

## ACHIEVERS COLLEGE

### OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

#### MINUTES OF IQAC MEETING

Minutes of the Third Meeting of Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in the Chairman's Cabin on 18.06.2019 at 5.30 p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'souza	IQAC Coordinator / Vice Principal
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Ms. Madhuri Murbade	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-Teaching Representative

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

The Principal offered a warm welcome to all the members. She further stated that this is the first meeting of the Academic year 2019-20. The year would be full of opportunities; she assured that all the members jointly promised to work in coordination for the overall growth and development of the College.

**2. Minutes of Previous Meeting :**

Minutes of previous meeting held on 23.04.2019 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

**3. Academic Calendar :**

Ms. Sophia D'souza in the meeting presented the Academic calendar for the year 2019-20. She informed the members that it is drawn in coordination with the University calendar. After discussions and minor corrections, it was approved and adopted.

**4. NAAC Accreditation:**

Dr. Mahesh Bhiwandikar explained in the meeting that the College has completed six years and now we should go for NAAC Accreditation. Principal placed the suggestions and the same were approved in the meeting. She proposed to form a committee of seven

members who would act as the Criterion In-charge and work under the guidance of IQAC Coordinator.

**5. Infrastructure Matters :**

The IQAC Co-ordinator, Ms. Sophia D'souza in the meeting asked for furnishing of remaining class rooms on the fourth floor. She further requested to allocate one room for Business Incubation Center. After discussion it was decided to allocate Room No. 401 for the same and Dr. Mahesh Bhiwandikar as a management representative agreed to furnish the remaining class rooms by the end of July, 2019.

**6. Introduction of new Skill Based Certificate Courses:**

Principal informed the members that the College would like to introduce the following new Skill Based Certificate Courses for the students:-

- a. Certificate Course in Basic Photography
- b. Certificate Course in Cake Baking
- c. Certificate Course in Communication Skills (English)

The approval was granted and the Principal was requested to get the syllabus of respective courses framed from the staff members. She furtherer added that the necessary arrangements should be made for the same and to start the courses in the current academic year. It was requested to strengthen the Certificate Course in Tally for which the college already has an approval from the University of Mumbai.

**7. Organization of more Students centric activities:**

Shri. Dinesh Somani requested to organize more students' centric activities like Study Tours, Industrial Visits and Placement camps for attracting students to our College. The Principal was instructed to draw an action plan in this regard and implement it with full zeal and enthusiasm.

**8. Approval status of new programs:**

The Principal informed the members that the University of Mumbai has given positive recommendations to start the new programs of B.Sc.(IT), BAMMC and M.Com (Advanced Accountancy) from the current academic year. The matter was awaited due to the Honorable Minister of Higher Education's approval. She further informed about the allotment of the class rooms and recruitments of Teaching Staff to be made in connection with the new courses. After the discussions it was approved.

#### **9. ICT Class Rooms:**

The IQAC coordinator, Ms. Sophia D'souza requested in the meeting to provide ICT facilities in some class rooms for improvement of teaching techniques. After the discussion, Chairman promised to provide ICT facilities i.e. LCD Projector, Internet facilities in eight class rooms and two laptops for exclusive use of the teachers. He further agreed to provide e-zone and Wi-Fi facilities in library reading room.

#### **10. Library Matters :**

The Principal placed before the meeting the proposal received from the Librarian for purchase of SOUL Software for partial automation of the library. In connection to the expansion of the library storage capacity, Ms. Siddhi Chavan was asked to coordinate with the Librarian and approach the Management regarding the purchase of appropriate storage racks, computers and other requirements for automation of the library.

#### **11. Appointment of the Staff:**

The Principal placed before the meeting the requirement of teaching and non-teaching staff for the ongoing as well as the new programs to be introduced. After the discussion it was approved. The Principal was authorized to get the approval from the University for the Work Load, Draft and Publish an advertisement for the requirements of the staff in the leading newspapers.

#### **12. Proposals for Conferences and Workshops :**

IQAC coordinator, Ms Sophia D'souza proposed one International Conference inviting research papers from faculties of various reputed colleges across Mumbai and one National Level competition for the students on presentation of New Business Ideas. All the members appreciated her idea and gave suggestions. Approval was granted for the same.

#### **13. Minor Research Projects :**

Dr. Mahesh Bhiwandikar, the Management Representative suggested that the teaching staff should take up some Minor Research Projects. He also proposed to sanction the Research Promotion Fund of Rs. 1, 00,000/- for the same. The Principal and the staff members welcomed the idea appreciating the initiative taken by the Management.

#### **14. Online Feedback Forms :**

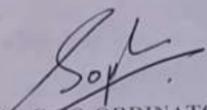
The Principal informed the members that online feedback system is devised and now all the feedback forms are available on the College Website. All the members are requested to motivate the respective stakeholders to visit College website and submit the feedbacks.

**15. Vote of Thanks:**

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

Place: KALYAN

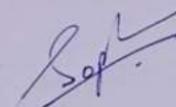
Date: 20/06/2019

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Academic Calendar	It was prepared by Principal in coordination with IQAC and uploaded on the College website for the information of students.
2	NAAC Accreditation	The room was allocated for NAAC Work. And staff members were requested to voluntarily give their names for formation of committee.
3	Infrastructure Matters	The furnishing of 4th floor class rooms and Seminar hall was completed and all the rooms were made operational.
4	Introduction of new Skill Based Certificate Courses	Four new Skilled based Add-on Certificate courses are started for the benefit of the students.
5	Organization of more Students centric activities	Two Industrial Visits, Talk Shows and various guest lectures are organized for the students.
6	Approval status of new programs	Approval from University and Hon Education Ministry was received for 2 UG and 1 PG programs and it was successfully started.
7	ICT Class Rooms	LCD projectors are installed in Computer Lab, Seminar Hall, and Room No. 308. Further one portable LCD projector along with the Laptop is made available for the multiple use of the teachers and students.
8	Automation of Library	SOUL-2.0 software was purchased for Library and the Librarian was sent for one weeks training at Gandhinagar, Gujrat. Library is also provided with two computers, One printer and Internet Connection.
9	Conferences and Workshops	One International conference for teachers and One National level workshop for the students were successfully organized.
10	Minor Research Projects	The MRP Proposals of Seven teachers are approved by the Shodh Bodh Samiti and funds were allotted for the same.

11	Online Feedback Forms	All feedback forms are made operational on College website. Further students are sensitized for submission of online feedback forms.
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IQAC CO-ORDINATOR

## ACHIEVERS COLLEGE

### OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

#### MINUTES OF IQAC MEETING

Minutes of the Fourth Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Chamber on **15.08.2019** at 11:30 a.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia A. D'souza	IQAC Co-ordinator / Vice Principal
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mrs. Madhuri Murbade	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Harsha Kulkarni	Teachers Representative
Mr. Ritesh Jhadav	Teachers Representative (Librarian)
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-Teaching Representative

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

The Principal offered a warm welcome to all the members. She mentioned that internal examinations have been planned to be conducted by the end of this month.

#### **2. Minutes of Previous Meeting:**

Minutes of previous meeting held on 18.06.2019 were read. After discussions of various decisions taken and implementations thereon, it was approved and adopted.

#### **3. Review of Past Year:**

Dr. Mahesh Bhiwandikar congratulated all the members on successful completion of 1 year of IQAC. Dr. Sangita G. Naik, Principal of the Institution reviewed the achievements of IQAC and the conduct of various activities was appreciated.

#### 4. NAAC Accreditation:

Criteria heads were decided for each Criteria as follows:

Criteria	Criterion Head
Criteria I	Ms. Sairabano Shaikh
Criteria II	Ms. Sophia D'souza
Criteria III	Ms. Sana Khan
Criteria IV	Mr. Ritesh Jadhav
Criteria V	Ms. Siddhi Chavan
Criteria VI	Ms. Harsha Kulkarni
Criteria VII	Mrs. Madhuri Murbade

#### 5. PG Program:

Being received with an approval to start M.Com (Advanced Accountancy), it was decided that soon the lectures will commence for the same. Ms. Sana Kan was given the responsibility to act as an In charge for the same.

#### 6. Achievers Business Incubator:

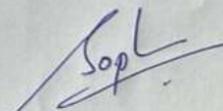
It was announced by Dr. Mahesh Bhiwandikar, (Management Representative member) that we will be holding the inauguration ceremony on 23<sup>rd</sup> August, 2019. Guest for the same was Mr. Swapnil Gite, as suggested by Ms. Sophia D'souza.

#### 7. Vote of Thanks:

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

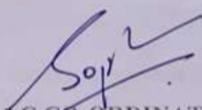
Place: KALYAN

Date: 19/08/2019

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	NAAC Accreditation	The Criterion wise committees were also formed and work is initiated. Further its was also decided to approach B.K. Birla College for inclusion of our College name under UGC Paramarsh Scheme.
2	PG Program	The teachers were appointed for concerned subject. Books are procured by the library. And the program is successfully started.
3	Achievers Business Incubator	Inauguration ceremony was held and looking at the response of the students, it was decided to take this mission forward. A room was allocated for the activity and it was decided to conduct series of lectures for the students.

  
IQAC CO-ORDINATOR

## ACHIEVERS COLLEGE

### OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

#### MINUTES OF IQAC MEETING

Minutes of Fifth Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Chamber on 19.10.2019 at 4:00p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'Souza	IQAC Co-ordinator / Vice Principal
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mrs. Madhuri Murbade	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Harsha Kulkarni	Teachers Representative
Mr. Ritesh Jhadhav	Teachers Representative (Librarian)
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-Teaching Representative

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

The Principal offered a warm welcome to all the members. She congratulated all the staff members for the smooth conduct of exams. She mentioned that Examination Chairperson, Ms. Sophia D'souza assured that the assessment work will be completed within 15 days.

**2. Minutes of Previous Meeting:**

Minutes of previous meeting held on 15.08.2019 were read. After discussions of various decisions taken and implementations thereon, it was approved and adopted.

### 3. Best Business Idea:

As mentioned by Chairman, Dr. Mahesh Bhiwandikar in the previous meeting, the idea to organize National Level Competition was implemented. Principal of the Institution directed ABI incharge Ms. Sana Khan to share the update about its participation and dispatch of Brochures to the list of institutions. IQAC Co-ordinator / Vice Principal, Ms. Sophia D'souza was given the responsibility to train the in-house students for the competition.

### 4. International Conference:

As suggested by Ms. Sophia D'souza the College decided to organize International conference in the month of December, 2019. She mentioned that the Brochure has been finalized and will be sent for printing soon. Ms. Sana Khan proposed that we should publish research papers in the UGC Care listed Journal.

### 5. Vote of Thanks:

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

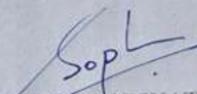
Place: KALYAN

Date: 22/10/2019

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Best Business Idea	National Level Seminar is announced jointly with R & G Institute and Udami Prabhat Foundation scheduled to be held on 29 <sup>th</sup> Nov., 2019. The brochure are being sent to Colleges and posted on social media.
2	International Conference	International Conference on the topic "Smart Technology in Global Era: Opportunities & Challenges" is scheduled to be held on 7 <sup>th</sup> Dec., 2019. The brochure is prepared and it is suitably posted on the Social Media for wide publicity.

  
IQAC CO-ORDINATOR

## ACHIEVERS COLLEGE

### OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

#### MINUTES OF IQAC MEETING

Minutes of the Sixth Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Chamber on 18.11.2019 at 4:30 p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'Souza	Vice Principal / IQAC Co-ordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mrs. Madhuri Murbade	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Harsha Kulkarni	Teachers Representative
Mr. Ritesh Jhadhav	Teachers Representative (Librarian)
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-teaching Representative

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

The Principal offered a heartfelt welcome to all the members. She mentioned that External examination for final year students will start from 20<sup>th</sup> November, 2019 till 28<sup>th</sup> November, 2019. She wished best luck to the Examination Committee and mentioned that exams should be conducted with due care.

**2. Minutes of Previous Meeting:**

Minutes of previous meeting held on 19.10.2019 were read. After discussions of various decisions taken and implementations thereon, it was approved and adopted.

### 3. Annual Social:

Principal of the Institution Dr. Sangita G. Naik informed all the members that this year Annual Social Meet will be held on 23<sup>rd</sup> December, 2019 at Atre Rangmandir. Teachers were requested to guide and motivate students for participation. Office Superintendent, Mrs. Pooja Talekar was given the work to prepare the list of rank holders to be felicitated at the Annual Social Meet.

### 4. Best Business Idea:

As it was discussed in the previous meeting, National Level Competition 'Best Business Idea' was an upcoming mega event and the Committee was framed and work was allotted to all the Committee members.

### 5. International Conference:

International Conference was another upcoming mega event which was to be held on 7th December, 2019. The Programme schedule for the same was discussed, Keynote Speaker and Chief Guests were announced. Respective Committee members were informed to collect their Profile.

### 6. Panel Interview:

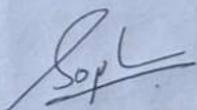
As discussed in the IQAC meeting held in June, the advertisement for staff appointment was published in the newspaper. Staffs were requested to check their eligibility and apply for the same.

### 7. Vote of Thanks:

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

Place: KALYAN

Date: 22/11/2019

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Annual Social	Annual Social was held with zeal and enthusiasm at a government auditorium 'Atre Rang Mandir'. The students presented variety entertainment program and Prize distribution ceremony was also held.
2	Best Business Idea	National Level Seminar is organized for students on the topic "Best Business Idea". There was participation from 22 Colleges and 18 business ideas were presented in the Seminar. The event was a grand success.
3	International Conference	International Conference on the topic "ss" was held. 29 Research papers were presented in the Conference and all were published in UGC CARE Listed Journal.
4	Panel Interview	University approved advertisement was published in The Times of India and Panel Interviews were held. 4 Teachers are selected out of which three joined having regular appointment

  
IQAC CO-ORDINATOR

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

**MINUTES OF IQAC MEETING**

Minutes of the Seventh Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in Chairman's Chamber on 15.01.2020 at 1:30 p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'Souza	Vice Principal and IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. SairabanoShaikh	Teachers Representative
Ms. Harsha Kulkarni	Teachers Representative
Mr. Ritesh Jhadhav	Teachers Representative (Librarian)
Mr. GaurangBhiwandikar	Alumni Representative
Mr. MahendraBhusari	Non-Teaching Representative

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

The Principal offered a warm welcome to all the members. She stated that Library Exhibition was a great success.

**2. Minutes of Previous Meeting:**

Minutes of previous meeting held on 18.11.2019 was read out. After discussions of various decisions taken and implementations thereon it was approved and adopted.

**3. IQAC Report:**

IQAC Coordinator, Ms. Sophia D'souza placed before the meeting the report of activities that took place in the past month. Teachers were requested to submit their syllabus progress and that syllabus should be covered till March 02, 2020.

**4. Introduction of New Programs:**

Shri. Dinesh Somani's suggested to start new short-term courses. It was suggested

by Mr. Rajesh Yadav that the College should offer a Certificate Course in Gandhian Studies.

**5. Feedback Reports:**

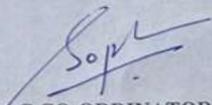
Principal Sangita Naik suggested that we are receiving feedback from all Stakeholders. She is being purely academician. Accordingly Chairman Sir Dr. (CA) Mahesh Bhiwandikar, being in education field is hereby authorized to analyze the feedback reports.

**6. Vote of Thanks:**

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

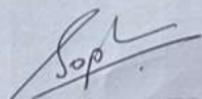
Place: KALYAN

Date: 19/01/2020

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Introduction of New Programs:	Certificate course in Photography, Cake Baking and Communication Skills were organized. There was good response from the students.
2	International Conference	International Conference on the topic " Crises in India" is scheduled to be held on 30.05.2020.The brochure is prepared and it is suitably posted on the Social Media for wide publicity.

  
IQAC CO-ORDINATOR

## ACHIEVERS COLLEGE

OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

### MINUTES OF IQAC MEETING

Minutes of the Eighth Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held on Zoom Platform on 26.03.2020 at 04:30 p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'Souza	Vice Principal / IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-Teaching Representative

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

The Principal offered a warm welcome to all the members. She exclaimed that this year was full of opportunities and challenges. She encouraged all the staff members to work with same enthusiasm.

**2. Minutes of Previous Meeting:**

Minutes of previous meeting held on 15.01.2020 were read by Ms. Sana Khan. After discussions of various decisions taken in previous meeting and implemented thereon it was approved and adopted.

**3. IQAC Report:**

IQAC Coordinator, Ms. Sophia D'souza placed before the meeting the report of activities conducted during the academic year and highlighted the success of the following Mega Events:

- International Conference on Smart Technology in Global Era.
- National level competition of Business Plan Presentation.

All the members appreciated the team efforts of the Staff under the able guidance of the Principal.

**4. NAAC Accreditation :**

The Principal in the meeting, reminded the members of the committee about the NAAC work, scheduled Criteria wise. She further informed that the College signed MOU with Birla College for mentoring us in connection with NAAC Accreditation under the UGC Scheme of "Paramarsh". It was decided that all the meetings held under this scheme would be attended by The Principal and IQAC Coordinator.

**5. Infrastructure Matters :**

The IQAC Coordinator, Ms. Sophia D'souza in the meeting, suggested that the college building adjacent Sewer be covered with a Slab. She also made a remark about the college building compound that needs to be expanded. Dr. Bhiwandikar suggested that she place the matter in CDC Meeting for appropriate decision thereon.

**6. New programs:**

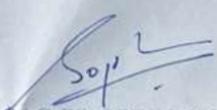
Shri. Dinesh Somani suggested to the Principal and IQAC Coordinator that the college needs to apply for some more UG/PG programs to be started from academic year 2021-22. After discussion IQAC was requested to carryout survey for the need and demand of the student's community and submit the same to the Principal. Responsibility of the same was given to Ms. Siddhi Chavan.

**7. Vote of Thanks:**

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

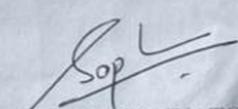
Place: KALYAN

Date: 30/03/2020

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	NAAC Work in Progress	The work for preparation of SSR is in full swing. All the committees are striving hard to finalise the report.
2	Infrastructure Matters	The approval from the Local Authority Kalyan-Dombivali Municipal Corporation is received for covering the adjacent Open Drainage line (Nalla). The quotation for the work is being called for the Financial Planning thereon.
3	International Conference	Due to the sudden calamity of Covid-19 Pandemic, it was decided to hold the International Conference by virtual Mode and the Webinar is being announced to be held on 31.05.2020.
4	New Programs	Application is made to University of Mumbai for new Programs of B.Sc. (CS), BFM and additional division of F.Y. B.Com.
5	Application for UGC Affiliation	Application for UGC Affiliation u/s.2 f of UGC Act, 1956 is made to UGC, New Delhi.

  
IQAC CO-ORDINATOR

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

**MINUTES OF IQAC MEETING**

Minutes of the Ninth Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held on Zoom Platform on **14.05.2020** at 02:30 p.m.

**Present:**

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia D'souza	Vice Principal / IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mr. Rajeshkumar Yadav	Teachers Representative
Ms. Siddhi Chavan	Teachers Representative
Ms. Sairabano Shaikh	Teachers Representative
Ms. Harsha Kulkarni	Teachers Representative
Mr. Ritesh Jadhav	Teachers Representative (Librarian)
Mr. Gaurang Bhiwandikar	Alumni Representative
Mr. Mahendra Bhusari	Non-Teaching Representative

**1. Welcome Address by the Principal**

The Principal offered a warm welcome to all the members.

**2. Minutes of Previous Meeting :**

Minutes of previous meeting held on 26.03.2020 were read. After discussions of various decisions taken in previous meeting and implemented thereon, it was approved and adopted. Principal started this meeting by saying that the meeting coincides with the last day of the academic year 2019-20.

### **3. IQAC Report :**

IQAC Coordinator Ms. Sophia D'souza placed before the meeting to discuss and develop strategies to continue academic activities, amidst the Covid-19 pandemic which has adversely affected the traditional Classroom teaching. All the staff will work from home. She also stated that as the college is planning to apply for NAAC Accreditation hence, the IQAC meetings should be regularize. It was then decided that the criterion heads will me meeting on 15<sup>th</sup> of every month.

### **4. Online Review Meeting with each department regarding Teaching-Learning & Internal Evaluation Process :**

The Principal mentioned that each Faculty is taking online classes through zoom, google meet, in no meet, etc and at the same time providing e-content prepared by them to the students through Whatsapp. Due to sudden lockdown no one was prepared for online classes. Faculty members started their online classes for TY & M.Com students from April, 2020 onwards for revision purpose and also to complete their pending syllabus. Principal also suggested NAAC Criteria wise work should be reported on daily basis.

### **5. Online Upgrading Program for Students & Faculty Members**

The Principal mentioned that one of our best practices of our college is upgrading Programmes for students and Faculty Members. The Principal also suggested exploring Google classroom, Google Hangout, Cisco WebEx Meeting, YouTube Streaming, OER (Open Education Resources), Swayam, Swayamprabha and finding out how they can be used in teaching learning process.

The Principal advice to join Government Recognized Free Short-term Skill training Programmes for upgrading oneself.

### **6. Webinar on MCQs and Online Learning**

IQAC proposes to conduct a webinar on MCQs and Online learning on May 20, 2020. This year as it is not possible to organize all the programmes offline due to pandemic, so it was decided to organize online programmes by each department for the students.

**7. Online Feedback Summary**

The Feedback summary of Online Feedback was drawn. The Departmental heads had given remarks for the improvements thereof.

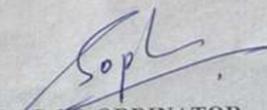
The ATR in this regard, was discussed in the meeting. The Bright Performers was appreciated & Weak Performers were requested to improve upon. Ms. Sairabano Shaikh was requested to host the Feedback reports along with ATR on college Website.

**8. Vote of Thanks:**

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

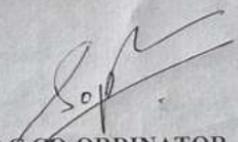
Place: KALYAN

Date: 19/05/2020

  
IQAC CO-ORDINATOR

## ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Online Upgrading Program	Two training sessions were conducted for Teaching staff for teaching in Online Mode using "Zoom, Google Meet". The teachers were also trained to sensitize students in this regard.
2	Online Webinars	Many online webinars are organized for the students including: 3 by WDC, 5 by NSS Unit, 2 by Department of Management, 3 by Department of Commerce, 2 each by Department of Mass Media and IT.
3	Online Feedback Summary	The Online Feedback Summary was drawn. It was discussed that the bright performers were appreciated and weak performers were requested to improve upon.
4	Placement Camp	Training and placement camp by Flipcart was organized and 34 students are placed.

  
IQAC CO-ORDINATOR