

Date: 15 Feb, 2023

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on **20 Feb 2023**.

Venue: Crystal Banquet, Phase II, AGI Campus

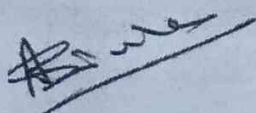
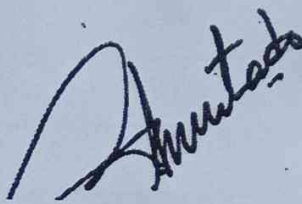
Time: 3 PM

All are requested to kindly attend the meeting and give their inputs.

The agenda is as follows:

1. Discuss the Code of Conduct for students, teachers
2. Signing up of MoUs
3. Discussions on NAAC Criteria
4. Regular maintenance and up-keep of ICT
5. Research related work
6. Add-On Courses
7. National seminar every year
8. Discussion on Programme structure, Curriculum designing
9. Library to be digitalised
10. Sustainability, increase awareness about courses
11. Registration of Alumni
12. Increase Criteria members
13. Student Satisfaction Survey

Thanking you,



Principal

Date: 20 Feb 2023.

Minutes of the Meeting

Members

1. Dr Sagar Mohite
2. Mr Joseph Furtado
3. Mr Saurabh Deshpande
4. Ms Geeta Nair
5. Mr Subodh Korgaonkar
6. Ms Shilpi Dey
7. Mr Vinod Yadav
8. Ms Rashi Desai
9. Ms Anjana Sen
10. Ms Ulka Shah
11. Mr Bacchan Rawat
12. Mr Nitin Barbose
13. Ms Dimpal Parmar
14. Ms Aditi Surve

The minutes are as follows -

1. Confirmation of the minutes of meeting of IQAC held on 6 Dec, 2022
2. Further additions to be made to the Code of Conduct for students, teachers and other staff members.
3. Discussion on Programme structure, Curriculum designing and changes to be made to align the same with NEP-2020
4. Changes suggested in the Examination rules and regulations, the same to be implemented accordingly.
5. MoUs to be signed, Industry interaction and collaborations to be initiated
6. Extension activities – lecturers, seminars to be organised related to social issues
To sensitise students about social issues a Literacy programme to be organised for under privileged students.
7. Discussions on various Criteria were held and the committee decided to start with Add-On Courses with minimal fee and Language courses for students – these can bring in additional credits
8. It was suggested that regular maintenance and up-keep of projectors is important for effective ICT enabled teaching-learning.
9. The committee focused on Research related work that faculties need to take up as priority



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Estd. 2007-2008

ISO 9001:2015 ISO 22000:2018

NAAC Accredited

10. Each department to conduct atleast one national seminar every year.
11. With focus on sustainability and to increase awareness, publicity measures of our courses to be initiated well in advance for students' benefit
12. Library to be digitalised at the earliest in the interest of students and faculty
13. Considering our capabilities and taking into account our vision, need to apply to Mumbai University for permission to start degree courses in Sports and Fashion
14. Registration of Alumni to be done soon
15. Need of the hour to increase Criteria members
16. Student Satisfaction Survey report to be ready soon



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A smaller handwritten signature in black ink.

A handwritten signature in black ink, positioned above the word 'Principal'.

Principal

Attendance



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Meeting Attendance

Sr. No	Member	Signature
1	Dr Sagar Mohite	<i>Sagar Mohite</i>
2	Mr Joseph Furtado	<i>Joseph Furtado</i>
3	Mr Saurabh Deshpande	<i>Saurabh Deshpande</i>
4	Ms Geeta Nair	<i>Geeta Nair</i>
5	Mr Subodh Korgaonkar	<i>Subodh Korgaonkar</i>
6	Mr Vinod Yadav	<i>Vinod Yadav</i>
7	Ms Rashi Desai	<i>Rashi Desai</i>
8	Ms Anjana Sen	<i>Anjana Sen</i>
9	Ms Ulka Shah	<i>Ulka C Shah</i>
10	Mr Bacchan Rawat	<i>Bacchan Rawat</i>
11	Mr Nitin Barbose	<i>Nitin Barbose</i>
12	Ms Dimpal Parmar	<i>Dimpal Parmar</i>
13	Ms Aditi Surve	<i>Aditi Surve</i>
14	Ms Anuradha Deshpande	
15	Ms Shilpi Dey	<i>Shilpi Dey</i>



Sagar Mohite

[Signature]
Principal

Action Taken Report

Given below is the Action Taken Report

1. The minutes of the meeting of IQAC held on ^{20 Feb} 2023, 2023 were approved.
2. Additions were made to the Code of Conduct.
3. Discussions took place on Programme structure, Curriculum designing and changes were made to align it with NEP-2020
4. Changes have been made to ease Examination process.
5. MoUs related to Environment have been signed, Industry interaction and collaborations done
6. Lecturers, seminars on social issues particularly on Literacy were done for under privileged students.
7. Discussions on various Criteria took place.
8. Add-On Courses with minimal fee have been started. Language courses have also begun
9. Regular maintenance measures done for projectors and digital devices.
10. Research related FLP organised in Jan 2023 on Let's Talk Research to increase awareness about How to Write a Research paper.
11. Discussions on preparation for National seminar carried out.
12. Digitalisation of library underway
13. Application made to Mumbai University for permission to start degree courses in Sports and Fashion
14. Work on Registration of Alumni is in process
15. Student Satisfaction Survey report is ready



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[Signature]

[Signature]
Principal



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NOTICE

An IQAC meeting is scheduled to be held on 22 Sept, 2023 at Library, 5th Floor, Conference Room. Request all members to kindly attend.

Members

1. Dr Preety Jain, Principal, (Chairperson)
2. Ms Anjana Sen, NAAC Co-ordinator
3. Mr Saurabh Deshpande, Member
4. Ms Aditi Surve, Member
5. Mr Bhushan Tambe, Member
6. Mr Vinod Yadav, Member
7. Ms Aishwarya Shinde, Member
8. Mr Vivek Upadhayay, Member
9. Ms Geeta Nair, IQAC Co-ordinator
10. Mr Subodh Korgaonkar, Member
11. Ms Ashwini Pednekar, Member
12. Ms Rashi Desai, Member
13. Ms Khushboo Yadav, Member
14. Ms Ragini Pathak, Member

The agenda is as follows:

- Approving minutes of the previous meeting
- Briefing the team about Criteria work and allocation of the same
- Discussing exam related matters
- Any other matter with permission of the chair



IQAC Co-ordinator

Mr Joseph Furtado

Vice Principal

Date: 26 September, 2023

Minutes

The following are the Minutes of the meeting held on 22 Sept, 2023

The Chairperson chaired the meeting. She greeted everyone and spoke about the need to start work on each of the Criteria. Certain changes have been made in the existing Criteria members list. Ms Aishwarya's name has been added to Criteria 1 and 5. It was also decided that she'll be the Head for Criteria 7. A fresh Criteria list to be circulated soon.

The Chairperson also discussed about student performance and the need to start with Remedial lectures. A timetable to that effect to be created by Ms Aditi. Document formats related to Remedial lecture counselling, Industrial visit, Academic counseling, Guest lecture, Parent Teacher meeting to be mailed to all. It was decided that a combined meeting with the NAAC team of Hotel management will be held later.

Ms Aishwarya to prepare reports of events that have been held so far. Ms Aditi to make the Time table for Remedial lectures. Saurabh sir to ensure that Remedial lectures begin soon. Ms Geeta explained each of the seven NAAC Criteria points.

Here is the latest list of Criteria Heads and members

<u>Sr. No</u>	<u>Criteria</u>	<u>Pointers</u>	<u>Criteria Heads & members</u>
1	Criteria 1: Curricular Aspects	<ul style="list-style-type: none"> Curriculum Planning and Implementation Academic Flexibility: Choice based credit system Curriculum Enrichment: Provision for add-on courses, activities, cross cutting issues that are relevant Feedback System: Feedback from stakeholders 	Mr Vinod Yadav Mr Bhushan Tambe Ms Rashi Desai Ms Aishwarya Shinde
2	Criteria 2: Teaching- Learning and Evaluation	<ul style="list-style-type: none"> Student Enrolment: Student diversity: students from different locales, special category students, those that need special learning needs, sensitising students about the other gender Teaching learning process: Experiential Learning, Participative Learning, collaborative problem Solving Methodologies, digital resources, familiarity with LMS, e-resources 	Ms Geeta Nair Mr Bhushan Tambe Mr Vivekanand Upadhayay Ms Shivani Joshi Ms Khushboo Yadav





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		<ul style="list-style-type: none"> • Teacher profile, quality: Teacher qualification, professional development, learning, continuous improvement etc • Evaluation process, reforms: assessment of teaching, learning, quality of questions, regularity in conducting exams, declaration of results etc • Student performance & learning outcome: what student should be capable of after completion of course • Student Satisfaction Survey 	
<u>3</u>	Criteria 3: Research, Innovations and Extension	<ul style="list-style-type: none"> • Promotion of Research and Facilities: encouraging active research among teachers • Resource Mobilization for Research: submit project proposals, approach funding agencies to mobilizing resources for research • Innovation Ecosystem: conduct workshop/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices. • Research Publications and Awards: doctoral, post-doctoral, projects, inventions and discoveries, number of patents obtained and number of research publications. • Extension Activities: developing sensitivities towards community issues, gender disparities, social inequity • Collaboration: Collaboration with academic institutions/industry or other professional agencies 	<ul style="list-style-type: none"> • Mr Saurabh Deshpande • Mr Vinod Yadav • Ms Ragini Pathak
<u>4</u>	Criteria 4: Infrastructure and Learning Resources	<ul style="list-style-type: none"> • Physical Facilities • Library as a Learning Resource • IT Infrastructure • Maintenance of Campus Infrastructure 	<ul style="list-style-type: none"> • Mr Subodh Korgaonkar • Mr Saurabh Deshpande • Ms Ashwini Pednekar
<u>5</u>	Criteria 5: Student Support and Progression	<ul style="list-style-type: none"> • Student Support: guidance cell, placement cell, grievance redressal cell, supporting students with learning difficulties 	<ul style="list-style-type: none"> • Ms Aditi Surve • Mr Abhijeet Pawaskar • Ms Shivani Joshi • Ms Anuradha Thakur



		<ul style="list-style-type: none"> – organising guidance and counseling system, scholarships, freships etc. • Student Progression: plan and implement remedial measures • Student Participation and Activities, Student qualifying for state/national/international level exam or competition participation of students in social, cultural and leisure activities • Alumni Engagement: active Alumni Association, 	<ul style="list-style-type: none"> • Ms Aishwarya Shinde
6	Criteria 6: Governance, Leadership and Management	<ul style="list-style-type: none"> • Institutional Vision and Leadership: vision, mission and goals of the institution • Strategy Development and Deployment: development objectives, directives and guidelines • Faculty Empowerment Strategies: professional development programmes, feedback, analysis of responses • Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System (IQAS) 	<p>Mr Bhushan Tambe Mr Saurabh Deshpande Mr Vivekanand Upadhyay Ms Rashi Desai</p>
7	Criteria 7: Institutional Values and Best Practices	<ul style="list-style-type: none"> • Institutional Values and Social Responsibilities: sensitivity to climate change and environmental issues, energy conservation, rain water harvesting, waste recycling (solid/liquid waste management, e-waste management), carbon neutral, green practices etc. • Best Practices • Institutional Distinctiveness 	<p>Ms Aishwarya Shinde Mr Vinod Yadav Mr Subodh Koregaonkar Ms Ashwini Pednekar</p>

The following points were discussed:

- Mr Bhushan to carry out work regarding TLP allocation. Also documentation and files of 2023, 2024 to be collected and filed. Curriculum data to be ready for Criteria 1. Besides, students' and parents' feedback as also Student satisfaction feedback to be collected by Mr Bhushan
- Ms Ashwini to arrange a seminar for LGBT and mentally challenged students
- Class teachers to conduct practical oriented activities and encourage experiential learning for each class. A report on the same to be prepared and filed.
- Ms Khushboo to take care of E-resource collection



Date: 24 Sept, 2023

Action Taken Report

Given below is the Action Taken Report of the meeting held on 22 Sept 2023.

Documentation work on Training and Placement completed.
Feedback has been collected and filed.

- Discussions on Practical oriented activities and experiential learning done.
- Soon guest sessions to be arranged.
- E-resource collection work has begun
- Data Science students have begun to enrol in Swayam courses
- Marking standards set, holding of PTAs done and Remedial lectures also.
- Student progress report ready.
- Exam Manual done
- Assignments of students and related records maintained
- Internal exam results declared
- Research program for teachers organized
- Green practice initiatives are being carried out
- Counselling arranged for students
- Attendance sheet reporting being carried out



IQAC Co-ordinator



Principal



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Attendance of the meeting held on 22 Sept 2023

Sr. No	Member	Signature
1	Dr Preety Jain, Principal, (Chairperson)	
2	Ms Geeta Nair, IQAC Co-ordinator	
3	Ms Aditi Surve, Member	
4	Mr Vinod Yadav, Member	
5	Ms Aishwarya Shinde, Member	
6	Mr Vivek Upadhyay, Member	
7	Ms Ragini Pathak	
8	Mr Saurabh Deshpande, Member	





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NOTICE

Date: 18 Nov 2023

An IQAC meeting is scheduled to be held on 21 Nov 2023 to discuss the following:

- Approving minutes of the previous meeting
- Duty chart
- Lobby discipline
- Organising Guest sessions, seminars and events
- Exam related discussions
- Project work for students
- Mentoring the students
- Discussion about projects of students works as part of curriculum
- To confirm data collection format for each criteria
- Any other matter with permission of the chair

Request all members to kindly attend.



IQAC Co-ordinator

Mr Joseph Furtado
Vice Principal



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Date: 24 Nov, 2023

Minutes

The following are the Minutes of the meeting held on 21 Nov, 2023

The meeting was chaired by our Principal. The chairperson approved the minutes of the earlier meeting.

- Discussions took place on preparing an action plan for IQAC activities
- A chart to be made with regard to lobby discipline to be followed on a regular basis
- Duty chart has been changed and a new one to be made taking into account the changes in responsibilities assigned
- Students to be made to work on innovative Projects from time to time and enough guidance to be given on the same work
- Mentoring of students to be done by faculties as discussed, need to consider slow learners and fast learners.
- Data collection format has been designed, the same to be followed.
- Discussions on Placement activities continued and mock interview sessions, grooming, personality development to be conducted

The Chairperson ended the meeting with thanks



IQAC Co-ordinator

Mr Joseph Furtado


Vice Principal

Date: 30 Nov, 2023

Action Taken Report

Given below is the Action Taken Report on the meeting held on 21 Nov, 2023

- Action plan to conduct various activities related to seminars, workshops has been prepared
- Lobby discipline chart has been made and the same will be followed strictly
- Duty chart has been revised with changes in responsibilities
- Students are working on short video films, ad films and the same to be encouraged. Industry expert lectures are being arranged to further enhance skills
- Faculties have started conducting Mentoring sessions as discussed
- Mentoring sessions are being conducted by various departments
- Sessions on personality development and mock interviews are being conducted by faculties



IQAC Co-ordinator



Mr Joseph Furtado
Vice Principal





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Attendance of the meeting held on 21 Nov 2023

Sr. No	Member	Signature
1	Dr Preety Jain, Principal, (Chairperson)	
2	Ms Geeta Nair, IQAC Co-ordinator	
3	Ms Aditi Surve, Member	
4	Mr Vinod Yadav, Member	
5	Ms Aishwarya Shinde, Member	
6	Mr Vivek Upadhayay, Member	
7	Ms Ragini Pathak	
8	Mr Saurabh Deshpande, Member	



Date: 18 June, 2024

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 26 June 2024.

All are requested to kindly attend the meeting and give their inputs.

Venue: Crystal Banquet, Phase II, AGI Campus

Time: 3 PM

All are requested to kindly attend the meeting and give their inputs.

The agenda is as follows:

- To discuss the roadmap for the new academic year
- Independence Day celebrations
- Discussion on the admission status
- Student ID preparation
- Discussion on NAAC Criteria work
- Daily duties of faculties
- Maintaining lobby discipline
- Forming student council
- Continuous Assessment
- Any other matter with permission of the chair

Thanking you,



Date: 27 June, 2024

Minutes of the Meeting

Given below are the names of Attendees

- Dr Preety Jain, Principal, ACHMCT
- Anjana Sen, NAAC Co-ordinator
- Geeta Nair, IQAC Co-ordinator
- Rashi Desai, Administration
- Saurabh Deshpande, Member
- Vinod Yadav, Member
- Vivek Upadhyay, Member
- Subodh Korgaonkar, Member
- Chaturthi Apte, Member
- Aishwarya Shinde, Member
- Ragini Pathak, Member
- Vibha Kaushik, Member
- Aditi Surve, Member
- Dimpal Parmar, Member
- Nitin Barbose, Member

The Minutes of the Meeting held on 26 June, 2024 are as follows:-

1. The meeting was chaired by the Principal who welcomed all the members. The Minutes of the previous meeting was approved. Discussions continued on each item on the agenda
2. All criteria heads to prepare files, finish documentation work with regard to NAAC
3. Having received approval for a 2nd batch for Data Science from Mumbai University, the team needs to work harder to fill admissions
4. The IQAC Committee to be revised soon and new members to be added
5. Teachers are expected to attend Mumbai University meetings on NEP and get acquainted with the subjects and curriculum
6. The chair discussed the duty chart of teachers, the tasks to be completed on a daily basis and lobby discipline for students.
7. The Admission status was discussed, members were informed about the Orientation Day preparations for all courses
8. Discussions were held on cultural activities for Independence Day celebrations
9. For the new academic year, it was decided that Admin will start work on the ID cards of students at the earliest
10. The Student council to be formed for the new academic year. Ms Chaturthi to take lead

Thanking you,



Date: 5 July, 2024

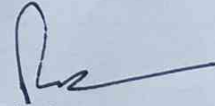
Action Taken Report

Given below is the Action Taken Report of the meeting held on 26 June 2024

1. The Admission status was reviewed and changes were made to increase admissions. Admission calling, campus tours, counselling of students given top priority
2. For the new academic year, Admin has begun work on the new ID cards
3. Duty chart, Lobby discipline task allocation done
4. Members discussed about each of the NAAC Criteria and the work to be completed
5. Discussions have taken place on the revised IQAC committee list. Soon a final list will be readied
6. For Independence Day celebrations it was decided that students will perform a skit and a dance
7. Student council work has begun. Ms Chaturthi has been allocated the said task
8. As part of Continuous Assessment, departments will be conducting class tests with the objective of focussing on holistic development



IQAC Co-ordinator

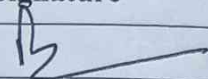


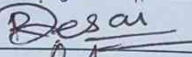
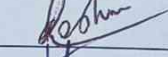
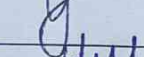
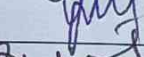
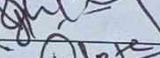

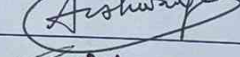
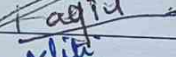
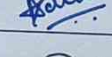
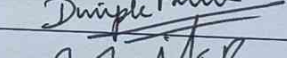
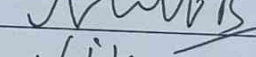
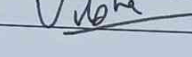


Principal



Date: 26 June, 2024

Meeting Attendance

Sr. No	Member	Signature
1	Dr Preety Jain	
2	Anjana Sen	
3	Geeta Nair	
4	Rashi Desai	
5	Saurabh Deshpande	
6	Vinod Yadav	
7	Vivek Upadhyay	
8	Subodh Korgaonkar	
9	Chaturthi Apte	
10	Aishwarya Shinde	
11	Ragini Pathak	
12	Aditi Surve	
13	Dimple Parmar	
14	Nitin Barbose	
15	Vibha Kaushik	


Principal

Date: 8 Aug, 2024

NOTICE

All the members of IQAC and faculties are hereby informed that a meeting has been scheduled on 10 Aug, 2024.

All are requested to kindly attend the meeting and give their inputs.

Venue: 5th Floor, Library, Phase III, AGI Campus

Time: 2 PM

The agenda is as follows:

- Confirmation and approval of the Minutes of the meeting held on 26 June 2024
- Adding new members in the IQAC Committee for 2024-25
- Action plan for NAAC Peer team visit
- Department profile, Program objective course objective
- Criteria files
- Department PPT preparation
- Mission and Vision to be clearly displayed
- Any other matter with permission of the chair

Thanking you,



Date: 12 Aug 2024

Minutes of the Meeting

Given below are the names of Attendees

- Dr Preety Jain, Principal, ACHMCT
- Anjana Sen, NAAC Co-ordinator
- Geeta Nair, IQAC Co-ordinator
- Geetika Chaturvedi, Member
- Aishwarya Shinde, Member
- Ragini Pathak, Member
- Vivek Upadhyay, Member
- Akshata Narkar, Member
- Subodh Korgaonkar, Member
- Chaturthi Apte, Member
- Vibha Kaushik, Member
- Aditi Surve, Member
- Dimpal Parmar, Member
- Saurabh Deshpande, Member
- Vinod Yadav, Member
- Rashmi Desai, Administration
- Nitin Barbose, Member

The Minutes of the Meeting held on 10 Aug, 2024 are as follows:-

1. The meeting was chaired by the Principal who welcomed all the members.
2. The Minutes of the previous meeting was approved unanimously.
3. The list of IQAC Committee members has been revised and is attached herewith.
4. Since NAAC Peer team visit is expected soon responsibilities were assigned to faculty to manage the same. Department profile, Program objectives/Outcome, Course Specific outcome, Index, to be prepared. Members discussed about IT support as also keeping the syllabus handy
5. All Criteria Heads to complete their Criteria files at the earliest
6. All Department Heads to prepare PPT as discussed
7. The Academic audit to be kept ready
8. Time table, Academic calendar among others to be kept ready
9. The committee is all set to assess the readiness for NAAC peer team visit

Thanking you,



Date: 16 August, 2024

Action Taken Report

Given below is the Action Taken Report of the meeting held on 10 August, 2024

1. The Admission status was reviewed and changes were made to increase admissions. Admission calling, campus tours, counselling of students given top priority
2. Duty chart, Lobby discipline task allocation done
3. Members discussed about each of the NAAC Criteria and the work to be completed
4. Discussions have taken place on the revised IQAC committee list. A final list has been readied
5. For Independence Day celebrations students performed a skit and a dance
6. Student council work has begun. Ms Chaturthi has been allocated the said task
7. As part of Continuous Assessment, departments will be conducting class tests with the objective of focussing on holistic development
10. Department profile, Program objectives/Outcome, Course Specific outcome, Index being prepared
11. Work on Criteria files continue
12. PPT is being readied
13. The Academic audit file is ready and so is the Time table, Academic calendar

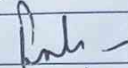

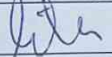
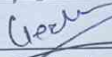
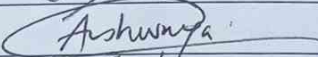
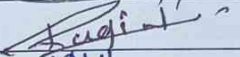



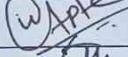
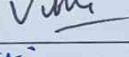

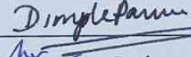


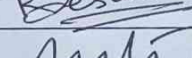


IQAC Co-ordinator


Principal



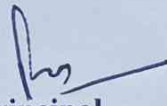
Date: 10 Aug, 2024

Meeting Attendance

Sr. No	Member	Signature
1	Dr Preety Jain, Principal	
2	Anjana Sen, NAAC Co-ordinator	
3	Geeta Nair, IQAC Co-ordinator	
4	Geetika Chaturvedi, Member	
5	Aishwarya Shinde, Member	
6	Ragini Pathak, Member	
7	Vivek Upadhyay, Member	
8	Akshata Narkar, Member	
9	Subodh Korgaonkar, Member	
10	Chaturthi Apte, Member	
11	Vibha Kaushik, Member	
12	Aditi Surve, Member	
13	Dimpal Parmar, Member	
14	Saurabh Deshpande, Member	
15	Vinod Yadav, Member	
16	Rashi Desai, Administration	
17	Nitin Barbose, Member	



IQAC Co-ordinator



Principal