![The Kelkar Education Trust logo]

Vinayak Ganesh Vaze College of Arts, Science &Commerce (Autonomous)
Mithaghar Road, Mulund East, Mumbai-400081,
College with Potential for Excellence

Structured Feedback Analysis and Action Taken Report: 2020-21

IQAC has institutionalized the practice of collecting feedback from various stakeholders. Besides collecting the feedback, it also analyses the feedbacks received and submitsit to the Feedback Committee for suitable action to be taken.

The feedback is collected using google forms.
The stakeholders and domains and subdomains of **feedback collected**from them for the year 2020-21 are as follow:

1. **Students**

Performance Appraisal of Teachers by Students (PATS)
Received 28,328 responses for 81 teachers (Aided and SFC)
3 domains were covered:
- Attitude towards students
- Core subject related, teaching, virtual classroom related skills
- Additional peripheral skills

2. **Faculty**

4 domains of facilities, training, support given to faculty were covered:
- Teaching and learning related
- Evaluation related
- Research related
- Governance related

Received responses from 71 faculty members

3. **Parents**

The domains covered were:
- Admission process
- Administrative support
- Library facilities
- Regularity in conduction of lectures and practical
- Examination
- Extra-curricular and co-curricular activities

Received1071 responses from parents

Analysis of the feedback received: The data is compiled and analysed through statistical tools.

Sharing of Feedback Reports:

PATS reports and faculty feedback received were submitted to the Feedback Committee for their deliberation and deciding the action to be initiated. The committee consisted of the following members:

Committee composition:
1. Dr B. B. Sharma,Principal, Chairman
2. Dr.Preeta Nilesh, Vice-Principal
3. Dr. Neeta Mehta,IQAC Coordinator
4. CA Anil Naik,Member
5. Dr.AjitKengar,Member

A feedback committee meeting was held on 5th April 2021. The committee critically analysed each parameter and prepared action taken report based on the recommendations of stakeholders.

Committee also discussed necessary measures to be taken by preparing future plan for the effective implementation.

The committee suggestions were as follows:
- The feedback regarding PATS to be given to each faculty member and discuss in the department meetings.
- Faculty feedback to be submitted to CDC and CEC for bringing about changes as per the feedback.
- The salary of SFC be revised

All the feedback reports were also shared with CDC and stakeholders of IQAC for their perusal.

Action Taken:

Students

I) Student's feedback (PATS) and action taken report

Sr. No	Feedback	Action Taken
01	Overall good performance appraisal of teachers.	Feedback received was shared with each staff members and HODs were instructed to hold discussion among the members of the department regarding their developmental areas.

Faculty

II) Feedback from Teachers on Institutional Facilities and action taken report

Sr. No	Feedback	Action Taken
01	Dissatisfaction with salary for SFC/Ad-hoc staff (69.6%)	10% hike is given in the salary of SFC staff from July 2021.
02	Acknowledgement of higher qualification with financial increments (51%) for SFC/ Ad-hoc staff.	One increment paid to SFC/Adhoc teaching staff who improved their qualifications.

Parents

V) Feedback from Parents on Institutional Facilities and action taken report

Sr. No	Feedback	Action Taken
01	Concern over Administrative Office services (44.26%),	Feedback is shared with the registrar.
02	Concern over Online library facilities (42.11%)	E-Resources Awareness sessions were organised. Given a live demonstration of accessing subscribed resources under N-LIST.The demo also included how to search, read online and download the e-resources of different publishers. Accessing open access e-resources through the dedicated E-Resources Webpage of the Library's website was also focussed upon. The session covered customized examples related to various subject areas of the student attendees of the respective sessions. 'Panorama' the Virtual Bookshelf was started in March 2021 to enable students to read and /or download open access e-books on the selected themes. Each bookshelf has 20 books.
03	Concern over Admission Process (33.62%)	Orientation was conducted explaining the admission process to students. Process videos for admission, filling up of forms and payment of fees were prepared and uploaded on the website.

Dr. Neeta Mehta
Co-ordinator, IQAC
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081
Contact: 9821624349

K.E.T. 's V. G. Vaze College of Arts, Science and Commerce (Autonomous)

Mulund, Mumbai – 400 081

Meeting of Feedback Committee was held on 15ᵗʰ April 2021

Platform Used: Google Meet

Time: 11.00 a.m

Link:

https://teams.microsoft.com/l/meetup-
join/19%3ameeting_YjIzYmVhMGMtNzVkNy00YzQ3LTk4ZDItODZiY2ZkMGQ3ZTAw%
40thread.v2/0?context=%7b%22Tid%22%3a%2260432f7d-cfb7-4200-a6b8-
f755e8d6aa44%22%2c%22Oid%22%3a%223272d209-e206-4e2f-9b89-
a1eb5dbf26ca%22%7d

Agenda:

1. To discuss the feedback received from various stakeholders.
2. To recommend the remedies for the issues that emerged in the feedback collected and analyzed.
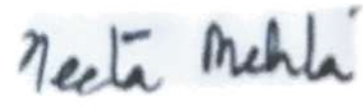
Minutes of the Meeting:
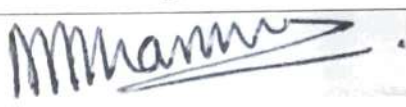
Dr Neeta Mehta, Coordinator, IQAC welcomed all the members of the Feedback Committee. She then presented the reports on all the feedback received from various stakeholders.

Discussion took place among the committee members and the following resolutions were made:

- The analysis of the collected feedback on curriculum is to be given to each department.
- Each department to share this feedback with BOS members in the BOS meetings whenever they are scheduled.
- Relevant and meaningful suggestions received may be implemented in the next revision of the syllabi in AY 2023-24 after discussing in BOS Meetings.
- The feedback regarding PATS to be given to each faculty member and discuss in the department meetings.
- Faculty feedback on institution to be submitted to CDC and CEC for bringing about changes as per the feedback.
- The salary of SFC be revised.

The following members of the Feedback Committee were present.

	Feedback Committee Member	Signatures
1	Dr B. B. Sharma, Principal, Chairman	
2	Dr. Preeta Nilesh, Vice-Principal, Member	
3	Dr. Neeta Mehta, IQAC Coordinator, Member	
4	CA Anil Naik, Member	
5	Dr. Ajit Kengar, Member	

Minutes of CDC meeting held on 17th April, 2021

Meeting held on 17th April, 2021

In attendance: Members of the Trust Smt. Jyoti Bhadkamkar, Mr.Gaurav Sathye, Secretary of the Trust Dr M R Kurup , CA A.D. Bhorkar, Principal Dr B. B.Sharma, Dr S. S. Barve, of the SRC, Vice Principal Prof. Dr. Preeta Nilesh, IQAC Coordinator Dr Neeta Mehta, CDC Members Dr.Adhir Ambavane, Dr.Ajit Kengar, Mrs.Chitra Subramaniam, Hitesh Thakkar ,CA Anil Naik (Special Invitee) were in attendance on the virtual meet held on the Microsoft Teams Platform, from 4.00pm to 6.45 pm.Mr.Santosh Dagle was unable to join.

Principal Dr. B.B. Sharma requested Mrs. Jyoti Bhadkamkar to chair the meeting and welcome New Women Representative Mrs. ChitraSubramaniam& Special invitee CA. Anil Naik.

1. Since the minutes of the last meeting had been sent to all members it was approved &confirmed by allmembers.

2. Vice Principal Prof. Dr. Preeta Nilesh spoke about Academic Growth. She gave detailed report on International Conference.She thanked the management for their full support.

   She also announced that the Commerce Faculty will be hosting International Conference on the topic 'Disruptive Innovation'. The Conveners for the International Conference which will be held in last week of October will be Dr. Adhir Ambavane& CA Anil Naik.

   She also reported that in spite of our Online mode of working, the different departments & associations have been conducting webinars, programmes, guest lectures, quizzes etc. like the recently conducted National Webinar on Dr. B.R. Ambedkar.

3. She also reported that under G.D.Kelkar Skill Development Centre number of proposals for new courses have been received and some departments are also planning to start diploma courses.

4. Dr. Preeta Nilesh also reported that 2 new appointments have been made in office for routine work and Mrs. Jyoti Bhadkamkar stressed on the fact that quality should not be compromised.

5. Principal Dr. B.B. Sharma informed that under infrastructural growth 2 Desktops have been purchased for the exam committee. CCTV Cameras and street lights have

been installed within and all around the college.All small and major repair work with respect to furniture is been carried out in the Computer Labs and other rooms.

6. Mrs. ChitraSubramaniam in the capacity of Academic Calendar In-charge reported that lectures and exams were conducted as per schedule. The UG Exams of SY (Reg. & SFC) are in progress till 19th April 2021 and FY & TY (Reg. & SFC) are scheduled to start from 22nd April 2021 and ending on 30th April 2021. She also reported that the last working day for the academic year is 30th April 2021. The new Academic Session for 2021-2022 will begin from Monday, 14th June 2021.

7. Mrs. JyotiBhadkamkar enquired about conduct of PG Examination which was explained in detail by CA Anil Naik.

8. Dr. AjitKengar raised the issue of increasing remuneration of Self Financing &Ad-Hoc Teachers. Further he read the letter given by SFC Coordinator Mrs. SeemaPawar regarding the issues & concerns of SFC Department. The letter highlighted that, the issues regarding appointment letters with all due benefits and salary structures, fixing minimum salary for Non-NET/SET staff, annual reasonable increment as per price index, & giving increment for NET/SET &Ph.D. candidates etc. Principal Dr. B.B. Sharma affirmed that Ph.D. & NET/SET increment has been decided and will be done.

9. Mrs.Jyoti Bhadkamkar suggested to forward Mrs. Seema Pawar's letter copy to Bhorkar sir & Principal sir. So that it could be taken up by them. She requested Bhorkar sir & Sharma sir to work on it and by the next CDC Meeting we should check the possibility of implementation and decision will be taken.

10. Dr. Adhir Ambavane requested CA A.D. Bhorkar to present the audited accounts for the year 2019-20 in front of CDC for adoption and approval. Accordingly, Bhorkar sir presented the statement of accounts.

11. CA Anil Naik suggested few corrections in the statement. CA Bhorkar sir reported that since the Balance Sheet has been uploaded on the Income Tax website, the same statement of accounts is taken to be adopted & approved at CDC. It was also suggested by Mrs. Jyoti Bhadkamkar that monthly monitoring of the working of accounts should be done through regular checks.

12. Dr. Adhir Ambavane reported regarding preparation of budget for the year 2021-2022. Principal Dr. B.B. Sharma requested CA Anil Naik to start working on it.
Dr. Preeta Nilesh also suggested making provision in the budget for research department and seed capital provision on the basis of academic audit report.

13. Dr. M.R. Kurup suggested that separate Research Development Fund should be created for non-grant teachers. Further he said, in the budget provision to the extent of Rs. 10 Lakhs be made. Dr. M.R. Kurup emphasized that Utilization of Grants is not only the responsibility of Accounts Staff but the responsibility of Academic and Administrative staff.

14. Regarding IQAC matter Dr. Neeta Mehta reported that SSS feedback, Curriculum feedback and PATS feedback have been taken.She also informed that AQAR is almost ready.

15. CA Anil Naik made excellent presentation for Funds generation from various sources like present students, alumni, sponsors&hiring charges.Mrs. Jyoti Bhadkamkar &Mr. Gaurav Sathye appreciated the efforts taken by CA Anil Naik and said few of the suggestions could be considered.

16. The meeting concluded with a vote of thanks given by Dr. Ajit Kengar.

COLLEGE DEVELOPMENT COMMITTEE MEETING

ATTENDANCE FOR CDC MEETING HELD ON 17th April 2021 at 4.00 pm on Microsoft Teams Platform

Sr.No	Name	Signature
	Mrs. Jyoti Bhadkamkar	Mrs Jyoti S Bhadkamkar
	Dr. M.R.Kurup	
	CA. A.D.Bhorkar	
	Mr. Gaurav Sathaye	
	Dr.B.B.Sharma	
	Dr. S.S.Barve	
	Prof.(Dr.) Preeta Nilesh	
	Dr .Neeta Mehta	Neeta Mehta
	Dr.Adhir V.Ambavane	
	Ms. Chitra Subramaniam	
	Dr. Ajit Kengar	
	Mr. Santosh S. Dagle	ABSENT
	Mr. Hitesh Thakkar	
	CA. Anil Naik (Special Invitee)	

K.E.T. 's V. G. Vaze College of Arts, Science and Commerce (Autonomous)

Mulund, Mumbai – 400 081

STAKEHOLDERS MEETING 2021-22

Date: Friday, 23rd July 2021

Time: 3:00 pm

Platform: Microsoft Teams

Link:

https://teams.microsoft.com/l/meetup-
join/19%3ameeting_ZmQxMjFkYWQtMmFhZS00ZTk4LThjOTktNDBhYzgzNmE4YTJm%40t
hread.v2/0?context=%7b%22Tid%22%3a%2260432f7d-cfb7-4200-a6b8-
f755e8d6aa44%22%2c%22Oid%22%3a%223272d209-e206-4e2f-9b89-a1eb5dbf26ca%22%7d

Agenda:

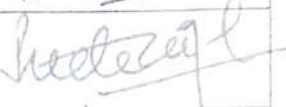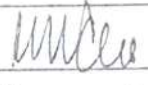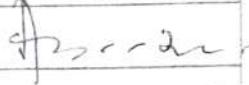|	
General Welcome	Ms. Madhura Todewale, IQAC Member
Introduction of the New IQAC Members	Ms. Madhura Todewale, IQAC Member
Welcome Address	Dr. B.B. Sharma, Principal & Chairperson IQAC
Presentation of the Minutes of the Stakeholders' Meeting held on 16th October 2020	Dr. Neeta Mehta, IQAC Coordinator
Presentation of Activities conducted by IQAC in the Academic Year 2020 - 21.	Dr. Neeta Mehta, IQAC Coordinator
Details of the Activities planned by IQAC for the Academic Year 2021 - 22	Dr. Neeta Mehta, IQAC Coordinator
Meeting Open for Discussion	
Vote of Thanks	Ms. Seema Pawar, IQAC Member

Minutes of the Meeting:
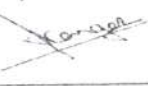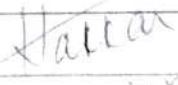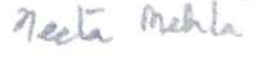
1. Ms. Madhura Todewale, member, IQAC started the meeting with general welcome and introduced 3 new members in IQAC (Ms. Nanda Rupnar, Dr. Deepali Karkhanis and Dr. Manoj Mahajan).
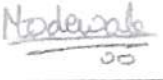2. Ms. Madhura Todewale, member, IQAC invited Dr. B. B. Sharma, Principal and Chairperson of IQAC to formally welcome all the stakeholders of IQAC.
3. Dr. B. B. Sharma, Principal and Chairperson of IQAC welcomed all and asked to start the meeting
4. Dr. Neeta Mehta, Coordinator, IQAC read the minutes of the previous Stakeholders' Meeting held on 16th October 2020 and discussed the action taken report.
5. Activities conducted by the IQAC in the Academic Year 2021-22 post 16th October 2020 were presented in the meeting:
   - A Webinar on "Stay connected with E- Resources 24*7" on 17th October 2020.
   - A Webinar on "Career Guidance Scheme (CAS): UGC Guidelines 2018" on 23rd October 2020.
   - Academic Audit on 26th and 27th October 2020.
   - Twin Webinar in collaboration with Rusa, Maharashtra - "NEP: Road Ahead for Autonomous Colleges" on 8th December 2020 and "Autonomy: Not Yet Another Feather in the Cap" on 10th December 2020.
   - Uploading of AQAR on 26th June 2021.
   - Feedbacks and suggestions received from various stakeholders: Students, Alumni, Faculty and Parents.
   - For revising the old Policies and Procedures and drafting new ones, two workshops were conducted - "The Workshop on Drafting Policies and Procedures" and "The Workshop on Standard Operating Procedures"
   - BOS - Review Meetings of 25 Departments were held between 28th June to 2nd July 2021. New short-term courses, diploma programme and postgraduation programme for the Academic Year 2021-22 were discussed.

6. Details of the Activities proposed by IQAC for the Academic Year 2021-22 were also presented in the meeting:
   - Orientation Programme for staff to all the 7 Criterions by Criterion In-charges and Steering Committee Members Starting from 20th August.
   - Workshop on Curriculum Designing and Implementation
   - Workshop for our Teaching Faculty on PO, PSO,CO
   - A Workshop on "Basics of Academic Writing" for the students.
   - Workshop on "Visibility of Publications"
   - Webinar on "Research Ethics and Intellectual Property Rights"
   - A workshop in collaboration with Library to orient to e-library, e-journals and other e-resources.

- ☐ A workshop In collaboration with the help of ICT Enabling and Digital Content Development committeeto orient the teachers and administrative staff with different ICT tools to maximize the use of ICT tools.

- ☐ Organising a workshop in collaboration with Women Development Cell/ Grievance Redressal Committee /Internal Complaint Committee for orienting students on Scope, functions and working of the committee.

- ☐ In collaboration with the Student Council appointing student representatives to all administrative committees as interns (offering internship program).

- ☐ Workshop on 'Making Lecture Videos Using Power Point Presentation'

- ☐ Workshop on 'New Pedagogical Tools for Teaching'

- ☐ Workshop on 'Bloom's Taxonomy'

- ☐ For administrative staff - A Series of Activities on topic 'Physical and Psychological Well-Being' in collaboration with Department of Psychology
- ☐ For administrative staff - A Series of Workshops on "Workplace Etiquettes" in collaboration with Department of English
- ☐ Organization of workshop titled "Cyber Sakhi" with Sociology Department for creating awareness among students regarding online safety. The workshop will be conducted by Responsible Netism: Ahaan Foundation.
- ☐ Organization of "Self-defense workshop" for women and girls.
- ☐ Organization of webinar on "Financial Management" for women with an intA one-day Workshop on 'Vermi-Composting and making the College Campus Eco friendly'
- ☐ Workshop for students on various relevant topics like "Kitchen Gardening / various novel environment friendly initiatives" during festivals.
- ☐ Collaborating with NGOs like "ParyavaranDakshataManch and Hariyali" to take up long term activities with active student participation.
- ☐ Organizing "Nature-trails" if the pandemic situation improves.

7. Mr. Atharva Kadam Suggested to start a short - term Course on French culture/Language.
8. Ms. Drushti Kamble gave her suggestion on starting MA Programs in the College.
9. CA Anil Naik shared the initiative taken by the Admission Committee to make the admission process glitch free by introducing a payment gateway system for FY admissions which is to start from the month of August 2021.
10. Prof. (Dr.) Preeta Nilesh agreed to start MA Programs in English and Psychology and to start a short-term course on "Culture Across the Globe" in collaboration with BVoc Department.
11. Mr. Kaushik Gada suggested on improving the Student Satisfaction Survey by finding out the root cause of their dissatisfaction in the mentioned areas.
12. Dr. B. B. Sharma. Prof. (Dr.) Preeta Nilesh, Dr. Dinesh Kumar and Dr. Ajit Kengar suggested starting a common Course Work on PhD Paper I for all the 7PhD courses together.

The following members were present for the Stakeholders' meeting held on 23rd July 2021.

Sr. No.	Name of the IQAC Member	Signatures
1.	Dr. B. B. Sharma (Principal and Chairperson, IQAC)	
2.	Prof. (Dr) Preeta Nilesh (Vice-Principal & Dean of Humanities and Social Sciences)	
3.	Dr. M. R. Kurup (Secretary, Kelkar Education Trust)	
4.	Dr. Alka Kolhatkar (Dean of Science) (Special Invitee)	Absent
5.	CA Anil Naik (Dean of Commerce) (Special Invitee)	
6.	Dr. Ajit Kengar (Dean of HR) (Special Invitee)	
7.	Dr. Dinesh Kumar (Dean of Research, Convenor, Steering Committee) (Special Invitee)	
8.	Mr. Hitesh Thakkar (Representative, Alumni/ Local Society)	
9.	Mr. Kaushik Gada (Representative, Entrepreneur-Industrialist)	
10.	Dr. Neeta Mehta (Coordinator)	Neeta Mehta
11.	Ms. Shilpa Suryavanshi (Member)	Absent
12.	Dr. Ashok Awale (Member)	
13	Ms. Nanda Rupnar (Member)	
14.	Ms. Seema Pawar (Member)	
15.	Mr. Prasannajeet Bhave (Member)	
16.	Ms. Madhura Todewale (Member)	

17.	Ms. Annu Singh. (Member)	
18.	Dr. Deepali Karkhanis (Member)	
19.	Dr. Manoj Mahajan (Member)	
20.	Mr. Santosh Nikam (Member, College Office Representative)	Absent
21.	Ms. Manisha Jadhav (Member, College Office Representative)	Absent
22.	Ms. Drushti Kamble (Member, Female Student Representative)	D.A.Kamble
23.	Mr. Atharva Kadam (Member, Male Student Representative)	A.Kadam