

KET'S V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE  
MITHAGAR ROAD, MULUND (E), MUMBAI - 400 081  
DEGREE COLLEGE  
IQAC MEETING

03/10/2018

Joint meeting of IQAC with all other stakeholders was held on 3<sup>rd</sup> October 2018 at 10.45a.m in the conference room. Following members were present.

- 1) Dr.B.B.Sharma (Principal) *mmam*
- 2) Dr.M.R.Kurup (Secretary)
- 3) Dr.Sushmita Dey (Vice Principal) *by*
- 4) Ms.Alka Kelkar *Skelkar*
- 5) Dr.Dinesh Kumar *DK*
- 6) Dr.Neeta Mehta *Neeta Mehta*
- 7) Dr.Ashok Awale
- 8) Dr.Renuka Thergaonkar *Renuka*
- 9) Ms.Pournima Bhangale *Pournima*
- 10) Ms.Seema Pawar *Seema*
- 11) Mr.Prasanjeet Bhawe *Prasanjeet*
- 12) Ms.Madhura Todewale *Madhura*
- 13) Mr.Hitesh Thakkar (Alumni & Member of Society) *Hitesh*
- 14) Mr. Kaushik Gada (Entrepreneur-Industry member) *Kaushik*
- 15) Ms.Philomina (College Office) - *Philomina*
- 16) Mr.Sanatosh Nikam (College Office) - *Sanatosh*
- 17) Ms.Soni Rajpurohit (General Secretary 2018/19)



*Alka Kelkar*  
IQAC Coordinator  
Alka Kelkar

3<sup>rd</sup> October, 2018

First Meeting of IQAC with all stakeholders was held on 3<sup>rd</sup> October, 2018 at 11.00 am in the Conference room.

The following members were present:-

- 1) Dr.B.B.Sharma(Principal)
- 2) Dr.M.R.Kurup (Secretary)
- 3) Dr.susmita Dey (Vice-Principal)
- 4) Mr. Hitesh Thakkar (Alumni & Member of Society)
- 5) Mr.Kaushik Gada (Entrepreneur-Industry)
- 6) Ms.Soni Rajpurohit (General Secretary)
- 7) Ms.Philomina (College Office)
- 8) Mr.Santosh Nikam (College Office)
- 9) Mrs.Alka Kelkar
- 10) Dr.Neeta Mehta
- 11) Dr.Dinesh Kumar
- 12) Dr.Ashok Awale
- 13) Dr.Renuka Thergoankar
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- 16) Ms.Madhura Todewale
- 17) Mr.Prasannajeet Bhawe

### Agenda of Meeting

1. Role of Alumni and Industry Member
2. Role of Office Staff
3. Suggestions by the attendees
4. Future Course of Action
5. Any other matter with the permission of Chair.

The Meeting began with Principal's address in which he briefly explained the role and responsibilities of IQAC.The IQAC Chairperson also gave a brief overview of the activities conducted by IQAC during the period of June- September, 2018.

### Minutes of Meeting

After discussion on the points of the Agenda, it was resolved that-

1. Role of Alumni and Industry Member

Following are the Action points suggested:-

1. Registration of Alumni
2. Curtain Raiser for Alumni Association along with Dimensions
3. Conduct of Placement Drives in the College after the Convocation Ceremony
4. Introduction of Skill Development Courses

2. Role of Office Staff

Following Suggestions were given by the Principal:

1. Regular Interface programmes between Teaching and the Non-Teaching Staff.



2. Implementation of lecture series for training the Administrative Staff regarding documentation, maintenance of records and other procedures.
3. Conduct of regular Office Meetings organized through IQAC

### 3. Suggestions by the Attendees

1. Improvement in the Classroom Ambience by instituting Smart Classrooms and installing CCTV Cameras in the Classrooms
2. Formation of NAAC Steering Committee
3. Liaison between IQAC and the Mentoring Committee
4. Implementation of E-Learning Programmes
5. ISO Certification for Data Security and Security of Tangible Assets and formation of a separate department for the same
6. Establishment of an E-content development center (MOOC)
7. Strengthening of Institutional Social Responsibility work
8. Introduction of NAAC literacy series for the Administrative Staff

### 4. Future Course of Action

1. Short-term Course on First Aid in Collaboration with Red Cross Society
2. Conduct of Office Audit and Curriculum Audit
3. Meeting of IQAC with Attendance Committee



*Alka Kelkar*  
IQAC Co-ordinator  
Alka Kelkar

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**MITHAGAR ROAD, MULUND (E), MUMBAI – 400 081**  
**Degree College**  
**IQAC Meeting**

09/04/2019

Second term meeting of IQAC with all stakeholders was held on 9th April 2019 at 11.00 am in the conference room. The following members were present:-

- 1) Dr.B.B.Sharma(Principal) *Dr. B.B. Sharma*
- 2) Dr.M.R.Kurup (Secretary) *Dr. M.R. Kurup*
- 3) Dr.susmita Dey (Vice-Principal) *Dr. Susmita Dey*
- 4) Mr.Hitesh Thakkar (Alumni & Member of Society) *Hitesh Thakkar*
- 5) Mr.Kaushik Gada (Entrepreneur-Industry)
- 6) Ms.Soni Rajpurohit (General Secretary) *Soni Rajpurohit*
- 7) Ms.Philomina (College Office) *Philomina*
- 8) Mr.Santosh Nikam (College Office) *Santosh Nikam*
- 9) Mrs.Alka Kelkar *Alka Kelkar*
- 10) Dr.Neeta Mehta *Neeta Mehta*
- 11) Dr.Dinesh Kumar *Dinesh Kumar*
- 12) Dr.Ashok Awale
- 13) Dr.Renuka Thergoankar
- 14) Ms.Pournima Bhangale *Pournima Bhangale*
- 15) Ms.Seema Pawar
- 16) Ms.Madhura Todewale *Madhura Todewale*
- 17) Mr.Prasannajeet Bhawe



*Alka Kelkar*  
IQAC Co-ordinator  
Alka Kelkar

9<sup>th</sup> April, 2019

Second term meeting of IQAC with all stakeholders was held on 9th April, 2019 at 11.00 am in the Conference room .The following members were present:-

- 1) Dr.B.B.Sharma(Principal)
- 2) Dr.M.R.Kurup (Secretary)
- 3) Dr.susmita Dey (Vice-Principal)
- 4) Mr.Hitesh Thakkar (Alumni & Member of Society)
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### Agenda of Meeting

1. Reading of the IQAC Report 2018-19
2. Perspective Plan of the IQAC
3. Feedback Analysis
4. Suggestion by Attendees
5. Status of Autonomy
6. Any other matter with the permission of Chair.





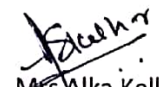
## Minutes of Meeting

After discussion on the points of the Agenda, it was resolved that-

1. The IQAC report was also read by IQAC Co-ordinator Mrs. Alka Kelkar. (Report Copy)
2. The perspective plan for the academic year 18-19, perspective plan was presented by the IQAC co-ordinator Mrs. Kelkar (2017-18/2021-22)
3. The feedback analysis was presented to the Principal Dr. B. B. Sharma for further action.
4. Suggestion by Attendees :-
  - i. Dr. Kurup made suggestions regarding the mentorship programme in college.
    - a. Improve the mentor: mentee ratio of 1:60
    - b. Students with special needs should be mentored separately
    - c. Similarly high achievers to be identified and mentored separately.
  - ii. Dr. Kurup also suggested that feedback received from students and teachers should be shared with management. He also suggested that all feedback received should be followed by action recommendations to bring about the change which in turn should be followed by impact analysis to assess if there is an improvement.
  - iii. He also recommended that some classes should be converted into online programme to manage the shortage of classrooms. E content development can be the focus of every department.
  - iv. He also offered the suggestion that at the end of every year a detailed report of activities of each teacher should be collected.
  - v. Mr. Hitesh Thakkar said that Industry networking was recommended for quality enhancement
5. It was resolved that the institution should follow up the application for autonomy which is pending with the UGC and the University of Mumbai.
6. Any other matter :-
  - i. The role of each staff member's vibrant involvement in all activities of the institution was considered important for quality work in the college by all attending members.
  - ii. Attitude change and better communication were highlighted as essential for quality work from nonteaching staff.



IQAC Co-ordinator

  
Mrs. Alka Kelkar

### Action taken report of Minutes of meetings

Sr.No	Minutes of Meeting	Action Taken
1.	Planning for orientation programme of FY for all Faculty	Orientation programme was done on 24/7/18 to 26/7/18.(Schedule attached)
2.	Planning of Academic Audit	Completed on 13/8/18 (Scheduled Attached)
3.	Compliance to introduce new members in IQAC to represent Management , Alumni & Society Member, Industry, Student General Secretary , Office members.	Was done wide resolution NO.4 (Meeting dated 22/06/18 )and resolution noi.2 (Meeting dated 07/07/18) letters were sent to concerned persons on 18/07/18
4.	CAS Workshop by Mr.Sunil Mantri	Planned in IQAC meeting dated 27/07/18 and conducted on 08/09/18
5.	IQAC meeting with stakeholders 1 <sup>st</sup> term meeting dated 21/09/18	Meeting was held on 3 <sup>rd</sup> October,2018 ((Minutes to be uploaded)
6.	Performance Appraisal of Teacher by Student (PATS) (started work on 27/07/18)	PATS conducted & Implemented in January 2019 (Mobile App)
7.	Faculty data updated on website	Done in second term
8.	Data collection from department for AQAR by sending Departmental Report Format (Aug 2018)	AQAR uploaded on 23/10/18
9.	Office Audit	Meeting with office staff (31/10/18) to inform them, office audit done on 5/12/18
10.	National conference 'SSS as a Quality Practice'	Conducted on 23/1/18
11.	Activity Audit (12/12/18)	Done on 27 <sup>th</sup> & 28 <sup>th</sup> Feb (Schedule Attached)
12.	Feedback Analysis (More than 9000 responses)	Analysis forwarded to principal Dr. Sharma for further action
13.	Meeting of all Stakeholders with IQAC Members	Held on 09/04/2019
14.	Talk under Quality Literacy Series 'DVV' (06/03/19)	Was delivered on 22/03/19



IQAC Co-ordinator

*Atika Kelkar*  
 Atika Kelkar