

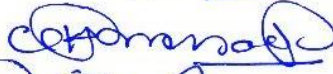
The IQAC meeting was scheduled in the Samiti office on 17th November 2022 at 4.00 p.m.

The members present were as follows:

Shri M.I.Damodharan – President



Shri. O.K. Prasad - chairman



Dr. Ravindran – Expert



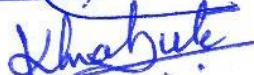
Dr. Anna Fernandes – Secretary



Ms. Sabina Nunes - Coordinator



Dr. Ketki Satpute – Member



Ms. Roza Vasave – Member



The following points were discussed

The President said since the department is too small and over some time with the size of the class decreasing, it wasn't possible to go for NAAC even though the Principal felt the need to do so for her Institution. With the new system of Mentor-Mentee, the Principal had told the Management irrespective of the size of staff or resources it was mandatory to face NAAC to receive accreditation and therefore the committee was formed. The President requested Sabina Madam to take over as NAAC coordinator since she is the oldest staff and they have seen her work with commitment whenever additional responsibilities were assigned to her. Sabina Madam accepted this responsibility gracefully.

1. Planning additional short-term courses to improve students' skills.

A couple of courses were discussed however there was a suggestion by the members that the courses should be need-based. As members felt there ought to be tutoring done on Team Building. It was decided to plan a Value-based course accordingly along with the usual Sree Narayana Guru's course on his life and Teachings.

2. Concerns of NAAC

It was decided by the Managing body that the College would face the NAAC peer Team this time. Each one was asked to put in extra effort to understand the various criteria and work towards SSR. The President Mr. M.I.Damodaran asked the Principal Dr. Anna Fernandes to seek help from the IQAC Co-ordinator Dr. Hindocha of the college of Commerce.

3. Shared Resources

Dr. Anna Fernandes requested the management to prepare the resolution for shared resources as we would require these documents to be uploaded during the process of preparation of NAAC. The consent of the Commerce Principal Dr. Ravindran was also taken as he too felt the need to have them

On this note, the meeting ended with a vote of thanks by Ms. Sabina Nunes.

The IQAC meeting was scheduled in the Samiti office on 5th December 2023 at 4.00 p.m.

The members present were as follows:

Shri M.I.Damodharan – President

Shri. O.K. Prasad - chairman

Dr. Ravindran – Expert

Dr. Anna Fernandes – Secretary

Ms. Sabina Nunes - Coordinator

Dr. Ketki Satpute – Member

Ms. Roza Vasave – Member

The image shows handwritten signatures in blue ink corresponding to the names listed on the left. The signatures are: M.I. Damodharan, O.K. Prasad, Ravindran, Anna Fernandes, Sabina Nunes, Ketki Satpute, and Roza Vasave.

The following points were discussed

1. **Status of SSR:** The IQAC Co-ordinator explained to the members present the procedure that was going on concerning NAAC. She informed them of the completion of DVV and that the next step that the college will face is Clarification of information given in DVV. She said daily the work was going on and that it would be completed before the deadline.
2. **Planning Value-added Courses in Dec 2023:** The Principal informed the committee that as students are interested in being there in the college it would be the right time to hold these courses on days other than the festival days. She said the Course would be handled by one of the CHB teachers.
3. **Documents for shared resources:** The IQAC coordinator drew the attention of the committee to the fact that it was difficult to get certain documents related to shared resources. The Chairman Shri O.K.Prasad Sir immediately decided to write a note to Dr. Ravindran for documents concerning NAAC which were in the custody of his office. On this note, the meeting ended with a vote of thanks by Ms. Sabina Nunes.

The IQAC meeting was scheduled in the Samiti office on 15th March 2024 at 2.45pm

The members present were as follows:

Shri. O.K. Prasad – chairman

Shri VV Chandran - Member

Dr. Anna Fernandes – Secretary

Dr. Ketki Satpute – Member

Ms. Roza Vasave – Member

Ms. Suman Ananthanarayan- Member

Ms. Pushpalatha Raja – Member

The following points were discussed:

Preparation of the Visit: The Secretary of the Committee explained to those present about the dates of the Visit. She briefed the Managing body on the Hotels chosen as per the Management instructions. She reminded them about the electricity problems which have been occurring consistently for the last few days and she requested the Management representatives to look into the matter. The Chairman asked her to prepare the To Do List and send it to them before the OB Meeting on Saturday

Workshop for M Ward Teachers: As per of NAAC Criteria Ms. Pushpalatha Raja briefed all those present there about the workshop that was scheduled for the 19th of March 2023 by the College and the Positive response of the Education Department, Chembur. The POA of the program was given.

Changes to be made in the Vermicomposting Pit: Dr. Anna Fernandes informed all present about the next cycle of Vermicomposting that was to take place after the demonstration by Aniruddha Academy for Disaster Management. She told those present of a very good suggestion given by Aniruddha to make the entire process smooth such as dividing the pit into two with a cement sheet to have better results.

Suggestions by the CDC Chairman: The Chairman of the Committee suggested the rooms that could be taken for the presentations on the Peer Team visit day, He discussed with the team the entire logistics.

The meeting ended with a vote of thanks by Mrs. Suman Ananthanarayan



The IQAC meeting was scheduled in the B.Ed Lecture Hall on 22nd March 2023 at 12.00 noon

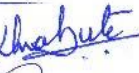
The members present were as follows:

Dr. Rajmane – Expert

Dr. Anna Fernandes – Secretary



Ms. Sabina Nunes - Coordinator



Dr. Ketki Satpute – Member



Ms. Roza Vasave – Member



Ms. Pushpalatha Raja- Member



Ms. Suman Ananthanarayan- Member



The meeting began with the introduction of the Expert for the Day. Dr. Rajmane. The Secretary of the Committee informed the members present that Rajmane Madam has an experience of being a member of the Peer Team of NAAC and that she will guide us on the NAAC process.

Preparation for NAAC: The resource person explained to the faculty the way they had to process all their work. She insisted on documenting every activity that is taking place in the college along with the photographs

