

**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