












KET'S V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
MITHAGAR ROAD, MULUND (E), MUMBAI – 400 081
Degree College
IQAC Meeting

20/09/2019

The meeting of IQAC with all stakeholders Scheduled on Friday 20th September, 2019 at 10.00 a.m in the Conference room. The following members were present:-

Sr.No	Name	Signature
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)	Absent
6.	Mr.Santosh Nikam (College Office)	
7.	Mrs.Alka Kelkar (IQAC Co-ordinator)	
8.	Dr.Neeta Mehta (IQAC Member)	
9.	Dr.Dinesh Kumar (IQAC Member)	
10.	Dr.Ashok Awale (IQAC Member)	Absent
11.	Ms.Pournima Bhangale (IQAC Member)	
12.	Ms.Seema Pawar (IQAC Member)	
13.	Ms.Madhura Todewale (IQAC Member)	
14.	Mr.Prasanna jeet Bhave (IQAC Member)	



IQAC Co-ordinator


Alka Kelkar

**Kelkar Education Trust's
V.G.Vaze College of Arts, Science and Commerce
Mithagar Road, Mulund(East),Mumbai**

Minutes of IQAC Stakeholder Meeting

Date :- 20-9-19

The meeting of IQAC with all stakeholders scheduled on 20th September, 2019 at 10.00 a.m in the conference room.

Following Members were presented:-

1. Dr.B.B.Sharma (Principal)
2. Dr.M.R. Kurup (Secretary)
3. Dr.Susmita Dey (Vice-Principal)
4. Mr.Hitesh Takkar (Alumni & Member of Society)
5. Mr.Kaushik Gada (Entrepreneur – Industry)
6. Mr.Santosh Nikam (College Office)
7. Mrs. Alka Kelkar (IQC Co-ordinator)
8. Dr.Neeta Mehta (IQAC Member)
9. Dr.Dinesh Kumar (IQAC Member)
10. Dr.Ashok Awale (IQAC Member)
11. Ms.Pournima Bhangale (IQAC Member)
12. Ms.Seema Pawar (IQAC Member)
13. Ms.Madhura Todewale(IQAC Member)
14. Ms.Prasannajeet Bhave (IQAC Member)

Agenda of the Meeting

1. Reading of the IQAC Report 2019-20
2. Reporting of activities from academic year 2020-21
3. Feedback
4. Suggestions by Attendees
5. Adoption of AQAR for 18-19
6. Any other matter with the permission of the Chair

Minutes of Meeting

1. The IQAC report 18-19 was read by IQAC Coordinator Mrs.Alka Kelkar
2. IQAC Coordinator Mrs.Alka Kelkar reported the following activities from the beginning of the new academic year 2020-21.

- i. 6-day orientation program for all F.Y. students of all faculties was done in the month of July. (8th July to 13th July). This time Formal and Informal Orientation was done for new students. Following were the conveners of the programme:-
 - Arts:-Mrs.Vaishali Dhammapathee
 - Commerce:-Mrs.Shirisha Gupte
 - Science :- Dr.Ajit Kengar
 - SFC:- Dr. Deepali Karkhanis
- ii. Writing of Annual Quality Assurance Report (AQAR) 2018-19 was done and completed on the basis of Guidelines of AQAR workshop conducted by IQAC Cluster- India.
 - Academic Audit 2018-19 of all departments was done on 11th September, 2019
 - Remedial Coaching had started at Departmental Level was being done by concern staff members.
 - Autonomous status approved letter was received from UGC.
3. Feedback of students and all other stakeholders would be taken in the second term of the academic year.
4. As per the suggestions made/information given by the attendees.
 - E-content responsibility should go to the Library of the college. Development of the same would be in coordination with the Library committee.
 - Website updation would be handled by IT department in coordination with Mr. Galgale– the service provider
 - Work of girls' washroom is in progress
 - STUCO to coordinate the work of Alumni Association in coordination with Alumni Committee.
 - In the light of autonomous status granted to the college, departments to be requested to submit proposals to start integrated programmes as suggested by the autonomy peer visit team
5. The work on AQAR for 2018-19 was completed .After presenting the AQAR to the College Developing Committee, resolution was passed for uploading the same on the college website.
6. Any other matter:-
 - CAS was conducted on 20th August 2019 for the college.






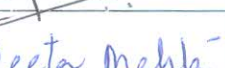


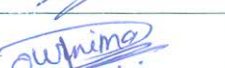
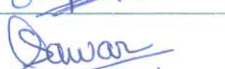
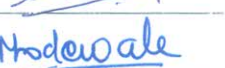



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Mrs. Atka Kelkar
IQAC Coordinator
Vaze College

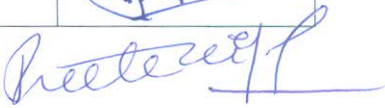
KET'S V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
MITHAGAR ROAD, MULUND (E), MUMBAI – 400 081
Degree College
IQAC Meeting

13/03/2020

The meeting of IQAC with all stakeholders Scheduled on Friday 13th March 2020 at 10.300 a.m in the Conference room. The following members were present:-

Sr.No	Name	Signature
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.	Mr.Santosh Nikam (College Office)	
7.	Mrs.Alka Kelkar (IQAC Co-ordinator)	
8.	Dr.Neeta Mehta (IQAC Member)	
9.	Dr.Dinesh Kumar (IQAC Member)	
10.	Dr.Ashok Awale (IQAC Member)	
11.	Ms.Pournima Bhangale (IQAC Member)	
12.	Ms.Seema Pawar (IQAC Member)	
13.	Ms.Madhura Todewale (IQAC Member)	
14.	Mr.Prasannajeet Bhawe (IQAC Member)	

15. Prof. Dr. Preeti Nilesh






IQAC Co-ordinator
Mrs.Alka Kelkar

Kelkar Education Trust's
V.G.Vaze College of Arts, Science and Commerce
Mithagar Road, Mulund(East),Mumbai

Minutes of IQAC Stakeholder Meeting

Date: - 13th March, 2020

The term end meeting of IQAC with all stakeholders was held on 13th March, 2020 at 10.30 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. Prof.Dr.Preeti Nilesh (Special Invitee)
5. Mr.Hitesh Thakkar (IQAC Member, Alumnus)
6. Mr.Kaushik Gada (IQAC, Entrepreneur-Industry)
7. Mr.Santosh Nikam (IQAC, Member, College Office)
8. Mrs.Alka Kelkar (IQAC Co-Ordinator)
9. Dr.Neeta Mehta (IQAC Member)
10. Dr.Dinesh Kumar (IQAC Member)
11. Dr.Ashok Awale (IQAC Member)
12. Ms.Pournima Bhangale (IQAC Member)
13. Ms.Seema Pawar (IQAC Member)
14. Ms.Madhura Todewale (IQAC Member)
15. Mr.Prasanna jeet Bhave (IQAC Member)

Agenda of Meeting

1. Reading of IQAC Report 2019-20
2. Report on PATS Conducted in the month of January
3. Report on Activity Audit Conducted in the month of February
4. Launch of Autonomy Program in February
5. BOS formation and Syllabus Completion for all subjects under Autonomy
6. CAS
7. Talk By Dr.Kurup on Revised UGC guidelines of NAAC (Autonomous College)
8. Talk By Dr.B.B.Sharma on The Corona virus
9. Any other matter with the permission of Chair.

Minutes of Meeting

1. The minutes of the meeting 2019 and report of activities conducted thereafter was read out by Dr.Neeta Mehta, Member, IQAC.
2. PATS:-it was decided-
 - to share the final report of PATS with the Principal and concerned staff members

- To create benchmark for PATS, on the basis of which those below the benchmark should be informed about their developmental areas. They should then be given basic training to improve their performance
3. The Detail Report of the Activity Audit conducted in February was with IQAC
 4. The college had a formal program to launch Autonomy on 6th February 2020 Dr.Gopal Reddy (Member UGC, New Delhi) and Shree.Sanjay Barve (Police Commissioner of Mumbai) graced the occasion.
 5. Mrs.Kelkar informed that the process of BOS formation was in progress in coordination with University of Mumbai and the work of drafting of New Syllabus under Autonomy was also in progress.
 6. CAS interviews were done for concerned staff members on 5th March 2020
 7. The Talk By Dr.Kurup on Revised UGC guidelines of NAAC (Autonomous College) was held on 16th March 2020, it was attended by all the Teaching and Non-teaching college staff members.
 8. Talk By Dr.B.B.Sharma on The Corona virus was held on 17th March ,2020 , it was attended by all the Teaching and Non-teaching college staff members.
 9. Any other matters :-
 - i. It was suggested by Dr.Kurup:-
 - Every teacher- new &senior should go through orientation course, induction programme, refresher course to upgrade their knowledge.
 - Increase the strength of IQAC, as it is the key coordinator under Autonomy
 - Principal in coordination with IQAC should appoint the Dean for Arts, Science, Commerce & SFC of the college and the dean should be IQAC Member under Autonomy.
 - Creation of MIS to Keep record and disseminate information to all stakeholders.
 - Establish a fund for SFC staff in coordination with RUSA.
 - Benchmark the syllabus along with lines of reputed institutions and by taking into account expectations of the employers. Upgrade the knowledge by being futuristic, keeping in mind employability skills and soft skills.
 - With respect to Corona virus spread he suggested: Awareness programme to be conducted in the college.
 - ii. Mr. Kaushik Gada (Entrepreneur and Industry Member of IQAC) expressed concerns about safety issues in the college, suggested to conduct Fire or Safety audit, make committees for betterment of the college and make banner for Corona virus.
 - iii. Mr. Hitesh Thakkar (Alumni Member) suggested that we fix any two specific dates for stakeholder meeting in the year.
 - iv. Dr.Ashok Awale, Assistant Professor of Department of Chemistry was entrusted with arranging sanitizer for use in the institution



Atka Kelkar
 Mrs. Atka Kelkar
 IQAC Co-Ordinator
 Vaze College

KET'S V.G.Vaze College of Arts, Science & Commerce
(Autonomous College)

Minutes of stakeholders Meeting

16th October, 2020

The first term meeting of IQAC with all stakeholders was held on 16th October 2020 at 4.00 pm on zoom platform.

The following members were present: -

1. Dr.B.B.Sharma(Principal)
2. Prof.Dr.Preeta Nilesh (Vice-Principal)
3. Mr.Hitesh Thakkar (IQAC Member, Alumnus)
4. Mr.Kaushik Gada (IQAC, Entrepreneur-Industry)
5. Mr.Santosh Nikam (IQAC, Member, College Office)
6. Dr.Neeta Mehta (IQAC Co-Ordinator)
7. Dr.Ashok Awale (IQAC Member)
8. Ms.Pournima Bhangale (IQAC Member)
9. Ms.Seema Pawar (IQAC Member)
10. Ms.Madhura Todewale (IQAC Member)
11. Mr.Prasannajeet Bhave (IQAC Member)
12. Mrs.Shilpa Suryawanshi (IQAC Member)
13. Ms.Annu Singh (IQAC Member)
14. CA Anil Naik (Special Invitee)
15. Dr.Ajit Kengar (Special Invitee)
16. Mr. Raj Nadgauda (Student, TYBA)
17. Ms. Drushty Kamble (Student, SYBA)
18. Ms.Tejasvi Patil (IQAC Clerk, College Office)

Agenda of the meeting

1. General Welcome by Ms. Shilpa Suryawanshi
2. Invite Principal Dr. Sharma to formally welcome all.
3. Invite Dr Neeta Mehta to read the minutes, present report of last 7 months and planning for future.
4. Invite VP Prof (Dr) Preeta Nilesh to throw light on various college regular and special activities undertaken by college during last 7 months - the most challenging period for all.
5. Meeting open for discussion - Redefining Role of IQAC in Autonomy
6. Vote of Thanks by Shilpa Suryawanshi
7. Any other matter with the permission of Chair.

Minutes of the meeting

1. General Welcome of all members was done by Ms. Shilpa Suryawanshi

2. Pri. Dr.B.B.Sharma welcome new members in IQAC.
3. The minutes of the last meeting March 2020 and report of activities conducted thereafter was read out by Dr.Neeta Mehta, Coordinator, IQAC.
4. Dr.Neeta Mehta (IQAC Co-ordinator) Read out the points of activities during last 7 month and make planning for next 6 month activity to do,
5. Discussion on Redefining Role of IQAC in Autonomy from all Members.
6. VC.Prof.Dr.Preeta Nilesh talk on -Interview on Adhoc teachers & lectures, online Admission, Completion of 2019-20 Examinations, Activities done till 2020, Formation of Alumni Association.
7. Pri.Dr.Sharma Suggestions:-
 - i. Conduct IQAC Cluster Course Training Programme / workshop For all New Teachers for Proper documentation in the aspect of setting evaluation exam paper, evaluation of paper.
 - ii. Every Teachers of the college should know the all 7 Criterion of the AQAR.
 - iii. All Teachers & Students also have Knowledge about NAAC.
8. Dr.Ajit Kengar Suggested that Make Dynamic College Website and Started working on website page design and change it as suggested by Delhi University.
9. VC.Prof.Dr.Preeta Nilesh and Ms. Pournima Madam Discussed about collecting Alumni Information by Google form and make separate page for Alumni on one tap in future on College website.
10. Mr.Raj & Dhrushty as a student give suggestion to put Alumni Information form on college Website for easy access to all.
11. Vote of Thanks done by Mrs. Shilpa Suryawanshi.



Neeta Mehta
Dr.Neeta Mehta
IQAC Co-Ordinator
Vaze College

Action Taken Report of Minutes of Meetings

Plan of Action	Achievements/Outcomes
Academic Calendar and Annual Planning	Done on 1st June 2019
Orientation programme for F.Y student of all faculty	Organized on 8th to 13th July 2019
Quality Literacy Series for Faculty on "Preparation for the NAAC Annual Quality Assurance Report" by IQAC Cluster India	Organized on 30th July 2019
Quality Literacy Series for Faculty Organized a talk on "Academic Governance" by Dr. M.R.Kurup	Organized on 13th August, 2019
Academic Audit for the year 2018-19 of all Departments	Conducted on 11th September, 2019
ISR Training for Students of Class IX and X	Conducted in October and December 2019, 2) July to October 2019 3) August 2019
Prepared and Uploaded Annual Quality Assurance Report (AQAR) for the year 2018-19	AQAR uploaded on 7th December 2019.
Performance Appraisal of Teachers by Students (PATS)	1st January to 15th January 2020
Student Satisfaction Survey on Infrastructure and other Facilities	1st January to 31st March 2020
Faculty Feedback on Various Aspects of College	1st January to 15th March 2020
Activity Audit	Conducted on 20th February 2020
CAS -Career Advancement Scheme	Planned in IQAC meeting and conducted on 20-8-2019, 27-11-2019 & 5-03-2020
Meeting of IQAC with all Stakeholders	Meeting was held on 20th September 2019 ((Minutes to be uploaded)
Meeting of IQAC with all Stakeholders	Meeting was held on 13th March 2020 (Minutes to be uploaded)
Staff Welfare Initiatives: Series of webinar on topic "Managing Personal and Work Life Effectively" (वैयक्तिक आणि व्यावसायिक आयुष्याचे प्रभावी व्यवस्थापन) for Non-teaching Staff of our college and other colleges.	Conducted on 11th May to 16th May 2020

A webinar on "Financial Management in Times of Crisis" for non-teaching staff of various colleges. 144 non-teaching staff of our college and outside colleges participated in the webinar.	Conducted on 8 th June 2020
Non-teaching Staff Development Initiatives (Office Staff):-	Conducted on 9 th June 2020
Workshop on "Pension Papers Preparation Procedure"	
Workshop on "Procedures for PF Papers Preparation"	Conducted on 9 th June 2020
Workshop on "Advertising Appointments, Fixing Interviews and Sending Reports"	Conducted on 9 th June 2020
Workshop on "Managing College Accounts"	Conducted on 9 th June 2020
Workshop on "Digital Banking"	Conducted on 9 th June 2020
Teaching Staff Development Initiatives	
Workshop on "Appointment Procedure for Degree College Teachers"	Conducted on 12 th June 2020
Quiz on Advertising Appointments and Procedure for Interviews for Degree College Teachers	Conducted on 12 th June 2020
Workshop with Google Classroom on "Defining Course Objectives and Outcomes for Skill Based Courses"	Conducted on 22 nd June 2020
Workshop on "Certificate Designing" for teachers of Foundation Course	Conducted on 23 rd June 2020
A hands-on training "How to create Google Forms"	Conducted on July 2020

A session on 'Voice Modulation & Vocal Jockeying'	Conducted on 5 th September 2020
Workshop on "How to Create Question Papers using Google Forms for Examinations" for B.A. teachers.	Conducted on 22nd Sept 2020
A session on "What it takes to be a Principal"	Conducted on 30th Sept 2020
A webinar on 'Power Dressing and Personal Grooming' for female and male faculty of the college respectively. Prof. (Dr.) Preeti Nilesh, Vice Principal, Vaze College was the resource person.	6 th July, 2020 to 11th July 2020
Board of Studies (BOS) Meetings of all departments	Conducted on 17 th to 21 st August 2020
First Academic Council meeting	Conducted 21 st September 2020.
Induction Programme for students of all faculties	Conducted on 26 th September 2020, 28 th – 29 th September 2020 and
Meeting of IQAC with all Stakeholders	Meeting was held on 16 th October, 2020 (Minutes to be uploaded)
A webinar on "Stay Connected with E-Resources 24*7" Mr. Paritosh Pawar, Librarian was the Resource Person.	Conducted on 17th October 2020.
A webinar on 'Career Guidance Scheme (CAS): UGC Guidelines 2018'. Dr. Ajit Kengar, Dean, HR was the Resource Person.	Conducted on 23rd October 2020
Online Academic Audit of all Departments.	Conducted on 26 th and 27 th October 2020.
A Twin webinar in collaboration with RUSA, Maharashtra – "NEP: Road ahead for Autonomous Colleges" "Autonomy: Not Yet Another Feather in the Cap"	Conducted on 8 th and 10 th December 2020.



Neeta Mehta
 IQAC Coordinator
 Dr. Neeta Mehta
 Vaze college