



LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in

Management Review Committee (MRC) Meeting I/2019.

MEETING NO: 01

DATE: 12/04/2019

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Monday, 15th April, 2019 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. Administration Department- Shortage of space for storage.
2. Administration Department - Digitization of all the records
3. Library Dept.- Classroom inside the library
4. ISO Coordinator Dept.- Placement record
5. MCA Department – Encouraging Paper presentation / publication
6. MCA Department - Undertaking Faculty Development Program

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I/2019.

Date: 15/04/2019

The following were present:

1. Mr. Prasad Hiray
2. Mrs. Geetanjali Hiray
3. Mrs. Sonali Mote
4. Mr. T.R. Venkataraman
5. Ms. Avantika Mahadik
6. Ms. Monali Patil
7. Mr. Anil Parab
8. Ms. Sulbha Mandgaonkar
9. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator Dept.	It was suggested by the President that second internal audit should be conducted in the month of July every year	The second internal audit will be conducted in the month of July 2019.
Administration Dept.	Shortage of space for storage in Administration Department.	This will be taken care of, after the completion of extension work of the existing premises.
Administration Dept.	Digitization of all the records to be carried out as soon as possible for easy access.	Students should email the scanned copies of their certificates which we will save as digital record of respective students. This will be implemented from the next academic year (2019-20). Necessary training will be organized by Mrs. Sonali Mote for Admin staff.
Library Dept.	Classroom inside the library is causing disturbance.	This will be taken care of, after the completion of extension work of the existing premises.



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ISO Coordinator Dept.	Placement record should give the details of internship training and final placement separately.	We will maintain separate records for internship training and final placement separately
MCA Department	<p>Paper presentation / publication should be encouraged by the Dy Director so that more faculties are involved for the development of their own career and reputation of the college.</p> <p>Faculty Development Program should be undertaken by the teaching staff and the Dy Director should make them aware of such activities.</p>	<p>This point will be included in the Performance Appraisal Form for Faculty and due recognition will be given for the same.</p> <p>The Principal should encourage his faculty members to take active part in such activities along with the faculties of other colleges.</p> <p>We can organize such training programs on behalf of University / AICTE at our college premises.</p>

Dipika Parayane
ISO Coordinator

Prasad Hiray
President



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Management Review Committee (MRC) Meeting II/2019

MEETING NO: 02

DATE: 07/09/2019

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Wednesday, 9th October, 2019 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. MCA Dept.- Placement details for MCA
2. ISO Dept. – Training programs to be organized
3. Administration Dept. – Charts to be maintain for cleaning
4. Library Dept. – Purchase of book trolley and vacuum cleaner


Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II/2019

DATE: 09/10/2019

The following were present:

1. Mr. Prasad Hiray
2. Mr. Vikram Patalbansi
3. Ms. Monali Patil
4. Ms. Aquila Shaikh
5. Ms. Avantika Mahadik
6. Mr. Anil Parab
7. Ms. Sulbha Mandgaonkar
8. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator Dept.	Mental Health Management Training to be arranged for Architecture Dept.	Mental Health Management Training will be arranged for Architecture Dept, in November 2019.
MCA Dept.	Final placement information should be obtained by all the students/ remaining 14 students and the students, who have not got job so far, help them to find the job.	Phone calls will be made to all the students by placement incharge in order to find out placement information from them and the necessary help shall be provided to place the unemployment students.
Administration Dept.	Chart should be maintained for cleaning of water tank. Chart should be maintained for cleaning of wash rooms and the same should be monitored by the concerned appointed person.	Chart will be maintained for cleaning of water tank. Instructions will be given to the Housekeeping contractor and the same will be monitored by the concerned person (floor wise)



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Library Dept.	Book Trolley to be purchased for easy handling and easy movement of the books. Portable Vacuum Cleaner to be purchased for easy cleaning of the books.	Multiple quotations should be obtained from different vendors and also online rates can be checked in order to purchase Book Trolley and Portable Vacuum Cleaner.
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Dipika Parayane
ISO Coordinator

Prasad Hiray
President



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Management Review Committee (MRC) Meeting I / 2020

MEETING NO: 01

DATE: 04/09/2020

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Wednesday, 7th September, 2020 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. ISO Coordinator -Second Internal Audit of 2020 and Surveillance Audit by External Auditor for the year 2020
2. MCA- Final year results and final placement records to be updated.
3. Administration Dept.- Documentation of miscellaneous receipt of MCA Dept.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I / 2020

DATE: 07/09/2020

The following were present:

1. Mr. Prasad Hiray
2. Mr. Vikram Patalbansi
3. Ms. Aquila Shaikh
4. Ms. Monali Patil
5. Ms. Avantika Mahadik
6. Mr. Anil Parab
7. Ms. Sulbha Mandgaonkar
8. Ms. Dipika Parayane
9. Ms. Rupali Kadav

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Second Internal Audit of 2020 and Surveillance Audit by External Auditor for the year 2020 to be scheduled before the renewal due date (22/10/2020) of ISO Certification.	Second Internal Audit of 2020 is scheduled for 16 and 17 September, 2020 and Surveillance Audit 2020 is tentatively scheduled for 24 th September, 2020. Circular / email regarding the surveillance audit will be issued in due course once we get the confirmation by External Auditor regarding the date and mode (offline / online) of Audit.
MCA	Final year MCA results for 2020 are yet to be updated. Record of final placement for 2020 is yet to be updated	Final year MCA results for 2020 will be updated after final year exams and result schedule as per the university guidelines. We will be able to update record of final placement for 2020 only after the final year results are announced.



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Department	Points Discussed	Action Plan
	ERP – Currently ERP system is not used in department -Architecture as lectures are conducted online due to Covid 19 pandemic situation. Till such period maintenance charges for ERP are not to be paid.	Meeting of all HODs and other concerned persons of all departments will be conducted in due course, to discuss the feasible usage and implementation of ERP in order to get maximum benefit of ERP system.
Administration	There was no proper documentation of miscellaneous receipt of MCA Dept.	Now, the register is maintained for miscellaneous receipt of MCA Dept.

Dipika Parayane
ISO Coordinator

Prasad Hiray
President



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Management Review Committee (MRC) Meeting II/ 2020

MEETING NO: 02

DATE: 16/12/2020

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Friday, 18th December, 2020 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. ISO Coordinator - Result Analysis
2. MCA Dept.- Document reference number missing
3. Library Dept.- Online database / software for students and faculties, Discussion on Monthly magazines.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II/ 2020

Date : 18/12/2020

The following were present:

1. Mr. Prasad Hiray
2. Mr. Vikram Patalbansi
3. Ms. Aquila Shaikh
4. Ms. Avantika Mahadik
5. Mr. Anil Parab
6. Ms. Sulbha Mandgaonkar
7. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Result Analysis should exclude absent / withdrawn students while calculating overall result.	Changes have been made
MCA	Document reference number was missing / incorrect in monthly attendance sheet and termwork marksheet	The corrections have been made.
Library	Online database / software for students and faculties should be accessible even from home. Monthly magazines like competitive success review, pratiyogita darpan etc. can be subscribed.	Sulbha Mam should obtain the quotations for such software. Sulbha Mam should carry out the procedure for competitive success review and pratiyogita darpan magazines subscription.

Dipika Parayane
ISO Coordinator

Prasad Hiray
President

मुंबई विद्यापीठ

Email-

ar.affiliation2@fort.mu.ac.in



महाविद्यालय संलग्नता व विकास विभाग

क्र. संलग्नता/आय सी डी/२०२३-२४/ 890

दिनांक:- 30 जून, २०२३

प्रति,

✓ प्राचार्य,

लेट भाऊसाहेब हिरे एस. एस. ट्रस्टचे
इन्स्टिट्यूट ऑफ कॉम्प्युटर ॲप्लीकेशन,
सर्वे नं. ३४१, न्यु इंग्लीश स्कूलच्या पुढे,
गव्हर्नमेंट कॉलनी, बांद्रा (पूर्व),
मुंबई-४०० ०५१.

विषय:- शैक्षणिक वर्ष २०२३-२४ करिता व्यावसायिक अभ्यासक्रमांच्या
प्रवेशा करिता नोंदणी प्रक्रियेबाबत.

महोदय / महोदया,

उपरोक्त विषयान्वये कळविण्यात येते की, शैक्षणिक वर्ष २०२३-२४ मधील पदवी/
पदव्युत्तर अभ्यासक्रमाच्या प्रवेश प्रक्रिया/ प्रवेश मान्यतेच्या प्रक्रियेसाठी खालील माहिती
देण्यात येत आहे.

Name of Institute/ College	Intake
Late Bhausaheb Hiray S. S. Trust's Institute of Computer Application, Survey No. 341, Next to New English School, Government Colony, Bandra (E), Mumbai-400 051.	Master of Computer Application (M.C.A.)-120

आपला विश्वासू,

(जयदत्त जाधव)

सहाय्यक कुलसचिव

महाविद्यालय संलग्नता व विकास विभाग



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Management Review Committee (MRC) Meeting II / 2021

MEETING NO: 02

DATE: 15/12/2021

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Thursday, 17th December, 2021 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. ISOC Dept. – Conducting training programs in coordination with BSS foundation.
2. Library Dept.- Subscription of E-books
3. MCA Dept. – Faculties to be encourage for FDP and Paper Publication.
4. Administration Dept. – Inventory register to be updated.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II / 2021

Date : 17/12/2021

The following were present:

1. Mr. Pranav Hiray
2. Mr. Vikram Patalbansi
3. Ms. Aquila Shaikh
4. Ms. Avantika Mahadik
5. Mr. Anil Parab
6. Ms. Shraddha Shivsharan
7. Ms. Sulbha Mandgaonkar
8. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Conducting training programs in coordination with BSS Foundation.	Training needs / topic for training to be identified / to be confirmed with HODs by Ms. Dipika Parayane and accordingly arrange for training programs through BSS Foundation.
MCA	Faculties should be encouraged to attend training programs and for research paper publication. Also, review should be taken regarding PhD progress of those faculties who have enrolled for PhD.	Mr. Vikram Patalbansi / Ms. Dipika Parayane should encourage faculties to attend training programs and for research paper publication. Review should be taken regarding PhD progress of those faculties who have enrolled for PhD.
Library	Subscription of E-Books	Ms. Sulbha Mangaonkar should get the quotations for subscription of E-Books.

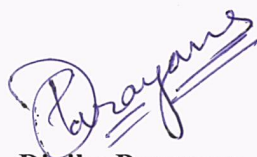


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Administration	Inventory register to be updated and labeling and numbering should be done on the entire inventory.	Due to renovation work and painting work, labeling and numbering on the inventory was not updated. Mr. Anil Parab should make sure that inventory register should be maintained accurately / updated from time to time. All the missing labeling and numbering should be updated on the inventory once the renovation work is completed and places for inventory is finalized.
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Dipika Parayane

ISO Coordinator



Prasad Hiray

President



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Management Review Committee (MRC) Meeting I / 2022

MEETING NO: 01

DATE: 28/07/2022

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Monday, 1st August 2022 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. IQAC Dept. – Conducting training programs for faculties and staffs.
2. MCA Dept. – Faculties to be encourage for FDP and Paper Publication.
3. Administration Dept. - Record to be maintained of scrap material.
4. Discussion and approval on Formation of college IQAC for NAAC Accreditation.
5. Guidance from experts to be obtained for NAAC accreditation.
6. It was decided to take guidance from Ms. Tanuja Mahajan (HOD, MCA and NAAC coordinator of KC Society's Institute of management and Research, Jalgaon)

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I / 2022

Date : 01/08/2022

The following were present:

1. Mr. Pranav Hiray
2. Ms. Pranjali Hiray
3. Dr. Minesh Ade
4. Mr. Vikram Patalbansi
5. Ms. Avantika Mahadik
6. Mr. Anil Parab
7. Ms. Shraddha Shivsharan
8. Ms. Sulbha Mandgaonkar
9. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Conducting training programs for faculties and staff.	Training needs / topic for training to be identified / to be confirmed with HODs by Ms. Dipika Parayane and accordingly arrange for training programs for faculties and staff.
MCA	Faculties should be encouraged to attend training programs and for research paper publication.	Dr. Minesh Ade Sir should encourage faculties to attend training programs and for research paper publication.
	Internship and Final placements for MCA students.	Ms. Avantika Mahadik and Ms. Dipika Parayane should build relationship with other colleges for pool campus drive and with IT companies for internship and final placements for MCA students.
	Ms. Tanuja Mahajan from HOD, MCA and NAAC coordinator of	Meeting to be scheduled for the same as per their availability in the



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	KC Society's Institute of management and Research, Jalgaon to be contacted for guidance for NAAC	month of September/ October 2022
Administration	Record to be maintained of scrap material and recycling the scrap material.	Scrapbook is maintained from June 2022. Scrap material should be given for the recycling purpose.

Dipika Parayane

ISO Coordinator

Prasad Hiray

President



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IQAC Meeting – II/ 2022

MEETING NO: 02

DATE: 22/12/2022

IQAC MEETING NOTICE

This is to inform all the concerned members that there will be a meeting at our institute on Saturday, December 24th 2022 in the conference room on the ground floor. All members of the IQAC team and the criteria heads are requested to attend the meeting.

Agenda for the meeting is given below:

1. Taking feedback from criteria heads regarding compilation of information available
2. Discussion about the constraints faced by various criteria
3. Alumni committee to be formed and encouraged

Rashmit Pradhan
IQAC Coordinator

Copy to:
All IQAC Members





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IQAC

Minutes of meeting conducted on 24/12/2022

A meeting of certain selected group of members from IQAC and Criteria heads was conducted on 24/12/2022, Saturday at 11.00 am in the conference room. The members from college were present in person.

The following people were present for the meeting:

- Dr.Minesh Ade (Director)
- Mr.Vikram Patalbansi (Dy Director, IQAC Head, Criteria 3 Head)
- Ms.Rashmita Pradhan (IQAC Co-ordinator, Criteria 2 head)
- Ms.Aquila Shaikh (IQAC Member, Criteria 1 head)
- Mr.Prakash Sakharkar(Criteria 4 head)
- Ms.Avantika Mahadik(IQAC Member, Criteria 5 head)
- Mr.Divakar Jha (Criteria 6 head)
- Ms.Sadhana Ojha (IQAC Member, Criteria 7 head)
- Ms. Dipika Parayane (IQAC Member)
- Ms. Shraddha Shivsharan (IQAC Member)

Summary of the minutes where action is to be taken

	Points Discussed	Action Taken/ Plan
IQAC Coordinator	CRITERIA 1 <ul style="list-style-type: none">• No faculty member is a part of BoS• ERP in discussion.• Discussion regarding inclusion of choice-based electives.	Choice based electives are given.



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	Points Discussed	Action Taken/ Plan
	CRITERIA 2 <ul style="list-style-type: none"> Girls' hostel facility unavailable FDP and conferences to be encouraged for faculties Mentor- mentee format to be updated Remedial courses and extra lectures for slow learners. 	<p>No mandate for girls' hostel.</p> <p>Mentor- Mentee format updated.</p> <p>Special time table formulated for slow learners</p>
	CRITERIA 3 <ul style="list-style-type: none"> Need to form research cell and incubation centre Encourage faculties to write research papers and publications College to consider funding for faculties to attend FDP 	<p>Sponsorship will be provided for seminars on research paper publication.</p> <p>College has implemented policy that each faculty will be sponsored and given concession for attending FDP.</p>
	CRITERIA 4 <ul style="list-style-type: none"> No playground and gym facility on the premises. No shodh-ganga subscription. 	<p>We take nearby playground on rent for our annual sports event.</p> <p>Laptops being provided to students.</p> <p>Written communication being carried out by the librarian to get shodhganga subscription.</p>



LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

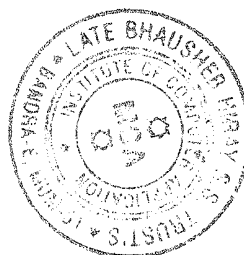
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Points Discussed	Action Taken/ Plan
CRITERIA 5 <ul style="list-style-type: none">• Special attention for differently-abled students• Alumni committee to be formed and encouraged• Final placement cell to be formed.	Alumni committee to be formed and registered for the academic year 2022-2023. Placement cell to be activated.
CRITERIA 6 <ul style="list-style-type: none">• Details on Allocation of funds received• Financial information to be made available in structured format.• Employee welfare to be encouraged	Service book to be maintained Fund faculties for attending conferences and workshops.
CRITERIA 7 <ul style="list-style-type: none">• Alternate energy initiatives to be undertaken.• Ethics for students and faculties to be put up.• Green audit to be conducted	Solar panels installed on the terrace. Green audit to be conducted for the academic year 2022-23

Rashmita Pradhan
IQAC Coordinator

Vikram Patalbansi
Dy. Director & NAAC Head





**LATE BHAUSAHEB HIRAY S. S. TRUST'S
INSTITUTE OF COMPUTER APPLICATION**
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S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
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IQAC Meeting – II/ 2023

MEETING NO: 02

DATE: 21/06/2023

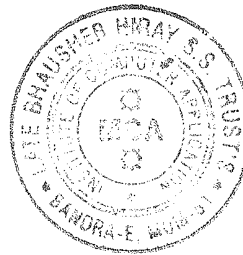
IQAC MEETING NOTICE

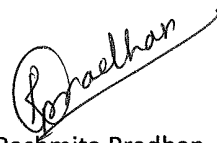
This is to inform all the concerned members that there will be a meeting at our institute on Saturday, June 23rd, 2023, in the conference room in the basement, at 1.00 pm. All members of the IQAC team and the criteria heads are requested to attend the meeting.

Agenda for the meeting is given below:

1. Initiating the process for University appointment of faculties
2. Review of results to be declared for Academic year 2022-2023

Copy to:
All IQAC Members




Dr. Rashmita Pradhan
IQAC Coordinator



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IQAC

Minutes of meeting conducted on 23/06/2023

A meeting of certain selected group of members from IQAC and Criteria heads was conducted on June 23rd, 2023, Friday at 1.00 pm in in the conference room. The following members from were present in person.

The following people were present for the meeting:

- Dr.Minesh Ade (Director)
- Mr.Vikram Patalbansi (Dy Director, IQAC Head, Criteria 3 Head)
- Ms.Rashmita Pradhan (IQAC Co-ordinator, Criteria 2 head)
- Ms.Aquila Shaikh (IQAC Member, Criteria 1 head)
- Mr.Prakash Sakharkar(Criteria 4 head)
- Ms.Avantika Mahadik(IQAC Member, Criteria 5 head)
- Mr.Divakar Jha (Criteria 6 head)
- Ms.Sadhana Ojha (IQAC Member, Criteria 7 head)
- Ms. Dipika Parayane (IQAC Member)
- Ms. Shraddha Shivsharan (IQAC Member)



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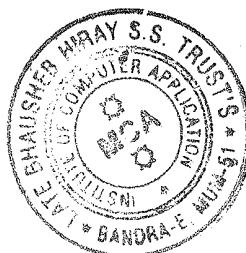
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Summary of the minutes where action is to be taken

	Points Discussed	Action Taken/ Plan
IQAC Coordinator	NAAC requires the faculties to be appointed by the affiliated University.	It was decided to commence the process to apply to the university of Mumbai for interviews.
	Review of Results of Academic Year 2022-2023	The results were prepared by the Exam Department and reviewed by the Principal and Academic coordinator before final declaration.

Dr. Rashmita Pradhan
IQAC Coordinator

Vikram Patalbansi
Dy Director & NAAC Head





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IQAC Meeting – III/ 2023

MEETING NO: 03

DATE: 28/09/2023

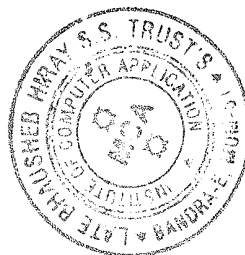
IQAC MEETING NOTICE

This is to inform all the concerned members that there will be a meeting at our institute on Friday, September 30, 2023 in the conference room in the basement, at 1.00 pm. All members of the IQAC team and the criteria heads are requested to attend the meeting.

Agenda for the meeting is given below:

1. Updates from criteria heads on the information compiled
2. Compile list of requirements from management
3. Discussion regarding the annual technical seminar Techtoday

Copy to:
All IQAC members




Dr. Rashmita Pradhan
IQAC Coordinator



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IQAC

Minutes of meeting conducted on 30/09/2023

A meeting of certain selected group of members from IQAC and Criteria heads was conducted on 30/09/2023, Saturday at 11.00 am in in the conference room. The following members from were present in person.

The following people were present for the meeting:

- Mr.Vikram Patalbansi (Dy Director, IQAC Head, Criteria 3 Head)
- Ms.Rashmita Pradhan (IQAC Co-ordinator, Criteria 2 head)
- Ms.Aquila Shaikh (IQAC Member, Criteria 1 head)
- Mr.Prakash Sakharkar(Criteria 4 head)
- Ms.Avantika Mahadik(IQAC Member, Criteria 5 head)
- Mr.Divakar Jha (Criteria 6 head)
- Ms.Sheetal Waghmare (IQAC Member, Criteria 7 head)
- Ms. Dipika Parayane (IQAC Member)
- Ms. Shraddha Shivsharan (IQAC Member)



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Summary of the minutes where action is to be taken

	Points Discussed	Action Taken/ Plan
IQAC Coordinator	Self evaluation by all criteria to decide the duration required before commencing the application process	After analysing work of all criteria, application to be started by the end of academic year 2023-2024
	Mentor mentee format to be screened	Sample mentor mentee format circulated among all
	Documentation and compilation of papers written by faculties	All faculties who have written research papers to submit soft copies of the same
	Accession report of library	No software available, hence hardcopy of accession register to be scanned and attached
	Current year's NOC required on fire fighting, Counsellor's appointment letter required.	Available with admin office and HR
	Shortlisted speakers to be finalised for Techtoday	The concerned team have shortlisted the speakers and will take the final by next month
	Tour schedule finalised	Tour operator shortlisted


Dr. Rashmita Pradhan
IQAC Coordinator




Vikram Patalbansi
Dy Director & NAAC Head



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IQAC Meeting – IV/ 2023

MEETING NO: 04

DATE: 20/12/2023

IQAC MEETING NOTICE

This is to inform all the concerned members that there will be a meeting at our institute on Saturday, December 22nd, 2023 in the conference room in the basement, at 1.00 pm. All members of the IQAC team and the criteria heads are requested to attend the meeting. It will be headed by the President of Hiray Group of institutes, Mr. Prasad Hiray and trustee Ms. Pranjali Hiray.

Agenda for the meeting is given below:

1. Meeting with management to update about the most recent development for NAAC application process
2. Change in the IQAC team and criteria
3. Self –evaluation of the criteria.

Dr. Rashmita Pradhan
IQAC Coordinator

Copy to:
All IQAC members





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IQAC

Minutes of meeting conducted on 22/12/2023

A meeting of certain selected group of members from IQAC and Criteria heads was conducted on 22/12/2023, Friday at 1.00 pm in in the conference room. The following members from were present in person.

The following people were present for the meeting:

- Mr. Prasad Hiray, President, Hiray Group of Institutes
- Ms. Pranjali Hiray, Trustee, Hiray Group of Institutes
- Mr. Vikram Patalbansi (Dy Director, IQAC Head, Criteria 3 Head)
- Ms. Rashmita Pradhan (IQAC Co-ordinator, Criteria 2 head)
- Ms. Aquila Shaikh (IQAC Member, Criteria 1 head)
- Mr. Prakash Sakharkar (Criteria 4 head)
- Mr. Divakar Jha (Criteria 6 head)
- Ms. Sheetal Waghmare (IQAC Member, Criteria 7 head)
- Ms. Dipika Parayane (IQAC Member)
- Ms. Shraddha Shivsharan (IQAC Member)

Summary of the minutes where action is to be taken

	Points Discussed	Action Taken/ Plan
IQAC Coordinator	IQAC team was reshuffled and new members joined the IQAC.	New team list attached.
	Alumni Association Committee to be formed before starting the registration process	Alumni Association committee formed. List attached below.
	MoUs for internship to be signed with firms.	





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The New NAAC teams are as follows:

Sr. Nos.	Responsibility	Members
1	IQAC	Mr.Vikram Patalbansi(Head)
		Ms. Rashmita Pradhan (Co-Ordinator)
		Mr.Divakar Jha (Member)
		Ms. Aquila Shaikh (Member)
		Ms. Avantika Mahadik (Member)
		Mr.Prakash Sakharkar (Member)
		Mr. Praful Dhande (Member)
		Ms. Sulbha Mangaonkar (Member)
		Ms. Dipika Parayane (Member)
		Ms.Shradha Shivsharan (Member)
		Mr.Anil Parab (Member)
		Ms. Rupali Kadav (Member)
2	Criteria I – Curricular Aspects	Ms.Aquila Shaikh (Head)
		Ms. Rashmita Pradhan
		Mr. Divakar Jha
3	Criteria II – Teaching, Learning and Evaluation	Ms. Rashmita Pradhan (Head)
		Ms.Aquila Shaikh
		Mr.Prakash Sakharkar
4	Criteria III – Research, Innovation and Extension	Mr.Vikram Patalbansi(Head)
		Ms. Sheetal Waghmare
		Ms.Avantika Mahadik
5	Criteria IV – Infrastructure and Learning Resources	MrPrakash Sakharkar(Head)
		Mr.Divakar Jha
		Ms. Avantika Mahadik
6	Criteria V – Student Support and Progression	Ms.Avantika Mahadik(Head)
		Ms.Rashmita Pradhan
		Ms. Aquila Shaikh
7	Criteria VI – Governance, Leadership and Management	Mr. Divakar Jha(Head)
		Mr.Prakash Sakharkar
		Ms.Rashmita Pradhan
8	Criteria VII – Institutional values and best practices	Ms.Sheetal Waghmare (Head)
		Ms.Aquila Shaikh
		Mr.Vikram Patalbansi





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Alumni Association Committee

Sr.No	Name of Alumni	Designation
1	Divakar Shambhu Jha	President
2	Vihang Dilip Gaokar	Vice President
3	Shubham Narayan Ravan	Secretary
4	Yukta Manohar Jadhav	Treasurer
5	Rhushabh Nitin Shah	Member
6	Ankesh Rajendra Lad	Member
7	Urvashi Gokar Satra	Member
8	Lalitkumar Kanaram Choudhary	Member
9	Devika Ravichandran Naidu	Member
10	Anita Arun Jagdale	Member
11	Abhishek Rameshchand Bharti	Member

Dr. Rashmita Pradhan
IQAC Coordinator

Vikram Patalbansi
Dy Director & NAAC Head

