



Date: 15/06/2024

**Notice
(DC)**

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC will be held on 20 June 2024, at 10.00 a.m. in the Conference room. The following agenda will be discussed in the meeting.

Sr No	Agenda
1	Confirm the minutes of the previous meeting
2	Plan of Action for the implementation of NEP 2020 for FY classes
3	Implementation of new examination pattern as per NEP 2020
4	Preparation and approval of academic calendar for term-I
5	Orientation program for the new batch "Deeksharambh" (UG and PG)
6	Review of admission status of UG and PG classes.
7	NEP Committee formation
8	Time Table and Teaching plan
9	NEP awareness program under guidance of Mumbai University
10	Workshop on NEP implementation
11	Review of Departmental Academic and Administrative Audit outcomes (2024-25) and action plan for the current year
12	Discussion on finalization of Best practice
13	Introduction of soft skills and add on/ certificate courses
14	Budget Of Academic Year 2024-25
15	Discussion on mentor mentee program

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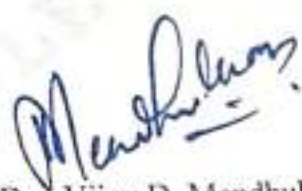
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|----|--------------------------------------------------------|
| 16 | To discuss about seminar/ workshop |
| 17 | Allotment of Class Teacher and mentors |
| 18 | Discussion on Parent teacher meet |
| 19 | Formation of committees and association |
| 20 | Cultural Event and Sport event |
| 21 | Fresher party 2024 |
| 22 | Appointment of Head of the department and coordinators |
| 23 | Slow Learner and Advanced learner |
| 24 | Discussion on publication of research paper |
| 25 | Date of the next meeting |
| 26 | Any Other matter |


Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC



**Minutes of the 1st Meeting of the IQAC for the Academic Year 2024-25****Meeting No. 1****Date: 20 June 2024****Time: 10.00 a.m.****Department/Committee : Internal Quality Assurance Cell (IQAC)**

The first meeting of the IQAC for the academic year 2024-25 was held on 20 June 2024 at 10:00 a.m. in the IQAC Room. The following members of the IQAC were present for the meeting:

Sr. No.	Agenda	Resolution
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous meeting were read by Dr. Prakash Bhadane, IQAC Coordinator, and were confirmed and approved unanimously by all members.
2	Plan of Action for Implementation of NEP 2020 for FY Classes	The University of Mumbai has implemented NEP 2020 for undergraduate programs from the academic year 2024-25. It was resolved to implement the Plan of Action as per NEP 2020 guidelines from the current academic year.
3	Formation of NEP Committee	It was resolved to constitute a NEP Committee to supervise, coordinate, and monitor all NEP-related activities and ensure effective implementation at the institutional level.
4	Implementation of New Examination Pattern as per NEP 2020	It was resolved to adopt and follow the University of Mumbai's prescribed examination pattern for First-Year (FY) classes in accordance with NEP 2020.
5	Preparation and Approval of Academic Calendar for Term-I	It was resolved that the Academic Calendar for Term-I shall be prepared in consultation with Heads of Departments and Course Coordinators and submitted for approval by the Principal.
6	Orientation Program for the New Batch "Deeksharambh" (UG and PG)	It was resolved to organize the Orientation Program "Deeksharambh" for new Undergraduate and Postgraduate students on 14 August 2025 to acquaint them with the institutional values and academic environment.



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7	Review of Admission Status for UG and PG Classes	The admission status for UG and PG programs was reviewed. It was resolved to take proactive measures to fill the remaining vacant seats through appropriate counseling and publicity.
8	Preparation of Time Table and Teaching Plan	It was resolved that the Time Table Committee shall prepare the regular time table and workload distribution by the end of June 2025, ensuring optimal utilization of resources.
9	NEP Awareness Program under the Guidance of University of Mumbai	It was resolved to organize an NEP Awareness Program on 3rd and 4th July 2024 in collaboration with the University of Mumbai to sensitize faculty and students regarding the key features of NEP 2020.
10	Workshop on NEP Implementation	It was resolved to conduct a Faculty Development Workshop focused on the implementation strategies and best practices of NEP 2020.
11	Departmental Academic and Administrative Audit (2024-25)	The Academic and Administrative Audit Report (AAA) was reviewed, and it was resolved to implement the suggested improvements within the current academic year.
12	Finalization of Best Practices	It was resolved to finalize two institutional best practices: (1) <i>Ray of Hope: Improve Literacy Level from Campus to Community</i> and (2) <i>Learning Beyond the Classroom</i> to be implemented, documented, and submitted for the academic year 2024-25.
13	Introduction of Soft Skill and Add-on/Certificate Courses	It was resolved to introduce soft skill development, add-on, and certificate courses relevant to employability and industry requirements for students.
14	Preparation of Budget for Academic Year 2024-25	It was resolved that the Budget Committee will prepare and present the academic budget for the year 2024-25 for review and approval by the Principal.
15	Organization of Seminars and Workshops	It was resolved that each department shall organize at least one seminar or workshop during the academic year to promote academic enrichment among faculty and students.



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16	Allotment of Class Teachers and Mentors	It was resolved that Dr. Prakash Bhadane will prepare and finalize the list of class teachers and mentors for each class to monitor student attendance, performance, and academic progress, which will be reviewed and approved by the Principal.
17	Parent-Teacher Meetings (PTM)	It was resolved to conduct Parent-Teacher Meetings regularly. The PTM Committee will prepare a schedule to ensure timely communication with parents regarding student progress.
18	Formation of Committees and Associations	It was resolved that Dr. Prakash Bhadane will prepare the list of committees and student associations, which will be reviewed and approved by the Principal.
19	Cultural and Sports Events	It was resolved to organize a minimum of cultural events <i>Spandan</i> and two sports events <i>KLESTARS</i> on 11-01-2025 and <i>SPORTKLES</i> on 01-03-2025 during the academic year to encourage holistic student development.
20	Fresher's Party 2024	It was resolved that the Cultural Committee and Student Council will jointly organize a Fresher's Party on 23 August 2025 to welcome the new batch of students.
21	Appointment of Heads of Departments and Coordinators	It was resolved to finalize and publish the list of Heads of Departments (HODs) and Course Coordinators for the academic year 2025-26 with the approval of the Principal.
22	Identification of Slow and Advanced Learners	It was resolved that subject teachers shall identify slow learners and advanced learners based on academic performance and design suitable remedial and enrichment programs for them.
23	Publication of Research Papers	It was resolved to encourage faculty members and students to publish research papers in peer-reviewed journals and to present papers at national and international conferences.
24	Date of the Next Meeting	It was resolved that the next IQAC meeting will be scheduled shortly, and the exact date will be communicated to all members in due course.



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25	Any Other Matter	No other matter was discussed during the meeting.
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Proposed by: Asst Prof Swapnali Kadge

Seconded by: Asst Prof. Tanushree P

With no other subjects for consideration, the meeting was concluded with a vote of thanks to the chair and other members by the IQAC coordinator, Dr. Prakash Bhadane.


Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC




Action Taken Report (ATR)

1. The minutes of the previous meeting were confirmed and recorded.
2. The Plan of Action was implemented as per University of Mumbai NEP 2020 guidelines for FY classes.
3. NEP Committee was formed to coordinate and monitor NEP-related activities.
4. The new examination pattern prescribed by the University was adopted for FY classes.
5. The Academic Calendar for Term-I was prepared and approved by the Principal.
6. The Orientation Program "Deeksharambh" was successfully organized on 14 August 2025 for new UG and PG students.
7. Admission review was conducted, and vacant seats were filled through counseling and publicity.
8. The Time Table Committee prepared and circulated the regular timetable and workload distribution by June 2025.
9. NEP Awareness Program was organized on 3rd and 4th July 2024 in collaboration with the University of Mumbai.
10. A workshop on NEP implementation strategies was conducted.
11. Academic and Administrative Audit was completed, and departments implemented suggested improvements.
12. Two institutional best practices—"Ray of Hope: Improve Literacy Level from Campus to Community" and "Learning Beyond the Classroom"—were implemented and documented.
13. Soft skill development and certificate courses were introduced to enhance employability.
14. The academic budget for 2024-25 was prepared and approved by the Principal.
15. Departments organized seminars and workshops to promote academic enrichment.
16. Class teachers and mentors were appointed, and student monitoring was initiated.

17. Parent-Teacher Meetings were conducted regularly, and feedback was collected.
18. Institutional committees and student associations were formed and approved by the Principal.
19. Cultural event *Spandan* was organized, and sports events *KLESTARS* were held on **11-01-2025** and *SPORTKLES* on **01-03-2025** successfully.
20. Fresher's Party was organized on 23 August 2025 to welcome new students.
21. The list of Heads of Departments and Course Coordinators for 2025-26 was finalized and published.
22. Slow and advanced learners were identified, and remedial and enrichment programs were conducted.
23. Faculty and students published research papers in peer-reviewed journals and conferences.
24. The next IQAC meeting was scheduled, and members were notified.


Dr. Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC




Date: 18/11/2023

**Notice
(DC)**

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC will be held on **21/11/2024, at 10.00 a.m.** in the Conference room. The following agenda will be discussed in the meeting.

Sr No	Agenda
1	Confirm the minutes of the previous meeting
2	Avishkar 2024
3	AQAR 2024
4	Planning of Conference on Robotics and AI
5	Guest lecture series for final year students before the end semester exam
6	Planning of long industrial visit
7	Extension of Infrastructure for IT and Chemistry PG Lab
8	Date of the next meeting
9	Any Other matter


Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC



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Ph:8828979594 Web: <https://klesccmumbai.edu.in> E-mail: klekalamboli@gmail.com**INTERNAL QUALITY ASSURANCE CELL (IQAC)****Minutes of the 1st Meeting of the IQAC for the Academic Year 2024-25**

Meeting No. 2

Date:21/11/2024

Time: 10.00 a.m.

Department/Committee : Internal Quality Assurance Cell (IQAC)

The first meeting of the IQAC for the academic year 2024-25 was held on 21/11/2024 at 10:00 a.m. in the IQAC Room. The following members of the IQAC were present for the meeting:

Sr. No.	Agenda	Resolution
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous meeting were read by Dr. Prakash Bhadane, IQAC Coordinator, and were confirmed and approved unanimously by all members.
2	Avishkar 2024	It was resolved that members under Criterion 3 will coordinate and conduct the 19th Avishkar Inter-Collegiate Research Convention 2024-25. The Zonal Round of the University of Mumbai will be held on 9th December 2024 at the institute campus.
3	Annual Quality Assurance Report (AQAR) 2024	It was resolved that all departments must submit the required data, documents, and supporting evidence for the preparation of the Annual Quality Assurance Report (AQAR) 2024 within the stipulated timeline. The IQAC Coordinator will compile, verify, and finalize the AQAR for submission to NAAC before the due date.
4	Planning of National Conference on Robotics and Artificial Intelligence	It was resolved that the Department of Information Technology, in collaboration with the IQAC, will organize a National-Level Conference on <i>Robotics and Artificial Intelligence</i> on 7th March 2025. A Conference Committee will be constituted to plan, coordinate, and execute all activities, including sponsorship, publicity, and publication of conference proceedings.
5	Guest Lecture Series for Final-Year Students (Pre-End Semester Examination)	It was resolved that all departments shall organize a series of expert lectures for final-year students prior to the end-semester examinations to enhance their subject understanding, examination preparedness, and career readiness.





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6	Planning of Long Industrial Visit	It was resolved to organize a long industrial visit for students to provide practical exposure and industry interaction. The Industrial Visit Committee will finalize the itinerary, obtain necessary permissions, and ensure student safety and discipline during the visit. The proposed visit is scheduled from 21st January to 29th January 2025.
7	Extension of Infrastructure for IT and Chemistry PG Laboratories	It was resolved that new Postgraduate Laboratories for Chemistry and Information Technology shall be developed and made functional within the current academic year to support enhanced learning and research activities.
8	Date of the Next Meeting	It was resolved that the next IQAC meeting will be scheduled shortly. The date and agenda will be communicated to all members in due course.
9	Any Other Matter	No other matter was discussed.

Proposed by: Asst Prof. Mruthula Nair

Seconded by: Asst Prof. Dr Kumidini Aher

With no other subjects for consideration, the meeting was concluded with a vote of thanks to the chair and other members by the IQAC coordinator, Dr. Prakash Bhadane.



Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC

Action Taken Report (ATR)

1. The minutes of the previous meeting were read and confirmed. The approved copy has been filed in the IQAC records.
2. The 19th Avishkar Inter-Collegiate Research Convention 2024-25 (Zonal Round) was successfully conducted on 9th December 2024 from 8:00 a.m. to 5:00 p.m. at the institute campus. A total of 321 projects and 273 participants were present.
3. All departments submitted the required data and documents for the Annual Quality Assurance Report (AQAR) 2024. The report was compiled, verified, and submitted to NAAC on time.
4. The National Conference on *Robotics and Artificial Intelligence* was successfully conducted on 7th March 2025. Some selected papers were published in the *International Journal of Scientific Research and Engineering Development* (ISSN: 2581-7175).
5. Expert lectures were organized by all departments for final-year students before the end-semester examinations to improve subject understanding and exam preparation.
6. A long industrial visit was organized from 21st January to 29th January 2025. Students gained practical exposure and interacted with industry professionals. All safety measures were properly followed.
7. Work for developing new Postgraduate Laboratories for Chemistry and Information Technology has started and will be completed within this academic year.


Dr. Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC

Date: 22/01/2025

**Notice
(DC)**

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC will be held on **27/01/2025**, at 10.00 a.m. in the Conference room. The following agenda will be discussed in the meeting.

Sr No	Agenda
1	Confirm the minutes of the previous meeting
2	Review of Term -2 academic planning
3	Planning to organise PDF for Non teaching
4	Planning to organise FDP for teaching
4	Conduction of green Audit
5	Conduction of Energy Audit
6	Conduction of Gender Audit
7	Conduction of Academic Audit
8	Planning of annual Fest- Spandan
9	Planning of sports fest
10	Date of the next meeting
11	Any Other matter


Dr Prakash Bhadane
 Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
 Principal and Chairperson IQAC



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Web: <https://klesccmumbai.edu.in>E-mail: klekamboli@gmail.com**INTERNAL QUALITY ASSURANCE CELL (IQAC)****Minutes of the 1st Meeting of the IQAC for the Academic Year 2024-25****Meeting No. 3****Date: 27/01/2025****Time: 10.00 a.m.****Department/Committee : Internal Quality Assurance Cell (IQAC)**

The first meeting of the IQAC for the academic year 2024-25 was held on **27/01/2025** at **10:00 a.m.** in the IQAC Room. The following members of the IQAC were present for the meeting:

Sr. No.	Agenda Item	Resolution
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous IQAC meeting were read by Dr. Prakash Bhadane, IQAC Coordinator , and were confirmed and approved unanimously by all members.
2	Term-II Academic Planning	It was resolved that all departments shall prepare and submit their academic and activity plans for Term-II in alignment with the institutional academic calendar. The consolidated plan will be finalized by IQAC.
3	Professional Development Program (PDP) for Non-Teaching Staff	It was resolved to organize a One-Week PDP on <i>Basic Computer Skills</i> for non-teaching staff from 20th January 2025 to 25th January 2025 . The IQAC will coordinate the schedule and resource persons.
4	Faculty Development Program (FDP) for Teaching Staff	It was resolved to conduct a FDP on <i>Practical Aspects of ICT Tools</i> from 21st April 2025 to 26th April 2025 , organized in collaboration with IQAC.
5	Conduction of Green Audit	It was resolved that Criterion VII Committee shall contact a government-authorized auditor and complete the Green Audit.
6	Conduction of Energy Audit	It was resolved that Criterion VII Committee shall contact a government-authorized auditor and complete



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		the Energy Audit.
7	Conduction of Gender Audit	It was resolved that Criterion VII Committee shall engage a qualified auditor and complete the Gender Audit.
8	Conduction of Academic and Administrative Audit	It was resolved that IQAC will prepare the schedule and conduct Academic and Administrative Audits with internal and external auditors in April 2025 .
9	Annual Cultural Fest "Spandan"	It was resolved to organize the Annual Cultural Fest "Spandan" on 24th December 2024 .
10	Annual Sports Events	It was resolved to organize KLESTARS on 11th January 2025 and SPORTKLES on 1st March 2025 .
11	Date of the Next Meeting	It was resolved that the next IQAC meeting will be scheduled shortly, and the date and agenda will be communicated to all members in advance.
12	Any Other Matter	No other matter was discussed during the meeting.

Proposed by: Asst Prof Rajashree Bhorkhade**Seconded by: Dr. Richa Singh**

With no other subjects for consideration, the meeting was concluded with a vote of thanks to the chair and other members by the IQAC coordinator, Dr. Prakash Bhadane.


Dr. Prakash Bhadane
 Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
 Principal and Chairperson IQAC



Action Taken Report (ATR)

1. The minutes of the previous IQAC meeting were recorded in the official register and formally approved by all IQAC member
2. All departments submitted their Term-II academic and activity plans. The IQAC consolidated and finalized the plans, which were communicated to all departments.
3. The One-Week Professional Development Program (PDP) on Basic Computer Skills for non-teaching staff was successfully conducted from 20th January 2025 to 25th January 2025. Attendance was recorded, and feedback was collected for future improvements.
4. The Faculty Development Program (FDP) on Practical Aspects of ICT Tools was successfully conducted from 21st April 2025 to 26th April 2025. Certificates were awarded to all participating faculty members.
5. The Green Audit was completed by the authorized auditor M/s. Saur Engineers & Consultants Pvt. Ltd. from 6th March 2025 to 17th March 2025. The report was submitted, and recommended actions for waste management, energy conservation, and green initiatives were implemented.
6. The Energy Audit was conducted by M/s. Saur Engineers & Consultants Pvt. Ltd. from 6th March 2025 to 17th March 2025. Recommendations regarding energy efficiency, electricity consumption, and the use of renewable energy were successfully implemented.
7. The Gender Audit was completed. Recommendations for enhancing campus safety, inclusivity, and gender awareness programs were implemented by the respective departments.
8. Academic and Administrative Audits were conducted on 28th April 2025 with internal and external auditors. Feedback was communicated to all departments, and corrective measures were implemented to improve academic and administrative processes.
9. The Annual Cultural Fest "Spandan" was conducted on 24th December 2024, including competitions, performances, and active participation from students and faculty.
10. The sports events KLESTARS and SPORTKLES were successfully conducted on 11th January 2025 and 1st March 2025, respectively. Awards and recognition were given to all



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11. The next IQAC meeting was scheduled, and all members were notified on [Insert Notification Date].


Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr.) Vijay D. Mendhulkar
Principal and Chairperson IQAC





Date: 011/04/2025

**Notice
(DC)**

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the IQAC will be held on **05 April 2025, at 10.00 a.m.** in the Conference room. The following agenda will be discussed in the meeting.

- | Sr No | Agenda |
|-------|----------------------------------------------------------------|
| 1 | Confirm the minutes of the previous meeting |
| 2 | Appling for 2F to ugc |
| 3 | Applying of new course to university -B,Sc. Hospitality Course |
| 4 | Planning for improvement of admission for next academic year |
| 5 | Extension of infrastructure- new lab , Class rooms |
| 6 | Farewell party-12th April 2025 |
| 7 | Date of the next meeting |
| 8 | Any Other matter |


Dr Prakash Bhadane
Coordinator IQAC


Prof. (Dr) Vijay D. Mendhulkar
Principal and Chairperson IQAC



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Web: <https://klessccmumbai.edu.in>E-mail: klekalamboli@gmail.com**INTERNAL QUALITY ASSURANCE CELL (IQAC)****Minutes of the 1st Meeting of the IQAC for the Academic Year 2024-25**

Meeting No. 4

Date:05/04/2025

Time: 10.00 a.m.

Department/Committee : Internal Quality Assurance Cell (IQAC)

The first meeting of the IQAC for the academic year 2024-25 was held on 05/04/2025 at 10:00 a.m. in the IQAC Room. The following members of the IQAC were present for the meeting:

Sr. No.	Agenda	Resolution
1	Confirmation of Minutes of the Previous Meeting	The minutes of the previous meeting were read by Dr. Prakash Bhadane, IQAC Coordinator, and were confirmed and approved unanimously by all members.
2	Applying for Recognition to UGC 2(f)	It was resolved that the college shall apply for UGC 2(f) recognition. Dr. Prakash Bhadane, IQAC Coordinator, will initiate the process, prepare the necessary documents, and complete the submission within the stipulated timeline.
3	Applying for a New Course – B.Sc. in Hospitality	It was resolved to apply to the University of Mumbai for the introduction of a new undergraduate course, B.Sc. in Hospitality . The proposal and required documents will be prepared and submitted to the University for approval.
4	Planning for Improvement of Admissions for the Next Academic Year	It was resolved that all departments will undertake promotional activities such as outreach programs, career guidance sessions, and social media campaigns to improve student admissions for the academic year 2025-26.
5	Farewell Party – 12th April 2025	It was resolved that a farewell party for final-year students will be organized on 12th April 2025 . The Cultural Committee and Student Council will plan and coordinate the event in consultation with respective departments.
6	Date of the Next Meeting	It was resolved that the date of the next meeting will be decided and communicated to all members in due course.
7	Any Other Matter	No other matter was discussed.





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Proposed by: Asst Prof Dr. Rani Patil

Seconded by: Asst Prof Swapnali Kadge

With no other subjects for consideration, the meeting was concluded with a vote of thanks to the chair and other members by the IQAC coordinator, Dr. Prakash Bhadane.


Dr. Prakash Bhadane
Coordinator IQAC


Prof. (Dr) Vijay D. Mendhulkar
Principal and Chairperson IQAC



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Action Taken Report (ATR)

1. The minutes of the previous meeting were read, confirmed, and duly filed in the IQAC records.
2. The process for applying for UGC 2(f) recognition has been initiated, and the necessary documents are being prepared and submitted to the University of Mumbai.
3. The proposal and documents for introducing the new **B.Sc. in Hospitality** course have been prepared and submitted to the University of Mumbai for approval.
4. Departments have begun promotional activities, including outreach programs, career guidance sessions, and social media campaigns, to improve admissions for the academic year 2025-26.
5. The farewell party for final-year students was conducted on 12th April 2025. The Cultural Committee and Student Council planned and coordinated the event.

Dr Prakash Bhadane
Coordinator IQAC

Prof. (Dr) Vijay D. Mendhulkar
Principal and Chairperson IQAC