems and Issues During Covid-19' |
| 16. | 05/09/2020 | One Day Webinar on 'Positive Impact of Teachers for the Holistic Development of Students' |

Reminders were given to all concerned staff members for early submission of information for preparation of AQAR 2019-20.


Dr. Advait Bhagade
IQAC Coordinator


Dr. K.T. Thomas
Chairman

Minutes of the IQAC meeting held on 9.9.2020

An online Meeting of the IQAC was held on Wed 9.9.2020 using the online platform Microsoft Teams, at 5.30 PM. The meeting was chaired by Dr, Advait Bhagade, IQAC Coordinator, and attended by all criterion heads. Criterion heads were briefed on the pace of information being received from various sources.







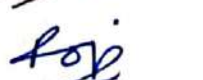

Mrs. Soma Banerjee, member, expressed an opinion that due to the lockdown, documentation required for providing information was not organized with various staff members.

Dr. Bhattacharya, member, said that staff were also busy adjusting to the added work of preparing e-resources due to online teaching. r. Paradkar, member, suggested that more staff members should be given the responsibility of completing the task of gathering information for the preparation of the AQAR.

It was therefore decided unanimously to request for more helping hands for easier completion of work.

Mr. Biju A. conveyed the appreciation of the Principal in the success of online activities being held, and his suggestion to conduct more such activities.

Dr. Bhagade thanked the members for coming online for the meeting.

1. Dr. K. T. Thomas, Chairman 
2. Dr. Advait Bhagade, Coordinator 
3. Fr. Praveen D'Souza, Member 
4. Mrs. Soma Banerjee, Member 
5. Dr. A.P. Paradkar, Member 
6. Mr. Biju A. , Member 
7. Mr. Rojo John , Member 
8. Dr. Purbi Bhattacharya, Member 


Action Taken Report for the IQAC Meeting held on 9.9.20

The decision taken in the meeting to nominate additional staff members to assist IQAC was communicated to the Principal. Principal asked IQAC Coordinator to draw up a detailed list, criterion wise, of staff suitable for various criteria.

Following online activities were conducted:

Sr. No.	Date	Online Activity
1	24.09.2020	One Day Webinar on 'DEPRESSION'
2	2.10.2020	One Day National Webinar on 'Principles of Mahatma Gandhi and Social Awareness'
3	5.10.2020	Commencement of THREE WEEK STUDENT DEVELOPMENT PROGRAM till 23.10.2020


Dr. Advait Bhagade
IQAC Coordinator


Dr. K.T. Thomas
Chairman

Minutes of the IQAC Meeting held on 20.10.2020


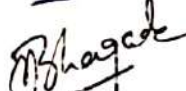
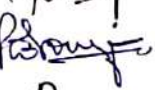
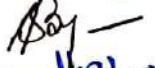




A Review meeting for preparation of AQAR 19-20 was held on 20.10.2020 in an offline mode in the College Library. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC. Social distancing norms were followed as a precaution against COVID-19.

Dr. Thomas expressed concern over the delay in preparation of the AQAR for 2019-20. Dr. Bhagade warned that such delay would reflect upon preparation of the SSR for the 4th cycle of NAAC accreditation. List of team members for each criterion was finalized after deliberation and with consent of respective criterion coordinators.

Fr. Praveen D'Souza, member, queried about the use of an alternative teaching platform, since the free version given by M/S MASTERSOFT would be expiring on 31st October 2020. There was deliberation about use of different platforms. Mr. Biju.A., member and HOD Computer Science expressed the opinion that a domain would have to be created for another platform. It was decided, after deliberation, to use Google Classroom for online teaching from November 1, 2020.

Dr. K.T. Thomas conveyed the satisfaction of the Management as well as stakeholders about the various online activities being conducted, and exhorted the members to organise further activities, with a more student-centric approach.

Dr. Bhagade proposed a formal vote of thanks.

1. Dr. K. T. Thomas, Chairman 
2. Dr. Advait Bhagade, Coordinator 
3. Fr. Praveen D'Souza, Member 
4. Mrs. Soma Banerjee, Member 
5. Dr. A.P. Paradkar, Member 
6. Mr. Biju A. , Member 
7. Mr. Rojo John , Member 
8. Dr. Purbi Bhattacharya, Member 

Action Taken Report for the meeting held on 20.10.2020


A team was formed in the Computer Science Department, with Mr. Amar Pimpalkar to be in-charge of preparation of domain, preparing and circulation of usernames and passwords for all staff and students to use Google Classrooms. List of staff to assist IQAC was submitted to the Secretary, Rev. Fr. Patrick Lemos, for approval.

Rev. Fr. Patrick Lemos informed that he would personally interact with IQAC Criterion coordinators and team members. Preparation of AQAR 2019-20 was initiated by criterion heads based on available information.

Following online activities were carried out:

Sr. No.	Date	Online Activity
1	31.10.2020	One Day Webinar on 'National Unity Day (RashtriyaEktaDiwas)'
2	31.10.2020	Online class wise programs/ quizzes, etc with student participation on 'National Unity Day (RashtriyaEktaDiwas)'
3	03.11.2020	One Day National Webinar on 'Impact of NEP 2020 on Higher Educational Institutions'


Dr. Advait Bhagade
IQAC Coordinator


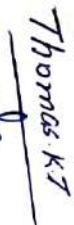








Dr. K.T. Thomas
Chairman

Minutes of the IQAC meeting held on 5.11.2020

An offline meeting of the IQAC was held on Thursday, 5.11.2020, chaired by Secretary of the College, Rev.Fr. Patrick Lemos from 11 AM onwards in the College Library with appropriate preventive measures of distancing. Rev.Fr. Lemos interacted with the team members assigned to various criteria and exhorted them to work hard for the progress of the College. These team members were called criterion-wise, in a staggered manner. Rev. Fr. Lemos instructed Dr.Bhagade, IQAC Coordinator, to see that the AQAR was prepared at an early date, preferably before the next College Development Council, for being tabled in the meeting. Dr, Bhagade assured him that work would be allotted by criterion heads to all team members so that preparation of the AQAR would be faster, and work for SSR could be started.

The Secretary appreciated the work of overall development of students and extension activity through online events being organised and said that conduct of more such programs was the need of the hour.

Dr. K.T. Thomas, Principal, proposed a formal vote of thanks.

1. Rev. Fr. Patrick Lemos, Secretary 
2. Dr. K. T. Thomas, Chairman 
3. Dr. Advait Bhagade, Coordinator 
4. Fr. Praveen D'Souza, Member 
5. Mrs. Soma Banerjee, Member 
6. Dr. A.P. Paradkar, Member 
7. Mr. Biju A., Member 
8. Mr. Rojo John, Member 
9. Dr. Purbi Bhattacharya, Member 

Action Taken Report for meeting held on 5.11.2020

The IQAC met for distribution of work to other staff members Criterion wise: (10.30 AM-12.30 PM) on 7.11.2020 in the Library with precautionary distancing measures and interacted with team members of the seven criteria of NAAC, following staggered timings.

The members were explained their responsibility of giving priority to completion of AQAR, and at the same time, preparing for the SSR based on information collected from previous AQARs and the current year. Metrics under each criterion were assigned to the team members with instructions for complete collection of information.

Following online activities were carried out:

Sr. No.	Date	Online Activity
1.	26.11.2020	One Day National Webinar on 'Constitution Day: Protecting Freedom with Responsibility'
2.	27.11.2020	National webinar on Agrarian Crises In contemporary Times: Struggle of Farm Workers in India by Department of Economics
3.	01.12.2020	Commencement of Three Week Faculty Development Program (FDP 2020) up to 23.12.2020
4.	10.12.2020	One Day National Webinar on 'Indian Democracy and Human Rights: A Dialectical Relationship'



Dr. Advait Bhagade
IQAC Coordinator



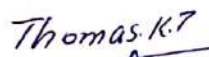

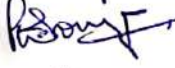
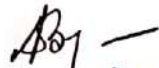




Dr. K.T. Thomas
Chairman

Minutes of the IQAC Meeting conducted on 14.12.2020

The IQAC met on Monday, 14.12.2020 in the College AV Hall. The meeting was presided over by Principal Dr. K.T. Thomas, Chairman, IQAC. Proper distancing and precautions were followed against COVID-19. IQAC Coordinator, Dr. Advait Bhagade and Criterion Coordinators were present for the meeting.

Dr. Bhagade welcomed all, and presented the first part of the AQAR using Power point presentation. This was followed by a detailed Criterion wise review of the draft, along with excel sheets made ready for uploading on the NAAC website. Coordinators of each criterion presented their respective criteria: Criterion I by Fr. Praveen D'Souza, Criterion II by Mrs. Soma Banerjee, Criterion III by Dr. Ashwini Paradkar, Criterion IV by Mr. Biju A, Criterion V by Mr. Rojo John and Criterion VI by Dr. Purabi Bhattacharya. Criterion VII was presented by Dr. Bhagade. The draft of AQAR was approved by all present, with minor finishing touches to be given to the excel files. Dr. K.T. Thomas instructed that the AQAR be tabled before the College Development Council meeting to be held on the following day.

The meeting ended with a formal vote of thanks by Dr. Advait Bhagade, IQAC Coordinator.

1. Dr. K. T. Thomas, Chairman 
2. Dr. Advait Bhagade, Coordinator 
3. Fr. Praveen D'Souza, Member 
4. Mrs. Soma Banerjee, Member 
5. Dr. A.P. Paradkar, Member 
6. Mr. Biju A. , Member 
7. Mr. Rojo John , Member 
8. Dr. Purbi Bhattacharya, Member 

Action Taken Report on meeting held on 14.12.2020

AQAR was tabled before the College Development Council for approval on 15.12.2020 in its meeting. It was explained to the Council and unanimously passed by its members. His Grace Archbishop Most Reverend Dr. Elias Gonsalves, Chairman of the College, congratulated the IQAC and appreciated its efforts despite the difficulties faced in the lockdown. He exhorted the IQAC to upload the AQAR at an early date and begin preparations for SSR submission in right earnest.


Dr. Advait Bhagade
IQAC Coordinator


Dr. K.T. Thomas
Chairman

Minutes of IQAC Meeting 2.1.2021

An offline meeting of all IQAC Criterion Coordinators with Principal was held with appropriate safety measures in the College Library to review progress of SSR. The meeting was chaired by Dr. K.T. Thomas, Principal.

Dr. Bhagade, IQAC Coordinator, welcomed all for the meeting and expressed regret that the New year had begun on a sombre note in the shadow of the pandemic.

Principal Dr. K.T. Thomas opened the meeting by appreciating the fact that the AQAR for 2019-20 had been uploaded on 17.12.2020 despite all hurdles of the pandemic. He however asked all members to continue to work and finalize the metrics of the SSR of their respective criteria. He asked all to coordinate with other staff members for gathering information related to metrics.

It was decided to organise a two days' National Webinar on Recent Developments in Genetics and their impact on Religion and Society' for students & Teachers. It was also decided to hold an online value education series for boosting the morale of the students.

The meeting came to an end with a vote of thanks by Dr. A.P. Paradkar, member.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas 1/7</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen D'Souza</u>
Mrs. Soma Banerjee	Member	<u>Soma</u>
Dr. Ashwini Paradkar	Member	<u>APParadkar</u>
Mr. Biju A.	Member	<u>Biju</u>
Mr. Rojo John	Member	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member	<u>Purabi</u>

Action Taken Report for IQAC Meeting held on 2.1.2021

Criterion Coordinators began preparation of draft answers to SSR metrics, through communication by phone, mail, online meetings. The progress was monitored by IQAC Coordinator and reported to Principal.

Patron's Day was observed on 22.1.2021 and celebration of Republic Day of India was carried out with unfurling of the National Flag on 26.1.2021, both in an offline manner by Management and staff members of the College with strict COVID protocol. Some of the online activities held are as follows:

A two days' National Webinar on Recent Developments in Genetics and their impact on Religion and Society' for students & Teachers was organised on 29 & 30 January 2021 was held by CDRESS under the ANTARANG Cell of the College.

The Environmental Studies series was planned consisting of 10 online lectures commencing from 25.1.2021 to 5.3.2021. A value education series consisting of 6 sessions was held online from 10.2.2021 to 4.3.2021.

Thomas.K.T

Dr. K.T. Thomas

Principal

Bhagade
Dr. Advait Bhagade
IQAC Coordinator

Minutes of IQAC Meeting dated 11.2.2021

A meeting of the IQAC was held on 11.2.2021 was held with appropriate safety measures in the College Library to review progress of SSR. The meeting was chaired by Dr. K.T. Thomas, Principal.

A review of SSR preparation showed that work was not progressing at the expected pace. It was decided to involve additional team members assigned under each criterion to expedite the work.

Dr. Paradkar informed the meeting that Dr. Purabi Bhattacharya was in quarantine due to her family members having tested positive for COVID, and asked all to pray for their speedy recovery.

A discussion was held about holding offline practical from 15.2.21 onwards as per instructions of Government to hold staggered classes. Safety and sanitation measures discussed. It was decided to instruct Mr. M. Karmakar, Vigilance officer, to oversee the preparations. It was also decided to convene an emergency meeting of HODs to address the issue the next day.

It was decided to celebrate National Science Day in an online manner on 27.2.2021 and other activities for moral and value inculcation.

The meeting ended with a formal vote of thanks by Mr. Rojo John, Member.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas. KT</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen D'Souza</u>
Mrs. Soma Banerjee	Member	<u>Soma Banerjee</u>
Dr. Ashwini Paradkar	Member	<u>Apparadkar</u>
Mr. Biju A.	Member	<u>Biju A.</u>
Mr. Rojo John	Member	<u>Rojo John</u>

Action Taken Report for IQAC Meeting held on 11.2.2021

Work was allotted to team members under criterion Coordinators. Offline practicals were held for 4 days before a lockdown notice caused the end of the process. Sharing of resources and explanation of practicals to students continued during online classes.

Some of the online activities held are as follows:

National Science Day was celebrated in an online manner on 27.2.2021 through poster and power-point competition.

An International Conference On “Global Collaborations in Science, Technology, Education, Mathematics & Humanities to Advance the Frontiers of Knowledge & Innovation” was held from March 8 to 13, 2021.

Thomas KT

Dr. K.T. Thomas

Principal

Dr. Advait Bhagade

Dr. Advait Bhagade

IQAC Coordinator

Minutes of IQAC Meeting held on 19.3.2021

An Online meeting was held from 2.30 PM to 3.30 PM on Google Meet platform for review of progress of SSR. Dr. Advait Bhagade, IQAC Coordinator, welcomed all and briefed them about the agenda of the meeting. He informed all about the timely completion of the SSR.

It was expressed by some members that it was becoming difficult to collect documents due to lock down restrictions. Principal also expressed concern about the rampant increase in COVID 19 cases, and exhorted all to take precautions. He instructed criterion coordinators to collect documents required for SSR by reporting to College in a staggered manner by meeting other staff members after informing them and the Principal, or as per instructions of Principal following COVID safety protocol, so as to continue the SSR preparation work.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas. K</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen D'Souza</u>
Mrs. Soma Banerjee	Member	<u>Soma</u>
Dr. Ashwini Paradkar	Member	<u>APParadkar</u>
Mr. Biju A.	Member	<u>Biju</u>
Mr. Rojo John	Member	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member	<u>Purabi</u>

Action Taken Report for IQAC Meeting held on 19.3.2021

Frequent online meetings on Google meet platform were held between the IQAC Coordinator, Criterion Coordinators and team members to discuss responses to SSR metrics and information to be collected.

Online activities were held as planned.

Thomas. K

Dr. K.T. Thomas

Principal

Bhagade

Dr. Advait Bhagade

IQAC Coordinator

Minutes of IQAC meeting held on 1.4.2021

An online meeting for review on work of SSR was conducted from 11.00-12.00 Noon on Google Meet platform. Dr. Advait Bhagade, IQAC Coordinator, welcomed all present for the meeting.

Issues discussed were pending questions, preparation and authentication of proofs, preparation of links and URLs, Criterion summaries and expected timelines. It was estimated that work would be completed by the end of April.

Dr. K.T. Thomas, Principal, expressed that staff members should be contacted over phone or mail in order to obtain required information.

The meeting ended with a vote of thanks by Mr. Biju A., member.

Dr. K.T. Thomas	IQAC Chairman	
Dr. Advait Bhagade	IQAC Coordinator	
Fr. Praveen D'Souza	Member	
Mrs. Soma Banerjee	Member	
Dr. Ashwini Paradkar	Member	
Mr. Biju A.	Member	
Mr. Rojo John	Member	
Dr. Purabi Bhattacharya	Member	

Action Taken Report for IQAC Meeting held on 1.4.2021

Further online meetings on Google meet platform were held between the IQAC Coordinator, Criterion Coordinators and team members to discuss responses to SSR metrics and information to be collected. The meetings were attended by team members as per need and the SSR work progressed towards completion.

Online activities were held as planned.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade

IQAC Coordinator

Minutes of the IQAC Meeting held on 20.4.2021

A meeting of the IQAC was held on 20.4.2021 was held with appropriate safety measures in the College Library to review progress of SSR. The meeting was chaired by Dr. K.T. Thomas, Principal.

Principal Dr. K.T. Thomas and Dr. Bhagade, IQAC coordinator, brought to the notice of all present that the period upto 31 December 2020 could be included as part of the academic year 2019-20 because of disruption of academic schedules as per notice on NAAC website. It was therefore resolved to add data from 1.5.2020 to 31.12.2020 as part of academic session 2019-20.

Many members expressed consternation over the announcement, since the SSR was near completion. However, Dr. K.T. Thomas expressed that the need of the hour was to genuinely project all efforts of the institution during the pandemic period, and thus the need to collect all information till 31.12.2020. He instructed Criterion coordinators to solicit the assistance of all team members in this endeavour. He exhorted all to feel free to contact him all well as other colleagues in the success of the endeavour.

It was also decided to conduct a Five Day- Interdisciplinary Online Workshop on 'Advance Teaching, Learning, Research Methodology and Innovations' and more activities of general interest, life skills such as Yoga, etc.

The meeting ended with a formal vote of thanks by Mrs. Soma Banerjee, IQAC member.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas KT</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen D'Souza</u>
Mrs. Soma Banerjee	Member	<u>Soma Banerjee</u>
Dr. Ashwini Paradkar	Member	<u>APParadkar</u>
Mr. Biju A.	Member	<u>Biju A.</u>
Mr. Rojo John	Member	<u>Rojo John</u>
Dr. Purabi Bhattacharya	Member	<u>Purabi Bhattacharya</u>

Action Taken Report for IQAC Meeting held on 20.4.2021

Work for preparation of word files, templates and supporting documents with website links was carried out. All IQAC members, under the guidance of Principal, worked in coordination towards the effort.

Some of the online activities held include the following:

A Five Day- Interdisciplinary Online Workshop on 'Advance Teaching, Learning, Research Methodology and Innovations' was organized by the College from June 1 to June 5, 2021. Shiv Swarajya Din was observed online on 6.6.2021. Similarly, a Five Days Online National Yoga Workshop was held by the College from June 17 to 21, 2021 and National Webinar on 'International Day Against Drug Abuse and Illicit Trafficking.' was held on 26.6.2021.

Online workshops were organized by UDAAN on Preparation for Aptitude Test, Decoding CAT Examination and Career in banking on 24, 25 and 26.5.2021 respectively.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade

IQAC Coordinator

Minutes of IQAC Meeting held on 30.6.2020

An online meeting for presentation and discussion of SSR to all teaching staff was held on 30.6.2021. The meeting began with a condolence expressed over the tragic death of Mr. Laxminarayana G., Library attendant on 27.4.2021 due to COVID. Dr. Bhagade requested all to take care of themselves as well as their family in this hour of emergency, at the same time continuing to work towards the betterment of the institution.

The SSR was shown to all present, where each criterion coordinator exhibited the metrics of their respective criterion. Comments were solicited within 2 days with supporting proof from all staff members regarding any corrections, additions or revisions of the same.

It was felt that the College should not slow down its activities restricting itself to the present accreditation period, but continue to carry out many such activities as per its curricular tradition. It was announced that an activity relating to environmental consciousness would soon be held. The announcement was welcomed by all.

Principal, Dr. K.T. Thomas went on record to appreciate the hard and selfless work put in by the concerned staff members despite all obstacles.

Dr. Advait Bhagade, IQAC Coordinator, proposed a formal vote of thanks.

Dr. K.T. Thomas	IQAC Chairman	<i>Thomas.10</i>
Dr. Advait Bhagade	IQAC Coordinator	<i>Bhagade</i>
Fr. Praveen D'Souza	Member	<i>Praveen</i>
Mrs. Soma Banerjee	Member	<i>Soma</i>
Dr. Ashwini Paradkar	Member	<i>APParadkar</i>
Mr. Biju A.	Member	<i>Biju</i>
Mr. Rojo John	Member	<i>Rojo</i>
Dr. Purabi Bhattacharya	Member	<i>PB</i>

Action Taken Report for IQAC Meeting held on 30.6.2021

Additions as proposed by Mr. Mrityunjoy Karmakar and Dr. N.R. Iqbal were duly noted and added in relevant metrics as per merit.

Some of the online activities held include the One Day National Webinar on Plastic Waste and its Management was held on 3.7.2021.

Thomas. KT

Dr. K.T. Thomas

Principal

Bhagade

Dr. Advait Bhagade

IQAC Coordinator

Minutes of IQAC Meeting held on 5.7.2021

A meeting was held at 11.00 AM on 5.7.2021 in the IQAC Room to discuss uploading of SSR. Dr. Bhagade, IQAC coordinator, welcomed all members present. He informed the meeting that the IIQA had been approved by NAAC on 2.7.2021. He also informed them about the questions to be answered on the NAAC portal and how these questions were different from those given in the manual. He also discussed about the problems being faced in uploading due to certain information hitherto not required by NAAC.

He requested all members to be available for the uploading process. He also appreciated that the faculty members were working hard despite limitations to conduct various activities. He exhorted all to continue with the planned online/offline activities, and give thought to more activities in keeping with the spirit of the institution. He proposed that activities on environment and life skills be identified and conducted for staff as well as students.

The meeting came to an end with a vote of thanks by Mr. Biju A., member.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas. W</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen</u>
Mrs. Soma Banerjee	Member	<u>Soma</u>
Dr. Ashwini Paradkar	Member	<u>Apparadkar</u>
Mr. Biju A.	Member	<u>Biju</u>
Mr. Rojo John	Member	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member	<u>Purabi</u>

Action Taken Report for IQAC Meeting held on 5.7.2021

All members remained in touch personally or through online means and extended their cooperation in the uploading process.

Some of the online activities held include the following:

A One Day National webinar on "Rain Water Harvesting and Water Conservation Process" was organized on 13.7.2021.

A One Day National webinar on "World Youth Skill Day Celebration" was organized on 15.7.2021.

A One Day National webinar on "International Chess Day" was held on 20.7.2021 and a One Day National Webinar on the occasion of International Tiger Day "Recent trends in conservation and expansion of wild tiger habitats" was organized on 29.7.2021m, along with a poster competition for the college students.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade
IQAC Coordinator

Action Taken Report for IQAC Meeting held on 5.7.2021

All members remained in touch personally or through online means and extended their cooperation in the uploading process.

Some of the online activities held include the following:

A One Day National webinar on "Rain Water Harvesting and Water Conservation Process" was organized on 13.7.2021.

A One Day National webinar on "World Youth Skill Day Celebration" was organized on 15.7.2021.

A One Day National webinar on "International Chess Day" was held on 20.7.2021 and a One Day National Webinar on the occasion of International Tiger Day "Recent trends in conservation and expansion of wild tiger habitats" was organized on 29.7.2021m, along with a poster competition for the college students.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade
IQAC Coordinator

Minutes of IQAC Meeting held on 6.8.2021

A meeting was held at 11.00 AM on 6.8.2021 in the IQAC Room to discuss uploading of SSR. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC.

Dr. Bhagade, IQAC Coordinator, appraised all about the progress of uploading of SSR. The definition of academic year as being considered by NAAC during the pandemic period was discussed and deliberated upon. It was clarified by Dr. Thomas that the academic session 19-20 was considered till December 2020, for which data had already been collected and made ready for upload. He informed the meeting about the date change in the software of the NAAC portal, due to which it was now necessary to gather information for the academic session 2020-21, which was being shown on the portal. As a result, the period of accreditation of 5 years would now be considered as 2016-17 to 2020-21. He further clarified that the timeline for uploading the data was 10th September 2021. However, the session would be considered up to December 2021 due to problems faced as a result of the COVI-19 pandemic.

Dr. Bhagade requested all to go through the respective metrics prepared by them and remove data for 2015-16 and add data for 2020-21.

Dr. Thomas exhorted all to keep up the good effort and complete the work in a timely manner. He emphasized the need to continue with regular curricular activities despite the work pressure.

The meeting came to an end with a vote of thanks by Dr. Advait Bhagade.

Dr. K.T. Thomas	IQAC Chairman	<u>Thomas KT</u>
Dr. Advait Bhagade	IQAC Coordinator	<u>Bhagade</u>
Fr. Praveen D'Souza	Member	<u>Praveen</u>
Mrs. Soma Banerjee	Member	<u>Soma</u>
Dr. Ashwini Paradkar	Member	<u>Paradkar</u>
Mr. Biju A.	Member	<u>Biju</u>
Mr. Rojo John	Member	<u>Rojo</u>
Dr. Purabi Bhattacharya	Member	<u>Purabi</u>

Action Taken Report for IQAC Meeting held on 6.8.2021

Information for the academic session was compiled by the various members related to the criteria assigned to them.

Some of the online activities held include the following:

A National Webinar on Ek Bharat Srestha Bharat (EBSB) was held on 15.8.2021 to mark the 75th Independence Day of India.

A 3-Day International Conference and Symposium on the topic "Quality Education for Children and Students in Africa: Challenges and Opportunities" was organized in Collaboration with the International partner Universiti GoGlobal from 19.8.2021 to 21.8.2021.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade

IQAC Coordinator

Minutes of IQAC Meeting held on 25.8.2021

A meeting of the IQAC was held in the College library at 11.00 AM on 25.8.2021 to review the progress made for revision of metrics. The meeting was chaired by Dr. K.T. Thomas, Principal and Chairman of IQAC.









It was reported by Dr. Bhagade, IQAC coordinator, that Dr. Bhattacharya, IQAC member was not available due to medical reasons, and that Dr. Sarika Gurao, faculty member would be representing her during the meeting.

Some members reported that the metrics were almost ready, barring a few additions. Mr. Biju A. pointed out that the audit report of 2020-21 was not yet made available by the internal auditor, as a result of which revision of some metrics was not possible. Similarly, Mrs. Soma Banerjee pointed out the percentage of pass outs for 2020-21 could not be determined without the result Gazettes, some of which were still not received from the University.

Dr. K.T. Thomas asked the members to ready the other metrics while he would try to expedite the issue of the documents that were wanting.

A metric wise review was then taken to ensure that all information pertaining to the session 2020-21 would be accounted for in the SSR.

The meeting came to an end with a vote of thanks by Dr. A.P. Paradkar, member.

Dr. K.T. Thomas	IQAC Chairman	
Dr. Advait Bhagade	IQAC Coordinator	
Fr. Praveen D'Souza	Member	
Mrs. Soma Banerjee	Member	
Dr. Ashwini Paradkar	Member	
Mr. Biju A.	Member	
Mr. Rojo John	Member	
Dr. Sarika Gurao	Faculty	

Action Taken Report for IQAC Meeting held on 25.8.2021

Information for 2020-21 was gathered and finalized for SSR by all members.

Online activities continued as per planned.



Dr. K.T. Thomas

Principal



Dr. Advait Bhagade

IQAC Coordinator

Minutes of the IQAC Meeting 21.12.2021

A meeting was held in the IQAC Room at 11.30 AM on 21.12.2021. The meeting was chaired by Dr. K.T. Thomas, Principal of the College.

Dr. Advait Bhagade, IQAC Coordinator informed all present that the SSR had been successfully submitted on the portal of NAAC, a mail having been received on 20.12.2021 in confirmation of the fact. He also stated that the Student satisfaction Survey had been initiated by NAAC as per their mail on the same date.

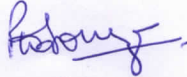
Dr. K.T. Thomas thanked all members for their tireless work which culminated in the successful submission of the SSR. He also praised Dr. Bhagade, IQAC Coordinator for playing his role sincerely.

Dr. Bhagade thanked the Principal and informed the committee about the further process of accreditation, the SSS and the DVV. He said that members should be ready with data in case of queries from NAAC.

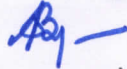
Dr. Thomas exhorted the members not to slacken their pace and be alert as to demands of the process, at the same time fulfilling their tight academic schedule.

The meeting came to an end with a vote of thanks by Dr. Advait Bhagade.

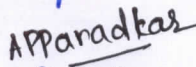
Fr. Praveen D'Souza, Member



Mrs. Soma Banerjee, Member



Dr. Ashwini Paradkar, Member



Mr. Biju A., Member




Mr. Rojo John, Member

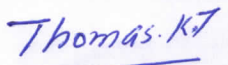


Dr. Purabi Bhattacharya, Member



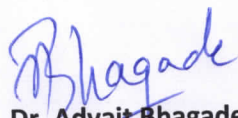

Dr. Advait Bhagade
IQAC Coordinator



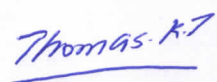

Dr. K.T. Thomas
Chairman, IQAC

Action Taken Report for meeting held on 21.12.2021

- NAAC Portal was checked regularly.
- All AQAR related queries were addressed.


Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Principal and Chairman, IQAC

Minutes of the IQAC Meeting 3.1.2022

A meeting was held in the IQAC Room at 1.00 PM on 3.1.2022. The meeting was chaired by Dr. K.T. Thomas, Principal of the College.

Dr. Advait Bhagade, IQAC Coordinator, after having expressed warm wishes to all present for the New Year, informed that the queries for AQAR 2019-20 had been addressed successfully, and that AQAR for 2020-21 had been submitted successfully on the portal of NAAC. He informed that NAAC had sent approval of both AQARs vide mail dated 30.12.2021, a He also reported the progress of the Student satisfaction Survey as seen from NAAC portal.

Dr. K.T. Thomas also extended his wishes for the New Year. He expressed that data collection for the next AQAR should begin in right earnest, simultaneously with SSR related NAAC work.

Dr. Bhagade thanked the Principal and informed the committee that DVV was likely to begin soon. He reiterated that members should be ready with data in case of queries from NAAC.

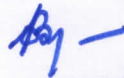
Dr. Thomas requested all the members to oversee the process to its successful culmination after having put in hard work.

The meeting came to an end with a vote of thanks by Dr. Advait Bhagade.

Fr. Praveen D'Souza, Member



Mrs. Soma Banerjee, Member



Dr. Ashwini Paradkar, Member



Mr. Biju A., Member

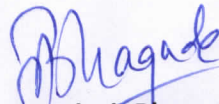


Mr. Rojo John, Member

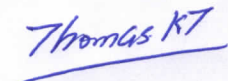


Dr. Purabi Bhattacharya, Member




Dr. Advait Bhagade
IQAC Coordinator

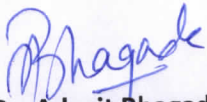



Dr. K.T. Thomas
Chairman, IQAC


Action taken Report for meeting held on 3.1.2022

The NAAC portal was checked regularly.

Queries which appeared on the portal on 20.1.2022 as part of DVV process were discussed in detail and responses were uploaded on the portal.


Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Chairman, IQAC

Minutes of the IQAC Meeting 20.4.2022

A meeting was held in the IQAC Room at 11.AM on 20.4.2022. The meeting was chaired by Dr. K.T. Thomas, Principal of the College.

Dr. Advait Bhagade, IQAC Coordinator informed the meeting that DVV process had been initiated on the NAAC portal on the previous day, i.e; 19.4.2022. Many members present expressed that DVV had already been completed earlier and enquired why it was being initiated again.

Dr. K.T. Thomas opined that there may have been changes at the NAAC level leading to fresh DVV. He said that all queries should be treated again with the same care as before and proper responses be given for the same.

Dr. Bhagade thanked the Principal and informed the committee that queries of DVV would be communicated to members in charge of respective criteria, and meetings would be held to resolve the queries. He further requested the members to be available even during vacation for this work.

Dr. Thomas requested all the members to work with enthusiasm for the process.

The meeting came to an end with a vote of thanks by Dr. Advait Bhagade.

Fr. Praveen D'Souza, Member

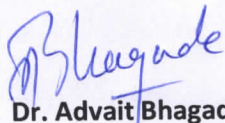
Mrs. Soma Banerjee, Member

Dr. Ashwini Paradkar, Member

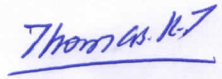
Mr. Biju A., Member

Mr. Rojo John, Member

Dr. Purabi Bhattacharya, Member


Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Chairman, IQAC

Action taken Report for meeting held on 20.4.2022

- Queries received on NAAC portal for DVV on 19.4.2022 were addressed by the IQAC and appropriate responses were uploaded on the NAAC portal after due deliberation.
- Further DVV queries were received on the portal on 4.5.2022. These too were discussed and responses uploaded.
- All DVV queries were thus addressed satisfactorily and the work of uploading responses to the DVV queries was completed on 17.5.2022.
- All members were available during the summer vacation till completion of work.

Dr. Advait Bhagade

Dr. Advait Bhagade
IQAC Coordinator



Thomas K.T.

Dr. K.T. Thomas
Chairman, IQAC

Minutes of the IQAC Meeting 30.6.2022

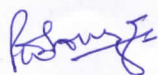
A meeting was held in the IQAC Room at 1.00 PM on 30.6.2022. The meeting was chaired by Dr. K.T. Thomas, Principal of the College.

Dr. Advait Bhagade, IQAC Coordinator, after expressed thanks to all members for their unstinted cooperation in the work related to addressing the DVV queries. He expressed that the SSR would soon be approved by NAAC and a mail to that effect would be received. He said that the quantitative metrics would be evaluated by a software, whereas the qualitative metrics would be evaluated by a NAAC Peer Team. While he hoped that the College would get a good score in the quantitative part, simultaneously the staff should prepare for the qualitative aspect of the accreditation process.

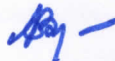
Principal Dr. K.T. Thomas said that the present IQAC would be busy with this work, but other quality assurance work should not be hindered. He pointed out that the AQAR for the session 2021-22 was yet to be submitted. Dr. Bhagade requested the Principal to give the responsibility to a member who would be able to lead the subsequent IQAC. Accordingly, after deliberation, the responsibility of compiling the next AQAR, under guidance of Dr. Bhagade as and when required, was given to Dr. Ashwini Paradkar. Dr. Paradkar was instructed by the Principal to form a team to help her with the task.

Dr. Bhagade thanked the Principal and ended the meeting with a formal vote of thanks..

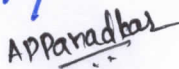
Fr. Praveen D'Souza, Member



Mrs. Soma Banerjee, Member



Dr. Ashwini Paradkar, Member



Mr. Biju A., Member

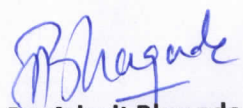


Mr. Rojo John, Member

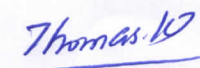


Dr. Purabi Bhattacharya, Member




Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Chairman, IQAC

Action taken Report for meeting held on 30.6.2022

The NAAC portal as well as mail were checked on a daily basis for updates on the accreditation process.

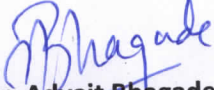
HODs were instructed to keep departmental records updated.

Work for AQAR 2021-22 was initiated by Dr. Paradkar and her team.

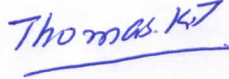
A query was posted on NAAC portal regarding the status of SSR approval. The reply received was to check the portal regularly for updates.

Mail from NAAC was received on 28.10.2022 stating that the College had passed the prequalifier and the SSR had been approved.

An online meeting was held on Sunday 30.10.20.22 to discuss the further course of action.


Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Chairman, IQAC

Minutes of the IQAC Meeting 31.10.2022

A meeting was held in the IQAC Room at 11.00 AM on 31.10.2022. The meeting was chaired by Dr. K.T. Thomas, Principal of the College.

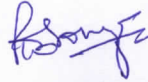
Dr. Advait Bhagade, IQAC Coordinator, welcomed all members and informed them that subsequent to the SSR having been approved, balance payments for the accreditation process had been made to the NAAC. He told the members that date ranges for onsite peer team visit: 9-10 December, 13-14 December and 16-17 December 2022 had been suggested to the NAAC for the Peer Team Visit. Also, other formalities such as details for logistics of the Peer Team had been provided online.

Dr. K.T. Thomas, Principal, said that various committees should be formed for division of work to oversee the Peer Team Visit. Further, the Committees should meet frequently to discuss the progress of work allotted to them.

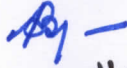
Dr. Bhagade informed that an approved copy of SSR had to be provided on the College website as soon as it became available. Also, other minor updations were required on the College website. Dr. Thomas said that a committee would be formed especially for this work.

Dr. Bhagade thanked the Principal and ended the meeting with a vote of thanks.

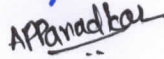
Fr. Praveen D'Souza, Member



Mrs. Soma Banerjee, Member



Dr. Ashwini Paradkar, Member



Mr. Biju A., Member

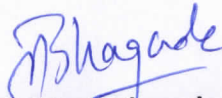


Mr. Rojo John, Member

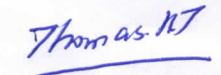


Dr. Purabi Bhattacharya, Member





Dr. Advait Bhagade
IQAC Coordinator



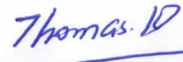

Dr. K.T. Thomas
Chairman, IQAC

Action taken Report for meeting held on 31.10.2022

- Committees were formed for overseeing the Peer Team Visit.
- The staff members were apprised of the developments in a staff meeting held on 1.11.2022. they were exhorted to work in a positive and united spirit for the upcoming Peer Team Visit.
- The approved SSR was uploaded on the College website.
- Various committee meetings were held frequently and work done as per discussed and decided.


Dr. Advait Bhagade
IQAC Coordinator




Dr. K.T. Thomas
Chairman, IQAC