



KISHINCHAND CHELLARAM COLLEGE

A CONSTITUENT COLLEGE OF HSNC UNIVERSITY, MUMBAI

REACCREDITED 'A' GRADE BY NAAC (3rd 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 2023-24

Sr. No.	Date	Faculty attended	Agenda of Meeting	Action Suggested
1.	20/06/2023	Dr Tejashree Shanbhag, Dr Shalini R 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, Dr Aashu V, Dr Rajitha, Ms Beena, Dr Shyam P, Dr Kanika A	AQAR Activities Calendar, CAS due cases discussion	Created academic calendar for whole of the academic year, A letter for the faculty members due for CAS is prepared
2.	22/07/2022	Dr Tejashree Shanbhag, Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Dr Aashu, Dr Rajitha	Compilation of HSNC University Academic audit data, Arrangements of the workshop scheduled on 8 th August 2023	Stream-wise 3 different presentations will be made The requirements of Mapping of PO and CO workshop by Dr Nanaware was done
3.	05/10/2023	Dr Tejashree Shanbhag, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta, Ms Pragati Thawani, Ms. Jade C, Dr Vidhi Agrawal, Dr Shyam P., Dr Aashu Vajpai	AQAR 2021-2022 data checking CAS workshop preparation	Circular to be issued for CAS workshop AQAR data compilation



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4.	31/10/2023	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Mridula Gupta Ms. Jade	NIRF data upload AQAR data upload CAS checking schedule MOOC's workshop	NIRF data collection started CAS files correction started, MOOC's workshop invite letters prepared
5.	10/11/2023	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, Dr Shyam Pakhare, Ms Beena K.	NIRF data collection,	NIRF format discussed
6.	15/12/2024	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Rakhi Mehta, Dr Nandini Sengupta, Dr Pratibha Shah, Dr Aashu	IQAC activities for the new semester, CAS pending cases	CAS subject experts names are received from the departments, the experts are contacted for their availability
7.	18/01/2024	Dr Shalini R Sinha, Dr Suvarna Sharma, Dr S B Muley, Dr Nandini Sengupta, Dr Pratibha Shah, Ms. Jade C., Dr Aashu Vajpai, Ms Beena K.	Session for Non-teaching on Investment and Tax calculations program to arrange Academic audit format sent to departments	Circular for the Non-teaching staff prepared Academic Audit format sent to department head Subject experts for Academic Audit proposed



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8.	20/02/2024	Dr Shalini R Sinha, Mr Smarajit Padhi, Dr S B Muley, Dr Rakhi Mehta, Dr Mridula Gupta, Ms Pragati Thawani, Dr Rajitha	CAS files checking AQAR submission	Corrections of CAS files and confirmation letters sent to subject experts Duties are allotted to teachers for CAS arrangements
9.	21/02/2024	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, Dr Aashu V, Ms Beena K., Dr Shyam Pakhre	CAS files signing and arrangements	All the subject experts are contacted Duty allocation for CAS done
10	13/03/2024	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, Dr Aashu V, Ms Beena K., Dr Shyam Pakhre	AQAR data compilation and uploading, discussion on CAS cases report	AQAR 2022-23 draft was printed and given to Principal Madam for correction, the report of CAS interview process and assessment will be made for faculty and office staff

