

## Proceedings of Monitoring Committee

**2023-2024**

Date: 20.06.2023

Time: 10:30 am

Venue: Conference Room, Main Building.

The following members were present:

Sr. No.	Name	Designation
1.	Dr. Naresh Chandra	Director (Education) - Mentor
2.	Dr. Avinash Patil	Principal
3.	Dr. Mahadeo Yadav	Vice Principal (Arts)
4.	Dr. Bipinchandra Wadekar	Vice Principal (Commerce)
5.	Dr. Manindar Dhaliwal	Vice Principal (Science)
6.	Mrs. Esmita Gupta	Vice Principal (Unaided)
7.	Mrs. Lakshita Soni	IQAC Coordinator
8.	Mrs. Nitu Thapliyal	Manager, Admin & Security

Agenda -

1. Confirmation of the minutes of the previous meeting.
2. Review of the Code of Conduct
3. Review of security
4. Implementation strategies

The proceedings of the meeting were as follows –

- The minutes of the previous meeting were read out by IQAC Coordinator Mrs. Lakshita Soni and confirmed.
- IQAC Coordinator Mrs. Lakshita Soni briefed about the Code of Conduct for the students, faculty, and staff members.  
She emphasized about –
  - The percentage of attendance required by the students.

- Punctuality of the faculty members for conduction of lectures.
  - Maintaining the records of the students as required for the smooth conduct of teaching-learning and evaluation process.
- Principal Dr. Avinash Patil instructed all Vice-Principals to ensure that the Code of Conduct is communicated to the First-Year students in the Orientation Programmes scheduled for all the classes in the following fortnight.
- Principal Dr. Avinash Patil emphasized that –
  - The entry and exit for all the students and staff will be through the turnstiles only.
  - The students and parents coming for admissions should be allowed entry from gate no. 2 and they are to be guided properly for the admission procedure.
  - The faculty members should ensure that the students and the staff members wear their ID Cards.
  - ID Cards for first year students should be made available as soon as possible.
- Dr. Naresh Chandra, Director (Education) urged the importance of forming all the statutory committees immediately for the welfare of students.
- Principal Dr. Avinash Patil also mentioned that the attendance of all second year and third year undergraduate courses as well as second year post-graduate courses are to be monitored by the concerned Vice-Principals and the attendance is to be placed before the Attendance Committee if any irregularities are found.
- Vice Principal (Unaided), Mrs. Esmita Gupta informed the members that the ERP system is being implemented in the college, and it will ensure the smooth functioning of system related to teaching-learning and evaluation. She also informed the members that the students' attendance will be monitored through the ERP system in a better manner in the future.
- The meeting concluded with a thanks to the chair.

Dr. Avinash Patil

Principal

## Proceedings of Monitoring Committee

**2023-2024**

Date: 13.09.2023

Time: 01:30 pm

Venue: Conference Room, Main Building.

The following members were present:

Sr. No.	Name	Designation
1.	Dr. Naresh Chandra	Director (Education) - Mentor
2.	Dr. Avinash Patil	Principal
3.	Dr. Mahadeo Yadav	Vice Principal (Arts)
4.	Dr. Bipinchandra Wadekar	Vice Principal (Commerce)
5.	Dr. Manindar Dhaliwal	Vice Principal (Science)
6.	Mrs. Esmita Gupta	Vice Principal (Unaided)
7.	Mrs. Lakshita Soni	IQAC Coordinator
8.	Mrs. Nitu Thapliyal	Manager, Admin & Security

Agenda -

1. Confirmation of the minutes of the earlier meeting.
2. Review of student attendance
3. Review of security
4. Review of cases of misconduct, if any.

The proceedings of the meeting were as follows –

- The minutes of the previous meeting were read out by IQAC Coordinator Mrs. Lakshita Soni and confirmed.
- All the Vice-Principals briefed about the status of attendance in the respective classes faculty-wise. They informed that wherever the absentee of the students was observed, their parents were informed accordingly during the parents meeting. Similarly, the attendance record was displayed on the notice board.

- Sr. Vice Principal (Commerce) Dr. Bipinchandra Wadekar mentioned that the SY and TY students should be listed based on their performance at FY. The students with poor performance should be called for extra guidance at the same time the faculty members should also concentrate on meritorious students by providing additional guidance and additional reference books from the library.
- Dr. Naresh Chandra, Director (Education) instructed all the Vice Principals to ensure that all the lectures are conducted as per the schedule. All the faculty members are to take pre-sanctioned leaves in order to have their lectures adjusted.
- Principal Dr. Avinash Patil instructed all the Vice Principals to put in efforts towards increasing attendance in classes and take action wherever necessary.
- The meeting concluded with a thanks to the chair.

Dr. Avinash Patil

Principal

## Proceedings of Monitoring Committee

**2023-2024**

Date: 21.12.2023

Time: 11:30 am

Venue: Conference Room, Main Building.

The following members were present:

Sr. No.	Name	Designation
1.	Dr. Naresh Chandra	Director (Education) - Mentor
2.	Dr. Avinash Patil	Principal
3.	Dr. Mahadeo Yadav	Vice Principal (Arts)
4.	Dr. Bipinchandra Wadekar	Vice Principal (Commerce)
5.	Dr. Manindar Dhaliwal	Vice Principal (Science)
6.	Mrs. Esmita Gupta	Vice Principal (Unaided)
7.	Mrs. Lakshita Soni	IQAC Coordinator
8.	Mrs. Nitu Thapliyal	Manager, Admin & Security

Agenda -

1. Confirmation of the minutes of the previous meeting.
2. Review of student attendance.
3. Review of security.
4. Review of cases of misconduct, if any.
5. Monitoring malpractices during upcoming Semester I, III, and V examinations.

Following points were discussed:

- The minutes of the previous meeting were read out by IQAC Coordinator Mrs. Lakshita Soni and confirmed.
- All the Vice-Principals briefed about the status of attendance in the respective class faculty-wise. They informed that wherever the absentee of the students was observed, their parents were informed accordingly. Similarly, the attendance record was displayed on the notice board.

- Vice Principal (Commerce) Dr. Bipinchandra Wadekar informed about the semester I, III, and V examinations. He informed about the number of cases reported for the unfair means practices during the examinations.
- Vice Principal (Commerce) Dr. Bipinchandra Wadekar reported the status of examination enrolment for regular as well as ATKKT examinations. He also informed that Dr. Meeta Bhot and Dr. Madhavi Thakurdesai will comprise the Unfair means inquiry committee along with Vice Principal (Commerce) Dr. Bipinchandra Wadekar.
- Dr. Naresh Chandra, Director (Education) told the Examination Committee to conduct a class-to-class awareness about the consequences of using unfair means and encourage students to appear for examinations in a fair manner.
- Principal Dr. Avinash Patil took a review of the security status on the campus. The admin head Sqd. Ldr. Mrs. Nitu Thapliyal briefed about the security measures and protocols. She also informed about the strategic positioning of CCTV cameras that help in ensuring safety of all.
- The meeting concluded with a thanks to the chair.

Dr. Avinash Patil

Principal

## Proceedings of Monitoring Committee

**2023-2024**

Date: 06.02.2024

Time: 10:00 am

Venue: Conference Room, Main Building.

The following members were present:

Sr. No.	Name	Designation
1.	Dr. Naresh Chandra	Director (Education) - Mentor
2.	Dr. Avinash Patil	Principal
3.	Dr. Mahadeo Yadav	Vice Principal (Arts)
4.	Dr. Bipinchandra Wadekar	Vice Principal (Commerce)
5.	Dr. Manindar Dhaliwal	Vice Principal (Science)
6.	Mrs. Esmita Gupta	Vice Principal (Unaided)
7.	Mrs. Lakshita Soni	IQAC Coordinator
8.	Mrs. Nitu Thapliyal	Manager, Admin & Security

Agenda -

1. Confirmation of the minutes of the earlier meeting.
2. Review of student attendance.
3. Review of security.
4. Review of cases of misconduct, if any.
5. Security on the college campus during the upcoming events.

Following points were discussed:

- The minutes of the previous meeting were read out by IQAC Coordinator Mrs. Lakshita Soni and confirmed.
- All the Vice-Principals briefed about the status of attendance, completion of syllabus in the respective classes' faculty-wise and the general discipline in the college.
- Principal Dr. Avinash Patil took a review of the security status in the campus. The admin head Sqd. Ldr. Mrs. Nitu Thapliyal informed the members about the status of housekeeping, gardening, and security.

- Dr. Naresh Chandra, Director (Education) had invited Dr. Vinod Narayane with the plan for control of students during the academic fest 'Pravah'. Dr. Vinod Narayane gave updates, and all Vice Principals also reviewed the arrangement.
- Principal Dr. Avinash Patil specifically instructed all the Vice- Principals to be present and monitor the discipline and security on the campus during the events planned in the upcoming months. He also insisted on the conduction of remedial coaching for slow learners and intensive coaching for meritorious students.
- The meeting concluded with a thanks to the chair.

Dr. Avinash Patil

Principal