The Minutes of the IQAC Meeting held on Saturday, 26thNovember , 2016 at 10.00 a.m in the Conference Room

The meeting of **Internal Quality Assurance Cell (IQAC)** was held on 26th November 2016 at 10 am in Conference Room.

Following members were present:

1.   Principal Dr. N.N. Pandey, Chairman of IQAC

2.   Lion Sharad Ruia, Chairman of Governing Council

3.   Lion Kanahaiyalal G. Saraf, Hon. Secretary of Governing Council

4.   Mr. Rajendra Sharma, Industrialist

7.   Prof. Ms. Emelia Noronha , Coordinator of IQAC

8.   Prof. Madhavi Nighoskar, Vice Principal

9.   CA Bharat Patel, HOD - Accountancy

10.   Prof. Sharada Gaitonde, HOD - Commerce

11.   Dr. Swati Desai, Exam Convener

12.   Ms. Sheetal Shah, Librarian

13.   Prof. Subhashini Naikar, Co ordinator – Self Financing Courses

14.   Prof. Rajesh Ruke, Student Council Incharge

15.   Prof. Kirti Sigtia,

16.   C.A. Durgesh Kenkare

17.   Mr. J.V.Gomes

18.   Mr. Atish Mistry

Business transacted:

1. Prin. Dr. N. N. Pandey, Chairman of Internal Quality Assurance Cell (IQAC) welcomed all the members of IQAC.
2. The Coordinator Prof. (Ms). Emelia Norohna read out the minutes of previous meeting held 9th April 2016 and it was confirmed unanimously by all the members.
3. It was decided to upload the details of the orientation programme on the website.
4. The Action plan drafted by the IQAC for the academic year 2016 – 17 was approved.

The Action plan was as follows:

Plan of Action by IQAC for the academic year 2016-17

Sr.No.	Activities
1	Orientation programme
2.	Linkage / collaboration with Industry
3.	SET / NET/ CA/ Training programmes
4.	Academic Audit (Internal)
5.	Administrative Audit
6.	Administrative efficiency development programme
7.	Registration of Alumni Association
8.	Launching Welfare schemes for the Non teaching staff
9.	Green Audit
10.	Waste management
11.	Solar powered lights for the ground
12	Audit of the power supply and its usage in the college campus
13.	Formation of Research development cell for students
14.	Newsletter of IQAC
15.	ICT Training programme for Administrative staff
16.	Team Building skills workshop for administrative staff
17.	Recreation - support staff
18.	E content development programme for teachers
19.	Create Quality Circles of students – Student Council
20	Departmental meetings every month end
21	Research projects to be undertaken by Faculty

22	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses
23	ISO

5. It was also discussed that Mr. Rajendra Sharma be contacted for some linkages with industry.

6. It was discussed that along with NET/SET training workshop, a workshop for UPSC exams can also be held.

7. The expenses incurred from the UGC Grant for the IQAC were discussed.

8. The members were appraised about the AQAR 2015-16.

9. The members were also appraised about the registration of the Alumni Association.

The meeting ended with vote of thanks to the chair.

Prof. Emelia Noronha   **Dr. N. N. Pandey**
IQAC Coordinator   **Principal**