



Deccan Education Society's
**NAVINCHANDRA MEHTA INSTITUTE OF TECHNOLOGY AND DEVELOPMENT
(NMITD)**

DES Mumbai Campus, Kirti College Road, Off- Veer Sawarkar Marg, Dadar(w), Mumbai-400 028,
Tel No: 022-33914561/82/83/84, Fax: 022-24325700,
Website: www.nmitd.in, Email: director@nmitd.edu.in

Approved by AICTE, DTE. Affiliated to University of Mumbai

Ref No:

Date: 10th July 2017

**Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/06/2017**

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 10th July 2017 at 4:30 pm. The following members were present:

Sr. No	Name of Member
1	Dr. Samadhan Khamkar
2	Mr. Prasad Kulkarni
3	Dr. Anita Bobade
4	Mrs. Rasika Mallya
5	Dr. D.V. Pawar
6	Ms. Sonal Kadam
7	Mr. Akshay Javeri
8	Mr. Sunil Mehta
9	Mr. Sanket Kulkarni
10	Mr. Premanand Ghag

Following members could not attend the meeting –

1. Mrs. Snehal Dhumak
2. Mr. Pratik Desai

Agenda:

1. Minutes of last meeting
2. Review of NAAC related activities
3. Discussion on departmental Vision, Mission and PEOs
4. Finalizing Academic Calendar for 2017-18
5. To enhance utilization of library resources
6. About MMS exam
7. Provision for admin data backup
8. To maintain attendance of students on ERP
9. To update website for the alumni and faculty profile updations
10. To explore the activities for consultancy.
11. Any other issues discussed with the permission of chair



Actions Taken:

1. Initiated NAAC related activities under the guidance of Director, Kirti College IQAC and IQAC.
2. The documents of Dr. Samadhan Khamkar and Dr. Anita Bobade have been sent to university for approved research guide.
3. One of the non-teaching staff member has taken the admission for MMS under Learn while earn scheme.
4. As per the Maharashtra Public University Act Student council formation process has been initiated.
5. The efforts are appreciated of Director, Dr. Samadhan Khamkar for completion of first orientation programme in HRDC, Vidyanagari Campus, Mumbai in the month of May 2017.
6. The training for specialization and domain identification of MMS and MCA students have been completed in the month of June 2017.
7. The library conference is scheduled on 19th August 2017 and the ground work is initiated by the committee. Dr. Akthar Parvez, HOD Central Library, Maulana Azad National Urdu University, Hyderabad is invited as keynote speaker for the conference. Mr. Pratik Desai, member, Library committee informed that they are getting good response among the colleges to get research papers.
8. The website is successfully updated for admission purpose with DTE schedule of details for MCA MMS as well as online admission form for institute level.

Following points were discussed and decisions were taken:

[1] Review of NAAC related activities

- ❖ IQAC has constituted NAAC steering committee. IQAC has suggested the steering committee to prioritize the activities as file updates, website updation and other documentation work necessary for SSR.

[2] Finalizing Academic Calendar for 2017-18

- ❖ MMS and MCA departments have presented academic calendar for the year 2017-18. IQAC approved it.

[3] Discussion on departmental Vision, Mission and PEOs

- ❖ As the initial part of implementation of Outcome based Education, both departments prepared departmental vision, mission and PEOs. Mrs. Rasika Mallya presented departmental vision, mission and PEOs of both the departments. Those are approved after minor discussion.

[3] To enhance utilization of library resources

- ❖ IQAC has suggested library department to provide remote access to ebooks and question papers for students as well as faculties.



- ❖ It is also recommended to guide students about the use of OPAC system (Online Public Access Catalogue) and other e-resources.

[4] About MMS exam

- ❖ IQAC has suggested to assign question paper code for MMS question papers to maintain sanctity and confidentiality of the said exams.

[5] Provision for admin data backup

- ❖ IQAC suggested admin incharge would make necessary arrangements for centralized backup of admin data from all terminals.

[6] To maintain attendance of students on ERP

- ❖ IQAC recommended faculties to maintain attendance of students on ERP to automate attendance process.

[7] To update website for the alumni and faculty profile updation

- ❖ As per discussion website can provide flexibility to every faculty to update their profile by their own and also alumni would register on website for their details.

[8] To explore the activities for consultancy.

- ❖ The faculties would explore the contacts for MDP in various sectors like banking, healthcare and education.

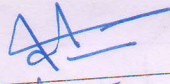

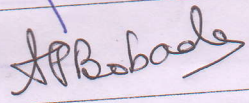

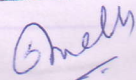
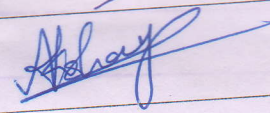
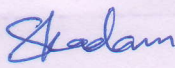
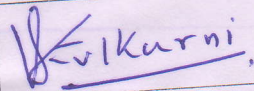
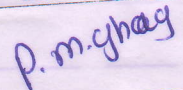
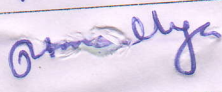
[9] Any other issues discussed with the permission of chair

- ❖ IQAC recommended maintenance of facilities like Fire extinguisher, First aid box and cleanliness.
- ❖ It is also discussed that departments would conduct Parent Teachers Meeting to communicate the feedback, growth and issues if any with parents.



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IQAC Coordinator

Meeting of IQAC, NMITD was held 10th July 2017 at 4:30 pm in the Management Council Room.

Sr. No	Name of Member	Sign
1	Dr. Samadhan Khamkar, IQAC Chairperson	
2	Mr. Prasad Kulkarni, Admin Incharge	
3	Dr. Anita Bobade, HOD, MMS	
4	Mr. Pratik Desai, Teaching Faculty, MCA	Absent
5	Dr. D.V. Pawar, Management Representative	
6	Mr. Sunil Mehta, Industry Representative	
7	Mr. Akshay Javeri, MCA Student Representative	
7	Ms. Sonal Kadam, MMS Student Representative	
8	Mrs. Snehal Dhumak, Non-Teaching Representative	Absent
9	Mr. Sanket Kulkarni, MCA Alumni	
10	Mr. Premanand Ghag, MMS Alumni	
11	Mrs. Rasika Mallya, IQAC Coordinator	





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Ref No:

Date: 27th Nov 2017

**Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/07/2017**

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 27th November 2017 at 4:30 pm. The following members were present:

Sr. No	Name of Member
1	Dr. Samadhan Khamkar
2	Mr. Prasad Kulkarni
3	Dr. Anita Bobade
4	Mr. Pratik Desai
5	Mrs. Rasika Mallya
6	Dr. D.V. Pawar
7	Mr. Mayur Naik
8	Mr. Vighnesh Khale
9	Mrs. Snehal Dhumak
10	Mr. Sanket Kulkarni
11	Mr. Premanand Ghag

Following members could not attend the meeting --

Mr. Sunil Mehta

Agenda:

1. Minutes of last meeting
2. Review of NAAC related activities
3. Discussion on Programme Outcomes
4. Proposal of automation for library footfall information maintenance
5. Giving the charge to students council for initiating RooBaRoo activities
6. Proposal to maintain the official documents in e-format
7. Track the progress of NCMAT'18
8. To implement "Code of Ethics" by Research Committee
9. Any other issues discussed with the permission of chair



Actions Taken:

1. The files to be maintained by IQAC and format of files are decided for NACC activities. Steering committee started reading of NAAC Manual.

2. MCA final year students have completed specialized training on Python which was the part of Domain Specialized Training for Placements
3. The provision of admin data backup is made by creating server in office which is completely accessible to Registrar and Director remotely. The office staff is trained to maintain all standard documents on this server.
4. As per the Maharashtra Public University Act 2016, Student council is formed with proper election process. Mr. Mayur Naik is elected as President of Students Council and Mr. Vighnesh Khale is elected as Vice-President of Students Council.
5. The efforts are appreciated of Dr. Kasturi Naik and Mrs. Renuka Savant to conduct first MDP for Ladies Employees of Apna Sahakari Bank Ltd. in the month of August of 2017 and FDP for Work-life Balance.
6. The library conference is successfully conducted on 19th August 2017.
7. The website of the institute is updated with Alumni page and Faculties profile page is created reflecting publications and activities of each faculty.

Following points were discussed and decisions were taken:

[1] Review of NAAC related activities

- ❖ IQAC and NAAC steering committee assigned criteria heads according to SSR criterias. The criteria heads divided key indicators to respective faculties for gathering data and formatting.

[2] Proposal of automation for library footfall information maintenance

- ❖ Library committee requires automation of footfall information maintenance. Mr. Sanket Kulkarni suggested MCA students can design and implement the mobile app for the same.

[3] Discussion on Programme Outcomes

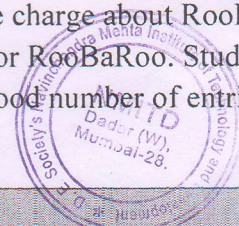
- ❖ Both the departments prepared Programme Outcomes based on curriculum components given by AICTE. IQAC sanctioned those with some suggestions.

[4] Giving the charge to students council for initiating RooBaRoo activities

- ❖ IQAC chairman suggested to students council president to take charge about RooBaRoo activities. Students council president suggested some themes for RooBaRoo. Students council also suggested some marketing strategies for getting good number of entries of participants.

[5] Proposal to maintain the official documents in e-format

- ❖ IQAC has suggested to maintain important documents required for SSR on google drive. The documents can be shared with all criteria heads for the easy access and to save time.



- ❖ IQAC suggested admin incharge would make necessary arrangements for centralized backup of admin data from all terminals.

[7] Track the progress of NCMAT'18

- ❖ IQAC Coordinator informed all members about the theme of NCMAT'18. The theme is decided as "Managing Business and Technology in the Knowledge Economy". The research committee has started approaching research scholars and different institutes to get quality research articles for the conference. Mr. Sunil Mehta and Dr. D.V. Pawar also suggested some names for keynote speakers. IQAC chairman also informed all that he is taking efforts to publish institute's dedicated journal under UGC guidelines.

[8] To implement "Code of Ethics" by Research Committee

- ❖ Research Committee has drafted the Code of Ethics which is to be followed by research scholars and authors to submit the paper for NCMAT'18. The code of Ethics is designed according to UGC and University guidelines. All approved the "Code of Ethics".

[9] To explore the activities for consultancy.

- ❖ The faculties would explore the contacts for MDP in various sectors like banking, healthcare and education.

[10] Any other issues discussed with the permission of chair

- ❖ IQAC coordinator requested Dr. D. V. Pawar sir to give some guidance to Students council to get sponsorship for the college events.
- ❖ The university exam schedule and arrangements for second half 2018 were discussed. IQAC coordinator also informed all about the Industrial Visit' 2018 scheduled for Amritsar, Chandigarh in January 2018.

Rmallya
IQAC Coordinator

Sr. No	Name of Member	Signature
1	Dr. Samadhan Khamkar	<i>[Signature]</i>
2	Mr. Prasad Kulkarni	<i>[Signature]</i>
3	Dr. Anita Bobade	<i>[Signature]</i>
4	Mr. Pratik Desai	<i>[Signature]</i>
5	Mrs. Rasika Mallya	<i>[Signature]</i>
6	Dr. D.V. Pawar	<i>[Signature]</i>
7	Mr. Mayur Naik	<i>[Signature]</i>
8	Mr. Vighnesh Khale	<i>[Signature]</i>
9	Mrs. Snehal Dhumak	<i>[Signature]</i>
10	Mr. Sanket Kulkarni	<i>[Signature]</i>
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Ref No:

Date: 29th Jan 2018

Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/08/2018

29th January
2018

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 29th Jan 2018 at 4:30 pm. The following members were present:

Sr. No	Name of Member
1	Dr. Samadhan Khamkar
2	Dr. Kasturi Naik
3	Mr. Pratik Desai
4	Mrs. Rasika Mallya
5	Dr. D.V. Pawar
6	Mr. Mayur Naik
7	Mr. Vighnesh Khale
8	Mrs. Snehal Dhumak
9	Mr. Sunil Mehta
10	Mr. Premanand Ghag

Following members could not attend the meeting –

Mr. Sanket Kulkarni
Mr. Prasad Kulkarni

Agenda:

1. Minutes of last meeting
2. Review of NAAC related activities
3. Templates for direct attainment and discussion on Rubrics
4. About plagiarism software
5. Proposal of external academic audit
6. Creative teaching learning methods
7. To implement "Code of Ethics" by Research Committee
8. Proposal for Institute's Magazine
9. Any other issues discussed with the permission of chair



Actions Taken:

1. Criteria-wise drafts are prepared by criteria heads for drafting of NAAC SSR.

3. The efforts are appreciated of Dr. Anita Bobade and Mrs. Rasika Mallya for completion of first orientation programme in HRDC, Vidyanagari Campus, Mumbai in the month of December 2017 and Dr. Samadhan Khamkar for attending Refresher Course in HRDC, Poddar College, Mumbai.
4. RooBaRoo 18 activities are initiated by Students Council with the theme "Start-up India". Events heads are appointed and they started getting entries for participation in scheduled events.
5. Industrial Visit Committee conducted Industrial Visit on 18th January to Delhi for 6 days.
6. Dr. Kasturi Naik and Mrs. Renuka Savant have conducted FDP on 20th Jan 2018 on "Personality Enhancement via Self-Management Techniques". FDP received good response from the teachers of across various College as well as corporates.
7. As suggested by IQAC, admin staff started uploading of important documents on Google Drive for easy and protected access of documents.
8. Programme Outcomes for both the departments are finalized.
9. NCMAT'18 is scheduled on 25th February 2018 with the theme "Managing Business and Technology in the Knowledge Economy".
10. The alumni meet is scheduled on 4th February 2018.

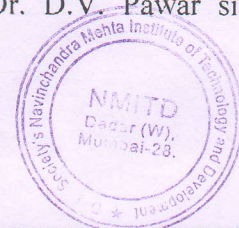
Following points were discussed and decisions were taken:

[1] Review of NAAC related activities

- ❖ IQAC coordinator has presented rough draft of each criteria of SSR. A few suggestions and modifications are discussed during the meeting.

[2] Templates for direct attainment and discussion on Rubrics

- ❖ As the important part of OBE implementation, it is important to map Course Outcomes and Programme Outcomes as well as to calculate their attainment.
- ❖ Thus, the template of CO-PO mapping and attainment for MCA department was presented by Mrs. Rasika Mallya.
- ❖ Mr. Pratik Desai also presented rubrics for assessment of presentations, mini project, final year project.
- ❖ Templates of CO-PO attainment and rubrics are finalized and Dr. D.V. Pawar sir suggested to implement it as early as possible.



[2] About plagiarism Software

- ❖ IQAC Chairman has advised that there is an urgent need of plagiarism software dedicated for the Institute. It is finalized that Institute shall go for purchasing the plagiarism software with multiple user login.

[3] Proposal of external academic audit

- ❖ On the lines of internal academic audit, Dr. Samadhan Khamkar proposed to conduct external academic audit from the academic year 2017-18 in the month of July to review the academic activities to improvise quality.
- ❖ Mr. Sunil Mehta suggested to invite experienced auditors to conduct academic audit.

[4] Creative teaching learning methods

- ❖ IQAC coordinator mentioned that there is a need to enhance teaching learning methods to improve communication among students and teachers.
- ❖ Mr. Sunil Mehta suggested the idea of "Knowledge Leader" to enrich healthy communication skills among students. He also suggested to implement experiential learning for students by giving them enhancing projects.

[5] Proposal for Institute's Magazine

- ❖ Dr. D.V. Pawar suggested to design Institute's Magazine which will project institute's activities like students' participation in intercollegiate events, teachers and other staff members achievements. The budding authors and poets are encouraged to write their own poems, articles or blogs.
- ❖ Mr. Pratik Desai has taken the responsibility to create Institute's Magazine.

[5] To modify "Code of Ethics" by Research Committee

- ❖ Research committee requested some minor changes in code of ethics based on UDC guidelines.
- ❖ IQAC discussed the changes and approved the "code of ethics".



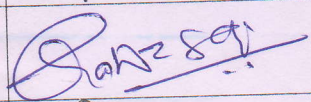
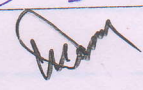
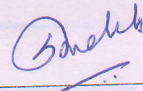
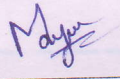
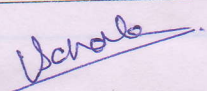
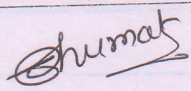
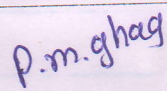


(Mrs. Rasika Mallya)

IQAC Coordinator

Meeting of IQAC, NMITD was held 29th Jan 2018 at 4:30 pm in the Management Council Room.

Following members were present:

Sr. No	Name of Member	Sign
1	Dr. Samadhan Khamkar, IQAC Chairperson	
2	Mr. Prasad Kulkarni, Admin Incharge	Absent
3	Dr. Kasturi Naik, Teaching Faculty , MMS	
4	Mr. Pratik Desai, Teaching Faculty , MCA	
5	Dr. D.V. Pawar, Management Representative	
6	Mr. Sunil Mehta, Industry Representative	
7	Mr. Mayur Naik, President, Students Council	
7	Mr. Vighnesh Khale, Secretary, Students Council	
8	Mrs. Snehal Dhumak, Non-Teaching Representative	
9	Mr. Sanket Kulkarni, MCA Alumni	Absent
10	Mr. Premanand Ghag, MMS Alumni	
11	Mrs. Rasika Mallya, IQAC Coordinator	