INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/AGD/2023-24/T2

11 November, 2023

Notice

A meeting of the members of the I.Q.A.C. will be held on 16th November, 2024 in the Conclave, Third Floor at 4 p.m. to discuss the following agenda:

1. Planning for Academic Audit.
2. Discussion on IPR.
3. Submission of AQAR 2022-23.
4. Progress of work done under N.I.R.F.
5. Initiatives of Navi Mumbai Colleges Association (NMCA).
6. External Peer Team Review Report of the college under autonomous status for the A.Y. 2022-23.
7. Any other matter with the permission of the chair.

Dr. Aarti Sukheja
I.Q.A.C. Coordinator

<u>Minutes of the Meeting held on 16th November,2023</u>

Agenda I

Planning for Academic Audit.

Dr. Aarti Sukheja instructed Mrs. Jennie Prajith to initiate planning for the Academic Audit scheduled for April 2024. She emphasized the importance of preparing the Audit Folder and ensuring that all relevant documents are shared promptly with the staff. This preparation will facilitate a comprehensive review of academic processes and outcomes for the academic year 2023-24.

Agenda II

Discussion on Activities of Intellectual Property Rights Cell.

Mrs. Rashmi Chavan, Incharge of the IPR Cell, outlined the planned events for the current academic year. The IPR Cell will host a series of workshops and seminars on topics such as Copyrights, Empowering Artists through IPR, Igniting Start-Up Spirit with IP Brilliance, Trademark and Branding, and an Innovation and Entrepreneurship Outreach Programme in the Community. These initiatives aim to educate and inspire participants on the significance and application of intellectual property rights in various fields. In addition to these events, the IPR Cell will organize activities such as quizzes and business idea competitions to further engage and challenge participants. Furthermore, Mrs. Chavan reported that the IPR Cell has successfully submitted applications for seven design patents and two utility patents, marking a significant achievement in the institution's innovation and intellectual property efforts.

Agenda III

Submission of AQAR 2022-23.

Dr. Aarti Sukheja informed the attendees that the data gathered from the Boot Camp will undergo meticulous sorting and organization to align with the AQAR format. Once the data is compiled, a comprehensive review process will ensure accuracy and completeness of the AQAR

report. The finalized AQAR report is scheduled to be uploaded onto the NAAC portal in February 2024, reflecting our institution's commitment to transparency and accountability in academic quality assessment. Dr. Sukheja encouraged collaboration among departments to ensure all pertinent information is included, highlighting the importance of collective effort in portraying an accurate depiction of our institutional achievements and challenges.

Agenda IV

Progress of work done under N.I.R.F.

The NIRF Incharge provided an update on the college's progress with the NIRF rankings, stating that preparations are underway to apply for the NIRF Innovation Ranking. Data collection for the submission has already commenced and is scheduled to be completed by January 2024. This initiative aims to showcase the institution's innovative practices and contributions to higher education. The Incharge emphasized the importance of accurate data collection and documentation to effectively demonstrate the college's strengths in innovation and academic excellence. They encouraged active participation from all departments to ensure comprehensive representation in the NIRF assessment process.

Agenda V

Initiatives of Navi Mumbai Colleges Association (NMCA).

The chair commended NMCA for welcoming new colleges into its membership. The chair instructed Dr. Seema Somani, Incharge of Navi Mumbai College Association, to organize events focusing on social issues, conduct seminars, facilitate a Students' Research Competition, initiate Faculty Exchange programs, and coordinate Student Exchange initiatives. Additionally, our institution will provide accreditation support to any member institution seeking assistance. These efforts aim to strengthen collaboration and enhance educational opportunities within the association.

Agenda VI

External Peer Team Review Report of the college under autonomous status for the A.Y. 2022-23.

Dr. Aarti Sukheja informed the gathering about the External Peer Team Report for the academic year 2022-23, highlighting that an Action Taken Report has been meticulously prepared. The actions outlined in this report are slated for implementation throughout the current academic year.

Observations:

- The Planning and Evaluation Committee has effectively implemented the institution's strategic plan.
- The Department of Skill Development and Entrepreneurship (DSDE) has introduced new and relevant courses, along with scholarships to support student access.
- The institution has implemented new programs aligned with the National Education Policy (NEP).
- A new Simulation Laboratory has been established in collaboration with All India Management Association (AIMA), demonstrating a commitment to experiential learning
- DSDE has planned a series of workshops on idea validation, copywriting, idea generation, and patenting to promote intellectual property awareness among students and staff.
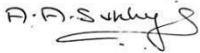
Suggestions:

- Consider offering new programs like Bachelor's in Computer Application (BCA) and BBA (Data Management) to meet evolving industry demands.
- Integrate IKS and Generative AI into the curriculum to enrich student learning and equip them with cutting-edge skills.
- Encourage extensive use of Business Simulations as a teaching tool to enhance student engagement and practical skills.
- Apply for new Ph.D. Centre's in the subject of Management, Biotechnology and IT

- Organize a multidisciplinary conference to foster collaboration and knowledge exchange within the institution.
- Faculty members to be encouraged to apply for research funding for ICSSR projects, DBT, and other major and minor schemes.
- Register the incubation center to provide official recognition and support for student startups.
- Conduct workshops on e-content development to equip faculty with the skills to create engaging and effective online learning materials.

Agenda VII

Any other matter with the permission of the chair.

As there was no other matter the meeting ended with thanks to the chair.

Dr. Aarti Sukheja
I.Q.A.C. Coordinator