



**Internal Quality Assurance Cell Meeting**

To,  
All the members of IQAC,  
UES College of Management and Technology,  
Uran

**Subject-Notice and Agenda for Meeting of IQAC-1**

Respected Sir/Madam,  
A meeting of IQAC is convened on Saturday 23rd July, 2022 at 12.00 A.M. in Committee meeting hall to discuss the following agenda:

1. **Welcome to newly appointed IQAC Coordinator**
2. **Introduction to IQAC**
3. **Appointment of NAAC coordinator and criteria coordinators**
4. **Discussion on admission process of First Year.**
5. **Discussion about BEEDU Agreement**
6. **Discussion about academic Plan 2022-23**
7. **Any other points with permission of chair**

Please make it convenient to attend the meeting.

Yours Faithfully,

*Smali*

**I/C Principal**  
Uran Education Society's College of  
Management and Technology





MINUTES OF IQAC MEETING HELD ON 23/07/2022

Sr. No.	Agenda Point	Details of Discussion and Conclusion	Action Taken If Any
01	Welcome to newly appointed IQAC Coordinator	Welcome to the IQAC Coordinator	All the members welcomed newly appointed IQAC coordinator
02	Introduction to IQAC	Principal ma'am introduced IQAC in brief and also explained its roles and responsibilities.	
03	Appointment of NAAC coordinator and criteria coordinators	It was decided that NAAC is prime important issue and task of finalizing NAAC committee be done on immediate basis.	Principal and IQAC were given the task of appointment and criteria coordinators
04	Discussion on admission process of First Year.	Decisions were taken to smoothly carry out admission process and to help students while filling the online admission forms on Mumbai university Site by providing help center.	An admission committee was formed to execute the admission process smoothly. Computer Lab was used as help center to fill online forms of students.
05	Discussion about BEEDU Agreement	Decision was taken to continue with BEEDU ERP Portal for all academic and exam related needs.	The BEEDU agreement was presented to the committee. The committee members instructed to get the payment Invoice and do the needful.
06	Discussion about Academic Plan 2022-23	Discussion was held on academic planning like Conduction of Lectures, Exams, and various other activities throughout the academic year 2022-23	Academic Calendar 2022-23 was prepared. All subject teachers prepared Teaching plans of their respective subjects.
07	Any other Point with permission of chair	Discussion about maintaining all documents properly for NAAC purpose.	All the departments have starting preparing proper files for all activities conducted.



### IQAC Committee 2022-23

Sr. No.	Name of Member	Designation
1	Mrs. Sonali Mhatre (Principal)	Chairperson
2	Mr. Anand Bhingarde (Hon. Gen. Secretary)	Member, Representative of Management
3	Mr. Milind Padgaonkar	Member, Representative of Society
4	Adv. Rajendra Bhanushali	Member, Representative of Industry
5	Dr. Minakshi Gupta	IQAC Coordinator
6	Mrs. Manali Haldankar	Member, Representative of Teacher
7	Mrs. Varsha Veer	Member, Representative of Teacher
8	Mrs. Hemangi Mhatre	Member, Representative of Teacher
9	Mrs. Reshma Bangera	Member, Representative of Teacher
10	Miss Nikita Mhatre	Member, Representative of Teacher
11	Miss Kimaya Thakur	Member, Representative of Teacher
12	Miss Neha Verma	Member, Representative of Administrative Staff
13	Miss Sirsikar Bhagyashree	Member, Representative of Student
14	Miss Vidhi Nakhwa	Member, Representative of Alumni

### LIST OF CRITERIA COORDINATORS

Sr. No.	Criterion	Faculty Incharge
1	Criteria – I: Curricular Aspects	Mrs. Varsha Veer
2	Criteria- II: Teaching – Learning & Evaluation	Mrs. Hemangi Mhatre & Mrs. Reshma Bangera
3	Criteria- III: Research, Consultancy & Extension	Dr. Minakshi Gupta
4	Criteria - IV: Infrastructure and Learning Resources	Miss. Nikita Mhatre
5	Criteria - V: Student Supports & Progression	Mrs. Manali Haldankar
6	Criteria – VI: Governance, Leadership & Management	Miss. Kimaya Thakur
7	Criteria – VII: Innovations & Best Practices	Mrs. Reshma Bangera

IQAC Committee 2022-23 Signature Sheet of Meeting 23rd July 2022

Sr. No.	Name of Member	Designation	Signature
1	Mrs. Sonali Mhatre (Principal)	Chairperson	
2	Mr. Anand Bhingarde (Hon. Gen. Secretary)	Member	
3	Mr. Milind Padgaonkar	Member	
4	Adv. Rajendra Bhanushali	Member	
5	Dr. Minakshi Gupta	IQAC Coordinator	
6	Mrs. Manali Haldankar	Member	
7	Mrs. Varsha Veer	Member	
8	Mrs. Hemangi Mhatre	Member	
9	Mrs. Reshma Bangera	Member	
10	Miss Nikita Mhatre	Member	
11	Miss Kimaya Thakur	Member	
12	Miss Neha Verma	Member	
13	Miss Sirsikar Bhagyashree	Member	
14	Miss Vidhi Nakhwa	Member	



*Sonali*  
I/C Principal  
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**Internal Quality Assurance Cell Meeting**

To,  
All the members of IQAC,  
UES College of Management and Technology,  
Uran

**Subject-Notice and Agenda for Meeting of IQAC -2**

Respected Sir/Madam,  
A meeting of IQAC is convened on Saturday 10th September,2022 at 11.00 A.M. in Committee meeting hall to discuss the following agenda:

1. Review of Previous IQAC meeting held on 9th July 2022
2. Discussion on Conduction of ATKT and Regular Exams.
3. Seminar on guidelines for NAAC Preparations.
4. Any other points with permission of chair

Please make it convenient to attend the meeting.

Yours Faithfully,

*Smali*

**I/C Principal**  
Uran Education Society's College of  
Management and Technology







Sr. No.	Agenda Point	Details of Discussion and Conclusion	Action Taken If Any
01	Review of Previous IQAC meeting held on 9th July 2022	Chairman of IQAC welcomed all the members of the committee and introduced all the updates regarding college.  IQAC Coordinator reviewed all minutes of last meeting.	
02	Discussion on Conduction of ATKT and Regular Exams	Dates of conduction of ATKT exams for Semester II and IV as per university circular to be finalized.  Preparation for regular exams of semester III was discussed and planned.	Dates for all Regular exams of Semester III & I and ATKT exams of Semester II, IV & VI finalized, Notices circulated among students and the complete process to conduct exams was initiated and completed on time.
03	Workshop on guidelines for NAAC preparations	A Workshop should be arranged on guidelines for NAAC preparations	A Workshop was conducted on guidelines for NAAC on 08th Feb. 2023. Dr. Parag Karulkar was resource person and he explained in detail various criteria of NAAC to all faculty members.
04	Conduction of Seminars, workshops and expert lectures under various committees	For overall improvement of Student's quality various seminars, workshops and expert lectures to be arranged throughout the year.	Various programs, lectures and seminars like seminar on traffic rules, women health, placement and many others were organized.
05	Any other points with permission of chair	Start preparing files according to the NAAC criterion	Both the departments has started preparing files of last 5 years according to NAAC guidelines.

**IQAC Committee 2022-23 Signature Sheet of Meeting 10th September 2022**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Signature</b>
1	Mrs. Sonali Mhatre (Principal)	Chairperson	
2	Mr. Anand Bhingarde (Hon. Gen. Secretary)	Member	
3	Mr. Milind Padgaonkar	Member	
4	Adv. Rajendra Bhanushali	Member	
5	Dr. Minakshi Gupta	IQAC Coordinator	
6	Mrs. Manali Haldankar	Member	
7	Mrs. Varsha Veer	Member	
8	Mrs. Hemangi Mhatre	Member	
9	Mrs. Reshma Bangera	Member	
10	Miss Nikita Mhatre	Member	
11	Miss Kimaya Thakur	Member	
12	Miss Neha Verma	Member	
13	Miss Sirsikar Bhagyashree	Member	
14	Miss Vidhi Nakhwa	Member	



*Sonali*  
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