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संचालक

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दु.क्र - ०२२- २२८१६१०२/२२८१७६४५ संकेत स्थळ: ifscmumbai.com

IQAC Minutes Of Meeting: 27/01/2021

The IQAC of Institute of Forensic Science, Mumbai held its meeting under the guidance of Director Dr. Smt. Pratima Sharad Jadhav and NAAC coordinator Shri. N.M. Fatangare. The Meeting was conducted regarding data compilation from seven criteria progress. The meeting was attended by faculty members Ms.Fayth D'Silva, Dr. Shrihari Sanap, Shri. Santosh Lohakare, Mrs.Bhagyashree Kulkarni, Shri. Swaroop Manerikar, Shri.Milind Meshram, Smt.Neeta Khobragade and virtually attended by Dr. Milind Panchbhai. Members who remained absent for the meeting were Shri.Amol Deshmukh, Ms.Bhagyashree Patil, Shri.Nitin Deshmukh and Dr.Keval Ukey, Ms.Romila Lemos, Mrs. Ashwini Pol.

Criteria 1 progress was discussed by Shri.Santosh Lohakare.Collection of data and related documents to feedback forms and strategy to gather data was discussed. Collecting feedback from students', teachers and parents was informed.

Criteria 2 was presented by Ms. Fayth D'Silva and Shri.Swaroop Manerikar on teaching, learning and evaluation. Aspects related to compilation of data on procuring data related to mentoring emphasizing on slow learners and advanced learners was discussed. Examination assessment related data collection was informed to Shri.Swaroop Manerikar. He was also asked to prepare documentation related to student performance and specific outcomes.

Criteria 3 was presented by Dr.Shrihari Sanap. Innovation and ecosystem points on starting a new research center by Dr.Milind Panchbhai,Dr. Sanap, Dr.Ukey was informed. Collection of research paper details from Dr.Archana Mahakalkar and Ms.Romila Lemos was informed. Shri. Santosh Lohakare was informed to gather and compile data related to students' who have joined in forensic laboratories was informed.

Criteria 4 was presented by Smt. Neeta Khobragade. Points related gathering alumni feedback, alumni association registration were discussed. Extension and gender sensitization activities data to be procured from NSS and women's development committee was discussed. To gather data related to NET/SET/GATE/GMAT/CIVIL services through Google forms was also informed.

Criteria 5 members Ms.Bhagyashree Patil and Smt.Ashwini Pol remained absent. It was informed to all faculty members to collect data through the class teachers in this criteria and related to scholarship and eligibility. Also students who have participated in national and international level in sports.

Criteria 6 was discussed by Shri.N.M.Fatangre. Sir discussed and gave outline about SSR submission and compilation of IIQA and importance of generating information of metrics first and then its compilation into an essay.

Criteria 7 was presented by Shri.Milind Meshram while members Shri.Nitin Deshmukh and Dr.Ukey remained absent. Participation in NIRF were discussed.

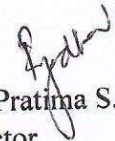
The faculty members were informed that the n meeting next was scheduled on 29th January 2021 in support to data gathering and compilation of criteria 1.All faculty members were addressed to bring supportive documents.



(Dr. Shrihari P. Sanap)
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(Mr. N. M. Fatangare)
NAAC Coordinator
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(Dr. Pratima S. Jadhav)
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Action Report

In the meeting scheduled on 27th January 2021, following are the action report points:

- 1) Mr. N. M. Fatangare addressed all faculty members related to the new guidelines dated 04th February 2020 wherein it was decided that we are going to fill IIQA and SSR simultaneously.
- 2) Considering the above, all criteria in-charge members were informed to prepare templates related to data compilation to ease the process.
- 3) Criterion I in-charge Mr. Santosh Lohakare, Criterion II in-charge Ms. Fayth D'Silva and Criterion IV in-charge Mrs. Neeta Khobragade has presented the work done in their criteria so far.
- 4) Director Dr. Pratima Jadhav and Mr. N. M. Fatangare emphasized to gather the data from 2016 to 2021.

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क्र. न्यासविसंमुं - २०२०-२१/ IQAC-NAAC / आस्था-१ /

दि. 11-02-2021

IQAC Minutes of meeting-11.02.2021

The IQAC meeting was scheduled on 11th February 2021 at 2:00 PM in the biology laboratory of the Institute. Members present for the meeting included Ms. Fayth D'Silva, Mr. Amol Deshmukh, Shri. N. M. Fatangare, Mrs. Ashwini Pol, Dr. Shrihari Sanap, Ms. Bhagyashree Patil, Mr. Santosh Lohakare, Dr. Milind Panchbhai, Ms. Romila Lemos, Smt. Neeta Khobragade, Mr. Milind Meshram, Mr. Swaroop Manerikar, and Mrs. Bhagyashree Kulkarni. The meeting continued for 3 hrs. Dr. B. R. Gaikwad, Dr. Keval Ukey, Mr. Nitin Deshmukh remained absent for the meeting.

Criteria 3 in- charge explained data compiled under them. Also demonstrated and filled up and showed Google form to be duly filled by faculties regarding research work done by faculties. Also during the same interaction in the meeting some of the faculties gave inputs of their research work done from 2016 to 2020.

It was also decided to collect data from Dr. Ukey and Mr. Prashant Sinalkar regarding books that they have published.

Criteria 6 in-charge too gave inputs on data compiled by its members. Data was also filled in this criteria simultaneously in the ongoing session by the inputs provided by the faculty members. He discussed about various initiatives taken by IQAC in the previous years.

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दि. 11-02-2021

Action Report-11.02.2021

1. Criteria 3 members were informed to collect and fill data related to their criteria before next Wednesday meeting duly scheduled on 17th February 2021.
2. All the faculty members were further informed to support criteria 3 members in further data collection especially related to their research papers published till date from 2016.
3. It was decided to collect internship data from faculties in-charge from 2016 -2020.
4. Faculties were also informed to submit data in soft copy wherever possible to concerned criteria in charge members. The next meeting date was decided to be scheduled on 17th February 2021 at 2:00 PM in the biology laboratory.

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दि. 15-02-2021

IQAC Minutes of meeting-15.02.2021

The IQAC meeting was scheduled on 15th February 2021 at 1:00 PM in the biology laboratory of the Institute. Members present for the meeting included Ms. Fayth D'Silva, Shri. N. M. Fatangare, Mrs. Ashwini Pol, Dr. Shrihari Sanap, Mr. Santosh Lohakare, Ms. Romila Lemos, Smt. Neeta Khobragade, Mr. Milind Meshram,,and Mrs. Bhagyashree Kulkarni. The meeting continued for 2 hrs. Dr. B. R. Gaikwad, Dr. Keval Ukey, Mr. Nitin Deshmukh, Mr. Swaroop Manerikar (On Duty Leave), Mr. Amol Deshmukh remained absent for the meeting.

Criteria 1 in-charge and faculty member was informed to pace up the process of data collection related to collection of feedback. They were also further informed to collect data by circulating in the Google forms format for speedy work and submit the strategy in document to the office for the same. They were asked to collect this data in next two weeks' time.

Criteria 2 in-charge member was asked to collect quantitative data in next two weeks' time. She was also further asked to collect hard copy of the data being filled in the criteria simultaneously. However, due to the weightage that the criteria carries of weightage of 350 and no opting out of any data indicator time for collecting data was of two weeks.

It was informed to communicate with students and recover documents from the students who had been for internships from 2016-2020. It was further even decided that letters of internships also be collected if possible from FSC- Kalina campus Mumbai.

Criteria 3 in- charge discussed the progress made towards data collection and entered the data in templates and further informed that the rest of the data is awaited from other faculty member's. Also data to be collected from office related MOU.

The next meeting date was scheduled for 17th February 2021.

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दि. 15-02-2021

Action Report-15.02.2021


1. Criteria 1 in- charge has been informed that the major work left in their criteria is related to feedback and its related compilation. They were further informed to speed the process of feedback collection with the help of class of teachers and collect the data earliest possible.
2. The templates for collecting feedback from students to teachers, students to institute, parents, employer and alumni were discussed and finalized.
3. HOD digital and cyber forensics was given the responsibility to prepare Google forms for all the feedback and templates as soon as possible.
4. It was decided that the class teachers will collect this feedback from respective classes.
5. Internship related data was asked to be collected from students and teacher in- charge.
6. For criteria 2 its in-charge was asked to collect data for quantitative matrix in this week and qualitative data and documents to be collected in its subsequent week.
7. Director, IFSC, Mumbai informed that she would help in procuring internship related letters from DFSL Kalina Mumbai wherever possible.
8. Criteria 3 in- charge discussed the progress made towards data collection and its entry in data templates.

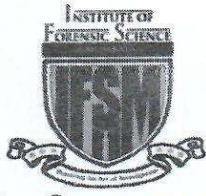
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दि. 20-02-2021

IQAC Minutes of meeting-20.02.2021

The IQAC meeting was scheduled on 20th February 2021 at 2:00 PM in the Biology Laboratory of the Institute of Forensic Science, Mumbai. Members present for the meeting included Mr. N. M. Fatangare, Dr. Shrihari Sanap, Mrs. Bhagyashree Kulkarni, Mr. Milind Meshram, Smt. Neeta Khobragade and Dr. Milind Panchbhai. Members Ms. Fayth D'Silva, Mr. Amol Deshmukh, Mrs. Ashwini Pol, Ms. Bhagyashree Patil (On Duty), Mr. Santosh Lohakare, Ms. Romila Lemos, Mr. Swaroop Manerikar, Dr. B. R. Gaikwad, Dr. Keval Ukey, and Mr. Nitin Deshmukh remained absent for the meeting. The meeting was held by following the Covid-19 protocol and social distancing.

Criteria 7 in-charge informed about the progress made and data received. As this criterion is the extract of all other criteria, various inputs were suggested by the members present. The annual reports received from NSS, programmes conducted under Women Development Cell, gender equity, and other programmes related to human values and professional ethics will contribute to major portion of the criterion. A few best practices are discussed and the criterion in-charge has been informed to undertake the SWOC analysis for the institute. Geo-tagging of photographs is expected in all activities.

For institutional distinctiveness, NAAC coordinator has suggested to refer a report submitted to the Government of India related to establishment of forensic science institutions and similar efforts taken by the state government in this direction. The course curriculum is one of the major institutional distinctiveness discussed.

Criteria 4 in-charge informed that she has collected most of the data and filled-in a few details in the template. For ICT enabled classrooms, it has been decided that the technician (Mr. Surya) will fit the interactive

boards in the classes. The data from library is being collected. For information related to budget, the data will be collected from the office.

Criteria 5 in-charge and members were absent for the meeting.

The next meeting date was scheduled for 24th February 2021.

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दि. 20-02-2021

Action Report-20.02.2021

1. Presentations of filled templates for Criteria 4 and 7 were conducted.
2. Review about the progress in data collection related to criteria 3, 4, and 7 was conducted.
3. It was decided to obtain the reports for environment and energy audits from The Institute of Science, Mumbai.
4. To inform Women Development Cell has been suggested and informed to frame VISHAKHA committee - sexual harassment at work place.
5. NSS in-charge informed to celebrate all birth and death anniversaries as per government guidelines.
6. The grant received for infrastructure and institutional development was to be considered by criteria 4 in-charge.
7. Criteria 7 in-charge members were asked to initiate for SWOC analysis of the institute.

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दि. 05-03-2021

IQAC Minutes of meeting-05.03.2021

The IQAC meeting was scheduled on 5th March 2021 at 1:00 PM in the Biology Laboratory of the Institute of Forensic Science, Mumbai. Members present for the meeting included Mr. Amol Deshmukh, Miss. Fayth D'Silva, Mr. N.M. Fatangare, Dr. Shrihari Sanap, Ms. Bhagyashree Patil, Mr. Santosh Lohakare, Dr. Milind Panchbhai, Ms. Romila Lemos, Smt. Neeta Khobragade, Mr. Milind Meshram, Mr. Swaroop Manerikar, Mrs. Bhagyashree Kulkarni. Members absent for the meeting included Mrs. Ashwini Pol, Dr. B. R. Gaikwad, Dr. Kewal Ukey, and Mr. Nitin Deshmukh. The meeting was held for an hour following the Covid-19 protocol and social distancing.

The agenda for the meeting was presentation of criteria 4 by its in-charge and review of criteria 1, 2 and 3 as per the notice dated 03-03-2021.

Criteria 4 in-charge presented the data she gathered and discussed it with senior faculty and staff members present. She was informed to collect the pending data by the next meeting and also to prepare and submit the feedback forms and submit it to criteria 1 member to aid in further process of feedback collection and compilation.


Criteria 1 members discussed the templates available with them for feedback collection and they were informed to add a set of instructions elaborating the procedure and marking system for students' and others who would be taking the feedback for responding for better understanding related to scoring procedure and put them under the heading of "Instructions" before the feedback responding questions begin.

Criteria 2 members discussed their concerns related to subject to which they were informed solution related to procurement and allotment procedure for the mentioned. Also pending data related to a few entries in the template were filled in then and there in the meeting itself to accelerate the process of data compilation.

Criteria 3 members presented their data compiled till date. All the filled in templates were reviewed by the faculty members present in the meeting and wherever data was to be received and documented from the concerned faculties in-charge were asked to submit information to this particular criteria. It was also informed to the criteria members that they arrange their compiled data in ascending order series related to year wise arrangement in their template which is in the ascending order which is 2016-2020.

Criteria 6 in-charge presented his compiled data and also informed IQAC members to prepare and submit data from their side to criteria 6 members according to the guidelines shared in the meeting.

It was decided that the next meeting is scheduled on Wednesday i.e. 10/03/2021 at 1 PM in the biology laboratory for the presentation of criteria 4, 5 and 7.


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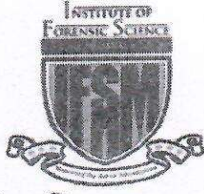


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दि. 05-03-2021

Action Report-05.03.2021

1. Criteria 4 in-charge to accelerate the process of data gathering and compilation to present it in the next scheduled meeting.
2. Criteria 4 in-charge also informed to prepare final copy of feedback forms and submit earliest possible to the members of criteria 1 for speedy data collection of feedback responses.
3. Criteria 2 in-charge and member were asked to gather and review data in SSS-DVV.
4. Criteria 3 in-charge and member were asked to arrange their data collected till date in chronological order from 2016-2020.
5. IQAC coordinators were also informed to submit IQAC data as discussed in the current meeting related to criteria 6.

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दि. 05-04-2021

IQAC Minutes of meeting-05.04.2021


An IQAC meeting was scheduled on 05/04/2021 in an offline as well as online mode (meet.google.com/fxf-eduj-iqd) regarding the agenda as decided of criteria 7 presentation and challenges faced by other criteria members in speedy data compilation. Members present for the meeting included Ms. Fayth D'Silva, Mr. Amol Deshmukh, Shri. N. M. Fatangare, Dr. B. R. Gaikwad, Mrs. Ashwini Pol, Dr. Shrihari Sanap, Ms. Bhagyashree Patil, Mr. Santosh Lohakare, Dr. Milind Panchbhai, Ms. Romila Lemos, Smt. Neeta Khobragade, Mr. Milind Meshram and Mrs. Bhagyashree Kulkarni. Members Mr. Swaroop Manerikar, Mr. Nitin Deshmukh and Dr. Keval Ukey remained absent for this meeting.

Criteria 1 members addressed the concern related to feedback forms and related data collection. Criteria 2 in-charge and member informed that she has completed writing all the essays in her criteria and enquired related to bridge courses to the members present for the meeting. Criteria 3 in-charge and member informed that their data collection is completed and also that the MOU soft copies have been received at their end from concerned faculty in charge of it. Criteria 4 in-charge informed related to data collection of classrooms, laboratories and WiFi and internet details. Also informed that she would be completing remaining three essays of her criteria by the next scheduled meeting. Criteria 5 in-charge was asked to submit NSS reports as required by IQAC and criteria 3 for adding it in their criteria. It was also informed by criteria that their essay completion is on and they would soon complete them.

Criteria 6 in-charge and member confirmed that their document collection to criteria fulfillment is on and in process. Criteria 7 in-charge presented his essay and gave other details and information collected to be filled in their criteria metric.

It was informed to all the faculty members present that they provide a list of documents they required from office and other faculty members for data filling to IQAC at the earliest possible.

The next meeting was decided to be scheduled on Wednesday, 7th April 2021 at 1:30 PM in the offline and online mode.

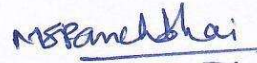

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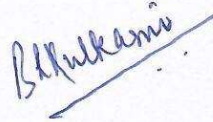
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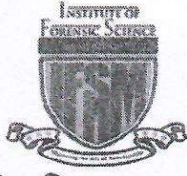


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क्र. न्यासविसंमुं - २०२०-२१/ IQAC-NAAC / आस्था-१ /

दि. 05-04-2021

Action Report-05.04.2021

1. Next meeting scheduled on 07/04/2021
2. Criteria 4 and 7 to present their data collected.
3. Criteria 1 in charge and member to have their meeting related to feedback forms and data collection with IQAC coordinator and joint coordinator.
4. NSS head to provide structured reports in a format of previous years to Criteria 3 in-charge and member.
5. Requirement list to be submitted to IQAC of each criteria from office that is required to complete respective criteria.
6. Criteria 4 in-charge to compile 3 essays in her criteria and get them checked by IQAC for editing.
7. Criteria 7 to speed up data collection and fill data related to best practices.

NAAC Coordinator: Mr. N. M. Fatangare

NAAC Joint Coordinator: Dr. Milind Panchbhai

IQAC Coordinator: Dr. Shrihari Sanap

IQAC Joint Coordinator: Mrs. Bhagyashree Kulkarni

Director

Director
Government Institute of
Forensic Science
Mumbai.



डॉ. प्रतिमा शरद जाधव
संचालक

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दि. 19-04-2021

IQAC Minutes of meeting-19.04.2021

An IQAC meeting was scheduled in an online mode on 19/04/2021 2021 at 1:30 PM through Google meet (meet.google.com/rof-kigf-bjv). The agenda of the meeting was a quick review of criteria 1, 2 and 3 related to its final completion. This meeting was attended by the members Ms. Fayth D'Silva, Mr. Amol Deshmukh, Shri. N. M Fatangare, Dr. B. R. Gaikwad, Mrs. Ashwini Pol, Dr. Shrihari Sanap Mr. Santosh Lohakare, Ms. Romila Lemos, Mr. Milind Meshram, Mr. Swaroop Manerikar and Mrs. Bhagyashree Kulkarni. Members absent for this meeting included Dr. Milind Panchbhai, Ms. Neeta Khobragade, Ms. Bhagyashree Patil, Mr. Nitin Deshmukh and Dr. Keval Ukey.

Criteria 2 in-charge and member presented their data first .Almost all the data is filled, supporting documents attached and links prepared confirmed. They confirmed that two links need to be prepared by Smt. Neeta Khobragade and put up on the website related to this criteria and a few other documents to be collected. Both member advised to consolidate their entire criteria together in uniformity and sent it across to IQAC email.

Criteria 1 in-charge and member presented their executive summary and other criteria details. Most of the criteria work is completed with majorly feedback to be completed in the upcoming week and add on coursed information and documents to be filled and attached.

Mr. Swaroop Manerikar , all class teachers, criteria 1 in-charge and member and IQAC will aid in feedback data collection.

Lastly, Criteria 3 in-charge and member presented their executive summary and other criteria related work that is completed. MOU related documents only pending to be received at this criteria end.

Rest all the data filled, supporting documents attached, links created for upload.

Remaining criteria (viz. 4, 5, 6 and 7) to be presented on 20/04/2021.

NAAC Coordinator: Mr. N. M. Fatangare



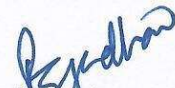
NAAC Joint Coordinator: Dr. Milind Panchbhai



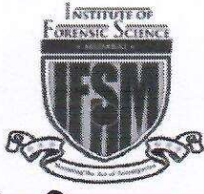
IQAC Coordinator: Dr. Shrihari Sanap



IQAC Joint Coordinator: Mrs. Bhagyashree Kulkarni



Director
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दि. 19-04-2021

Action Report-19.04.2021

1. Criteria 2 to approach Ms. Neeta Khobragade for links to be created and to be uploaded on the institute website as per their criteria requirement.
2. Criteria 1 to initiate feedback collection at the earliest and get it completed.
3. Criteria 3 to prepare list of requirement related to MOU and forward it to Mr. Milind Meshram.


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