MINUTES OF IQAC MEETING

(DATE: 10 July 2020, TIME: 03:00 pm)

Attendees:- 1. Dr. Amit Shrivastava
2. Dr. Mangesh Kasbekar
3. Dr. Jyoti Nair
4. Ms. Priyanka Patel

Agenda:- 1. To discuss and finalize the reporting format and data collection chain (Data Collection) of various activities going to be conducted on the campus from the perspective of accreditation

2. Any other agenda with the permission of the team

Points discussed and decisions taken: -

1. **Discussion on Data Collection with help of alternate tool**
   To check whether D Space can be used for Data Collection from Faculties by creating different folders in the same.

2. **Data source for accreditation**
   It has been discussed that the data source for accreditation should be taken from various mandatory reports and surveys updated by various departments.

3. **Format for collating data from various departments**
   It has been unanimously agreed to develop an excel format for collating data from various departments.

4. **Data collation/ collection process**
   - Along with predefined format, reminder email will be sent to all the faculties to fill the data in the prepared excel format. (Last week of every month)
   - Timelines to share the requested data in required format within 1 week

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