Minutes of IQAC Meeting of Internal Members

19th June, 2021 at 3:00 pm,

Meeting Link: <u>https://meet.google.com/inx-duqh-mef</u>

IQAC 2021: 39 Agenda of the IQAC meeting held on 19th June, 2021

- 1. Submission of AQAR 2019-20
- 2. Preparation of AQAR 2020-21
- 3. Strategy for 2021-22
- 4. Any other Matters

IQAC 2021: 40 Members present in the meeting

- 1. Prof. A. G. Nikalje
- 2. Dr. R. Birmole
- 3. Dr. H. Badkar
- 4. Dr. A. Uzgare
- 5. Mr. S. Solomonraj
- 6. Mr. Michael D'souza
- 7. Ms. V. Mathew
- 8. Ms. M. Khambhawala
- 9. Mr. B. M. Konde
- 10. Dr. J. Mascarenhas
- 11. Dr. D. Lad
- 12. Mr. P. Abhyankar
- 13. Dr. A. Burange

Absent Members:

- 1. Dr. S. Bootwala
- 2. Dr. J. Masih
- 3. Dr. Z. Homavazir

Minutes of the meeting:

IQAC 2021: 41 Submission of AQAR 2019-20

Uploading of AQAR of 2019-20 is scheduled till end of June, 2021. All committee members were requested to assist Mr. Michael D'souza for the same. The NAAC criteria coordinators were supposed to keep excel sheets of data ready for uploading.

IQAC 2021: 42 Preparation of AQAR 2020-21

The IQAC coordinator asked the data entry team of IQAC to keep different data formats ready and share with the Heads of the departments, the Conveners of the committees and the Coordinators of different NAAC Criteria. The deadline for submission of AQAR 2020-21 is declared as 31st December, 2021.

In context of AQAR 2020-21, the concern of collecting student's feedback in time was raised. So also, the negative feedback on e-accessibility of library resources came into discussion. The members suggested few things like increasing computers in library for better access to e-learning, outsourcing expert's advice in e-resource management, orientation of students for online library access, registration of students in programs like INFLIBNET and National Digital Library etc. Committee members felt that these measures, if adopted would be shown under ATR against the negative feedback of students in the previous year.

IQAC 2021: 43 Strategies for 2021-22

During the entire course of discussion under this agenda point, the following suggestions came forward:

- 1. The outcome mapping of the activities conducted for both teaching and non-teaching staff was expected to be focused.
- 2. The Registrar of the college was asked to train and prepare the office staff, especially with respect to the information required for IQAC and AQAR.
- 3. To conduct workshop on laboratory safety and disaster management.
- 4. To strengthen the research methodology training.
- 5. Sharing of research work of the staff once in a month.
- 6. To conduct soft skill workshops for students and staff on regular basis
- 7. Promotion of research equally in all streams.
- 8. The Registrar of college will visit different institutions to understand the usefulness of MIS software in office work.

IQAC 2021: 44 Any other Matters

Following points were discussed or came out as suggestions:

- 1. To complete admission procedures earliest possible of SY and TY classes and sort out PRN related issues on priority basis if any.
- 2. The Principal advised the concerned staff members to organize Social Concern Activity and Communication Skills Session.
- 3. The IQAC Coordinator appealed to the head of Sociology about International Conference on Climate Change.
- 4. The Vice Principal suggested to organize the placement campaign after TY results.

Minutes of IQAC Meeting of Internal Members

9th December, 2021 at 2:00 pm,

Offline Meeting

Venue: Conference Room

Members present in the meeting

- 1. Dr. R. Birmole
- 2. Dr. H. Badkar
- 3. Dr. A. Uzgare
- 4. Mr. Michael D'souza
- 5. Ms. V. Mathew
- 6. Ms. M. Khambhawala
- 7. Mr. B. M. Konde
- 8. Dr. B. Mehta
- 9. Dr. D. Lad
- 10. Dr. J. Masih
- 11. Dr. Geetanjali Ganguly

Agenda: Preparation for the IQAC Meeting with all experts, scheduled on 11th December, 2021in an offline mode @ 10:30 am

Brief of Meeting:

With respect to the meeting of IQAC scheduled on 11th December, the internal (teacher) members of IQAC had a preparatory meeting. The following points are gathered out of discussion and interactions during the meeting.

- 1. The vision and mission statements of the institution need to be changed in view of social and time relevance. The same should be authorized and confirmed by the management.
- 2. IQAC team has realized the need to mobilize the research culture in the institute. Tapping funding resources, boosting quality publications, frequent interactions or exchange of ideas between the faculty members involved in research, publishing in-house journal or bulletins of research work are some of the concerns which research committee can look into.
- 3. The important decisions of IQAC need to be communicated formally to the Principal and the conveners of the respective committee/s or department/s. The immediate follow up by IQAC is also expected w.r.t. the same.

- 4. IQAC wished to communicate to the Principal about need of dedicated centre and technical staff if the institution wishes the faculty to create E-content/s or E-courses as per UGC guidelines
- 5. IQAC suggests gathering of the faculty members once in a month for exchange of ideas/work across faculty to enhance collaborative and inclusive work culture in the institution.
- 6. IQAC team wished to suggest the departments to get prepared to design and launch job and skills oriented certificate courses during autonomous status

Minutes of the Wilson College IQAC Meeting of the Internal Members

11th December, 2021 at 10:30 am

Mode of meeting: Offline

Venue: Conference Room

IQAC 2021: 45 Agenda

- 1. Welcome and opening prayer.
- 2. Adoption of agenda.
- 3. Appointment of recording secretary.
- 4. Confirmation of the minutes of the previous meeting dated 1st March 2021.
- 5. Matters arising out of minutes.
- 6. Activity report for the period from March 2021 to November 2021 by IQAC Coordinator.
- 7. Discussion on recommendations by the Academic Audit team.
 - \cdot Introduction of job-oriented certificate courses and add-on courses relevant to various departments.
 - Research: Socially relevant issues and enhancing collaborations.
- 8. Quality measures to be augmented from the Academic Year 2022-23.
 - · Collaborations between industry-academia.
 - Strengthening of the Placement Cell.
 - Use of ICT in teaching-learning.
- 9. Any other matter with the permission of the Chair.

10. Vote of thanks.

IQAC 2021: 46 Members present at the meeting

- 1. Ms. V. Mathew
- 2. Mr. M. D'Souza
- 3. Ms. M. Khambhawala
- 4. Mr. B. M. Konde

- 5. Dr. A. Uzgare
- 6. Dr. D. Lad
- 7. Dr. A. Burange (Technical Assistant)
- 8. Dr. G. Ganguli (Technical Assistant)
- 9. Mr. P. Abhyankar
- 10. Mr. N. Nakti
- 11. Mr. Ashley Fernandes
- 12. Dr. T. Shiware (Expert)
- 13. Prof. S. Thomas (Expert)
- 14. Dr. A. Menezes (Expert)
- 15. IQAC Coordinator: Dr. R. Birmole
- 16. Principal: Prof. A. G. Nikalje

Apologies:

- 1. Dr. B. Mehta
- 2. Dr. S. Nalwalla
- 3. Dr. Z. Homavazir
- 4. Dr. A. Amritmahal
- 5. Dr. V. Joshi
- 6. Dr. H. Badkar
- 7. Dr. J. Masih

On Leave: Dr. J. Mascarenhas (Maternity Leave)

Absent: Mr. R. Menon

IQAC 2021: 47. Welcome and prayer

Dr. Ashish Uzgare led the members in prayer. The Principal welcomed all participants and shared the news of the granting of autonomous status to Wilson College from the Academic Year 2022-23

IQAC 2021: 48 Appointment of the recording secretary:

Ms. Muneerah Khambhawala and Mr. B. M. Konde were appointed as recording secretary for the meeting.

IQAC 2021: 49 Confirmation of the minutes of the previous meeting dated 1st March 2021.

The confirmation of minutes was proposed by Prof. S. Thomas and it was seconded by Dr. A. Menezes.

IQAC 2021: 50 Matters arising out of minutes.

1. New Certificate Courses will need to be sanctioned by the respective BOS and the Academic Council in future.

- 2. Use of the phrase 'remedial classes' will be continued instead of enrichment sessions
- 3. The Principal briefed about the repair work undertaken and completed
- 4. The Principal also explained about the registration of the Alumni Association

5. The Expert members suggested that the college should have a system of continuous internal assessment, the use of the Rubrics Evaluation system, and **training of the teaching staff** to cope with changes in the curricula.

IQAC 2021: 51 Activity Report for the period March 2021 to November 2021

The IQAC Coordinator briefed the members about initiatives and action taken by IQAC towards - Submission of Autonomy proposal, submission of the DBT proposal, preparation and support during the visit of UGC experts for Autonomy, submission of AQAR 2019-20, preparation of teaching plans for 2021-22, a completion of number of audits: academic, energy, green, gender and administrative; and preparations for AQAR 2020-21.

The Coordinator listed the activities conducted by the IQAC for the teaching staff such as **workshops on the drafting of CO, PO, and E-content development** and a session on NEP - 2020. Sessions on stress management and gender inclusivity were conducted for the support staff.

IQAC 2021: 52 Discussion on the recommendations by the Academic Audit team.

The expert members recommended the need to launch job-oriented courses, to promote collaborations with institutes and industry, and to have a clear purpose of the social relevance of academic and research activities planned.

IQAC 2021: 53 Quality measures to be augmented from Academic Year 2022-23

The expert members advised and suggested a few quality measures to be adopted from the academic year 2022-23.

1. To launch and promote additional job oriented courses.

2. To adopt a hybrid mode of teaching-learning (online and offline) to comply with provisions of NEP 2020.

3. To employ collaborations with industry and introduce internships for students during winter and summer breaks.

4. To appoint a dedicated coordinator for the Placement Cell to promote student placements.

5. To appoint Controller of Examination for effective administration.

IQAC 2021: 54 Any other matters with the permission of the Chair Person

The following points are abstracted from the discussion on other matters beyond the agenda:

- 1. To introduce basic skill-building activities at first-year eg. : resume writing
- 2. The Principal proposed the launching of a Statistics Department in the college

3. To promote CSR tie-ups with corporates and the industrial sector and build community engagement.

4. Case studies having social relevance can be adopted as components for internal assessment.

5. To launch cross-faculty courses (CFC) promoting - skills, social and environmental ethics, and job opportunities.

6. IQAC should begin with actual time-bound preparations required in College as an autonomous institution.

7. To draft policies for the important administrative offices and committees, and prepare charts of responsibilities and functions. This can be converted into a handbook that would be easily accessible for all stakeholders.

8. Initiate platforms for interactions between senior and junior students

IQAC 2021: 55 Vote of thanks

The formal vote of thanks was proposed by the IQAC coordinator, Dr. Radhika Birmole

Minutes of the Wilson College IQAC Meeting with Expert Members

30th April, 2022 at 11:00 am

Mode of meeting: Offline

Venue: Conference Room

IQAC 2022: 56 Agenda

- 1. Welcome and opening prayer
- 2. Adoption of agenda
- 3. Appointment of recording secretary
- 4. Confirmation of the minutes of meeting held on 11th December, 2021
- 5. Matters arising out of minutes
- 6. Activity report from December 2021 to April 2022
- 7. Briefing on important policies under autonomy
 - i) Admission and academics
 - ii) Attendance
 - iii) Research
- 8. Important duties and responsibilities of IQAC under autonomous status
- 9. Any other quality initiatives under autonomy
- 10. Any other matter with the permission of chair
- 11. Vote of thanks and closing prayer

IQAC 2022: 57 Members present at the meeting

- 1. Dr. H. Badkar
- 2. Ms. V. Mathew
- 3. Mr. M. D'Souza
- 4. Ms. M. Khambhawala
- 5. Mr. B. M. Konde
- 6. Dr. A. Uzgare
- 7. Dr. J. Mascarenhas
- 8. Dr. J. Masih (Treasurer)
- 9. Dr. D. Lad
- 10. Dr. B. Mehta
- 11. Dr. G. Ganguli (Technical Assistant)
- 12. Dr. T. Shivare (Expert)
- 13. Prof. S. Thomas (Expert)
- 14. Dr. A. Menezes (Expert)
- 15. Dr. R. Birmole- IQAC Coordinator
- 16. Principal Prof. A. G. Nikalje Chair Person

Apologies:

- 1. Dr. S. Nalwalla
- 2. Dr. A. Amritmahal
- 3. Mr. R. Menon

Absent:

- 1. Mr. P. Abhyankar
- 2. Dr. A. Burange (Technical Assistant)
- 3. Mr. N. Nakthi
- 4. Mr. Nikhil Kamat
- 5. Dr. Vijay Joshi

IQAC 2022: 58 Welcome and opening prayer

The Principal of College, Prof. A. P. G. Nikalje welcomed all the members of IQAC. Ms. Vinita Mathew led the members in prayer.

IQAC 2022: 59 Adoption of Agenda

The Principal of College declared the adoption of agenda of the meeting

IQAC 2022: 60 Appointment of the recording secretary

Ms. M. Khambhawala and Mr. B. M. Konde were appointed as recording secretary

IQAC 2022: 61 Confirmation of the minutes of meeting held on 11th December, 2021

The minutes were confirmed unanimously by all the members. Ms. V. Mathew proposed the confirmation of minutes and seconded by Dr. A. Uzgare.

IQAC 2022: 62 Matters arising out of meeting

Following matters were raised after discussion on minutes of previous meeting.

- 1. IQAC coordinator briefed the members on the proposed augmentation of quality measures in year 2022-23 w.r.t. placement cell, appointment of the controller of examination, compliance with NEP policies, launching of employment oriented courses, introduce internships and strengthening of collaborations with the industry.
- 2. The controller of the examination needs to be a well-qualified person and mostly the senior faculty member.
- Principal Madam mentioned about possibility of the Statistics department from 2022-23.
- 4. The newly proposed Foundation Course in Sem-4 will be launched as Cross Faculty Course (CFC) of the institution.
- 5. IQAC will design policies for all important committees
- 6. Peer mentoring amongst students need to be implemented.

IQAC 2022: 63 Activity report from December 2021 to April 2022

The IQAC Coordinator brought the major activities and initiatives taken to the notice of members. Eminent activities or initiatives are as follows-

- 1. Initiatives towards establishment of good internet service in the institution.
- 2. A decision to introduce MIS system for automation of admissions, administration, attendance and examination system.
- 3. Participation of the institute in competition of research proposals called AVISHKAR. Total 11 proposals were submitted out of which 02 got selected in second round of competition. Both selected proposals were from Microbiology department.
- 4. Initiatives of the Steering Committee towards streamlining of curricula and designing credits of the degree courses.
- 5. All departments conducted curricular/extra-curricular/co-curricular activities for their students including some annual events. Annual College Festival: OLE, celebration of National Science Week, International Conference held on 25-26 Feb 22 by Microbiology department on 'Contribution of Biological Sciences for Sustainable Development' and proposed (summer course) certificate course on Disability Studies were some of the eminent activities.

** Expert member suggested IQAC to prepare standard templates for the activity reports of committees and departments to measure outcomes.

IQAC 2022: 64 Briefing on important policies under autonomy

The IQAC Coordinator shared the documents of proposed policies of the institute with respect to admission, academics, attendance and research. The experts suggested few changes in the titles and contents of all policies which were noted down by the technical assistant of the IQAC Coordinator, Dr. J. Mascarenhas. Some major suggestions given by the internal and expert members during discussion over these policies are mentioned below.

A) Policies on admission and academics

- 1. Admissions should be done in a manner to protect workload of all the departments.
- 2. To attract and catch hold the students, college website should have all syllabi approved by BOS, 'capsulated information' of each department/subject with short videos of the alumni and HODs talking about strength and scope of the subjects/departments.
- 3. An internal member proposed to have Botany-Microbiology combination at second year of B.Sc. course which will help the students to get more natural options of their choice.
- 4. Special sessions were proposed to hold for the students before their SY and TY admissions where all departments will have their subject presentations for the students which will help them to choose their subjects and have a informed choice.

- 5. An expert member suggested to bring inclusiveness in the institution to support especially, the disabled sector of the students through awareness programs, policies, launching courses like IT and Library Science for them.
- 6. Experts also suggested having online/offline sessions for the staff and students on sensitization of inclusiveness.
- 7. IQAC Coordinator is supposed to inform the Librarian about forming a new BOS for the Library Science Course to design the curriculum.
- 8. It was suggested to have separate merit lists for in-house and outside students while admitting them in SY and TY.

B) Policies on attendance

- 1. The attendance policy needs to be approved by the Lawyer of the Institute, Governing Body and Academic Council before it is uploaded on the website to make it more legally and technically sound.
- 2. The attendance record should be full proof to face all legal proceedings if arises in case.
- 3. The sequence of approval of the policies could be attendance policy, CBCS policy and examination policy. These policies will be displayed on the website only after approvals from Academic Council and Governing Body.
- C) Policies on research
- 1. Research policy should include promotion of the faculty and students towards research, seed funding provision, recommendation of Research Journals through respective BOS, exchange programs for the staff and students, permissible liberties and special research leaves.
- 2. The research centers (M.Sc. by Research and Ph.D.) of the institute need to be freshly approved from the University. These centers should have their policies ready for the entrance examination if any or the research course work required.

IQAC 2022: 65 Important duties and responsibilities of IQAC under autonomous status

The expert members suggested that IQAC needs to have comprehensive policies for the institute to enhance and assure quality in every function of the institute right from the security on gate to the process of examination and results.

IQAC 2022: 66 Any other quality initiatives under autonomy

The expert members took the feedback from the internal members about their proposed plans, challenges and apprehensions about autonomy and put forth some suggestions cum guidelines to assure quality in the performance of the institution as a whole. The important points are as follows –

- 1. Have right direction and develop positive mindset.
- 2. Build the capacities amongst the staff through appropriate sessions/workshops.
- 3. Monitor the changes in the placement every year.

- 4. Each department should look into internship programs.
- 5. Change methods of lecture delivery catastrophically.
- 6. Strengthen interactions with the students
- 7. Introduce innovative examination patterns.
- 8. Make the examination and result processes as transparent as possible.
- 9. Inter-disciplinary work should become habit of the institution.
- 10. Pay attention to measurable skills development.
- 11. BOSs of all subjects should have all filters for delivering quality through curricula and evaluation.
- 12. IQAC team needs to be divided in small sub groups for better planning and execution of all the concerned activities.

IQAC 2022: 67 Any other matter with the permission of the chair

- 1. The expert members suggested mobilizing of the staff and heads of the departments to enhance efficiency of the institution.
- 2. Dr. T. Shivare shared a brief on the ongoing initiatives of the Government of Maharashtra towards implementation of NEP 2020 in state and the task forces appointed for the same.
- 3. He also proposed the resolution about 2nd position of Wilson College in Ranking at State Level.

IQAC 2022: 68 Vote of thanks

The IQAC Coordinator had formal vote of thanks with a special mention of the support and guidance of the experts to the institute towards journey of autonomy.

Dr. A. Uzgare led the members in closing prayer.

Action taken report from March 2021-August 2021

- Career opportunities fo rB.Sc. students by Career Counselling Cell and IQAC Wilson College on 19th March, 2021. 99 students attended the session. Resource person was Dr. Vasudevan T.G, Department of Biotechnology Manipal School of Life Sciences, Karnataka
- IQAC with Academic Monitoring Committee organized 4-day workshopfrom 22nd -26th April, 2021 for building capacity of teachersto design PO, CO and PSO and all departments completed preparation of the same for their programs (Resource Persons: Fr Frazer Mascarenhas, Prof Sybil Thomas, Dr Vivien Amonkar).
- IQAC and Cooperative Education Program 2021 in collaboration with NGO Foresight JASSCS held a session on Resilience Secrets COVID -19 by Psychiatrist Dr Harish Shetty on 13th May 2021, attended by 45 participants.
- IQAC completed online submission of proposal for autonomous status of Wilson College on UGC portal on 26th May 2021.
- The IQAC of Wilson College in collaboration with IQAC of Bhavan's Somani College, Chowpatty conducted IPR sessions for teachers of both the colleges on 28th May, 2021 and 29th May 2021.
- 6. IQAC led the science departments of college and completed submission of the proposal to DBT under **DBT-Star Strengthening Grant Scheme** on **15**th **June 2021**.
- IQAC, ICC and WDC of Wilson College and Bhavan's College have started the series of sessions titled 'Let's Talk'. The focus is to create a safe space for inclusivity and communication amongst all genders. 1st session 'Gender inclusivity in academia' was conducted on Monday 5th July 2021.
- The AQAR 2019-20 was submitted successfully on NAAC portal on 30th August 2021.

9. Different audits such as Library, Examination unit, Academic and Gender have been carried out recently.

John Wilson Education Society's Wilson College, Mumbai

Actions taken by IQAC from March 2021 – November 2021

- The College Autonomy proposal submission on UGC portal was completed on 26th May 2021.
- Preparation and submission of application under the DBT STAR College Scheme was initiated on 1st June 2021 and submission was completed on 15th June 2021.
- Preparation and submission of AQAR 19 20 on NAAC portal was completed on 31st August 2021.
- IQAC initiated the process of preparation and collection of teaching plans from faculty members from the academic year 2021 - 22
- 5) Various external audits such as Academic, Examination, Gender, Library and Green-Energy were conducted.
- 6) Preparations for the UGC Expert Committee visit for Autonomy was coordinated and the peer team visit was successfully completed on 27th and 28th September 2021.
- 7) Preparation of AQAR 2020 21 is in process.

Events organized by IQAC for Teaching Staff

- A four-day workshop on preparation of PSO, PO and CO titled as 'Outcome based education and assessment'' was organized from 22nd - 26th April 2021 and all departments completed the task of framing the same.
- Intellectual Property Rights in humanities and social sciences organized by IQAC Wilson college in collaboration with IQAC, Bhavan's College on 28th May 2021.
- Patents and Applications in Academia organized by IQAC Wilson college in collaboration with IQAC, Bhavan's College on 29th May 2021.
- E- content Development session was held by IQAC Wilson College on 17th and 18th June 2021.
- A Capacity Building Workshop on E-Content Development entitled 'Making Effective Power-point Presentation' was organized by IQAC on 29th and 30th June 2021.
- An Online Capacity Building Program on "Teaching Effectiveness and Soft Skill Development" was held on each Saturday of August 2021.

 "Understanding the roles, responsibilities and working procedures under autonomous status" Session by Dr. Jessy Pius was conducted by IQAC Wilson College on 2nd December 2021

Events organized by IQAC for Non - Teaching Staff

- Session on Stress Management and Social Responsibility conducted by IQAC Wilson College and Bhavan's College on 22nd May 2021
- "Vishwas, Asha and Prem" a session conducted by IQAC Wilson College and Bhavan's College on 29th May 2021.
- Gender Inclusivity in Academia organized by IQAC, WDC and ICC Wilson College and Bhavan's College on 5th July 2021.

John Wilson Education Society's Wilson College, Mumbai

Activity Report by IQAC from December 2021 – March2022

- The IQAC initiated the process for the formation of Board of Studies for all Departments of the College.
- 2) The registration of the Alumni Association has been initiated
- IQAC, via AMC, continued the collection of teaching plans from faculty members for the second half of academic year 2021 – 22
- 4) Preparation of AQAR 2021 22 is in process.
- 5) The IQAC is working on introducing a new MIS in the college. Presentations and proposals by vendors are being looked at.

Events	organized
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Sr. No.	Activities	Resource Person	Target Audience	Outcome
1	Understanding the Curricula Template Date:19 th April 2022	Dr. Radhika Birmole	40 Teachers	All the department prepared their revised syllabus under autonomous status as per template
2	IQAC collaborated with the Career Counselling Cell, Wilson College to conduct an online session on 'Professional Competence' 5 th February 2022	Mr. Sudhakar Solomonraj	Students	Students were made aware about the competitiveness in the outside world. Subsequently he enlightened the students with the importance of values, interest, strength and skills
3	4- day Online Capacity Building Workshop on 'Curriculum Planning Under Autonomy'			
	Session 1: 'Envisioning Autonomy' Date: 3 rd February 2022	Dr. Frazer Mascarenhas S.J. and Prof. Vivien Amonkar. Rapporteur: Prof. Sybil Thomas	88 Teachers	The teachers were divided in nine groups randomly. Every group listed their vision for a student graduating from Autonomous Wilson College. Additionally, the groups listed add-on, value added courses that would aid in inculcating those traits in a student.
	Session 2: 'Curricular Aspects' Date: 5 th February 2022	Prof. Vivien Amonkar. Rapporteur: Prof. Sybil Thomas	71 Teachers	Each department proposed an alternate assessment for each course of the FY.

	Session 3: 'Examination System Date: 9 th February 2022 Session 4: 'Inputs from Teachers from Autonomous Colleges'		73 Teachers 70 Teachers	Additionally, rubrics of the assessment method were also listed. Departments listed Six quality measures with respect to examination system Teachers were briefed about the roles and responsibilities under autonomous system.
4	Date: 12 th February 2022 "Steps towards Writing a Perfect Proposal' Date: 31 st January 2022	Dr. Michelle Philip	31 (including Teachers and students)	Beneficiaries were made aware about the outline and different components of a research proposal. Additionally, they got acquainted with method of citing references and related software. 11 project proposals were then submitted for 15th Inter- Collegiate / Institute / Department Avishkar Research Convention
5	IQAC collaborated with the Chemistry Department, Wilson College to conduct an Online National Webinar on Intellectual Property Rights (IPR) titled 'R & D and Patenting: Synergistic Approach' Date: 29 th January 2022	Dr. Niranjan Yeole	176 (including Teachers and students)	Beneficiaries understood the significance of legal rights and permission with respect to research and development
6	"Research Proposal for Avishkar Convention" Date: 21 st January 2022	Dr. Devdatta Lad	63 (including Teachers and students)	Total 11 projects were submitted by the UG and PG students in 15th Inter- Collegiate / Institute / Department Avishkar Research Convention. Out of which 2 were selected for the zonal level presentation