

IQAC NOTICE AND AGENDA

A meeting of the IQAC is scheduled to be held on 2nd May 2017 in the IQAC room at 10.00 am. to discuss the following

1. To appraise the IQAC members of the NAAC preparation and read the ATR
2. To inform about various activities to be held in 2017-18
3. To discuss Academic Calendar
4. To seek further suggestions on overall development and decisions related to Conference and Audit
5. Any other matter

Mr. Asif Baig
Co-ordinator

Ms. Janhavi Rao
Chairperson

MINUTES

A meeting of the IQAC was held on 2nd May 2017 at 10.00 a.m. in the IQAC room. The following members were present:

1. Ms. Janhavi Rao
2. Mr. Asif Baig
3. Mr. Hemal Vora
4. Ms. Priti Ghag
5. Mrs. Seema Saraf
6. Mr. Rajprakash Kamdar
7. Mr. Mahesh Gandhi
8. Prof. Venkataramani
9. Dr. Shridhar Shetty
10. Dr. Parvathi Venkatesh
11. Mr. Rohit Shukla
12. Mr. Ruchit Doshi
13. Mr. Vinit Doshi
14. Ms. Sonali Devadiga
15. Ms. Minal Vanjare

Leave of absence was granted to those who were not present

1. The members of the IQAC were appraised about the NAAC preparation in detail and also Mr. Asif Baig Co-ordinator read the ATR which gave a brief about the NAAC preparation
2. The IQAC members suggested to conduct a syllabus revision workshop in association with the University of Mumbai. This was agreed upon by all. The I/C Principal informed about the activities to be conducted for the A.Y. 2017-78
3. The Academic Calendar for 2017-18 was discussed and finalized
4. The IQAC suggested to strengthen the Alumni Association of the college by involving them in the regular working of the college. It was explained that the Alumni has been

actively involved in terms of contribution in activities of the college. The college was to conduct a National Conference and date was finalized as 22nd July 2017. It was decided to appoint a sub-committee and look into the preparations of the conference. Academic, Admin and IT Audit with external members was decided to be held in June 2017 depending on availability of experts.

5. The future plans of the college was presented to the IQAC members and suggestions given by the experts were incorporated. The members also suggested that the faculties should further enhance research activities in the next academic year.

Mr. Asif Baig
Co-ordinator

Ms. Janhavi Rao
Chairperson

IQAC NOTICE AND AGENDA

A meeting of the IQAC is scheduled to be held on 27th July 2017 in the IQAC room at 11.00 am. to discuss the following

1. To read and confirm minutes of the previous meeting
2. To review ATR
3. To brief about college activities held in 2017-18
4. To seek further suggestions on overall improvement
5. Any other matter

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

MINUTES

A meeting of the IQAC was held on 27th July 2017 at 11.00 a.m. in the IQAC room. The following members were present:

1. Ms. Janhavi Rao
2. Mr. Asif Baig
3. Mr. Hemal Vora
4. Ms. Priti Ghag
5. Mrs. Seema Saraf
6. Mr. Rajprakash Kamdar
7. Mr. Mahesh Gandhi
8. Prof. Venkataramani
9. Dr. Shridhar Shetty
10. Dr. Parvathi Venkatesh
11. Mr. Rohit Shukla
12. Mr. Ruchit Doshi
13. Mr. Vinit Doshi
14. Ms. Sonali Devadiga
15. Ms. Minal Vanjare

Leave of absence was granted to those could not attend the meeting.

1. Co-ordinator Asif Baig read the minutes of the previous meeting which was accepted by all member s present.
2. The ATR was reviewed and it was observed that the suggestions of the previous meeting were implemented.
3. Co-ordinator and other faculty members provided a brief of the activities that have been planned for the academic year 2017-18. Activities related to sports, cultural, departments, NSS, etc. were informed to the members and also academic and activity calendar was presented to the members.
4. The Principal briefed about the NAAC preparations and also the IQAC presentation was shared for suggestions. Details related to NAAC visit was informed to the members of the IQAC
5. Suggestions from the IQAC members were invited for the overall development. One of the student representative suggested to have a sick room for students. Also it was suggested that two more alumni members be incorporated in the IQAC. Prof. Venkataramani recommended to increase student participation in Research activities.

6. The Audit Reports of the Academic I.T. and Admin Audit conducted on 29th June 2017 by external members was informed to the members. The reports were discussed and the members informed the co-ordinator to implement the suggestions mentioned therein. As there were no other matters, the meeting ended with a vote of thanks.

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

NOTICE

A meeting of IQAC is scheduled to be held on Friday 22nd December 2017 at 3.00 p.m. in IQAC room of the college. You are requested to discuss the following-

- 1) To read and confirm minutes of the previous meeting dated 27th July 2017.
- 2) To place on record NAAC Accreditation and thank the member for the guidance and support.
- 3) To analyse NAAC report and prepare phase wise implementation plan.
- 4) To seek suggestion for further quality improvement.
- 5) Any other matter.

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

Minutes

A meeting of the IQAC was held on Friday 22nd December 2017 at 3.00 p.m. in the IQAC room of the college. The following members were present.

- 1) Prof. Venkataramani K.
- 2) Dr. Parvathi Venkatesh
- 3) Dr. Nandita Roy
- 4) Ms. Janhavi Rao
- 5) Dr. Asif Baig
- 6) Mr. Hemal Vora
- 7) Mrs. Priti Ghag
- 8) Mrs. Minal Vanjare
- 9) Mrs. Seema Saraf
- 10) Mr. Vinit Doshi (Student Representative)

Agenda 1 :

The minutes of the previous meeting was read and accepted by all the members present.

Agenda 2 :

The Principal informed that the college has been accredited by NAAC with 'B' grade and thanked all the external experts and staff members and students for their whole hearted support. She specially thanked Prof. Venkataramani and Prof. Parvathi Venkatesh for rendering their guidance and expertise all though the Accreditation process.

Agenda 3 :

The NAAC report .i.e. recommendation given by the Peer Team members was discussed. Also the experts suggested to prepare a brief of the recommendation and phase-wise implementation of the same.

Agenda 4:

Suggestions were invited from the IQAC members towards overall quality enhancement in Academics, Administration and Research. Suggestions were as under :

- 1) To conduct Faculty Development Programme.
- 2) To introduce Add on courses.
- 3) To apply for Minor/Major/ Consultancy/Research projects.

- 4) To include Budgetary Provision for NAAC.
- 5) To exchange more ICT facilities in the college.
- 6) To conduct yearly workshop / Conference for Teaching and non-teaching staff.
- 7) Submission of AQAR report annually.
- 8) Coaching for competitive examinations.
- 9) Automation of office and online for payment.

Agenda 5:

The principal informed that the college applied for permanent affiliation of B.Com wef 2018-19.

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

Notice

A meeting of IQAC is schedule to be held on 11th April 2018 in the IQAC room of the college at 10.00 a.m. to discuss the following-

- 1) To read and confirm minutes of the previous meeting
- 2) To discuss ATR of the suggestions in the previous meeting.
- 3) To plan activities for the next A.Y. 2018-19.
- 4) To discuss perspective plan and phase wise implementation.
- 5) To seek further suggestions for quality improvement.
- 6) Any other matter.

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

Minutes

Meeting of the IQAC was held on 11th April 2018 in the IQAC room of the college at 10.00 a.m. The following members were present:

- 1) Prof. Venkataramani K.
- 2) Dr. Nandita Roy
- 3) Dr. Asif Baig
- 4) Ms. Janhavi Rao
- 5) Mr. Hemal Vora
- 6) Mrs. Priti Ghag
- 7) Mrs. Minal Vanjare
- 8) Mrs. Seema Saraf
- 9) Mr. Vinit Doshi (Student Representative)
- 10) Shri Rajprakash Kamdar (Hon. Secretary)

Leave of absence granted to the members who was not present for the meeting.

- 1) The minutes of the previous meeting was read that was agreed and accepted by all the members present.
- 2) The details of suggestions and ATR are mentioned as under :

Suggestions given by experts were considered and acted upon.

Suggestions

1. To conduct FDP
2. To introduce Add on Courses
3. To enhance ICT
4. To conduct yearly workshop
5. Coaching for competitive exams

ATR

FDP on minor research was conducted.

Add on courses wef 2019-20 are being planned and will be implemented.

College has purchased 2 additional projectors and 1 more laptop. Further enhancement has been planned in the next A.Y.

Process initiated (will be done in the A.Y. 2019-20)

Coaching for MBA entrance have been initiated in association with Brightways.

6. Office automation and Online fee payment Process initiative and will be installed before the admission process.
7. Minor / Major Research 3 faculties have applied and got research grant (Ms. Janhavi Rao, Ms. Kajal Cheda and Pr. Vijayabharti) from the University of Mumbai.
- 3) Activities for the forthcoming year were briefed by the IQAC co-ordinator. The college has planned to conduct one workshop for teaching staff, Research sessions for students and staff, syllabus revision workshops and other extra & co-curricular activities in the quality enhancement of students and staff.
- 4) Perspective plan for 2018-2023 was placed before IQAC which is as under.
- 5) The IQAC expert members suggested that the college should initiate entrepreneurship Development activities and further enhance skill development, life skill courses for students. The college can also apply for center for Distance Learning to generate funds and utilize classrooms effectively.

Mr. Asif Baig
Co-ordinator

Dr. Nandita Roy
Chairperson

Action Taken Report –April 2018

Sr No	Suggestion	Action Taken Report
1.	Entrepreneurship Development initiatives	Women Development Cell has a tie-up with Jan-Shikshan Sanstha for Mehndi & Beautician Course for Girls students.
2.	Skill Development	Add on Courses has been increased from 6 to 9 courses that has been approved in the CDC meeting held on 10 th August 2018
3.	Centre for Distance learning	Letter has been sent to the IDOL, Mumbai University. Reply is awaited
4.	Online Admission Fee Payment and Office Automation	Implemented successfully
5.	E-Content Development	Workshop for faculties was conducted on How to Develop E-Content on 1 st September 2018