

Minutes of the IQAC Meeting held on 20th December, 2013 in MC room, Ambedkar Bhavan, Vidyanagari.

The meeting was chaired by Prof. Srivastava, Coordinator, IQAC. The following members were present for the meeting:

1. Prof. Ashwini K. Srivastava
2. Prof. Rambau M. Badode
3. Prof. Avadhoot Nadkarni
4. Dr. Gangadhar Meshram
5. Dr. Vivek Belhekar
6. Dr. Madhavi Narsale
7. Mrs. R. Srivaramangai
8. Dr. Vidya Vencatesan
9. Dr. Savitsmita Chavan
10. Dr. Dilip S. patil
11. Mr. Mohankumar
12. Mr. Vinod Malale

The following points were discussed in the meeting:

1. Preparation of AQAR to be submitted online
2. Copy of the same should be on our web site
3. "A" grade effective from 12th April, 2012 as per NAAC site
4. Every year AQAR to be uploaded
5. AQAR can be prepared for financial year.
6. The last date of submission to NAAC is 30th September every year
7. Activities of IQAC:
 - a. Formation of IQAC in October 2012
 - b. First meeting held on 15th October, 2012
 - c. Second meeting held on 12th March, 2013
 - d. Workshop organized by IQAC on "University reforms" on 19th October, 2012
 - e. Prof. Srivastava attended a meeting on 4th and 5th July 2012 at NAAC Bangalore.
 - f. Best practices of the University submitted on 21st February, 2013.
 - g. Workshop conducted by Dr. Kurup
 - h. Workshop by German Department on "Shifting Paradigms"
8. Information on best practices read by Prof. Srivastava stressing on PDCA -> Plan-DO-Check-Act
9. A reminder to be given to authorities on implementation of best practices
10. Dr. Nadkarni suggested to popularize adjunct faculties programmes
11. Detailed discussion on AQAR:
 - a. Point wise discussion took place to getting the information

contd.

- b. Point No. 10 to collect from Establishment section
 - c. Some points were marked for departments and the remaining to collect from sections by IQAC
12. Prof. Badode suggested to orient IQAC of University by experts from other IQACs or NAAC
13. Core group formed under the guidance of Dr. NADkarni and Dr. Badode
- a. Dr. Vivek Belhekar
 - b. Dr. Madahvi narsali
 - c. Mrs. R. Srivaramangai
 - d. Mr. Mohankumar
14. Including the research works in researchgate
15. Recommendation of scopus for library for journal and calculation of H-INDEX
16. Official email for IQAC to be created as iqac@mu.ac.in
17. Official IDs for heads as head.dept@mu.ac.in to be formed to avoid the confusions in the rotation of headship
18. It has been decided to submit the AQAR to NAAC by end of January, 2014
19. IQAC felt that the following points should be recommended to the University for consideration seriously:
- a. Adjunct faculties as per the best practices submitted by University to NAAC
 - b. Recruitment of faculties as per the sanctioned posts
 - c. Promotion of faculties under CAS
 - d. Construction of hostels for students
 - e. Residential facilities for teachers
 - f. Accommodation for adjunct faculties
 - g. To construct common fresh rooms for visitors, students and parents



Dr. A. K. Srivastava
Coordinator - IQAC

Co-ordinator
Internal Quality Assurance Cell
University of Mumbai



Minutes of the IQAC Meeting held on 24th February, 2014

The meeting was chaired by the coordinator of IQAC Prof. A.K.Srivastava. The following members were present for the meeting:

1. Prof. Ashwini K. Srivastava
2. Prof. Shubdha Joshi
3. Prof. Avadhoot Nadkarni
4. Dr. Gangadhar Meshram
5. Dr. Madhavi Narsale
6. Dr. Mangesh Karandikar
7. Dr. Vivek Belhekar
8. Mrs. R. Srivaramangai
9. Mr. Ahire

The following points were discussed in the meeting:

1. Dr. Srivastava commenced the meeting by reading the minutes of previous IQAC meeting held on 20th December, 2014.
2. Dr. Vidya Vencatesan had sent a message for leave of absence for the meeting due to her International workshop.
3. Dr. Joshi brought the point of activating the HoD email account from UCC
4. Dr. Srivastava suggested to go through the AQAR report of other reputed Universities which may help in proper documentation
5. Bringing the point in front, Dr. Nadkarni was of opinion that the departments should also be asked to prepare the details of the reports in three levels, first level only the numbers, second level with title and date and journal, third level with actual report. This was suggested by him to avoid inconsistencies and to have accurate information to be submitted to NAAC
6. Dr. Joshi and Dr. Srivastava suggested to give a format of the details to all heads for submission
7. At this point, Dr. Mangesh Karandikar was added to the core committee formed in the last meeting
8. Dr. Mangesh suggested to have a web application so that the departments can enter the AQAR report online.
9. The work of compilation was divided as below:
 - a. Dr. Mangesh and Mrs. R. Srivaramangai will work for the web application
 - b. Dr. Nadkarni, Dr. Madhavi will look into the reports already submitted for any inconsistencies.
 - c. A letter will be sent to other sections of University for information submission.
 - d. Within a week's time to complete the above three tasks
10. The next meeting of IQAC is decided to be held on 6th March, 2014 to review the point no.8

Contd.

11. It was decided to call in a HoD's meeting along with authorities to educate the staff on online form submission and also about the three levels of reports. Tentative date for this meeting is 12th March, 2014
12. Dr. Vivek also suggested to have a centralized system so that each and every teaching faculty can login and update their profile which can get updated to the database. This will enable the system to prepare the AQAR and later the NAAC report from the information submitted through the system.



Dr. A. K. Srivastava
Coordinator - IQAC



Co-ordinator
Internal Quality Assurance Cell
University of Mumbai

Minutes of the IQAC Core Committee Meeting held on 26th March, 2014

The meeting was chaired by the coordinator of IQAC Prof. A.K.Srivastava and Prof. Avadhoot Nadkarni at 3:00 pm in the Seminar Hall of Department of Information Technology. The following members were present for the meeting:

1. Prof. Ashwini K. Srivastava
2. Prof. Avadhoot Nadkarni
3. Dr. Madhavi Narsale
4. Dr. Mangesh Karandikar
5. Dr. Vivek Belhekar
6. Mrs. R. Srivaramangai

The following points were discussed in the meeting:

1. Dr. Srivastava commenced the meeting by requesting the convenor of the core committee Dr. Nadkarni to start the discussion on the agenda of the meeting which is as follows:
 - a. Demonstration of the Form Entry Programme by the IT Department
 - b. Discussion/ Decision about compilation of the data
 - c. Communication at the HOD Meeting
 - d. Do we make the Departments fill up the forms again (online)?
 - e. Any other matter with the permission of the Chair.
2. The UDIT students Mr. Prathamesh, Mr. Sarvesh and Mr. Umesh presented the application developed for the AQAR report submission
3. Discussions were held for automatic addition of the counts of the fields for consolidation of the report at University level. Suggestions were given how to calculate the percentage of the students of various categories when it has been entered in department level. Suggestion given for textual entries. For example, for other special courses, the course name followed by the count to be entered by the departments in the report.
4. Instead of percentage, total number of students can be entered for such fields.
5. In point no.9 , slight change in the title to be done. One is for IQAC for plan and the other is for IQAC Implementation.
6. Suggestion was given by Dr. Mangesh to have a separate domain for IQAC of UoM as NAACMU.
7. Dr. Srivastava suggested to have the server in IT dept and a backup in Journalism department.
8. Suggestion was given by all to have an automatic compilation of the entire report by the system itself.
9. The students will do a thorough testing of the application after making changes suggested in the meeting on 28th March, 2014 so that it will get ready for demonstration for other members and later for HoDs.
10. On 1st April, 2014 at 2:30 pm the core committee meeting will be held in IT department to once again go through the system and testing for atleast 6 departments initially before demonstrating to other departments.

Contd.

11. If possible some people can be employed for data entry of 2012-2013 report since most departments have already submitted the data
12. The students can be paid for the extra work done by them as per the University norms
13. Proposed date for the demonstration of the system to HoDs is any day between 3rd April to 5th April, 2014.
14. The hardcopy also need to be submitted by all departments where in apart from the covering letter, the report should also possess the signature of the HoD.
15. In HoD's meeting, the following matters will be discussed
 - a. Demonstration of the system
 - b. Reporting those departments who have not yet submitted
 - c. Describing about Level 1, 2 and 3 of the AQAR report
 - d. Proper data of national, State and International papers or seminars data



Dr. A. K. Srivastava
Coordinator - IQAC

Co-ordinator
Internal Quality Assurance Cell
University of Mumbai



**Minutes of IQAC core committee meeting held on 11th April, 2014 in Department of IT, at
11:00 am**

The emergency meeting was conducted in the above venue and chaired by Prof. A.K.Srivastava.
The following members were present:

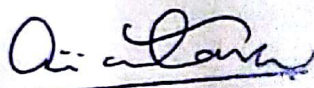
1. Prof. A.K.Srivastava
2. Dr. Avadhoot nadkarni
3. Dr. Mangesh Karandikar
4. Mrs. R. Srivaramangai

The meeting was called urgently to take a quick decision on the online AQAR form submission and how intimate the same to all heads.

1. Link to be given in the University of Mumbai website for online submission of the AQAR report
2. A common mail to all HoDs to be sent from IQAC account informing them about
 - a. Link availability in the website
 - b. User ID and password will be sent separately
 - c. Maintenance of three levels of documentation
 - d. Contact details of the facilitators
 - e. NAAC recommendations
 - f. Last date of submission as 22nd April, 2014
3. Letter head to be created for IQAC and a common letter bearing the above information
 - a. User ID and PWD information as per following format suggested by Dr. Mangesh

Name of the Department	
User ID	
Passwrod	
Link	

- b. Sheet containing the UID and pwd along with link and get the signature from departments
 - c. Hardcopy of the NAAC recommendations
 - d. Last date of submission as 22nd April, 2014
4. The facilitators will in turn help the respective streams in filling up the form.
5. Prof. Srivastava will provide with a person to contact all the departments through phone to confirm the receipt of information



Dr. A. K. Srivastava
Coordinator - IQAC

Co-ordinator
Internal Quality Assurance Cell
University of Mumbai



Minutes of IQAC core committee meeting held on 23rd April, 2014 in Department of IT, at 12:00 noon

A meeting was conducted in the above venue and chaired by Prof. A.K.Srivastava. The following members were present

1. Prof. A.K.Srivastava
2. Dr. Avadhoot Nadkarni
3. Dr. Vivek Behelkar
4. Mrs. R. Srivaramangai

The meeting was called to take further course of action on preparing the AQAR report for the year 2012-2013. The following points were discussed

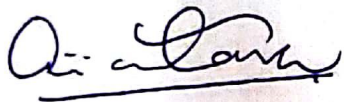
1. 22nd April being the last date of submission of online data, it was found that 25 departments have submitted the report as on 22nd April.
2. Many departments contacted the facilitators for certain technical problems in the online entry which was rectified by the IQAC team. Some more points of difficulties were observed.
3. It was found that some departments had problem in some of the form's submission.
4. Since it is high time to submit the report to NAAC, it was decided that the facilitators/coordinators will personally call the departments in two broader ways
 - a. All those departments those who have submitted already to find the confirmation of their submission or to assist them in completing the problematic areas.
 - b. All those departments who have not submitted so far to ask them to do the same with a deadline till 28th April, 2014.
5. The students of development team will asked to address the technical difficulties during entry immediately and to help IQAC to find the status of submission of each form departmentwise.
6. Decision was also taken to goto fort and meet the Pro Vice Chancellor and Director, BCUD to get the other details required for AQAR from the administrative sections of University
7. The Director, BCUD was contacted to ensure the full support from the sections for getting the information
8. An email has to be sent to the Director, BCUD to make the sections to prepare the information as per the questionnaire
9. Following is the list of departments as per the status of submission of AQAR report for 2012-2013

Submitted Departments	Non-Submitted Departments
1. Mathematics	I. African Studies
2. Comparative Literature	II. Eurasian Studies
3. Rajiv Gandhi Centre	III. Extra Mural Studies
4. Sanskrit	IV. NanoScience
5. Information technology	V. Centre for Social Justice
6. Computer Science	VI. ICSSR
7. Philosophy	VII. Jammalal Bajaj
8. Lok Kala Academy	VIII. J.J.School
9. Gujarati	IX. Arabic

Contd.

10. Applied Psychology	X. ASC (Dr. Shanti said it doesn't come under this and they have a separate NAAC)
11. Pali	XI. Academy of Theatre Arts
12. Physics	XII. Biophysics
13. Statistics	XIII. Biotechnology
14. Sindhi	XIV. Chemistry(will be done today)
15. Hindi	XV. Civics & politics
16. Kannada	XVI. Commerce
17. Urdu	XVII. Economics
18. Persian	XVIII. English
19. German	XIX. Education
20. Garware	XX. French
21. Linguistics	XXI. Physical Education
22. Communication & Journalism	XXII. Geography
23. ADMI	XXIII. History
24. IDOL	XXIV. Library
25. Law	XXV. Lifelong Learning
	XXVI. Marathi
	XXVII. Phule Ambedkar Chair
	XXVIII. Ratnagiri subcentre (should be include this?)
	XXIX. Russian
	XXX. Sociology
	XXXI. Sports Pavillion (should be include this?)
	XXXII. WDC (should be include this?)
	XXXIII. WRIC (should be include this?)
	XXXIV. Music

10. It was decided that Dr. Srivastava along with Dr. Nadkarni and other team members will meet the Director, BCUD and the section heads on 28th April, 2014 at around 10:30 am.



Dr. A. K. Srivastava
Coordinator - IQAC

Co-ordinator
Internal Quality Assurance Cell
University of Mumbai



Minutes of IQAC core committee visit 29th April, 2014 to fort office

As decided in the earlier meeting, a team of the following members visited fort office on 29th April to collect the AQAR information from other sections of University

1. Prof. A. K. Srivastava
2. Dr. Avadhoot Nadkarni
3. Dr. Vivek Belhekar
4. Mrs. R. Srivaramangai

The team reached fort campus by 10:30 am and met Dr. Rajpal Hande, director, BCUD in his office. As per the instructions of the director, his secretariat had already sent an email with the AQAR report's soft copy to the following sections with the indication of the point numbers to be filled in by them.

1. TAU
2. Establishment
3. APD
4. Statistical Unit
5. UG/PG
6. Concol
7. GAD
8. PRO

5. The information could be collected from PRO, UG/PG, Statistics units. Other sections will be submitting the information within two days.
6. As most of the points of APD was to be discussed with Director, BCUD, later the team visited Director's office and discussed with him points related to MIS, SWOT analysis, benchmarking attainment of objectives, etc.
7. It was decided to place three of the above matters (SWOT analysis, benchmarking and attainment of objectives) on the agenda of the next IQAC meeting to decide on the cost-benefit of doing these at the University. If benchmarking and SWOT analysis are done, perhaps by employing external agencies, we would be able to report positively in these matters for the IQAR of 2014-15/ 2015-16. In the mean time we will continue reporting that SWOT and formal benchmarking are not being done at the University. We will provide examples of the use of MIS.
8. From GAD, the team came to know that the information pertaining to infrastructure and development need to be taken from the Engineering section and DSW. So it was requested to the secretariat BCUD to instruct the two sections to give the information.
9. The team decided to meet with the core committee between 10th May to 15th May and compile the entire process and keep it ready before the opening of the next term.

Contd.

10. Proposed date for next IQAC meeting is in the 2nd week of June, 2014.



Dr. A. K. Srivastava
Coordinator - IQAC

Co-ordinator
Internal Quality Assurance Cell
University of Mumbai

