

Mahatma Education Society's
Mahatma Night Degree College of Arts and Commerce
Chembur Naka, Mumbai- 400 071

NOTICE

Date: 30th June, 2020

All the IQAC members of our college are hereby informed that the first meeting of IQAC for the academic year 2020-2021 will be held on 1st July, 2020, Wednesday at 7.30 pm through online mode (Zoom). The link for the meeting will be send at 7.15 pm on the same day.

Agenda:

1. Allocation of Working Committees for the academic year 2020-2021.
2. Preparation of Academic Calendar for the academic year 2020-2021.
3. Submission of CAS file for the academic year 2019-20
4. SOP for webinar during COVID-19
5. Any other matter with permission to chair

IQAC Chairperson

Principal Dr. Padma Rangan

IQAC Coordinator

Dr. Eknath K. Zhrekar

Name	Signature	Name	Signature

MINUTES FOR IQAC MEETING HELD ON 1ST JULY, 2020, WEDNESDAY

The following are the minutes of the IQAC meeting held on 1st July, 2020, Wednesday at 7.30 pm through online mode (Zoom Platform), under the chairmanship of Principal Dr. Padma Rangan. All the members are hereby requested to read and approve the same. Suggestions if any are welcome.

Following members were present during IQAC meeting.

1. Principal Dr. Padma Rangan
2. Dr. Eknath K. Zhrekar- IQAC Co-ordinator
3. Dr. Lata Krishnan- Member
4. Dr. Anaya Markandeya- Member
5. Asst. Prof. Tushar Pawar- Member
6. Asst. prof. Harsh Shukla- Member
7. Mr. Dharmendra Sonawane- Member
8. Mr. Ashish Rai- Member

Principal Dr. Padma Rangan welcomes all the members of IQAC for the meeting (Suppose to be 1st meeting for the Academic Year 2020-21). IQAC coordinator also welcome all the members for the meeting. Meeting started at 7.45 pm.

Point 1 and 2:

The first point was the allocation of working committees for the Academic year 2020-21 and second point was to prepare the Academic Calendar for the Academic Year 2020-21, Principal Asked to prepare the Academic Calendar and Allocation of working committees but Dr. Eknath K. Zhrekar, IQAC Coordinator said that we can not prepare both Academic Calendar and Allocation of working committees as University has not issued any circular or guideline for the Academic Year 2020-21. Hence all the members decided to wait for the Guidelines or circular from the University for further clearance.

Though the University has not issued any guidelines, but we will continue online lectures for the benefit of the students. For online teaching Google Meet shall be used as the management has subscribe for G-Suit. Also decided that all the lecture notes should be posted in the Google Classroom on time to time.

Point 3:

IQAC coordinator informed all the faculty members to submit their CAS file for the Academic year 2019-20 on or before 9th July, 2020 on eknathzhrekar@mes.ac.in. It was also instructed that, if any faculty member failed to submit their CAS file on or before due date, IQAC shall not be responsible for checking the CAS file.

Point 4:

Principal Dr. Padma Rangan instructed to frame a Standard Operating Procedure for Organising Webinars in our college. The discussion was made amongst all the IQAC members and decided that, the Convener shall follow the following steps:

1. Decide topic, Resource person, day and date for the webinar
2. Make an application (Through mail) to the IQAC coordinator for the approval along with the flyer of the webinar. (Flyer must be prepared from the DTP department Mr. Sanjay Singh)
3. IQAC Coordinator will send it Principal and Management for the approval. The approval shall be with respect to topic, its relevance, resource person, day and date along with the Honorarium.
4. Once the approval received from Principal and Management, the Flyer, Registration link shall be forwarded in the various groups.
5. At least 2-3 days before the webinar, the Convener shall hold meeting and allocate the work among the faculty members.
6. After the completion of Webinar, the participation certificate shall be prepared with the help of Mr. Sanjay singh and distribute to all the participants
7. And finally the Webinar report shall be submitted to the IQAC coordinator.

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Chembur Naka, Mumbai-400 071

NOTICE

Date: 3rd September, 2020

All the IQAC members of our college are hereby informed that the meeting of IQAC for the academic year 2020-21 will be held on 6th September, 2020, Sunday at 6.30pm through online mode (Zoom). The link of the meeting will send one day before the meeting.

Agenda:

1. To read and approve the minutes of last meeting (Dated on 1st July, 2020)
2. To review pending issues in the last Academic year 2019-20
3. Preparation of academic Calendar for the Academic Year 2020-21
4. Allocation of working committees for the Academic Year 2020-21
5. Collection of Feedback from the students with regards to online lectures taken.
6. Planning for the further online lectures (If any change is required)
7. To form a group for **Mentor -Mentee**
8. Any other matter with the permission to chair

IQAC Chairperson
Principal Dr. Padma Rangan

IQAC Coordinator
Dr. Eknath K. Zhrekar

Name	Signature	Name	Signature

MINUTES FOR IQAC MEETING HELD ON 06th SEPTEMBER, 2020, SUNDAY

The following are the minutes of the IQAC meeting held on 06th September, 2020, Sunday at 6.30 pm through online mode (Zoom Platform), under the chairmanship of Principal Dr. Padma Rangan. All the members are hereby requested to read and approve the same. Suggestions if any are welcome.

Following members were present during IQAC meeting.

1. Dr. K.M. Vasudevan Pillai- Management
2. Dr. Daphne Pillai- Management
3. Principal Dr. Padma Rangan
4. Dr. Eknath K. Zhrekar- IQAC Co-ordinator
5. Dr. Lata Krishnan- Member
6. Dr. Anaya Markandeya- Member
7. Asst. Prof. Tushar Pawar- Member
8. Asst. prof. Harsh Shukla- Member
9. Mr. Ashish Rai- Member
10. Mrs. Parveen Arif- Member

Principal Dr. Padma Rangan welcomes all the members of IQAC for the meeting. IQAC coordinator Dr. Eknath Zhrekar also welcome all the members for 1st IQAC the meeting for the Academic year 2020-21. Meeting started at 6.45 pm.

The Mahatma Education Society organizes every year Teachers days and Onam celebration. This year also management of Mahatma education Society organizes the Teachers days and Onam celebration but in Online mode. With regards to this every institution has asked to submit their achievements and highlights of the institution. Accordingly, the information was given to all the heads but the same information was not given by the Principal Dr. Padma Rangan to their staff on time and hence Mahatma Night Degree College of Arts and Commerce remain unrepresented in the event. This question was asked by IQAC Coordinator to the principal and Principal accepted the entire mistake and also regret it.

The Management Dr. K.M. Vasudevan Pillai and Dr. Daphne Pillai asked the same to the Principal and also informed that various information is not passed to the staff on time and hence it caused damage the image of the institution. Amongst 48 institutions only one institution remained unrepresented, this was very disappointed to the teachers who worked a lot and not recognized at all.

Point 1:

IQAC Coordinator Dr. Eknath Zhrekar read the minutes of IQAC meeting which was held on 1st July, 2020 through online mode. All presented IQAC members, approved the minutes.

Point 2:

Pending issues in the last academic year: Chairperson Principal Dr. Padma Rangan asked the IQAC coordinator is there any issues are pending?

- a. Dr. Eknath Zhrekar mentioned that Alumni documentation is not done properly so we need to update. This includes Alumni Notices and its minutes. Only activity reports are submitted on time to time.
- b. The magazine for the academic year 2019-20 is still not finalized. The chairperson (Magazine Committee) Dr. Anaya Markandeya said it is in process and it will be finalized very soon. Because of lockdown and no face to face communication, it caused a delay.

Point 3:

Preparation of Academic Calendar: The University of Mumbai has issued guidelines stating only the start of online lectures from 7th August, 2020. University of Mumbai has not yet given any information with regards to academic calendar. Hence the IQAC Coordinator Dr. Eknath Zhrekar proposed that we will prepare Academic Calendar for the month of August, September and October. He also mentioned that only online lectures are not sufficient in this pandemic, hence need to be added webinars for Faculty/ students, Cultural activities (Online) etc.

The Academic Calendar for 3 months ended October, 2020 is as under:

Month	Activities
August	Online lectures
September, 2020	1 st week: Online lectures Teachers Day and Onam celebrations 2 nd Week: Online lectures Orientation for F.Y.B.Com and online training with regards to online lectures on Google meet and use of Google Classroom 3 rd Week: Online lectures to be started for F.Y.B.com as well as other classes online lectures to be continued 4 th Week: Online lectures and one webinar for students/ Faculty
October, 2020	1 st week: Webinar by the Alumni on Mental Health for the students of MNDC Online Lectures to be continued 2 nd Week: Online Lectures and MCQ practice questions for last year T.Y.B.Com students 3 rd Week: Online lectures Online Inter Collegiate Cultural activities 4 th Week: Online Lectures

It is also recommended to the faculty members that only online lectures are not sufficient, we need to take regular test also. Hence all the faculties are requested to prepare MCQ for students to practice. Also faculties can give Assignment in Google Classroom and submit the lecture notes in the Google Classroom.

Point 4:

Allocation of working committees: The following are the working committees and the respective incharge and members:

<i>Name of Committee</i>	<i>Name of the Incharge</i>
NCC	Chairperson- Dr. Lata Krishnan Member: Asst. Prof. Tushar Pawar Member: Mrs. Sajida Shaikh (From Junior College)
NSS	Assoc. Prof. Dr. Lata Krishnan (Sr. PO) Asst. Prof. Dr. Anaya Markandeya (Second PO) Member: Mrs. Parveen Arif
Sports (Indoor Games Only)	Chairperson: Dr. Eknath K. Zhrekar Member: Asst. Prof. Tushar A. Pawar Asst. Prof. Anaya Markandeya
Students Council	Chairperson: Dr. Lata Krishnan Member: Mrs. Parveen Arif
Cultural	Chairperson: Asst. Prof. Harsh D. Shukla Member: Asst. Prof. Tushar A. Pawar Asst. Prof. Dr. Anaya Markandeya
Placement Cell	Chairperson: Dr. Lata Krishnan Member: Dr. Eknath K. Zhrekar Asst. Prof. Anaya Markandeya Asst. Prof. Tushar Pawar Asst. Prof. Harsh Shukla Asst. Prof. Parveen Arif (Librarian)
Library	Chairperson: Asst. Prof. Dr. Anaya Markandeya Member: Mrs. Parveen Arif Dr. Eknath K. Zhrekar Student Representative: _____
Magazine	Chairperson: Asst. Prof. Dr. Anaya Markandeya Member: Dr. Eknath K. Zhrekar Asst. Prof. Tushar A. Pawar
Discipline	Chairperson: Asst. Prof. Dr. Anaya Markandeya Member: Asst. Prof. Tushar A. Pawar Mrs. Parveen Arif Mr. Ashish Rai (Administrative Staff)
Examination	Chairpersons: Asst. Prof. Harsh D. Shukla - F.Y.B.Com + Moderation Dr. Lata Krishnan- S.Y.B.Com + Moderation Dr. Eknath K. Zhrekar- T.Y.B.Com (Applied Component) +

	Moderation Asst. Prof. Dr. Anaya Markandeya and Dr. Eknath K. Zhrekar - T.Y.B.Com Study Camp and Preliminary Examination Asst. Prof. Tushar A. Pawar - ATKT Examination + Moderation
Unfair Means	Chairperson: Dr. Eknath K. Zhrekar Member: Mrs. Parveen Arif Asst. Prof. Tushar Pawar
Alumni	Chairperson: Asst. Prof. Harsh D. Shukla Student Representative: President and Secretary Member: Assoc. Prof. Dr. Lata Krishnan Asst. Prof. Parveen Arif (Librarian) Asst. Prof. Dr. Eknath Zhrekar (For Accounting)
Time Table	Chairperson: Dr. Eknath K. Zhrekar Member: Asst. Prof. Dr. Anaya Markandeya Asst. Prof. Harsh Shukla
Admission – F.Y.B.Com	Chairperson: Dr. Padma Rangan Member: Assoc. Prof. Dr. Lata Krishnan Asst. Prof. Parveen Arif Mr. Ashish Rai (Senior Clerk) Mr. Ajit Pandey (Senior Clerk)
Admission – S.Y.B.Com	Chairperson: Dr. Padma Rangan Member: Asst. Prof. Dr. Anaya Markandeya Assoc. Prof. Dr. Lata Krishnan Asst. Prof. Parveen Arif Mr. Ashish Rai (Senior Clerk) Mr. Ajit Pandey (Senior Clerk)
Admission – T.Y.B.Com	Chairperson: Dr. Padma Rangan Member: Dr. Eknath K. Zhrekar Assoc. Prof. Dr. Lata Krishnan Asst. Prof. Parveen Arif Mr. Ashish Rai (Senior Clerk) Mr. Ajit Pandey (Senior Clerk)
Women development Cell	Chairperson: Mrs. Parveen Arif Member: Assoc. Prof. Dr. Lata Krishnan Asst. Prof. Dr. Anaya A. Markandeya Asst. Prof. Dr. Eknath Zhrekar Mr. Dinesh Kunder (Junior Clerk)
Grievance Cell/ Sexual	Chairperson: Dr. Padma Rangan

Harassment and Anti Ragging Committee	Member: Dr. Eknath K. Zhrekar Dr. Lata Krishnan Mrs. Parveen Arif Mr. Dharmendra Sonawane Mr. Ajit Pandey
College Development Committee	Dr. K.M. Vasudevan Pillai – Management Chairperson: Dr. Padma Rangan- Principal Member: Assoc. Prof. Dr. Lata Krishnan- Senior Prof. Asst. Prof. Dr. Eknath K. Zhrekar- IQAC Coordinator Asst. Prof. Dr. Anaya A. Markandeya Asst. Prof. Tushar A. Pawar Asst. Prof. Harsh D. Shukla Mrs. Parveen Arif Mr. Dharmendra Sonawane- Administrative
Special cell	Chairperson: Dr. Eknath Kundlik Zhrekar Member: Asst. Prof. Tushar Pawar Mr. Dharmendra Sonawane (OS)
Research and Development And Avishkar Research Convention	Chairman: Asst. Prof. Harsh D. Shukla Members: Dr. Lata Krishnan Dr. Eknath K. Zhrekar Asst. Prof. Dr. Anaya Markandeya Asst. Prof. Tushar Pawar Asst. Prof. Parveen Arif
Collaborative Programs	Chairperson: Dr. Padma Rangan Member: Dr. Lata Krishnan Dr. Anaya Markandeya Asst. Prof. Tushar A. Pawar Asst. Prof. Harsh D. Shukla
Prospectus and College Information Committee	Chairman: Dr. Padma Rangan – Principal Members: Dr. Eknath K. Zhrekar- IQAC Coordinator Assoc. Prof: Dr. Lata Krishnan- HOD, Commerce Asst. Prof. Tushar Pawar- EVS Department Mr. Dharmendra Sonawane- Office Superintendent Mr. Ashish Rai - Senior Clerk
Note: The Standard Operating Procedure for all committees has to be prepared by the respective committee chairperson	

Point 5:

Collection of feedback from students and faculties with regards to Online Lectures: The IQAC coordinator informed that though we are taking online lectures, there will be some problems which are facing by the students and teachers. These issues are to be address as early as possible. Hence we required to take feedback from students as well as teachers of our college. He said somebody to take the lead for preparation of Google Questionnaire.

Dr. Anaya Markandeya and Asst. Prof. Harsh Shukla came forward and agreed to take the lead. They said they will prepare and finalized the Google Questionnaire by 10th September, 2020.

Point 6:

Planning for further Online lectures:

As per as University of Mumbai guidelines is concern, Initially University of Mumbai has not issued any guidelines for conducting inline lectures, so IQAC of the college instructed to take 2 lectures per day. But now in new circular it is clearly stated that every college supposed to take 3 to 5 lectures per day of 50 minutes each. Hence IQAC advise Time Table committee to make the new time table and take atleast 3 lectures per day of 50 minutes each. And after every lecture give a break of 10 minutes so that the function of the lectures will be properly.

Point 7:

Form a group for Mentor and Mentee: As per the practice by the IQAC of the college and Circular by the University of Mumbai, this year also we have form a Mentor and Mentee groups. This will help us to solve the problems which are face by the students.

Hence the following are the Mentor and Mentee groups:

Class Teachers and Mentor	Chairpersons: FYBCOM (A)- Asst. Prof. Tushar A Pawar FYBCOM (B)- Asst. Prof. Harsh D. Shukla SYBCOM (A)- Assoc. Prof. Dr. Lata Krishnan SYBCOM (B)- Asst. Prof. Dr. Anaya A. Markandeya TYBCOM- Asst. Prof. Dr. Eknath K. Zhrekar
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Pont 8:

Any other matter with the permission to chair:

IQAC Coordinator Dr. Eknath Zhrekar, mentioned that for the smooth functioning of the college, the regular meetings by the Principal, Head of departments and committee chairperson has to be taken. He also mentioned that atleast 2 meetings in each semester has to be taken for smooth functioning.

He also mentioned that every teacher is required to keep their records ready (If any authority ask for the same) with regards to action taken in the COVID-19 lockdown period like Webinars

attended, webinars organized, Online lectures taken, Research papers written, Any Publications etc.

The meeting ended at 10.00 pm.

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NOTICE

Date: 30th October, 2020

All the IQAC members of our college are hereby informed that the meeting of IQAC for the academic year 2020-21 will be held on 2nd November, 2020, Monday at 08.00 pm through online mode (Zoom). The link of the meeting will send one day before the meeting.

Agenda:

9. To read and approve the minutes of last meeting (Dated on 6th September, 2020)
10. To prepare and submission of AQAR for the Academic Year 2019-20
11. To prepare Academic Calendar Till 31st December, 2020
12. To plan for Parents Teacher meeting (Online)
13. To use of N-list resources for Research and Teaching
14. To accept and processed CAS file for:
 - a. Mrs. Parveen Arif- Stage 2 to 3 (Librarian)
 - b. Asst. Prof. Dr. Eknath Zhrekar- Stage 2 to 3
 - c. Asst. Prof. Dr. Anaya Markandeya- Stage 2 to 3
15. Any other matter with the permission to chair

IQAC Chairperson
Principal Dr. Padma Rangan

IQAC Coordinator
Dr. Eknath K. Zhrekar

Name	Signature	Name	Signature

MINUTES FOR IQAC MEETING HELD ON 02ND NOVEMBER, 2020, MONDAY

The following are the minutes of the IQAC meeting held on 02nd November, 2020 at 8.00 pm through online mode (Zoom Platform), under the chairmanship of Principal Dr. Padma Rangan. All the members are hereby requested to read and approve the same. Suggestions if any are welcome.

Following members were present during IQAC meeting.

1. Principal Dr. Padma Rangan
2. Dr. Eknath K. Zhrekar- IQAC Co-ordinator
3. Dr. Lata Krishnan- Member
4. Dr. Anaya Markandeya- Member
5. Asst. Prof. Tushar Pawar- Member
6. Asst. prof. Harsh Shukla- Member
7. Mr. Ashish Rai- Member
8. Mrs. Parveen Arif- Member

Principal Dr. Padma Rangan welcomes all the members of IQAC for the meeting. IQAC coordinator Dr. Eknath Zhrekar also welcome all the members for IQAC the meeting. Meeting started at 8.05 pm.

Point 1:

IQAC Coordinator Dr. Eknath Zhrekar read the minutes of IQAC meeting which was held on 6th September, 2020 through online mode. All presented IQAC members, approved the minutes.

Point 2:

IQAC Coordinator Dr. Eknath Zhrekar insist all the AQAR Criterion in-charge to complete their criterion latest by 20th November, 2020. So that the final checking will be done well in advance. After submission of all the criterion and checking, Dr. Eknath Zhrekar will submit the AQAR for the Academic year 2019-20 before 31st December, 2020.

Point 3:

Regarding the Academic calendar, the University of Mumbai has not yet sent the Academic Calendar for the year 2020-21, so it was decided that the Academic calendar will be prepared till 31st December, 2020. It was also suggested that the Examination for final year students of Academic Year 2020-21 shall also be included (on Assume that the Exam will be held in December, 2020) in the Academic calendar 2020-21.

The IQAC Coordinator suggested that the feedback on Online Exam and Online lectures shall be taken from the students as well as from teachers, so that the further functioning can be planned or can be modify if necessary.

Asst. Prof. Tushar Pawar suggested separate feedback form shall be preparing for separate classes so that the proper analysis and action can be taken. 18th November, 2020 last date for the feedback form collection was decided.

Point 4:

All the teaching staff suggested to hold a Parents Teachers Meeting in Online mode. The purpose of the meeting was to inform the parents about Online Lectures, Activities and Examination.

It was decided that the meeting to be held before 19th December, 2020. It was further suggested that On One Day One class to be called. All teachers are requested to prepare a plan for online meeting and is to be inform Principal madam.

Point 5:

IQAC Coordinator Dr. Eknath Zhrekar informed all the teaching staff to use the N-List for the Teaching Learning and Research purpose. The college has subscribed the facility so we must avail the facility and take the benefit of the same.

All the teachers requested to provide the training regarding how to operate and use the N-List. The responsibility for the training to staff was given to Mrs. Parveen Arif (Librarian) and Mrs. Jayshree Venugopal. The training program scheduled after Diwali vacation.

Point 6:

CAS proposal of following teachers were due for Stage 2 to Stage 3:

- a. Dr. Eknath K Zhrekar
- b. Dr. Anaya Markandeya and
- c. Mrs. Parveen Arif

Principal Dr. Padma Rangan directed to teachers to prepare the CAS file. The CAS file needed to submit on or before 31st December, 2020. After submission of the file Checking will be done by IQAC of the college. If all found correct and are eligible for promotion, online application has to be submitted. It was also informed that the CAS processing fees will be reimburse from the college.

Point 7:

IQAC coordinator informed to cultural incharge to conduct Online Inter Collegiate cultural Competition. Asst. prof. Harsh Shukla agreed and ready to conduct inter collegiate competition after in the month of January, 2021.

Meeting ended at 9.40 pm.

Mahatma Education Society's
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24th April, 2021

NOTICE

All the IQAC members are hereby informed that the IQAC meeting will be conducted on Tuesday, 27th April, 2021 at 5 p.m. to discuss the following points.

1. To read and approve the minutes of last IQAC meeting dated 20th November, 2020, Monday.
2. To plan the activities to be conducted in the month of May, 2021.
3. To discuss the strategy to conduct Students' Satisfaction Survey for the academic year 2020-21.
4. Any other matter with the permission of the Chair.

The ZOOM link for the meeting will be shared 15 minutes before the scheduled time. Attendance is mandatory.

Dr. Eknath K. Zhrekar
I/C Principal

Asst. Prof. Dr. Anaya A. Markandeya
IQAC Coordinator

Name	Signature	Name	Signature

MINUTES OF THE IQAC MEETING HELD ON TUESDAY, 27TH APRIL, 2021

The IQAC meeting was held on Tuesday, 27th April, 2021 at 5.00 p.m. on ZOOM platform under the chairmanship of I/c Principal Dr. Eknath Zhrekar.

Following members were present during IQAC meeting.

1. I/c Principal Dr. Eknath K. Zhrekar
2. Dr. Anaya Markandeya - IQAC Coordinator
3. Dr. Lata Krishnan- Member
4. Asst. Prof. Tushar Pawar- Member
5. Asst. Prof. Harsh Shukla- Member
6. Mr. Ashish Rai- Member
7. Mrs. Parveen Arif- Member

All the members of IQAC are hereby requested to read the minutes of said meeting and approve the same. Suggestions are welcome.

The following points were discussed and decisions were taken.

Point 1

Dr. Anaya Markandeya , IQAC coordinator requested Dr. Eknath Zhrekar to guide on the feedback system to be implemented to collect feedback from students, teachers, alumni and parents for the academic year 2020-21.

Point 2

Dr. Eknath Zhrekar and all members suggested the points to be incorporated in the feedback form like Student Satisfaction Survey on admission procedure, conduct of online lectures, teachers' involvement in online lectures, webinars, co-curricular activities conducted online, examinations, declaration of results and library facilities.

It was suggested to refer to the templates on the NAAC website for teachers' feedback.

Point 3

The pending activities for the year 2020-21 were allotted to the following teachers.

- a. A webinar on Intellectual Property Rights - Asst. Prof. Harsh Shukla
- b. A webinar for non-teaching staff on Use of Google Applications under Professional Development and Administrative Training Programme - Asst. Prof. Tushar Pawar
- c. A webinar on ITR for non-teaching staff- Dr. Ekanth Zhrekar.

The teachers in charge were instructed to conduct the above activities on or before 30th June, 2021.

Meeting ended at 6.30 p.m.

IQAC Chairperson

I/C Principal Dr. Eknath Zhrekar

IQAC Coordinator

Dr. Anaya A. Markandeya