



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/2022-23/01

DATE: 30/04/2022


FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)


Time: 11 A.M. to 1:00 P.M. Venue: SOFT Meeting Room

AGENDA

1. Review of vision, mission, and achievements of IQAC owing to upcoming NAAC peer team visit
2. Planning for grooming of students for upcoming mock Students Satisfaction Survey
3. Planning of academic calendar including (Skill Assessment, Value Addition, Workshop seminar, Co-curricular Activity, Extra-Curricular Activity, Faculty workload)
4. Planning for starting of Ph.D. Course (Preparation of the proposal of the same)
5. Planning for starting additional Short-term diploma and certification course under SNTD
6. Planning for P.G. Diploma Course at university level for graduate students.




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


Dr. Sudhakar Jadhav
IQAC Coordinator
Assistant Professor, SOFT



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

The first IQAC meeting for Academic Session 2022-23 was held on 30th April 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. Reema Chaugule	CC, Textile Design
9.	Dr. Yogesh Bokil	Assistant Professor
10.	Ms. Amruta Kakatkar	Assistant Academic Coordinator
11.	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
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 meeting started with welcome by Chairperson IQAC Dr. M.M.Hundekar.



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Agenda 1: Review of vision, mission, and achievements of IQAC owing to upcoming NAAC peer team visit.

The vision, mission, and achievements of IQAC were reviewed by all the members of IQAC. It was suggested that all the activities conducted by IQAC during last four years be listed down and the same should be represented in a more interactive format in form of presentation that can be presented to the NAAC peer team during PTV.

Agenda 2: Planning for grooming of students for upcoming mock Students Satisfaction Survey

IQAC coordinator suggested that a grooming session of the students for the upcoming mock student satisfaction survey on NAAC portal needs to be arranged. For the same it was suggested that all the course coordinators will suggest a suitable date to arrange the session with respective specializations. Also, with regards to same Academic Assistant Coordinator with the help of IQAC co coordinator will arrange to circulate the survey through Edu cloud.

Agenda 3: Planning of academic calendar including (Skill Assessment, Value Addition, Workshop seminar, Co-curricular Activity, Extra-Curricular Activity, Faculty workload)

It was discussed that the academic committee will plan the academic calendar for year 2022-23 and submit the same to IQAC committee before 5th June 2023. It was suggested that the committee will consider the below mentioned points while planning the calendar.

- Skill Assessment
- Value Addition
- Workshop
- Seminar
- Co-curricular Activities
- Extra-Curricular Activities
- Timetable
- Faculty workload
- Micro Lesson Plan
- Industry Visits
- National and International Tours
- Competitions



Dr. M. M. Hundekar
Principal

Agenda 4: Planning for Starting of Ph.D. Course (Preparation of the proposal of the same)

Dr. M.M.Hundekar suggested that for the point of increasing the courses offered at SOFT, a Ph. D course proposal needs to be prepared that can be sent to S.N.D.T University for approval. It was further suggested that the proposal will be prepared by Ms. Garima Bhalla, HOD with regards to the above discussion.

Agenda 5: Planning for starting additional Short-term diploma and certification course under SNDT

A discussion on starting short term diploma courses was considered in the meeting. With reference to the same the course coordinators were given a task of identifying scope for introducing short term courses and certification courses under the existing discipline as per NEP 2020. It was suggested that per specialization least 2 courses- 1 Certification and 1 Short Term Course needs to be framed.


Agenda 6: Planning for starting P.G. Diploma Course at university level for graduate students.

It was proposed in the meeting that framework on starting P.G Diploma course per specialization needs to be prepared that can be submitted to SNDT Women's University. It was decided that the framework will include development of syllabus for the course and identification of number of credits for the same.

The meeting ended with vote of thanks.




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Ref No.: MKSS's/SOFT/IQAC/2022-23/02

DATE: 16/04/2023


SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)


Time: 1 P.M. to 3:00 P.M. Venue: SOFT Library

AGENDA

1. IQAC calendar preparation for year 2023-24
2. AQAR 2021-22 review and submission on NAAC portal
3. Discussion on actions to be taken on low and average scores of NAAC report.
4. Review and recommendation of usage of Edu Cloud by faculties
5. Discussion on incorporation of 3% value addition and 2% skill assessment marks in internal mark sheet
6. Discussion on effective implementation of IQAC systems




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

The second IQAC meeting for Academic Session 2022-23 was held on 16th April 2023. 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.	Dr. Yogesh Bokil	Assistant Professor
9.	Ms. Reema Chaugule	CC, Foundation
10.	Ms. Amruta Kakatkar	Assistant Academic Coordinator
11.	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
21.	Ms. Sneha Maktedar	Assistant Professor
22.	Ms. Smita Pattanaik	Assistant Professor

IQAC coordinator welcomed the members of IQAC committee for the second meeting.

Agenda 1: IQAC calendar preparation for year 2023-24

It was discussed that IQAC annual calendar will be prepared by IQAC coordinator Dr. Sudhakar Jadhav under which different activities for development of college and staff will be planned like workshops, seminars etc. It was further discussed that the names of resource persons for conducting such activities will be suggested by all IQAC members.



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Agenda 2: AQAR 2021-22 review and submission on NAAC portal

The review of AQAR submitted and pending data to be uploaded on NAAC portal before 30th May 2023 was taken into consideration. Each criteria wise documents were reviewed and the list of pending supporting documents was created. It was further discussed that all the supporting documents required under each criterion are to be submitted to IQAC only after signed by Principal ma'am. It was also decided that after 10 days the online uploading of the documents will be done by IQAC as and how the documents are received.

Agenda 3: Discussion on actions to be taken on low and average scores of NAAC report.

Based on the recent NAAC assessment grade and report all the IQAC members reviewed the scores given to SOFT by NAAC. The low and the average grade scores were taken into consideration and all the IQAC members brainstormed on how the scores can be improved and what can be the areas that will be required to be concentrated on. Like wise it was decided that the focus needs to be given more on improving the faculty research contribution, faculty enrollment for PHDs, development of canteen space, improvement in number of placements apart for the overall growth and development of college in all aspects.

Agenda 4: Review and recommendation of usage of Edu Cloud for all activities happening in institute.

All the IQAC members agreed that Edu cloud application can be used to its full extent and further incorporated and taken into consideration for fulfilling the activities happening in institute daily. It was suggested that Edu cloud can be considered for activities like planning of all the seminars and workshops happening in college. It was also decided that Edu cloud will be extensively used by all the faculties to assess the assignments of the students and marking will also be done through the same hence forth. It was also suggested that for the smooth marking on Edu cloud the students enrolled on Edu cloud will be in accordance with that of SNDDT enrollment.

Agenda 5: Discussion on incorporation of 3% value addition and 2% skill assessment marks in internal mark sheet

Principal Dr. M.M.Hundekar recommended that since skill assessment and value addition are some of the good practices followed at SOFT should be taken into consideration in the internal marksheets. It was suggested that the academic committee can further look into how the marks



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can be allocated in the form of certain percentage for each activity. It was further discussed that 3% marks for value addition and 2% marks for skill assessment can be taken into consideration with reference to above discussion.

Agenda 6: Discussion on effective implementation of IQAC systems

For the smooth functioning of all the IQAC sub committees it was suggested that regular 2 subcommittee meetings through Edu Cloud will be arranged by the respective subcommittee members every year. One of which will be a planning meeting and one review meeting. Each committee will submit the minutes of the meeting of both the meetings to IQAC committee. It was further discussed that IQAC committee will take a review of the activities planned under each subcommittee and suggest recommendations for quality improvement.

The meeting ended with vote of thanks by Dr. Sudhakar Jadhav, IQAC Coordinator.



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

Dr. Sudhakar Jadhav
IQAC Coordinator
Assistant Professor, SOFT