

Mahatma Education Society's
MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE
Chembur Naka, Mumbai 400071

17th June, 2022

NOTICE

All the IQAC members are hereby informed that the IQAC meeting will be conducted on **Saturday, 25th June, 2022 at 3.30 p.m. in the staffroom (Room No. 202)** to discuss the following points.

1. To approve the minutes of the meeting conducted on **Tuesday, 10th May, 2022**
2. To review the activities of last academic year.
3. To plan the academic calendar for the year 2022-23.
4. Preparation of AQAR 2021-22.
5. NAAC documentation work status
6. Submission of CAS files of 2021-22.
7. Approval of time table for the academic year 2022-23.
8. To plan the Mentor-Mentee system for the academic year 2022-23.
9. Any other matter with the permission of the Chair.

Attendance is mandatory.

Dr. Eknath K. Zhrekar
I/C Principal

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

Name	Signature	Name	Signature

Minutes of Meeting Held on Saturday, 25th June,2022

The minutes of the IQAC meeting held on 10th May, 2022 were read by the IQAC coordinator Dr. Anaya A. Markandeya and the same were approved by the all members of the IQAC. Following members were present for the meeting.

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

POINT 1

The analysis of feedback taken for the academic year 2021-22 was asked to be submitted by the teacher in charge as follows;

- Students Satisfaction Survey: Dr. Anaya A. Markandeya
- Alumni feedback: Dr. Harsh Shukla
- Peer to peer feedback: Asst. Prof. Tushar Pawar

POINT 2

The chairperson of Women Development Cell Ms. Parveen Arif was asked to submit the list of activities to be conducted during the academic year 2022-23. She was also asked to form the POSH committee as per the norms of University of Mumbai.

POINT 3

It was discussed and decide in the meeting that the Academic Audit and Gender Audit would to be conducted by the end of July 2022 or first week of August.

POINT 4

Ms.Parveen Arif, librarian was asked to organised library activities during the academic year 2022-23. Ms. Parveen Arif proposed to conduct a Book Exhibition on 29th June, 2022 for students and teachers.

POINT 5

It was decided that the AQAR for the academic year 2021-22 to be submitted by the criterion in charge on or before 16th August, 2022. Principal Dr. Eknath Zhrekar expressed his plan to submit

the AQAR for 2022-23 by June 2023. Further he also told the members about the possibility of utilisation of May 2023 vacation for the purpose of NAAC documentation and preparation of AQAR 2022-23. In this connection all criterion n charge were once again requested to prepare the checklists and start the documentation work.

The members present requested Principal to circulate the updated SSR copies for their reference.

POINT 6

The members were reminded and requested to submit their CAS files for the year 2021-22 on or before 31st August, 2023.

POINT 7

The Time Table committee was asked to prepare the class time table for the academic year 2022-23 on or before 2nd August, 2022. Further, it was also instructed to allot the time slot of 5.00 p.m. to 5.45 p.m. for Mathematics in the regular time table.

POINT 8

It was decided in the meeting that the Mentor-Mentee batches would remain the same as last academic year.

Class	Mentor
F.Y.B. Com (A)	Asst. Prof. Tushar Pawar
F.Y.B.Com. (B)	Dr. Harsh Shukla
S.Y.B.Com.	Assoc. Prof. Dr. Lata Krishnan (50% of total admissions)
S.Y.B.Com.	Dr. Anaya A. Markandeya (50% of total admissions)
T.Y.B.Com.	Principal Dr. Eknath Zhrekar

POINT 9

It was decided in the meeting that the registration of students on Anti-Ragging portal of Government would be the responsibility of respective class teachers.