



Internal Quality Assurance Committee
Meeting Attendance Sheet

Day & Date: Saturday, 16 May 2020

Time: - 5 . 00 p.m. @ 5th Floor Classroom, Jnana Prabodhini

No.	Name of the Member	Designation	Signature
1	Dr. Anagha Lavalekar	Head of the Institution- Chairperson-Director	
2	Dr. Sujala Watve	Members from Management	
3	Dr. Ajit Kanitkar	Members from Management	
4	Prof. Dhanashree Sowani	Coordinator	
5.	Dr. Suchrita Gadre	Full-time Teacher in the college	
6	Smt. Manjiri Mhaskar	Senior admin Officer	
7	Deepak Kale	Senior admin Officer	
Invitee			
1	Sujata Honap	Head of Potential Enhancement Section	
1	Mrunal Deshmukh	Account Section	



Jnana Prabodhini's Institute of Psychology

Internal Quality Assurance Committee

Online ZOOM Minutes of the Meeting

Day & Date – Saturday 16th May 2020

Time- 5.30 p.m.

The work of the meeting started after greetings.

At the beginning of the meeting, Dr. Anagha Lavalekar gave brief information about the work of the department in the background of Covid-19.

As all the internal committee members were present in the meeting, the important events were discussed briefly.

After this, Dr. Anagha Lavalekar said that the contract for the space rented by the organization for Potential Enhancement Services department at Tilak Road has expired and a decision needs to be taken regarding it.

As there is no estimate of Covid-19, no assumptions can be made regarding financial matters. Therefore, it was unanimously decided that the department should be relocated in the Vastu of Jnana Prabodhini without renegotiation.

After this, the salary policy in the executive board meeting of Jnana Prabodhini in the background of Covid-19 was discussed. After deliberating about this, the Director Dr. Anagha Lavalekar said, that the salary will be paid as usual until further notice as per the mail received from the office.

Dr. Ajit Kanitkar said that all the members should be informed about the decided salary policy through message.

Similarly, Mrunal Deshmukh, a member of the Accounts Department, was invited to make a financial estimate in the wake of Covid. She informed that she has asked to revise the budget after estimating the further expenses. Dr. Anagha Lavalekar said that the revised budget will be done in the next 15 days.

Dhanshree Sowani said that after briefly explaining the effect of Covid 19 on the education department, the exams of the current batches will have to depend on the instructions coming from the university and also the teaching for the next batch will have to be online for at least a few months.

Dr. Anagha Lavalekar suggested that common training has to be taken to have uniformity in online teaching sessions.

Dr. Suchrita Gadre. Suggested that central bank repository of data has to be done and coding should be done and one person should be responsible for that. The issue was raised whether it is necessary to have Pragya Manas logo/water mark, name, contact etc. on every ppt, pdf, notes while teaching online. On this, Dhanshree Sowani suggested that the guidelines in this regard have to be decided at the organization level.

Dr. Ajit Kanitkar suggested that the members who are doing some courses related to online teaching should pay attention to the methodology along with the content, see what and how we can use it and for this MKCL's Hon. Vivek Sawant's help should be sought.

Mr. Deepak Kale suggested some ways about online marketing of the courses, for this it was decided to take the help of Srijan InfoTech and Mrs. Rekha Kale. As a start, it was decided to send the brochures of the courses for the website.





Internal Quality Assurance Committee
Meeting Attendance Sheet

Day & Date: Wednesday, 16 December 2020

Time: - 5.30 p.m. @ 5th Floor, Conference Hall, Jnana Prabodhini

No.	Name of the Member	Designation	Signature
1	Dr. Anagha Lavalekar	Head of the Institution- Chairperson-Director	
2	Dr. Sujala Watve	Members from Management	
3	Dr. Ajit Kanitkar	Members from Management	
4	Prof. Dhanashree Sowani	Coordinator	
5.	Dr. Suchrita Gadre	Full-time Teacher in the college	
6	Smt. Manjiri Mhaskar	Senior admin Officer	
Invitee			
7	Swapnila Sethiya	Head- Guidance & Counselling	
8	Mrunal Deshmukh	Account Section	
9	Ashwini Aursang	Admin Section	



Jnana Prabodhini's Institute of Psychology

Internal Quality Assurance Committee

Minutes of the Meeting

Day: Wednesday Date: 16th December 2020

Time: 5.30 p.m.

Place- Conference hall, 5th floor, Jnana Prabodhini

The work of the meeting started after greetings.

At the beginning of the meeting, Dr. Sujala Watve informed that the re-appointment resolution of the Ethics Committee members for the next 3 years was made on November 1, 2020. She also informed that this committee needs approval while submitting research projects and papers in national and international journals.

After this, Dr. Anagha Lavalekar said that there is a need to discuss the income and expenditure of the department in the background of Covid-19. Accordingly, all the members had a detailed discussion on the important issue of how to increase income and reduce expenditure.

Online marketing was discussed.

- In the beginning, each sub-department should organize small online webinars on the nature of the department's work in chain form. Adequate publicity should be given to it through members of all departments. This means that information about the services of the organization will reach the public. In the beginning, the fees should be kept very modest.

- The system should be prepared immediately in order to take online payment by contacting the tech lead.

- It was suggested that a decision should be taken to consider renegotiating the contracts of individuals on projects which are not currently in progress.

- Similarly, there was a discussion about starting the service of Online Counselling. And so the decision was taken to start the service.

After this, Dr. Ajit Kanitkar informed that the Research Advisory Committee is reconstituted every three years. Accordingly, the committee has been restructured for the next three years.

After this, Dr. Sucharita Gadre suggested that there is a need to give training to teachers and office members in order to do online teaching. Dhanshree Sowani said that they will take the help of experts. She also said that after receiving training from the experts, the office staff will train the students.

After this, Dr. Anagha Lavalekar suggested that everyone should take advantage of the available time and do small online training programs and courses related to the subject.

After this, the meeting ended with Namaste.

