

IQAC Meeting no. 12 Agenda

Quarter III IQAC meeting for AY 2021-2022 on 11th January 2022 at 3.00 p.m. in Chroma Room, 3rd Floor UPG College.

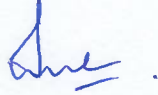
The agenda for the meeting is as follows:

1. Read and confirm the Minutes of the meeting held on 18th October 2021.
2. Review Action Taken Report of the meeting held on 18th October 2021.
3. Review status on Criterion wise quantitative and qualitative metrics.
4. Approval of IIQA application draft before submission.
5. Discussion on SSR Submission strategy.
6. Any other matter, with permission of the Chair, Principal Dr. Anju Kapoor.

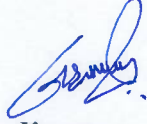
Kindly confirm your presence for the meeting.

Best Regards,

Smruti Nanavaty
IQAC Coordinator
(9820588518)



Lokesh Tardalkar
IQAC Assistant Coordinator
(9820990389)



Internal Quality Assurance Cell

SVKM's Usha Pravin Gandhi College of Arts, Science & Commerce

Academic Year 2021-2022

Minutes of Term Meeting Dated 11th January 2022

Time: 3.00 pm to 4.30 pm

Place: Room No 5, Third Floor

Following members attended the meeting

Sr. No.	Name of the members	Representation on IQAC
1.	Shri Harshadbhai Shah	Management Representative
2.	Dr. A. Kapoor	HOI, Chairperson
3.	Smt. Smruti Nanavaty	IQAC Coordinator
4.	Shri Lokesh Tardalkar	Assistant –Coordinator
5.	Smt. Swapnali Lotlikar	Senior Teacher
6.	Dr. Navita Kulkarni	Senior Teacher
7.	Smt. Madhuvanti Date	Senior Teacher
8.	Shri Sriram Deshpande	PG Approved Teacher
9.	Shri Abhijeet Mohite	Teacher Representative
10.	Shri Bhupendra Kesaria	Teacher Representative
11.	Smt. Dipali Vichare	Administration
12.	Smt. Kalika Kherdikar	Administration
13.	Shri Meet Patel	Post Graduate Student
14.	Shri Vishal Ranka	General Secretary, Students' Council


Leave of Absence

Sr. No.	Name of the members	Representation on IQAC
1.	Shri Amit Sheth	Industry Expert

Minutes of the Meetings

- I. IQAC Coordinator welcomed everyone and then the leave of absence was granted to the members who asked for the same. (Mentioned above)
- II. IQAC Coordinator then started the meeting by taking up first item on the agenda i.e. reading and confirmation of the minutes of IQAC meeting held on 18th October 2021
- III. After reading the minutes the IQAC Coordinator took up the second item on the agenda i.e. reviewing the action taken report of the meeting of IQAC held on 18th October 2021.
- IV. After this, the IQAC Coordinator took up the third item on the agenda i.e., reviewing the status on criterion wise quantitative and qualitative metrics. Prof. Sriram Deshpande, NAAC Coordinator for Cycle 2, then proceeded with his presentation on criterion wise summary. He informed the IQAC about the status of documentation of each criterion. Based on his presentation, various points regarding the documentation emerged in which few queries regarding the uploading of the data on college server were raised. NAAC Coordinator, with valuable inputs from IQAC Coordinator, was able to provide satisfactory response to the query raised.
- V. IQAC Coordinator further proceeded with fourth item on the agenda i.e., approval of IIQA application draft before submission. Prof. Sriram Deshpande, NAAC Coordinator, Cycle 2, presented the IIQA Application draft by logging in to the NAAC HEI Portal. IQAC Members were taken through the entire draft and the same was approved by all for the submission.
- VI. IQAC coordinator further proceeded with fifth item on the agenda i.e., discussion on SSR submission strategy. Prof Sriram Deshpande, NAAC Coordinator, Cycle 2, presented the SSR submission strategy before IQAC. The strategy included points on data collection for SSR quantitative metrics, drafting qualitative metrics, documentation strategy for both quantitative and qualitative metrics, criterion wise review plan and data entry in the portal deadlines. The strategy was well received by IQAC and was approved for its implementation.
- VII. The meeting was adjourned at this juncture by the HOI and IQAC Chairperson.
No action required.

It was unanimously agreed in the meeting that all the proceedings of the meeting shall be tabled to CDC which was to be held on 26th March 2019, for approval and further changes and suggestions.


IQAC CO-ORDINATOR
SVKM'S
IQAC Coordinator
USHA BRAJIN GANDHI COLLEGE OF ARTS,
SCIENCE AND COMMERCE
Ms. Smriti Nanavaty
VILE PARLE (WEST), MUMBAI - 400 056


PRINCIPAL
SVKM'S
Principal
USHA BRAJIN GANDHI COLLEGE OF ARTS,
SCIENCE AND COMMERCE
Dr. Anju Kapoor
VILE PARLE (WEST), MUMBAI - 400 056

Internal Quality Assurance Cell

SVKM's Usha Pravin Gandhi College of Arts, Science & Commerce

Academic Year 2021-2022

Action Taken Report for Meeting Dated 11th January 2022

Following matters was discussed with respect to the agenda and action taken based on discussion in the meeting--

- I. IQAC Coordinator welcomed everyone and then the leave of absence was granted to the members who asked for the same. (Mentioned above)

No Action required

- II. IQAC Coordinator then started the meeting by taking up first item on the agenda i.e. reading and confirmation of the minutes of IQAC meeting held on 18th October 2021

Action: Minutes were read by all the members, approved and signed.

- III. After reading the minutes the IQAC Coordinator took up the second item on the agenda i.e. reviewing the action taken report of the meeting of IQAC held on 18th October 2021.

Action: The action taken report was presented before the members and some issues were taken up for further discussion.

- IV. After this, the IQAC Coordinator took up the third item on the agenda i.e., reviewing the status on criterion wise quantitative and qualitative metrics. Prof. Sriram Deshpande, NAAC Coordinator for Cycle 2, then proceeded with his presentation on criterion wise summary. He informed the IQAC about the status of documentation of each criterion. Based on his presentation, various points regarding the documentation emerged in which few queries regarding the uploading of the data on college server were raised. NAAC Coordinator, with valuable inputs from IQAC Coordinator, was able to provide satisfactory response to the query raised.

Action: Since this item on the agenda was only about reviewing the status, there was no action required.

- V. IQAC Coordinator further proceeded with fourth item on the agenda i.e., approval of IIQA application draft before submission. Prof. Sriram Deshpande, NAAC Coordinator, Cycle 2, presented the IIQA Application draft by logging in to the NAAC HEI Portal. IQAC Members were taken through the entire draft and the same was approved by all for the submission.

Action: IIQA was submitted on 20th January 2022.

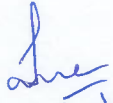
- VI. IQAC coordinator further proceeded with fifth item on the agenda i.e., discussion on SSR submission strategy. Prof Sriram Deshpande, NAAC Coordinator, Cycle 2, presented the SSR submission strategy before IQAC. The strategy included points on data collection for SSR quantitative metrics, drafting qualitative metrics, documentation strategy for both quantitative


and qualitative metrics, criterion wise review plan and data entry in the portal deadlines. The strategy was well received by IQAC and was approved for its implementation.

Action: Prof Sriram Deshpande, NAAC Coordinator, Cycle conducted an online meeting with all the criterion heads on 19th January 2022 to discuss the SSR submission strategy. A virtual team with the title “Criteria Heads, NAAC Cycle 2” was created by Prof. Sriram in February 2022 to facilitate the document accumulation at one point to ensure smooth submission.

- VII. The meeting was adjourned at this juncture by the HOI and IQAC Chairperson.
No action required.

It was unanimously agreed in the meeting that all the proceedings of the meeting shall be tabled to CDC which was to be held on 26th March 2019, for approval and further changes and suggestions.


06/04/2022
IQAC Coordinator
SVKM's
Ms. Spruti Nanavaty
USHA PRADIN GANDHI COLLEGE OF ARTS,
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