



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

School of Fashion Technology



NAAC Accredited with "A" Grade
Affiliated To S.N.D.T. Women's University, Mumbai.



Dr. M. M. Hundekar

Principal

SNDT/MKSSS's/SOFT/IQAC/2019-20/01


DATE: 6/5/2019

IQAC – MEETING 1

CYCLE 1

Meeting Agenda:

1. Admission campaign and common entrance test
2. Academic Planning- teaching learning and evaluation
3. Review of Vision Mission For SOFT
4. Discussion on the progression of students and staff.
5. Research review
6. Review of Best practices


Dr.Sudhakar Jadhav
IQAC Co-ordinator


Dr.M.M.Hundekar
Principal



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DATE: 6/5/2019

IQAC – MEETING 1 MINUTES OF THE MEETING

The minutes of the meeting held on **Monday, 6th May, 2019** at MKSSS's School Of Fashion Technology, Narhe, Pune.

The following members were present for the meeting:

Mr. Promoad Gorhe, Chairman, MKSSS

Dr. M.M. Hundekar, Principal, SOFT.

Mr. Suresh Karale, HOD- PG, SOFT.

Ms. Garima Bhalla, HOD- UG, SOFT.

Mr. Satyajit Joglekar, AO, SOFT

Mr. Sudhakar Jadhav, Coordinator, IQAC.

Ms. Madhura Joshi, Member.

Ms. Mallika Dabhade, NAAC Coordinator.

Ms. Vrushali Deshpande, Member

Ms. Harshada Gavate, Member.

Ms. Divya Jain, Assistant.

1. Admission campaign and common entrance test

Keeping an aim to get good quality students the admission committee has few plans which were presented in the meeting. The admission campaign is decided to be conducted across PAN India level. With the review of previous year admission campaign the resource persons from SOFT were identified to advertise and promote SOFT among various agencies.

The entrance test is developed with 3 sections and the committee decided to carefully set the question papers. Thus the following names were suggested for the setting the question paper . the Interview panel was also revised and the interview panel included Senior faculties , Alumni of SOFT and the industry experts.



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2. Academic Planning- teaching learning and evaluation

The academic planning for the year was proposed by HOD and Course coordinators of each specialization. The committee suggested more activity and experiential based learning activities to be incorporated in the curriculum. To enhance the employability of the students the industry integrated projects were to be identifies and executed for the 3rd and 4th year students. With the progression Fashion industry the Principal, Dr. M Hundekar suggested in revision of the B Design syllabus for all specialization and suggested to further take the point to SNTD women's University. Dr. M Hundekar also declared about the permission received from SNTD women's University regarding M Design course and meetings with the experts is to be planned for content finalization.

3. Formulation of various committees namely:

- ADMISSION , TIME TABLE & ANNUAL PLAN COMMITTEE
- ALUMNI ASSOCIATION
- COLLEGE INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE
- CANTEEN COMMITTEE
- ANTI-RAGGING COMMITTEE
- DISCIPLINE COMMITTEE
- ANTI-RAGGING COMMITTEE SQUAD
- EXAMINATION COMMITTEE
- FACULTY ASSESSMENT COMMITTEE
- STAFF GRIEVANCES COMMITTEE
- RESEARCH CELL & EXTENSION SERVICES COMMITTEE
- LIBRARY COMMITTEE
- NATURE CLUB
- N.S.S. UNIT
- PURCHASE AND GRANTS UTILIZATION COMMITTEE
- PARENTS – TEACHERS' INTERACTION COMMITTEE
- SPORTS COUNCIL
- SC / ST Cell
- STAFF WELFARE COMMITTEE
- SCHOLARSHIP & TALENT SEARCH COMMITTEE
- UNIVERSITY AFFILIATION, NAAC COMMITTEE
- WEB SITE DEVELOPMENT AND MAINTENANCE COMMITTEE
- NEWS BULLETIN AND MEDIA COMMUNICATION COMMITTEE
- PUBLIC RELATIONS AND COLLEGE PUBLICITY COMMITTEE
- CULTURAL COMMITTEE
- TOUR COMMITTEE



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- **PLACEMENT & INTERNSHIP COMMITTEE**

The above committees were formed which included a chairperson, coordinator and the committee members. The college staff teaching and non-teaching were decided to be the part of the committees for the smooth functioning of the college activities.

- a) For "Alumni Association" it was suggested that the college must connect with any organization that maintains the connect and profile records of all the alumni of SOFT. For example, Alma- Connect.
- b) It was suggested that for Anti Ragging Squad, hostel wardens and 2 students must be included to the team.
- c) For legal member into the discipline committee, Mr. Promoad Gorhe, Chairman MKSSS, suggested the name of Ms. Vibhavari Bidve.
- d) Staff Grievance Committee should include management personalities and the HODs of SOFT.
- e) For Extension Activities, it was suggested that Ms. Varsha Wadkar should be included, keeping in mind her work towards creating awareness about using Indian objects by discarding chinese objects like Cups of China Clay.

It was suggested that around 2 meeting of each of these Committees must be conducted in a semester which will be a planning meeting and review meeting .

4. Progression of Students:

- Students who perform well must be encouraged to participate in various competitions. The encouragement will also involve monetary support to the students.
- For Sports progression, it was suggested that Expert trainer should be called by the college.
- Scholarship is one existing support that we are already providing the students.
- It was suggested by Dr.M.M. Hundekar that some Prize in the form of Tour sponsorships or money prize should be given to the students for encouraging and supporting them for better performance and giving them a reason to improvise more.
- It was also discussed that the criteria of the prize should not only be Academics, instead it should be overall. The parameters for the same should be fixed.
- It was also suggested that for Prize , we can connect with our Industry Associates , which will be a two-way benefit.

5. Progression of Staff:

- For progression of staff, the college already provided sources like college library, e-library and British library members for faculties who are upgrading their knowledge or doing any kind of research work.



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- It was also declared that college is already providing seminars, exhibitions, trainings, workshops, tours etc. to faculties for knowledge upgradation purpose in their relevant streams.
- It was suggested that faculties must progress themselves through publishing more and more research paper.
- Supporting faculties or assistants must be given recognition by the respective faculties for their research help and support.
- The members present in the meeting suggested that the college should sanction leaves for their research work, to which Chairman, MKSSS, Mr. Promoad Gorhe suggested that we must look into this problem and definitely should develop certain norms to support the faculties.
- It was suggested that faculties must go abroad to conduct modules for association purpose.

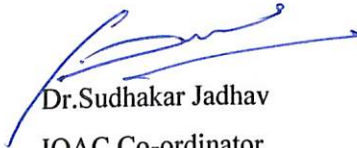
6. Research review


The committee instructed the faculties to incorporate the research aspect in the academics to enhance the education quality. The research aspect can be incorporated in the electives, the graduation project and also in the craft research and design subjects. The students who will show an exceptional performance have to be identified and those students have to be guided further for taking part in various national and international competitions for all specializations.

7. Review of Best practices

The best practices were reviewed by the committee. The skill assessment activity has to be conducted in the first month of the academic year and the individual evaluation and one to one conversation with each student is expected. The skill assessment evaluation should be analyzed thoroughly by the faculty and course coordinator and based on the infere3nces the weak learners and advance learners should be identified. The Green fashion India, an initiative by SOFT College should be emphasized more from the 1st year to develop an aptitude of Sustainable and responsible fashion in the students. The students should be given change to take part in the competitions planned by GFI.

The meeting ended with a discussion that we all must work together to develop a vision for ourselves and our college in coming 5 years. Mr. Promoad Gorhe also suggested that we should all work together to make this college as the best in the world.


Dr. Sudhakar Jadhav
IQAC Co-ordinator


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SNDT/MKSSS's/SOFT/IQAC/2019-20/02

DATE: 24/2/2020

- Report on NAAC new format
- Restructure of IQAC
- Upgradation and Maintenance of College Website as per NAAC Guidelines.
- Discussion on Data generation / Collection and Maintenance System.
- Collaboration with Foreign universities for Collaborative courses
- Overview about Online AQAR submission of 2018-19 and procedure.
- Discussion on Criteria wise Matrix.
- Responsibilities distribution according to criteria wise.
- Discussion on Code of Conduct.
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SNDT/MKSSS's/SOFT/IQAC/2019-20/02

DATE: 24/2/2020

MINUTES OF THE MEETING:

The minutes of the meeting held on **Monday, 24th February, 2020**, at MKSSS's School Of Fashion Technology, Narhe, Pune.

The following members were present for the meeting:

- 1) Dr.M.M.Hundekar
- 2) Mr. Suresh Karale
- 3) Ms. Garima Bhalla
- 4) Mr. Satyajit Joglekar
- 5) Mr. Umesh Dharmadhikari
- 6) Ms. Madhura Joshi
- 7) Ms. Mallika Dabhade
- 8) Dr .Sudhakar Jadhav
- 9) Dr. Yogesh Bokil
- 10) Mr.Raviendra Shahane
- 11) Ms.Tejashree Rankhambe
- 12) Ms.Varsha Bandal
- 13) Ms.Deepali Desai
- 14) Ms. Vrushali Deshpande
- 15) Ms.Amruta Kakatkar
- 16) Ms.Harshada Gavate.



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1) Report on NAAC new format

Report was presented by Dr. Sudhakar Jadhav and Ms. Harshada Gavate about NAAC new format. The points were shared and discussed with the members of IQAC and it was suggested that the following important matrix such as student satisfaction survey, Average percentage of placement, No. of award/medals for performance in cultural/sports, feedback from all stakeholder etc. are very crucial for the IQAC department.

2) Restructure of IQAC :

The students and parents who were part of the earlier IQAC have passed out and therefore new student's representative and parent's representative have to be included and updated.

1	Dr. M. M. Hundekar	Chairperson
2	Dr. Sudhakar Jadhav	IQAC Coordinator
3	Mr. Promoad Gorhe	Management Member
4	MS. Mohana Kadam	Management Member
5	Mr. Satyajit Joglekar	Administration Officer
6	Ms. Vrushali Deshpande	AO Accounts
7	Ms. Harshada Gavate	Assistant to IQAC Coordinator
7	Ms. Nivedita Saboo	Nominees from Industries / Employers /
8	Mr. Santosh Katariya	Nominees from Industries / Employers /
9	Mr. Manoj Deshpande	Parents (B. Design – Fashion Communication)
10	Mr. Ajay Kering	Parents (B. Design-Textile Design)
11	Mr. Dinesh Solanki	Parents (B. Design- Jewelry Design)
12	Ms. Neha Vaishampayan	Nominees from Local Societies/
13	Ms. Ananya Kulkarni	Students
14	Ms. Apoorva Kulkarni	Alumni
15	Ms. Garima Bhalla	Teacher
16	Ms. Madhura Joshi	Teacher
17	Mr. Umesh Dharmadhikari	Teacher
18	Ms. Tejashree Rankhambe	Teacher



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3) Upgradation and Maintenance of College Website as per NAAC Guidelines.

It was suggested that Mr. Suresh Karale , Ms. Garima Bhalla and Dr. Yogesh Bokil will help in upgradation of college website as per the guidelines of IQAC. For the upgradation and maintenance One person from the college will be given the responsibility.

4) Discussion on Data generation / Collection and Maintenance System.

Dr. Sudhakar Jadhav -IQAC Coordinator shared the guidelines for data generation, data collection and record keeping systems which are given by NAAC. The following responsibilities were allotted.

1) Academic Department :

Ms. Madhura Joshi was given the responsibility for Academic related issues

—

- a) Academic Calendar
- b) Syllabus Coverage Report
- c) Workshop and Seminar Report
- d) Faculty Workload Report
- e) Syllabus Undertaken Report
- f) Student Attendance Report
- g) Value Addition Course
- h) Elective/Choice Based Credit System
- i) Industry Visit
- j) Application of API Calculator.
- k) Other academic related activities.

2) Administration & Accounts Department :



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Mr. Satyajit Joglekar & Ms. Vrushali Deshpande was given the responsibility for administrative and account related activities

- a) Policy for Admission Process –Online/Offline
- b) Handbook for staff.
- c) Handbook for students.
- d) Code of Conduct for staff
- e) Code of Conduct for student
- f) Decorum and Discipline for Staff
- g) Decorum and Discipline for Student
- h) Personal File Upgradation.
- i) Attendance and Leave Record
- j) Self-Appraisal for Non-Teaching
- k) Administrative Audit
- l) Financial Audit – Internal and Statutory Audit
- m) Building Maintenance
- n) Infrastructure
- o) Staff Welfare Policy for staff
- p) Staff Welfare Policy for students
- q) Govt Scholarship, Freeship
- r) Samstha Scholarship
- s) MIS Reports
- t) Various types of statutory payments and Return Filing.
- u) Budget preparation
- v) Payment Procedure – Normal payments and Foreign Remittance
- w) Purchase Procedure
- x) Preparation of Fees and Collection and Reconciliation.
- y) Outgoing Registrar for staff on main gate.

3) Library Department



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Ms. Deepali Desai was given the responsibility for all library related work as per the suggestion of library committee.

- a) Accession Register
- b) Data of no of books, magazines, journals.
- c) Library Data Software
- d) E-books, E-journals
- e) Student Entry register
- f) Books purchased during the year ,budget sanction
- g) Student Internship Report
- h) Use Of IT

4) Exam Department

Ms. Tejashree Rankhambe and Mr. Pritam Walhekar was given the responsibility of exam related activities and data.

- a) Display of Examination Timetable on Educloud/Notice Board.
- b) Internal Mark Record
- c) Semester wise result sheet
- d) Data of students applying for Higher Education
- e) Preparation of Internal Jury marksheet
- f) Display of Eligibility list of students

5) IT Department

Dr. Sudhakar Jadhav –B.Design Course ,Dr. Yogesh Bokil –Autonmouse courses and Mr. Prashant Kulkarni was given the responsibility of computer related and technical activities.

- a) Data of No. of available working computer with IP address and dead stock number.
- b) No. of printers
- c) No of Scanners
- d) No of Projectors



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- e) No of Laptops
- f) No of Tablets
- g) No of ipad and iphone
- h) No of extra keyboard and mouse
- i) No of UPS (Capacity wise)
- j) No of CCTV Cameras
- k) No of software with license and keys
- l) No of Harddisk
- m) Bandwith of Internet
- n) WI FI routers
- o) No of ICT enabled classroom – Internet, Projector.

5) Collaboration with Foreign universities for Collaborative courses

The collaboration with Foreign universities was proposed by the Principal and HODs and committee suggested to identify the universities and conduct course mapping for the same.

6) Overview about Online AQAR submission of 2018-19 and procedure.

All the staff members actively participated in the filling of AQAR 2019-20 and after the finalization of AQAR report it was shared with all staff members.

7) Discussion on Criteria wise Matrix.

The details of the weightage of marks as per each criterion was shared.

Sr. No	Particulars	Marks Weightage
1.	Curricular Aspects	100
2.	Teaching-learning & Evaluation	350
3.	Research, Innovations & Extension	110
4.	Infrastructure & Learning Resources	100
5.	Student Support &	140

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	Progression	
6.	Governance, Leadership & Management	100
7.	Institutional Values & Best Practices	100

8) Responsibilities distribution according to criteria wise.

The responsibilities were discussed and finalized by Principal. All the faculties of respective criteria's were instructed to have a meeting amongst themselves for the effective working.

Sr.No	Criteria	Weightage	Faculty Name
Part A			
1 to 8	Profile of Institution & feedback from all stakeholders		Dr.M.M.Hundekar Ms. Garima Bhalla Dr. Sudhakar Jadhav Ms.Harshada Gavate
Part B			
1	Curricular Aspects	100	Ms. Garima Bhalla Ms. Amruta Kakatkar Ms. Sujata Shinde
2	Teaching-learning & Evaluation	350	Ms. Tejashree Rankhambe Ms. Madhura Joshi Ms. Tejasi Gadgil Ms. Harshada Gavate Mr. Sudesh Sutar
3	Research, Innovations & Extension	120	Dr.M.M.Hundekar Ms. Mallika Dabhade Mr. Satyajeet Joglekar Ms.Snehal Ninale Mr. Rahul Ajankar
4	Infrastructure & Learning Resources	100	Dr. Yogesh Bokil Ms. Deepali Desai. Mr.Aniket Paranjape Mr. Prashant Kulkarni Mr. Vinayak Ovhal
5	Student Support & Progression	130	Ms. Garima Bhalla Mr. Raviendra Shahane Ms. Varsha Bandal. Mr. Pritam Walhekar.

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			Mr. Shrikant Karampuri
6	Governance, Leadership & Management	100	Mr. Suresh Karale Ms. Garima Bhalla Mr. Satyajit Joglekar Ms. Vrushali Deshpande Ms. Gauri Mahadik
7	Institutional Values & Best Practices	100	Dr.M.M.Hundekar Ms. Garima Bhalla Mr. Umesh Dharmadhikari Ms. Mohika Joshi

9) Discussion on Code of Conduct.

The responsibilities were discussed and finalized by Principal. All the members of were instructed to prepare a document about the code of conduct in their respective areas.

1. Classroom and Lab Maintenance

Mr. Vinayak Ovhal and Ms. Sujata Shinde is held responsible for Classroom Maintenance such as

- Cleanliness
- Basic Infrastructure – Table and chairs according to class strength wise.
- White Board with Marker and duster
- Display Board
- Working Condition of Fan, Tubelight, Switch board.
- Shoe stand (Computer Labs)

2. Technical Maintenance – all Computer Labs & Lift.

Mr. Prashant Kulkarni & Mr. Swami Golsar is held responsible for technical maintenance for all computer labs ,conference hall, all teaching and non-teaching staff computers and printers, telephone and lift.

- Copy of purchase bill of any machine/device/item should be maintained.
- Monthly Report of Computer Formatting
- Monthly report. Of Non-working condition machine /device
- Monthly report of Conference hall music system .
- Monthly report of Lift Maintenance .
- Requirement form for necessary purchase.



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- g) Monthly report of Cyber roam usage of faculty and student
- h) Monthly report of WI FI and internet actual consumption of bandwidth.
- i) Monthly report of repairing work.

3. Infrastructure Maintenance

Mr. Pritam Walhekar and Ms. Gauri Mahadik is held responsible for Infrastructure Maintenance.

- a) Cleanness of entire college premises should be checked .
- b) Exhibition hall and auditorium cleanliness and maintence.
- c) Report on total no of tables and chairs according to courses and classroom.
- d) Report on new requirement as per the course strength
- e) Report on nonuse materials .
- f) Weekly report on cleanliness .

4. Student Help Desk

Ms. Amruta Kakatkar & Ms. Mrudula Kolhatkar will be held responsible of student Help Desk.

- a) Admission Enquires
- b) Coordination between student /faculty/parents
- c) Coordination for infrastructure management.
- d) Hospitality management students/staff/industry expert
- e) First Aid Kit
- f) Issue various types of letters to students
- g) Student Information

The meeting ended with vote of thanks.

Copy to all members by email

- a) Admin Officer
- b) HOD UG & PG
- c) All Course Coordinator



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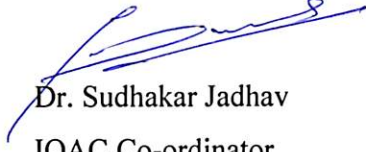
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d) All concerned members


Dr. Sudhakar Jadhav
IQAC Co-ordinator


Dr. M. M. Hundekar
Principal