

Minutes of the IQAC meeting held at PTVA's Institute of Management on Friday, October 6, 2017 at 4:00 pm

Annexure: List of Attendees

- Dr. Snehalata Deshmukh requested Dr. Tejashree Deshmukh to start the meeting.
- Dr. Tejashree Deshmukh presented a few points of Criterion VI of QIF as per NAAC manual of affiliated colleges that needed deliberation.
- While she was presenting a point regarding Perspective/Strategic Plan of the Institute, Dr. Snehalata Deshmukh suggested that Dr. Tejashree should study the proposed Perspective Plan of the University of Mumbai while preparing one for the Institute. She asked Dr. Tejashree to contact her for the same.
- Dr. Snehalata Deshmukh suggested that we can think of introducing new courses at our Institute as a part of Strategic Plan.
- Six points to be covered in our strategic plan that were presented, were accepted by the committee.
- The organogram of the Institute presented by Dr. Tejashree was accepted by the committee after a brief deliberation.
- While deliberating the performance appraisal system at the Institute, it was decided that the appraisal of the teaching staff should include self-appraisal, superior appraisal, peer appraisal and students' appraisal while that of non-teaching staff should include self-appraisal, superior appraisal and peer appraisal. Dr. Tejashree was given the responsibility of developing the appraisal forms for this purpose.
- It was suggested by Mr. Mohan Tanksale that we should first identify Key Result Areas (KRA) and define them properly before beginning the process of performance appraisal.
- He was told that we are already in the process of defining KRAs as a part of our ISO certification process and Dr. Snehalata Deshmukh is guiding Dr. Tejashree regarding it.
- When Dr. Tejashree informed the committee that CA Ajit Joshi has recommended a discussion on Criteria 6.4.1 and 6.4.3 with the Management to finalise these points, she was told by CA Anil Ganu and Dr. Snehalata Deshmukh to inform CA Ajit to meet Ganu Sir to discuss these points.
- Mrs. Trupti Gupte presented Criterion II. She sought the suggestions from the committee regarding addition of adjunct faculty members to the list of full-time faculty members as advised by Dr. Harish Kumar Purohit as a part of Criterion II. She was advised to add them to this list.
- CA Anil Ganu suggested that we should set our own target regarding the quality of teaching faculty members, maybe in the form of number of Ph. D. holders as full time teachers in our Institute.
- CA Sushrut Chitale suggested that every detail that we are submitting in the QIF, should be checked properly for internal documentation.
- Mr. Jigar Patel sought guidance regarding the mechanism to deal with examination related grievances and transparency including re-evaluation of the marks awarded, photocopies of the answer-books on the request by the student for an End Term Examination. He mentioned a new Vice Chancellor's directive regarding issuing




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photocopy and revaluation of marks to be made available for internal assessment exams as well.

- Dr. Kavita Laghate clarified that circular by Vice Chancellor is about students applying for the photocopies of the mark-sheet without specifying internal or university examination.
- Dr. Snehalata Deshmukh told Mr. Jigar Patel to show the concerned circular to her.
- When Mr Jigar Patel sought guidance regarding Metric No. 2.6.2 of QIF of NAAC manual for affiliated colleges, Dr. Snehalata Deshmukh told him that she will get the point clarified.
- CA Sushrut Chitale asked if there is any system through which we know how many points we get for a particular metric number.
- Mr. Mohan Tanksale suggested that we should go for self-evaluation.
- CA Anil Ganu suggested that we can request the principals of Sathaye College, Dahanukar College and Mulund College to evaluate our NAAC QIF report as they all visit other institutes as NAAC panellists.
- Dr. Snehalata Deshmukh will be arranging for Mock NAAC audit, once the report is ready.
- While presenting 2.7, Mr. Jigar Patel informed the committee that as per new guidelines, we should conduct online student satisfaction survey with respect to teaching learning process. Dr. Kavita Laghate suggested that 20% students should be covered by this survey.
- Dr. Harish Kumar Purohit informed the meeting that as per new guidelines of AICTE, an Institute is required to make a provision regarding grievance handling mechanism on the website of the institute and AICTE has suggested 3 vendors for this purpose.
- Mr. Jigar Patel was told to find out the cost of this mechanism to be installed on the portal of our Institute.
- CA Anil Ganu inquired about the development regarding alumni formation and was told by Mr. Utpal Samant that alumni engagement has already started.
- Dr. Snehalata Deshmukh informed the committee that emails were sent to all out alumni by Mr. Chandrakant Khendkar.
- Mr. Mohan Tanksale suggested that we can make our current students work on an assignment of contacting our alumni and finding their relevant details.
- CA Anil Ganu opined that the timeline for completing every criterion of QIF for NAAC should be decided. Mr. Mohan Tanksale added to this point by saying that we can work backwards to find out what information we need and then start compiling this information.
- CA Anil Ganu asked Dr. Tejashree Deshmukh to prepare a table regarding the timeline on a priority basis and email it to everyone:
- Timeline decided for the criteria not discussed during this meeting:

Criterion	Ownership	Timeline
I	Mrs. Trupti Gupte	November 7, 2017
III	Mrs. Sucheta Pawar	November 5, 2017
IV	Mr. Utpal Samant	October 30, 2017
V	Mrs. Shalini Kakkar	November 15, 2017
VII	Mr. Anand Hindolia/Mr.	November 6, 2017



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	Abhishek Deokule	
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- The meeting ended with a vote of thanks.

Actionable Plans:

1. Dr. Tejashree to study the proposed Perspective Plan of the University of Mumbai while preparing one for the Institute and to contact Dr. Snehalata Deshmukh regarding the same.
2. Introducing new courses at our Institute as a part of Strategic Plan.
3. Dr. Tejashree to develop the appraisal forms for teaching and non-teaching staff members of the Institute.
4. KRAs to be identified and defined for the purpose of performance appraisal.
5. CA Ajit to meet CA Anil Ganu to discuss metric no. 6.4.1 and 6.4.3.
6. Names of adjunct faculty members to be added to the list of full-time faculty members in Criterion II.
7. Mr. Jigar Patel to show the new Vice Chancellor's directives regarding photocopy of marks to Dr. Snehalata Deshmukh.
8. Mr Jigar Patel to seek guidance regarding Metric No. 2.6.2 from Dr. Snehalata Deshmukh.
9. Mock NAAC audit to be arranged, once the QIF report is ready.
10. To conduct online student satisfaction survey with respect to teaching learning process from 20% students.
11. Mr. Jigar Patel to find out the cost of grievance handling mechanism to be installed on the portal of our Institute.
12. Our current students to work on an assignment of contacting our alumni and finding their relevant details.
13. Dr. Tejashree Deshmukh to prepare a table regarding the timeline on a priority basis and email it to everyone.
14. Timeline decided for the criteria not discussed during this meeting:

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**Actionable Plans discussed in the IQAC meeting
held on October 6, 2017 and their Ownership & Timeline**

Sr. No.	Actionable Plan	Ownership	Timeline
1	To study the proposed Perspective Plan of the University of Mumbai while preparing one for the Institute and to contact Dr. Snehalata Deshmukh Madam regarding the same.	Dr. Tejashree Deshmukh	Done
2	To introduce new courses at our Institute as a part of Strategic Plan.	Dr. Harish Kumar Purohit/Dr. Tejashree Deshmukh	Initiated
3	To develop the appraisal forms for teaching and non-teaching staff members of the Institute.	Dr. Tejashree Deshmukh	Prepared
4	KRAs to be identified and defined for the purpose of performance appraisal.	Dr. Tejashree Deshmukh	Done
5	To meet CA Anil Ganu Sir to discuss metric no. 6.4.1 and 6.4.3.	CA Ajit Joshi	Done
6	Names of adjunct faculty members to be added to the list of full-time faculty members in Criterion II.	Mrs. Trupti Gupte	Done
7	To show the new Vice Chancellor's directives regarding photocopy of marks to Dr. Snehalata Deshmukh Madam.	Mr. Jigar Patel	One week from the meeting
8	To seek guidance regarding Metric No. 2.6.2 from Dr. Snehalata Deshmukh Madam.	Mr. Jigar Patel	One week from the meeting
9	Mock NAAC audit to be arranged, once the QIF report is ready	Mrs. Trupti Gupte	End November 2017
10	To conduct online student satisfaction survey with respect to teaching learning process from 20% students.	Mr. Jigar Patel	Within 2 months from the meeting
11	To find out the cost of grievance handling mechanism to be installed on the portal of our Institute.	Mr. Jigar Patel	Done
12	Our current students to work	Mr. Jigar Patel	Done




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	on an assignment of contacting our alumni and finding their relevant details		
13	To prepare a table regarding the timeline on a priority basis and email it to everyone.	Dr. Tejashree Deshmukh	Done



A handwritten signature in blue ink, appearing to be "Tejashree".

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