

ASHADEEP ADHYAPAK MAHAVIDYALAYA

Affiliated to Mumbai University

INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

2019-2020

MINUTES OF THE MEETING OF IQAC ON 15/07/2019

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	Sign
1	Dr. Savita R. Kamble – Principal of Ashadeep College	Chairperson	
2	Dr. Maria Fernandes (Former Principal of Ashadeep College)	External Expert on Quality Management	
3	Dr. Sandra Pereira – (Former Principal of Ashadeep College)	External Expert on Quality Management	
4	Mr. Johnson M. Dsouza – Management Trustee of Holy Mary High School	Member, Industrialist	
5	Mr. Wilson M. Dsouza – Management Trustee of St. Mathews Education Trust	Alumni Representative	
6	Mrs Mabel P. Vaz -Manager	Management Representative	
7	Mrs. Manisha Sutar – Assistant Professor	Member, Faculty	
8	Mrs. Vandana Save – Assistant Professor	Member, Faculty	
9	Mrs. Sanika B. Singh – Assistant Professor	Member, Faculty	
10	Mrs. Sanjeevani D. Alphanso – Librarian	Member, Librarian	
11	Ms. Stena Rodrigues – Office Assistant	Member, Administrative Staff	
12	Miss Aishwarya Jadhav – Chairperson, Student Council	Student Representative	
13	Mr. Ved Prakash Vyas- Parent	Member, Local Society	
14	Mrs. Archana Shrama	IQAC Coordinator	

The meeting ended with the vote of thanks.

Principal

IQAC Coordinator

MINUTES OF THE MEETING OF IQAC ON 05/09/2019

Date: 5-9-2019

Time: 11.30 am

Venue: Seminar Hall

Agenda:

1. Students Satisfaction Survey
2. Strengthening Innovation and IPR activities
3. Any other relevant matter

Members attended:

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

Action taken Report:

1. To strengthen entrepreneurial skills among the students, a week-long Innovation Festival was conducted in the first week of August 2019.
2. Feedback from Parents on the performance of the college was collected on 30 August 2019.

Resolutions:

1. It was decided to enlarge criteria committees involving each faculty each criterion committee so that involvement of all faculty members is ensured, and data can be obtained from all entities.
2. It was decided to conduct a survey among the employers and alumni on the performance of the college. The survey Performa will be prepared by IQAC and handed over to HoDs.
3. Feedback questions were approved to conduct survey among the students on syllabus.
4. It was decided to organize faculty enrichment workshops from IQAC for the faculty.
5. It was decided to conduct an internal student satisfaction survey as a quality measure.

Principal

IQAC coordinator

MINUTES OF THE MEETING OF IQAC HELD ON 27/02/2020.

Date: 27-2-2020

Venue: Seminar Hall

Agenda:

1. Upgradation of College Website
2. Soft skill training for the faculty
3. Students Induction program for the next year
4. Faculty Orientation
5. Any other relevant matter

Members attended:

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

Action taken Report:

1. Student Feedback on syllabus was collected by IQAC.
2. The website of the college was updated with new content
3. Orientation for the Student Representatives of IQAC from each class was organized by IQAC on 23 January 2020.
4. A workshop on Office Administration in Colleges for the administrative staff of colleges was organized on 22 February 2020.

Resolutions:

1. It was decided to organize a colloquium on Indian Constitution in connection with the 70a anniversary of Indian Constitution.
2. It was decided to organize soft skill training for Academic Excellence for the benefit of the faculty members.
3. It was decided to organize student induction programs and faculty orientation programs in the beginning of the forthcoming academic year.
4. IQAC recommended the website committee to display programs outcomes, program specific outcomes and course outcomes on the college website.

Principal

IQAC coordinator

