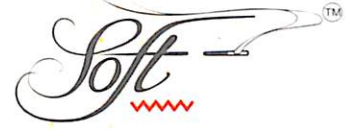




MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
School of Fashion Technology

NAAC Accredited with "A" Grade
A College of Design, Management & Technology
Affiliated to S.N.D.T. Women's University, Mumbai



Dr. M. M. Hundekar
Principal

Ref No.: MKSS's/SOFT/IQAC/2021-22/01

DATE: 17/04/2021

FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)


Time: 2 P.M. to 5:00 P.M. Venue: SOFT Library

AGENDA

1. Discussion and planning of SOFT organogram.
2. Reviewing the existing IQAC committees
3. Planning for restructuring the IQAC sub committees for holistic growth of the Institute
4. Reviewing and reshuffling the members under each sub committees
5. Planning for development of policy documents of IQAC sub committees
6. Any other point with the permission of the chair




Dr. M. M. Hundekar
Chairperson IQAC
Principal, SOFT


Dr. Sudhakar Jadhav
IQAC Coordinator
Assistant Professor, SOFT



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Dr. M. M. Hundekar
Principal

Ref No.: MKSSS's/SOFT/IQAC/2021-22/01

DATE: 17/04/2021

MINUTES OF FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The first IQAC meeting for academic session 2021-22 was held on 17th April 2021. The following members attended the meeting.

Sr.No	Name of Person	Designation
1.	Dr. M. M. Hundekar	Principal
2.	Dr. Sudhakar Jadhav	IQAC Coordinator
3.	Mr. Suresh Karale	HOD, PG
4.	Ms. Garima Bhalla	HOD, UG
5.	Ms. Madhura Joshi	CC, Fashion Design
6.	Ms. Mallika Dabhade	CC, M. Design
7.	Mr. Umesh Dharmadhikari	CC, Jewelry Design
8.	Ms. Tejashree Rankhambe	CC, Textile Design
9.	Dr. Yogesh Bokil	Assistant Professor
10.	Ms. Reema Chaugule	CC, Foundation
11.	Ms. Amruta Kakatkar	Assistant Academic Coordinator
12.	Ms. Anjali Chavan	Assistant Professor
13.	Ms. Smita Pattanaik	Assistant Professor
14.	Ms. Varsha Bandal	Assistant Professor
15.	Ms. Vrushali Deshpande	AO
16.	Ms. Harshada Gavate	Senior Clerk
17.	Mr. Aniket Paranjpe	Junior Clerk
18.	Ms. Mohika Joshi	Assistant Professor
19.	Ms. Snehal Ninale	Assistant Professor
20.	Mr. Shrikant Karampuri	Assistant Professor
21.	Ms. Sneha Maktedar	Assistant Professor

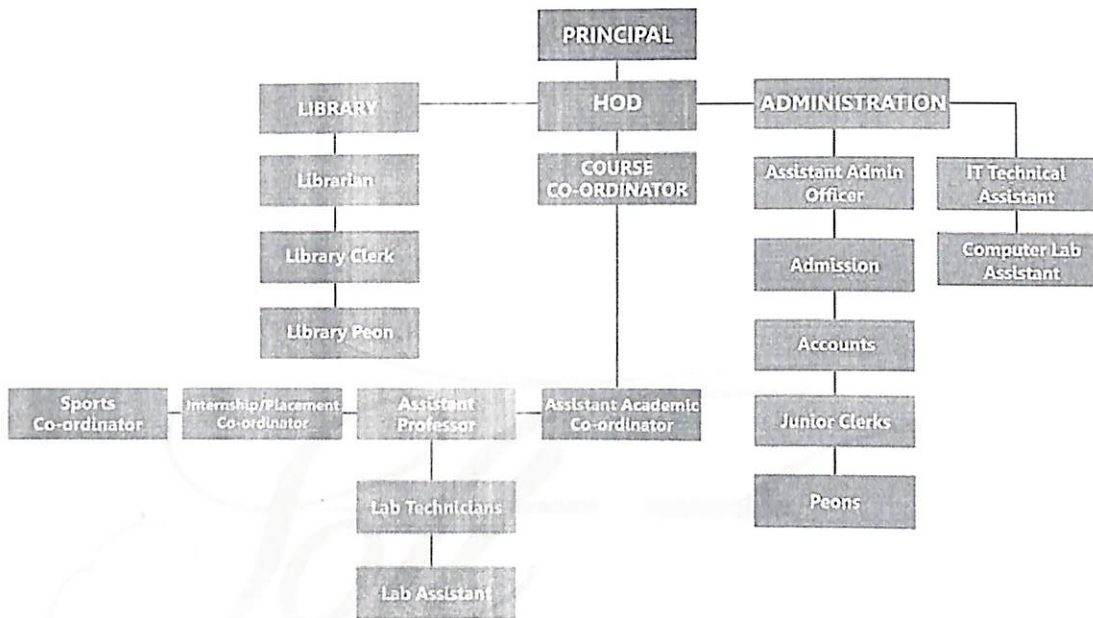
The Chairperson Dr. M. M. Hundekar welcomed the members for the first meeting followed by a review presentation made by Dr. Sudhakar Jadhav Coordinator of IQAC.

Dr. M. M. Hundekar
 Principal

Agenda 1: Discussion and planning of SOFT organogram.

As per the guidelines of UGC, it was suggested that the HOD's will take into consideration 2 core areas of the institution i.e., University courses and Autonomous courses and prepare the first draft of MKSS's SOFT organogram which can be presented in front of CDC for approval.

Below mentioned is the first draft of organogram proposed by the HOD's.



Agenda 2: Reviewing the Existing IQAC committees.

Based on the core working areas at MKSS's SOFT, the review of previous IQAC's subcommittee during year 2020-2021 was taken. The working of the committees was analyzed based on the number of meetings taken, minutes of the meeting and action taken report. A thorough discussion was made on committee functions in terms of distribution of workload amongst the members.

Above action taken report is noted by all the IQAC Members.



Dr. M. M. Hundekar
Principal
Agenda 3: Planning for restructuring the IQAC sub committees for holistic growth of the Institute.

Based on the review taken of the IQAC's sub committees, a rigorous discussion was done on composition of previous IQAC's sub committees, and it was decided that the committees should be smaller with 3-4 members in each committee. It was resolved that IQAC will suggest the designation of committee members and it will have Principal as the chairperson and one head of the committee and 2 other members to fulfill the responsibilities as per the guidelines of IQAC. Considering the varied courses offered at SOFT it was further suggested that there can be an additional committee named program assessment committee the chairperson of which can be the principal. Also, along with the principal the following posts can be generated under the committee for effective functioning of the same. The same are follows:

1. Head of Program (CC)
2. Asst. Professor- Sr. Faculty (Member)
3. Industry Expert- min 10yrs experience in Industry (Member)
4. Sr. Academician (Member)
5. Alumni- min 3yrs old (Member)

Agenda 4: Reviewing and reshuffling the members under each subcommittee.

As per the discussion and suggestions of IQAC members the following committees were established.

1. Academics (University/Autonomous)

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Madhura Joshi	Asst. Professor	Head
3.	Ms. Anjali Chavan	Asst. Professor	Member
4.	Ms. Tejashree Rankhambe	Asst. Professor	Member
5.	Dr. Yogesh Bokil	Asst. Professor	Member

2. Research and Development

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Mallika Dabhade	Asst. Professor	Head
3.	Ms. Sneha Maktedar	Asst. Professor	Member
4.	Ms. Mohika Joshi	Asst. Professor	Member



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Dr. M. M. Hundekar
Principal

3. Collaborations / Association

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Garima Bhalla	Asst. Professor	Head
3.	Ms. Reema Chaugule	Asst. Professor	Member
4.	Ms. Sneha Maktedar	Asst. Professor	Member

4. Student Affairs /Competitions

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Mallika Dabhade	Asst. Professor	Head
3.	Ms. Amruta Kakatkar	Asst. Professor	Member
4.	Ms. Snehal Ninale	Asst. Professor	Member

5. National Social Service (NSS)

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Mohika Joshi	Asst. Professor	Head
3.	Ms. Mrunal Karampuri	Asst. Professor	Member
4.	Ms. Suyashree Shetye	Asst. Professor	Member

6. Alumni

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Smita Pattanaik	Asst. Professor	Head
3.	Ms. Suyashree Shetye	Asst. Professor	Member



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Dr. M. M. Hundekar
Principal

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Mr. Suresh Karale	Associate Professor	Head
3.	Ms. Smita Pattanaik	Asst. Professor	Member
4.	Ms. Tejashree Rankhambe	Asst. Professor	Member

8. Information Technology

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Dr. Yogesh Bokil	Asst. Professor	Head
3.	Mr. Shrikant Karamपुरी	Asst. Professor	Member
4.	Ms. Amruta Kakatkar	Asst. Professor	Member

9. Entrepreneurship and Startup cell

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Dr. Sudhakar Jadhav	Asst. Professor	Head
3.	Mr. Omkar Joshi	Asst. Professor	Member
4.	Ms. Smita Pattanaik	Asst. Professor	Member

10. Physical Activities/ Sports/ Cultural

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Varhsa Bandal	Asst. Professor	Head
3.	Ms. Mrudula Kolhatkar	Asst. Professor	Member
4.	Mr. Pritam Walhekar	Clerk	Member



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Dr. M. M. Hundekar
Principal

11. College Promotion & PR

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Mr. Umesh Dharmadhikari	Asst. Professor	Head
3.	Dr. Sudhakar Jadhav	Asst. Professor	Member
4.	Dr. Yogesh Bokil	Asst. Professor	Member

12. Infrastructure Management

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Mr. Aniket Paranjpe	Asst. Accountant	Head
3.	Ms. Amruta Kakatkar	Asst. Academic Coordinator	Member
4.	Mr. Prashant Kulkarni	Lab Technician	Member

13. Ranking & Reports

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Harshada Gavate	Sr. Clerk	Head
3.	Ms. Madhura Joshi	Asst. Professor	Member
4.	Dr. Sudhakar Jadhav	Asst. Professor	Member

14. Swachh Committee- Environment/Green audit

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Mr. Aniket Paranjpe	Asst. Accountant	Head
3.	Ms. Harshada Gavate	Sr. Clerk	Member
4.	Mr. Vinayak Vavhal	Asst. Professor	Member

Dr. M. M. Hundekar
 15. Finance Management Committee
 Principal

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Vrushali Deshpande	Account Officer	Head
3.	Dr. Sudhakar Jadhav	Asst. Professor	Member
4.	Mr. Aniket Paranjpe	Asst. Accountant	Member

16. Resource Center & Library Development

Sr. No	Name of the Member	Designation	Role
1.	Dr. M.M Hundekar	Principal	Chairperson
2.	Ms. Deepali Desai	Librarian	Head
3.	Mr. Umesh Dharmadikari	Asst. Professor	Member
4.	Ms. Tejashree Rankhambe	Asst. Professor	Member

Agenda 5: Planning for development of policy documents of IQAC sub committees

A review of previous IQAC subcommittee policy documents was taken and after discussion it was decided that new policy documents should be prepared by new committee consisting of the vision, mission, objectives, functions and roles, responsibilities of members of the committee which will be in sync with MKSS's SOFT's vision and mission.


Agenda 6: Any other Point with the permission of the chair

Resolution: It was decided that a review will be taken for the above-mentioned agendas within period of 2 months.

Dr. Sudhakar Jadhav, IQAC Coordinator, proposed the vote of thanks to all IQAC members.


 Dr. M. M. Hundekar
 Chairperson IQAC
 Principal, SOFT




 Dr. Sudhakar Jadhav
 IQAC Coordinator
 Assistant Professor, SOFT



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Dr. M. M. Hundekar

Principal Ref No.: MKSS's/SOFT/IQAC/2021-22/02

DATE: 22/01/2022

SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Time: 3 P.M. to 5:00 P.M. Venue: SOFT Library

AGENDA

1. Review of last meeting
2. Review of SSR
3. Discussion on faculty development program
4. Research allocation
5. Discussion on SOFT publication
6. Faculty nomination for CDC



Dr. M. M. Hundekar
Chairperson IQAC
Principal, SOFT

Dr. Sudhakar Jadhav
IQAC Coordinator
Assistant Professor, SOFT



Dr. M. M. Hundekar

Principal Ref No.: MKSS's/SOFT/IQAC/2021-22/02

DATE: 22/01/2022

MINUTES OF SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The second IQAC meeting for academic session 2021-22 was held on 22nd January 2022. The following members attended the meeting.

Sr.No	Name of Person	Designation
1.	Dr. M. M. Hundekar	Principal
2.	Dr. Sudhakar Jadhav	IQAC Coordinator
3.	Mr. Suresh Karale	HOD, PG
4.	Ms. Garima Bhalla	HOD, UG
5.	Ms. Madhura Joshi	CC, Fashion Design
6.	Ms. Mallika Dabhade	CC, M. Design
7.	Mr. Umesh Dharmadhikari	CC, Jewellery Design
8.	Ms. Tejashree Rankhambe	CC, Textile Design
9.	Dr. Yogesh Bokil	Assistant Professor
10.	Ms. Reema Chaugule	CC, Foundation
11.	Ms. Amruta Kakatkar	Assistant Academic Coordinator
12.	Ms. Anjali Chavan	Assistant Professor
14.	Ms. Varsha Bandal	Assistant Professor
15.	Ms. Vrushali Despande	AO
16.	Ms. Harshada Gavate	Senior Clerk
18.	Ms. Mohika Joshi	Assistant Professor
20.	Mr. Shrikant Karampuri	Assistant Professor
21.	Ms. Sneha Maktedar	Assistant Professor

The Chairperson Dr. M. M. Hundekar welcomed the members for the second meeting of IQAC.

Agenda 1: Review of last meeting IQAC meeting

The minutes of the previous meeting were readout with a formal discussion on the agendas of the previous meeting. These minutes of the meeting were approved by the IQAC members.



Dr. M. M. Hundekar
Principal

Agenda 2: Review of SSR to be submitted for NAAC assessment.

The HOD's, Course coordinators, IQAC coordinator and Principal along with IQAC members discussed about the upcoming SSR submission to be done in year 2022. It was decided that each SSR criterion will be allocated to one person in charge who will gather all the data required under that specific criterion. IQAC understood the challenges of SSR documentation process from all the members present for the meeting. It was also decided that within next 10 days all criterions should be completed and presented to the IQAC committee for review.

List of allocated criterion and name of person in charge

Part A: Dr. Sudhakar Jadhav and Sneha Maktedar

Criteria I: Mr. Umesh Dharmadhikar , Ms. Mohika Joshi

Criteria II: Ms. Madhura Joshi and Mr. Shrikant Karamपुरi

Criteria III: Ms. Mallika Dhabhade and Mrunal Karamपुरi

Criteria VI: Mr. Yogesh Bokil and Ms. Snehal Ninale

Criteria V: Tejashree Rankhambe and Ms. Smita Pattanaik

Criteria VI: Ms. Garima Bhalla, Ms. Reema Chaugule, Ms. Varsha Bandal

Criteria VII: Dr. Sudhakar Jadhav, Ms. Anjali Chavhan, Onkar Kulkarni

Agenda 3: Discussion on faculty and student development program

It was suggested that all the faculties will have to do FDP, FIP and training programs for further faculty development. IQAC will identify good training programs like Akitex-Pattern Making Software, Computer Embroidery, Illustration, and others. IQAC will identify eligible faculties who can undertake the training. It was discussed that the funding required for the same has already been approved in the CDC. IQAC recommended faculty and student exchange programs to be undertaken for further quality development.

Agenda 4: Research Allocation

It was suggested that the research programs at SOFT need to be further strengthened. For the same the research committee will identify various research areas and topics that can be undertaken by the faculties and students. It was suggested by IQAC that for the same maximum research paper writing and publishing in renowned journals with ISBN, ISSN and Fashion



Dr. M. M. Hundekar

Principal

Publications needs to be done. At least 15 Faculty papers, 7 M. Design 1st year papers and 12 M. design second year papers need to be published every year. It was decided that research guide and any financial assistance required for the same will be provided by the Institution.

Agenda 5: Discussion on SOFT publication

Principal Dr. M.M.Hundekar suggested that IQAC coordinator Dr. Sudhakar Jadhav will look into the process of acquiring ISSN, ISBN no for print and online publication for SOFT. It was discussed that the craft documentation books of Fashion Communication department need to be published soon with required ISSN. IQAC suggested that a proposal to CDC be made regarding purchasing plagiarism software required for all the publication work. It was agreed by all members that a content writer needs to be identified by IQAC who will be responsible for checking the content and plagiarism of research papers before publishing the same.

Agenda 6: Faculty nomination for CDC

It was recommended by IQAC chairperson Dr. M.M.Hundekar that all the course coordinators be invited for the CDC meeting hence forth. Also Ms. Mohika Joshi NSS officer, Ms. Snehal Ninale and Ms. Anjali Chavan should be invited as and when required for the CDC meeting as faculty representatives.

The meeting ended with Dr. Sudhakar Jadhav, IQAC Coordinator, proposing a vote of thanks to all IQAC members.



Dr. M. M. Hundekar
Chairperson IQAC
Principal, SOFT

Dr. Sudhakar Jadhav
IQAC Coordinator
Assistant Professor, SOFT