



Shramik Shikshan Mandal's

F. G. Naik College of Arts, Science (IT) & Commerce

Plot No. 11 to 21 Sector-08, Koparkhairne, Navi Mumbai 400709
fgnaik_college@rediffmail.com

Date - 05/06/2023

NOTICE

1st MEETING OF THE INTERNAL QUALITY ASSURANCE CELL FOR THE AY 2023-24

The Internal Quality Assurance Cell are hereby informed that a meeting has been scheduled on **09/06/2023 at 11:00 am** in the **Shramik Shikshan Mandal's, F. G. Naik College, Koparkhairne, Navi Mumbai.**

Agenda for the meeting.

- 1) To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
- 2) To discuss on academic calendar.
- 3) To discuss to run more add-on & certification courses.
- 4) To discuss about NAAC – IQAR, SSR & DVV submission.
- 5) Any other points raised by the members with the permission of Chairman.

You are requested to attend the meeting on the date, time and at the venue as aforesaid.

Chairman

Sr. No.	Members	Designation	Sign
1	Dr. Ghodke Dattatray Sopan	Chairman	
2	Mr. Naik Sagar Dnyaneshwar	Member	
3	Mr. Khaire Bhajandas	Member	
4	Mr. More Vijay Shivram	Member	
5	Prof. Patil Yogita Ashok	Member	
6	Prof. Patil Prajakta Amit	Member	
7	Prof. Jagtap Sharad Ashok	Member	
8	Mrs. More Jayshree Rajesh	Member	
9	Ms. Vaishnavi Nighot	Member	



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MINUTES OF 1st MEETING OF THE INTERNAL QUALITY ASSURANCE CELL FOR THE AY 2023-24

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** was held under Chairmanship on **09/06/2023 at 11:00 am** in the **Shramik Shikshan Mandal's, F. G. Naik College, Koparkhairne, Navi Mumbai.**

Members Present for Meeting:

Sr. No.	Members	Designation	Sign
1	Dr. Ghodke Dattatray Sopan	Chairman	
2	Mr. Naik Sagar Dnyaneshwar	Member	
3	Mr. Khaire Bhajandas	Member	
4	Mr. More Vijay Shivram	Member	
5	Prof. Patil Yogita Ashok	Member	
6	Prof. Patil Prajakta Amit	Member	
7	Prof. Jagtap Sharad Ashok	Member	
8	Mrs. More Jayshree Rajesh	Member	
9	Ms. Vaishnavi Nighot	Member	

Members Absent :

Quorum : Chairman took the chair and declared that the required quorum was present to convene the meeting.



Meeting Review :

- 1) **To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.**

Mr. D. S. Ghodke, Chairperson of IQAC is emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. Guardian faculty members need to attend personal problems of students along with their academic problems.

- 2) **To discuss on academic calendar.**

Academic calendar was discussed in today's meeting. Chairperson of IQAC suggest, Prepare a list of the activities implemented in the academic year 2022-23 and fix the date, time and place to implement the said activities in the academic year 2023-24 and submit a report on the same to I.Q.A.C. Chairperson by the end of June 2023. It was unanimously decided that it should be presented to the President.

After the formation of the committee for the academic year 2023-24, the said activities will be implemented on behalf of the committee members. It was decided that the program should be designed in such a way that coordination between the newly admitted students and the students of the second and third year can be done while implementing the said activity.

- 3) **To discuss to run more add-on & certification courses.**

Add-on course is work added to the compulsory assignments, which is not necessary for each and every individual. These courses are a way to add extra credits in the student's portfolio or to make him/her enhance grades and marks. This is one way in which a student can acquire a host of the skill set required by him/her in order to start working immediately after graduation.

Sometimes, a particular course is required to do a certain job, for example, CAD in architecture. So, if the student is already exposed to CAD by way of an Add-on Course with other compulsory subjects, he/she can hit the ground running as soon as they pass out. Universities can introduce add on courses to students so that they can choose subjects of their area of interest. Add on courses can be linked with Industry / current technology/ practical aspects of industry requirements. Such practical add on courses can help increasing employability of the students.

Introducing add-on courses for extra credits help students as they work as great enablers for a bright future. Add-On courses not only assist in enhancing grades but also assist in toying with the idea of a particular career path. Add-on courses provide the essential skill set that one needs to reach their goal faster in an efficient manner.

Therefore all the committee members gave their approval to teach add-on course in our college.



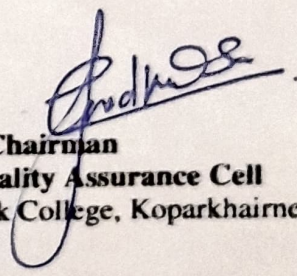
- 4) **To discuss about NAAC – IQAR, SSR & DVV submission.**
The Chairman express that, NAAC assessment and accreditation are terms broadly used for understanding the "Quality Status" of an institution. The NAAC's accreditation process follows a holistic, systematic, and objective approach for institutional improvement. Moreover, the assessment process provides an opportunity for the institution to:

- Measure its effectiveness and efficiency.
- Identify its strengths and weaknesses and
- Take necessary steps for improvement.

On behalf of our college on 28/03/2023 I.I.Q.A. filled and sent to the site. Also dated 08/05/2023 S.S.R. has been presented and D.V.V. Work in Progress, on 16/06/2023 D.V.V. will be presented. After submission of D.V.V., the names and dates of the officers who will visit the college on behalf of the NAAC administration will be informed us. After receiving the said information, it is mandatory for us to make the necessary preparations according to the NAAC officer's visit.

- 5) **Any other points raised by the members with the permission of Chairman.**
No other points raised by the present members, therefore the meeting was concluded with a Vote of Thanks proposed by Chairman, Internal Quality Assurance Cell (IQAC).

Hon'ble members resolved unanimously that minutes of today's meeting of Internal Quality Assurance Cell (IQAC) are approved; subject to corrections by the Chairman – Internal Quality Assurance Cell (IQAC) and Principal and permission has been granted to the Chairman and Principal to put the items incorporated in the minutes of the meeting for execution w.e.f. Academic Year 2023-24.


Chairman

Internal Quality Assurance Cell
SSM, F. G. Naik College, Koparkhairne