

**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE),**  
**KALYAN**

MINUTES OF IQAC MEETING

Minutes of the meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held online on Google Meet Platform on **15.08.2020** at 12.30 p.m.

**Present:**

Ms. Sophia A. D'souza	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
CA Gaurang Bhiwandikar	Alumni Representative
Mr. Vinod Todankar	Non-Teaching Representative

**1. Welcome Address by the Principal :**

Principal offered a warm welcome to all the members. She congratulated the team for working hard for online Examinations and motivated all to work even harder. She mentioned that College will continue to organize events digitally for the overall development of students. It will help them to learn something beyond curriculum. Principal, Ms. Sophia D'souza informed IQAC members that Ms. Sana Khan has been appointed as IQAC Co-ordinator.

**2. Successful completion of 2 years of IQAC :**

Principal of the institution, Ms. Sophia A. D'souza congratulated all the members for successful completion of 2 years of IQAC formulation. She mentioned that the NAAC work should be completed with speed and we should apply for NAAC accreditation this year.

### **3. Planning of Academic Activities:**

The IQAC Coordinator, mentioned that WhatsApp group will be maintained as before for giving regular updates to students about online lectures, Examinations, events or other activities. She even emphasized on improving the College website so that it is updated from time to time. Lectures will be conducted via online mode.

### **4. Weekly Staff Meetings:**

The Principal mentioned that weekly meetings will be online or as per need. All the teaching and non-teaching staff will discuss activities held during the week, as well as to plan the activities for the upcoming week.

### **5. Mission 1 Lakh Surya Namaskar:**

Chairman proposed the idea of motivating students to do yoga and exercise at home to stay healthy. In this connection, he mentioned that we should start a mission of performing 1 lakh Surya Namaskar during the holy month of Shravan. Students and Faculty members who will send their recordings, it will be published on College Facebook Channel.

### **6. Learning Management System :**

As the lectures will be conducted online, Faculty members were given training on how to use the LMS for conducting lectures, keeping notes, etc. Use of different tools for smooth conduct of lectures was taught. Advanced level training was provided for conducting practical subject lectures. Different software's such as Google Classroom, Zoom, Google Meet were taken into consideration for future use by the teachers.

### **7. Vote of Thanks:**

There being no other business, the meeting was concluded with a Vote of Thanks to the Chair by Ms. Siddhi Chavan.

**Place: KALYAN**

**Date: 18/08/2020**

  
**CHAIRPERSON**

## ACTION TAKEN REPORT

SR. NO.	PARTICULARS	ACTION TAKEN/INITIATED
1.	Planning of Academic Activities	WhatsApp group will be maintained to give regular updates to students about online lectures, Examinations, events or other activities. College website is updated from time to time. Lectures will be conducted via online mode.
2.	Mission 1 Lakh Surya Namaskar	a mission of performing 1 lakh Surya Namaskar during the holy month of Shravan.
3.	Learning Management System	Faculty members were given training on how to use the LMS for conducting lectures, keeping notes

  
IQAC COORDINATOR

  
PRINCIPAL

**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE),**  
**KALYAN**

**MINUTES OF IQAC MEETING**

Minutes of the Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Cabin on 03.11.2020 at 5.00 p.m.

**Present:**

Ms. Sophia A. D'souza	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
CA Gaurang Bhiwandikar	Alumni Representative
Mr. Vinod Todankar	Non-Teaching Representative

**1. Welcome Address by the Principal :**

Principal offered a warm welcome to all the members. She mentioned that Semester Examination will be conducted in this month. She further highlighted that syllabus has been covered by most of the faculty members. She also mentioned that Final Year Semester VI results were declared and the students have scored well.

**2. Launch of On the Job training program :**

IQAC Co-ordinator Ms. Sana Khan mentioned that keeping in view the students interest a 1 year On the Job Training Program will be started soon. Chairman highlighted that more of such ideas should be discussed and more of such programs should be introduced.

### **3. Conduct of CA Final Examination :**

Ms. Siddhi Chavan congratulated all the members that the College was chosen as a Centre to conduct CA examination in this month. Principal, Ms. Sophia A. D'souza stated that we need to be cautious and follow all the guidelines in this regard. College will be sanitized frequently so as to avoid any difficulties.

### **4. Introduction of UGC recognized Programs :**

Chairman, Dr. Mahesh Bhiwandikar congratulated all the team members that we were given permission to start UGC recognized B.Voc. and M. Voc. in Management and Entrepreneurship Development program, B.Voc. in Hospitality and Tourism Management, Ph.D program in Management and Entrepreneurship Development. All the members were delighted by the news. Action Plan for the conduct of these programs was discussed in brief.

### **5. Diwali Celebration at Adopted Village :**

It was informed to all that College will celebrate Diwali with the residents of adopted village Panbude Nagar. Sweets will be distributed to the children residing there under the college initiatives "Smiling Society".

### **6. Vote of Thanks:**

There being no other business, the meeting was concluded with Vote of Thanks to the Chair by Ms. Sairabano Shaikh.

**Place: KALYAN**

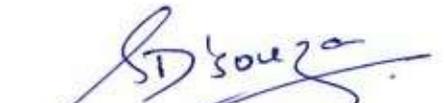
**Date:** 07/11/2020.

  
**CHAIRPERSON**

## ACTION TAKEN REPORT

SR. NO.	PARTICULARS	ACTION TAKEN/INITIATED
1.	Launch of On the Job training program	1 year On the Job Training Program will be started
2.	Conduct of CA Final Examination	conducted CA examination in this month
3.	Introduction of UGC recognized Programs	Permission to start UGC recognized B.Voc. and M. Voc. in Management and Entrepreneurship Development program, B.Voc. in Hospitality and Tourism Management, Ph.D program in Management and Entrepreneurship Development
4.	Diwali Celebration at Adopted Village	celebrate Diwali with the residents of adopted village

  
IQAC COORDINATOR

  
PRINCIPAL

**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE),**  
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MINUTES OF IQAC MEETING

Minutes of the Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Cabin on **03.02.2021** at 5.00 p.m.

**Present:**

Ms. Sophia A. D'souza	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
CA Gaurang Bhiwandikar	Alumni Representative
Mr. Vinod Todankar	Non-Teaching Representative

**1. Welcome Address by the Principal :**

Principal offered a warm welcome to all the members. She mentioned that practical exams for B.Sc IT were conducted smoothly as per the guidelines.

**2. Visit of Dr. Naresh Chandra :**

Chairman Dr. Mahesh Bhiwandikar informed all the members that Dr. Naresh Chandra, Director of mentor college under Paramarsh Scheme will visit College soon to overview the NAAC Preparations.

**3. Infrastructure Matters :**

Requirement for elevator was fulfilled by signing a contract with KONE Elevators. It was successfully installed in the month of December. Principal also mentioned that to

improve the learning atmosphere, some sign boards and teachings of great personalities should be placed on the walls throughout the campus.

**4. Meeting with Criterion Heads :**

IQAC Co-ordinator Ms. Sana Khan mentioned that the frequent meetings with Criterion Heads was held and update about the NAAC work completed were taken. The meetings were chaired by The Chairman and Principal of the Institution also gave her inputs.

**5. Vote of Thanks:**

There being no other business, the meeting was concluded with Vote of Thanks to the Chair by Ms. Madhuri Murbade.

**Place: KALYAN**

**Date:** 04/02/2021.

  
**CHAIRPERSON**

## ACTION TAKEN REPORT

SR. NO.	PARTICULARS	ACTION TAKEN/INITIATED
1.	Infrastructure Matters	Requirement for elevator was fulfilled by signing a contract with KONE Elevators. Some sign boards and teachings of great personalities were placed on the walls throughout the campus
2.	Visit of Dr. Naresh Chandra	Dr. Naresh Chandra visited College to overview the NAAC Preparations
3.	Meeting with Criterion Heads	Frequent meetings with Criterion Heads was held and update about the NAAC work completed was taken

  
IQAC COORDINATOR

  
PRINCIPAL

**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE),**  
**KALYAN**

**MINUTES OF IQAC MEETING**

Minutes of the Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Cabin on **12.05.2021** at 5.00 p.m.

**Present:**

Ms. Sophia A. D'souza	Principal and Chairperson
Ms. Sana Khan	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Mrs. Madhuri Murbade	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
CA Gaurang Bhiwandikar	Alumni Representative
Mrs. Pooja Talekar	Non-Teaching Representative

**1. Welcome Address by the Principal:**

Principal offered a warm welcome to all the members. She mentioned that all the staff members have completed 70% to 80% work criteria wise as per the requirement of metrics.

**2. Guidance Session by Bhole Sir:**

IQAC had organized a guidance session on Google Meet on 27.04.2021. Dr. B. D. Bhole, the office bearer of All India IQAC Cluster, who guided the staff criteria wise and suggested improvements in SSR.

**3. Infrastructure Matters :**

As the College is approaching towards NAAC, it was advised by all the members that we must do the regular maintenance of the College building. Minor repairs and additions were suggested by the respective departmental heads.

**4. Meeting with Teaching & Non-teaching staff :**

IQAC Co-ordinator mentioned that a meeting with entire staff was held and update about the NAAC work completed was taken. The meeting was chaired by The Chairman and Principal of the Institution who gave their inputs and suggestion. It was further notified that we will start uploading SSR soon.

**5. Meeting with Teaching staff :**

A meeting with teaching staff was held to plan out the activities of the upcoming academic year. The staff had listed out the activities for the next academic year such as webinars, workshops, etc. Teachers were encouraged to enroll for FDP's for knowledge addition.

**6. Vaccination Drive:** Mr. Dinesh Somani informed that the College is planning to organize vaccination drive for staff, students and residents of the surrounding areas.

**7. International Conference :**

Ms. Sana Khan mentioned that the brochure for the upcoming International Conference (Webinar) to be held was out and research papers were being received for the same. During the weekly staff meeting faculty members were encouraged to submit papers.

**8. Vote of Thanks:**

There being no other business, the meeting was concluded with a Vote of Thanks to the Chair by Ms. Siddhi Chavan.

Place: KALYAN

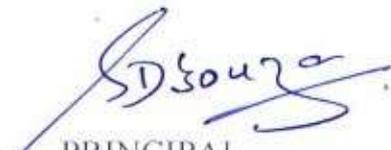
Date: 15/05/2024

  
CHAIRPERSON

## ACTION TAKEN REPORT

SR. NO.	PARTICULARS	ACTION TAKEN/INITIATED
1.	Infrastructure Matters	Minor repairs and additions were suggested
2.	Vaccination Drive	Initiated vaccination drive for staff, students and surrounding citizens
3.	International Conference	Brochure was sent to colleges & research papers were being received

  
IQAC COORDINATOR

  
PRINCIPAL