

Minutes of Meeting of IQAC No- IQAC/02/2022-23

A meeting of all the members of IQAC was convened on 03/02/2023 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Plan of AY 2022-23 by head

Resolution: All the head (Administration, Academics and Student Affairs) have presented their plan for the academic year 2022-23 which was prepared by the head of various functional committees under them.

Item No. 2: To be ready for NAAC

NAAC Peer team visit is expected to be in the month of March so all departments have started preparing the respective departments ready for NAAC Peer team visit.

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Vipin Kumar – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vartika Katiyar – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Ruhi Patil – Librarian	Member, Librarian
12	Mr. Shubham Chavan – Office Assistant	Member, Administrative Staff
13	Miss Aishwarya Pandey – Chairperson, Student Council	Student Representative

Dr. Vipin Kumar, IQAC Co-ordinator, proposed the vote of thanks to all IQAC members.



Kumar
Principal

Minutes of Meeting of IQAC No- IQAC/01/2022-23

A meeting of all the members of IQAC was convened on 18/08/2022 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Plan of AY 2022-23 by head

Resolution: All the head (Administration, Academics and Student Affairs) have presented their plan for the academic year 2022-23 which was prepared by the head of various functional committees under them.

Item No. 2: Any other point with permission from the chair.

Resolution: Revision of Best Practice

Looking into the Pandemic COVID-19 scenario almost all the activities of Academic as well as administrative activities were shifted to online. Our Institute has adapted remarkable change and shifted to an online platform to the fullest extent from the start of Lockdown. Even all the faculties were conducted all the classes and activities in online mode. So looking into the need of time and efforts of the staff it is decided to make it as one of the best practice of Institute which will be continue in the departments.

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Rizwana Ansari – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjeevani Alphanso – Librarian	Member, Librarian
12	Mrs. Bhakti Pandey – Office Assistant	Member, Administrative Staff
13	Miss Khushbu Yadav – Chairperson, Student Council	Student Representative

Dr. Rizwana Ansari, IQAC Coordinator, proposed the vote of thanks to all IQAC members.



R. Ansari
Principal
ASHADEEP ADHYAPAK MAHAVIDYALAYA
Vallab, Nallasopara (E); Dist. Thane-401 100

The IQAC of Ashadeep Adhyapak Mahavidyalaya (B.Ed. College) was established in 2018 and since then has co-ordinated various activities geared towards quality assurance.

❖ **Functions of IQAC:**

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Co-ordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution; Preparation of the Annual Quality Assurance Report (AQAR)



Activities

The IQAC conducts the following activities

- Annual Quality Audit
- Orientation and Development programmes for the staff
- Organization of various activities in collaboration with various departments
- Development of benchmarks for excellence
- Organisation of workshops, seminars and symposia

Minutes of Meeting of IQAC No- IQAC/01/2021-22

A meeting of all the members of IQAC was convened on 18/02/2022 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Plan of AY 2021-22 by Deans

Resolution: All the Deans (Administration, Academics and Student Affairs) have presented their plan for the academic year 2021-22 which was prepared by the head of various functional committees under them.

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Rizwana Ansari – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjeevani Alphanso – Librarian	Member, Librarian
12	Mrs. Bhakti Pandey – Office Assistant	Member, Administrative Staff
13	Miss Khushbu Yadav – Chairperson, Student Council	Student Representative

Dr. Rizwana Ansari, IQAC Coordinator, proposed the vote of thanks to all IQAC members.....



R. Ansari
Proposed



A meeting of all the members of IQAC was convened on 15/02/2021 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Review of Academic Result and Action plan for e-Learning activities Resolution:

A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc. were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University.

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Savita R. Kamble – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjeevani D. Alphanso – Librarian	Member, Librarian
12	Ms. Stena Rodrigues – Office Assistant	Member, Administrative Staff
13	Miss Rachel Peters – Chairperson, Student Council	Student Representative

Dr. Savita Kamble, IQAC Coordinator, proposed the vote of thanks to all IQAC members.



Savita Kamble
Principal

Minutes of Meeting of IQAC No- IQAC/01/2019-20

A meeting of all the members of IQAC was convened on 15/07/2019 at 3.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: Strengthening training and placement cell

Prof. Archana Sharma updated the placement activities and updates. It was decided to strengthen the placement cell through career oriented training to the students.

The meeting ended with thanks to the chair

Following members attended the meeting:

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Savita R. Kamble – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjeevani D. Alphanso – Librarian	Member, Librarian
12	Ms. Stena Rodrigues – Office Assistant	Member, Administrative Staff
13	Miss Aishwarya Jadhav – Chairperson, Student Council	Student Representative



[Signature]
Principal

A meeting of all the members of IQAC was convened on 15-01-2019 at 2.30 p.m. in the conference hall.

Following points were discussed and decisions were taken:

Item No. 1: To discuss about preparation of AQAR : Dr. Savita Kamble, Co-ordinator, explained the importance of preparation of AQAR. The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2018-19.

Item No. 2: To include Training and Placement Officer in IQAC: It was decided that TPO of the AAM should be included in the team of IQAC for getting the important information regarding T & P activities. The views of TPO would be of significant help in the functioning of IQAC.

Item No. 3: Purchase of equipment & Laboratory development :The efforts made by institution are appreciable in purchasing the new equipments for various laboratories.

Item No. 4: Up gradation of library facilities: The library will be updated with e-books and subscription of science-direct and IEEE membership.

The meeting ended with thanks to the chair.

Following members attended the meeting :

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Savita R. Kamble – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mr. Gangaram Bhonsle – Librarian	Member, Librarian
12	Mrs. Vaidehi Vengurlekar – Office Assistant	Member, Administrative Staff
13	Miss Archana Pandey – Chairperson, Student Council	Student Representative



Savita Kamble
Principal

ASHADEEP ADHYAPAK MAHAVIDYALAYA
Nallasopara (E); Dist. Thane-401 201

6. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

The benefits from IQAC will contribute,

1. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture
2. To enhancement and integration among the various activities of the institution and institutionalize many best practices
3. To provide a sound basis for decision-making to improve institutional functioning
4. To better internal communication
5. To match industry requirements from academics.

The structure of IQAC will be as follows,

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Savita R. Kamble – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Archana P. Sharma – Assistant Professor	Member, Faculty
9	Mrs. Vandana Save – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mr. Gangaram Bhonsle – Librarian	Member, Librarian
12	Mrs. Vaidehi Vengurlekar – Office Assistant	Member, Administrative Staff
13	Miss Archana Pandey – Chairperson, Student Council	Student Representative

Meeting adjourned at 04.00 pm

Dr. Savita Kamble (Co-ordinator IQAC)

Principal



S. Kamble
Principal
ASHADEEP ADHYAPAK MAHAVIDYALAYA
Nallasopara (E)

Minutes of First Meeting of IQAC No- IQAC/01/2018

Meeting Agenda: Formation of IQAC (Addition of New members)

Meeting Schedule: 24/06/2018, 02.30 pm - 04.00 pm,

Meeting Facilitator: Dr. Savita Kamble, Mrs. Mabel Vaz

1. The meeting started with welcome note by Dr. Savita Kamble followed by importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC discussed it was decided to apply for NAAC accreditation.
3. Dr. Savita Kamble, Principal of AAM appointed as IQAC Co-ordinator.
4. Stakeholders including students, alumni and industry representative were suggested by Dr. Savita Kamble.
5. Teaching and Non-teaching staff were nominated as members of IQAC.

The following objectives of IQAC were discussed,

1. To develop a system for conscious and consistent improvement in AAM.
2. To assure all the stakeholders about the quality of education provided by AAM.

The following strategies of IQAC were discussed to evolve mechanisms and procedures for,

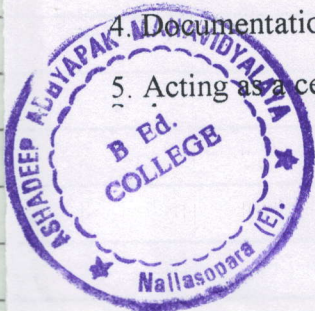
1. Timely, efficient and progressive performance of academic, administrative and financial tasks.
2. Assuring quality education of B.Ed. programs/activities.
3. Equitable access to and affordability of academic programs for various section of society.
4. Optimisation and integration of modern methods of teaching and learning
5. The adequacy, maintenance and proper allocation of support structure and services

The IQAC will perform to following functions,

1. Development and application of quality benchmarks /parameters for the various academic and administrative activities of the institutions
2. Dissemination of information on the various quality parameters of B.Ed. education
3. Organisation of workshops, seminars on quality related themes and promotion of quality circles

4. Documentation of the various programmes/activities leading to quality improvement

5. Acting as a central agency of the institution for quality-related activities



The benefits from IQAC will contribute,



- 1) To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- 2) To enhancement and integration among the various activities of the institution and institutionalise many best practices.
- 3) To provide a sound basis for decision-making to improve institutional functioning.
- 4) To better internal communication.
- 5) To match industry requirements from academics.

The structure of IQAC will be as follows:-

IQAC COMPOSITION 2017-18

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Meenakshi Ingole – Principal of Ashadeep College	Member Secretary – coordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Darshana Amarseda – Assistant Professor	Member, Faculty
9	Mrs. Manisha Sutar – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjivani Buktare – Librarian	Member, Librarian
12	Mrs. Maidehi Vengurlekar – Office Assistant	Member, Administrative Staff
13	Miss Aditi Saiya – Chairperson, Student Council	Student Representative



M. Ingole
Principal

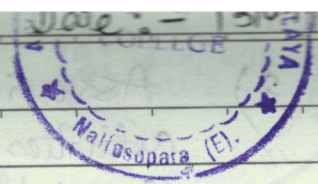
- 2) Assuring quality education of B.Ed. program activities.
- 3) Equitable access to and affordability of academic programs for various section of society.
- 4) Optimisation and integration of modern method of teaching and learning.
- 5) The adequacy, maintenance and proper allocation of support structure and services.

The IQAC will perform the following functions

- 1) Development and application of quality benchmark parameters for the various academics and administrative activities of the institutions.
- 2) Dissemination of information on the various quality parameters ^{of B.Ed.} related themes and promotion of quality circles.
- 3) Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- 4) Documentation of the various programmes / activities leading to quality improvement.
- 5) Acting as a central agency of the institution for quality-related activities.
- 6) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Minutes of IQAC.

No. IQAC/01/2017



Meeting Agenda : Formation of IQAC

Meeting Schedule : 13/07/2017, 02.30 pm - 4.00 pm

Meeting Facilitator : Dr. Meenakshi Ingole, Mrs. Mabel Vaz

1. The meeting started with welcome note by Dr. Meenakshi Ingole followed by importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC discussed it was decided to apply for NAAC accreditation.
3. Dr. Meenakshi Ingole appointed as co-ordinator of IQAC.
4. Stakeholders including students, alumni and external experts were suggested by Dr. Meenakshi Ingole.
5. Heads of all departments i.e; assistant professors were nominated as members of IQAC.

The following objectives of IQAC - AAM were discussed:


- 1) To develop a system for conscious and consistent improvement in AAM.
- 2) To assure all the stakeholders about the quality of education provided by AAM.

The following strategies of IQAC were discussed to evolve mechanisms and procedures for,

- 1) Timely, efficient and progressive performance of

IQAC COMPOSITION 2017-18

No.	Name of the Member	Designation
1	Mrs. Asha Mathew Dsouza – Chairperson of Ashadeep College	Chairperson
2	Dr. Meenakshi Ingole – Principal of Ashadeep College	Member Secretary – co-ordinator of IQAC
3	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management
4	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management
5	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	External Expert on Quality Management
6	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative
7	Mrs. Mabel P. Vaz - Manager	Management Representative
8	Mrs. Darshana Amarseda – Assistant Professor	Member, Faculty
9	Mrs. Manisha Sutar – Assistant Professor	Member, Faculty
10	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty
11	Mrs. Sanjivani Buktare – Librarian	Member, Librarian
12	Mrs. Vaidehi Vengurlekar – Office Assistant	Member, Administrative Staff
13	Miss Aditi Saiya – Chairperson, Student Council	Student Representative


Principal

ASHADEEP ADHYAPAK MAHAVIDYALAYA
Ghatol, Nallasopara (E); Dist. Thane-401 202





The IQAC of Ashadeep Adhyapak Mahavidyalaya (B.Ed. College) was established in 2017 and since then has co-ordinated various activities geared towards quality assurance.

❖ **Functions of IQAC:**

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Co-ordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution; Preparation of the Annual Quality Assurance Report (AQAR)

Activities

The IQAC conducts the following activities

- Annual Quality Audit
- Orientation and Development programmes for the staff
- Organization of various activities in collaboration with various departments
- Development of benchmarks for excellence
- Organisation of workshops, seminars and symposia