



Oriental Education Society's
Oriental College of Education & Research
UGC NCTE Approved, Affiliated to University of Mumbai,
(NCTE Code- 123016)
Adarsh Nagar, Andheri (W)
NAAC Accreditation 'B' Grade

Date: 16th August 2025

NOTICE
Internal Quality Assurance Cell (IQAC)

A meeting of the IQAC is scheduled to discuss **criteria redistribution, responsibility allocation, work uploading on the shared drive, and future planning to ensure completion of assigned tasks before the 30th September deadline.** All IQAC members are requested to attend.

Date of Meeting: 18th August 2025

Time: 11.00 am

Venue: IQAC Room

Agenda:

1. Criteria-wise work distribution among members.
2. Guidelines for uploading documents and evidence on the shared drive.
3. Future planning to ensure timely completion of assigned tasks.
4. Discussion on review mechanisms and progress checkpoints.
5. Setting the final deadline – 30th September 2025.

Attendance is compulsory.

By Order of the I/C Principal
Dr. Priyanka Pandey

IQAC Coordinator
Ms. Manisha Sonavane

Sr.No.	Name & Designation of the faculty	Signature
1.	Chairperson – Dr. Priyanka Pandey	
2.	IQAC coordinator – Ms. Manisha Sonavane	
3.	Dr. Vinayak Shinde	
4.	Dr. Veena Kasabe	
5.	Ms. Anita Yadav	
6.	Ms. Sana Shaikh	



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AGENDA OF THE MEETING

1. Welcome & Introduction – IQAC Coordinator
2. Review of previous IQAC decisions (if any)
3. Distribution of NAAC/Criteria responsibilities among members
4. Instructions for uploading required documents/evidence on Google Drive
5. Preparation of action plan to complete work before 30th September
6. Setting interim review dates to monitor progress
7. Any other matter with permission of the Chair
8. Vote of Thanks

MINUTES OF THE MEETING

Date: 18th August 2025

Time: 11.00 a.m.

Venue: IQAC Room

Sr. No	Members Present	Signature
	Dr. Priyanka Pandey – Chairperson	
	Ms. Manisha Sonavane – IQAC Coordinator	
	Dr. Vinayak Shinde	
	Dr. Veena Kasabe	
	Ms. Anita Yadav	
	Ms. Sana Shaikh	

Agenda & Proceedings:

1. Criteria-wise work distribution among members

- The IQAC Coordinator presented the updated framework of NAAC/IQAC criteria.
- Responsibilities were redistributed among the faculty members to ensure equitable workload and better alignment with their areas of expertise.

2. Guidelines for uploading documents and evidence on the shared drive

- The IQAC Coordinator demonstrated the criterion-wise folder structure created on Google Drive.
- Standard file naming conventions and document verification procedures were explained to maintain uniformity.

3. Future planning to ensure timely completion of assigned tasks

- Members agreed to hold **interim review meetings on 1st September and 15th September 2025** to monitor progress.
- Any difficulties in data collection or documentation will be discussed and resolved collectively during these checkpoints.

4. Discussion on review mechanisms and progress checkpoints

- A progress tracking sheet will be updated by each member after every milestone.
- The IQAC team will consolidate reports to assess the overall status of work completion.

5. Setting the final deadline – 30th September 2025

- It was unanimously agreed that **30th September 2025 is the non-negotiable final deadline** for uploading all verified documents on the shared drive.
- Any pending work after this date will be reported directly to the Principal.

Resolutions Passed:

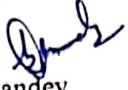
1. Criterion responsibilities have been redistributed as per the new allocation.
2. All members will strictly follow the drive-uploading guidelines.
3. Interim review meetings scheduled on **1st and 15th September 2025**.
4. Final work submission deadline fixed as **30th September 2025**.

Action Taken By:

- **IQAC Coordinator (Ms. Manisha Sonavane)** will circulate responsibility and share the drive-link details.
- **All members** to ensure timely documentation and drive upload as per guidelines.

The meeting concluded with a vote of thanks to the Chairperson at 12.30 p.m.

Recorded by: 
Ms. Manisha Sonavane
IQAC Coordinator

Verified by: 
Dr. Priyanka Pandey
Chairperson, IQAC