

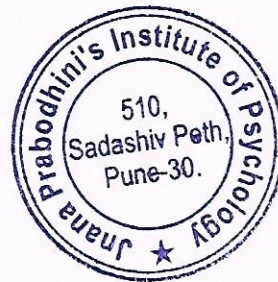


Internal Quality Assurance Committee  
Meeting Attendance Sheet

Day & Date: Monday, 21 March 2022

Time: 11.00 a.m. @ 5<sup>th</sup> Floor, Conference Hall, Jnana Prabodhini

| No. | Name of the Member      | Designation                                      | Signature |
|-----|-------------------------|--|-----------|
| 1   | Dr. Anagha Lavalekar    | Head of the Institution-<br>Chairperson-Director |           |
| 2   | Dr. Ajit Kanitkar       | Members from Management                          |           |
| 3   | Prof. Dhanashree Sowani | Coordinator                                      |           |
| 4.  | Dr. Suchrita Gadre      | Full-time Teacher in the college                 |           |
| 5   | Smt. Manjiri Mhaskar    | Senior admin Officer                             |           |
| 6.  | Deepak Kale             | Senior admin Officer                             |           |



# **Jnana Prabodhini's Institute of Psychology**

## **Internal Quality Assurance Committee**

### **Minutes of the Meeting**

**Day: Monday Date: 21<sup>st</sup> March 2022**

**Time: 11.00 a.m.**

**Place- Conference hall, 5<sup>th</sup> floor, Jnana Prabodhini**

The work of the meeting started after greetings.

At the beginning of the meeting, Dr. Dhanashree Sowani informed about AISHE (All India Survey on Higher Education) registration and receiving the number. She informed that this number is essential for getting registered in the list of higher education department of central government and also for NAAC. Everyone was satisfied with this.

Similarly, it is necessary to fill the information of MIS (Management Information System) and DBT (Direct Benefit Transfer) according to the university rules, informed Dhanshree Sowani. She said that the work of filling this information is going on. Dr. Dhanashree Sowani informed that the user ID and password of DBT (Direct Benefit Transfer) has been created.

Dr. Anagha Lavalekar gave the information about reviewing the ongoing research projects.

Dr. Ajit Kanitkar enquired about whether the feedback is taken from former students and parents about the institution, education system and all other aspects. It was informed that a Google form has been prepared for feedback on it and analysis of filled Google form was also going on. It was also informed that students' video bytes were also taken to put on the website.

The proposal of a course on Relationship Counselling for Positive Mental Health was sent to Savitribai Phule Pune University but it was not accepted due to lack of NAAC accreditation informed Mr. Deepak Kale.

After this there was a brief discussion about applying to NAAC.

After this, the letter of salary increase policy for 22-23 years has come from Jnana Prabodhini's executive office and Dr. Anagha Lavalekar informed that the policy will be implemented in the same way.

Can any plans be made to improve the quality of work of the members of the department? Such an issue was raised by Dr. Sucharita Gadre. After discussing it, it was decided to request a list of topics from the members through Google form.

The matter was further discussed. It was decided that a session should be held every month. Considering the scope of this work, a committee of four members should be appointed. It was suggested that there should be one psychologist, one researcher and two administrative members. Dr. Anagha Lavalekar assured that this will be implemented.

Dr. Dhanashree Sowani informed that the format of the Child and Adolescent Psychology Enhancing Potential (CAPEP) distance course run by the institute has changed due to the number of admissions, financial issues and managerial difficulties.

After this, the meeting ended with Namaste.





Internal Quality Assurance Committee  
Meeting Attendance Sheet

Day & Date: Monday, 25 October 2021

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

| No.            | Name of the Member      | Designation                                      | Signature |
|----------------|-------------------------|--|-----------|
| 1              | Dr. Anagha Lavalekar    | Head of the Institution-<br>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                             |           |
| <b>Invitee</b> |                         |  |           |
| 7              | Ashwini Aursang         | Admin Section                                    |           |



# **Jnana Prabodhini's Institute of Psychology**

## **Internal Quality Assurance Committee**

### **Minutes of the Meeting**

**Day: Monday Date: 25<sup>th</sup> October 2021**

**Time: 5.00 p.m.**

**Place- Conference hall, 5<sup>th</sup> floor, Jnana Prabodhini**

The work of the meeting started after greetings.

Dr. Anagha Lavalekar gave information about the proposal received from Sri Siddhivinayak Women's College of Maharshi Women's Education Institute and its acceptance.

The name of the project is Exploring The Mental Health of Women Administrative and Police Officers of Maharashtra during Covid 19 pandemic and the aim of the study is to study the work performance, mental health challenges and coping mechanisms of women officers in two services namely administration and police in the state of Maharashtra in the wake of Covid-19 pandemic.

Dr. Sujala Watve Suggested that, all the members are working from home. Reporting of work is important in order to review the work and estimate how far the work has come. For that, it is necessary to create some system. On this, Dr. Anagha Lavalekar said that the work of creating Google Form for Work Reporting is going on. All members have to send report every week through Google Form. Its access will be given to all sub-division heads and its summary will be prepared by one person and will be sent to Director P.M.S.

After this, Dr. Sucharita Gadre asked whether anything can be done about receiving foreign donations and giving foreign vendor ship in order to increase the income.

Answering this, Dr. Anagha Lavalekar said that we can take foreign donations and have received them. But they informed that they cannot provide foreign vendor ship as they have not registered with FEAM (Foreign Exchange Management Act). She assured that we will register for FEAM in future.

After this, Dr. Anagha Lavalekar informed that Nirbhaya (Sexual Harassment) (Vishakha) committee has expired and since the same members are ready to work for the year 2020-21, the same committee has been reconstituted. According to the rules of the university, it is mandatory to have this committee.

After this, there was a detailed discussion on the new education policy, National Education Policy (NEP).

Dr. Sujala Watve informed that there is no provision for a small organization like ours. Dr. Ajit Kanitkar agreed that, it is necessary for small institutions to collaborate with other universities or autonomous colleges. Similarly, we need to be a part of a larger educational structure, said Dr. Sujala Watve.

After this, Dr. Anagha Lavalekar informed that a new Grievance Policy has been prepared. She also informed that this policy will facilitate redressal of grievances in case of any kind of complaints from students and members.

Dr. Sucharita Gadre recommended that an Office Management System (OMS) should be established, taking into account the growing scope of the organization. In order to start the work, Dhanshree Sowani said that we can start the work with the help of the students of our course. It was unanimously decided that a committee of three members should be appointed for this purpose. It was felt that the committee would speed up the work.

The meeting ended with Namaste.

