

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

IQAC Meeting

Date: 17/06/2021

A meeting of the IQAC members was held on 17th June 2021, the details of which are as given as follows:

Date:- 17th June 2021

Time:- 10.30 am

Venue:- Microsoft platform

Link:-

https://teams.microsoft.com/l/meetupjoin/19%3ameeting_MDA5ZTQzMTgtZTI4NC00YjJhLTg4YTItMDAzOWZjYzZcwZGQ3%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 of the Meeting: -

1. Organizing of BOS meetings, AC Meeting and Stakeholders Meeting

Minutes of Meeting

1. Discussion about conducting BOS meetings, AC Meeting and Stakeholders Meeting was held.
2. It was decided that BOS Meetings of all departments will be held during the last week of June 2021.
3. AC meeting was scheduled for 20th July 2021.
4. Stakeholders meeting was tentatively scheduled on 23rd July 2021.
5. Agenda for BOS meetings and AC meeting was finalized

Agenda for BOS Meeting was decided as follows:

- 1) To review the syllabi and curriculum delivery that were implemented in the academic year 2020-21
- 2) To review the evaluation pattern (internal and external) that was implemented in the academic year 2020-21
- 3) To present the feedback on curriculum of 2020-21, received from students
- 4) To present the syllabus of any new short-term certificate course/ bridge course/diploma programme to be introduced in the academic year 2021-22.
- 5) To approve online curriculum delivery and MCQ examination in case pandemic and lockdown-like conditions remain in academic year 2021-22.



Agenda for Academic Council Meeting was decided as follows:

1. Welcome
2. Reading of minutes of the meeting conducted on 21st September 2020
3. Report on major activities of the departments/activity groups during 2020-21
4. Review of examination 2020-21
5. Report on BOS meetings and proposed academic activities for 2021-22
6. Approval for increasing seats for MSc Chemistry and MSc Zoology
7. Any other matter with permission of chair
8. Vote of thanks



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081
Contact: 9821624349

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

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IQAC Meeting

Date: 12/07/2021

A meeting of the IQAC members was held on 12th July 2021, the details of which are as follows:

Date:- 12th July 2021

Time:- 1.00 pm

Venue:- Microsoft platform

Link:-

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmRmYzM3YWMtYjNiMC00OGY1LThlZTMtZml2NDc3MTA5ZDM3%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 of the Meeting: -

1. Discussion about Stakeholders Meeting.
2. Activities for AY 2021-22

Minutes of Meeting

1. Discussion about conducting stakeholders meeting was held. The meeting was scheduled for 23rd July 2021. Agenda of Stakeholders' meeting was finalized as follows:

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 Minutes of the Stakeholders' Meeting held on 16 th 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



2. IQAC activities for the AY 2021-22 were discussed. The following activities were proposed for AY 2021-22:
- Orientation Programme for staff to all the 7 Criteria by Criterion In-charges and Steering Committee Members Starting from 20th August.
 - Workshop on Curriculum Designing and Implementation
 - Workshop for Teaching Faculty on PO, PSO, CO
 - 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 committee to 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”, 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 “Paryavaran Dakshata Manch and Hariyali” to take up long term activities with active student participation.
 - Organizing “Nature-Trails” if the pandemic situation improves.



KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081

neeta mehta
Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
Contact: 9821624349
I.Q.A.C. CO-ORDINATOR
KET'S V.G. Vaze College of
Arts, Science and Commerce
Mulund (E), Mumbai-400 081.

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_ZmQxMjFkYWQzMmFhZS00ZTk4LTljOTktNDBhYzgzNmE4YTJm%40thead.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 post graduation 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 Criteria 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 committee to orient the teachers and administrative staff with different ICT tools to maximize the use of ICT tools.
- ❖ Organizing 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 PowerPoint 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”, 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 “Paryavaran Dakshata Manch 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 the BVoc Department.
 11. Mr. Kaushik Gada suggested 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 7 PhD courses together.



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081
Contact: 9821624349

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

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IQAC Meeting

Date: 20/10/2021

A meeting of the IQAC members was held on 20th October 2021 at 10:30 am in the Conference room

Date:- 20th October 2021

Time:-10.30 am

Venue:- Conference room

Agenda of the Meeting: -

1. Discussion about Criterion 1 to Criterion 7 for organizing various activities
2. Discussion about organising of workshops for Non-teaching Staff
3. Discussion about involvement of NAAC Steering committee with IQAC
4. Any other matter concerning IQAC Functioning.

Minutes of Meeting

Related to criterion 1 following matters were discussed:-

- Dr. Kurup (Founder Principal, Vaze College) should give training about curricular designing for all staff members in the college. Suggested to take workshop in the month of January for curriculum implementation.
- Workshop on Drafting of POs, PSOs, & COs to be organized

Related to criterion 4 following matters were discussed:-

- Workshop on E resources to be collaborated with Library subject-wise and customised.
- Suggest ICT Committee to organise workshop for familiarizing staff with ICT tools.

Related to criterion 5 following matters were discussed:-

- Appointing student representative as interns. Area of work, time, hours needed to be decided with the help of HR.

Related to criterion 6 following matters were discussed:-

- Organising Workshop for Physical and psychological well being
- Organising Workshop for etiquettes with IQAC & English Department.
- Organised Workshop of Bloom's taxonomy

Related to criterion 7 following matters were discussed:-

- Organising of orientation for WDC and Internal Complain Committee.
- Organisation of Cyber Workshop



- WDC to organise Self-defence workshop and webinar on financial management on women
- Organisation of workshop on Vermi-Composting, Environmental Convention and Kitchen Gardening

General IQAC Related Matters were discussed:

- Dr Mehta suggested that areas which need to be developed in every criterion should be identified and presentation to be done in the meeting
- For Non teaching staff of office orientation/ workshop on NAAC Criteria in Marathi was needed
- NAAC Steering committee will be invited to work in close collaboration with IQAC
- The AISHE data were not submitted from last two year because of pandemic situation.



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081

Contact: 9821624349

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

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IQAC Meeting

Date: 23/11/2021

An online meeting of IQAC is scheduled for Tuesday 23rd November 2021 at 4.30pm.

Date:- 23rd November 2021

Time:- 4.30pm

Venue:- Microsoft team

Link:

https://teams.microsoft.com/l/meetupjoin/19%3ameeting_NTgxMzY0ZmEtZWm0Zi00MzliLWEwNWQtNmNjYWUwMzQyZDBm%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 of the Meeting: -

1. Getting prepared for two activities of IQAC scheduled for coming weeks
2. Discussion about filling AQAR 2020-21
3. Departmental file Preparation for AY 2018-19, AY 2019-20 and AY 2020-21

Minutes of Meeting

1. Distribution of duties for the workshop on "Drafting of POs, PSOs, & COs" scheduled on 30th November 2021 was done as follows:
 - a) Correspondence: Dr. Neeta Mehta and Ms. Tejasvi Patil (Junior Clerk, IQAC)
 - b) Feedback Collection and Certificates preparation : Ms. Nanda Rupnar and Ms. Annu Singh
2. A plan for conducting workshop on "New AQAR Guidelines 2020" in the association with the IQAC Cluster India on 6th and 7th December 2021 was chalked out.
Duties and responsibilities pertaining to the workshop were allocated to the IQAC members. Following are the responsibilities given:-
 - a) Brochure : Ms. Annu Singh and Ms. Madura Todewale
 - b) Correspondence : Dr. Neeta Mehta and Ms. Tejasvi Patil
 - c) Registration : Prassannajit Bhave and Ms. Tejasvi Patil
 - d) Finances : Ms. Seema Pawar and Dr. Neeta Mehta
 - e) Food: Ms. Madhura Todewale and Dr. Deepali Karkhanis
 - f) Certificates preparation : Ms. Nanda Rupnar and Ms. Annu Singh
 - g) Auditorium Preparation and Inauguration : Ms. Shilpa Suryawanshi and Ms. Shruti Kakodkar (NAAC Steering Committee Member)
4. Discussion was held on AQAR filling and update about the progress of every criterion related AQAR filling was taken.
5. The decision was taken to inform all departments to collect the empty files from IQAC for preparing departmental files for the AY 2018-19, AY 2019-20 and AY 2020-21.



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor

Department of Psychology
I.Q.A.C. CO-ORDINATOR
KET's V. G. Vaze College, Mulund (East)
KET's V. G. Vaze College of
Arts, Science and Commerce
Mulund (E), Mumbai-400 081.
Contact: 9821624000

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IQAC Meeting

Date: 04/01/2022

A meeting of the IQAC was held on 4th January 2022 at 10:30 am in Conference room.

Date: - 4th January 2022

Time:-10.30.am

Venue: - Conference room.

Agenda of the Meeting: -

1. Organizing of Academic Audit of AY 2020-21
2. Feedback Collection for AY 2021-22
3. Any other matter concerning IQAC Functioning.

Minutes of Meeting

General Matters were discussed

1. Decision was taken to organize Academic Audit of AY 2020-21 on 20-21 January 2022. Suggestions were received for appointing experts for AA.
2. For the year 2021-22, it was decided that the following three types of feedback would be collected and analysed during the month of February and March 2022.
 - Students Satisfaction Survey
 - Faculty feedback on Infrastructural and other facilities
 - Performance Appraisal of Teachers by Students (PATS)



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081

Contact: 9821624349
I.Q.A.C. CO-ORDINATOR
KET'S V.G. Vaze College of
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IQAC Meeting

Date: 24/03/2022

Team IQAC had a meeting with Principal, Vice-Principal (Degree College), and other CDC members. The details of the meeting are as given as follows

Date: - 24th March 2022

Time:-10.00 am

Venue: - Conference room.

Agenda of the Meeting: -

1. Presentation of AQAR

Minutes of Meeting

1. Presented AQAR report in front of CDC - I/C Principal Prof (Dr.) Preeta Nilesh, Vice principal CA Anil naik and other members of CDC.
2. They looked into the AQAR report and gave permission to submit the AQAR in the HEI NAAC portal.



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081

Contact: 9821624349

I.Q.A.C. CO-ORDINATOR

KET'S V.G. Vaze College of
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IQAC Meeting

Date: 31/03/2022

A meeting of the IQAC members was held on 31st March 2022 at 11:00 pm in IQAC Room

Date: - 31st March 2022

Time:-11.00.m

Venue: - IQAC Room

Agenda of the Meeting

1. Discussion about Departmental file checking
2. Fixing of Activity Audit date
3. Discussion about PATS & teaching plan
4. Any other matter

Minutes of the meeting

1. Schedule for Departmental files checking was decided: From 18th April to 25th April all departmental files checking would be held.
2. It was decided that criterion-wise checklists have to be prepared for the AY 2018-19, AY 2019-20, AY2020-21 for checking of the files
3. Dr. Neeta Mehta and Ms. Nanda Rupnar discussed about how to collect data from the departments in more effective manner in AY 2022-23. It was decided that IQAC will create folders for each department in google drive and give access to them for filling up Form A (Department Activities) and Form B (Individual Activities)
4. It was decided that Criterion 3 – In-Charge Ms. Madhura would give format for documentary evidence to be included in the Form A and Form B.
5. It was decided that IQAC should held meeting with Associations (Activity Groups), and format for issuing letters stating the work done by their members should be prepared for them.
6. It was decided that the Activity Audit will be held on 27th & 28th April 2022 for the AY 2020-21 & 2021-22
7. The responsibility of preparing links for PATS & Faculty feedback was given to Ms. Nanda Rupnar. It was decided that the links should be emailed to the departments for the feedback collection.
8. Discussion about preparing Teaching plan was held. It was decided that should be prepared by Dr. Manoj Mahajan



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology

KET's V. G. Vaze College, Mulund (East)

I.Q.A.C. CO-ORDINATOR
Mumbai - 400 081
KET'S V.G. Vaze College of
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IQAC Meeting

Date: 09/04/2022

A meeting of the IQAC members was held on 9th April 2022 at 10:00 am in Psychology lab.

Date:-9th April, 2022

Time:-10.00.am

Venue:- Psychology Lab

Agenda of the Meeting: -

1. Discussion about Departmental file checking
2. Preparing for Stakeholders' meeting
3. Preparing for Activity Audit
4. Scheduling of Administrative Audit for AY
5. Any other matter concerning IQAC Functioning.

Minutes of Meeting

1. Dr. Neeta Mehta discussed about departmental file checking and maintaining record of file checking.
2. Duties and responsibilities were discussed and allocated for stakeholder meeting

Welcome	Ms. Annu Singh, IQAC Member
Reading of Minutes of Meeting held on 23rd July 2021	Ms. Seema Pawar, IQAC Member
Report on IQAC activities - 23rd July 2021 till date.	Dr. Neeta Mehta, IQAC Coordinator
Presentation of planning of IQAC activities for the AY 2022-23.	Dr. Neeta Mehta, IQAC Coordinator
Feedback and suggestions by attendees	-
Any other matter with the permission of the Chair	-
Vote of Thanks	Dr. Deepali Karkhanis



3. Tejasvi Patil was informed about preparing Activity Audit invitation & thank you letters.
4. Administrative Audit was scheduled for 10th May 2022



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081

Contact: 9821624349

I.Q.A.C. CO-ORDINATOR
KET'S V.G. Vaze College of
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Mulund, Mumbai – 400 081

STAKEHOLDERS' MEETING 2021-22

Date: Tuesday, 26th April 2022

Time: 10:30 am

Venue: Mini Auditorium

Agenda:

Welcome	Ms. Annu Singh, IQAC Member
Reading of Minutes of Meeting held on 23rd July 2021	Ms. Seema Pawar, IQAC Member
Report on IQAC activities - 23rd July 2021 till date.	Dr. Neeta Mehta, IQAC Coordinator
Presentation of planning of IQAC activities for the AY 2022-23.	Dr. Neeta Mehta, IQAC Coordinator
Feedback and suggestions by attendees	-
Any other matter with the permission of the Chair	-
Vote of Thanks	Dr. Deepali Karkhanis

Minutes of the Meeting:

1. Ms. Annu Singh, member, IQAC started the meeting with general welcome.
2. CA Anil Naik, Vice Principal, formally welcomed all stakeholders and stressed on importance of feedback from industry representative. He also mentioned that colleges can design curriculum as per industry requirements. This will enable to bridge gap between industry requirements and students' profile.
3. Ms. Seema Pawar, IQAC Member read the minutes of the previous Stakeholders' Meeting held on 23rd July 2021 and discussed the action taken report.
4. Activities conducted by the IQAC in the Academic Year 2021-22 were presented in the meeting:
 - Organized workshops to orient staff members on 7 critters starting from 27th August to 22nd October
 - Organized workshop on "Drafting of POs, PSOs, & COs" on 30th November 2021 by Dr. Deepak Nanaware, DAV Velankar College of Commerce, Solapur. Seventy-one Participants attended the workshop
 - Organized Two-Day Workshop on 'New AQAR Guidelines 2020-21 on 6th and 7th December 2021. Experts from IQAC Cluster India were the resource persons.
 - Organized a Workshop on "Basics of Academic Writing" in collaboration with Research Promotion Committee on 10th August 2021.
 - Mentor and Mentee system was introduced on 11th January 2022 to offer hand-holding to various departments with respect to IQAC work.



- Academic audit for 2020-21 was conducted on 20th and 21st January 2022.
 - Feedback from students in the form of PATS was collected and Student Satisfaction Survey was conducted.
 - Feedback from faculty on infrastructural and other facilities was collected. The feedback will be presented to Feedback Committee on 29th April 2022.
 - IQAC initiated “Engagement with Departments and Activity Groups” along with Principal’s office from 2nd February 2022.
 - IQAC had meeting with Principal, Vice-Principals to discuss AQAR & issues of IQAC on 4 March 2022.
 - Conducted Meeting with CDC for AQAR Presentation on 24th March 2022.
 - Submitted Annual Quality Assurance Report (AQAR) 2020-22 on 30th March 2022.
5. Details of the Activities proposed by IQAC for the Academic Year 2022-23 were also presented in the meeting:
- Workshop on Curriculum Designing and Implementation by In-Charge of Criterion 1 (Dr Ashok Awale).
 - Workshop on “Visibility of Publications” and “Research Ethics and Intellectual Property Rights” by In-Charge of Criterion 3 (Ms. Madhura Todewale).
 - A workshop in collaboration with the help of ICT Enabling and Digital Content Development committee to orient the teachers and administrative staff with different ICT tools to maximize the use of ICT tools by In-Charge of Criterion 4 (Ms. Deepali Karkhanis).
 - 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 by In-Charge of Criterion 6 (Ms. Shilpa Suryavanshi).
 - Appointing student representatives to all administrative committees as interns (offering internship program) in collaboration with the Student Council by In-Charge of Criterion 5 (Ms. Seema Pawar).
 - Workshop on ‘Making Lecture Videos Using Power Point Presentation’, ‘New Pedagogical Tools for Teaching’ and ‘Bloom’s Taxonomy’ by In-Charge of Criterion 6 (Ms. Shilpa Suryavanshi).
 - Conduction of a series of activities on topic ‘Physical and Psychological Well-Being’ in collaboration with Department of Psychology for administrative staff.
 - Conduction of a series of workshops on “Workplace Etiquettes” in collaboration with Department of English for administrative staff.
 - A one-day Workshop on ‘Vermi-Composting and making the College Campus Eco friendly’, “Kitchen Gardening / various novel environment friendly initiatives” by In-Charge of Criterion 7 (Ms. Annu Singh). Collaborating with NGOs like “Paryavaran Dakshata Manch and Hariyali” and Organizing “Nature-trails” by In-Charge of Criterion 7 (Ms. Annu Singh)
 - Activity audit will be taking place on 27-28 April 2022.
 - Administrative audit is taking place in the month of May 2022.
 - Preparation for Gender Audit and Green Audit to be conducted in 2023-24.
 - Mapping of COs, POs and PSOs will be implemented from AY 2022-23.
 - Supporting SSWRC to develop system of identification of students who are slow and advanced learners and introducing programmes for them.



6. Feedback and suggestions by attendees

- Dr Ajit Kengar suggested to have research publication at college level. In house resources can be tapped for this. Mr. Hitesh Thakkar was of view to digitalize all publication content. Same should be reflected on website under library section (Under Recent Publication).
- Dr Ashok Awale was of the view that the college website has to be dynamic. Sir stressed on to update all activities on website as NAAC also checks college website. He also suggested to increase the capacity of website to enable college to showcase all activities to outsiders.
- Hitesh Thakkar suggested to get resources from alumni for website development and to have separate page on website for alumni.
- Ms. Vaishali Dhammapathee suggested involvement of TYIT students for developing PO's, CO's and mapping as teachers are not well-verse with technical part. This can be considered as internal project work for students.
- Mr. Prasannaheet Bhave stressed on identification of slow learners and advanced learner as it has 30 marks in criteria II.
- Suggestions from Students' Representative to IQAC:

Ms. Drushti Kamble

1. To simplify admission software. Admission software should be user friendly.
3. MA programs to start from next to academic year.
4. Conduct seminar on POSH (Prevention of Sexual Harassment] at work place

Mr. Atharva Kadam (a detailed note received – added at the end of the minutes)

1. To reduce gap between release of students notices and reporting and acting on that is required on students' part.
 2. To streamline administrative bureaucracy - for lost and found property to be kept at one place in the college. Office staff, Staff room attendant and housekeeping staff to be informed about this.
 3. To create separate railway concession counter for Junior college and Degree college students.
 4. Need to have secure system for online lecture of Microsoft team. Other apps can be also explored for online lectures.
 5. Girls and boys washroom needs to be maintained. There has to be proper running water, wall graffiti - to be eliminated. Hitesh Thakkar informed that there is plan to remold the classrooms and washrooms. It will take a year to renovate the washrooms.
 6. Student representatives in stakeholders should be from across the faculty. Dr Adhir Ambavane suggested to work along with students' council and get proper representation of student's issues in IQAC Stakeholders' meeting.
- Dr Ashok Awale stressed on the importance financial support from college alumni for improving infrastructure changes in college.
 - Ms. Vaishali Dhammapathee suggested that college can give alumni donation certificate for income tax relief.
 - Mr. Santosh Nikam talked about problems of shortage of Staff, multiple tasks to be completed at same time. Mr. Manoj Mahajan was advised to understand office working pattern and help them in sorting their issues.

7. Vote of thanks was proposed by Dr. Deepali Karkhanis, member IQAC



A detailed note received from Atharva Kadam

1. The span between notices and the actual events they concern be widened to at least five days

Especially in the case of students having to come to college (for admission related processes, for example) the above suggestion should be implemented immediately to avoid any inconvenience both to students and college authorities. The fact that many have to travel from far-off places to college, and might also have certain other activities already planned beforehand should be kept in mind to prevent indiscreet and out-of-the-blue declarations. Thus, **if the students are to come to college, then notice must, as a rule, reach them at least five days before the stipulated date.**

2. Streamlining of Administrative Machinery

a. *Lost and Found Section:*

- As of now, the lost and found section in the college is highly scattered. Students with such grievances are directed anywhere from the Staff Room, the Office, or the Library—that too with no real guarantee of *finding* the said article in those places, leading students to often embark on wild goose chases. Thus, it is strongly recommended that **a dedicated Lost and Found Department be created; with a single integrated space** for all such articles to be collected and located.
- Moreover, **the non-teaching staff should also be adequately trained** to dispatch any and all 'lost' articles they may find in the college premises in the said space/chamber.

b. Railway Concession

- The process of acquiring a railway concession is considered to be among the most tiring procedures a student has to undertake—with timings incompatible with their lectures, and long, disorganised queues that often double up on themselves in the canteen foyer. Thus it is recommended that this process be made more efficient by two ways: **Digitisation of the procedure wherever possible** and/or the **bifurcation of the Railway Concession Counter**.
- If the digitisation of the said process is not possible, the college should at least *bifurcate* the window—that is, **keep two persons instead of one at the counter to dispense Railway Concession forms**. This will not only reduce tensions on the single person currently in charge, but will also reduce the needless queues and delays that accompany the process.

3. Usage of Google Meet over Microsoft Teams in Webinars or Web-Meetings

If ever the college has to rely on internet meeting platforms in the future for webinars, online courses &c., it is recommended that platforms like Google Meet be rather used over Teams for the following reasons:

- Google Meet is certainly less susceptible to hijacking/bombing of meetings by unscrupulous entities.
- Google Meet now also provides an extension to collect attendance of a said meeting, like Teams.
- The identity of each one of the participants in the Meet can be corroborated by the participants in Google Classroom, which in Teams is not possible (marked by entry of anonymous guests).
- Many professors have already resorted to Meet in their lectures, with exceedingly positive results



(The reply to this suggestion regarding the financial sustainability of Meet, coupled with the possibility of the creation of a Student ID in Teams has been acknowledged. However, we still press on Meet being kept on the table as an option in case all other alternatives lapse)

4. The Male Washrooms need to be urgently refurbished

Many Male Restrooms in the college currently lack proper amenities or cleaning. Urinals especially crown this problem with both dry *and* perennially leaking faucets coexisting in certain toilets. Moreover, the lecherous graffiti one finds on the walls for years now tend to leave the mind with disgust. Thus, a complete refurbishing of male washrooms in the college, with new paint-jobs and/or replacements of faulty lavatories is also emphasized for common hygiene.

5. The prospects of a more diverse 'Student Representation'

The Student representation in the IQAC currently has two members, both from the Humanities (B.A.) stream. Other sections, such as JC, B.Com., B.Sc., PhD, B.Voc. &c. tend to be overlooked, and so do their grievances. Thus, we would like to ask for a more transparent system (a handle, perhaps) wherein the students from all streams can directly voice their genuine concerns in the form of, say, a complaint box at the various departments of college. These concerns can then be accessed directly by either the IQAC or the Student Council, as the college may decide, and then appropriate decisions may be thence taken directly by the institution.

This recommendation comes from the worry of not *fully* representing the hundreds of students currently studying in this esteemed institution and so, we feel the status quo requires a more wholistic (more importantly, approachable) system of voicing student grievances than what currently exists.



Neeta Mehta

Dr. Neeta Mehta
Co-ordinator, IQAC
Head & Associate Professor
Department of Psychology
KET's V. G. Vaze College, Mulund (East)
Mumbai - 400 081
Contact: 9821624349
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
V.G.Vaze College of Arts, Science and Commerce
Mithagar Road, Mulund (East), Mumbai-81

IQAC Meetings, Minutes and Action Taken Report 2021-22

IQAC Meeting on 17th June 2021

Sr.No	Minutes of Meeting	ATR
1.	Discussion about conducting BOS meetings was held and the days were decided.	Meetings of Board of Studies (BOS) of 25 departments were conducted between 28 th June to 3 rd July 2021
2.	Discussion about conducting Academic Council Meeting and Stakeholders meeting was held and the tentative dates for the same were decided.	Academic Council Meeting was conducted on 20 th July 2021. Stakeholders' Meeting was held on 23 rd July 2021.
3.	Agenda for the BOS meetings and AC meeting was finalized	Agenda for the BOS meetings was shared with all the departments. Agenda for the AC meeting was shared with all the members of AC along with the invitation for the meeting.

IQAC Meeting on 12th July 2021

Sr.No	Minutes of Meeting	ATR
1.	Discussion about agenda for stakeholders meeting was held	Agenda of Stakeholders' meeting was finalized
2.	IQAC activities for the AY 2021-22 were proposed.	Some of the proposed activities were carried out: Orientation Programme for teaching staff to all the 7 Criteria by Criterion In-charges and Steering Committee Members was carried out between 27 th August and 29 September 2021. Workshop on "Basics of Academic Writing and Documentation" was conducted by Research Promotion Committee on 6 th August 2021 for TY students and 7 th August 2021 for SY students



Workshop for Teaching Faculty on POs, PSOs and COs was held on 30th November 2021

Workshops in collaboration with Library to orient students to e-library, e-journals and other e-resources were conducted as follows:

For Department of History (5th August 2021), Psychology (30th August 2021), Information Technology (3rd December 2021), Economics (9th December 2021), BAF, BBI and BMS (15th December 2021), Business Economics (17th December 2021), Marathi and Marathi Bhasha and VangmayMandal (24th January 2022) and Political Science (3rd February 2022)

WDC jointly with Sociology Department conducted “Cyber Sakhi – Promoting Cyber Wellness and Cyber Safety” for creating awareness among students regarding online safety. The workshop was conducted by Responsible Netism (Ahaan Foundation) on 7th August 2021.

WDC jointly with NSS Unit organized “Self-defence workshop” for women on 9th March 2022 (On the occasion of International Women’s Day)

Organization of national webinar on “Wealth Management and Tax Planning” for women was organized by WDC along with Accountancy Department on 12th March 2022 (On the occasion of International Women’s Day)



Sr.No	Minutes of Meeting	ATR
1.	Details of the Activities proposed by IQAC for the Academic Year 2021-22 were presented in the meeting	<p>Some of the proposed activities were carried out:</p> <p>Orientation Programme for teaching staff to all the 7 Criteria by Criterion In-charges and Steering Committee Members was carried out between 27th August and 29 September 2021.</p> <p>Workshop on “Basics of Academic Writing and Documentation” was conducted by Research Promotion Committee on 6th August 2021 for TY students and 7th August 2021 for SY students</p> <p>Workshop for Teaching Faculty on POs, PSOs and COs was held on 30th November 2021</p> <p>Workshops in collaboration with Library to orient students to e-library, e-journals and other e-resources were conducted as follows:</p> <p>For Department of History (5th August 2021), Psychology (30th August 2021), Information Technology (3rd December 2021), Economics (9th December 2021), BAF, BBI and BMS (15th December 2021), Business Economics (17th December 2021), Marathi and Marathi Bhasha and Vangmay Mandal (24th January 2022) and Political Science (3rd February 2022)</p> <p>WDC jointly with Sociology Department conducted “Cyber Sakhi – Promoting Cyber Wellness and Cyber Safety” for creating awareness among students regarding online safety. The workshop was conducted by Responsible Netism (Ahaan Foundation) on 7th August 2021.</p> <p>WDC jointly with NSS Unit organized</p>



		<p>“Self-defence workshop” for women on 9th March 2022 (On the occasion of International Women’s Day)</p> <p>Organization of national webinar on “Wealth Management and Tax Planning” for women was organized by WDC along with Accountancy Department on 12th March 2022 (On the occasion of International Women’s Day)</p>
2.	Mr. Atharva Kadam suggested to start a short - term Course on French culture/Language	No action taken yet
3.	Ms. DrushtiKamble gave her suggestion on starting MA Programs in the College.	<p>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 the BVoc Department.</p> <p>In pipeline</p>
4.	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	Done. Introduced QR code, credit/debit card payment and payment gateway started.
5.	Mr. Kaushik Gada suggested to improve the Student Satisfaction Survey by finding out the root cause of their dissatisfaction in the mentioned areas.	Done.
6.	Dr. B. B. Sharma, Prof. (Dr.) Preeta Nilesh, Dr. Dinesh Kumar and Dr. AjitKengar suggested starting a common course work on PhD Paper I for all the 7 PhD courses together.	A detailed discussion was held on this issue. It was understood that since these PhD centres are of different subjects and have different syllabi for pre-PhD coursework, it is not feasible to start a common coursework. Common course is introduced for components common to all subjects such as research ethics and research documentation. The rest of the coursework programmes will be conducted subject-wise.

IQAC Meeting on 20th October 2021

Sr.No	Minutes of Meeting	ATR
1.	Suggestion came to organize training on curricular designing for all staff members in the college.	Will be conducted in even semester of 2022-23, as the syllabi will be getting revised for AY2023-24
2.	A plan for conducting workshops on-	Conducted workshop on 30 th November



	“Drafting of POs, PSOs, & COs” was chalked out.	2021
3.	Workshop on E resources to be collaborated with Library subject-wise and customized	Library conducted sessions on E-resources for Department of History (5 th August 2021), Psychology (30 th August 2021), Information Technology (3 rd December 2021), Economics (9 th December 2021), BAF, BBI and BMS (15 th December 2021), Business Economics (17 th December 2021), Marathi and Marathi Bhasha and Vangmay Mandal (24 th January 2022) and Political Science (3 rd February 2022)
4.	Suggest ICT Committee to organize workshop for familiarizing staff with ICT tools.	One Week Faculty Development Programme on “Google Sites Development and YouTube Handling” was organized by Information Technology Department and Skill Development Centre from 21 st to 26 th June 2021.
5.	Organizing of orientation for WDC and Internal Complain Committee.	Done as a part of induction programme
6.	Under Criterion 5 it was decided to organize workshop for... Appointing student representative as interns. Area of work, time, hours needed to be decided with the help of HR.	Planned for odd semester of 2022-23
7.	Under Criterion 6 it was decided to organize workshop on... <ul style="list-style-type: none"> Physical and psychological well-being Etiquettes. Bloom’s taxonomy 	Planned for Even Sem of AY 2022-23
8.	Under Criterion 7 it was decided to organize workshop for... <ul style="list-style-type: none"> CyberSecurity Self-defense workshop Financial management by women Vermi-post, environmental convention and kitchen gardening 	WDC jointly with Sociology Department conducted “Cyber Sakhi – Promoting Cyber Wellness and Cyber Safety” for creating awareness among students regarding online safety. The workshop was conducted by Responsible Netism (Ahaan Foundation) on 7 th August 2021. WDC jointly with NSS Unit organized “Self-defence workshop” for women on 9 th March 2022 (On the occasion of International Women’s Day) Organization of national webinar on “Wealth Management and Tax Planning” for women was organized by WDC along with Accountancy Department on 12 th



		March 2022 (On the occasion of International Women's Day)
9.	<p>Dr Mehta suggested that ...</p> <ul style="list-style-type: none"> • Areas which need to be developed in every criterion should be identified and presentation to be done in the meeting • NAAC Steering Committee will be invited to work in close collaboration with IQAC • For Non-teaching staff of office orientation to all NAAC Criteria in Marathi to be conducted 	<p>Done</p> <p>Done</p> <p>Planned for odd semester of 2022-23</p>

IQAC Meeting on 23rd November 2021

Sr.No	Minutes of Meeting	ATR
1.	Distribution of duties for the workshop on "Drafting of POs, PSOs, & COs" scheduled on 30 th November 2021.	Done
2.	Distribution of duties for the workshop on "New AQAR Guidelines 2020 in the association with the IQAC Cluster India on 6 th and 7 th December 2021.	Done
3.	The decision was taken to inform all departments to collect the empty files from IQAC for preparing departmental files for the AY 2018-19, AY 2019-20 and AY 2020-21.	Done

IQAC Meeting on 4th January 2022

Sr.No	Minutes of Meeting	ATR
1.	Organizing of Academic Audit of AY 2020-21	Conducted on 20 th -21 st January 2022
2.	Feedback for AY 2021-22 to be collected in February and March 2022	<p>Collected the Feedback in February and March 2022</p> <p>Feedback was analyzed and shared with Feedback Committee on 29th April 2022</p>



		<p>Received 1020 responses from undergraduate students</p> <p>Received 69 responses</p> <p>Received 10726 responses for 87 teachers (Aided and SFC) on the following criteria:</p> <ul style="list-style-type: none"> • Attitude towards students • Core subject related, teaching, virtual classroom related skills • Additional peripheral skills
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IQAC Meeting on 31st March 2022

Sr.No	Minutes of Meeting	ATR
1.	Schedule was prepared for Departmental files checking.	From 18 th to 25 th April 2022 all departmental files checking was done
2.	Criterion wise checklists was to be prepared for the AY 2018-19, AY 2019-20, AY2020-21 for checking of the files	Done
3.	Activity audit AY 2020-21 & 2021-22 to be scheduled on 27 th & 28 th April 2022	Conducted on 27 th & 28 th April 2022
4.	Discussed about how to collect data from the departments in more effective manner. It was decided that IQAC will create folders for each department in google drive and give access to them for filling up Form A and Form B. Ms. Madhura decided that she would give format for documentary Evidence to be included in the Form A and Form B	Done
5.	IQAC should hold meeting with Associations/Activity Groups. Format for letter of association/Activity Groups should be given to associations	Done
6.	PATS & Faculty feedback link to be emailed to the departments for feedback collection.	Done
7.	Discussion about preparing Teaching plan was held. It was decided that should be prepared by Dr. Manoj Mahajan	Done



IQAC Meeting on 9th April 2022

Sr.No	Minutes of Meeting	ATR
1.	Preparation for Stakeholders' meeting	Conducted on 26 th April 2022
2.	Preparing for Activity Audit	Conducted on 27 th -28 th April 2022.
3.	Scheduling of Administrative Audit for AY 2018-19, 2019-20, 2020-2021	Conducted on 10 th May 2022

Stakeholders' Meeting on 26th April 2022

Sr.No	Minutes of Meeting	ATR
1.	<p>Dr Ajit Kengar suggested to have more visibility of research carried out by faculty on the website of the college by creating a special page for the same.</p> <p>Mr. Hitesh Thakkar was of view to digitalize all publication content. Same should be reflected on website under library section (Recent Publication).</p>	In pipeline
2.	Dr Ashok Awale suggested to increase the capacity of website to enable college to showcase all activities to the outsiders.	So far need to increase capacity not felt. All activities are showcased well. However, as and when the need is felt, capacity of website will be increased
3.	Hitesh Thakkar suggested to get resources from alumni for website development, and to have separate page on website for alumni.	In Pipeline
4.	Ms. Vaishali Dhammapathee suggested involvement of TYIT students for developing PO's, CO's and mapping, as teachers are not well-verse with technical part. This can be considered as internal project work for students.	Noted. Will be considered for its feasibility.
5.	Mr. PrasanjeetBhave stressed on identification of slow learners and advanced learner as it has 30 marks in criteria II.	In pipeline
6.	Ms. Drushti Kamble suggested simplifying admission software. Admission software should be user friendly.	Done partially.
7.	Ms. Drushti Kamble suggested starting MA programs from next to academic year.	Will be done in AY 2023-24
8.	Ms. Drushti Kamble suggested to conduct seminar on POSH (Prevention of Sexual Harassment) at work	Will be done in Even Sem of AY 2022-23



	place	
9.	Mr. Atharva Kadam suggested to reduce gap between release of students notices and reporting and acting on that is required on students' part.	Noted and informed the important committees like Examination
10.	Mr. Atharva Kadam suggested to streamline administrative bureaucracy - for lost and found property to be kept at one place in the college. Office staff, Staff room attendant and housekeeping staff to be informed about this.	Done
11.	Mr. Atharva Kadam suggested to create separate railway concession counter for Junior college and Degree college students.	Not feasible
12.	Mr. Atharva Kadam suggested to have secure system for online lecture of Microsoft Team. Other apps can be also explored for online lectures.	Noted.
13.	Mr. Atharva Kadam suggested to maintain girls' and boys' washroom. There has to be proper running water and wall graffiti need to be eliminated. Hitesh Thakkar informed that there is plan to remold the classrooms and washrooms. It will take a year to renovate the washrooms.	Infrastructural repair work begun in May 2022. Washroom repair/maintenance issue will be taken care of soon.
14.	Mr. Atharva Kadam suggested that student representatives in IQAC should be from across the faculty.	In the next revision of composition of IQAC, the student representative will be taken from two separate faculty
15.	Ms. Vaishali Dhammapathee suggested that college can give alumni donation certificate for income tax relief.	Noted
16.	Mr. Santosh Nikam talked about problems of shortage of Staff, multiple tasks to be completed at the same time. Dr. Manoj Mahajan was advised to understand office working pattern and help them in sorting their issues.	The matter is discussed with Principal and efforts are made to train the administrative staff and reorganize their responsibilities.



Neeta Mehta

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