



Cosmopolitan's

Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben Chhaganlal College of Arts
D.N. Nagar, Andheri (West), Mumbai – 400 053

IQAC MEETING

AGENDA

Meeting of the IQAC Members will be on Saturday, 31st August 2024 in the Conference Room at 11:00 AM

1. To read and confirm the minutes of the previous IQAC Meeting held in the academic year 2023-24.
2. Introduction of the IQAC members for the year 2024-25
3. To finalize the Academic Plan for the Academic Year 2024-25.
4. To discuss the status of the Submission of Teaching Plans by all faculty members.
5. To discuss the status of the preparedness for the Academic and Administrative Audit for the Academic Year 2022-23 and 2023-24.
6. To discuss the events planned by IQAC for the Academic year 2024-25.
7. To discuss and orient the team about the new 10-point metric binary system for NAAC.
8. To introduce members to the new systems and processes initiated for an efficient tracking of documentation
9. To discuss preparedness and way ahead to carry out the process of Autonomy for the institute.
10. To discuss the record keeping mechanism for activities and events conducted in the college.
11. To have a repository drive for maintaining personal documents and achievements of faculty members
12. Requirement of one laptop has been passed in the CDC. A blue tooth speaker with a microphone and a projector (permanently fixed) are required for guest sessions in IQAC room
13. Any other matter with the permission of the chair.

IQAC Coordinator



Cosmopolitans
Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben
Chhaganlal College of Arts

IQAC Minutes

Following are the minutes of the meeting if IQAC meeting held on 31st August 2024 in the conference room. Following members were present for the meeting

Chairperson of IQAC, I/C Principal	Dr. (Ms.) Bageshree P.B. Bandekar	B.B. Bandekar
Teachers Representative	Mr. Arvind A Panchal	Arvind Panchal
Teachers Representative	Ms. Rajlaxmi Nayak	Rajlaxmi Nayak
Teachers Representative	Mr. Ankit Bandal	Ankit Bandal
Teachers Representative	Mr. Vijendra Gupta	Vijendra Gupta
Teachers Representative	Dr.(Mrs.) Neena Nair	Neena Nair
Teachers Representative	Mr. Amin Mirza	Amin Mirza
Teachers Representative	Ms. Ifa Khan	Ifa Khan
Teachers Representative	Ms. Aarti Patkar	
Teachers Representative	Ms. Apeksha Chitari	Apeksha Chitari
Teachers Representative	Ms. Anchal Jain	Anchal Jain
Teachers Representative	Ms. Mrudula Songire	Mrudula Songire
Teachers Representative	Ms. Kiran Gupta	Kiran Gupta
Member from Management	Mr. Bharat Valia	Bharat Valia
Member from Management	Mr. Ajit Balan	Ajit Balan
Senior Administrative Officer	Ms. Reema Talekar	Reema Talekar
Administrative Staff	Mr. Gaurav H Bolar	Gaurav H Bolar
Students Representative	Mr. Jayesh Kirtane	Jayesh Kirtane
Students Representative	Ms. Rubina Ansari	Rubina Ansari
Alumni Representative	Ms. Jermin Shaikh	Jermin Shaikh
Employers Nominee	Ms. Yashashree Datar	
Industrialist Nominee	CA. Sujit Tiwari	
Stakeholders Nominee	Mrs. Sakshi Sane B	Sakshi Sane B
IQAC Coordinator	Dr. (Mrs) Seema Waghela	Seema Waghela
IQAC Assistant Coordinator	Mr. Vighnesh Shaji	Vighnesh Shaji

IQAC

Minutes of the meeting held on 31st August 2024 in the conference room of the college.

Chairperson of IQAC, I/C Principal Dr. Bageshree Bandekar, Vice-President of Cosmopolitan Education Society, Shri Bharat Valia Sir and Hon. Secretary Mr. Ajit Balan presided over the meeting.

1. The meeting commenced with the IQAC Coordinator welcoming the members to the first IQAC meeting for the academic year 2024-25.
2. The minutes of the previous meeting held on 29th April 2024 were read and confirmed.
3. The status of the teaching plans was reviewed. It was confirmed that teaching plans for both the Aided and Self-Finance Sections had been received by IQAC. The Chairperson directed IQAC to issue a notice to all faculty members to obtain student signatures on the teaching plans for June, July, and August.
4. The preparedness for the Academic Audit for the academic years 2022-23 and 2023-24 was discussed. Data collection for the year 2022-23 was completed, and the data collection and verification for the year 2023-24 were ongoing. It was concluded that this process would be completed by the first week of September, and an external committee could be invited for the audit after the Ganpati Break.
5. The upcoming events under IQAC for the academic year 2024-25 were reviewed. Three sessions had already been conducted: FY Orientation Session, Understanding the Union Budget for Staff, and a Separate Session for Students. Additionally, IQAC plans to conduct a Counselling Session in collaboration with Valia Well Being Centre and an International/National Research Conference in collaboration with the Research Cell.
6. The IQAC Coordinator provided a brief on the 10-point metrics under the new Binary System of accreditation by NAAC. It was decided that a separate meeting should be organized with the entire IQAC team to orient them to the new 10-point metric system.
7. A digital system for tracking documentation was implemented to maintain a monthly record of events and their documentation status for IQAC purposes. Members were requested to ensure that respective committee members fill in the documentation sheet at least 2 days prior to each event.
8. To ensure the availability of digital copies of documents for all events, members were reminded to upload all necessary and relevant documents within two days of the event's conduction to facilitate smooth and efficient data collection.

9. A digital repository for staff documents was created to ensure a centralized location for all necessary documents related to staff. This new system replaces the previously used physical file system, which could not be updated regularly.

10. The need for a fixed projector, Bluetooth speaker, and microphone for the numerous events conducted in the IQAC room was discussed and confirmed.

11. The Chairperson instructed IQAC to work on gathering feedback from various stakeholders and to develop a Performance Appraisal Form for the staff.

12. The student representative inquired about the status of a seating area near the Canteen. Bharat Sir assured that the seating area would be constructed and ready for use within a month.

13. The meeting concluded with expressions of gratitude extended to the Chairperson and governing members for their guidance and support.



Dr. Seema Waghela

IQAC Coordinator



Cosmopolitan's
Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben
Chhaganlal College of Arts
D.N. Nagar, Andheri (West), Mumbai – 400 053

IQAC MEETING

AGENDA

Meeting of the IQAC Members will be held on Tuesday, 22nd October 2024 in the Conference Room at 11:30 AM

To review and confirm the minutes of the previous IQAC meeting held on 31st August 2024.

1. To briefly discuss the conduct of the Academic and Administrative Audit for 2022-23 and 2023-24, along with the observations and recommendations received.
2. To provide an update on the activities conducted so far as per the academic calendar for the year.
3. To update on the upcoming activities as per the academic calendar.
4. To share updates regarding the status of student reviewed teaching plan.
5. To inform about the student feedback being collected for SY students.
6. To brief the members on the updates made regarding uploading various audits, IQAC minutes on the college website.
7. To update regarding upcoming National Conference, organized in collaboration with the Research Cell of the college.
8. To update on the tracking of documentation and the designated team members responsible for this task.
9. To share updates regarding the session on the sensitization for Autonomy process conducted for teaching and non-teaching staff.
10. To inform about the work completed under IQAC so far.
11. To formulate the staff appraisal form for the year 2024-25.
12. To address any other matters with the permission of the chair.

IQAC Coordinator



Cosmopolitans
Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben
Chhaganlal College of Arts

IQAC Minutes

Following are the minutes of the meeting of the IQAC meeting held on 22nd October 2024 in the conference room. Following members were present for the meeting

Chairperson of IQAC, I/C Principal	Dr. (Ms.) Bageshree P.B. Bandekar	<i>P.B. Bandekar</i>
Teachers Representative	Mr. Arvind A Panchal	<i>A. Panchal</i>
Teachers Representative	Ms. Rajlaxmi Nayak	<i>Rajlaxmi Nayak</i>
Teachers Representative	Mr. Ankit Bandal	<i>Ankit Bandal</i>
Teachers Representative	Mr. Vijendra Gupta	<i>Vijendra Gupta</i>
Teachers Representative	Dr.(Mrs.) Neena Nair	<i>Neena Nair</i>
Teachers Representative	Mr. Amin Mirza	<i>Amin Mirza</i>
Teachers Representative	Ms. Ifa Khan	<i>Ifa Khan</i>
Teachers Representative	Ms. Aarti Patkar	
Teachers Representative	Ms. Apeksha Chitari	<i>A. C. Chitari</i>
Teachers Representative	Ms. Anchal Jain	<i>Anchal Jain</i>
Teachers Representative	Ms. Mrudula Songire	<i>Mrudula Songire</i>
Teachers Representative	Ms. Kiran Gupta	<i>Kiran Gupta</i>
Member from Management	Mr. Bharat Valia	<i>Bharat Valia</i>
Member from Management	Mr. Ajit Balan	<i>Ajit Balan</i>
Invited Member from Management	Mrs. Alka Valia	<i>Alka P. Valia</i>
Senior Administrative Officer	Ms. Reema Talekar	<i>Reema Talekar</i>
Administrative Staff	Mr. Gaurav H Bolar	<i>Gaurav H Bolar</i>
Students Representative	Mr. Jayesh Kirtane	<i>Jayesh Kirtane</i>
Students Representative	Ms. Rubina Ansari	
Alumni Representative	Ms. Jermin Shaikh	<i>Jermin Shaikh</i>
Employers Nominee	Ms. Yashashree Datar	<i>Yashashree Datar</i>
Industrialist Nominee	CA. Sujit Tiwari	
Stakeholders Nominee	Mrs. Sakshi Sane B	
IQAC Coordinator	Dr. (Mrs) Seema Waghela	<i>Seema Waghela</i>
IQAC Assistant Coordinator	Mr. Vighnesh Shaji	<i>Vighnesh Shaji</i>

IQAC

Minutes of the meeting held on 22nd October 2024 in the conference room of the college. Chairperson of IQAC, I/C Principal Dr. Bageshree Bandekar, Vice-President of Cosmopolitan Education Society, Shri Bharat Valia Sir and Hon. Secretary Mr. Ajit Balan and Management Representative Ms. Alka Valia presided over the meeting.

1. The meeting commenced with the IQAC Coordinator, Dr. Seema Waghela, welcoming the members to the second IQAC meeting of the academic year 2024-25.
2. The minutes of the previous meeting held on 31st August 2024 were read aloud and confirmed by the committee.
3. Mr. Ajit Balan proposed potential methods for conducting staff appraisals for the Self-Financed Section faculty. Further discussions are planned to finalize the structure and implementation.
4. A total of 48 activities were conducted between 31st August and 21st October 2024. The highlights and outcomes of these activities were presented and updated to the committee.
5. Upcoming events scheduled for November and December 2024 were discussed and reviewed. Specific timelines and responsibilities were assigned to ensure smooth execution.
6. The status of the teaching plans was reviewed. It was confirmed that student-reviewed teaching plans were collected in accordance with established protocols.
7. Vice-Principal Ms. Rajlaxmi Nayak informed the committee that feedback collection for SY students would be initiated. The forms will remain open until the Diwali break to ensure maximum participation.
8. Certificates from the audit reports are yet to be uploaded to the college website. The Academic and Administrative Audit (AAA) reports for 2022-23 and 2023-24 are still pending. The IQAC Coordinator assured that these would be uploaded as soon as the reports are received.
9. The documentation tracking system under the IQAC was discussed. It was confirmed that designated members are regularly overseeing document tracking processes and updating it as required.
10. The IQAC organized two sessions on the autonomy process:
 - On **19th October 2024**, by Prof. Smruti Nanavaty, Vice-Principal, UPG College.
 - On **21st October 2024**, by Dr. Vinay Bhole, Principal, M.L. Dahanukar College.Both sessions provided valuable insights into the autonomy process and its requirements.
11. Between 31st August and 21st October 2024, the IQAC successfully organized six events aimed at enhancing academic and institutional quality:
 - **IQAC Documentation Orientation Session**: Provided staff with an understanding of systems in place for documentation tracking.
 - **'Dealing With Relationships'**: A session on fostering healthier relationships, conducted by Psychotherapist Ms. Anuja Anil Tilak.
 - **'Session on Exam Orientation'**: Conducted in collaboration with UMIC to equip staff members with necessary information for efficiently conducting examinations and minimizing unfair means cases.

- **‘Session on IPR and its Challenges to Higher Education’**: Organized in collaboration with the Library and Research Cell. Dr. Hema P. Mehta led the session, offering valuable insights into intellectual property rights.
 - **Session on Autonomy Sensitization For Management and Senior Staff**: Conducted by Prof. Smruti Nanavaty for management and senior faculty, providing insights on preparing for autonomy.
 - **Session on Autonomy Sensitization**: Conducted by Dr. Vinay Bhole for all staff members to familiarize them with the autonomy process.
12. The Academic and Administrative Audit (AAA) for 2022-23 and 2023-24 was conducted on **10th October 2024** by a committee comprising:
- Dr. Meeta Seta, I/C Principal, Patuk Gala College
 - Dr. Deepti Sadvelkar, I/C Principal, Shree L.R. Tiwari Degree College
 - Mr. Vaqar Bubere, IQAC Coordinator, Thakur Ramnarayan College of Arts and Commerce
- The final report from the audit committee is pending, and the IQAC is following up to ensure its early receipt.
13. The IQAC will work on formulating a comprehensive Staff Appraisal Form, as discussed in earlier meetings. This will ensure a transparent and effective evaluation of faculty members.
14. The meeting concluded with expressions of gratitude to the Chairperson and governing members for their invaluable guidance and continued support.



Dr. Seema Waghela

IQAC Coordinator



Cosmopolitan's
Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben Chhaganlal
College of Arts
D.N. Nagar, Andheri (West), Mumbai – 400 053

IQAC MEETING AGENDA

**Meeting of the IQAC Members will be on Thursday, 16th January 2025 in the
Conference Room at 10:00 AM**

1. To review and confirm the minutes of the previous IQAC Meeting held on 22nd October 2024.
2. To briefly discuss the report of the Academic and Administrative Audit conducted for the Academic Year 2022-23 and 2023-24.
3. To provide an update regarding the status of AQAR filing for the Academic Year 2023-24 and to provide criteria-wise updates.
4. To brief regarding the execution of the National Conference organised jointly by Valia College and Amlani College.
5. To briefly discuss the feedback collected from the students for Semester I and III for the academic year 2024-25.
6. To brief regarding the sessions conducted towards Autonomy Preparedness and the allocation of work done to work towards Autonomy.
7. To brief regarding feedback from various stakeholders on the syllabus for Academic Year 2024-25.
8. To provide an overview regarding upcoming events and initiatives to be conducted under IQAC.
9. To brief the members regarding the updation of content and uploading of necessary documents of Academic Year 2023-2024 on the college website.
10. To address any other matter with the permission of the chair

IQAC Coordinator



Cosmopolitans
Valia Chhaganlal Laljibhai College of Commerce & Valia
Lilavantiben Chhaganlal College of Arts

IQAC Minutes

Following are the minutes of the meeting of the IQAC meeting held on Thursday, 16th January 2025 in the conference room. Following members were present for the meeting

Chairperson of IQAC, I/C Principal	Dr. (Ms.) Bageshree P.B. Bandekar	B.Bandekar
Teachers Representative	Mr. Arvind A Panchal	A.Panchal
Teachers Representative	Ms. Rajlaxmi Nayak	
Teachers Representative	Mr. Ankit Bandal	Ankit Bandal
Teachers Representative	Mr. Vijendra Gupta	Vijendra
Teachers Representative	Dr.(Mrs.) Neena Nair	NN
Teachers Representative	Mr. Amin Mirza	Amin
Teachers Representative	Ms. Ifa Khan	Ifa
Teachers Representative	Ms. Aarti Patkar	
Teachers Representative	Ms. Apeksha Chitari	A.C.Chitari
Teachers Representative	Ms. Anchal Jain	Anchali
Teachers Representative	Ms. Mrudula Songire	
Teachers Representative	Ms. Kiran Gupta	K Gupta
Member from Management	Mr. Bharat Valia	
Member from Management	Mr. Ajit Balan	Ajit
Invited Member from Management	Mrs. Alka Valia	Alka P valia
Invited Member from Management	Mr. Nilesh Mehta	
Senior Administrative Officer	Ms. Reema Talekar	Reema
Administrative Staff	Mr. Gaurav H Bolar	Gaurav
Students Representative	Mr. Jayesh Kirtane	
Students Representative	Ms. Rubina Ansari	Rubina
Alumni Representative	Ms. Jermin Shaikh	Jermin Shaikh
Employers Nominee	Ms. Yashashree Datar	
Industrialist Nominee	CA. Sujit Tiwari	
Stakeholders Nominee	Mrs. Sakshi Sane B	
IQAC Coordinator	Dr. (Mrs) Seema Waghela	Seema Waghela

IQAC ~~Asst~~ Assistant
Coordinator

Mr. Vighnesh Shaji

Vighnesh

IQAC

Minutes of the meeting held on 16th January 2025 in the conference room of the college.

Chairperson of IQAC, I/C Principal Dr. Bageshree Bandekar, Hon. Secretary Mr. Ajit Balan and Invitee Member Ms. Alka Valia presided over the meeting.

1. The meeting commenced with the IQAC Coordinator, Dr. Seema Waghela, welcoming the members to the third IQAC meeting of the academic year 2024-25.
2. Mr. Ajit Balan suggested using the Darwin app, a consolidated platform for attendance and appraisal purposes for teaching and non-teaching staff. He requested the IQAC team to share their availability to arrange a meeting with the Darwin Team.
3. Observations and recommendations given by the Academic Audit Committee were read and discussed during the meeting.
4. The submission of AQAR 2023-24 was successfully completed on 15th January 2025, within the timeline stipulated by NAAC.
5. The International Research Conference, conducted in collaboration with Amlani College, was successfully executed, with participation from over 45 teachers and students.
6. Feedback for students of Semester I and Semester III was collected, and the analysis is currently in progress.
7. Sessions for autonomy preparedness were conducted successfully. Three sessions were held as follows:
 - a. Session I by Dr. Smruti Nanavaty, Vice-Principal, UPG College
 - b. Session II by Dr. Vinay Bhole, Principal, Dahanukar College
 - c. Session III by Dr. Meena Chintamaneni, Pro VC, NMIMS
8. Feedback from various stakeholders regarding autonomy is in progress.
9. The following events are planned under IQAC for the coming months:
 - a. A session on the Use of AI for Documentation by Asst. IQAC Coordinator, Mr. Vighnesh Shaji.
 - b. A session on Question Paper Setting as per Outcome-Based Education (OBE) and Bloom's Taxonomy. The resource person is yet to be finalized.
10. Documents for the Academic Year 2023-24 have been uploaded to the website. Updating documents for the Academic Year 2024-25 and other website content is in progress.

11. The Chairperson suggested devising a new system for a more efficient AQAR submission process, given the increased team size. It was recommended that AQAR documentation for the Academic Year 2024-25 be completed by 30th April 2025.
12. It was recommended to provide appreciation letters on Annual Day to students who have actively contributed to IQAC work.
13. For AQAR 2024-25, it was suggested to break down criteria into smaller metrics, assigning them to the concerned team members to minimize last-minute data collection and pressure.
14. The IQAC was advised to evaluate whether sufficient capacity-building activities are being conducted.
15. Ms. Neena Nair, suggested gathering feedback on subjects taught by faculty for the first time, especially those outside their expertise, to help improve their teaching strategies.
16. The meeting concluded with expressions of gratitude to the Chairperson and governing members for their invaluable guidance and continued support.



Dr. Seema Waghela
IQAC Coordinator



Cosmopolitan's
Valia Chhaganlal Laljibhai College of Commerce & Valia Lilavantiben
Chhaganlal College of Arts
D.N. Nagar, Andheri (West), Mumbai – 400 053

IQAC MEETING

AGENDA

Meeting of the IQAC Members will be held on Friday, 25th April, 2025 in the Conference Room at 10:00 AM

1. To review and confirm the minutes of the previous IQAC meeting held on 16th January 2025
2. To update the members about the events conducted under IQAC from 16th January onwards
3. To update the members about the successful completion of Gender Audit and Energy Audits.
4. To provide updates regarding AQAR data collection for the year 2024-25 from all staff members.
5. To inform members about the revised performance appraisal form
6. To discuss on the ongoing feedback collection process from the previous year batch, whose convocation is scheduled for 29th April 2025.
7. Any other matter with permission with the permission of the chair.

IQAC Coordinator



Cosmopolitans
Valia Chhaganlal Laljibhai College of Commerce & Valia
Lilavantiben Chhaganlal College of Arts

IQAC Minutes

Following are the minutes of the meeting of the IQAC meeting held on Friday 25th April 2025 in the conference room. Following members were present for the meeting

Chairperson of IQAC, I/C Principal	Dr. (Ms.) Bageshree P.B. Bandekar	B. Bandekar
Teachers Representative	Mr. Arvind A Panchal	A. Panchal
Teachers Representative	Ms. Rajlaxmi Nayak	Rajlaxmi
Teachers Representative	Mr. Ankit Bandal	
Teachers Representative	Mr. Vijendra Gupta	Vijendra NMN
Teachers Representative	Dr. (Mrs.) Neena Nair	
Teachers Representative	Mr. Amin Mirza	Amin
Teachers Representative	Ms. Ifa Khan	Iifa
Teachers Representative	Ms. Aarti Patkar	
Teachers Representative	Ms. Apeksha Chitari	A. C. Chitari
Teachers Representative	Ms. Anchal Jain	Anchal
Teachers Representative	Ms. Mrudula Songire	
Teachers Representative	Ms. Kiran Gupta	K. Gupta
Member from Management	Mr. Bharat Valia	
Member from Management	Mr. Ajit Balan	
Invited Member from Management	Mrs. Alka Valia	
Invited Member from Management	Mr. Nilesh Mehta	
Senior Administrative Officer	Ms. Reema Talekar	Reema Talekar
Administrative Staff	Mr. Gaurav H Bolar	Gaurav
Students Representative	Mr. Jayesh Kirtane	
Students Representative	Ms. Rubina Ansari	Rubina
Alumni Representative	Ms. Jermin Shaikh	Jermin 25/4/25
Employers Nominee	Ms. Yashashree Datar	
Industrialist Nominee	CA. Sujit Tiwari	
Stakeholders Nominee	Mrs. Sakshi Sane B	
IQAC Coordinator	Dr. (Mrs) Seema Waghela	Seema
IQAC Assistant Coordinator	Mr. Vighnesh Shaji	

Minutes of the Meeting held on 25th April 2025
Venue: College Conference Room

The meeting was presided over by the Chairperson of IQAC, I/C Principal Dr. Bageshree Bandekar

1. The meeting began with a warm welcome from **Dr. Seema Waghela , IQAC Coordinator, who welcomed all members to the fourth IQAC meeting of the academic year 2024–25.
2. Events conducted by the IQAC from **16th January 2025 till date** were presented and discussed. These included:
 - Session on Use of AI for Effective Documentation by Prof. Vighnesh Shaji
 - Workshop on Question Paper Setting and Attainment of P.O. and C.O. by Dr. Mukul Bhatt
 - Session on Postal Insurance** by Mr. D.S. Munde
 - International Women’s Day Celebration** in collaboration with the Women Development Cell (WDC)
3. The Gender Audit, held on 26th March 2025, was conducted by a panel of respected educators:
 - Dr. Moushumi Datta, Principal, Nagindas Khandwala College
 - Dr. Neela Naik, Usha Pravin Gandhi College
 - Mrs. Preeti Chatterjee, NGO – The Movement Their observations and recommendations were read out and discussed.
4. The Energy, Green, and Environment Audits were conducted on 4th April 2025. Key findings and suggestions were presented and noted.
5. Updates were given on AQAR data collection. The IQAC Coordinator shared that work has been distributed among staff members as per specific metrics to ensure smooth data collection. The process is currently ongoing.
6. The revised performance appraisal form was discussed in detail. Some queries were raised by staff members, which were addressed and clarified by the IQAC Coordinator and the Chairperson.
7. The committee also discussed feedback received from students, which highlighted points such as teaching styles, curriculum updates, canteen services, and improvements in the placement cell.
8. From the teachers’ feedback, areas highlighted included classroom cleanliness, the need for smart boards in classrooms, and better integration of industrial visits and research activities with the curriculum.
9. The meeting ended with a year-end summary of IQAC activities and a note of thanks to the Chairperson and governing members for their constant guidance and support throughout the year.



Dr. Seema Waghela
IQAC Coordinator