

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

**Date:** 20<sup>th</sup> July 2020

**Venue:** Online meeting

**Members Present:**

- |                           |   |                            |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman                   |
| (2)Ms. Shrabani Walke     | - | Senior Administrator       |
| (3)Dr. Manisha Karandikar | - | Co-ordinator               |
| (4)Dr. Rakesh Walke       | - | Member (Faculty)           |
| (5)Mrs. Bindal Totlani    | - | Member (Faculty)           |
| (6)Ms. Neeta Keswani      | - | Member (Placement Officer) |
| (7)Mr. Saurabh Sinha      | - | Employer                   |
| (8)Mr. Rahul Lall         | - | Alumnus                    |
| (9)Ms. Kalyani Patil      | - | Student co-ordinator       |
| (10) Mr. Joseph Mendonca  | - | Student co-ordinator       |

The online meeting was conducted as the college was shut due to the pandemic and there was a hesitancy among all members to meet in person.

Dr. Manisha Karandikar welcomed all the committee members and explained about the challenges faced by the college due to the pandemic. The members were explained as to how the classes for semester 2 for the batch were conducted using zoom platform and the execution of sem 4 projects was done remotely by the students. The vivas for the same were conducted using zoom platform. The institute then shifted to MS teams for classes conducted Sem 3 onwards. This was because the lock down seemed to be longer than expected and Teams was a better platform for conducting online classes. Further the institute had a license for the use of same. There was some concern about high requirement of band width for MS teams however the same would be addressed depending on the severity of the issue. The faculty members had to explore the use of MS teams and their learnings were shared with visiting faculty as well since they also had to use the MS Teams platform. It was decided to conduct training program for visiting faculty as well as core faculty. Dr. Manisha Karandikar volunteered to explore the functions of MS teams and do the needful

The entire online classes was a new experience for faculty as well as students. Faculty members, Ms. Bindal and Dr. Walke explained the challenges of online classes and how it is difficult to decipher whether a student has understood the concept as we cant see them. It was suggested by Mr. Saurabh Sinha that faculty and students should keep the camera on while conducting and attending classes respectively. The

student co-ordinator informed that students were complaining about data band width and it would be difficult for them if it is made compulsory. So it was decided that the faculty would keep the camera on and the student when asked a question would switch his/her camera on and then answer. Joseph, the student co-ordinator put light on the fact that financial subjects are more difficult to grasp on online mode as it involves a lot of use of paper and pen. Ms. Bindal suggested the use of graphic board for solving numerical sums. It was then decided that the faculty would be provided with graphic boards for the doing numerical sums and visiting faculty would also use the same resource. In offline classes the faculty can check what students have solved, however it becomes a challenge in online classes. At times faculty did ask the student to share screen but this was possible only in limited number of cases. The members hoped that we would soon be able to resume normal offline classes and these issues would be taken care of in due course.

Dr. Sujata Chincholkar informed the faculty members that the events should be planned for both online and offline mode as we are not sure about how the pandemic would progress.

Dr. Sujata Chincholkar and Dr. Manisha Karandikar informed the members that they have received approval for the minor research project of UGC and will initiate work on the same. It was decided that other faculty members would apply for minor research projects in the year 2020-2021 as the institute now has experience about the same.

The members suggested that the students should enroll for online courses as they are all at home and they are saving travel time which can be utilised for skill building.

Ms. Shrabani Walke informed the members that the CET has been conducted so she was hopeful that the admission process would start soon.

Ms. Bindal explained that the process of registering the Alumni Association had been affected by the pandemic and was hopeful that after the situation improves, the process can be accelerated.

The meeting was concluded with Dr. Manisha thanking the members for their presence.

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

**Date:** 4<sup>th</sup> December 2020

**Venue:** Online meeting

**Members Present:**

- |                           |   |                            |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman                   |
| (2)Ms. Shrabani Walke     | - | Senior Administrator       |
| (3)Dr. Manisha Karandikar | - | Co-ordinator               |
| (4)Dr. Rakesh Walke       | - | Member (Faculty)           |
| (5)Mrs. Aradhana Tiwari   | - | Member (Faculty)           |
| (6)Ms. Neeta Keswani      | - | Member (Placement Officer) |
| (7)Mr. Saurabh Sinha      | - | Employer                   |
| (8)Mr. Chand              | - | NGO representative         |
| (9)Mr. Rahul Lall         | - | Alumnus                    |
| (10) Ms. Kalyani Patil    | - | Student co-ordinator       |

The online meeting was conducted as due to pandemic the college was only partially open and it was not advisable to meet in person due to the possibility of infecting with covid 19.

Dr. Manisha Karandikar welcomed all the committee members and took them through the process of online classes and explained that the major challenges faced by the institute was about admissions and placements.

Regarding admissions, the process was delayed by DTE due to the pandemic and there was a concern about admissions. There has been no information from DTE so far about admissions though it is expected soon. Dr. Sujata and Ms. Shrabani were worried that if the process is delayed further admissions may suffer as the students may prefer to wait for the next year as they have lost more than a semester already. It was decided to use social media extensively so as to ensure that there are no vacant seats. It was decided that Dr. Manisha Karandikar along with the alumnus

and visiting faculty, Mr. Vaibhav Patil would carry a lead generation campaign to address this concern.

Ms. Neeta Keswani explained about placement scenario. A lot of companies were very conservative about hiring fresh talent as training them was a challenge in 'Work From home' scenario. Further the students also faced issues as they were not able to crack interviews, it was decided that faculty members would conduct extensive mock PIs for students so as to help them perform better.

Dr. Sujata Chincholkar opined that it is high time the institute has its own research conference as since the year of inception, a research conference has never been conducted by FCRIMS. Dr. Rakesh Walke was given the responsibility of planning for the research conference.

The members were given feedback about the online courses undertaken by students, the faculty members explained that there was no enthusiasm for the same and many students did not take the initiative as expected. The members deliberated as to what could be a solution for this problem and it was decided that all members could look for online resources and form a system that could be implemented in the coming time.

Dr. Sujata Chincholkar informed the faculty members that it is important that the institute provides inputs beyond the curriculum so that the next batch does not face the same placement issues as experienced by this batch. It was decided that the institute would implement 'Activity Based Learning' for the junior batch in a systematic manner. Faculty members were asked to think about what initiatives could be undertaken and implemented for the upcoming junior batch.

Further it was decided to encourage the students to take up online courses for value addition and self-enrichment.

Dr. Sujata informed the members that the institute need to be a part of the National Innovation & Start-up Policy (NISP) and also initiate the Innovation Incubation Centre (IIC). It was decided that Dr. Walke would be in charge of this and would plan activities as part of NISP initiative

Further it was discussed that a startup named 'Impact Run' had approached the institute for interns and it was decided that some students would take up this internship as a part of the NGO project in Sem 4

Dr. Walke informed that the annual flagship event ABSTRACT was conducted in online mode and explained how the entire event was tweaked so as to adapt it for online mode.

The meeting was concluded with Dr. Manisha thanking the members for their presence.

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

**Date:** 24<sup>th</sup> March 2021

**Venue:** Online meeting

#### **Members Present:**

- |                           |   |                            |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman                   |
| (2)Ms. Shrabani Walke     | - | Senior Administrator       |
| (3)Dr. Manisha Karandikar | - | Co-ordinator               |
| (4)Dr. Rakesh Walke       | - | Member (Faculty)           |
| (5)Ms. Neeta Keswani      | - | Member (Placement Officer) |
| (6)Mr. Saurabh Sinha      | - | Employer                   |
| (7)Mr. Chand              | - | NGO representative         |
| (8)Mr. Rahul Lall         | - | Alumnus                    |
| (9)Ms. Kalyani Patil      | - | Student co-ordinator       |
| (10) Mr. Joseph Mendonca  | - | Student co-ordinator       |

The ongoing pandemic made it inevitable to have one more online meeting of IQAC team. The members specifically the external members were informed that the next academic session began in Feb 2021, almost 6 months late and this delay resulted in vacant seats. The institute had 12 vacant seats which is bound to affect the bottom line of the institute.

The minutes of the last meeting was used as an agenda for this meeting as a lot of updates were required on allotted tasks. The faculty members explained the activity undertaken by them as a part of 'Activity Based

Learning' and how it would add value to the students. The external members applauded this initiative and expected that it would boost the confidence of the students despite the activity being conducted in online mode.

Dr. Rakesh Walke discussed the progress on Research conference and explained that participation could be a major hurdle as it becomes the most critical aspect for success of any conference. Dr. Sujata advised all faculty members to use their contacts in the education industry and each person should attempt for at least 4 papers thereby ensuring success. It was decided that it would be an international conference and participation should give them a chance of paper publication. This will boost the participation in conference. Dr. Walke was asked to look for journals with which we could tie up and look for publication opportunity.

FCRIMS has also identified National Digital Library of India Club (NDLI) and has decided to form its own club so that activities can be carried out under the banner of NDLI. Mrs. Aradhana Tiwari was made in charge of this activity. She had to look for patrons for this club and plan activities round the year.

Dr. Manisha Karandikar informed the members that 16 students had opted for the ImpactRun internship and had successfully completed it thereby giving them an exposure of working on live project.

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Dr. Sujata Chincholkar and Dr. Manisha Karandikar briefed the committee about their progress on minor research project and told them the progress was as per their plan.

The meeting was concluded with Dr. Manisha thanking the members for their presence.

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

**Date:** 29<sup>th</sup> June 2021

**Venue:** Online meeting

#### **Members Present:**

- |                           |   |                            |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman                   |
| (2)Ms. Shrabani Walke     | - | Senior Administrator       |
| (3)Dr. Manisha Karandikar | - | Co-ordinator               |
| (4)Dr. Rakesh Walke       | - | Member (Faculty)           |
| (5)Ms. Aradhana Tiwari    | - | Member (Faculty)           |
| (6)Ms. Neeta Keswani      | - | Member (Placement Officer) |
| (7)Mr. Saurabh Sinha      | - | Employer                   |
| (8)Mr. Chand              | - | NGO representative         |
| (9)Mr. Rahul Lall         | - | Alumnus                    |
| (10) Ms. Nilakshi Ghanwat | - | Student co-ordinator       |
| (11) Mr. Brendan Mendonza | - | Student co-ordinator       |

The meeting was conducted in online mode as availability of all members was not an issue in online meeting. Some members could not come for an offline meeting.

Dr. Rakesh Walke had finalised the theme for the international research conference.

Dr. Rakesh Walke discussed the progress on Research conference and explained that participation could be a major hurdle as it becomes the most critical aspect for success of any conference. Dr. Sujata advised all faculty members to use their contacts in the education industry and each person should attempt for at least 4 papers thereby ensuring success. It was decided that it would be an international conference and participation should give them a chance of paper publication. This will boost the participation in conference. Dr. Walke was asked to look for journals with which we could tie up and look for publication opportunity.

Ms. Neeta Keswani shared with IQAC members the details about formation of NDLI club and the club had successfully conducted the awareness seminar of NDLI with the students and had plans for conducting more activities during theyear.

Further with respect to library, since the classes were online, students had access to only e-resources. Ms. Aradhana informed the members that it was decided that the librarian would scan the pages of books that are not available as part of e-resources and mail it to students. The student and faculty would make a list of such requirements.

Dr. Manisha Karandikar informed the members that 16 students had opted for the ImpactRun internship and had successfully completed it thereby giving them an exposure of working on live project.

Dr. Sujata Chincholkar and Dr. Manisha Karandikar briefed the committee about their progress on minor research project and told them the progress was as per their plan.

Dr. Walke informed the members that the NISP and IIC were initiated and two activities were planned under this banner in the academic year 2021-2022. Further he informed the IQAC team that the NISP members had met in the month of May and had charted out the scope for NISP and IIC. The IQAC members applauded this initiative and believed that this would inculcate a spirit of entrepreneurship among the students and alumni. Dr. Sujata thanked Dr. Walke for spear heading this initiative

The meeting was concluded with Dr. Manisha thanking the members for their presence.