

ACHIEVERS COLLEGE

OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

MINUTES OF IQAC MEETING

Minutes of the First Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in the Chairman's Cabin on 15.08.2018 at 10.30a.m.

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia A. D'souza	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Mrs. Jyoti Durgude	Teachers Representative
Ms. Dina Panchal	Teachers Representative
Ms. Abhilasha Singh	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 enumerated that as per the decision of College Development Committee we are here to form the Internal Quality Assurance Cell of the College to function as per the NAAC Guidelines. All the members happily agreed to be a part of IQAC Committee and promised to support the mission.

2. Aims and Objects of IQAC:

Ms. Sophia D'souza explained the constitution of the committee and read out NAAC guidelines and the framework in which our committee is supposed to work. Chairman of the College declared her as the Coordinator of the IQAC Committee and all the members unanimously accepted the decision. Further Ms. Dina Panchal was requested to assist her to record minutes of the meetings and offer secretarial support for the effective functioning of the committee.

3. Planning of Academic Activities:

The Principal of the institution, in the meeting placed on record the Academic Calendar of the College for the year 2018-19. After the discussion, the members suggested to prepare separate list of workshops and Conferences to be organized during this academic year. After discussion, it was approved and adopted.

4. Budget for Research Activities:

Ms. Abhilasha Singh requested in the meeting that we shall have separate budget for the Research Activities. Chairman Dr. Mahesh Bhiwandikar agreed to allocate the sum of Rs. 1, 50,000/- for the Research Promotion Activities. Principal Madam was requested to utilize the budget appropriately. Further, Ms. Abhilasha Singh was requested to coordinate the Research Activities and make plans to organize National/ International Conferences / Workshops in coordination with Principal and Chairman Sir.

5. Weekly Staff Meetings:

The Principal put forth the proposal to hold weekly meetings of all the teaching and non-teaching staff to discuss activities held in the week, as well as to plan the activities for the upcoming week. All the members welcomed the idea. Further, Chairman Dr. Bhiwandikar expressed his willingness to attend such staff meetings once in a month.

6. Introduction of new Programs:

The Principal brought to the notice of the members that the institution shall apply for new programs to the University of Mumbai for further growth and development of the College. Accordingly, it was decided that the college will apply for B.Sc. (IT), BAMMC and M.Com (Advanced Accountancy) from the next academic year.

7. Library Matters:

Ms. Dina Panchal requested the committee to look in to the upgradation of the Library. It was thus decided to provide additional space for the Reading Room and more number of books and Journals to the Library and expand the budgetary provisions.

8. Infrastructure Matters :

The Principal in the meeting requested for furnishing of the fourth floor. She further expressed her concern for the upcoming international conference planned to be held in December 2018. Chairman Sir promised to furnish the Class rooms in the next year and immediately start the work of Seminar Hall and get it completed before the upcoming international conference.

9. College Website :

Mrs. Jyoti Durgude, the teacher's representative had drawn the attention to the College Website, which was not up to the mark. After the discussion, it was decided to appoint an expert in this field to reform the College Website. The Principal and Chairman Sir were requested to look in to the matter.

10. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks to the Chair by Mr. Gaurang Bhiwandikar.

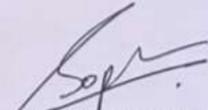
Place: KALYAN

Date: 18/08/2018


IQAC CO-ORDINATOR

ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	IQAC Formation	IQAC Committee as per NAAC Guidelines is formed.
2	Planning of Academic Calendar	Academic Calendar is prepared by IQAC and published on the College Website
3	Budget for Research Activities	On the request of IQAC, the College Management has agreed for the provision of Rs. 1,00,000/- in the College Budget for the F.Y. 2018-19
4	Weekly Staff Meetings	The Weekly staff meeting on every Saturday is started to discuss and review the activities held during the week and plan the activities along with the responsibilities for the upcoming Week. In addition, a Coffee with Chairman Meeting is fixed on every 4 th Saturday.
5	Introduction of new Programs	Applications for 2 UG and 1 PG programs i.e. B.Sc. (IT), BAMMC and M.Com is made to University of Mumbai to be started from Academic year 2019-20.
6	Allocation of Additional Area to Library	Room No. 302 in addition to Room no. 301 is now made available for Library along with the Reading Room.
7	Infrastructure Matters	Architect was invited for planning the furnishing of 4 th Floor Rooms with the provision of Auditorium having seating capacity of 100 students.
8	College Website	Mr. Sagar Kure, proprietor of M/s. Seva Web Solutions is appointed to update College website and make it more diverse and interactive. The review will be taken on monthly basis.


IQAC CO-ORDINATOR

ACHIEVERS COLLEGE

OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN

MINUTES OF IQAC MEETING

Minutes of the Second Meeting of the Internal Quality Assurance Cell of Achievers College of Commerce and Management, Kalyan held in the Chairman's Cabin on 23.04.2019 at 2.30 p.m.

Present:

Dr. Sangita G. Naik	Principal and Chairperson
Ms. Sophia A. D'souza	IQAC Coordinator
Dr. Mahesh K. Bhiwandikar	Management Representative
Shri. Dinesh Somani	Local Industrialist
Ms. Sana Khan	Teachers Representative
Mrs. 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 congratulated all the members for their help and support extended by each one in a successful conduct of various activities during this academic year. All the members happily accepted the greetings and jointly promised to work in coordination in future too.

2. Minutes of Previous Meeting :

Minutes of previous meeting held on 15.08.2018 were read. After discussions of various decisions taken and its implementations, it was approved and adopted. It was decided that Ms. Sana Khan shall assist the IQAC Co-ordinator to record the minutes of the meeting.

3. IQAC Report :

IQAC Coordinator Ms. Sophia D'souza presented before the meeting the report of the activities conducted in the college, for the academic year 2018-19. She highlighted the success of International Conference conducted on "Social Welfare Schemes in India". She further enumerated the problems faced and challenges while conducting the conference. All the members congratulated IQAC coordinator along with the team of teaching and support staff headed by the Principal for the overall success.

4. Budgetary Provision for Research Activities:

Ms. Sana Khan in the meeting, requested for more budgetary provisions in connection with research activities, for the next academic year. Ms. Sophia D'souza placed before the meeting the list of activities which were already discussed with the Principal to be conducted in the next academic year.

- i. National Level Workshop for students
- ii. Establishment of Incubation Centre
- iii. Organization of International Conference
- iv. Minor Research Projects for the Teaching Staff.

Dr. Mahesh Bhiwandikar also agreed to discuss the same in the meeting of CDC for requisite approval.

5. Maintain College Diary :

Mr. Dinesh Somani in the meeting proposed that College Diary should be maintained for updating day-to-day records of events and activities held in College. After discussion Mrs. Madhuri Murbade was allotted with the responsibility to maintain the College Dairy in the format to be finalized by Principal and IQAC Co-ordinator.

6. Introduction of Add on Certificate Courses:

Dr. Mahesh Bhiwandikar proposed an idea of introducing Add-on Certificate courses to impart skill based training to the students in addition to the programs offered. Principal was requested to deploy the staff and chart out the schedule to start such courses from the next academic year.

7. Feedback System:

The Principal proposed an idea of introducing Online Feedback system to be taken from all the stake holders for Curriculum, Teachers Quality, and Feedback on Administrative and support Facilities provided by the College. After the discussion it was decided to assign the work to the website developer and Ms. Sairabano Shaikh was assigned the duty to do the needful in this regard.

8. Vote of Thanks:

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

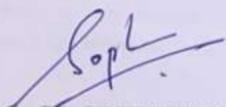
Place: KALYAN

Date: 27/04/2019


IQAC CO-ORDINATOR

ACTION TAKEN REPORT

<u>SRN</u>	<u>PARTICULARS</u>	<u>ACTION TAKEN / INITIATED</u>
1	Budget Allocation for Research Activities	On the request of IQAC, the College Management has agreed for the provision of Rs. 1,50,000/- in the College Budget for the F.Y. 2019-20.
2	Maintain College Diary	Mrs. Madhuri Murbade started maintaining the College Diary having records of all the day to day activities that takes place in the College.
3	Introduction of Add on Certificate Courses:	Action plan is prepared to introduce following Add-on Certificate Courses were Started for the benefit of the Students : <ol style="list-style-type: none">1. Certificate course in Tally2. Certificate course in Cake backing3. Certificate course in Basic Photogorapy4. Certificate course in Communication Skills. Coordinators were appointed and responsibilities were allotted to draft the Syllabus and expected outcome.
4	Feedback System	It was decided to start online Feedback System attached to the College Website. The new feedback forms are prepared and uploaded on College Website. It will now allow student's and teachers to give online feedback and also generate automatic feedback analysis report.


IQAC CO-ORDINATOR