

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.



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Dr.Neeta Mehta
IQAC Co-Ordinator
Vaze College

| Sr.No | Minutes of the Stakeholders' Meeting | Action Taken Report |
|-------|--|---|
| 1. | Train all teachers on all 7 criteria of NAAC (Dr. Sharma and Dr.Kengar) | 27 th August to 22 nd October 2021, every week for 7 weeks orientation for all teaching staff was held for each criterion by Criterion In-Charges |
| 2. | Make college website dynamic (Dr.Kengar) | 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. | NSS activities to be updated on website (Dr.Kengar) | Not updated yet. |
| 4. | IQAC to organise Training Programme / workshop for all New Teachers on papers setting techniques and method of paper evaluation (Dr. Sharma) | Not done yet. |
| 5. | Collection of Alumni Information through Google form and a separate page for Alumni on the College website (Prof Dr.Preeta Nilesh, Mr. Raj and Ms Drushti) | Will decide modus operandi for collecting alumni information as soon as Alumni Association is established. |



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