



Gokhale Education Society's

COLLEGE OF EDUCATION AND RESEARCH



Parel, Mumbai – 400 012.

Permanently affiliated to University of Mumbai, NCTE Recognised, UGC 2f 12B,
ISO 9001:2015 Certified, NAAC accredited A grade in 3rd Cycle

DOCUMENT UPLOAD

STRATEGY DEVELOPMENT AND DEPLOYMENT 6.2.4



Estd.: 1970

Gokhale Education Society's COLLEGE OF EDUCATION AND RESEARCH

Acharya Donde Nagar, Gokhale Society Lane, Parel, Mumbai-400 012.

[Affiliated to University of Mumbai, Recognised by NCTE, UGC under section 2(f)/12B,

ISO Certified 9001-2015, NAAC Re-accredited 'A' Grade - 3rd Cycle]

Tel.: (022) 2413 6408/2416 8493 E-mail: gokhalebedparel@gmail.com Website : www.gescer.in



List of CDC Members

1. Chairman of the Management: Honourable Prin. S. B. Pandit
2. Secretary & Director General of the Management: Honourable SIR Dr. M. S. Gosavi
3. Joint Treasurer & Trustee of the Management: Honourable Shri R. P. Deshpande
4. Vice Chairman of the Management: Honourable Dr. (Smt) S. V. Sant
5. One Head of the Department: Dr. Vinod N. Gavit
6. Teacher Representatives: Dr. Sangeeta D. Patkar
Dr. Chetan U. Chavan
Dr. Sandeep B. Bodke
7. Non-Teaching Staff Representative: Shri. K. K. Chaurse
8. Four Local Members:
 - i. Alumni – Mr. Sagar Rawool
Assistant Professor,
VJTI, Matunga, Mumbai
 - ii Industry – Dr. Ravinder Pal Kaur Assi
Principal
Vile Parel Mahila Sangh's
Orion School (ICSE)
Vile Parle Mumbai
 - iii Research – Dr. Judy Grace Andrews
Principal
Royal College of Education
Mira Road.
 - iv Social Service – Dr. Seema Bansode Gokhe
Professor & HOD, PSM Department
Lokmanya Tilak Municipal General Hospital
and Lokmanya Tilak Municipal Medical
College, Sion, Mumbai – 400 022
9. Co-ordinator of IQAC: Dr. Shilpa S. Waghchoure
10. Student Council member: Ms Shradha Dubey
11. I/C Principal of the College: Dr. Prashant S. Kale


Principal

Gokhale Education Society's
College of Education & Research

Parel, Mumbai - 400 012.




Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.



**Gokhale Education Society's
COLLEGE OF EDUCATION AND RESEARCH
Parel, Mumbai – 400012.**

**COLLEGE DEVELOPMENT COMMITTEE
MEETING MINUTES**

Online CDC meeting was held through Google meet on Monday September 26, 2022 at 2.00pm.

Following members were present for the meeting:

1. Dr. R. P. Deshpande – Treasurer, Gokhale Education Society and Chairman of the CDC
2. Prin. Dr. S. V. Sant, - Vice Chairman and Zonal Secretary Mumbai Region GES
3. Dr. P. S. Kale - Secretary, CDC
4. Dr. V. N. Gavitt - Faculty
5. Dr. S. D. Patkar- Faculty
6. Dr. C.U. Chavan- Faculty
7. Dr. S. S. Waghchoure – Co-ordinator, CDC
8. Mr. K. K. Chaure - Non-teaching staff
9. Dr. Seema Bansode Gokhe - Social Service Member
10. Dr. Judy Grace Andrews – Research Member
11. Dr. Ravinder Pal Kaur Assi – Industry Member
12. Ms Shradha Dubey - Student

Dr. P. S. Kale welcomed all the newly appointed members for CDC. He requested the Chair for the permission to initiate the meeting.

I/C Prin. Dr. P. S. Kale read the minutes of previous CDC meeting held on April 9, 2022 which were accepted and confirmed by the chair of the committee.

Dr. P. S. Kale reported superannuation of Ex-Principal Dr. Sossama Samuel of St. Xavier's Institute of Education who was the member of CDC.

Dr Patkar S. D. Read the report of Examination and updated the dates of coming examination to be held. She also mention about the 100% donation collected by all the Teaching and Non

CDC - MINUTES




Principal
Gokhale Education Society's
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Parel, Mumbai - 400 012.

teaching staff members for the development of Medical College and Hospital. She also assured that 60000 to 70000 donation will be collected from the Alumni in coming days.

Dr. V. N. Gavit has reported on the 3 week internship of BEd students in their 2nd Semester has conducted successfully. 2 student teacher among 54 could not attend the internship due to medical reason. Thier internship has been completed in R. M. Bhatt School further. Internship of 11 weeks for 3rd semester will begin after Diwali vacation

Dr. C. U. Chavan presented the report regarding Research cell that 3 students has been awarded PhD from the centre. 6 months research report has been presented by 13 research scholars. 1 student has newly selected for PhD through interview. He reported on ISO Recertification has been done in December. For this year internal audit will be held in the month of October 2022. He reported on the BEd admission 2022-23 which will start from 23.10.22 and will end by 2.12.2022

Dr. S. S. Waghchoure reported of AQAR 2020-21 submission on 16.4.2022 and the work distribution for the preparation of 4th scyle of NAAC has been done

Shri K K Chaur reported the receipt payment has been done for the year 2021-22.

Dr. Sant Madam appreciated for awarding 3 PhD students from the research centre. She also congratulates all the 3 faculty members for getting the promotion through CAS. She suggest the faculty members to organise the seminar conferences and focus on research activities. She asked to attend the NAAC seminars to be organised by Society. Asked to prepare for NAAC carefully as 65% marks will be for SSR and 35% marks will be for visit. She gave best wished for preparation of SSR.

Dr. Deshpande Sir welcomed all the newly appointed members of CDC . He had appreciated on the 100% collection from the college staff mebers for Medical Hospital & College Development. He appreciated the work of IQAC. Staff appraisal reports should be taken annually. Principal should take note of various types of leave taken by the staff members. CL should be take with prior permission, Exam, sports, lectures & practical should be considered as per time table. He appreciated all the report presentors in the meeting. He also appreciated Dr Sant madam for guiding the College of Education besides her busy schedule.

Dr. Seema Bansode Madam thanked for making her associated with CDC. She proposed to due various activities in collaboration with the college such as 1) Health Camp 2) Screening of Cancer 3) Anemic & Diebetes deduction

Dr. Judy Grace thaned Dr. Kalé Sir making her the paf^t of CDC. She said 10 collaboration are required for NAAC, so do paln accordingly. NEP 2020 to get connection with education philosophy. Start the course for Human Values, such course is already runung by SNTD. Vital research proposal for funding by NRF & International Growth Centre for proposals & funding to conduct research by faculty members. PhD guideship to be taken. Website to be strongly active.



Dr Ravinder Kaur thanks for adding her in CDC. She said she gives the first priorities to Gokhale students to recruit them in her ICSE schools. She also focused to train the students as per the NEP 2020

Dr. Sant Madam thanked all the new members for the guidance to perform the college at excellence. She said that Dr. Judy Madam rightly pointed out about the collaboration which is required by NAAC. She also thanked Dr. Bansode Madam for the activities to be done in collaboration. She sincerely thanked all the members.

Dr. Sandeep Bodke proposed the vote of thanks

Meeting ended with the permission of the Chair.



[Signature]
Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012

CDC - MINUTES



[Signature]
Principal
Gokhale Education Society's
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Parel, Mumbai - 400 012.

Audit Report For

Name of the Institute	Gokhale Education Society's College of Education & Research, Parel
Zone	Mumbai
Audit Type	1st Surveillance
Audit Date	4th January 2023
Audit Location / Address	Gokhale Society Lane, Acharya Donde Vidyanagar Parel, Mumbai : 400 012
Scope as on Certificate.	Providing education services for B.Ed. and Ph.D. courses as per syllabus based on University of Mumbai and Directorate of Higher education, Maharashtra State.
Audit Criteria	ISO 9001:2015.
Exclusion if any	8.3,
Next visit planned	November / December 2023.
Next visit type of Audit	2nd Surveillance.
Recommendation	Recommended for Issuance of Certificate & Continuance of Certificate till conduct of 2 nd Surveillance Audit in November/December 2023 as per ISO 9001:2015.
Any Other System Implemented by the Institute	

For, S & A Certifications



Mr. Vishal Rane.
(Lead Auditor ISO 9001:2015)

For, S & A Certifications.



Mr. Shrinivas Joshi.
(Authorized Signatory)



Principal
Gokhale Education Society's
College of Education & Research,
Parel, Mumbai - 400 012

Audit Observations For

Name of the Institute	Gokhale Education Society's College of Education & Research
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Sr No.	OBSERVATIONS - OFI - AFI
01	Risk identification & opportunities to be maintain.
02	Internal Audit & Management Review Meeting documentation to be maintain effectively. Objectives to be revised in quantify(measurable) method.
03	Feedback analysis to be improved effectively.
04	Teaching plan & delivered lecture/observation to be monitor & measured effectively with justification.
05	1 st Aid box to be kept at prominent location with latest dates.
06	Movement & Dead stock register to be maintain effectively.
07	N-list users to be monitor effectively, library use of students was too low.
08	Faculty use of books was too low observed.
09	Unauthorized or wastage (FB etc.) sites to be blocked
10	Customer property (students original documents) to be kept neatly with proper traceability & identification on folder.

For, S & A Certifications



Mr. Vishal Rane.
(Lead Auditor ISO 9001:2015)

For, S & A Certifications.



Mr. Shrinivas Joshi.
(Authorized Signatory)



Principal
Gokhale Education Society's
College of Education & Research

S & A Certifications S & A Euro Cert.

Details of the Institute Audited

Institute Information

Name of the Institute Head Principal/ Head Master/ Director	Prof. Dr. Prashant S. Kale.
Mobile No. of the Institute Head	9372010341
Email id of the Institute Head	<u>pskale11@gmail.com</u>
Landline No. of the Institute	022-24136408
Email id of the Institute.	gokhalebedparel@gmail.com
Name of the MR	Dr. Chetan Chavan
Mobile No. of the MR	8879689094
Email id of the MR	chetan7464@gmail.com
Name of the DMR	-
Mobile No. of the DMR	-
Email id of the DMR	-




Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

Internal Audit Report

Name of the Auditee : Gokhale Education Society's College of Education and Research

Address of the Auditee : 21, Gokhale Society lane, Parel, Mumbai - 400012.

Name of the Internal Auditor : Dr Pankaj Pandagale
Head, Associate Professor, Dept. of Accountancy, Dr T K Tope college

Date of Internal Audit : 20 November 2023

Background :

On 20 November 2023, we conducted internal audit for 2023-24. This Audit focused on ISO 9001:2015 corresponding sections of the quality manual pertaining to product realizations. For this audit there was 6 teaching and 4 non-teaching staff with 2, 3 & 4 floor audited. Additionally, teaching and non-teaching staffs interviewed were asked to evaluate the audit process using questions.

Objectives:

The objectives of the audit, there were a number of finding observed in the processes and procedure outlined in the audit scope.

Audit Findings and Observations:

During the course of audit, there were a number of finding observed in the processes and procedures being audited.

1. College authority should update quality manual and procedure.
2. N-list journals should be regularly accessed by teachers and students.
3. A notice board should be installed in the library office by the college authority.
4. There should be an update to the movement register in the college office.
5. The college authority should place a high priority on college renovations as well as cleanliness and neatness.
6. It is imperative that all vacant positions within the college, both teaching and non-teaching, be filled in order to ensure smooth operations.

Summary:

In summary, the audit went relatively well, with some issues surrounding notifications of teaching and non-teaching staff discussions. As a result of this discussion, we clearly saw that our Quality Management System is now being understood.

The quality management system has improved as a result of this audit. We have also identified areas where we can improve, and we are committed to continue to improve.



Dr Pankaj Pandagale
ISO 9001:2015 Internal Auditor
20 November, 2023

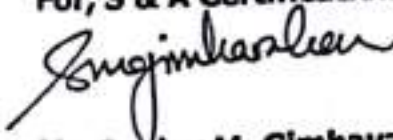


Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400012.

Audit Report For

Name of the Institute	Gokhale Education Society's College of Education & Research, Parel.
Communication details	Dr. Mr. Prashant Kale - I/c Principal (Mob. No. 9422234593) Email Id : pskale11@gmail.com Dr. Mr. Chetan Chavan - M.R (Mob. 8879689094) Email Id : chetan7464@gmail.com
Zone	Mumbai
Audit Type	Re-Certification Audit
Audit Date/s	12 th October 2021
Audit Location / Address	Acharya Donde Vidyanagar, Gokhale Society Lane, Parel, Mumbai 400 012.
Scope as on Certificate.	As Attached
Audit Criteria	ISO 9001:2015.
Exclusion if any	CL. 8.3, 7.1.5
Next visit planned in	August 2022.
Next visit type of Audit	1 ST SURVEILLANCE AUDIT.

For, S & A Certifications



Mr. Sanjay M. Gimhavanekar
(LA ISO 9001:2015)



For, S & A Certifications

Shrinivas Joshi
(Authorized Signatory)

Joshi
Principal

Gokhale Education Society's
College of Education & Research,
Parel, Mumbai - 400 012.

Prashant Kale
Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.



Internal Audit Report

Name of the Auditee : Gokhale Education Society's College of Education and Research

Address of the Auditee : 21, Gokhale Society Lane, Parel, Mumbai - 400012.

Name of the Internal Auditor : Dr Pankaj Pandagale
Head, Assistant Professor, Dept. of Accountancy, Dr T K Tope college

Date of Internal Audit : 20 December, 2022

Background :

On 20 December, 2022, we conducted internal audit for 2022-23. This Audit focused on ISO 9001:2015 corresponding sections of the quality manual pertaining to product realizations. For this audit there was 6 teaching and 4 non-teaching staff with 2, 3 & 4 floor audited. Additionally, the teaching and non-teaching staffs interviewed were asked to evaluate the audit process using questions.

Objectives:

The objectives of the audit, there were a number of finding observed in the processes and procedures outlined in the audit scope.

Audit Findings and Observations:

During the course of audit, there were a number of finding observed in the processes and procedures being audited.

1. College authority should update quality objectives.
2. College authority should update accounting records like vouchers, cash book etc.
3. College authority should calculate tax liabilities and deduct advance tax as per the rules.
4. Office staff should maintain records of movement register. It is authorised by Principal.
5. Office staff should keep update records of student register.
6. Office work is a team work, every office staff is responsible for maintains of records. Our stakeholders should not be trouble.
7. Teachers should maintain personal, committee files and also keep records and feedback of every activity.
8. College should give free access for uploading teacher's online activities records in college website.
9. College authority should keep records of students mentoring activities, future MOU and frame any certified course.

Summary:

In summary, the overall audit went fairly well with some issue concerning the notifications of teaching and non-teaching staff discussion. This discussion went well and it was clearly seen that the understanding acceptance of our Quality Management System is increasing. This audit has demonstrated that everyone understand the quality management system is improving. We have also seen that there are things we can improve and commit to the continual improvement process.

Dr Pankaj Pandagale
ISO 9001:2015 Internal Auditor
20 December, 2022



All staff members
to note.

1. [Signature]
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for [Signature]
Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

AUDIT OBSERVATIONS For

Name of the Institute	Gokhale Education Society's College of Education & Research, Parel.
Communication details	Dr. Mr. Prashant Kale – I/c Principal (Mob. No. 9422234593) Email Id : pskale11@gmail.com Dr. Mr. Chetan Chavan – M.R (Mob. 8879689094) Email Id : chetan7464@gmail.com

Sr. No.	OBSERVATIONS
1.	<p>ISPD :</p> <p>A. General Observations:</p> <ol style="list-style-type: none"> 1. Student's attendances need to be maintained by following one pattern of attendance as some teachers have not taken screen shots but only recorded absent students in their personal/nominated book which was not available for the audit and some teachers are taking attendance in Google form and maintained it online. It is suggested to maintain uniformity in recording a proper attendance records 2. Source documents of students' attendance need to be maintained in the Google drive for verification purpose or books/diary if maintained manually 3. Online teaching records (audio/video) could be of great help to evaluate teaching learning process 4. Teaching reports need to be maintained by the teachers irrespective of online or offline lectures as it would be easy to verify with Annual plan and time table. 5. Many teachers are using different Apps for teaching learning process like PPT presentation, editing and so on for teaching purpose as per their convenience. (Ref. Apps like Zoom, Google Meet, Google Form etc.) It is advised to use such platform where most of the staff will be comfortable in applying it. 6. Result Analysis needs to be maintained elaborately showing distinction level, first class level students and their percentage. 7. Records like attendance, feedback, any lectures with respect to DSM need to be maintained by the teachers at college as nothing could be verified.
2.	<p>Office & Administration and Library:</p> <ol style="list-style-type: none"> 1. Leave records need to be recorded in the Muster Register periodically. 2. Service Books need to be updated by the Office staff and get signed by the Principal periodically. 3. Movement Register needs to be maintained by the office for staff as well as assets movement. 4. Lay out Chart and Library utilization chart need to be maintained. 5. Location to be mentioned in the Accession Register as well as on the cupboard for easy tracing and identification. 6. Latest entries of books issued to the students remained to be entered in the software (Soul 2.0)
2	<p>M.R. Dept. :</p> <ol style="list-style-type: none"> 1. MRM minutes not maintained as per defined frequency and with all relevant review inputs. It is advised to maintain these minutes with the help of review inputs as mentioned in the Quality Manual. 2. Risk Assessment could not be verified as it was not maintained.

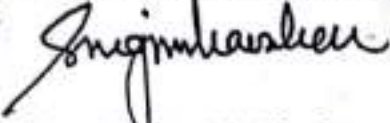
Global Corporate Office :- Woody House 212-224 Ferries Avenue, London, UK.



for P. Kale
Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

S & A CERTIFICATIONS S & A Euro Cert.


For, S & A Certifications



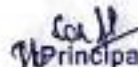
Mr. Sanjay M. Gimhavanekar
(LA ISO 9001:2015)

For, S & A Certifications

Shrinivas Joshi
(Authorized Signatory)



Principal
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Parel, Mumbai - 400 012.



Principal
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Parel, Mumbai - 400 012.

S & A CERTIFICATIONS S & A Euro Cert.

Details of the Institute Audited

Institute Information

Name of the Institute Head Principal/ Head Master/ Director	Dr. Mr. Prashant Kale - I/c Principal
Mobile No. of the Institute Head	9422234593
Email id of the Institute Head	pskale11@gmail.com
Landline No. of the Institute	022-24136408
Email id of the Institute.	gokhalebedparel@gmail.com
Name of the MR	Dr. Mr. Chetan Chavan - M.R
Mobile No. of the MR	8879689094
Email id of the MR	chetan7464@gmail.com
Name of the DMR	
Mobile No. of the DMR	
Email id of the DMR	



Dr. Mr. Prashant Kale
Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

EXTERNAL AUDIT SCHEDULE

ISO 9001:2015

Name and Address of the Institute

Gokhale Education Society's College of Education & Research, Parel, Mumbai-12

Audit Plan : _____

Audit No. : _____

Prepared On : _____

Date of Audit : 12-10-2021

Time	Department/ Procedure	Name	Auditee		Initials of the Auditor	Remark
			Notify	Attend		
11:00 to 11:30	Administration, Grievance cell,	Dr. Prashant Kale	<i>[Signature]</i>	<i>[Signature]</i>		
11:30 to 12:45	Practice Teaching, Time table, Attendance, Scholarships	Dr. Vinod Gawit	<i>[Signature]</i>	<i>[Signature]</i>		
12:45 to 1:15	Examination, WDC	Dr. Sangeeta Patkar	<i>[Signature]</i>	<i>[Signature]</i>		
1:15 to 2:00	Admission, Research, NCTE, MR	Dr. Chetan Chavan	<i>[Signature]</i>	<i>[Signature]</i>		
2:00 to 2:30	Lunch					
2:30 to 3:00	Student Council, Extension, Feedback, DSM, Souvenir	Dr. Sandeep Bodke	<i>[Signature]</i>	<i>[Signature]</i>		
3:00 to 3:30	Library, NAAC, Placement	Dr. Shilpa Waghchoure	<i>[Signature]</i>	<i>[Signature]</i>		
3:30 to 4:00	Office	Mr. Sayaji Sonawane	<i>[Signature]</i>	<i>[Signature]</i>		
4:00 to 4:30	Report Drafting					
4:30 to 5:00	Closing Meeting					

Name of Auditor:

Sanjay Gimhavanekar

[Signature]

Prepared by MR

[Signature]

Approved by HOI

[Signature]



for HoI
Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

Internal Audit Report

Name of the Auditee : Gokhale Education Society's College of Education and Research

Address of the Auditee : 21, Gokhale Society lane, Parel, Mumbai - 400012.

Name of the Internal Auditor : Pankaj Pandagale
Head, Assistant Professor, Dept. of Accountancy, Dr T K Tope college

Date of Internal Audit : 28 December, 2020

Background :

On 28 December, 2020, we conducted internal audit for 2020-21. This Audit focused on ISO 9001:2015 corresponding sections of the quality manual pertaining to product realizations.

For this audit there was 7 teaching and 3 non-teaching staff with 2, 3 & 4 floor audited. Additionally, the teaching and non-teaching staffs interviewed were asked to evaluate the audit process using questions.

Objectives:

The objectives of the audit, there were a number of finding observed in the processes and procedures outlined in the audit scope.

Audit Findings and Observations:

During the course of audit, there were a number of finding observed in the processes and procedures being audited.

1. College authority should decide online examination remunerations.
2. College authority should establish COVID 19 cell.
3. College should conduct student's feedback during COVID 19.
4. College authority should conduct online CDC meetings.
5. College authority should prepare IQAC report.
6. College authority should label all tangible assets and update stock registered.
7. Teaching staff should prepare keep records of E-content like online videos lectures, e-books, e-journals etc.
8. College should conduct COVID 19 awareness program.
9. College should arrange national and international MOU for betterment of faculty and students exchange programs.
10. College should organise workshop/seminar for awareness of intellectual property rights.
11. College authority should maintain record of unused and outdated/scrap tangible assets and "out of use" label must be put up on it.

Summary:

In summary, the overall audit went fairly well with some issue concerning the notifications of teaching and non-teaching staff discussion. This discussion went well and it was clearly seen that the understanding acceptance of our Quality Management System is increasing.

This audit has demonstrated that everyone understand the quality management system is improving. We have also seen that there are things we can improve and commit to the continual improvement process.

Pankaj Pandagale
ISO 9001:2015 Internal Auditor
30 December, 2020



for [Signature]
Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

MINUTES OF MEETING ON 1.10.21

- Whole staff congratulated Dr. P.S. Kale for becoming I/C Principal.
- Dr. Shilpa Waghchoure became IQAC Head.
- Celebrations in the month of Oct. will be scheduled on 30.10.21 at 11am through online mode (Gandhi Jayanti, Dasehera, Vachan Prema Din & Eid-E-Milad).
- Dr. Bodke will be staff secretary & note down meeting minutes.
- We will follow blended teaching learning mode if college reopens after Diwali 2021.
- Third semester will commence immediately from 10.10.21
- Hassal-free work culture will be followed & nurtured assured by Principal.
- No major changes will be done at the moment.
- Mock test will be on 4.10.21
- Staff is advised to post the absent roll no.s for SEM. Exam immediately.
- Internship of 3rd SEM. Will start from second week of Oct.2021.
- Last Saturday of each month will be for the Celebrations of Events of each month.
- An online farewell will be arranged for Dr. Kamat, Dr. Patil & Mr. Sonawne very soon. Dr. Indira Shukla will be chairperson for the programme.
- Dr. Shilpa assured Dr. Kale to co-operate the college on behalf of

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for Dr. Kale
Principal
Gokhale Education Society's
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- Internal marks of assignment of Mr. Borse, repeater of DSM course will be sent soon to YCMOU. Staff is asked to check and send marks immediately.

- External audit will be done on 12.10.21

- Dr. Chavan gave information of Research Methodology course of Uni. of Mumbai, Dpt. Of Education. He suggested Ph.D. students to enroll for course. Students who will not be able to enroll , a separate course will be arranged for them college, he assured.

- DR. Gavit congratulated Dr. Kale and promised to complete all the tasks efficeiently on behalf of staff.

- Dr. Kale asked Dr. Chavan to update college website.

- Dr. Bodke concluded the meeting by highlighting meeting minutes and did vote of thanks.



Minutes Prepared by

Dr. Bodke Sandeep



ISO MR

Dr. Chavan C.



I/C Principal

Dr. Kale P.S



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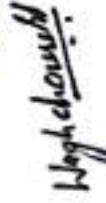
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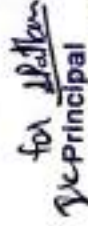
3)

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5)

6) Dr. Shilpa Waghelane



for 
I/C Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

Principal
Gokhale Education Society's
College of Education & Research,
Parel, Mumbai - 400 012.

ATTENDANCE SHEET

External Audit - ISO 9001:2015

Name and Address of the Institute

Gokhale Education Society's College of Education & Research, Parel, Mumbai

Date : 12-10-2021

Opening Meeting Time :

Closing Meeting Time :

Sr. No.	Name	Designation	Signature	
			Opening	Closing
1.	Dr. Prashant Kale	In-charge Principal & Associate Professor		
2.	Dr. Vinod Gavil	Associate Professor		
3.	Dr. Sangeeta Patkar	Assistant Professor		
4.	Dr. Chetan Chavan	Assistant Professor		
5.	Dr. Sandeep Bodke	Assistant Professor		
6.	Dr. Shilpa Waghchoure	Librarian		
7.	Mr. Sanyaji Sonawane	Head Clerk		
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for Principal
Principal

Gokhale Education Society's
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Parel, Mumbai 400 012

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Minutes of Management Review Meeting

Institute: Gokhale Education Society's College of Education & Research, Parel, Mumbai

Top management review the QMS, was held on 16/10/2021 after re-certification ISO 9001:2015 external audit conducted on 12/10/2021 by LA Mr. Sanjay M. Gimhavanekar, to ensure continuing suitability, adequacy, and effectiveness.

The management review is planned and carried out taking into consideration:

a) **The status of actions from previous management reviews;**

= Previous internal audit was conducted by Mr. Pankaj Pandagale on 30/09/2021 all suggestions were incorporated and adopted in QM, such as timely updating the QM.

b) **Changes in external and internal issues that are relevant to the quality management system including its strategic direction;**

= The most important external issue affected on quality management system is Covid-19 pandemic. Due to Covid-19 all internal issues were got impacted in its strategic direction. Classroom teaching learning system, examinations, assignments and practice teaching lessons of teacher trainees changed to online mode.

c) **Information on the quality performance, including trends and indicators for:**

1) **Nonconformities and corrective actions;**

The risk identification done. Due to Covid-19 adaptation of online work culture was major risk.

Corrective Action: All Covid - 19 protocol given by Ministry of Health, Government of India, UGC, Government of Maharashtra, University of Mumbai were implemented in college system and Covid appropriate behaviour were observed by all stakeholders of institution. Risk assessment done with proper discussion about Covid issues. College work resume through online mode.

2) **Monitoring and measurement results;**

Monitoring of teaching learning process were done by conducting frequent online staff meetings.

Measurement of results: Lectures were conducted through online free platform such as Google meet and Zoom. Students attendance were maintained in excel file.



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Delivery of notes done through google classroom and what's app. Students feedback analysis done to know the results.

3) audit results;

Audit results about online college work was good. Auditor suggested recording of online lectures and maintaining attendance of students.

4) Customer satisfaction;

Customer satisfaction were measured by taking students objective and subjective feedback through google form. It was quite encouraging for all faculty members.

5) Issues concerning external providers and other relevant interested parties;

Teachers and students were given orientation about delivery of online mode lecturing system. Parents were informing through PTA meeting.

6) Adequacy of resources required for maintaining an effective quality management system;

Every staff were provided with laptop by college administration.

7) Process performance and conformity of services;

The process of online education done effectively. Its confirm from PTA meeting, staff meetings and student's feedback.

d) The effectiveness of actions taken to address risks and opportunities

The action taken to address risk of online work were address effectively. The online learning opportunity and effective use of time for preparation of online resources such as google classroom, PPTs. Students internship was conducted online. Lesson guidance were given through online mode only.

e) New potential opportunities for continual improvement.

Making you-tube videos of lectures will be done. All staff will main tend attendance of all students in excel file. Effective use of technology will be done for continual improvement.

The outputs of the management review include decisions and actions related to:

a) Continual improvement opportunities;



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- Uniformity in keeping attendance records with excel file will be maintained.
- All teachers will record some online lectures and upload on you-tube.
- Students practice teaching lessons will be evaluated by recording and uploading on you-tube.
- Teaching reports will be maintained on monthly basis.
- Google meet and zoom online platform will be used to take lectures.
- Result analysis be done more elaborately.
- DSM records like attendance, feedback will be maintained.
- Service books, leave records & movement registered will be maintained in office.
- Layout chart, library utilization chart, location accession registered will be maintained in library.
- Books issue will be maintained in software (Soul 2.0)
- MRM conducted, minutes will be maintained.
- Risk assessment will be maintained with QM.

b) Any need for changes to the QMS, including resource needs.

Blended mode of learning will be continuing in future also. So all requirements for blended learning will be done in college itself.

GESCER retain documented information as evidence of the results of management Reviews.

Attendees of MRM:

1. Dr. Prashant Kale – I/c Principal *Prashant Kale*
2. Dr. Vinod Gavit - Associate Professor *Vinod Gavit*
3. Dr. Sangeeta Patkar - Assistant Professor *Sangeeta Patkar*
4. Dr. Chetan Chavan – MR *Chetan Chavan*
5. Dr. Sandeep Bodke - Assistant Professor *Sandeep Bodke*
6. Dr. Shilpa Waghchoure – Librarian & IQAC coordinator *Shilpa Waghchoure*
7. Mr. Sayaji Sonawane – Head Clerk *Sayaji Sonawane*
8. Mr. Kashinath Chaure – Senior Clerk *Kashinath Chaure*



Dr. Prashant Kale
Principal
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Audit Report For

Name of the Institute	Gokhale Education Society's College of Education & Research, Parel.
Communication details	Dr. Mr. Narendra Patil - Principal (Mob. No. 9323571590) Email Id : drnarendrappatil@gmail.com Dr. Mr. Chetan Chavan - M.R (Mob. 8879689094) Email Id : chetan7464@gmail.com
Zone	Mumbai
Audit Type	2 nd Surveillance Audit
Audit Date/s	23 rd January 2020
Audit Location / Address	Acharya Donde Vidyanagar, Gokhale Society Lane, Parel, Mumbai 400 012.
Scope as on Certificate.	As Attached
Audit Criteria	ISO 9001:2015.
Exclusion if any	CL. 8.3, 7.1.5
Next visit planned in	December 2020.
Next visit type of Audit	REC-CERTIFICATION AUDIT.

For, S & A Certifications

Sanjay M. Gimhavanekar

Mr. Sanjay M. Gimhavanekar
(LA ISO 9001:2015)
Email : gimhavanekar.sanjay@gmail.com
Mobile No. 9821631140

For, S & A Certifications

ofh
Principal

Gokhale Education Society's
College of Education & Research
Parel; Mumbai - 400 012.

Shrinivas Joshi
(Authorized Signatory)



Dr. Chetan Chavan
Principal

Gokhale Education Society's
College of Education & Research
Parel, Mumbai - 400 012.

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AUDIT OBSERVATIONS For

Name of the Institute	Gokhale Education Society's College of Education & Research, Parel.
Communication details	Dr. Mr. Narendra Patil – Principal (Mob. No. 9323571590) Email Id : drnarendrappatil@gmail.com Dr. Mr. Chetan Chavan – M.R (Mob. 8879689094) Email Id : chetan7464@gmail.com

Sr. No.	OBSERVATIONS
1.	<p>M.R. Dept. :</p> <ol style="list-style-type: none"> 1. Scope of certification need to be updated with Ph. D in the subject of education as the college has research centre and which was approved by University of Mumbai vide letter Th/ICD/2018-19/84 dtd. 26.09.2018. 2. Fulfillment of previous suggestions or any non-conformities if any, could not be verified as audit reports were not available with them neither any noting. 3. M.R. should be given internal audit training further, ISO awareness training for the entire staff is needed. 4. Risk Assessment was not maintained due to non-awareness of how to maintain it. Risk Analysis need to be maintained in the evaluative format showing types of issues, relevant parties affected, level of risk impact, opportunities/action taken along with level of impact and status showing volume of risk, if any. 5. Only one Internal audit was conducted on 3.1.2020 as against two internal audits defined in the manual due to non-awareness of this process. 6. Reference No. with respect to Research Cell (Ph. D Programme) procedures need to be defined and also such documented information need to be incorporated in the Master list of documented information. 7. MRM was not conducted due to non awareness of this process. Risk analysis points noted in MRM minutes should be incorporated from Risk Assessment Chart.
2	<p>Office, Library & Administration :</p> <p>A. Office :</p> <ol style="list-style-type: none"> 1. General Register is not maintained in the college since beginning for no specific reason but, it is advised to maintain as it is one of the most important records of the college. 2. Students record register need to be updated as many of times student's photographs were missing, educational and other relevant informations were missing. 3. Adequate no. of staff needs to be appointed for the college as some of the posts are still vacant which has not been approved and sanctioned byh the State Government but due to which many a times administrative work is disturbed in the college. 4. Service books need to be updated with latest entry of increment as per

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- Seventh Pay Commission pay sheet.
5. Leave records were not maintained in the muster book.
 6. Dead stock register was not maintained and updated regularly. Last entry was made in 2016.

7. Suppliers rating and evaluation was not done due to non-awareness.

B. Library Dept. :

1. Lay out chart need to be displayed in the library in big font and actual arrangement in the library.
2. Updated List of books need to be displayed in the library on the green board or in the prescribed sheet which should tally with the Accession register.
3. Location of books needs to be maintained, displayed on the respective cupboards, shelves for easy identification and traceability.
4. CCTV camera in the librarian cabin was not working and hence it was removed for repairing which is still pending for installation.
5. Sem II paper was pending for loading in the college website which should be updated periodically.
6. Library Rules were not maintained and displayed in the library.
8. OPAC system was not functional as the server was down and maintenance was pending.
9. Newspaper stand or section should be made available for the students at accessible place and students should be made aware of this facility.

3

ISPD :

1. Students feedback need to be maintained in the prescribed manner whereby less pages will require but most of the teachers feedback will be covered in one prescribed format. Further, feedback analysis was not done.
2. Checklist for monitoring of students performance could be of great help to have unique method of evaluation.

For, S & A Certifications

Sanjay M. Gimhavanekar

Mr. Sanjay M. Gimhavanekar
(LA ISO 9001:2015)
Email : gimhavanekar.sanjay@gmail.com
Mobile No. 9821631140

For, S & A Certifications

Shrinivas Joshi
Principal
Gokhale Education Society's
College of Education & Research
Parel, Mumbai, 400 012.

Shrinivas Joshi
(Authorized Signatory)



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AUDIT ATTENDANCE SHEET

Date: 23/01/2020

Client Name: Gokhale Education Society's

Audit type: 2ND Surveillance. Standard:- ISO 9001:2015,

S.N.	NAME	DESIGNATION	DEPARTMENT	SIGNATURES
01	Sanjay M. Gimhavanekar	Lead Auditor		<i>[Signature]</i>
02	Dr. Narendra P. Patil	Principal		<i>[Signature]</i>
03	Dr. Neela Kamat	Asst. Prof.		<i>[Signature]</i>
04	Dr. Sangeeta Patkar	Asst. Prof.	Examination	<i>[Signature]</i>
05	Dr. Chetan Chavan	Asst. Prof.	Admission	<i>[Signature]</i>
06	Dr. Sandeep B. Bedke	Asst. Prof.		
07	Shri. Mukund Sonawane	Head clerk	office	<i>[Signature]</i>
08	Shri. Kashinath Chaurse	Sr. clerk	office	<i>[Signature]</i>
09	Shri. H. D. Sawant	Lib. Attendant	Library	<i>[Signature]</i>
10	Shri. H. R. Yelve	Peon	office	<i>[Signature]</i>
11	Dr. Shilpa Waghchoure	Librarian	Library	<i>[Signature]</i>
12	Dr. Sandeep B. Bedke	Asst. Prof.	Examination	<i>[Signature]</i>
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Dr. for Patkar
Principal
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Internal Audit Report

Name of the Auditee

: Gokhale Education Society's College of Education and Research

Address of the Auditee

: 21, Gokhale Society lane, Parel, Mumbai - 400012.

Name of the Internal Auditor

: Pankaj Pandagale
Head, Assistant Professor, Dept. of Accountancy, Dr T K Tope college

Date of Internal Audit

: 3 January, 2020

Background :

On 3 January, 2019, we conducted internal audit for 2019-20. This Audit focused on ISO 9001:2015 corresponding sections of the quality manual pertaining to product realizations. For this audit there was 9 teaching and 4 non-teaching staff with 2, 3 & 4 floor audited. Additionally, the teaching and non-teaching staffs interviewed were asked to evaluate the audit process using questions.

Objectives:

The objectives of the audit, there were a number of finding observed in the processes and procedures outlined in the audit scope.

Audit Findings and Observations:

During the course of audit, there were a number of finding observed in the processes and procedures being audited.

1. College authority should register alumni association and parent teacher association.
2. College authority should arrange practical training to all staff members for use of fire extinguisher.
3. College authority should label all tangible assets and update stock registered.
4. Teaching staff should prepare E-content like online videos lectures, e-books, e-journals etc.
5. College should prepare syllabus delivery report.
6. College should arrange national and international MOU for betterment of faculty and students exchange programs.
7. College should organise workshop/seminar for awareness of intellectual property rights.
8. College authority should maintain record of unused and outdated/scrap tangible assets and "out of use" label must be put up on it.

Summary:

In summary the overall audit went fairly well with some issue concerning the notifications of teaching and non-teaching staff discussion. This discussion went well and it was clearly seen that the understanding acceptance of our Quality Management System is increasing. This audit has demonstrated that everyone understand the quality management system is improving. We have also seen that there are things we can improve and commit to the continual improvement process.



Pankaj Pandagale
ISO 9001:2015 Internal Auditor



for Principal

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10/12/2022

Research Advisory Committee

According to M.Phil/Ph.D. Regulations 2016_VCD_15 Dec. 2018, Circular No. Exam./Thesis/Univ./VCD/947 of 2018. Research Advisory Committee of our Ph.D. research center is as follows,

1. Dr. Prashant Kale – In-charge Principal
2. Dr. Chetan Chavan – In-charge Research Cell
3. Dr. Shilpa Waghchoure – Internal Subject Expert
4. Dr. Sanjay Nimbalkar – External Subject Expert
5. Dr. Sunayna Kadle - External Subject Expert



for Matter

Principal Dr. Prashant Kale
Gokhale Education Society's
College of Education, Parel, Mumbai
Research Centre

G E S 's College of Education and Research

Parel, Mumbai-12

Research is the backbone of academics. It simplifies concept building and transforms new ideas into innovations in pursuance of a new era of passion for researches. Each finding gives immense pleasure and multiplies enthusiasm towards achieving targets.

Our College has a Research Centre in Education affiliated to University of Mumbai since its inception.

The Research and Development Cell aims to nurture research culture in the College by promoting research in newly emerging and challenging areas of Education, Technology, Social Science and Humanities. It encourages the students and faculty to undertake the research in newly emerging frontier areas including multidisciplinary fields. This enhances the general research capability of budding researcher by way of participating in conferences, seminars, workshops, project competition, etc.

The Research and Development Cell is functioning with the following objectives:

- To create awareness and opportunities in Research and Development among the students & faculty and to create Research atmosphere in college.
- To create interest and atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registering Research.
- To motivate the faculty members of the group for Research activities in the area of their specialization.
- To encourage staff members and students to publish research papers for publishing in National and reputed International Conferences/Journals;
- To encourage faculty members for their professional growth;
- To undertake research activities and development projects offered by educational agencies.
- To assist the students to apply funding for conducting research under student project scheme to various funding agencies.



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- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.
- To facilitate the growth of research activity among the academic community, including developing mechanisms and targets to achieve this.
- To develop and coordinate strategies for maximizing the faculty's success in gaining external research funding.
- To maintain and disseminate current information about relevant research policy areas and initiatives in government, in the professions and in relevant industries, including external funding opportunities.
- To develop strategies to foster research collaborations within the faculty, across faculty and institutes, and with agencies outside the college.
- To work with various departments to establish and develop faculty research priorities on interdisciplinary areas.
- To interact with industry, government, professions and the wider community on all research matters promote faculty research activities to external stakeholders.
- To coordinate faculty level workshops and staff development activities on research-related issues.
- To maintain effective links with government departments, authorities, business, and commerce and industry organizations relevant to the college research activities.

In order to promote research and development activities, the college extends its full support to students/faculty/staff. The college encourages students, faculty and staff to participate in National/International Conferences, Training programme.

Research Advisory Committee and its functions:

1. College has a Research Advisory Committee, for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee.
2. This Committee have the following responsibilities:
 - 1.1 To review the research proposal and finalize the topic of research;



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- 1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- 1.3 To periodically review and assist in the progress of the research work of the research scholar.

A research scholar appears before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports to be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee records the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee recommends to the Institution/College with specific reasons for cancellation of the registration of the research scholar.



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