

IQAC 2018-19

Minutes of Meeting (First IQAC meeting-4/12/18)

The first IQAC meeting was held on 4.12.18 at 3PM in the biology laboratory of Institute of Forensic Science, Mumbai. Total 12 members of the committee were present. Following points were discussed in the meeting as per the agenda:

Review was taken of the activities taken under each department for which members confirmed about activities in their respective department. They will facilitate written record for the upcoming meeting providing details of the same. NSS camp and cultural in charge confirmed January as the month of arranging camp and cultural fest. The AQAR form is divided into criteria's. The form has been distributed as per criteria to IQAC members and its briefing was done in the meeting as well as their signatures procured. Members will be collecting information from concerned faculty viz Miss Fayth D'Silva for academic calendar and helping her to plan out the same. The Cyber department will be taking up the responsibility of maintaining record of the feedback from parents, students and about the organization. The Cyber department members have also been notified for website updating and they confirmed of receiving tender and updating institute website by the month of May. Placement and alumni related challenges were discussed and emphasis on getting them conducted was emphasized. Maintenance of instrumentation, formation of staff club or staff council was initiated. Members were also asked about orientation/refresher trainings and asked to maintain a record of the same. Campus maintenance and beautification related programs would be one of the important agenda and has been confirmed by the committee head shri.Santosh Lohkare. Scholarship, schemes and RTI related documents to be maintained was emphasized. The next date of the meeting was decided to be 21<sup>st</sup> December 2018 with follow up of work in soft copy and documentation of its work. Members will bring the duly filled soft copy of criteria's supported with hard copy of related documents wherever necessary and they will maintain their criteria related files individually.

Following members were present for the meeting:

Name

- 1) Bhagyashree Kulkarni
- 2) Mr. A Deshmukh
- 3) Ms. Ashwini Pal
- 4) Ms. Romila Lemos
- 5) Neeta Khobragade
- 6) Mr. S.N. Lohakare

Signature

BKulkarni  
Ashwini P.  
A.Pal

Romila  
Neeta Khobragade  
04/12/18  
S.N.



7) Dr. Keval Vkey

Keval

8) Swaroop Manerikar

9) Venkatesh Narayan

Venkatesh


10) Mrs. Madhura Bhoite

M. Bhoite  
3/1/20

11) Abhishek Mane

12) Mr. Bhagyashree Patil

B. Patil

  
Director  
Director  
Government Institute of  
Forensic Science  
Mumbai



**Action taken report**

On the decisions of the IQAC meeting held on 19/12/18

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

<b>Sr.no</b>	<b>Decision</b>	<b>Action taken</b>
1	<b>Department report</b> of activities was submitted by Bhagyashree Kulkarni( Psychology),other departments pending for June- December 2018 in hard copy. Law department, Chemistry department gave the tentative plan of their department for January-february 2019 activities.	Send notice on IQAC email for respective departments to members and concerned staff. Law department: Guest lecture Chemistry department: Workshop( January- February –March tentatively)
2	<b>NSS Camp</b> decided for students dated: 6-12 th January 2019.	Gondhale,sudhagad,pali in Raigad district as the venue. Neeta Khobragade madam & Nitin Deshmukh sir to accompany NSS officers for additional help.
3	<b>Cultural committee</b> decided 14 <sup>th</sup> -16 <sup>th</sup> January as sports days and 17-19 <sup>th</sup> cultural days.	19 <sup>th</sup> January is decided to be the Annual day of the Institute.
4	<b>Academic Calendar-</b> All departments gave tentative schedule to Miss.Fayth D'Silva except law and cyber department	Law and Cyber department informed to do the needful at the earliest.
5	<b>Website-</b> updating related challenges discussed	Funding for the website to be sorted after by Shri.Bawkar as confirmed by Mrs.Neeta Khobragade
6	<b>Alumni-</b>	
7	<b>Placement</b>	
8	<b>Campus Beautification-</b> Shri Santosh Lohkare the committee in charge informed of a cleanliness drive in association with NSS	Cleanliness drive tentatively scheduled in the month of February with the help of NSS students.
9	<b>Library</b> related data to be generated by Miss.Romila Lemos and Smt.Bhagyashree Patil	Generating data with the help of librarian regarding number of books purchased and on



8	<b>Campus Beautification</b> -Shri Santosh Lohkare the committee in charge informed of a cleanliness drive in association with NSS	Cleanliness drive tentatively scheduled in the month of February with the help of NSS students.
9	<b>Library</b> related data to be generated by Miss.Romila Lemos and Smt.Bhagyashree Patil	Generating data with the help of librarian regarding number of books purchased and on record for every department ( June-December 18) journals, e-journals, Maintaining faculty and visiting register separately.
10	<b>Vision –Mission</b> for Institute	To be prepared by Milind Panchbhai, Neeta Khobragade and Bhagyashree Kulkarni under the guidance of Fantangare sir
11	<b>Feedback</b> to be generated using software available in the cyber department by procuring data online from students in cyber lab taking care of maintain confidentiality related to data.	Activity initiated to cyber department under the guidance of Mrs. Neeta Khobragade
12	<b>Parent teachers meeting</b> decided in month of January	Smt. Bhagyashree Patil confirmed for the same.
13	Regarding <b>research publication, orientation, refresher</b> faculties were informed to apply.	Care was initiated to apply in summer vacation or during examination period where theory-practical of concerned department did not suffer leading to incomplete syllabus.
14	Priority was given on filling criteria allotted to every IQAC member of year 2017-18 of <b>AQAR</b>	Members of IQAC confirmed they have started reading and generating data.

This report is to be presented in the next IQAC meeting for its approval and feedback

*Redo  
with  
Committees*

*P. J. Dhanu*  
Director  
Director  
Government Institute of  
Forensic Science  
Mumbai



IQAC Minutes of meeting ( 19.12.18)

The second IQAC meeting was held on 19.12.18 at 3pm in the Directorial chamber attended by Smt.Bhagyashree Kulkarni,Smt.Neeta Khobragade,Smt.Bhagyashree Patil, Smt.Ashwini Pol,Shri. Nitin Deshmukh,Shri.Keval ukey and alumni and member of the institute Venkatesh Narayan.Shri.Santosh Lohkare was unavailable. Miss.Romila was unwell as informed to the co-coordinator. The meeting being compulsory for all its members.

This meeting mainly focused on **action report development** and decisions were made on the agenda of the opening meeting. Emphasis was laid on **completion of AQAR form filling** with respect to the year 2017-18.Members were encouraged to start filling criteria allotted to them. Members were informed to **submit attendance** related data to Smt.Bhagyashree Patil.

Action report was drafted by discussing each and every agenda detail under the guidance of Chairperson Dr.Pratima Jadhav and is attached along with the minutes of meeting.



Director  
Director  
Government Institute of  
Forensic Science  
Mumbai




No: IFSM/ORDER, 2018 /720

IQAC Minutes of meeting ( 19.12.18)

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This meeting mainly focused on **action report development** and decisions were made on the agenda of the opening meeting. Emphasis was laid on **completion of AQAR form filling** with respect to the year 2017-18.Members were encouraged to start filling criteria allotted to them. Members were informed to **submit attendance related data to Smt.Bhagyashree Patil.**

Action report was drafted by discussing each and every agenda detail under the guidance of Chairperson **Dr.Pratima Jadhav** and is attached along with the minutes of meeting.

  
Director  
Director  
Government Institute of  
Forensic Science  
Mumbai



Institute of Forensic Science, Mumbai

IQAC 2018-19

criteria	Point no.	Page no.	Faculty in charge	Signature
Part A Data of the institution	1-17	11-14	Romila Lemos	<i>Romila</i>
Part B Curricular aspect	1.1- 1.4	15	Santosh Lohkare	<i>Santosh</i> 14/12/18
Teaching, learning, evaluation	2.1-2.7	16-17	Swaroop Manerikar	
Research, innovations, and extension	3.1- 3.5	17-20	Bhagyashree Patil Ashwini Pol	<i>B. Patil</i> <i>Ashwini</i>
Infrastructure & learning resources, student participation	4.1-5.3	20-23	Neeta Khobragade	<i>Neeta</i> 12/12/18
Governance, leadership & management	6.1-6.5	23-25	Amol Deshmukh Keval Ukey	<i>Amol</i> <i>Keval</i>
Institutional values & best practices	7.1-8	25-27	Nitin Deshmukh	

*Rajeshwar*  
Director  
Director  
Government Institute of  
Forensic Science  
Mumbai

Name of the  
Faculty

Signature.

1.

2.

3. Mr. S. N. Lohakare

4. Smt. B. M. Pabli

5. Ms. Romila Lemes

6. Mr. S. R. Mamerkar

7. Ms. Ashwini V. Patil

8. Dr. Keral Ukey

9. Mrs. Anmol Deshmukh

10. Neeta Khobragade

11.

12.

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18.

19.

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21. Smt. Archana Bhoite

22. Smt. Pallavi Nakwa.

23. Shri. Abhishek Mare.

24. Shri. Venkatesh Narayan.

~~Wali~~

~~By Pall  
Romila~~

~~SI~~

~~Arup~~

~~Shrey~~

~~Shri P~~

~~Prilongar  
4/12/18~~

~~Pashante  
4-12-18~~

~~By Shri~~

~~Vest~~



Date: 26.07.2019

Minutes of Meeting

IQAC meeting was arranged on 26<sup>th</sup> of July '19 in the Physics Lab, Room No.8, at 02:30 pm onwards. Members present for the meeting included Shri. N. M. Fatangare, Smt. Bhagyashree Kulkarni, Dr. Shrihari Sanap, Shri. B.R. Gaikwad, Shri. Milind Meshram and Smt. Ashwini Pol. The meeting was conducted under the guidance of Shri. Fatangre Sir. The notices that were previously put up regarding things-to-do, requirements of various criteria were discussed. The concerns of members from Criteria III, IV, V and VI were noted and discussed. Also the current status of documents collected was discussed.

NAAC Coordinator: Shri.N.M. Fatangre - *fat*

NAAC Joint Coordinator: Shri.Milind Panchbhai *MSPanchbhai*

IQAC Coordinator: Bhagyashree Kulkarni *BKulkarni*

IQAC Joint Coordinator: Shri.Shrihari Sanap *Sanap*

*Director*  
**Director**  
Government Institute  
Forensic Science  
Mumbai

OC



## Action Report

In the meeting scheduled on 26<sup>th</sup> July 2019, following are the action report points:

- 1) Next meeting scheduled on 2<sup>nd</sup> August 2019.
- 2) Collection of data according to notices to be implemented.
- 3) It is decided from the inputs given by NAAC coordinator Shri. N. M. Fatangre that notices of IQAC & NAAC to be put up through college letter head with inward and outward no.'s mentioned.

NAAC Coordinator: Shri. N. M. Fatangre

NAAC Joint coordinator: Shri. Milind Panchbhai

IQAC Coordinator: Smt. Bhagyashree Kulkarni

IQAC Joint Coordinator: Dr. Shrihari Sanap

Director

Director  
Government Institute  
Forensic Science  
Mumbai



कार्यालयाचे नांव :- न्यायसहाय्यक विज्ञान संस्था, मुंबई.

विषय :-

अ.क्र.	अधिका-यांचे नाव	पदनाम	स्वाक्षरी
१	डॉ. श्रीमती. प्रतिमा श. जाधव	संचालक	
२	श्री. नानासाहेब मा. फटांगरे	सहयोगी प्राध्यापक	
३	श्रीमती नीता खोत्रागडे	सहाय्यक प्राध्यापक	ABSENT
४	डॉ. श्रीमती दिपिका भंडारी	सहाय्यक प्राध्यापक	ABSENT
५	श्री. अमोल वि. देशमुख	सहाय्यक प्राध्यापक	ABSENT
६	श्री. मिलिंद सदाशिव पंचभाई	सहाय्यक प्राध्यापक	ABSENT
७	श्री. मिलिंद दा. भेश्राम	सहाय्यक प्राध्यापक	ABSENT
८	श्री. स्वरूप रा. मणेरीकर	सहाय्यक प्राध्यापक	ABSENT
९	श्रीमती फेय डिसिल्वा	सहाय्यक प्राध्यापक	ABSENT
१०	डॉ. श्री. श्रीहरी परशराम सानप	सहाय्यक प्राध्यापक	ABSENT
११	श्री. संतोष न. लोहकरे	सहाय्यक प्राध्यापक	ABSENT
१२	श्रीमती भाग्यश्री मा. पाटील	सहाय्यक प्राध्यापक	ABSENT
१३	श्रीमती भाग्यश्री कुलकर्णी	सहाय्यक प्राध्यापक	ABSENT
१४	डॉ. श्री. बी. आर. गायकवाड	सहाय्यक प्राध्यापक	ABSENT
१५			
कंत्राटी तत्वावरील नियुक्ती			
१	श्री. केवल गो. उके	सहाय्यक प्राध्यापक	ABSENT
२	श्री. नितिन शं. देशमुख	सहाय्यक प्राध्यापक	ABSENT
३	श्रीमती अश्विनी वि. पोळ	सहाय्यक प्राध्यापक	ABSENT
४	श्री. रोमिला लेमोस	सहाय्यक प्राध्यापक	ABSENT
५			



Date: 28.06.2019

Minutes of Meeting

IQAC meeting was arranged on 28<sup>th</sup> of June '19 in the Director's Chamber at 12:25 pm onwards. Members present for the meeting included Shri. N. M. Fatangre, Milind Panchbhai, Dr. Shrihari Sanap, Santosh Lohkare, Nitin Deshmukh, Smt. Neeta Khobragade, Swaroop Manerikar, Dr. Deepika Bhandari, Romila Lemos and Bhagyashree Patil. Members absent for the meeting included Milind Meshram (on leave), Smt. Bhagyashree Kulkarni, B. R. Gaikwad (on leave) and Kēval Ukey. Minutes of meeting for last meeting held on 22<sup>nd</sup> June 2019 were read out to all members with duly signed signatures. Under the guidance of Director madam and Shri. Fatangre, NAAC & IQAC criteria were explained in detail and the review of documents collected or any difficulties occurred were discussed. Criterion I In-charge Mr. Santosh Lohokare told in the meeting that data collection is in progress. Criterion II In-charge Smt. Fayth D'Silva was absent but the progress was shared by Shri. Swaroop Manerikar. He told in meeting that result compilation is completed and collecting further data. Criterion III In-charge Shri. Shrihari Sanap told in the meeting that the templates for qualitative and quantitative matrices are ready and compilation of data is in progress. Criterion IV In-charge Smt. Neeta Khobragade has prepared filled templates and already started collecting data. Further collection of documents is in progress. Criterion V In-charge Smt. Deepika Bhandari told in the meeting that she has initiated the process and collecting documents. Criteria VI In-Charge Shri. Milind Meshram was absent for meeting. The member of this criterion Shri. Amol Deshmukh told in the meeting that the collection of documents is in progress. Criterion VI In-charge Shri. Milind Panchbhai told in the meeting that he is collecting the relevant documents. All members have agreed to collect maximum documents and data for their respective criteria. The members were also informed to collect and bring necessary documents on next scheduled meeting. Also, members were provided and forwarded data and information with respect to the years 2018-19.

It was informed to all the members that a meeting shall be held on 6<sup>th</sup> July for follow up of work that they have compiled along with necessary supporting documents they have gathered.

NAAC Coordinator: Shri.N.M. Fatangre



NAAC Joint Coordinator: Shri.Milind Panchbhai




IQAC Coordinator: Bhagyashree Kulkarni



IQAC Joint Coordinator: Shri.Shrihari Sanap



  
Director  
Director  
Government Institute  
Forensic Science  
Mumbai

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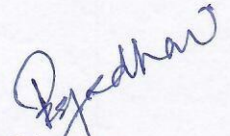


Date: 28.06.2019

**Action Report**

IQAC meeting was scheduled on 28<sup>th</sup> of June '19 in the Director's Chamber at 12:25 pm onwards. The review of all the criteria, documents collected and any difficulties raised were discussed with all the members. All the members were communicated to start gathering information along with maintaining documents related to same. It was informed to all the members that if they have any concern in data collected on day-to-day basis, their queries to be resolved by NAAC and IQAC coordinators. It was decided that one extra member to be added in Criterion VI (Governance, Leadership and Management).

The next meeting is scheduled on 6<sup>th</sup> July with gathered data and documents from members.



**Director**

Director  
Government Institute  
Forensic Science  
Mumbai

NAAC Coordinator: Shri.N.M. Fatangre



NAAC Joint Coordinator: Shri.Milind Panchbhai



IQAC Coordinator: Bhagyashree Kulkarni



IQAC Joint Coordinator: Shri.Shrihari Sanap





कार्यालयाचे नांव :- न्यायसहाय्यक विज्ञान संस्था, मुंबई.

विषय :- Mo Meeting

अ.क.	अधिका-यांचे नाव	पदनाम	स्वाक्षरी
१	डॉ. श्रीमती .प्रतिमा श. जाधव	संचालक	<i>[Signature]</i>
२	श्री .नानासाहेब मा .फटांगरे	सहयोगी प्राध्यापक	<i>[Signature]</i>
३	श्रीमती नीता खोब्रागडे	सहाय्यक प्राध्यापक	<i>[Signature]</i>
४	डॉ. श्रीमती दिपिका भंडारी	सहाय्यक प्राध्यापक	<i>[Signature]</i>
५	श्री .अमोल वि .देशमुख	सहाय्यक प्राध्यापक	DB 06/07/19
६	श्री .मिलिंद सदाशिव पंचभाई	सहाय्यक प्राध्यापक	<i>[Signature]</i>
७	श्री .मिलिंद दा .मेश्राम	सहाय्यक प्राध्यापक	<i>[Signature]</i>
८	श्री .स्वरूप रा .मणेरीकर	सहाय्यक प्राध्यापक	<i>[Signature]</i>
९	श्रीमती फेथ डिसिल्वा	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१०	डॉ. श्री .श्रीहरी परशराम सानप	सहाय्यक प्राध्यापक	<i>[Signature]</i>
११	श्री .संतोष न .लोहकरे	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१२	श्रीमती भाग्यश्री मा .पाटील	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१३	श्रीमती भाग्यश्री कुलकर्णी	सहाय्यक प्राध्यापक	Leave.
१४	डॉ. श्री .बी .आर .गायकवाड	सहाय्यक प्राध्यापक	B.K.ulkarni.
१५			Absent
<b>कंत्राटी तत्वावरील नियुक्ती</b>			
१	श्री .केवल गो .उके	सहाय्यक प्राध्यापक	<i>[Signature]</i>
२	श्री .नितिन शं .देशमुख	सहाय्यक प्राध्यापक	<i>[Signature]</i>
३	श्रीमती अश्विनी वि .पोळ	सहाय्यक प्राध्यापक	<i>[Signature]</i>
४	श्री .रोमिला लेमोस	सहाय्यक प्राध्यापक	<i>[Signature]</i>
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Date: 22.06.19

**Minutes of Meeting**

IQAC meeting was arranged on 22<sup>nd</sup> of June '19 at the Digital & Cyber forensic laboratory 10:30 am onwards. Members present for the meeting included Shri. N. M. Fatangare, Milind Panchbhai, Dr. Shrihari Sanap, Santosh Lohkare, Nitin Deshmukh, Smt. Neeta Khobragade, Dr. Deepika Bhandari, Fayth D'Silva, Romila Lemos and Bhagyashree Patil. Members absent for the meeting included Milind Meshram (on leave), Amol Deshmukh, Swaroop Manerikar (on leave), B. R. Gaikwad (on leave) and Keval Ukey. Minutes of meeting for last meeting held on 19<sup>th</sup> June 2019 were read out to all members with duly signed signatures. Under the guidance of Shri. Fatangre, NAAC & IQAC criteria were explained in detail to all the present members and explained how to collect data related to it along with necessary documentation was briefed to all. Also, members were provided and forwarded data and information with respect to the years 2018-19 and 2017-18 to further ease the process.

It was informed to all the members that a meeting shall be held in the next <sup>03</sup> days for follow up of work that they have compiled along with necessary supporting documents they have gathered.

NAAC Coordinator: Shri.N.M. Fatangre



NAAC Joint Coordinator: Shri.Milind Panchbhai



IQAC Coordinator: Bhagyashree Kulkarni



IQAC Joint Coordinator: Shri.Shrihari Sanap



  
Director

Director

Government Institute of

Forensic Science

Mumbai



Date: 22.06.19

Action Report

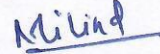
IQAC meeting was scheduled at the Digital and Cyber lab for discussion of NAAC & IQAC criteria at 10:30 am on 22<sup>nd</sup> June 2019. All the criteria were explained in depth to all the members. It was decided in the meeting that data collection be done for the year 2018-19 in next 05 days with due effect of the current meeting date. All the members were communicated to start gathering information along with maintaining documents related to same.

The next meeting is scheduled in 05 days with gathered data and documents from members.

NAAC Coordinator: Shri.N.M. Fatangre



NAAC Joint Coordinator: Shri.Milind Panchbhai



IQAC Coordinator: Bhagyashree Kulkarni



IQAC Joint Coordinator: Shri.Shrihari Sanap



  
Director

Director  
Government Institute  
Forensic Science  
Mumbai

OC



कार्यालयाचे नांव :- न्यायसहाय्यक विज्ञान संस्था, मुंबई .

विषय :-

अ.क.	अधिका-यांचे नाव	पदनाम	स्वाक्षरी
१	डॉ. श्रीमती .प्रतिमा श.जाधव	संचालक	<i>[Signature]</i>
२	श्री .नानासाहेब मा .फटांगरे	सहयोगी प्राध्यापक	<i>[Signature]</i>
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५	श्री .अमोल वि .देशमुख	सहाय्यक प्राध्यापक	
६	श्री .मिलिंद सदाशिव पंचभाई	सहाय्यक प्राध्यापक	ABSENT
७	श्री .मिलिंद दा .मेश्राम	सहाय्यक प्राध्यापक	<i>[Signature]</i>
८	श्री .स्वरूप रा .मणेरीकर	सहाय्यक प्राध्यापक	ABSENT
९	श्रीमती फेय डिसिल्वा	सहाय्यक प्राध्यापक	ABSENT
१०	डॉ. श्री .श्रीहरी परशराम सानप	सहाय्यक प्राध्यापक	<i>[Signature]</i>
११	श्री .संतोष न .लोहकरे	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१२	श्रीमती भाग्यश्री मा .पाटील	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१३	श्रीमती भाग्यश्री कुलकर्णी	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१४	डॉ. श्री .बी .आर .गायकवाड	सहाय्यक प्राध्यापक	<i>[Signature]</i>
१५			ABSENT
कंत्राटी तत्वावरील नियुक्ती			
१	श्री .कैवल गो .उके	सहाय्यक प्राध्यापक	ABSENT
२	श्री .नितिन शं .देशमुख	सहाय्यक प्राध्यापक	
३	श्रीमती अश्विनी वि .पोळ	सहाय्यक प्राध्यापक	ABSENT
४	श्री .रोमिला लेमोस	सहाय्यक प्राध्यापक	ABSENT
५			