



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 September 2019

Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/13/2019

7th September
2019

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 7th September 2019 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	Mrs. Snehal Dhumak
6	Mrs. Sulakshana Vispute
7	Mrs. Shamala Mujumdar
8	Mr. Premanand Ghag

Following members could not attend the meeting –

Mr. Sunil Mehta
Mr. Sanket Kulkarni
Dr. D.V. Pawar

Agenda:

1. Minutes of last meeting
2. Discussion on AAA to be conducted
3. Proposal for paperless journal for MCA practicals
4. Discussion on application of LED Tubelights
5. Feedback Analysis Report 2018-19
6. Proposal for new add-on certificate courses
7. Discussion on activities for advanced learners students
8. Discussion on workshops or sessions related to social issues
9. Any other issues discussed with the permission of chair



Actions Taken:

1. Faculties have enrolled for Swayam Certifications for their domain subjects.
2. Dr. Anita Bobade has received approval from University of Mumbai as University Recognized Guide for Ph.D. in Commerce
3. Admissions for Academic Year 2019-20 has been completed successfully.
4. Workshop on Cybersecurity and Ethical Hacking for 2 days was conducted in April wherein 85 students participated in the same.
5. Workshop was conducted by Library department on "Designing Content Management System using Joomla".
6. MMS department conducted the activity "Katha" where all management students took oath on " ".

Following points were discussed and decisions were taken:

[1] Discussion on AAA to be conducted

- ❖ As yearly activity, AAA is scheduled on 29th September for which Dr. Pooja Raundhale, Chairman, BoS, MCA and Dr. Maitra, Academics Dean, VESIT have been invited to conduct audit.
- ❖ IQAC Chairman informed the committee to keep all files updated as required for Academics and administration.

[2] Proposal for paperless journal for MCA practicals

- ❖ MCA department has suggested to reduce number of printouts for journal of practicals. It was discussed and decided that MCA journal can be maintained in soft copy format on Google Drive. After every practical session, concerned faculty has to mark which practicals are performed by which student. So tracking can be maintained properly and paper wastage can be avoided.

[3] Discussion on application of LED Tubelights

- ❖ IQAC Chairman suggested use of LED tubelights to reduce electricity consumption. All welcomed the idea and it was decided to put forward the proposal in CDC.

[4] Proposal for new add-on certificate courses

- ❖ Mr. Premanand Ghag suggested to have new certificate courses for MMS students such as Advance Excel or NISM Securities certifications.
- ❖ IQAC coordinator mentioned that course proposal can be prepared where certification exams can be conducted at Institute itself.

[5] Feedback Analysis Report 2018-19



- ❖ Feedback analysis report received from feedback committee for year 2018-19 was presented to IQAC.
- ❖ Dr. Samadhan Khamkar sir reviewed the ATR and informed for necessary actions.

[5] Discussion on activities for advanced learners students

- ❖ Advanced learners students are identified based on their performance in exam, communication skills.
- ❖ Dr. Kasturi Naik suggested that advanced learners can avail Swayam certification for their interested topics and they can use that knowledge for their projects.
- ❖ Mr. Pratik Desai also suggested that advanced learners of MCA can develop various mobile apps which can be useful for Institute such as certificate generation app, feedback app etc.


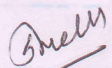

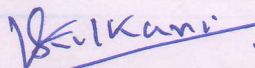
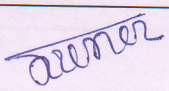

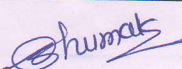
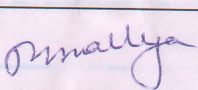
[6] Discussion on workshops or sessions related to social issues

- ❖ IQAC Chairman suggested to have some sessions on Anti Corruption Buereau or self-defence activities.



Rmallya
(Mrs. Rasika Mallya)
IQAC Coordinator

Meeting of IQAC, NMITD was held on 7th September 2019 at 4:00 pm in the Management Council Room. Following members were present:

Sr. No	Name of Member	Sign
1	Dr. Samadhan Khamkar, IQAC Chairperson	
2	Mr. Sunil Mehta, Industry Representative	
3	Dr. D.V. Pawar, Management Representative	
4	Mr. Sanket Kulkarni, MCA Alumni	
5	Mr. Premanand Ghag, MMS Alumni	
6	Mrs. Sulakshana Vispute, Assistant Professor, MCA	
7	Dr. Kasturi Naik, Assistant Professor, MMS	
8	Mr. Pratik Desai, Teaching Faculty, MCA	
9	Mrs. Snehal Dhumak, Non-Teaching Representative	
10	Mrs. Shamala Mujumdar, Librarian	
11	Dr. Rasika Mallya, IQAC Coordinator	





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Ref No:

Date: 12th December 2019

Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/14/2019

10th December
2019

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 10th December 2019 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	Mrs. Snehal Dhumak
6	Mrs. Sulakshana Vispute
7	Mrs. Shamala Mujumdar
8	Mr. Premanand Ghag
9	Mr. Sunil Mehta
10	Mr. Sanket Kulkarni
11	Dr. D.V. Pawar

Following members could not attend the meeting –

NIL



Agenda:

1. Minutes of last meeting
2. Review of Quality Assurance Activities for year 19-20.
3. Changes in IQAC list of members
4. Suggestions for Alumni Meet activities for Alumni Meet Dated 2nd February, 2020
5. Brief of National Conference, NCMAT'20
6. Suggestions for SOP for internal examinations
7. Introduction of Certificate Course on Financial Securities
8. Any other issues discussed with the permission of chair

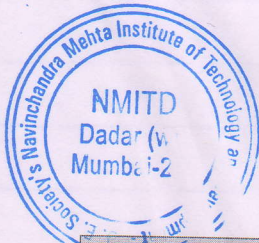
Actions Taken:

1. External academic audit is conducted on 29th September.
2. The soft copy of MCA practicals is generated in last semester and well-accepted by external examiner.
3. Proposal of LED tubelights is forwarded to CDC.
4. The Institute has collaborated with NISM for financial securities certification courses. The course will be conducted in campus for MMS finance students as well as outside students.
5. Advanced Learners' students conducted various activities for juniors as well as some of them have registered for Swayam certifications.
6. Proposal is submitted to University of Mumbai to collaborate with Institute for National Conference.
7. Efforts of Ms. Apeksha Gaje are appreciated for successful completion of AICTE-ISTE approved FDP on AI and ML.
8. Efforts of Dr.Samadhan Khamkar, Dr.Anita Bobade, -Dr.Kasturi Naik and Mrs.Deepa Honrao are appreciated to complete NPTEL- Swayam Certification in their specialized domains.
9. Efforts of Ms. Renuka Savant and Mrs. Sulakshana Vispute are appreciated for successful completion of AICTE-ISTE approved FDP on HR and Data Science respectively.
10. Dr. Samadhan Khamkar successfully completed FDP on Incubation Center Organized by Atal Incubation Center at PTVAIM to enhance incubation activities at Institute.
11. NMITD staff and students donated food and essential things as a help to Flood affected region in Kolhapur.

Following points were discussed and decisions were taken:

[1] Review of Quality Assurance Activities for year 19-20.

- ❖ Following quality assurance activities are brought to the notice of IQAC members:
 - Faculty members have completed refresher courses, FDPs, STTPS and Swayam Certifications
 - Some students have completed ISQTB certifications, Swayam Certifications as well as different professional certifications.
 - Members discussed different possibilities of consultancies where faculty members can take lead to get good projects for students.



[2] Changes in IQAC list of members

- ❖ As per suggestion by CDC, IQAC coordinator suggested to include some representative from library department in IQAC so that quality of knowledge resources in library can be enhanced. All agreed to this suggestion and resolved that Mrs. Shamala Mujumdar, Librarian to be included in IQAC.

[3] Suggestions for Alumni Meet activities for Alumni Meet 2020

- ❖ Mr. Sanket Kulkarni suggested to have placement oriented session or experience sharing session on the day of alumni meet so that students can interact with alumni to get connected with them for sensitizing students for latest industry trends.
- ❖ All welcomed this idea. Mr. Pratik Desai also suggested to take suggestions from alumni for revamping MCA syllabus. These suggestions can be forwarded to BOS to include those in new syllabus.

[4] Brief of National Conference, NCMAT'20

- ❖ Dr. Samadhan Khamkar briefed IQAC about collaboration with PTVAIM and University of Mumbai for National Conference 2020 to widen the scope of conference.
- ❖ It was discussed to explore UGC CARE journals for publication of good research papers.
- ❖ Dr. Rasika Mallya suggested to have special edition of journal to publish students' research papers. All members showed desire for this.

[5] Suggestions for SOP for internal examinations

- ❖ Dr. Samadhan Khamkar suggested to design SOP for internal examination which will be beneficial for new ERP system.
- ❖ Dr. Kasturi Naik suggested to design SOP considering attainment of COs.

[6] Introduction of Certificate Course on Financial Securities


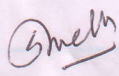

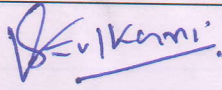


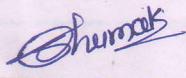
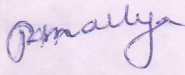
- ❖ After successful completion of first NISM certificate course, Mr. Sunil Mehta suggested to have collaboration with NISM for exam center which will be only one exam Center in Dadar zone. It was also suggested to have all levels of NISM certificate courses in Institute.



Rmallya
(Mrs. Rasika Mallya)

IQAC Coordinator

Meeting of IQAC, NMITD was held on 10th December 2019 at 4:00 pm in the Management Council Room. Following members were present:

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1	Dr. Samadhan Khamkar, IQAC Chairperson	
2	Mr. Sunil Mehta, Industry Representative	
3	Dr. D.V. Pawar, Management Representative	
4	Mr. Sanket Kulkarni, MCA Alumni	
5	Mr. Premanand Ghag, MMS Alumni	
6	Mrs. Sulakshana Vispute, Assistant Professor, MCA	
7	Dr. Kasturi Naik, Assistant Professor, MMS	
8	Mr. Pratik Desai, Teaching Faculty, MCA	
9	Mrs. Snehal Dhumak, Non-Teaching Representative	
10	Mrs. Shamala Mujumdar, Librarian	
11	Dr. Rasika Mallya, IQAC Coordinator	





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Ref No:

Date: 7th March 2020

**Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/15/2020**

*5th March
2020*

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 5th March 2020 at 4:30 pm. The following members were present:

Sr. No	Name of Member
1	Shri. Ajit Palekar, CDC Chairman, Special Invitee
2	Dr. Samadhan Khamkar
3	Dr. Kasturi Naik
4	Mrs. Rasika Mallya
5	Mrs. Snehal Dhumak
6	Mrs. Sulakshana Vispute
7	Mrs. Shamala Mujumdar
8	Mr. Premanand Ghag
9	Mr. Sunil Mehta
10	Mr. Sanket Kulkarni
11	Dr. D.V. Pawar

Following members could not attend the meeting –

Mr. Pratik Desai

Agenda:

1. Minutes of last meeting
2. Discussion on Website and Social Media Awareness
3. Discussion on Aptitude Test Preparation for Placements
4. Introduction of internal subject for MMS-IT Sem II
5. Introduction of Stress Relieving Activity/ Team Building for NMITD staff
6. Any other issues discussed with the permission of chair



Actions Taken:

1. National Conference NCMAT'20 was conducted successfully. Around 80 research scholars contributed in conference. The research papers are published in "Shodhsarita" UGC CARE journal.
2. Alumni meet'20 conducted successfully. Around 240 alumni visited the campus and many of them had given their opinion for new syllabus as well as new certificate courses.
3. Mr. Bhagawat Hire, student of MMS Sem IV qualified NET exam in Management. IQAC members appreciated his efforts.
4. Sessions on anticorruption law was conducted by anticorruption bureau.

Following points were discussed and decisions were taken:

[1] Discussion on Website and Social Media Awareness.

- ❖ Shri. Ajit Palekar sir suggested to revamp social media pages of Institute and to have regular posts on pages to create brand of Institute.
- ❖ Mr. Sanket Kulkarni suggested to design fix number of creatives for regular posts for every month. It was also suggested to explore students' creativity to design posts and contents will be shared by website committee.

[2] Discussion on Aptitude Test Preparation for Placements

- ❖ Dr. Kastuti Naik suggested to focus more on aptitude tests as well as technical aptitude tests preparation for final year students.
- ❖ Mr. Sanket Kulakrni suggested that students should solve regular aptitude tests right from initial semesters.

[3] Introduction of internal subject for MMS-IT Sem II

- ❖ Dr. Rasika Mallya suggested to introduce one internal subject for MMS Sem II students who wish to take IT specialization in Sem III. This introductory subject would help students to create base of IT subjects with programming skills.
- ❖ All showed desire for the same.

[4] Introduction of Stress Relieving Activity/ Team Building for NMITD staff

- ❖ Dr. Kasturi Naik suggested Stress Relieving Activity and Team Building for NMITD staff to motivate them for effective work culture as well as to increase coordination among staff.
- ❖ She also suggested to have specific sessions of "Developing Teaching legacy for success" for faculties of NMITD.
- ❖ Dr. D.V. Pawar sir suggested to conduct these sessions for whole Mumbai campus staff members.
- ❖ All welcomed the suggestion.




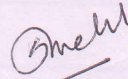

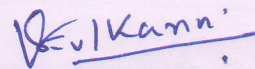
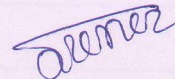

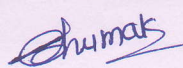
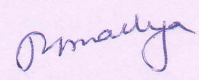
[5] Any other issues discussed with the permission of chair

- ❖ Dr. Samadhan Khamkar suggested to increase online sharing of knowledge resources from library among students.
- ❖ Mrs. Shamala Mujumdar madam suggested that students should be made aware of available online knowledge resources such as EBSCO journals, NDL facility during library sessions.



Rmallya
(Mrs. Rasika Mallya)
IQAC Coordinator

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Following members were present:

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2	Mr. Sunil Mehta, Industry Representative	
3	Dr. D.V. Pawar, Management Representative	
4	Mr. Sanket Kulkarni, MCA Alumni	
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6	Mrs. Sulakshana Vispute, Assistant Professor, MCA	
7	Dr. Kasturi Naik, Assistant Professor, MMS	
8	Mr. Pratik Desai, Teaching Faculty, MCA	
9	Mrs. Snehal Dhumak, Non-Teaching Representative	
10	Mrs. Shamala Mujumdar, Librarian	
11	Dr. Rasika Mallya, IQAC Coordinator	





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Approved by AICTE, DTE. Affiliated to University of Mumbai
NAAC Accredited "B++" Grade

Ref No:

Date: 12th May 2020

**Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/16/2020**

10th May 2020

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 10th May 2020 at 4:30 pm. The meeting was conducted online. The following members were present:

Sr. No	Name of Member
1	
2	Dr. Samadhan Khamkar
3	Dr. Kasturi Naik
4	Dr. Rasika Mallya
5	Mrs. Snehal Dhumak
6	Mrs. Sulakshana Vispute
7	Mrs. Shamala Mujumdar
8	Mr. Premanand Ghag
9	Mr. Sunil Mehta
10	Mr. Sanket Kulkarni
11	Dr. D.V. Pawar

Following members could not attend the meeting –

NIL

Agenda:

1. Minutes of last meeting
2. Discussion on Online Lectures and Practicals
3. Discussion on Training to Non-teaching staff for Work Home Policy
4. Introduction of Motivational Webinars on current scenarios for students in lockdown period
5. Need of revision in Logo for Institute
6. Any other with permission of chair



Actions Taken:

1. Social media pages are revamped and weekly 2 to 3 posts are getting uploaded on facebook and LinkedIn pages. It is observed that the post is reaching to maximum people which is beneficial for admissions of 2020-21.
2. Special edition of students' research papers has been printed successfully with ISBN number.
3. Special sessions on aptitude tests are scheduled for final year students.
4. Online lectures and practicals are getting conducted in lockdown period on the platform of Microsoft Teams. All students have received their registered mail ids of despune.org
5. The efforts of Dr. Kasturi Naik are appreciated for conducting online workshop on "Emotional Resilience in Challenging scenarios" for DES Mumbai campus, DES Sangli Campus.
6. Dr. Kasturi Naik has conducted sessions on Developing Teaching Legacy for Success at RCF, IES's Modern English School, Dadar and Developing Customer Service Legacy for Success via EI at Apna Bazaar.

Following points were discussed and decisions were taken:

[1] Discussion on Online Lectures and Practical

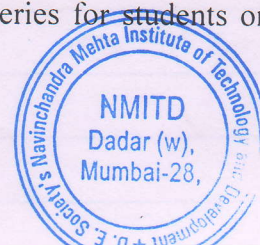
- ❖ Dr. Samadhan Khamkar briefed IQAC about ongoing online lectures and practicals during lockdown period with positive response of students.
- ❖ Mr. Pratik Desai brought to notice that some of the students have internet problem to attend the lectures since they are at their native place.
- ❖ Mr. Sunil Mehta sir suggested to create repository of online lectures conducted, so that these students can listen to these lectures afterwards and they will not have any loss in studies.

[2] Discussion on Training to Non-teaching staff for Work Home Policy

- ❖ During lockdown period, DES management has informed all working related to office should be done from home. In this context, Mrs. Snehal Dhumak suggested to have training for Work From Home techniques.
- ❖ IQAC coordinator suggested that Ms. Apeksha Gaje and Mrs. Deepa Honrao can conduct this training for non-teaching staff as well as library staff.

[3] Introduction of Motivational Webinars on current scenarios for students in lockdown period

- ❖ Dr. Kasturi Naik briefed IQAC that many students or their family members are getting quarantined or admitted due to COVID infection. The current situation is affecting students' moral. So it is essential to be in touch with students to keep them moral up.
- ❖ All appreciated this idea and suggested to have webinar series for students on various topics.



- ❖ Some topics identified as “Emotional Resilience”, “Share Market”, “Post-pandemic opportunities for Indian Market” etc.

[4] Need of revision in Logo for Institute

- ❖ Mr. Pratik Desai suggested to redesign the logo of institute so that it can be used uniquely on all brochures, websites and social media creatives. He also suggested to have unique placement of the logo.
- ❖ All accepted this idea and suggested to redesign the logo with the help of some professional.

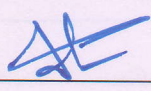
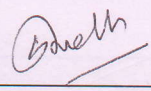
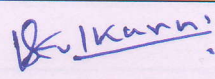
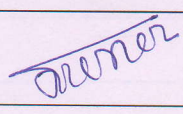

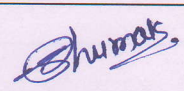
Rmallya

(Dr. Rasika Mallya)

IQAC Coordinator



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