



# KISHINCHAND CHELLARAM COLLEGE

A CONSTITUENT COLLEGE OF HSNC UNIVERSITY, MUMBAI

REACCREDITED 'A' GRADE BY NAAC (3<sup>rd</sup> Cycle)

BEST COLLEGE AWARD BY UNIVERSITY OF MUMBAI

AWARDEES 'STAR SCHEME' BY DBT & 'FIST' PROGRAMME' BY DST



DR. TEJASHREE V. SHANBHAG, M.Sc., B. Ed., M. Phil, Ph. D.

I/c PRINCIPAL

## Minutes of the Meetings and Action Taken Report 2022-23

Sr. No.	Date	Faculty attended	Agenda of Meeting	Action Suggested
1.	29/06/2022	Dr Shalini R Sinha Dr Tejashree Shanbhag, Mr Justin Maria, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Ms Surya Gune	AQAR 2020-2021- Finalisation Academic Calendar AQAR 2021-2022 Activities to be planned Energy Audit to be conducted	-Each criteria format of AQAR was finalized and work for each criteria was delegated to the Criteria head respectively  -Created academic calendar for first half of the academic year  -External Auditor for Energy Audit was finalized
2.	12/07/2022	Dr Tejashree Shanbhag, Dr Shalini R Sinha, Mr Smarajit Padhi, Mr Justin Maria, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Ms Surya Gune	Format discussion New Office Software Discussion- Registrar NAAC webinar topics CAS cases	-A circular to be issued for faculty due for CAS in 2022  Energy audit suggested changes are discussed with Principal madam



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3.	05/08/2022	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Tejashree Shanbhag, Mr Justin Maria, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Ms Surya Gune	AQAR 2021-2022 data checking Disaster Management Workshop planning CAS files checking Outcome Based Learning Session to be planned	Activity planned for Non-teaching staff on 12 <sup>th</sup> August- Circular to be issued.  Circular to be issued for Outcome Based Learning Session
4.	27/09/2022	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Tejashree Shanbhag, Mr Justin Maria, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Ms Surya Gune	Faculty members CAS files to be checked  Screening Committee and Selection Committee to be finalised  AQAR- discussion of data to be uploaded	Letters to be issued  Faculty delegated for CAS files to be checked  Teachers duty for CAS interviews to be assigned
5.	10/11/2022	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms. Jade C	NIRF data collection,	NIRF format discussed
6.	12/12/2022	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah	IQAC activities for the new semester, CAS pending cases	30 hours certificate course is planned for all third year students



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7.	27/01/2023	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Tejashree Shanbhag, Mr Justin Maria, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C.	AQAR 2021-2022 Data finalization CAS files final checking Internal Academic Audit plan was discussed	AQAR format sent to department heads  Academic Audit format sent to department head  Subject experts for Academic Audit proposed
8.	18/02/2023	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Tejashree Shanbhag, Mr Justin Maria, Dr S B Muley, Dr Rakhi Mehta, Dr Kulvinder Kaur, Dr Mridula Gupta, Ms Pragati Thawani, Ms Surya Gune	30 hour certificate course resource persons to be finalized  AQAR 2021-2022 discussion	30 hour certificate course resource persons to finalized and teachers allocated for duty
9.	26/02/2023	Dr Shalini Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C	Short term course for faculty to be planned- UGC HRDC head	UGC HRDC head- Dr. Shanti to be contacted for Short Term Course  Duty allocation for short term course





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10.	27/03/2023	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Pratibha Shah, Dr. Kolte. Dr. Pratiksha K. Dr. Ravikaran Garje	AQAR uploading  Internal academic audit planning  CAS pending cases	Reminders to be sent to HODs for sending complete AQAR data  Internal Academic audit format finalized and sent to the departments  CAS Files of Dr. Samant and Dr. Pakhare to be checked.
11.	25/04/2023	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Pratibha Shah, Dr. Kolte. Dr. Pratiksha K. Dr. Ravikaran Garje	AQAR discussion on criteria queries Reports of the IQAC events held CAS files discussion	AQAR to be printed for Principal Ma'am's corrections CAS letters of Subject experts kept ready for

Mr Smarajit Padhi :  
Dr Shalini R Sinha :  
Mr Justin Maria :  
Dr S B Muley :  
Dr Suvarna Sharma :  
Dr Ravikiran Garje :  
Dr Nandini Sengupta :  
Dr Satish Kolte :  
Dr Rakhi Mehta :  
Dr Pratibha Shah :  
Ms Jade Carvalho :  
Ms Pragati Thawani :  
Dr Pratiksha Kadam :  
Ms Surya Gune :

Vice-Principal :  
Vice-Principal :  
Vice-Principal :  
Advisor :  
Coordinator :  
Member :  
Member :  
Member :  
Member :  
Member :  
Member :  
Member :  
Member :  
Member :

Dr. Tejashree V. Shanbhag  
I/c Principal