Sr. No.	Day & Date Time	Agenda	Minutes of the meeting	ATR on earlier meeting
1	Wednesday, 1st July, 2020 2 to 3 pm	To conduct a series of webinar using in-house resources	A series of 7 webinars was planned starting from 13th July, 2020.	
2	Tuesday, 3rd Nov, 2020 2 to 3 pm	1. Filing AQAR for the year 2019-2020, 2. Collection of students feedback for the first term on teaching and learning, 3. Collection of parents feedback on attendance in lectures	1. Prof, Rajesh Mudaliyar was requested to make changes in the old format of AQAR, 2. To collect data AQAR forms will be sent to departments, teachers, committees separately, 3. Though got autonomy, for 2019-2020, old format will be taken, 4. For students' feedback, a dedicated Gmail will be created and links generated will be posted on the chat box during lectures.	A series of webinar was conducted successfully
3	Friday, 27th Nov, 2020 6 to 7 pm	1. Allotment of Criteria of AQAR, 2. Report of IQAC for AY 19-20, 3. Arranging guest lecture by Ms. Dhrumi Gala on Cyber Crime, 4. Format of Google form to be discussed made by Prof. Rajesh, 5. Quality measures to be taken by IQAC during AY 2020-2021, 6. Any other matter	1] Allotment of criteria was done. 2] Report of IQAC to be given till June, 2020 which should include students feedback on teaching & learning, Workshop on mind management, Academic Audit, Autonomy data collection, Workshop on Skill Development, 3] Guest lecture to be scheduled in future, 4] Google form for collection of feedback was approved, 5] Quality measures include Educational videos for teachers on online teaching, defaulters lists, record of attendance etc, Online students, parents, alumni	Changes in AQAR work is on. Various Google forms were being made. Gmail was created only for feedback of students

			feedback, AA audit, QP audit, Syllabus audit, 6] Separate format for collection of data on courses attended by staff during pandemic.	
4.	Wednesday, 2nd Dec, 2020 6 to 7 pm	To discuss about Google forms for students feedback and the procedure of conduction	Notice to be drafted for students feedback Procedure : Make schedule for SY & TY for all departments FY to be taken during lectures Depts are allotted to the staff- Arts to Arts and so on… Link will be posted in the chat box during meet after all join	IQAC Report for the AY 2019-2020 was submitted. Preparations were done for feedback.
5.	Tuesday, 19th Jan, 2021 5.30 to 6.30 pm	1. Application to India Times MDRA Ranking 2021- for Arts, Science, Commerce and BMS before 30th Jan, 2021 2. Analysis of students feedback o be sent to HOD 3. Guest lecture on framing question papers, objective & subjective- to be planned	1. MDRA application: Distribution of work as per the faculty was done. 2. Feedback analysis to be sent by the end of Feb, 2021 3. A resource person is to be contacted.	For all classes feedback of students was taken.
6.	Monday, 25th Jan, 2021 6 to 7 pm	To take stalk of data collection for MDRA	All staff members provided the information about collected and to be collected data.	The resource person Prof. Marazaban Kotwal accepted the invitation for the webinar on paper-setting, date to be fixed
7.	Monday, 8th Feb 2021 5 to 6.30 pm	To take stalk of data collection for MDRA A stream-wise meeting of staff to be held for MDRA application	All staff members provided the information about collected and to be collected data. The date of submission was extended to 15th Feb, 2021 A stream-wise meeting of staff was planned on 10, 11 and 12th Feb, 2021 for MDRA application at 2 pm A notice to be made for the same	The date of webinar was fixed on Saturday, 20th Feb, 2021 at 11 am.
8.	Wednesday, 17th Feb, 2021	To make preparations for the webinar	Webinar Preparations: I] Welcome Speech- Principal	The guidance & suggestions were taken into consideration, given

	2.30 to 3.30 pm	Feedback analysis to be sent to HOD AQAR links to be mailed to HOD	II]Introduction to Speaker – Prof. Ruby Parekh III]Vote of thanks- Prof. Smitha Renny IV} Report writing- Prof. Ruby Parekh V]Google form for feedback and certificate generation- Ms. Rakhi Ogale Feedback for second term to be taken by 2nd week of March AQAR links are generated & will be emailed.	by the staff in the meetings for MDRA. All applications were sent to MDRA in the stipulated time.
9.	Monday, 1st March, 2021 5.00 pm to 6.45 pm	1. To discuss about analysis of students feedback collected in Term I 2. To plan for f to be taken from students, alumni and employers in Term II 3. Audit of newly framed and approved course outcomes of FY class from the point of view of Bloom's Taxonomy.	1. Students feedback taken in term I: Qualitative analysis to be done based on strengths and weaknesses- based on comments of 5% of the total no. of students feedback received - to be done by 10th March Analysis to be done teacher wise A report of action to be taken should be submitted by HOD by 15th March 2. Term 2 feedback: I. Google form of students' feedback on teaching learning should be modified on 5 point scale and will take from 15th March onwards. II. Alumni, parents and employers feedback- Google forms to be prepared and discussed by 10th March 3. PEER-TEAM formation and review- between 15th and 30th April, 2021. All audit reports to be kept ready by 31st March. 4. Teachers, Department, Committee and Research activities format should be posted in the second week of March and filled forms should	AQAR links were generated for students feedback to be taken in Term II

			be returned to IQAC by 31st March. Time period for activities to be considered is June, 2020 to March, 2021 and For research the calendar year is Jan, 2019 to Dec, 2020.	
10.	Thursday, 1st April, 2021 5.30 pm to 6.30 pm	Discussion on 1. Exit questionnaire forms analysis 2. AQAR Criterion delegation for 2019-2020 3. Students feedback in this semester	1. Exit questionnaire analysis: Dr. Shruti Samant 2. AQAR criteria distribution: I - Dr. Shruti, Smitha II - Dr. Ujjvala, Rakhi III - Ruby, Rounak IV - Ramesh P, Dr. Ajay V - Dr. Archana, Janvi VI - Rahul, Rajiv VII - Dr. Kranti, Tejashree Filling AQAR will start from 15th April on the HEI portal. Till then the delegated staff will keep the track on information received from departments or to ask them to submit the forms. 3. Students feedback on criterion II in next week as per the last semester procedure	1. Analysis of students' feedback on Teaching-Learning was mailed to the respective HODs and Coordinators with ATR to be filled by them on the weaknesses reported. 2. Exit survey was conducted on 27th March, 2021 for graduating students.
11.	Wednesday, 5th May, 2021 5.30 pm to 6.15 pm	Discussion on 1. students feedback collection and its analysis 2. AQAR filling 3. Any other matter	1. Students feedback reports and analysis by 25th May 2. AQAR filling by 20th May 3. PPT on each criterion/activities conducted in 2020-2021 in June, by each department, after college reopens	1. Qualitative analysis report on students' feedback started by the respective staff. 2. Data collection through Google forms on various criteria has started 3. Report on Exit Survey is done
12.	Thursday, 13th May, 2021 5.30 pm to 6.15 pm	Discussion on 1. students feedback collection and its analysis 2. AQAR filling 3. Queries by MDRA	1. Feedback analysis is in progress 2. Data collection for AQAR is also in progress 3. Queries raised by MDRA were resolved. Queries were regarding the fees structure, appointment letters, average salary of students placed, placement cell data etc.	Information regarding the departments who had not submitted criteria were contacted to fill them

| 13. | Friday, 11th June, 2021 5.00 pm to 6.00 pm | Green, Energy, Water, Waste, Ecological audit | Zoom Meet was arranged with Sustainable Academe to discuss about the conduction of all these audits Audits are expected to be done in July, 2021 | Required information to resolve queries raised by MDRA was mailed. |

Minutes of the meeting of IQAC AY 2020-2021: