

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