

Minutes of the Meeting

IQAC Meeting

Date: 11th October, 2019

Time: 11:00 am to 12:15 pm

Venue: Staff Room, Room 206, MES's Chembur Campus

Agenda:

1. Update of work done on Criteria 1 and 2
2. Discussion about Criterion 3 of the NAAC Guidelines
3. Distribution of duties and responsibilities with respect to Criterion 3
4. Any other matter with the permission of the Chair

Discussion:

The meeting was opened by Dr. Sunita Jain, the NAAC Co-ordinator:

1. A quick update of the pending responsibilities with respect to Criterion 1 and 2 was completed and teachers clarified any issues or doubts. It was decided to clear up a cupboard for the exclusive purpose of NAAC documents and to file all documents there. A detailed task-sheet prepared by the Chair, Principal Reni Francis was handed over to Dr. Swasti Dhar (Criterion 1 in-charge) and November 15th was set as the date by which all documents related to Criterion 1 were to be collected and stored separately.

This detailed task-sheet was much appreciated and it was decided that a detailed task-sheet will be made for all Criterion by Dr. Reni Francis in consultation with the Criterion in-charge.

2. Coming to the detailed discussion of Criterion 3, Dr. Sunita Jain elaborated the details in a point by point manner.
 - a. Criterion 3 was on the aspect of Research and Extension and it has a weightage of 120 marks.
 - b. Dr. Mary Varghese continues to be in-charge of Criteria 3 and she along with Dr. Sunita Jain will be in-charge of collecting the data and the documents for each of the points under Criterion 3.
 - c. Dr. Mary Varghese will prepare a list of documents regarding grants received for research, letters of being appointed as research guides, details of research projects, books/ chapters published and any other details required from the professors and keep it ready. Dr. Reni Francis will prepare the detailed task-sheet.
 - d. With respect to faculty exchange, it was decided that PCER will continue its faculty exchange programme with Hashu Advani College of Special Education and extend with RR College of Education and Navjivan College from this

academic year. PCER must also look into the prospect of students exchange with these institutions.

- e. PCER should try and collaborate with YCMOU as well as Savitribai Phule University for becoming a centre of the courses held by them and Dr. Sunita Jain was asked to take up this task.
 - f. Extension continues to be an important part of activities in PCER and this year too it will be taken up rigorously. Dr. Mary Varghese continues as the in-charge professor for Extension.
3. The professors in charge, broadly for the work distributed are as follows:
- a. Dr. Reni Francis – Preparation of the detailed task-sheet
 - b. Dr. Mary Varghese – Criterion 3 in charge
 - c. Dr. Sunita Jain – Coordinating with YCMOU and Savitribai Phule University for becoming a Centre for courses
4. Dr. Reni Francis informed everyone that in order to further PCER collaborations, an intercollegiate event is to be planned with the University of Mumbai. She is in talk with the members at the University and the date will be finalised soon. Organising this event will provide a big opportunity for the students of PCER in organising events with the University of Mumbai.

The meeting ended with a vote of thanks to the Chair.