

# Minutes of IQAC Meeting



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Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

MOM 02/2020

Date - 7th February, 2020

### Minutes of IQAC Meeting

#### Attendees:

1. Dr. Ameer Vora
2. Dr. Dilnaz Boga
3. Saurabh Deshpande
4. Subhamitra Adhikari
5. Partha Samanta
6. Selvi P
7. Rubina Mohammed
8. Kanchan Luthra
9. Sarika Shah
10. Sunita Cordeiro
11. Yashwant Baing

Date: 7th February, 2020

Time: 3pm

Venue: Virtual on Google Meet



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**Following were the Agendas for IQAC:**

- Importance of IQAC and its responsibilities
- Composition of the IQAC.
- NAAC criteria allocation.
- Effective curriculum planting and measures for proper implementation.
- Organization of various academic activities, events, visits, social campaigns, etc.
- Effective planning for E-learning platforms.
- Any other issue with permission of the chairperson.
- To discuss and approve seminars, workshops and conferences for upcoming months

**The meeting commenced at 3pm with the above agendas to be discussed.**

- **Agenda : Importance of IQAC and its responsibilities of IQAC members**

Dr.Amee Vora has explained the importance of IQAC for the college and students development and explained the structure and responsibilities of the IQAC members. Conducting internal audits and reviews, Organizing and coordinating workshops and seminars on quality enhancement.

- **Agenda : IQAC Composition**

**Composition of the IQAC**



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<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	<b>Dr. Ameer Vora</b>	<b>Chairperson, Head of the Institute – Principal</b>
<b>Teachers representing Criteria</b>		
<b>2</b>	<b>Mr. Partha Samanta</b>	<b>Criterion No. 1 Head – Curricular Aspect</b>
	<b>Ms. Kanchan Luthra</b>	<b>Criterion No. 2 Head – Teaching, Learning &amp; Evaluation</b>
	<b>Ms. Rubina Mohammed</b>	<b>Criterion No. 3 Head – Research, Innovation &amp; Extensions</b>
	<b>Mr. Saurabh Deshpande</b>	<b>Criterion No. 4 Head – Infrastructure</b>
	<b>Ms. Subhamitra Adhikari</b>	<b>Criterion No. 5 Head – Student Support &amp; Progression</b>
	<b>Mr. Shalu Balan</b>	<b>Criterion No. 6 Heads – Governance Leadership &amp; Management</b>
	<b>Ms. Ponselvi S</b>	<b>Criterion No. 7 Head – Institutional Values &amp; Best Practices</b>
<b>3</b>	<b>Mr. Kailash Kejriwal</b>	<b>Management – Hon. Secretary, RSET</b>
<b>Senior Administrative Officers</b>		
<b>4</b>	<b>Mr. Yashwant Baing</b>	<b>Registrar</b>
	<b>Ms. Sunita Cordeiro</b>	<b>Office Executive</b>
	<b>Ms. Sarika Shah</b>	<b>Academic Coordinator</b>



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<b>Nominee Each:</b>		
<b>5</b>	<b>Sanman Hutgikar</b>	<b>Student</b>
	<b>Chetna Shastri</b>	<b>Student</b>
	<b>Tanaya Pande</b>	<b>Alumni</b>
<b>Nominee Each:</b>		
<b>6</b>	<b>Mr. Rahul Parashar</b> <b>Ms. Taniya Das</b>	<b>Employers – Contiloe Production</b> <b>Employers - HR Head of Minimalist</b>
	<b>Mr. Vinay Saraf</b>	<b>Industrialist</b>
<b>Senior Teachers</b>		
<b>7</b>	<b>Dr. Dilnaz Boga</b>	<b>IQAC Coordinator</b>
	<b>Dr. Ameer Vora</b>	<b>Principal</b>

- **Agenda : Effective curriculum planting and measures for proper implementation**

The Chairperson put emphasis on effective curriculum planning and implementation involving thorough research and analysis of educational needs and goals, aligning the curriculum with



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industry demands and societal trends. Dr.Amee Vora read the probable curriculum planner for the first semester of academic year 2020-21.

- **Agenda : Organization of various academic activities, events, visits, social campaigns, etc.**

Apart from providing a degree, college education should also focus on Organization of various academic activities, events, visits, social campaigns and hence various activities were planned and discussed for which various committees were formed. Effective promotion and communication strategies are employed to maximize participation and awareness.

- **Agenda : Effective planning for E-learning platforms.**

Steps to increase industry-academia interactions through career development initiative and mobilization of E-Learning resources through arranging training programs. The selection of appropriate technology and infrastructure is crucial, ensuring that the platform can support the desired functionalities, such as multimedia content, interactive features, and assessment tools.

- **Agenda : Any other issue with permission of chairperson**

No other issues were discussed in this meeting.

**Agenda : To discuss and approve seminars, workshops and conferences for upcoming months**

**Workshops- HANDS ON: ONLINE BASIC FILM ORIENTATION WORKSHOP In collaboration with Auroville Film Institute**

**Key points discussed:**



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- The workshop will be conducted online, allowing participants from various locations to attend.
- The workshop will focus on hands-on learning, providing participants with practical exercises and activities to enhance their understanding of filmmaking techniques.
- The workshop will target individuals interested in learning the basics of filmmaking, including students and professionals in related fields.
- The IQAC will collaborate with Auroville Film Institute to develop a detailed workshop plan, including the schedule, content outline, and registration process.
- The workshop's effectiveness will be evaluated through participant feedback and assessment of learning outcomes.

This workshop was approved by the IQAC to be conducted in the month of June 2020

### **Webinar: Career Guidance Webinar**

#### **Key points discussed:**

- It was discussed that the IQAC will organize a career guidance webinar for the students of our institution.
- The purpose of the webinar is to provide students with valuable insights into various career paths and opportunities.
- The webinar will be conducted by industry experts and professionals who will share their knowledge and experiences.
- The topics to be covered in the webinar include resume building, job search strategies, interview skills, and career planning.
- The tentative date for the webinar was set as 24th & 27th July 2020.
- It was decided that the IQAC will be responsible for coordinating the logistics, promoting the event, and arranging the necessary technical setup.
- The IQAC members will also explore the possibility of recording the webinar for future reference.

**The webinar was approved by the IQAC to be conducted on 24th July 2020**

#### **Webinar on What After 12th?**



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**Key points discussed:**

- Dr.Amee Vora has presented the proposal to conduct a webinar on the topic "What After 12th?"
- The webinar aims to provide guidance and information to students about various career options available after completing their 12th grade.
- The proposed date for the webinar is 24th or 25th July 2020 and the suggested duration is 4 to 5 hours.
- It was unanimously agreed to organize the webinar and invite students from different colleges.
- Mr.Partha Samantha and Mr Shalu Balan will be responsible for coordinating with the resource person, arranging the necessary technical infrastructure, and promoting the webinar.

**The webinar was approved by IQAC to be conducted on the 25th of July 2020.**

**Movie Marketing Strategies by Neeraj Joshi****Key points discussed:**

- The Chairperson informed the members about an upcoming workshop on "Master Classes on Movie Marketing" to be conducted by Mr. Neeraj Joshi, an industry expert in the field. The workshop aims to provide insights and practical knowledge on effective marketing strategies for movies.
- It was agreed upon that the workshop would be scheduled for 29th August, 3pm onwards. The venue for the workshop will be Madhoprasad Saraf Seminar Hall.
- The Chairperson requested the IQAC members to spread the word about the workshop among faculty members, students, and other interested parties.

**The webinar was approved by IQAC to be conducted on 29 August 2020.**



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## **Panel discussion: What the Scoop: Panel Discussion on Media As Fourth Pillar of Democracy**

### **Key points discussed:**

- A list of potential panelists was compiled and shared among the members. The panelists will include renowned journalists, media professionals, and experts in the field.
- The workshop will cover various topics related to the role of media in democracy, such as media ethics, freedom of press, fake news, media literacy, and the influence of social media.
- The workshop will be conducted online on Google Meet platform, the proposed date for it was 23rd September.
- The workshop is open to students, faculty, and staff members of the institution,

**The Panel Discussion was approved by the IQAC to be conducted on 23 September 2020**

## **Workshop: MIC and Gyan Series: The Business of Running India's Successful Newspaper during Covid**

### **Key points discussed:**

- The meeting commenced with a discussion on the collaboration between IQAC and MIC for organizing the Gyan Series on "The Business of Running India's Successful Newspaper during Covid."
- The objectives of the Gyan Series were outlined, which include exploring the challenges faced by newspapers during the pandemic, identifying successful strategies, and fostering a dialogue among industry experts.
- The event format, including panel discussions, guest speakers, and interactive sessions, was finalized. It was decided to invite prominent newspaper industry leaders and experts to share their insights and experiences.
- The schedule and logistics for the Gyan Series were discussed. The organizing committee was assigned tasks related to marketing, registrations, and event management.



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**This workshop was approved by the IQAC to be conducted in the month of November 2020**

**How a traditional media house adopted the digital framework during covid:**

**Key points discussed:**

- The meeting emphasized the necessity for the media house to adapt to the changing landscape brought about by the pandemic. It was agreed upon that a digital transformation strategy would be implemented to ensure the continued delivery of news and content to a wider audience through digital platforms.
- The discussion covered topics such as the development of a user-friendly website, mobile applications, and social media presence, along with the integration of data analytics and online advertising models.
- During the discussion, participants also highlighted the importance of data analytics, audience segmentation, and personalized content delivery in engaging the digital audience.

**This workshop was approved by the IQAC to be conducted in the month of November 2020**

**Workshop on Teaching and Aptitude General Paper SET Exam**

**Key points discussed:**

- Dr.Amee Vora spoke about the significance of Teaching and Aptitude in the General Paper for SET Exam.
- Attendees actively participated in a brainstorming session, sharing ideas for creating study materials tailored to the SET exam.



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- It was agreed upon to organize a workshop for SET exam aspirants, and further planning and coordination will be done by Prof. Rubina Mohammad and Ms. Geetanjali.
- The meeting concluded with a reminder to send out a follow-up email summarizing the discussed action points and assigning tasks to respective individuals.

**This workshop was approved by the IQAC to be conducted in the month of December 2020**

**The meeting was adjourned at 5:00 pm with all the events approved by the IQAC.**

#### Meeting Proceedings:

##### 1. Welcome and Introduction:

- The meeting was called to order by [Name of Chairperson], who welcomed all the attendees and thanked them for their presence.
- Attendees introduced themselves briefly.

##### 2. Review of NAAC Objectives and Goals:

- [Name of Presenter] presented an overview of the National Assessment and Accreditation Council (NAAC) objectives and goals.
- The attendees engaged in a discussion to ensure a shared understanding of the organization's mission and vision.

##### 3. Analysis of Current Situation:

- [Name of Presenter] provided a detailed analysis of the current situation of the organization, highlighting strengths, weaknesses, opportunities, and threats.
- Attendees were encouraged to share their perspectives and insights regarding the current challenges faced by NAAC.

##### 4. Identification of Key Areas for Improvement:



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- Through a collaborative discussion, the attendees identified key areas that require improvement within NAAC.
- Each area was listed and discussed in detail to ensure a comprehensive understanding of the challenges involved.

#### 5. Formulation of Action Plan:

- The attendees collectively brainstormed potential solutions and strategies for addressing the identified areas for improvement.
- [Name of Presenter] facilitated the discussion and recorded the proposed actions.

#### 6. Assigning Responsibilities:

- Based on the action plan, specific responsibilities were assigned to individuals or teams who would be responsible for implementing the proposed actions.
- The attendees agreed on the allocation of tasks, taking into account individual strengths and expertise.

#### 7. Setting Deadlines:

- Realistic deadlines were set for each task, ensuring that they were attainable within the given timeframe.
- [Name of Presenter] emphasized the importance of accountability and regular progress monitoring to ensure timely completion of the assigned tasks.

#### 8. Next Steps:

- The attendees discussed the next steps to be taken, including communication strategies, resource allocation, and collaboration efforts.
- It was decided to create a shared document or project management system for transparent tracking and coordination of activities.

#### 9. Any Other Business:

- Attendees were given an opportunity to address any additional matters not covered by the agenda.



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- [Name of Attendee] raised a point regarding the need for training programs to enhance the skills of NAAC staff, which was noted for future consideration.

#### 10. Conclusion and Adjournment:

- [Name of Chairperson] summarized the key discussion points and highlighted the importance of effective planning for NAAC's success.
- The meeting was adjourned, and the next meeting date and time were announced.



Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

MOM 04/2020

19th October 2020

### Minutes of IQAC Meeting

#### Attendees:

Dr. Ameer Vora  
Dr. Dilnaz Boga  
Saurabh Deshpande  
Subhamitra Adhikari  
Partha Samanta  
Rubina Mohammed  
Kanchan Luthra  
Sarika Shah



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Sunita Cordeiro  
Yashwant Baing

Date: 19th October, 2020

Time: 3 pm

Venue: Conference Room, 1st Floor, DGMC

**Following were the Agendas for IQAC:**

- About submitting LOI to NAAC for accreditation purposes and subsequent preparation.
- Effective planning for mentorship
- Organization of parent teacher meet
- Any other issue with permission of chairperson
- To discuss and approve seminars, workshops and conferences for upcoming months

**The meeting commenced at 3pm with the above agendas to be discussed.**

- **Agenda 1: About submitting LOI to NAAC for accreditation purposes and subsequent preparation.**

Dr. Ameer Vora informed the external members about the establishment of IQAC in College and then highlighted the seven criteria of the NAAC self-study report. This involves collecting and analyzing data, assessing the institution's strengths and weaknesses, and aligning policies and processes with accreditation standards. This involves collecting and analyzing data, assessing the institution's strengths and weaknesses, and aligning policies and processes with accreditation standards.



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- **Agenda 2 : Effective planning for mentorship**

Dr. M. B. Shinde discussed allotment of mentors to students and other possible activities that could be taken under mentorship scheme. Providing resources, training, and opportunities for reflection and growth contribute to the overall success of the mentorship program, enabling mentees to develop their potential and achieve their goals.

- **Agenda 3 : Organization of parent teacher meet**

The coordinator of Parents-teachers meet Prof. Kanchan Luthra, discussed the probable schedule which was approved by all the present members. Providing a structured format, such as individual meetings or group discussions, allows for meaningful interactions and exchange of information.

- **Agenda 4: Any other issue with permission of chairperson**

No other issues were discussed in this meeting

- **Agenda 5: To discuss and approve seminars, workshops and conferences for upcoming months**

Workshop: MIC and Gyan Series: The Business of Running India's Successful Newspaper during Covid

1. The first agenda item was a presentation on Media Industry Challenges (MIC) during Covid. Prof. Shubamitra Adhikari delivered a comprehensive presentation highlighting the challenges faced by the media industry in India during the pandemic, including declining revenues, reduced circulation, and changing reader preferences.
2. Following the presentation, an open discussion was held on strategies for sustaining a successful newspaper business during the pandemic. The attendees shared their experiences and insights on diversification, digital transformation, cost optimization, and engagement with readers through various platforms.
3. The next agenda item was the Gyan Series session titled "The Business of Running India's Successful Newspaper during Covid." Mr. Jayanto Mukherjee conducted the session and shared best practices, success stories, and lessons learned from leading newspapers that effectively navigated the challenges posed by the pandemic.



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4. The proposal was met with enthusiasm, and faculties volunteered to coordinate the group's activities, the first session of the series was proposed to be held on 6th November 2020

This workshop was approved by the IQAC to be conducted in the month of November 2020

### **How a traditional media house adopted the digital framework during covid:**

Key points discussed:

1. The success story of a traditional media house's adoption of the digital framework during the pandemic was shared. Dr.Vora presented the case study, explaining the challenges faced by the media house and the steps taken to transform their operations, content delivery, and revenue models to thrive in the digital landscape.
2. Members engaged in a discussion on the key learnings and strategies for successful digital transformation. They shared their experiences, challenges, and best practices related to adopting digital platforms, enhancing online presence, leveraging social media, and monetizing digital content.
3. During the discussion, Members also highlighted the importance of data analytics, audience segmentation, and personalized content delivery in engaging the digital audience.
4. Under the "Any other business" agenda item, Dr.Vora suggested conducting a follow-up session on digital advertising strategies for media houses. The suggestion was well-received, and Dr.Vora volunteered to coordinate the session, this workshop was proposed to be held on 9th November.

This workshop was approved by the IQAC to be conducted in the month of November 2020

### **Workshop on Teaching and Aptitude General Paper SET Exam**

Key points discussed:

1. The first agenda item provided an overview of the State Eligibility Test (SET) and its General Paper. Dr.Vora presented the structure, format, and content of the General Paper and emphasized the importance of teaching and aptitude in the examination.
2. A workshop on Teaching and Aptitude for the General Paper of SET was conducted. Dr.Vora facilitated the session, covering key topics such as teaching methodologies, pedagogical approaches, assessment strategies, and effective communication skills.



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3. Members actively engaged in the workshop, sharing their experiences and insights on teaching practices that have yielded positive results in preparing students for the SET examination.
4. Following the workshop, a discussion was held on best practices and strategies for effective teaching in the context of SET. Members exchanged ideas, recommendations, and resources related to curriculum design, instructional techniques, and student engagement strategies, this two-day virtual workshop was proposed to be held on 24th & 26th December.

This workshop was approved by the IQAC to be conducted in the month of December 2020

**The meeting was adjourned at 4:15 pm with all the events approved by the IQAC.**



**Deviprasad Goenka Management College of Media Studies (DGMC)**  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

MOM 09/2021

Date - 20th December, 2021

### **Minutes of IQAC Meeting**

**Attendees:**

Dr. Ameer Vora  
Dr. Dilnaz Boga  
Saurabh Deshpande  
Subhamitra Adhikari  
Partha Samanta



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Selvi P  
Rubina Mohammed  
Kanchan Luthra  
Sarika Shah  
Sunita Cordeiro  
Yashwant Baing

**Date:** 20th December, 2021

**Time:** 3 pm

**Venue:** Seminar Hall, 6th Floor, DGMC

**Following is the Agenda for IQAC:**

- Association of linkage and MoU with industry or academic institutes or laboratories
- Organization of various academic activities, events, visits, social campaigns
- Planning for organization of cultural exchange and academic exchange activity.
- Any other issue with permission of the chairperson.
- To discuss and approve seminars, workshops and conferences for upcoming months



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**The meeting commenced at 3pm with the above agendas to be discussed.**

**Agenda 1: Association of linkage and MoU with industry or academic institutes or laboratories**

- The IQAC discussed the importance of establishing linkages and signing Memorandums of Understanding (MoUs) with industry partners, academic institutes, and laboratories.
- It was emphasized that such collaborations would enhance practical learning opportunities for students and promote research and development activities.
- The IQAC members proposed identifying potential partners and drafting MoUs that outline the mutual benefits and areas of cooperation.



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- Action items were assigned to concerned individuals to initiate the process of establishing these associations and finalizing the necessary agreements.

## **Agenda 2: Organization of various academic activities, events, visits, social campaigns**

- The IQAC discussed the organization of various academic activities, including workshops, seminars, and conferences, to enhance the learning experience for students.
- Plans were made to arrange visits to industries, research institutes, and other relevant organizations to provide practical exposure and industry-academia collaboration.
- The IQAC proposed the implementation of social campaigns focused on community engagement, environmental awareness, and social responsibility, aiming to foster a sense of civic duty among students and staff.
- It was decided that the IQAC would work closely with faculty members, students, and relevant stakeholders to ensure the successful execution of these activities and events.

## **Agenda 3 :Any other issue with permission of the chairperson.**

No other issues were discussed in the meeting.

## **Agenda 4: To discuss and approve seminars, workshops and conferences for upcoming months**

### **Writing workshop by Vinod Rangnathan:**

#### **Key points discussed:**

- The IQAC coordinator suggested adding a writing workshop to the academic program as part of the continuous improvement initiative. The attendees discussed the proposal and agreed that the writing workshop would be beneficial to the students and enhance their writing skills.



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- The writing workshop would include various writing techniques, such as writing essays, research papers, and other forms of academic writing. The attendees suggested inviting Mr. Vinod Ranganathan to conduct the workshop.
- The workshop would be offered to all students, it was suggested that the workshop could be held in the first week of January.
- After further discussion, the attendees agreed to add the writing workshop to the academic program and requested the IQAC coordinator to prepare a detailed proposal for the same.

**The workshop was approved by the IQAC to be conducted in the month of January 2022**

**How the Media Landscape has changed over the Decades:**

**Key points discussed:**

- The attendees discussed the importance of understanding the changes in the media landscape over the years and how it affects education and research. It was noted that the rise of digital media has drastically changed the way information is consumed and shared. The attendees also discussed the impact of social media on the dissemination of information and the challenges that come with ensuring the accuracy and credibility of sources.
- The attendees agreed that it is essential for educators and researchers to adapt to these changes and develop new skills to effectively navigate the media landscape. It was suggested that the institution could offer training and workshops on media literacy and digital communication.
- The Tentative date for this workshop was decided as 18th February.

**The workshop was approved by the IQAC to be conducted in the month of February 2022**

**Workshop on Essentials of Photoshop:**

**Key points discussed:**



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- The IQAC discussed the need to add a Workshop on Essentials of Photoshop to the curriculum to enhance the skills of the students.
- The workshop will cover the basics of Adobe Photoshop, including tools and techniques used for image editing, photo manipulation, and graphic design.
- After deliberation, it was decided that the workshop would be conducted in the college computer lab, and the necessary equipment would be provided by the college.
- This workshop was tentatively decided to be held on 10th May.

**This workshop was approved to be held in the month of May, 2022.**

**The meeting was adjourned at 4:30pm with all the events approved by the IQAC.**



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