



Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

Minutes of the Meeting

10th August 2021

Meeting held on 10th August @ 3pm Online mode

Agenda :

To get an update from the criteria heads on the SSR documentation and to discuss the further course of action before uploading the NAAC form.

Present :

Dr. Mrs. M. Vijayalakshmi
Dr. Mrs. Nupur Giri
Dr. Mrs. T. Rajani Mangala
Dr. Shivkumar Goyal
Dr. C.D. Rawat
Dr. Abhay Kshirsagar
Mrs. Naveeta Kant
Mrs. Sangeetha Prasanna Ram
Dr. Nadir Charniya
Mr. Vivek Umrikar
Mrs. Smita Jangle
Mr. S.B. Singh
Dr. Gresha Bhatia
Dr. Keya Doshi
Dr. Maya Bhat

Absent :

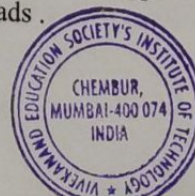
Dr. R.K.Kulkarni
Dr. P B Birajdar

Points discussed :

1. All the criteria heads discussed about the documentation progress and the issues faced by them.

Criteria 1 :

Mrs. Naveeta Kant and Mrs. Sangeetha Ram mentioned about the PG data (for ME) being collected from Dr.Ranjan Bala Jain and team and that the approval of the collected data is pending from the respective department heads .





Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

Criteria 2:

Dr. Abhay Kshirsagar and Dr. C. D. Rawat mentioned about the PG data for ME being collected by Dr. Ranjan Bala Jain and team and requested for additional help in the collating the data. SSS process was also discussed.

In response to the request, Mrs. Ashwini Sawant/Mr. Mrugendra has be allotted to do the job.

Criteria 3:

Dr. Nadir Charniya mentioned about the unavailability of Dr. P. Birajdar due to health issues.

In response to his request , Mrs. Asha Barambe has been allotted and also to help them in the process Dr. Sharmial Sengupta/ Mrs. Lifna can be called , if needed.

Criteria 4:

Mr. Vivek Umrikar mentioned about unavailability of Dr. R.K. Kulkarni and discussed the problems with library audit process.

In response to this , Mr. Kashinath of library be contacted for the documentation of the audit report

And an audit committee was formed consisting of Mrs. Manisha Chatopadhyay and Dr. Nandini Ammangi.

Criteria 5:

Mrs. Smita Jangle and Mr. Subhas Singh informed that the work is almost over and that they were facing issues with the audited statements from the Office.

In response to this , they were told that Dr. Nupur Giri will folloow up with Mr. Vianyak of office and will get the audited statements and the BEE teaching staff (Mr. Ajinkya, Mrs. Mughdha and Mrs. Namrata) can be used for the same.

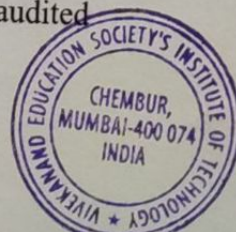
Criteria 6:

Dr. Gresha Bhatia and Dr. Keya discussed about completion of sub points in their criteria and discussed issues including the documentation of 6.3 and 6.4

In response to this , another meeting to understand the complete details will be held on Friday,13/08/2021 (tentative date) .

Criteria 7:

Dr. T. Rajani Mangala and Dr. Maya Bhat discussed about the requirement of audited reports from the maintenance department and to apply for green campus award.





Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

In response to this, they were suggested to contact Mr. Vishwakarma and Mr. Bala, and for the award, to contact Dr. Shalu Chopra.

2. All the criteria heads have been told to check the QIMs of their criteria twice (first time independently and second time jointly) and then to submit a completely checked, edited, corrected and updated document to the NAAC steering committee before 20th August 2021. (google sheet links for uploading and approvals will be provided shortly)

3. The NAAC steering committee and the criteria heads and their teams has to report to the college between 23rd August 2021 to 30th August 2021 for finalizing the documentation work.

4. The criteria heads have been informed to start filing the data in the box files from 23rd August 2021 onwards.

5. NAAC steering committee discussed that the the statutory and non-statutory committees should describe their objectives and plan of action for the coming academic year.

In response to this, Vice principal agreed to discuss this in the upcoming IQAC meeting.

6. A new committee called the audit committee has been proposed in this meeting by vice principal madam. Members - Mrs. Manisha Chattopadhyay and Dr. Nandini Ammanagi.

Prepared By	Checked By/Verified By	Approved By
Dr. Nupur Giri	Dr. M. Vijaylaxmi	Dr. J.M Nair
IQAC Member/NIRF I/C (HOD CMPN)	IQAC Coordinator/Director	IQAC Chairperson

