



**Mangaon Taluka Education Society's**  
**Doshi Vakil Arts College and G.C.U.B. Science and**  
**Commerce College, Goregaon - Raigad-402 103.**  
Affiliated to Mumbai University

Est: 1998

Phone: 02140 250348

Ref. No. /KVM/2015-16.

Date: 21/06/2015.

## Minutes of Meeting

A meeting of Internal Quality Assurance Cell was held on 21<sup>st</sup> June 2015 in the Principal's Cabin to discuss the NAAC related tasks.

Following members were present for the meeting:

Sr. No.	Name of the Members	Designation	Signature
1.	Dr.G.D.Giri	Principal /Chairperson	
2.	Mr. Dilip N. Sheth	Member Governing Body	
3.	Mr. Mangesh Pethe	External Expert	
4.	Mr. T. V. Inamdar	External Expert	
5.	Mr. Ganesh R. Sanap	IQAC-Coordinator	
6.	Mr. Shrikant B. Chandorkar	Teacher Member	
7.	Mr. Rakesh Pawar	Teacher-Member	
8.	Mr. Balvant T. Vibhute	Teacher-Member	
9.	Mr. Ishwar R. Dhole	Teacher-Member	
10.	Dr. Parag V. Pimplapure	Teacher-Member	
11.	Mr. Shoeb R. Sayyed	Teacher-Member	
12.	Mr. Pravin Chavan	Teacher-Member	
13.	Miss. Kanchan G. Mane	Teacher-Member	
14.	Mr. S. S. Shirke	Alumni-Member	
15.	Mr. M. A. Mhashelkar	Alumni-Member	

Dr. G. D. Giri, Principal, welcomed the members of IQAC. Detailed discussion on each of the agenda was held and following resolutions were made.

1. To prepare Self Study Report for NAAC:

Mr. Sanap G. R., Coordinator has introduced the present status of NAAC work and introduced the criteria wise work and its weightage for Assessment and Accreditation.

2. To distribute the work as per assessment criteria:

The Principal Dr. G. D. Giri has distributed the all seven criteria to teacher member of IQAC and also given to them supportive members from teaching as well as non-teaching.

3. Finalize the timetable and Academic Calendar:

Mr. Vibhute B. T. has explained the class timetable and on behalf of the Principal and members, It has been finalized. Mr. Sayyed S. R. has explained the academic calendar and finalized by the Principal and members of IQAC.

4. Conduct awareness program/workshop related to faculty development:

Mr. Sanap G. R. mentioned the need on faculty development program in our college. All the members with the Principal were agreed and resolved that the programme will be conducted in this academic year.

5. To develop student mentor system:

Through detailed discussion, it has decided that to allot the teachers to each of the classroom of each faculty. As on the student strength of the class, the teachers have been appointed as a mentor for the particular class.

6. Update Institutional Website:

The principal Dr. G. D. Giri has assigned the responsibility to update institutional website to Mr. G. R. Sanap and ordered to all staff members to submit relevant and updated data for upload on institutional website.

7. Feedback of Teachers and Students:

The principal Dr. G. D. Giri has constituted a committee for feedback and ordered them to conduct feedback from the student in the month of July 2015.

Mr. G. R. Sanap, Coordinator proposed vote of thanks to all members.



A handwritten signature in blue ink, appearing to be "G. D. Giri".

(Dr. G. D. Giri)

**PRINCIPAL**

M.T.E S'S Doshi Vakil Arts &  
G.C.U.B. Sci. & Com. College  
Goregaon -Raigad (402103)



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Ref. No. /KVM/2015-16.

Date: 11/08/2015.

## Minutes of Meeting

A meeting of Internal Quality Assurance Cell was held on 11<sup>th</sup> August 2015 in the Principal's Cabin to discuss the NAAC related tasks.

Following members were present for the meeting:

Sr. No.	Name of the Members	Designation	Signature
1.	Dr.G.D.Giri	Principal /Chairperson	
2.	Mr. Dilip N. Sheth	Member Governing Body	
3.	Mr. Mangesh Pethe	External Expert	
4.	Mr. T. V. Inamdar	External Expert	
5.	Mr. Ganesh R. Sanap	IQAC-Coordinator	
6.	Mr. Shrikant B. Chandorkar	Teacher Member	
7.	Mr. Rakesh Pawar	Teacher-Member	
8.	Mr. Balvant T. Vibhute	Teacher-Member	
9.	Mr. Ishwar R. Dhole	Teacher-Member	
10.	Dr. Parag V. Pimplapure	Teacher-Member	
11.	Mr. Shoeb R. Sayyed	Teacher-Member	
12.	Mr. Pravin Chavan	Teacher-Member	
13.	Mr. Kanchan G. Mane	Teacher-Member	
14.	Mr. S. S. Shirke	Alumni-Member	
15.	Mr. M. A. Mhashelkar	Alumni-Member	

Mr. G. R. Sanap, Coordinator, welcomed the members of IQAC. Detailed discussion on each of the agenda was held and following resolutions were made.

1. Finalize the minutes of previous meeting:

The coordinator has read the previous minutes of meeting and finalized. The Principal has taken review of all resolutions made in the previous meeting.

2. To finalize SSR and upload:

Mr. G. R. Sanap, Coordinator introduced the present states of NAAC preparation and offered vote of thanks to all members for supporting to complete SSR within the time period. It has decided to upload SSR on 12<sup>th</sup> August 2015 on institutional website as per NAAC guidelines and also decided to send hard copies till 24<sup>th</sup> August 2015.

3. Plan to organize curricular and extracurricular activities:

It has planned to reconstitute various committees to conduct various programs for the students. The principal told that 'we will make the separate committees in the staff meeting'.

4. To make decision about compilation of documents on the activities which we have conducted and mentioned in the SSR:


The activities have been mentioned in the SSR needs to collect and organize in order to retrieve easily while demand from the NAAC Peer Team. While discussion of all members, it has decided that invite the experienced IQAC Coordinator of other college for the guidance to all teachers and office staff.

5. Plan to organize Avishkar Research Convention and Youth Festival:

The Department of Students welfare, University of Mumbai offered to organize Avishkar Research Convention in this college. The various responsibilities have been distributed to the staff members under the principal. Principal also discussed conduction of Youth Festival of Mumbai University in this college. The responibilites of related work distributed within the IQAC Teacher member.

Mr. G. R. Sanap, Coordinator proposed vote of thanks to all members.



  
(Dr. G. D. Giri)

**PRINCIPAL**  
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