



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

MOM /2023

07th January 2023

Minutes of IQAC Meeting

Attendees:

1. **Dr. Ameer Vora**
2. **Kanchan Luthra**
3. **Sarika Shah**
4. **Sunita Cordeiro**
5. **Yashwant Baing**
6. **Shalu Balan**
7. **Nilanksha Sachdev**
8. **Shruti Joshi**
9. **Viraj Bandekar**
10. **Chandroday Ghosh**
11. **Shruti Joshi**
12. **Srinivasrao Challapalli**

Date: 7th January, 2023

Time: 3:00 pm

Venue: Conference Room, 1st Floor, DGMC

Following was the Agenda for the meeting:

- Discussion about the upcoming NAAC cycle.

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

Agenda 1: Discussion about the upcoming NAAC cycle.

1. The significance of the upcoming NAAC cycle for Deviprasad Goenka Management College of Media Studies (DGMCMS) going through the process for the first time was highlighted.
2. In the NAAC (National Assessment and Accreditation Council) accreditation process, there are specific roles and responsibilities for the institution, faculty, and the Internal Quality Assurance Cell (IQAC). These roles and responsibilities are crucial in ensuring a smooth and successful accreditation process.
3. The institution's leadership, including the management and top administration, should demonstrate a strong commitment to achieving accreditation and improving the quality of education and services.
4. Data Collection and Documentation: The institution is responsible for collecting, maintaining, and providing accurate and up-to-date data and documentation required for accreditation.
5. Self-Study Report (SSR): The institution prepares the Self-Study Report, which is a comprehensive document detailing the institution's strengths, weaknesses, and initiatives. It should reflect a candid self-assessment.
6. Faculty members are responsible for delivering quality education and facilitating effective learning processes. They should ensure that teaching methods, curriculum, and assessment practices align with quality standards.
7. Encouraging faculty to engage in research, publications, and innovative practices can contribute to the institution's overall quality improvement.
8. Faculty members are often required to contribute to the Self-Study Report by providing insights and data related to their respective departments and areas of expertise.
9. The IQAC is responsible for coordinating and facilitating the accreditation process. This includes organizing meetings, preparing the SSR, and ensuring compliance with NAAC guidelines.
10. IQAC should compile data and information from various departments and units within the institution to create a comprehensive SSR.
11. IQAC should initiate and oversee activities and mechanisms for quality enhancement within the institution. This includes monitoring and evaluating quality improvement initiatives.
12. The IQAC plays a key role in preparing the institution for the peer team visit, which is an essential part of the accreditation process. They ensure that all necessary arrangements are in place for the visit.
13. Each faculty member has been assigned one of the 7 criteria and the documentation has already been started.

14. Updates were taken for all the criterions and checklists of the data to be submitted were created.
15. The tentative list of the students helping the faculties for the criterions was also created and given to the faculties.
16. Any sort of challenges that can occur during the preparation were discussed along with the solutions for the same.
17. The role of IQAC in the accreditation process was explained.
18. Deadlines were created for the initial submission of the documents

The meeting was adjourned at 4:30 pm with the above agenda discussed thoroughly.



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MOM /2023

10th June 2023

Minutes of IQAC Meeting

Attendees:

- 1. Dr. Ameer Vora**
- 2. Kanchan Luthra**
- 3. Sarika Shah**
- 4. Sunita Cordeiro**
- 5. Yashwant Baing**
- 6. Shalu Balan**
- 7. Nilanksha Sachdev**
- 8. Shruti Joshi**
- 9. Viraj Bandekar**
- 10. Chandroday Ghosh**

Date: 10th June, 2023

Time: 3:00 pm

Venue: Conference Room,1st Floor, DGMC

Following was the Agenda for the meeting:

- Discussion about the upcoming NAAC cycle and document checking and corrections.

The meeting commenced at 3:00 pm with the above agenda to be discussed.

Agenda 1: Discussion about the upcoming NAAC cycle, document checking and corrections.

1. Reviewing and improving the documents required for the NAAC accreditation process is a critical step in ensuring a successful accreditation outcome. Here is a structured approach to accomplish this:
2. Begin by compiling a comprehensive list of all the documents required by NAAC for the accreditation process. This list should include items such as the Self-Study Report (SSR), financial statements, academic records, policies, and any other documents specified by NAAC.
3. Conduct a detailed review of each document to identify areas that require corrections or improvements.
4. Pay close attention to the following aspects:
5. Ensure that all required information is present in the documents.
6. Verify the accuracy of data, statistics, and information presented in the documents.
7. Check for consistency in information presented across various documents.
8. Ensure that the documents align with NAAC guidelines and standards.
9. Evaluate the clarity, formatting, and presentation of the documents to make them reader-friendly.
10. Once areas for improvement are identified, create a document enhancement plan. This plan should outline the specific actions needed to address the identified issues in each document.
11. Assign responsibilities for each task, specifying who will be responsible for making corrections or improvements.
12. Develop a timeline that sets deadlines for completing the corrections and improvements in each document. Ensure that the timeline is realistic and allows for thorough review and revisions.
13. Prioritize tasks based on their urgency and importance. Some documents may require immediate attention, while others can be addressed later.
14. Consider involving peers or colleagues from relevant departments in a peer review process to ensure the quality and accuracy of the enhanced documents.
15. Maintain proper version control for documents to ensure that the latest and most improved versions are used in the accreditation process.

16. Test the effectiveness of the document enhancement by using mock assessments or internal audits to identify any remaining issues.
17. Conduct a final review of all documents to ensure that they are in compliance with NAAC standards, accurate, complete, and well-presented.
18. The floor was opened for queries and discussions.

The meeting adjourned at 4:30pm with the above agenda discussed thoroughly.

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RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

MOM 03/2023

10th June 2023

Minutes of IQAC Meeting

Date: 10th October 2023

Time: 3:00 pm

Venue: Conference Room, 1st Floor, DGMC

Attendees:

1. Dr. Ameer Vora
 2. Sarika Shah
 3. Sunita Cordeiro
 4. Yashwant Baing
 5. Shalu Balan
 6. Nilanksha Sachdev
 7. Shruti Joshi
 8. Viraj Bandekar
 9. Chandrodoy Ghosh
 10. Divya Narang
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Agenda:

1. Preparations for the NAAC visit scheduled for 6th and 7th November 2023.
2. Presentations by departments.
3. Creation of rooms for student exhibitions.
4. Delegation of responsibilities for food and cultural programs.
5. Finalization of files and display boards.

The meeting commenced at 3:00 pm with a discussion on the agenda points.

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Agenda 1: Preparations for the NAAC Visit (November 6th and 7th, 2023)

1. **Department Presentations:**
 - **BA Multimedia and Mass Communication (BAMMC):**
Responsibility assigned to **Nilanksha Sachdev** for preparing and delivering the departmental presentation.
 - **BA Film, Television, and New Media Production (BAFTNMP):**
Responsibility assigned to **Chandroday Ghosh** for preparing and delivering the departmental presentation.
2. **Art Exhibition Room:**
 - A dedicated room will be created to exhibit **paintings by students**.
 - Another room will be allocated for showcasing **photographs clicked by students**.
 - All exhibits must be finalized and set up by the evening of November 5th.
3. **Food Arrangements:**
 - **Snacks:** Responsibility delegated to **DLLE students** to manage and distribute.
 - **Lunch:** Principal ma'am will oversee and organize the lunch arrangements for the committee on both days.
4. **Cultural Program:**
 - Students to be **trained and rehearsed** for the cultural program scheduled for the evening of November 6th.
 - A coordinator will oversee the program to ensure smooth execution.
5. **Files and Documentation:**
 - All files for NAAC must be finalized, printed, and displayed on the **7th floor NAAC room**, specifically created for presentations.
 - Status updates were discussed for individual **display boards for each NAAC criterion**. All boards must be completed and mounted by November 5th.
6. **Mock Drill:**
 - A mock drill to simulate the NAAC visit will be conducted to ensure all preparations are on track.

Queries and Discussions:

The floor was opened for discussions, where specific timelines were finalized for each task. Deadlines were set for file finalization and exhibition setup to ensure timely completion of preparations. The meeting adjourned at 4:30 pm with all agenda points thoroughly discussed and responsibilities assigned.

Action Items and Deadlines:

- **Presentations:** Final draft submissions by 25th October 2023.
- **Art and Photo Exhibitions:** Rooms ready by 5th November 2023.

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- **Files and Display Boards:** Finalized and set up by 1st November 2023.
- **Cultural Program:** Rehearsals to begin by 20th October 2023.

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MOM 3/2023
12th August 2023

Minutes of IQAC Meeting

Members:

1. Dr. Ameer Vora
2. Sarika Shah
3. Sunita Cordeiro
4. Shravani Vichare
5. Devendra Koli
6. Suchit Sawant
7. Mr. Yashwant Baing
8. Shalu Balan
9. Kanchan Luthra
10. Viraj Bandekar
11. Chandroday Ghosh
12. Nilanksha Sachdev
13. Divya Narang
14. Shruti Joshi

Date: 12th August 2023

Time: 3:00 pm

Agenda

1. Discussion on Upcoming Events
2. Introduction of New Policies: Green Policy and Disability Policy

Meeting Proceedings

1. Discussion on Upcoming Events

- Event 1: "You and Your Mind" by Dr. Harish Shetty
 - Objective: To promote mental health awareness among students.
 - Proposal: The event will focus on equipping students with strategies to manage mental health challenges and build emotional resilience.
- Event 2: "Tete-e-Tete" by Film Club and IQAC
 - Guest Speakers: Mr. Mayank Sharma and Mr. Vikram Tuli, directors of the series Breath.
 - Date: 30th September 2023.
 - Objective: An interactive session discussing the nuances of filmmaking, storytelling, and industry insights.

2. Introduction of New Policies

- Green Policy
 - Purpose: To instil sustainable practices across the institution.
 - Key Values: Promote environmental consciousness, reduce carbon footprint, and organize events to create awareness on sustainability.
- Disability Policy
 - Purpose: To ensure inclusivity and support for persons with disabilities in alignment with the University of Mumbai Policy for Disabled Persons.
 - Key Values: Foster equal opportunities, accessibility, and respect for diversity.
 - Awareness: Activities and workshops will be conducted to educate stakeholders about the importance of inclusivity and accessibility.

Decisions Taken:

1. Approval to proceed with the "You and Your Mind" event and "Tete-e-Tete" event.
2. Form a working committee to draft the Green Policy and Disability Policy.
3. Proposal to initiate a green club was discussed.
4. Conduct awareness programs for both policies once finalized.

Next Steps:

- Finalize dates and logistics for the proposed events.
- Draft the Green Policy and Disability Policy for review in the next IQAC meeting.

Minutes Prepared by: Shalu Balan