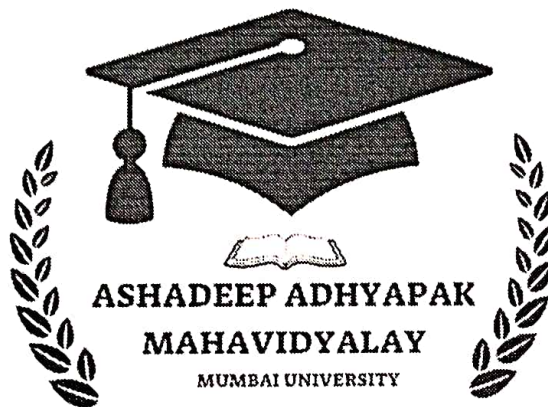


**ASHADEEP ADHYAPAK MAHAVIDYALYA (B.Ed.)
NALLASOPARA**

Affiliated to Mumbai University

Internal Quality Assurance Cell



**Minutes of IQAC Meeting
2023-2024**

Notice

Date: 30/06/2023

Dear IQAC Members,

I hope this message finds you well. This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IQAC) has been scheduled. Your presence and participation in this meeting are crucial as we will be discussing important matters related to the formation of IQAC in our institution.

Meeting Details:

Date: 30/06/2023

Time: 3.30 pm to 5.00 pm

Venue: Conference Hall

- Agenda: 1• Activities for new academic year.
2. Orientation Programme for SYBEd students
3. Orientation Programme for the faculty
4. Plan of AY 2023-2024 by HODs
5. To be ready for NAAC

Please make sure to mark your calendars accordingly and come prepared for a productive discussion. If you have any specific items or issues you would like to include in the agenda, kindly send them to me.

Your active participation and contributions are essential for the continuous improvement of our institution. If, for any reason, you are unable to attend the meeting, please inform us in advance.

Thank you for your dedication to maintaining and enhancing the quality of education at our institution. We look forward to seeing you at the meeting.

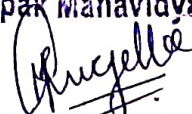
Best regards,

Mr. Deep Murzello

IQAC Coordinator

7066004160

For Ashadeep Adhyapak Mahavidyalaya


IQAC Coordinator

Minutes of IQAC meeting 2023-2024

Agenda:

1. Activities for new academic year.
2. Orientation Programme for SYBEd students
3. Orientation Programme for the faculty
4. Plan of AY 2023-2024 by HODs
5. To be ready for NAAC

A meeting of all the members of IQAC was convened on 30/06/2023 at 3.30 p.m. in the conference hall. The meeting began with a prayer. The coordinator welcomed the meeting. Dr. Vipin Kumar, Principal, presided over the meeting. The meeting evaluated that the orientation programmes for the faculty and students were well organized.

Action Taken Report:

1. Faculty Orientation programme was organized on 1 June 2023. Dr. Maria Fernandes, was the resource person.
2. An Orientation Program for the second year B.Ed. students was organised on 2 June 2023. Fr. Simon was the resource Person.

The meeting resolved to recommend the following items:

Resolutions:

1. It was decided to organize UG Induction Program for the Second-year B.Ed. students, to be commenced on 15 June 2023, consisting of motivational and orientation talks, initiation to the institution and introduction of various facilities and support systems in the college.
2. An orientation on library and information services was organized for the second-year B.Ed. students as part of initiation programme on 17-6-2023 and 20-6-2023.
3. It was decided to conduct value-added courses and certificate programme for the undergraduate students of the institution.
4. It was decided to do the needful to improve the consultancy of faculty.
5. It was suggested that parents be intimated about the absence of students in the college.
6. All the head (Administration, Academics and Student Affairs) have presented their plan for the academic year 2023-2024 which was prepared by the head of various functional committees under them.
7. NAAC Peer team visit is expected to be in the month of August/September. So all departments have started preparing the respective departments ready for NAAC Peer team visit

The members present were as follows:

Sr.No.	Name of the Member	Designation	Sign
1	Dr. Vipin Kumar Gupta – Head of the Institution	Chairperson	<i>Vipin</i>
2	Mr. William Rodrigues – Office Superintendent	Member Secretary, Senior Administrative Officer	<i>Will</i>
3	Mr. Shubham Chavan – Office Assistant	Member, Administrative Staff	<i>Shubham</i>
4	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management	<i>Maria</i>
5	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty	<i>As.</i>
6	Mrs. Vartika Katiyar – Assistant Professor	Member, Faculty	<i>Vartika</i>
7	Mrs. Sangita Gupta – Assistant Professor	Member, Faculty	<i>Sangita</i>
8	Mr. Chhabi Ram Dan Singh – Assistant Professor	Member, Faculty	<i>Chhabi</i>
9	Mrs. Mabel P. Vaz – Manager	Management Representative	<i>Mabel</i>
10	Mr. Mangesh Phansalkar – Parent	Member, Local Society	<i>Mphansalkar</i>
11	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative	<i>WS</i>
12	Miss Aaiman Khan – Chairperson, Student Council	Student Representative	<i>Aaiman</i>
13	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	Member, Industrialist	<i>JD</i>
14	Mrs. Suchi Banerjee	Nominee from Employer	<i>Suchi</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>Deep</i>

The meeting ended by proposing the vote of thanks to all IQAC members.

Principal -
Principal
ASHADEEP ADHYAPAK MAHAVIDYALAYA
Tulinj, Nalco, (East), Dist. Bhubaneswar-751009.

IQAC Coordinator
For Ashadeep Adhyapak Mahavidyalaya
IQAC Coordinator

NOTICE

Date: 18/09/2023

Dear IQAC Members,

I hope this message finds you well. This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IQAC) has been scheduled. Your presence and participation in this meeting are crucial as we will be discussing important matters related to the quality enhancement of our institution.

Meeting Details:

Date: 18/09/2023

Time: 11.30 am to 1.30 pm

Venue: Conference Hall

Agenda: 1. Interface Meetings with Departments

2. Feedback on teachers by students

3. Feedback by parents on Online classes

4. 1ST Cycle NAAC Accreditation

5. Introducing E- Library

6. Training staff to use ERP system

7. To be ready for NAAC

Please make sure to mark your calendars accordingly and come prepared for a productive discussion. If you have any specific items or issues you would like to include in the agenda, kindly send them to me.

Your active participation and contributions are essential for the continuous improvement of our institution. If, for any reason, you are unable to attend the meeting, please inform us in advance.

Thank you for your dedication to maintaining and enhancing the quality of education at our institution. We look forward to seeing you at the meeting.

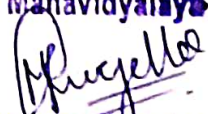
Best regards,

Mr. Deep Murzello

IQAC Coordinator

7066004160

For Ashadeep Adhyapak Mahavidyalaya


IQAC Coordinator

MINUTES OF IQAC MEETING HELD ON 18-09-2023

Venue: Conference Hall

Agenda:

1. Interface Meetings with Departments
2. Feedback on teachers by students
3. Feedback by parents on Online classes
4. 1ST Cycle NAAC Accreditation
5. Introducing E- Library
6. Training staff to use ERP system
7. To be ready for NAAC

The members present were as follows:

Sr.No.	Name of the Member	Designation	Sign
1	Dr. Vipin Kumar Gupta – Head of the Institution	Chairperson	<i>Vipin</i>
2	Mr. William Rodrigues – Office Superintendent	Member Secretary, Senior Administrative Officer	<i>Will</i>
3	Mr. Shubham Chavan – Office Assistant	Member, Administrative Staff	<i>Shubham</i>
4	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management	<i>Maria Fernandes</i>
5	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty	<i>As</i>
6	Mrs. Vartika Katiyar – Assistant Professor	Member, Faculty	<i>Vartika</i>
7	Mrs. Sangita Gupta – Assistant Professor	Member, Faculty	<i>Sangita</i>
8	Mr. Chhabhi Ram Dan Singh - Assistant Professor	Member, Faculty	<i>Chhabhi</i>
9	Mrs. Mabel P. Vaz – Manager	Management Representative	<i>Mabel</i>
10	Mr. Mangesh Phansalkar – Parent	Member, Local Society	<i>Mphansalkar</i>
11	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative	<i>Wilson</i>
12	Miss Aaiman Khan – Chairperson, Student Council	Student Representative	<i>Aaiman</i>
13	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	Member, Industrialist	<i>Johnson</i>
14	Mrs. Suchi Banerjee	Nominee from Employer	<i>Banerjee</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>Deep Murzello</i>

Action Taken Report:

1. IQAC organized an FDP entitled “Peace and Harmony in Family and Society” for all the students, parents, and faculty of the College with Fr.

- Simon, the renowned orator and life-guide, was the resource person.
2. Feedback on effectiveness on online classes was taken from faculty members to take corrective measures.
 3. Five new interactive panels were installed in classrooms and seminar halls to enhance the teaching-learning process in the college as per the recommendations of IQAC.
 4. It was decided to introduce new System of E-Library.
 5. Staff training for ERP system was done.
 6. IQAC organized training to the faculty as to how to use interactive panels for effective teaching-learning process.
 7. In order to get the institution ISO-certified, an agency was identified and task was initiated.
 8. PBAS document of several faculty members were scrutinized and recommended for promotion.
 9. Faculty applied for financial support to participate in faculty development programmes were given partial financial support.

Minutes/Resolutions:

1. It was decided to conduct Energy/Green Audit in the campers for the current academic year.
2. It was decided to collect feedback by students on faculty.
3. It was decided to collect feedback on online classes by parents.
4. 1st Cycle NAAC accreditation was discussed.
5. It was decided to do the needful to enhance the documentation software (e-governance) with additional modules and facilities to support more reports.
6. It was decided to support and encourage innovation activities and do the needful to begin Start-ups in the campus.
7. NAAC Peer team visit is in the month of October on 10th & 11th. So all departments have started preparing the respective departments ready for NAAC Peer team visit

The meeting ended by proposing the vote of thanks to all IQAC members.

Principal



Principal

ASHADEEP ADHYAPAK MAHAVIDYALAYA
Tulaj, Nallasopara (East), Dist. Thane-401209.

IQAC Coordinator

For Ashadeep Adhyapak Mahavidyalaya



IQAC Coordinator

NOTICE

Date: 20/12/2023

Dear IQAC Members,

I hope this message finds you well. This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IQAC) has been scheduled. Your presence and participation in this meeting are crucial as we will be discussing important matters related to the quality enhancement of our institution.

Meeting Details:

Date: 22/12/2023

Time: 10.00 am to 12.00 pm

Venue: Conference Hall

Agenda:

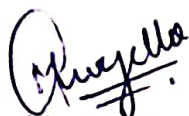
1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic quality and student performance
4. Planning for upcoming events and activities
5. Stakeholder feedback and initiatives
6. Any other business

Please make sure to mark your calendars accordingly and come prepared for a productive discussion. If you have any specific items or issues you would like to include in the agenda, kindly send them to me.

Your active participation and contributions are essential for the continuous improvement of our institution. If, for any reason, you are unable to attend the meeting, please inform us in advance.

Thank you for your dedication to maintaining and enhancing the quality of education at our institution. We look forward to seeing you at the meeting.

Best regards,



Mr. Deep Murzello

IQAC Coordinator

7066004160

Minutes of the IQAC Meeting
Time: 10:00 AM

Venue: Conference Hall

Date: December 22, 2023

Agenda:

1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic quality and student performance
4. Planning for upcoming events and activities
5. Stakeholder feedback and initiatives
6. Any other business

Attendees:

Sr.No.	Name of the Member	Designation	Sign
1	Dr. Vipin Kumar Gupta – Head of the Institution	Chairperson	<i>[Signature]</i>
2	Mr. William Rodrigues – Office Superintendent	Member Secretary, Senior Administrative Officer	<i>[Signature]</i>
s3	Mr. Shubham Chavan – Office Assistant	Member, Administrative Staff	<i>[Signature]</i>
4	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management	<i>[Signature]</i>
5	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty	<i>[Signature]</i>
6	Mrs. Vartika Katiyar – Assistant Professor	Member, Faculty	<i>[Signature]</i>
7	Mrs. Sangita Gupta – Assistant Professor	Member, Faculty	<i>[Signature]</i>
8	Mr. Chhabi Ram Dan Singh - Assistant Professor	Member, Faculty	<i>[Signature]</i>
9	Mrs. Mabel P. Vaz – Manager	Management Representative	<i>[Signature]</i>
10	Mr. Mangesh Phansalkar – Parent	Member, Local Society	<i>[Signature]</i>
11	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative	<i>[Signature]</i>
12	Miss Aaiman Khan – Chairperson, Student Council	Student Representative	<i>[Signature]</i>
13	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	Member, Industrialist	<i>[Signature]</i>
14	Mrs. Suchi Banerjee	Nominee from Employer	<i>[Signature]</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>[Signature]</i>

Proceedings:

1. **Welcome and Introduction:**
- The Chairperson welcomed all members and outlined the agenda for the meeting.
2. **Review of Previous Meeting Minutes:**
- The minutes of the meeting held on September 18, 2023, were reviewed and approved without amendments.
3. **Update on Action Items:**
- Faculty workshops have been conducted as planned.
- Feedback surveys were distributed, and preliminary results have been analysed.
- The Annual Academic Conference was successfully held.
4. **Academic Quality and Student Performance:**
- Discussion on the recent academic results and identification of areas needing improvement.
- Proposal for additional tutoring sessions and mentoring programs was put forth and agreed upon.

5. ****Planning for Upcoming Events:****

- Proposed dates for the next faculty development program were discussed.
- Plans for a cultural fest and sports day were initiated, with committees formed for each event.

6. ****Stakeholder Feedback:****

- Review of feedback from students and alumni emphasized the importance of improved infrastructure resources.
- Strategies to address these concerns were proposed, including seeking grants and donations.

7. ****Any Other Business:****

- Discussion on enhancing digital resources and online learning platforms.
- Suggestions for collaboration with other institutions for knowledge sharing were made.

Action Items:

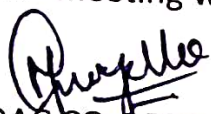
- Schedule additional tutoring sessions by 26/12/2023.
- Finalize plans for the cultural fest and sports day by 28/12/2023.
- Prepare a proposal for infrastructure improvement funding by 10/01/2024.

Next Meeting:

- The next IQAC meeting is scheduled for 25/03/2024.

Adjournment:

- The meeting was adjourned at 12.00 PM.



IQAC CO-ORDINATOR

Date: December 22, 2023

NOTICE

Date: 21/03/2024

Dear IQAC Members,

I hope this message finds you well. This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IQAC) has been scheduled. Your presence and participation in this meeting are crucial as we will be discussing important matters related to the quality enhancement of our institution.

Meeting Details:

Date: 25/03/2024

Time: 10.00 am to 12.00 pm

Venue: Seminar Hall

Agenda:

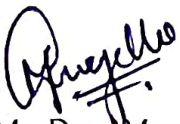
1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic performance and quality assurance initiatives
4. Planning for upcoming academic and cultural events
5. Stakeholder feedback and responses
6. Any other business

Please make sure to mark your calendars accordingly and come prepared for a productive discussion. If you have any specific items or issues you would like to include in the agenda, kindly send them to me.

Your active participation and contributions are essential for the continuous improvement of our institution. If, for any reason, you are unable to attend the meeting, please inform us in advance.

Thank you for your dedication to maintaining and enhancing the quality of education at our institution. We look forward to seeing you at the meeting.

Best regards,



Mr. Deep Murzello

IQAC Coordinator

7066004160

Minutes of the IQAC Meeting

Date: March 25, 2024

Time: 10:00 AM

Venue: Seminar Hall

Agenda:

1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic performance and quality assurance initiatives
4. Planning for upcoming academic and cultural events
5. Stakeholder feedback and responses
6. Any other business

Attendees:

Sr.No.	Name of the Member	Designation	Sign
1	Dr. Vipin Kumar Gupta – Head of the Institution	Chairperson	<i>[Signature]</i>
2	Mr. William Rodrigues – Office Superintendent	Member Secretary, Senior Administrative Officer	<i>[Signature]</i>
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14	Mrs. Suchi Banerjee	Nominee from Employer	<i>[Signature]</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>[Signature]</i>

Proceedings:

1. **Welcome and Introduction:**

- The Chairperson welcomed all members and outlined the agenda for the meeting.

2. **Review of Previous Meeting Minutes:**

- The minutes from the meeting held on December 22, 2023, were reviewed and approved without amendments.

3. **Update on Action Items:**

- **Regular Progress Reviews:** Implemented and ongoing; faculty reported improved student engagement.
- **Cultural Fest and Sports Day:** Successfully held on 28/12/2023, with positive feedback from participants.
- **Library Resource Enhancement Proposal:** Drafted and submitted; awaiting approval.

4. **Academic Performance and Quality Assurance Initiatives:**

- Analysed recent academic results; discussions on targeted interventions for low-performing subjects.
- Proposed additional mentoring sessions for students, especially for first-year enrolees.

5. **Planning for Upcoming Events:**

- Discussed dates for the next faculty development program and proposed topics based on feedback.
 - Planning for an academic seminar featuring guest speakers to enhance learning opportunities.
6. ****Stakeholder Feedback:****
- Reviewed feedback from students indicating a need for more extracurricular activities.
 - Agreed to form a committee to explore new extracurricular initiatives based on student interests.
7. ****Any Other Business:****
- Discussed potential collaborations with nearby institutions for joint workshops and events.
 - Emphasized the importance of integrating technology into curriculum delivery.

Action Items:

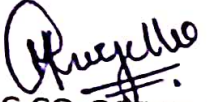
- Schedule additional mentoring sessions by [insert date].
- Finalize topics and logistics for the faculty development program by [insert date].
- Form a committee for new extracurricular initiatives by [insert date].

Next Meeting:

- The next IQAC meeting is scheduled for 15/05/2024.

Adjournment:

- The meeting was adjourned at 12.00 AM.



IQAC CO-ORDINATOR

Date: March 25, 2024

NOTICE

Date: 10/05/2024

Dear IQAC Members,

I hope this message finds you well. This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IQAC) has been scheduled. Your presence and participation in this meeting are crucial as we will be discussing important matters related to the quality enhancement of our institution.

Meeting Details:

Date: 15/05/2024

Time: 10.00 am to 12.00 pm

Venue: Seminar Hall

Agenda:

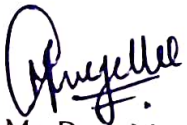
1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic performance trends
4. Planning for upcoming academic and extracurricular events
5. Review of stakeholder feedback
6. Any other business

Please make sure to mark your calendars accordingly and come prepared for a productive discussion. If you have any specific items or issues you would like to include in the agenda, kindly send them to me.

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Thank you for your dedication to maintaining and enhancing the quality of education at our institution. We look forward to seeing you at the meeting.

Best regards,



Mr. Deep Murzello

IQAC Coordinator

7066004160

Minutes of the IQAC Meeting

Date: May 15, 2024

Time: 10:00 AM

Venue: Seminar Hall

Agenda:

1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Discussion on academic performance trends
4. Planning for upcoming academic and extracurricular events
5. Review of stakeholder feedback
6. Any other business

Attendees:

Sr.No.	Name of the Member	Designation	Sign
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14	Mrs. Suchi Banerjee	Nominee from Employer	<i>[Signature]</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>[Signature]</i>

Proceedings:

1. **Welcome and Introduction:**

- The IQAC Coordinator welcomed all members and outlined the agenda for the meeting.

2. **Review of Previous Meeting Minutes:**

- The minutes from the meeting held on March 25, 2024, were reviewed and approved without amendments.

3. **Update on Action Items:**

- **Mentoring Sessions:** Additional mentoring sessions were successfully implemented and received positive feedback from students.
- **Faculty Development Program:** Conducted on 05/04/2024, with excellent participation and engagement.
- **Extracurricular Initiatives Committee:** Formed and has begun exploring new activities based on student interests.

4. **Discussion on Academic Performance Trends:**

- Reviewed the latest academic results; identified subjects needing further support and intervention.
- Proposed more targeted workshops for faculty to address specific challenges in teaching methodologies.

5. ****Planning for Upcoming Events:****

- Discussed preparations for the upcoming annual academic seminar and cultural fest.
- Established committees for event organization, with responsibilities assigned to ensure smooth execution.

6. ****Review of Stakeholder Feedback:****

- Analysed recent feedback from students and faculty; identified areas for improvement in administrative processes.
- Agreed to enhance communication channels between administration and stakeholders for better feedback collection.

7. ****Any Other Business:****

- Discussed potential partnerships with local schools for community outreach programs.
- Emphasized the need for integrating more digital tools into the teaching process.

Action Items:

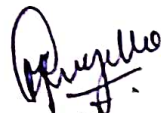
- Organize targeted workshops for faculty by 01/06/2024.
- Finalize details for the annual academic seminar and cultural fest by 02/06/2024.
- Enhance communication strategies for stakeholder feedback by 02/06/2024.

Next Meeting:

- The next IQAC meeting is scheduled for 09/07/2024.

Adjournment:

- The meeting was adjourned at 12.00 AM.



IQAC Coordinator

PRINCIPAL

Date: May 15, 2024