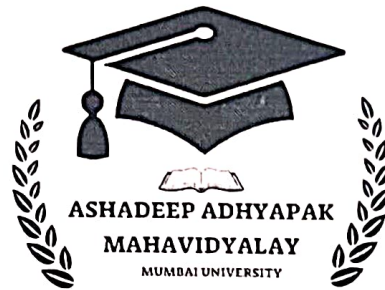


ASHADEEP ADHYAPAK MAHAVIDYALYA (B.Ed.)

NALLASOPARA

Affiliated to Mumbai University

Internal Quality Assurance Cell



Minutes of IQAC Meeting

2024-2025

Notice

Date: 05/07/2024

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 formation of IQAC in our institution.

Meeting Details:

Date: 09/07/2024

Time: 10.00 am to 12.00 am

Venue: Seminar Hall

Agenda:

1. Review of previous meeting minutes
2. Update on action items from the last meeting
3. Planning for the new academic year (2024-25)
4. Discussion on academic programs and curriculum updates
5. Stakeholder engagement and feedback mechanisms
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 Academic Year 2024-25
 Date: July 9, 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. Planning for the new academic year (2024-25)
4. Discussion on academic programs and curriculum updates
5. Stakeholder engagement and feedback mechanisms
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 IQAC Coordinator welcomed all members and set the context for the new academic year.
2. ****Review of Previous Meeting Minutes:****
 - The minutes from the meeting held on May 15, 2024, were reviewed and approved without amendments.
3. ****Update on Action Items:****
 - ****Targeted Workshops for Faculty:**** Completed and received positive feedback.
 - ****Annual Academic Seminar and Cultural Fest:**** Successfully conducted, with good participation.
 - ****Communication Strategies for Feedback:**** Implemented; response rates have improved.
4. ****Planning for the New Academic Year (2024-25):****
 - Discussed enrollment numbers and academic resource allocation for the upcoming year.
 - Emphasized the importance of refining teaching methodologies to enhance student engagement.
 - Proposed the introduction of new courses based on market demand and student interest.

5. ****Discussion on Academic Programs and Curriculum Updates:****

- Reviewed current curriculum and identified areas for enhancement.
- Suggested workshops for faculty on new teaching technologies and assessment methods.

6. ****Stakeholder Engagement and Feedback Mechanisms:****

- Discussed strategies for improving student and faculty feedback collection.
- Proposed regular forums for stakeholders to discuss concerns and suggestions.

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

- Discussed potential collaborations with local industries for internships and practical training.
- Emphasized the importance of community outreach and service-learning programs.

Action Items:

- Organize workshops on teaching technologies by 25/07/2024.
- Establish regular stakeholder forums by 31/07/2024.

Next Meeting:

- The next IQAC meeting is scheduled for 12/09/2024.

Adjournment:

- The meeting was adjourned at 12:00 PM.


IQAC Coordinator


PRINCIPAL

Date: July 9, 2024

NOTICE

Date: 12/09/2024

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: 09/09/2024

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 ongoing academic performance and quality assurance
4. Planning for upcoming events and initiatives
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.

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 Second IQAC Meeting

Date: September 12, 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 ongoing academic performance and quality assurance
- 4. Planning for upcoming events and initiatives
- 5. Review of stakeholder feedback
- 6. Any other business

Attendees:

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

Proceedings:

1. ****Welcome and Introduction:****
 - The IQAC Coordinator welcomed all members and introduced the agenda for the meeting.
2. ****Review of Previous Meeting Minutes:****
 - The minutes from the meeting held on July 9, 2024, were reviewed and approved without amendments.
3. ****Update on Action Items:****
 - ****New Course Offerings:**** Successfully finalized and introduced in the current semester.
 - ****Workshops on Teaching Technologies:**** Conducted on 05/08/2024, with positive feedback from participants.
 - ****Stakeholder Forums:**** Initiated and first forum held on [insert date], receiving valuable input.
4. ****Discussion on Ongoing Academic Performance and Quality Assurance:****
 - Reviewed recent academic results; identified specific areas for improvement.
 - Proposed additional support mechanisms for students struggling academically, including tutoring programs.
5. ****Planning for Upcoming Events and Initiatives:****

- Discussed preparations for the upcoming annual academic conference and cultural events.
- Established committees for event planning, ensuring roles and responsibilities were assigned.

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

- Analysed feedback received from students and faculty, emphasizing the need for more extracurricular opportunities.
- Agreed to explore new clubs and activities based on student interests.

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

- Discussed potential partnerships with other educational institutions for knowledge exchange and collaborative programs.
- Emphasized the need for increased community engagement through outreach programs.

Action Items:

- Implement additional academic support programs by 30/09/2024.
- Finalize logistics for the annual academic conference by 10/10/2024.
- Explore new extracurricular opportunities and report by 25/10/2024.

Next Meeting:

- The next IQAC meeting is scheduled for 27/11/2024.

Adjournment:

- The meeting was adjourned at 12:00 PM.


IQAC Coordinator


PRINCIPAL

Date: September 12, 2024

NOTICE

Date: 20/11/2024

Dear IQAC Members,

This is to inform you that the next meeting of the Institutional Quality Assurance Cell (IAQC) 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: 27/11/2024

Time: 10.00 AM to 12.00 PM

Venue: Seminar Hall

Agenda:

1. Review of action taken from the previous IQAC meeting
2. Progress report on AQAR 2024-25 (mid-year update)
3. Academic and Administrative Audit preparation
4. Planning Faculty Development and Training Programs
5. Any other matter with permission of the Chair

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 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, 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

Minutes of the Third IQAC Meeting

Date: November 27, 2024

Time: 10.00 AM

Venue: Seminar Hall

Agenda of the Meeting

1. Review of action taken from the previous IQAC meeting
2. Progress report on AQAR 2024-25 (mid-year update)
3. Academic and Administrative Audit preparation
4. Planning Faculty Development and Training Programs
5. Any other matter with permission of the Chair

Members Present

S. 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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13	Mr. Johnson M. Dsouza- Trustee of Holy Mary High School	Member, Industrialist	<i>[Signature]</i>
14	Mrs. Suchi Banarjee	Nominee form Employer	<i>[Signature]</i>
15	Mr. Deep Murzello	IQAC Coordinator	<i>[Signature]</i>

Proceedings:

1. Welcome and Introduction:

The meeting began with a welcome note from the IQAC Coordinator and introduced the agenda for the meeting

2. Review of Previous Meeting Actions:

The Coordinator presented the action taken report of the 2nd IQAC meeting. All decisions were acted upon.

3. AQAR 2024–25 Progress:

Data collection is at 60% completion. Departments have been asked to submit the remaining information by 10th July. Target submission to NAAC portal is 15th August 2025.

4. Academic and Administrative Audit:

It was resolved to schedule the internal audit in the 3rd week of July. External experts will be finalized by the end of June.

5. Faculty Development Programs (FDP):

Language Teachers will be participate in MSFDAs FDP:

- o “Action Research For Language Teachers” – December 2024

6. Other Matters:

- o Suggestion to organize an inter-college quality seminar for the students.

Decisions Taken

- Internal academic audit to be completed by July 2025.
- AQAR 2024–25 to be finalized and submitted by 15th August 2025.
- One FDP scheduled for December 2024.
- Quality seminar planning to begin in the next meeting.

Next Meeting Date:

- The next IQAC meeting is scheduled for 16/03/2025

Meeting Adjourned at: 1:00 PM

- The Meeting was adjourned at 12.00 PM.



IQAC Coordinator

Date: November 27, 2024

NOTICE

Date: 07/03/2025

Dear IQAC Members,

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: 16/03/2025

Time: 10.00 AM to 12.00 PM

Venue: Seminar Hall

Agenda:

1. Review of previous IQAC minutes meeting
2. Update on action items from the last meeting.
3. Discussion on academic performers and quality assurance initiative
- ~~4. Stakeholder's feedback and responses.~~
5. Any other matter with permission of the Chair

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 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, 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

Minutes of the Third IQAC Meeting

Date: March 16, 2025

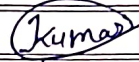


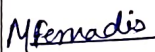
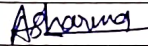
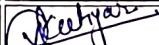
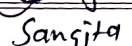


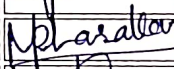

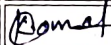
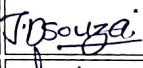
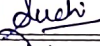
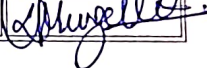
Time: 10.00 AM

Venue: Seminar Hall

Agenda of the Meeting

1. Review of previous IQAC minutes meeting
2. Update on action items from the last meeting.
3. Discussion on academic performers and quality assurance initiative
4. Stakeholder's feedback and responses.
5. Any other matter with permission of the Chair

Members Present

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15	Mr. Deep Murzello	IQAC Coordinator	

Proceedings:

1. **Welcome and Introduction:**
The meeting began with a welcome note from the IQAC Coordinator and introduced the agenda for the meeting
2. **Review of Previous Meeting Actions:**
The minutes from the meeting held on November 27, 2023, were reviewed and approved without amendments.

3. Update on action items:

-Regular Progress Reviews: Administration staff reported progress in the AQAR data collection

-FDP Programme: Successfully participated in the "Action Research for Language Teacher" FDP Programme by MSFDA.

4. Academic Performance and Quality Assurance Initiative:

-Analysed recent academic results discussions on targeted interventions for low-performing subjects.

-Proposed additional mentoring sessions for students, especially for first year enrollees

5. Stakeholders Feedback:

-Reviewed feedback from students indicating a need for more extracurricular activities

-Agreed to form importance of integrating technology into curriculum delivery.

6. Other Matters:

-Discussed potential collaborations with nearby institutions for joint workshops and events.

-Emphasized the importance of integrating technology into curriculum delivery.

Decisions Taken

- Schedule additional mentoring sessions.
- Finalized topics and logistic for the faculty development program.
- Form a committee for new extracurricular initiatives.

Next Meeting Date:

- The next IQAC meeting is scheduled for 12/05/2025

Meeting Adjourned at:

The Meeting was adjourned at 12.00 PM.



IQAC Coordinator

Date: March 16, 2025