



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
NAAC Accredited "B++" Grade

Ref No:

Date: 7th August 2020

Minutes of Internal Quality Assurance Cell (IQAC) Meeting No. IQAC/17/2020	5th August 2020
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The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 5th August 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	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. Discussion on activities of NBA accreditation
3. Discussion on SWOT Analysis of Institute
4. Discussion on feedback analysis for year 2019-20(ATR)
5. Discussion on MCA new syllabus (2 years) and supporting arrangements for it
6. Making e-resources of library available to students in lockdown
7. Proposal for yearly department magazines
8. Discussion on arrangements of courses and activities at satellite center
9. Discussion of personal files
10. Discussion on preplacement activities
11. Any other with permission of chair



Actions Taken:

1. As discussed in previous meeting, all faculty members started maintaining online lectures repository. All University exams including theory, practical and projects viva were conducted online on Microsoft Teams platform.
2. Ms. Apeksha Gaje and Mrs. Deepa Honrao conducted workshop for non-teaching staff for effective Work from Home techniques.
3. The workshop and guest sessions committee has initialized webinars on every Saturday 4pm to 5pm on various professional, cultural, life skills topics. This activity is conducted for all students of NMITD, JS Kothari Business School and CIMDR, Sangli.
4. As discussed in last meeting, logo of Institute is revised with the help of professional and implemented on website and all other printed documents.
5. The efforts of Dr. Kasturi Naik are appreciated for collaborating with Atmanirbhar Team for vocational training.
6. The Institute has successfully conducted 6 days online FDP on Ethical Dimensions of Writing Research Paper. The Institute received participation from all over country including some participation from other countries. The remarkable efforts of FDP organizing committee are noted and appreciated by IQAC.
7. The active involvement of library department in attending various workshops and webinars and efforts to implement those practices at Institute are appreciated by IQAC.
8. The contribution of MCA faculty members in designing new curriculum of MCA-2 years programme as convener, co-convener, member in BoS appointed committees is recognized by IQAC.
9. The efforts of Dr. Samadhan Khamkar, Dr. Anita Bobade, Dr. Renuka Savant, Ms. Apeksha Gaje and Mr. Pratik Desai as BoS Members for drafting syllabus of PGDM at DES JS Kothari Business School are appreciated by IQAC.
10. Mrs. Deepa Honaro drafted the syllabus for Certificate Course for Tableau Fundamentals and she conducted the same for students of NMITD as well as outside students.
11. Feedback responses received for the year 2019-20 are analysed by feedback committee and IQAC. Some of the actions taken based on this analysis are:

Sr. No	Feedback/Suggestions	Action Taken
1	New Upgraded Laptops Required For Faculties	10 New Latest Laptop Purchased For Faculty
2	Increase in frequency of technical aptitude test	Technical aptitude sessions are increased
3	Guidance for Social profile creation.	Social profile creation activity is added in the pre placement activities.
4	Guidance for standard resume format.	Guidance for resume writing activity is added in the pre placement activities.



Following points were discussed and decisions were taken:

1. Discussion on activities of NBA accreditation

- ❖ Dr. Samadhan Khamkar briefed IQAC about importance of NBA accreditation for the Institute. He also briefed the timelines for NBA accreditation.
- ❖ Dr. Rasika Mallya briefed about steering committee formed to initiate activities related to NBA SAR preparation such as criteria allocation, supporting documents preparation.

2. Discussion on SWOT analysis of the Institute

- ❖ Dr. Samadhan Khamkar presented SWOT analysis of the Institute for the year 2019-20.
- ❖ Mr. Sunil Mehta and Dr. D.V. Pawar sir gave important suggestions for opportunities and threats mentioned in the analysis.

3. Discussion on feedback analysis for year 2019-20(ATR)

- ❖ As yearly activity, the feedback analysis report for the year 2019-20 is presented and discussed.

4. Discussion on MCA new syllabus (2 years) and supporting arrangements for it

- ❖ Dr. Rasika Mallya briefed IQAC about additional division of MCA. It was discussed to maintain quality of teaching learning though there will be additional batch.
- ❖ Dr. D.V. Pawar sir suggested to allot classrooms properly for additional division. It was discussed to make arrangements of library resources for additional division.

5. Making e-resources of library available to students in lockdown

- ❖ It was discussed to make optimum utilization of online library resources during lockdown.
- ❖ Mr. Pratik Desai suggested to send online newspapers, relevant e books to students on WhatsApp group.
- ❖ Mrs. Shamala Mujumdar proposed to take NDIL membership for students through which students can access various e-books and journals. It was also suggested to create repository of e-books on OneDrive for the students. All showed desire for this idea.
- ❖ Dr. Khamkar sir suggested to library staff to conduct awareness sessions about online resources for students.

6. Proposal for yearly department magazines:

- ❖ The magazine plays an instrumental role in providing exposure to the students to develop their domain and writing skills. So Mr. Sunil Mehta sir suggested to have departmental magazines so that students can express their creativity and showcase their domain and writing skills. All showed desire for this idea.
- ❖ It was discussed and approved that each department will prepare a separate magazine and both the magazines should be published with appropriate title and ISBN number.

7. Discussion on arrangements of courses and activities at satellite center

- ❖ Dr. Samadhan Khamkar sir briefed IQAC about satellite center of NMITD at Talasari. Mr. Sunil Mehta sir suggested to initiate certificate course related to leadership which may help tribal students to get ideas of business. He also



suggested to have proper project plan documented which can be used for sponsorship appeal.

8. Discussion on personal files of teaching staff members

- ❖ Dr. Samadhan Khamkar suggested need of change in personal files. Dr. Rasika Mallya presented modified index of personal file. All members approved the index with minor changes.

9. Discussion on preplacement activities

- ❖ Mr. Sanket Kulkarni suggested to make LinkedIn Profiles strong for final year students. He also suggested to highlight their projects on their profiles. So it was decided to schedule training for maintaining LinkedIn profiles for final year students in preplacement activities.

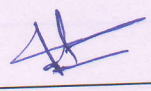
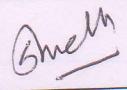
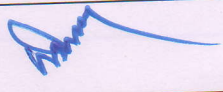
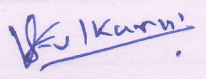
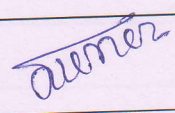

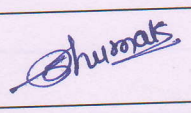
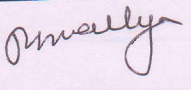


Rmallya

(Mrs. Rasika Mallya)

IQAC Coordinator

Meeting of IQAC, NMITD was held on 5th August 2020 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: 20th December 2020

Minutes of Internal Quality Assurance Cell (IQAC)
Meeting No. IQAC/18/2020

18th December
2020

The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 18th December 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	Mrs. Rasika Mallya
5	Mrs. Snehal Dhumak
6	Mrs. Sulakshana Vispute
7	Mrs. Shamala Mujumdar
8	Mr. Premanand Ghag
9	Mr. Sunil Mehta
10	Dr. D.V. Pawar

Following members could not attend the meeting –

Mr. Sanket Kulkarni



Agenda:

1. Minutes of last meeting
2. Revision in Outcome Base Education Mechanism for new curriculum of MCA
3. Discussion on increase in intake of MCA
4. Use of Onedrive for backup of essential documents
5. Discussion on NCMAT'21 conference
6. Discussion on library workshop
7. Finalization of title of technical magazine
8. Any other with permission of chair

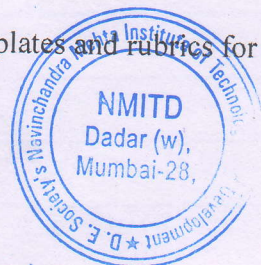
Actions Taken:

1. As discussed in previous meeting, activities related to NBA accreditation are initiated. NBA steering committee has been formed and criterias are distributed among faculties for articulating respective wrietup.
2. IQAC congratulated Dr. Renuka Sawant, Dr. Leena Sonawane and Dr. Shamala Mujumadar for their successful completion of doctorate degree.
3. With reference to SWOT analysis, meetings of respective committees are conducted and staff members have initiated wto work on opportunities mentioned.
4. As discussed in last meeting, new courses introduced in MCA new curriculum have been identified during departmental meeting. The faculty members are suggested to attend workshops/ FDPs for new courses to groom themselves. It is also discussed to offer these new courses to MCA three years' students as Add On course.
5. The library department has initiated NDL registration activity, so that students will get the facility of accessing e-books related to their curriculum. They have also started preparing list of ebooks and circulating among students under the title "Mindful Month".
6. The activity of departmental magazines is initiated by each department. The faculties are motivating and guiding students to write articles for magazine.
7. The activities at Satellite center are channelized with introduction of certificate courses on leadership, Excel techniques and effective use of mobile. Mr. Sunil Mehta sir showed his readiness for sponsorship to make Campus of satellite center WIFI enabled.
8. The ground work and activities during lockdown of Dr. Samadhan Khamkar, Dr. Kasturi Naik and Mr. Rahul Wadekar for containment zones are appreciated. DES appreciated them as COVID Warriors.
9. The placement committee motivated students to make their LinkedIn profiles upto the mark to highlight their projects, certifications.
10. Dr. Kasturi Naik and Dr. Renuka Savant initiated activity "Happy Manager's Hub" for MMS HR students with an intention to spread optimism during lock down. They conducted webinars like "Stinky-Fish", "Inspirations from the Inspired" etc.
11. Dr. Anita Bobade launched certificate course "Share Market Tantra ani Mantra" for housewives. She completed two successful cycles of the same course.

Following points were discussed and decisions were taken:

[1] Revision in Outcome Base Education mechanism for new curriculum of MCA

- ❖ Based on new curriculum of MCA-2 Years, MCA department has suggested some changes in OBE mechanism and rubrics for projects.
- ❖ Dr. Sulakshana Vispute and Mr. Pratik Desai presented changes required in OBE mechanism.
- ❖ IQAC approved the changes and asked to implement new templates and rubrics for new MCA batches.



[2] Discussion on increase in intake for MCA

- ❖ Looking at increase in demand for MCA course, Dr. Samadhan Khamkar sir suggested to explore additional division for MCA department. He also mentioned about available infrastructure is sufficient for additional division.
- ❖ All members welcomed this decision.

[3] Use of Onedrive for backup of essential documents

- ❖ Mr. Pratik Desai suggested to use OneDrive effectively to keep backup of essential documents/ reports/ images so that it will be easy for all.
- ❖ Dr. D.V. Pawar sir suggested to give necessary training to non-teaching staff for this.

[4] Discussion on NCMAT'21 conference

- ❖ Mr. Pratik Desai gave brief about preparation on NCMAT'21 virtual conference which was initiated by conference committee with the theme as- "**Leveraging Technologies & Management Skills To Improve Economy During 'New Normal'**".
- ❖ Dr. Rasika Mallya briefed IQAC about collaboration with University of Mumbai and PTVAIM.

[4] Discussion on library workshop

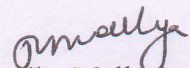
- ❖ Mrs. Shamala Mujumdar briefed IQAC about proposed library workshop on "Role of Library Department in Accreditation of Higher Education – NAAC & NBA Framework". She also briefed about circulation of brochure to state level and entries registered till date.

[4] Finalization of title of technical magazine

- ❖ Mr. Pratik Desai briefed IQAC about collected technical articles from students to publish in technical magazine. He also briefed about names of magazines suggested by MCA department as Pulse, Technowave, TechPulse etc.
- ❖ All agreed to the title "TechPulse" for technical magazine.

[4] Ban on use of plastic and restricted entry of automobiles


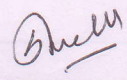

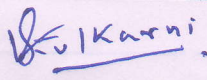
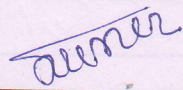

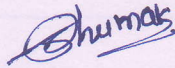
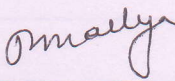
- ❖ Dr. D.V. Pawar sir suggested to create awareness among students to ban use of plastic, explaining them disadvantages.


(Mrs. Rasika Mallya)

IQAC Coordinator



Meeting of IQAC, NMITD was held on 18th December 2020 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: 20th March 2021

<p>Minutes of Internal Quality Assurance Cell (IQAC) Meeting No. IQAC/19/2021</p>	<p>18th March 2021</p>
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The meeting was held of the Internal Quality Assurance Cell of DES's NMITD on 18th March 2021 at 4:30 pm. The meeting was conducted online. The following members were present:

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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	Dr. D.V. Pawar
11	Mr. Sanket Kulkarni

Following members could not attend the meeting –

Nil

Agenda:

1. Minutes of last meeting
2. Discussion on implementation of OBE through ERP
3. Discussion on faculty appraisal system (Dr. Nerlekar Sir)
4. Revision in feedback forms – course exit survey, curriculum feedback based on new syllabus
5. Starting annual Alumni Award ceremony to boost placement and Entrepreneurship support and Alumni connect
6. Advanced students mentoring slow learners -to boost leadership and mentoring skills of students
7. Motivating and guiding teachers to mentor students for live projects
8. Any other with permission of chair



Actions Taken:

1. As discussed in previous meeting, provisions to be made for classrooms and labs for additional division of MCA are identified and those will be kept ready before admissions will start.
2. As instructed by DES IT Committee, Mr. Pratik Desai trained all staff members to take backup on OneDrive. All important documents, reports related IQAC and accreditation work are kept on OneDrive with secured access.
3. National Conference NCMAT'21 was conducted successfully. Around 80 research scholars contributed in conference. The research papers are published in Scopus, Web of Science and UGC CARE indexed journals. The research paper competition was also conducted during technical track.
4. Online library workshop with title "Role of Library Department in Accreditation of Higher Education – NAAC & NBA Framework" was conducted successfully by library department. The resource person was Mrs. Manasi Patil, H.O.D Library Department, Indira Institute of Management, Pune.
5. MCA department received various technical articles from students and faculty members. These articles are shortlisted and sent to publisher with title "TechPulse". This magazine will be published with ISBN number.
6. The regular visits at satellite centre are getting conducted with sessions on leadership, Excel and effective use of Google.

Following points were discussed and decisions were taken:

[1] Discussion on implementation of OBE through ERP

- ❖ It was discussed to implement Outcome based education through ERP vendor – Mastersoft. It will save the time of documentation.

[2] Discussion on faculty appraisal system

- ❖ Dr. Samadhan Khamkar sir presented faculty appraisal system which is based on 4 different criterias covering overall parameters.
- ❖ All welcomed this system and decided to implement it step by step.

[3] Revision in feedback forms – course exit survey, curriculum feedback based on new syllabus

- ❖ The feedback committee modified feedback forms for MCA new curriculum. Dr. Sulakshana Vispute presented those in front of IQAC.
- ❖ These feedback forms are approved based on minor modification.



[4] Starting annual Alumni Award ceremony to boost placement and Entrepreneurship support and Alumni connect

- ❖ Dr. Kasturi Naik suggested to award alumni for their support for placements and Entrepreneurship activities.
- ❖ Dr. Sulakshana Vispute suggested we can give awards departmentwise.
- ❖ All welcomed this idea.

[5] Advanced students mentoring slow learners -to boost leadership and mentoring skills of students

- ❖ Dr. Kasturi Naik suggested that advanced students can mentor slow learners -to boost leadership and mentoring skills of students.
- ❖ This activity will be implemented on trial basis for MMS department.


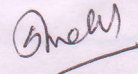
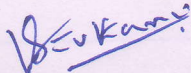
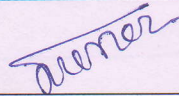

[6] Motivating and guiding teachers to mentor students for live projects

- ❖ Mr. Pratik Desai suggested that teachers shall explore live projects and complete those projects with the help of students.
- ❖ Mr. Sunil Mehta sir like this idea and he asked to explore this activity.



R. Mallya
(Mrs. Rasika Mallya)
IQAC Coordinator

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