

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

Minutes of IQAC Meeting

DATE: 01-7-20

IQAC online short meeting was held on 1st July, 2020 at 10.45am on Zoom Platform.

Following Members were present:-

1. Dr. Neeta Mehta
2. Ms. Seema Pawar
3. Ms. Pournima Bhangale
4. Mr. Prasanna Jeet Bhave
5. Ms. Madhura Todewale
6. Dr. Ashok Awale

Agenda of meeting

1. Organization of programme for staff members and a series of development initiatives for teaching and non-teaching staff under G.D. Kelkar Skill Development Centre and Finishing School.
2. Allocation of work of programme
3. Any other matter with the permission of the Chair.

Minutes of Meeting

1. Decided to organize programme for female and male staff members separately on the topic "Power Dressing & Personal Grooming". The resource person to be invited was Prof. (Dr) Preeta Nilesh, Vice Principal of Vaze College. The dates decided were 6th July 2020 for female staff and 11th July 2020 for male staff.
2. Allocation of work: -
 - a) Notice & Poster making work allotted to Ms. Anu Singh
 - b) Anchoring & Introduction: - Ms. Madhura Todewale
 - c) Vote of thanks, Registration and feedback form: - Ms. Seema Pawar
 - d) Certificate: - Ms. Shilpa Suryawanshi & Dr. Ashok Awale.
3. Proposed to arrange a series of development initiatives for teaching and non-teaching staff under G.D. Kelkar Skill Development Centre and Finishing School using resource people of the college.



Neeta Mehta

Dr. Neeta Mehta
IQAC Co-ordinator

Vaze College
I.Q.A.C. CO-ORDINATOR
KET'S V.G. Vaze College of
Arts, Science and Commerce
Mulund (E), Mumbai-400 081.

**Kelkar Education Trust's
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Mithagar Road, Mulund(East),Mumbai**

Minutes of IQAC Meeting

Date:16/7/2020

Minutes of the Planning Meeting for 2020-21 academic year conducted on 16th July 2020.

Online Mode

Link:

<https://us02web.zoom.us/j/3707710954?pwd=cXY2WktsdFZHbEwxK0ZqZUNMQU9ldz09>

Principal and Vice Principal were present for the meeting:

Principal Dr. B. B. Sharma

Vice Principal Prof (Dr.) Preeti Nilesh

The following members of IQAC were present:

1. Dr. Neeta Mehta
2. Dr. Ashok Awale
3. Ms. Shilpa Suryawanshi
4. Ms. PournimaBhangale
5. Ms. Seema Pawar
6. Mr. PrasannjitBhave
7. Ms. Madhura Todewale
8. Ms. Annu Singh

The Agenda of the Meeting

1. Welcome new members of IQAC
2. Distribution of responsibilities of each member of IQAC
3. Planning of BOS meetings of all departments and meeting of Academic Council

The following discussion took place and suggestions made were:

I) Dr. Neeta Mehta welcomed two new nominated members to IQAC.

Details of Newly Nominated Members to IQAC 2020-21

1. Ms. Shilpa Suryawanshi
HOD & Assistant Professor
Department of Political Science
KET's V.G.Vaze College (Autonomous)
Mulund (East)
2. Ms. Annu Singh
Assistant Professor
Department of Accounting and Finance
KET's V.G.Vaze College (Autonomous)
Mulund (East)



Dr Neeta Mehta made power-point presentation of responsibilities of each member of IQAC.

Dr. Ashok awale

- A) in-charge of criterion I: curricular aspects
1. Identifying areas which need to be strengthened and reporting them to IQAC coordinator and principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges
 3. Conducting at least two activities linked with it. (Teaching/non-teaching/ students).
 4. AQAR filling (from 1st October 2020)
- B) Administrative Audit (January 2021)
- C) Explore avenues for receiving grants.
- D) Policies, Procedures and SOPs

Mr. Prasannajit Bhawe

- A) In Charge of Criterion II: Teaching, Learning and Evaluation
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) Fire and Safety Audit.
- C) Policies, Procedures and SOPs

Ms. Madhura Todewale

- A) In Charge of Criterion III: Research, Innovation and Extension In-charge:
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges, departments and committees.
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) Activity Audit.
- C) Policies, Procedures and SOPs
- Vice Principal Prof (Dr.) Preeta Nilesh suggested that IQAC takes meeting with Steering Committee in-charge and coordinates their work.

Ms. Pournima Bhangale

- A) In charge of Criterion IV: Infrastructure and Learning Resources
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges, departments and committees
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) Feedback from all stakeholders: Students, Teachers, Parents, Industry (BOS) and Alumni. Collecting, Analysing and Using for improvement.
- C) Website Management (Develop Mechanism for collecting reports from Departments/Associations)
- D) Formalized MIS
- E) Policies, Procedures and SOPs



Ms. Seema Pawar

- A) Criterion V In-charge: Student Support and Progression
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges, Departments and committees
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) Academic Audit
C) Policies, Procedures and SOPs

Ms. Shilpa Suryawanshi

- A) Criterion VI In-charge: Governance, Leadership and Management
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges, Department and committees
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) AISHE, NIRF and any other rating and ranking related matter (Supporting Dr.AjitKengar, Dean, HR and College office)
C) Policies, Procedures and SOPs

Ms. Annu Singh

- A) Criterion VII In-charge: Institutional Values and Best Practices
1. Identifying areas which need to be strengthened and reporting them to IQAC Coordinator and Principal in writing (1st August 2020)
 2. Coordinating with other criterion in charges, departments and committees
 3. Conducting at least two activities linked with it. (Teaching/Non-teaching/ Students).
 4. AQAR Filling (from 1st October 2020)
- B) Coordinating with Finance Committee
C) Policies, Procedures and SOPs

IQAC Coordinator

1. Supporting each Criterion In-charges, their criterion activities and other activities
2. Liaising with CDC, Principal's Office, Departments and Associations
3. Organizing of regular and Stakeholders' Meetings.

II) Madhura Todewale shared her experience of attending webinars on various criteria of assessment and talked about what various activities can be organized for criterion III of which she is the in charge.

III) Vice Principal Prof (Dr.) Preeta Nilesh suggested that safety audit need also to be conducted considering present corona pandemic.

IV) Vice Principal Prof (Dr.) Preeta Nilesh suggested that activity audit may be conducted earlier (rather than in February as it generally happens). To this suggestion, Dr. Neeta Mehta responded – activity audit happens in February because by then all activities of the association for that academic year are over.



IV) Ms. Shilpa Suryawanshi suggested that all the activities of the college should be conducted under the agies of IQAC. The credit will go the respective departments/association.

V) It was decided that BOS meetings of the all departments will be held in the month of August 2020 within a slot of 5 days. Following the meetings of BOS, in August 2020 itself or in September 2020, Academic Council meeting will be held.



Neeta Mehta

Dr. Neeta Mehta
IQAC Co-ordinator
Vaze College

I.Q.A.C. CO-ORDINATOR
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Minutes of IQAC Meeting

Date:-28/9/2020

Follow-up and Planning Meeting of IQAC: 28th September 2020 at 3.30 pm

Following members are present in the meeting

1. Dr.Neeta Mehta
2. Dr.Ashok Awale
3. Ms.Seema Pawar
4. Ms.Annu Singh
5. Ms.Shilpa Suryawanshi
6. Ms.Nanda Rupnar
7. Ms.Madhura Todewale
8. Mr.Prasannajeet Bhave

On 16th July a meeting was held with IQAC members along with Principal and Vice-Principal to allocate the responsibilities of IQAC for the year 2020-21.

During the period of 17th to 22nd August 2020, a meeting was also held individually with criterion- In-charges to determine how and what activities and initiatives Criterion In-charges plan to have during 2020-21.

On 30th August 2020, the following documents were emailed to all Criterion-In-charges to facilitate their work on their criterion.

- 1) Form A of all Departments 2019-20 which reflects Departmental Activities
- 2) Form B which reflects Individual Activities of all staff members for 2019-20
- 3) Form E which covers a lot of data relevant to filling up of AQAR.
- 4) Reports of all the activity Groups.
- 5) Revised AQAR Guidelines dated 20th April 2020 which we have to follow for AQAR filling (if no additional revision comes by the time we start filling up the AQAR)
- 6) Tables in excel sheets which you have to keep ready before AQAR filling.
- 7) Last year's AQAR of our college (2018-19)
- 8) PPTs related to your criterion

The meeting (28th September 2020) is called for addressing the following agenda points:

1. Taking stock of the work undertaken by the Criterion-In-charges
2. Finalizing the dates for IQAC initiatives for all Criterion-In-charges
3. Modus operandi for AQAR filling from 1st October 2020.
4. Finalizing the dates for Stakeholders' Meeting and Academic Audit Meeting
5. Any other matter demanding urgent attention



After deliberations the following points were noted down and the following decisions are being taken:

1. Criterion-In charges reported their work for their criterion. Discussion took place regarding from where the data required for AQAR to be accessed.
2. Webinar is planned on "E-Resources" in the month of October 2020 under criterion II. It was decided that Librarian of the College Mr. Paritosh Pawar will be the resource person for the webinar.
3. Webinar is planned on "Career Guidance Scheme (CAS): UGC Guidelines .2018" under criterion VI. It was decided that Dr Ajit Kengar, Dean, HR of the college -will be invited as the resource person.
4. Decided to take stakeholder meeting in 2nd week of October and Academic Audit in 3rd week of October.



Neeta Mehta
Dr. Neeta Mehta
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Minutes of IQAC Stakeholders Meeting

Date:-16/10/2020

The first term meeting of IQAC for the year 2020-21 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 Bhawe (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. Welcome by Ms. Shilpa Suryawanshi
2. Principal Dr. Sharma to formally welcome all.
3. Dr Neeta Mehta to read the minutes of last meeting, present report of last 7 months working and planning for future. Dr. Neeta Mehta to introduce new student representatives and a female office staff member in IQAC.
4. Vice Principal Prof (Dr) Preeta Nilesh to throw light on regular college activities and special activities undertaken by college in the last 7 months - the most challenging period for all.
5. Meeting open for discussion - Redefining Role of IQAC in Autonomy
6. Any other matter with the permission of the Chair.
7. Vote of Thanks by Shilpa Suryawanshi



Minutes of the meeting

1. Ms. Shilpa Suryawanshi welcomed all members in the meeting.
2. Principal. Dr.B.B.Sharma addressed and welcomed new members in IQAC - Mr. Raj Nadgauda (Student, TYBA) and Ms. DrushtyKamble (Student, SYBA)
3. Dr. Neeta Mehta, Coordinator, IQAC. read minutes of the last meeting of March 2020 and updated all on...
 - a. Activities conducted by IQAC in the last 7 months.
 - b. Informed all about planning for the next six months.
 - c. Academic audit to be conducted on 26th & 27th of October 2020.
 - d. AQAR to be submitted by December 2020.
 - f. Quality literacy programs to be conducted.
 - f. Activity audit to be conducted in the even semester.
 - G. Discussion on redefining the Role of IQAC in Autonomy.Dr. Neeta Mehta introduced new student representatives Mr. Raj Nadgauda (Student, TYBA) and Ms. DrushtyKamble (Student, SYBA) and a female office staff member – Ms. Manisha Jadhav in IQAC.
4. Vice Principal Prof (Dr.) Preeta Nilesh talked on - Interview on Adhoc teachers, online lectures, online Admission procedure, completion of 2019-20 Examinations, Activities done till October 2020 and formation of Alumni Association.
5. Dr. Ajit Kengar Suggested to train all teachers on all 7 criteria of NAAC, make College Website dynamic and NSS activities to be updated on website.
6. Principal Dr. Sharma Suggestions: -
 - IQAC to organise Training Programme / workshop for all New Teachers on papers setting techniques and method of paper evaluation.
 - All Teachers of the college should know the all 7 Criterion of the AQAR.
 - All Teachers & Students also have knowledge about NAAC.
7. Mr Hitesh Thakkar suggested that every staff of college should contribute towards achieving high standards of performance.
8. Vice Principal Prof. Dr. Preeta Nilesh and Ms. Pournima Madam discussed the collection of Alumni Information through Google form and a separate page for Alumni on the College website.
9. Mr. Raj & Dhrushty as a student gave a suggestion to put Alumni Information form on the college Website for easy access to all.
10. Vote of Thanks was proposed by Mrs. Shilpa Suryawanshi.



Neeta Mehta

Dr. Neeta Mehta
IQAC Co-Ordinator
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Minutes of IQAC Meeting

Date: - 24-11-2020

The Online meeting of IQAC was held on 24th November 2020 on Microsoft team at 4.00 pm

Following members are present in the meeting

1. Dr.Neeta Mehta
2. Dr.Ashok Awale
3. Ms.Seema Pawar
4. Ms.Annu Singh
5. Ms.Shilpa Suryawanshi
6. Ms.Nanda Rupnar
7. Ms.Madhura Todewale
8. Mr.Prasannajeet Bhave

Agenda of the Meeting

1. Discuss about AQAR
2. Taking stock of the work undertaken by the Criterion-In-charges
3. Planning of a webinar in association with RUSA, Maharashtra
4. Any other matter with the permission of the Chair.

Minutes of the Meeting

After the discussion the following points were noted and the decisions were made.

I) AQAR related points were discussed and noted:

1. Mr.Bhave Sir- Come From 1st Dec daily for completing AQAR Related work :-
 - a) 2.2.2,2.2.7,2.6.2 points are pending
 - b) Only semester -6 result remaining for-passing percentage
2. Ms. Madhura asked about following queries: -
 - a) Webinars to be included or not ?
 - b) WDC data From Dr. Satwant Balse?
 - c) In Extension Activity – Dimensions are listed or not?
 - d) DBT project – included in which point?
3. Dr.Ashok Awale –Only Action Taken Report of all feedback forms –last points are remaining from I-criteria.
4. Ms.Seema Pawar has to take Sport data from Mr.Giri of Gymkhana.



5. Ms. Shilpa Suryavanshi has to collect point no.(6.3,6.4,6.5)Refresher Orientation Data, Permanent Faculty Data from Bhave sir and Grant- How much to take?
6. Ms. Nanda Rupnar want Budget allocation & expenditure statement collect from Mahuli and Sushma from Office
7. Ms.Anu Singh has to collect differently able student data & issue from Mr.Giri and Point no. 7.1.6 – Universal Value & ethics from Mr. Manoj Sangare.

II) Organized a webinar on “Stay Connected with E-Resources 24*7” On October 17, 2020. Mr. Paritosh Pawar, Librarian was the Resource Person.

III) Organized a webinar on ‘Career Guidance Scheme (CAS): UGC Guidelines 2018’ on 23rd October 2020. Dr.Ajit Kengar, Dean, HR was the Resource Person.

IV) Conducted online Academic Audit of all Departments on 26th and 27th October 2020.

V) Considering the first year of autonomous status, the decision was taken to organize webinar for the faculty on autonomy and it is also decided that RUSA, Maharashtra will be approached to collaborate for this programme.



Neeta Mehta

Dr.Neeta Mehta
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Minutes of IQAC Meeting

Date: - 27-01-2021

The Meeting of IQAC will be conducted on Wednesday 27th January 2021 at 5pm.

Following members are present in the meeting

1. Dr.Neeta Mehta
2. Dr.Ashok Awale
3. Ms.Seema Pawar
4. Ms.Annu Singh

Ms.Shilpa Suryawanshi

- 5.
6. Ms.Nanda Rupnar
7. Ms.Madhura Todewale
8. Mr.Prasannajeet Bhave

Agenda of the Meeting

- 1.Completion of AQAR and be ready for presentation of AQAR to CDC.
- 2.Meeting with each department to cross check their documents.
- 3.Getting ready for seeking feedback from various stakeholders.
- 4.Working on forms for collecting data for year 2020-21.
- 5.Scheduling of Activity audit 2020-21
- 6.Guiding departments and activity in-charges to plan their work for 2021-22.

Minutes of the Meeting

After discussion it was resolved that...

1.AQAR will be finalized before February End and it will be presented to CDC in the first week of March 2021.

2.Meeting with each department to cross check their documents will be taken from 1st March 2021 onwards. It was suggested by Mr. PrasannajitBhave that the notification to prepare department file and individual file should be sent to the HODs right away.



All feedback forms will be revised to collect feedback and will be kept ready by 10th February 2021.

- Dr. Neeta Mehta will work on revising the PATS form.
- Mr. PrasannajitBhave will work on Student Satisfaction Survey.
- Ms. Seema Pawar will work on Parents Feedback form.
- Ms. Shilpa Suryavanshi and Ms. Madhura Todewale will work on form for collecting feedback on syllabi from students, alumni and industry.
- Ms. Annu will work on Faculty Feedback form.
- Ms. Nanda Rupnar will work on putting all forms in digital format for sending them to different stakeholders.

3. Dr. Neeta Mehta and Ms. Seema Pawar will work on forms for collecting monthly data for year 2020-21 from HODs. Criteria in-charges can also prepare some forms ready to be given to staff for filling up every year.

4. Activity audit 2020-21 will be schedule on March 15, 2021. Ms. Madhura will be the in-charge of activity audit.

5. Departments and activity in-charges will be guided to plan their work for 2021-22 from the month of April 2021. Based on academic audit and activity audit, they can be guided to make presentation on their prospective plan for the year 2021-22.



Neeta Mehta

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Minutes of IQAC Meeting

Date: 31-05-2021

A meeting of the IQAC members was held on 31st May, 2021 at 10:00 AM on Microsoft Teams using the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODU5Nm15OGUtZjFkMi00YmI4LTlkNTAtMzk2MjdiYWMwMThm%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

Following Members were present:-

1. Dr. Neeta Mehta
2. Ms. Seema Pawar
3. Ms. Nanda Rupnar
4. Mr. Prasanna Ject Bhawe
5. Ms. Madhura Todewale
6. Dr. Ashok Awale
7. Ms. Annu Singh
8. Ms. Shilpa Suryavanshi

Agenda of meeting

1. Distribution work of analysing of feedback collected for 2020-21
2. Planning for 2021-22.
3. Organizing of workshops on 14th and 15th June 2021
4. Allocation of duties & responsibilities of the workshops
5. Any other matter with the permission of the Chair.

Minutes of the Meeting

A meeting of the IQAC members was held on 31st May, 2021 at 10:00 AM on Microsoft Teams. Following deliberations and decisions took place in the meeting:

- 1) A plan for conducting workshops on- "Drafting Policies and Procedures" on 14th June, 2021 and "Standard Operating Procedures" on 15th June, 2021 was chalked out. Duties and responsibilities pertaining to the workshop were allocated to the IQAC members. Following are the responsibilities given:
 - a) Brochure Preparation – Ms. Madhura Todewale
 - b) Registration link and Feedback link – Ms. Nanda Rupnar
 - c) Certificate Preparation – Ms. Annu Singh
 - d) Compere – Ms. Shilpa Suryavanshi
 - e) Concept Note - Dr. Neeta Mehta
 - f) Introduce the Speaker – Dr. Ashok Awale
 - g) Question-Answer Session – Dr. Neeta Mehta



- h) Vote of Thanks – Mr. PrasannajitBhave
- i) Report Preparation with Feedback Analysis – Ms. Seema Pawar
- 2) Organisation of a workshop on, “Documentation and Data Centricity from NAAC Perspective” for the administrative staff of the college, was also discussed.
- 3) The Criterion In-Charges were reminded to draft forms to be given to the departments for the purpose of data collection for NAAC. These forms are to be submitted by 20th June, 2021.
- 4) The Criterion In-Charges are also entrusted with the responsibilities of preparing a tentative plan for the upcoming Academic Year in terms of workshops and seminars pertaining to their respective criteria. The date of submission of this plan in 30th June, 2021.
- 5) IQAC proposed to conduct an orientation for the faculties of Arts, Science, Commerce and SFC, Associations and Administrative Staff separately with respect to conduction of their activities, documentation and record maintenance.



neeta mehta

Dr. Neeta Mehta
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IQAC Meetings, Minutes and Action Taken Report 2020-21

IQAC Meeting on 1st July 2020

Sr.No	Minutes of the Meeting	ATR
1.	A webinar on 'Financial Management in Times of Crisis' for non-teaching staff of various colleges.	Conducted on 8 th June 2020.
2.	Decided to organize programme for female and male staff members separately on the topic 'Power Dressing & Personal Grooming'.	Conducted on 6 th July 2020 for female staff and 13 th July 2020 for male staff. The resource person was Prof. (Dr) Preeta Nilesh, Vice Principal of Vaze College.
3.	Proposed to arrange a series of development initiatives for teaching and non-teaching staff under G.D. Kelkar Skill Development Centre and Finishing School using resource people of the college.	Various activities were conducted under this initiative. The details are as follows:
3A	Non-teaching Staff Development Initiatives (Office Staff):	
a	Workshop on 'Pension Papers Preparation Procedure'	Conducted on 9 th -10 th June 2020
b	Workshop on 'Procedures for PF Papers Preparation'	Conducted on 9 th -10 th June 2020
c	Workshop on 'Advertising Appointments, Fixing Interviews and Sending Reports'	Conducted on 9 th -10 th June 2020
d	Workshop on 'Managing College Accounts'	Conducted on 9 th -10 th June 2020
e	Workshop on 'Digital Banking'	Conducted on 9 th -10 th June 2020
3B	Teaching Staff Development Initiatives	
a	Workshop on 'Appointment Procedure for Degree College Teachers'	Conducted on 12 th June 2020
b	Quiz on Advertising Appointments and	



	Procedure for Interviews for Degree College Teachers	Conducted on 12 th June 2020
c	Workshop with Google Classroom on 'Defining Course Objectives and Outcomes for Skill Based Courses'	Conducted on 22 nd June 2020
d	Workshop on 'Certificate Designing' for teachers of Foundation Course	Conducted on 23 rd June 2020
e	A hands-on training 'How to create Google Forms'	Conducted on July 2020
f	A session on 'Voice Modulation & Vocal Jockeying'	Conducted on 5 th September 2020
g	Workshop on 'How to Create Question Papers using Google Forms for Examinations' for B.A. teachers.	Conducted on 22 nd Sept 2020
h	A session on 'What it takes to be a Principal'	Conducted on 30 th Sept 2020

IQAC Meeting on 16th July 2020 (Stakeholders' Meeting)

Sr.No	Minutes of the Meeting	ATR
1.	Vice Principal Prof (Dr.) Preeta Nilesh suggested that safety audit need to be conducted considering present corona pandemic.	Not done. Reason: lockdown due to pandemic.
2.	IQAC member, Ms. Shilpa Suryawanshi suggested that all the activities of the college should be conducted under the aegis of IQAC. The credit will go the respective departments/association.	Implemented this suggestion following the meeting.
3.	It was decided that BOS meetings of the all departments will be held in the month of August 2020 within a slot of 5 days. Following the meetings of BOS, in August 2020 itself or in September 2020, Academic Council meeting will be held.	Board of Studies (BOS) Meetings of all departments were conducted between 17 th to 21 st August 2020 Academic Council meeting took place on 21 st September 2020.



IQAC Meeting on 28th September 2020

Sr.No	Minutes of the Meeting	ATR
1.	Webinar to be conducted on "E-Resources" in the month of October 2020 under criterion II.	A webinar on "Stay Connected with E-Resources 24*7" was conducted on 17 th October 2020. Librarian of the College Mr. Paritosh Pawar was the resource person
2.	Webinar to be conducted on "Career Guidance Scheme (CAS): UGC Guidelines .2018" under criterion VI.	A webinar on 'Career Guidance Scheme (CAS): UGC Guidelines 2018' was conducted on 23 rd October 2020. Dr. Ajit Kengar, Dean, HR was the Resource Person.
3.	Stakeholders' meeting to be conducted in 2 nd week of October and Academic Audit in 3 rd week of October	Stakeholders' Meeting was held on 16 th October, 2020 Academic Audit was conducted on 26 th and 27 th October 2020.

IQAC Meeting on 16th October 2020

Sr.No	Minutes of the Meeting	ATR
1.	Principal Dr. Sharma and CDC member, Dr.Kengar suggested that all teachers be trained on all 7 criteria of NAAC	27 th August to 22 nd October 2021, every week for 7 weeks, orientation for each criterion was held by Criterion In-Charges for all teaching staff
2.	CDC member, Dr.Kengar suggested that college website be made dynamic	Site is modified, gallery added, updated regularly, tabs revised, new ones added, new pages added department wise. Work going on to make it interactive.
3.	CDC member, Dr.Kengar suggested that NSS activities to be updated on website	In process
4.	Principal Dr. Sharma suggested IQAC to organise Training Programme / workshop for all new teachers on papers setting techniques and method of paper evaluation.	Not done in AY 2020-21. Done in 2021-22
5.	Vice Principal Prof Dr.Preeta Nilesh, Mr. Raj and Ms Drushti suggested that collection of Alumni information to be done through Google form and a separate page for Alumni on the College website to be maintained.	The suggestion will be implemented as soon as the Alumni Association is established.



IQAC Meeting on 24th November 2020

Sr.No	Minutes of the Meeting	ATR
1.	Considering the first year of autonomous status, a webinar for the faculty on autonomy to be organized and it is also decided that RUSA, Maharashtra will be approached to collaborate for this programme.	Conducted atwin webinar in collaboration with RUSA, Maharashtra: 'NEP: Road ahead for Autonomous Colleges', 'Implementing Autonomy' and 'Autonomy: Not Yet Another Feather in the Cap' Conducted on 8 th and 10 th December 2020.

IQAC Meeting on 27th January 2021

Sr.No	Minutes of the Meeting	ATR
1.	AQAR will be finalized before February end and it will be presented to CDC in the first week of March 2021.	AQAR got ready in April and it was presented to CDC online between 23 rd to 29 th April 2021
2.	Meeting with each department to cross check their documents to be conducted from 1 st March 2021 onwards.	Not done due to Lockdown
3.	All feedback forms to be revised to collect feedback and to be kept ready by 10 th February 2021.	Feedback forms were revised and feedback was collected from students, alumni, faculty and parents in February and March 2021. Meeting of the Feedback Committee was held on 15 th April 2021.
4.	Coordinator, IQAC Dr. Neeta Mehta and IQAC member, Ms. Seema Pawarto work on forms for collecting monthly data for year 2020-21 from HODs. Criteria in-charges were told to prepare some forms ready to be given to staff for filling up every year.	Form A, B and E which were in use were shared with all departments in the form of google docs. Criterion-in-charges did not work on the forms till June 2021
5.	Activity audit 2020-21 to be scheduled on March 15, 2021.	Not conducted due to lockdown
6.	Departments and activity in-charges will be guided to plan their work for 2021-22 from the month of April 2021. Based on academic audit and activity audit, they can be guided to make presentation on their prospective plan for the year 2021-22.	Done in 2021-22



IQAC Meeting on 31st May 2021

Sr.No	Minutes of the Meeting	ATR
1.	A plan for conducting workshops on 'Drafting Policies and Procedures' on 14 th June, 2021 and 'Standard Operating Procedures' on 15 th June, 2021 was chalked out.	Conducted workshops on 'Drafting Policies and Procedures' on 14 th June, 2021 and 'Standard Operating Procedures' on 15 th June, 2021
2.	The Criterion In-Charges were reminded to draft forms to be given to the departments for the purpose of data collection for NAAC. These forms are to be submitted by 20 th June, 2021.	Criterion-in-charges worked on the forms and incorporated them in form E which was in use.
3.	The Criterion In-Charges were instructed to prepare a tentative plan for the upcoming Academic Year in terms of workshops and seminars pertaining to their respective criteria.	The Criterion In-Charges prepared a tentative plan of their activities for 2021-22
4.	IQAC proposed to conduct an orientation for the faculty of Arts, Science, Commerce and SFC, Associations and Administrative Staff separately with respect to conduction of their activities, documentation and record maintenance.	Conducted orientation in 2021-22



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