

**Kelkar Education Trust's  
V.G.Vaze College of Arts, Science and Commerce (Autonomous)  
Mithagar Road, Mulund (East), Mumbai-81**

A meeting of the IQAC members was held on Thursday 30<sup>th</sup> June 2022, the details of which are as given as follows

Date: -30<sup>th</sup> June 2022

Time: -11.30.am

Venue: - Conference Room

**Agenda of the Meeting: -**

1. Departmental files (based on From A and B) checking Work
2. Planning for BOS meetings for all departments for AY 2022-23
3. Activities for AY 2022-23-Odd semester.
4. Planning for Orientation to NAAC Criteria for Administrative Staff
5. Induction Programme for FY classes
6. Azadi Ka Amrit Mohatsav
7. AQAR 2022-23 Preparation

**Minutes of the meeting: -**

Discussion took place on all agenda points one after the other. After deliberations, it was resolved that...

**Agenda Point 1**

Dr. Neeta Mehta discussed the remaining departmental files checking work with Criterion In-Charges and instructed them to complete the same within a period of 15 days. Ms. Annu Singh was instructed to make a list of Associations/ Activity Groups whose reports needed to be checked.

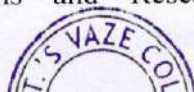
**Agenda Point 2**

BOS (Board of Studies) Meetings of all departments will be conducted in the second week of July 2022.

**Agenda Point 3**

Criteria In-Charges were required to start preparation for the following activities for the Academic Year 2022-23

- Dr. Awale (Criterion In-Charge 1) were required to start preparation for workshop on Curriculum Designing and Implementation and the finalize the guest for workshop from the state of Maharashtra.
- Ms. Madhura Todewale (Criterion In-Charge 3) should look into organizing workshop on "Visibility of Publications" and "Research Ethics and Intellectual Property Rights" by





coordinating with Research Promotion Committee and Ms. Pournima Bhangale, Head, IT Department (who knew someone whom one can call as resource person)

- A workshop in collaboration with 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 should be organized by Ms. Deepali Karkhanis, In-Charge of Criterion 4
- Ms. Seema Pawar, In-Charge of Criterion 5 to coordinate with Ms. Vaishali Dhammapathee for appointing student representatives to all administrative committees as interns (offering internship program) in collaboration with the Student Council
- Ms. Annu Singh, In-Charge of Criterion 7 to organize one-day Workshop on 'Vermi-Composting and making the College Campus Eco friendly', "Kitchen Gardening / various novel environment friendly initiatives". To ensure that collaborations with NGOs like "Paryavaran Dakshata Manch and Hariyali" take place.
- Dr. Ashok Awale & Ms. Annu Singh suggested that Energy Audit, Green Audit, Gender Audit & Environmental Audit should be held separately for the separate Audit report purpose.
- Dr. Neeta Mehta and Mr. Rajesh Mane will prepare for mapping of COs, POs and PSOs workshop.
- Mr. Prasannajit Bhawe to work along with SSWRC to develop system of identification of students who are slow and advanced learners and introducing programmes for them.
- Ms. Annu Singh, In-Charge of Criterion 7 to coordinate with WDC for seminar on POSH (Prevention of Sexual Harassment)

#### **Agenda Point 4**

Orientation of NAAC 7 criteria for administrative staff will be conducted by third week of August 2022. The Criterion In-charges will conduct the orientation between 3pm to 5pm.

#### **Agenda Point 5**

Induction Programme will be undertaken by coordinating with Student Council as soon as admission process will be over. Ms. Seema Pawar, Criterion 5 In-Charge will be looking after the Induction Programme on behalf of IQAC.



### Agenda Point 6

College will celebrate Azadi Ka Amrit Mohatsav by organizing various events such as competitions, guest lectures and collaborative events by various departments

### Agenda Point 7

- Ms. Shilpa Suryawanshi asked for suggestions for future plans for AQAR 2023-24
- Dr. Ashok Awale suggested that for Preparing AQAR we need to read the AQAR of Best colleges.
- Mr. Prasannajit Bhave suggests that IQAC should visit to best colleges for better information of AQAR Documentations.
- Work on AQAR 2022-23 will begin immediately and report will be made ready by November 2023.

### Other Matters:

- Dr. Ashok Awale spoke about the website updating and suggested that Mr. Hitesh Thakkar to give college Alumni for website updating work and for that follow up to be done by Ms. Nanda Rupnar
- He also suggested to take white code software for website updating and sort out the website related problem by finalizing meeting with Principal Dr. Preeta Nilesh and Ms. Pournima Bhangale
- Dr. Neeta Mehta suggested that PPTs of requirements of IQAC should be made and presented to authorities for the purpose of improving college functioning.



*Neeta Mehta*

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A meeting of all members of IQAC was organized on 23<sup>rd</sup> August 2022, the details of which are given as follows:

Date: - 23<sup>rd</sup> August 2022

Time: - 12.00 noon

Venue: - Conference Room

**Agenda of the Meeting: -**

1. Work-related to AQAR 2021-22
2. Celebration of Teachers' Day
3. Planning of International Conference
4. Addressing the need for preparing for Avishkar – Students Research Competition

**Minutes of the Meeting: -**

**After discussing the various agenda points, it was resolved that...**

**Agenda Point 1**

AQAR 2021-22 filling up process should take a priority and by November 2022, AQAR should be ready for presentation in front of CDC.

**Agenda Point 2**

To commemorate the Birth Anniversary of Dr. Sarvepalli Radhakrishnan on 5<sup>th</sup> September, a week-long celebration will be organized involving various departments.

**Agenda Point 3**

International Conference 2022-23 will be led by Science Faculty of the college tentatively in February 2023. IQAC will hold meetings with all Science departments and Committees formed to facilitate the preparation for the same.

**Agenda Point 4**

The need for helping students to prepare for Avishkar will be discussed with Research Promotion Committee. Ms. Madhura Todewale, Criterion 3 In-charge is given the responsibility of coordinating with In-Charge of Research Promotion Committee.



*Neeta Mehta*

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A meeting of all members of IQAC was organized on Friday, 7th October 2022, the details of which are as given as follows:

Date: - 7th October 2022, Friday  
Time: -12.00 noon  
Venue: - Conference Room

**Agenda of the Meeting: -**

1. Review the work done during Odd Semester 2022-23
2. AQAR finalization
3. Initiatives for Even Semester 2022-23
4. Fixing the dates for Academic Audit, Activity Audit and Administrative audit for AY 2022-23
5. Website updating matter
6. Discussion on re-formation of BOS and BOS meetings for Even Semester 2022-23

**Minutes of the Meeting: -**

**After discussing the various agenda points, it was resolved that...**

**Agenda Point 1**

- A list of remaining departments for file checking will be made. To put the notice that 15<sup>th</sup> October 2023 is the last date for checking the files. For Association reports of 2021-22 also, IQAC will give deadline for submitting the data.

**Agenda Point 2**

- AQAR related all work should be complete till the 15<sup>th</sup> November 2022, for presenting the report in front of CDC.
- Principal Prof. Dr. Preeta Nilesh said she will give extra helping hand to every Criterion In-Charge for helping in AQAR work.
- Ms. Shilpa Suryawanshi spoke about the difficulties she is facing for getting scholarship letters. Principal Prof. Dr. Preeta Nilesh assured her to provide necessary assistance in this respect.
- Ms. Annu Singh, Criterion 7 In-Charge asked suggestion for Institutional Distinctiveness of AQAR. Dr. Manoj Mahajan and Dr. Ashok Awale suggested that Solar Panel can be included in the Institutional Distinctiveness. Discussion took place to appoint one person who would look after all the solar panels and get related data from the office. Ms. Shilpa Suryavanshi suggested to add rain water harvesting as an Institutional Distinctiveness.





### Agenda Point 3

1. Ms. Seema Pawar would look into offering internship program related workshops.
2. Prof. Dr. Preeta Nilesh suggested to invite Ms. Neelima Kulkarni for the workshop of Vermi Posting and Ms. Shama Chalke from Tata Institute for Gender Audit.
3. Workshop on POSH will be conducted collaborating with WDC.
4. Mr. Prasannajit Bhave would look after the workshop for Disaster Management, First Aid and Self-defense for teaching and non-teaching in the next semester by collaborating with the NSS.
5. Discussion took place for conducting workshop/ webinar on Research Methodology, Quality, sustainability.

### Agenda Point 4

- Academic Audit will be conducted in the month of January - before 18<sup>th</sup> January. Administrative and Activity Audit will not be conducted in AY 2022-23 but will be conducted in AY 2023-24

### Agenda Point 5

- Ms. Nanda Rupnar was reminded to look into the all website updating work of IQAC

### Agenda Point 6

- The existing BOS will be dissolved, as three-year tenure of this committee is over. The process of forming new BOS will begin. Syllabi of all courses must be changed in the month of January 2023 for getting final syllabi ready for the AY 2023-24 in the month of June 2023. Dr. Neeta Mehta will share these instructions in the HOD meeting.
- Prof.(Dr.)Preeta Nilesh suggested that road map is important for syllabus changing. Therefore, one workshop should be held for curriculum designing and implementation by inviting outside expert. She also suggested that these workshops can be taken faculty wise.



*Neeta Mehta*

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A meeting of all members of IQAC is organized on 29th November 2022, the details of which are as given as follows:

Date: - 29th November 2022, Tuesday

Time: -12.00 noon

Venue: - Conference Room

The agenda for tomorrow's Meeting is as follows:

1. Update on AQAR 2021-22 finalization
2. Academic Audit 2021-22
3. Session on Curriculum Designing and Implementation
4. Sharing of experience of training received under Pradnya Parisar Prakalp – an initiative of MSFDA with IPH –for making campus emotion-friendly with all IQAC members.

**Minutes of the meeting: -**

**Agenda Point 1**

Each Criterion In-Charges shared the work completed. The issues and challenges faced by them were discussed too.

Dr. Ashok Awale, Criterion 1 In-Charge should give Criterion 1 data before 1<sup>st</sup> December 2022 and Dr. Neeta Mehta should give copy of Feedback Committee Report and Action Taken Report to him for including in his AQAR section.

Dr. Ashok Awale suggested that syllabi to be created through mapping employability.

Mr. Prasnnajeet Bhawe, Criterion II In-Charge - should give data of Criterion II for uploading ASAP and he needs to finalize the write-ups his criterion with the help of Dr. Neeta Mehta. He suggested that Exam Committee should give Annual Report of Exam to IQAC. Academic Calendar of every Academic Year should go to college website regularly. SSS also needs to be updated on the website.

Ms. Madhura Todewale, In-Charge Criterion 3 - submitted all data related to Criterion 3 but few documents needed to be uploaded on the website.

Ms. Deepali Karkhanis, In-Charge Criterion 4 mentioned that office data will be given by 30<sup>th</sup> November 2022 and Library data till 3rd December 2022.

Ms. Seema Pawar, In-Charge, Criterion 5 needed to collect the data of Student Council, Alumni Association and TC-Leaving Certificate from office and others.

Ms. Shilpa Suryawanshi, In-Charge, Criterion 6 - needed to get data of IQAC Meetings, ATR, Scholarships for completion of work on her criterion.





Criterion 7- Ms. Annu Singh has already submitted data and also filled it up in NAAC portal.

The date of CDC meeting should be decided on either 14<sup>th</sup> or 15<sup>th</sup> December 2022 for AQAR 2021-22 Presentation.

### **Agenda Point 2**

1. Academic Audit for 2021-22 will be scheduled for 10<sup>th</sup> December 2022. It was also proposed that one of the management members should be invited as expert for the audit. Ms. Jyoti Bhadkamkar, Trustee, KET and Principal Prof. (Dr.) Preeta Nilesh will be invited as Experts for Arts & Science Faculty and CA Anil Naik, Vice Principal and Dr. Adhir Ambhavane, Dean, Commerce will invited as experts for Commerce Faculty and SFC.
- Responsibilities and duties for Academic Audit 2021-2022 were allotted to IQAC members.
  - Departments will be asked to submit their PPTs of AA 2021-22 on or before 8<sup>th</sup> December 2022.
  - Recommendation given by expert will be noted down by the respective departments themselves.
  - Ms. Annu Singh will look after the hospitality on the day of the audit.
  - Letters for experts will be drafted and kept ready by Ms. Tejasvi Patil.

### **Agenda Point 3**

A workshop on Curriculum Designing and Implementation will be arranged on 12<sup>th</sup> December 2022. Dr. Ashok Awale has identified the resource person for the session.

### **Agenda Point 4**

Dr Neeta Mehta shared her experiences of training received under Pradnya Parisar Prakalp – an initiative of MSFDA with IPH –for making campus emotion-friendly with all IQAC members. Implementation of Pradnya Parisar Prakalp will be done for making campus emotion-friendly. Orientation of teaching, non-teaching staff and students will be conducted by the team trained by MSFDA and IPH. Thereafter, the modus operandi will be chalked out for implementing this scheme.



*Neeta Mehta*

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A meeting was organized for the purpose of presentation of AQAR 2021-22 to College Development Committee. The Details of meeting are as follows: -

Date: - Saturday, 17<sup>th</sup> December 2022

Time: -12.00noon

Venue: - Conference room.

**Agenda of the Meeting**

1. Presentation of AQAR

**Minutes of Meeting**

AQAR 2021-22 was presented by different criteria in-charges. Discussion took place on various topics of AQAR.

The following suggestions received and decisions made are as follow:

Principal Prof.(Dr.) Preeta Nilesh suggested minimum 60% change in the overall curriculum of the department with upper limit of 100%. While designing the syllabus, the departments should consider the syllabus of not just Mumbai University but of different autonomous colleges across India. She also directed that the follow-up feedback for curriculum needs to be taken from industry and other stakeholders. Specific question paper related feedback needs to be taken from other autonomous college teachers who teaches the same subject.

Dr. Ajit Kengar, Dean, HR suggested to give an option for elective paper for every subject.

Mr. Prasanjeet Bhave, Member, IQAC discussed that for criterion 2, the details of slow learners and advanced learners across the institution need to be found out. He also suggested that it is important that teachers are recruited on the full-time basis, otherwise, the mentor-mentee ratio is going down.

Prof. (Dr.) Preeta Nilesh directed Dr. Manoj Mahajan to do a workshop related to research papers publication for Criteria 3. Mr. Prasanjeet Bhave said that at least one paper needs to be published in UGC Care List for improving score for Criterion 3.

Dr Deepali Karkhanis was instructed to collect the data related to her Criterion 4 in time from the administrative staff to complete the work. Ms. Swapna Jagtap and CA Anil Naik will be part of criterion 4 for works-related to accounts.

Ms. Seema Pawar said that student's progression for higher education data which is received from TC is not sufficient for her criterion.





In relation to Alumni Association, it was decided that Dr Amit breed will help Ms. Seema Pawar in collecting information. CA Anil Naik suggested to have Alumni Meet every year in the month of December.

Ms. Shilpa Suryavanshi, Member, IQAC suggested that more welfare measures for teaching and non-teaching staff need to be introduced for improving score of Criterion 6.

Principal Prof. (Dr.) Preeta Nilesh suggested that the annual Satyanarayan Pooja be considered as one of the Best Practices for criterion 7. Dr. Neeta Mehta suggested that Taxation Clinic introduced by Accountancy Department can be developed as one of the best practices for the AQAR 2022-23.

It was decided that AQAR 2021-22 will be uploaded after collecting feedback on curriculum from students, alumni, peer teachers and industry experts and after doing mapping work which will help find out whether COs are being attained for courses taught in Sem II of 2021-22.



Secretary  
College Development Committee  
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A meeting of all members of IQAC is organized on 18<sup>th</sup> January 2023, the details of which are given as follows:

Date: - 18<sup>th</sup> January 2023  
Time: - 12.00 noon  
Venue: - Conference Room

**Agenda of the Meeting: -**

1. Feedback collection for 2022-23
2. Feedback on curriculum from students, alumni, peer teachers and industry experts for AQAR 2021-22
3. Mapping Work and Attainment of Outcomes
4. Planning of Women's Day Celebrations
5. Planning of Session for staff overall development

**Minutes of the Meeting: -**

**After discussing the various agenda points, it was resolved that...**

**Agenda Point 1**

Feedback for the existing curricula will be collected from the various stakeholders to be incorporated in the revision of the syllabi. Feedback from students about teaching staff (PATS) and Student Satisfaction Survey (SSS) and from faculty about facilities for AY 2022-23 to be collected in February and March 2023

**Agenda Point 2**

All the departments would be instructed to collect feedback on their curriculum 2021-22 from students, alumni, peer teachers and industry experts. The required formats will be shared with all the departments.

**Agenda Point 3**

Mapping and Attainment of Outcomes will be done for only Sem II courses of 2021-22. A small group of teachers will be formed to decide the modus operandi of completing this work.

**Agenda Point 4**

IQAC will plan with WDC a weeklong programme on various aspects of gender.





**Agenda Point 5**

IQAC will approach Dr B.B. Sharma, Former Principal and Professor in Zoology for a session on "Sleep" for teaching staff in the second week of March 2023



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A meeting of all members of IQAC is organized on 3<sup>rd</sup> March 2023, the details of which are given as follows:

Date: - 3<sup>rd</sup> March 2023

Time: - 12.00 noon

Venue: - Conference Room

**Agenda of the Meeting: -**

1. Planning a regular activity for non-teaching staff for their overall development.
2. Conduction of 2<sup>nd</sup> BOS meetings for AY 2022-23

**Minutes of the Meeting**

After the meeting, it was resolved that ...

**Agenda Point 1**

- Every Friday between 3pm to 5pm, an activity to be organized for the overall development of the non-teaching staff.
- As far as possible in-house resources – teaching staff and students - will be used for conducting these sessions.

**Agenda Point 2**

BOS meetings of all departments will be conducted in the fourth week of April 2023.



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**STAKEHOLDERS MEETING 2022-23**

Date: Wednesday, 5th April 2023  
Time: 10:30 am  
Venue: Conference Room

**Agenda:**

1	General Welcome	Dr. Neeta Mehta, IQAC Coordinator
2	Introduction of the New Student Representative	Dr. Neeta Mehta, IQAC Coordinator
3	Presentation of the Minutes of the Stakeholders' Meeting held on 26 April 2022	Dr. Neeta Mehta, IQAC Coordinator
4	Presentation of Activities conducted by IQAC in the Academic Year 2022 - 23.	Dr. Neeta Mehta, IQAC Coordinator
5	Details of the Activities planned by IQAC for the Future	Dr. Neeta Mehta, IQAC Coordinator
6	Meeting Open for Discussion	
7	Vote of Thanks	Mr. Prasannajeet Bhawe, IQAC Member

**Minutes of the Meeting:**

**Agenda Point 1 and 2**

- Dr. Neeta Mehta, Coordinator, IQAC started the meeting with general welcome and introduced a new Student Representative - Ms. Dhriti Mishra

**Agenda Point 3**

- Dr. Neeta Mehta read the minutes of the previous Stakeholders' Meeting held on 26 April 2022 and discussed the action taken report which included the following:
  - ❖ Designing curriculum to bridge gap between industry requirements - students' profile - was discussed. Workshop on "Curriculum Designing & Implementation" on 12th December 2022.
  - ❖ Activity audit took place on 27th and 28th April 2022.
  - ❖ Administrative audit took place on 10<sup>th</sup> May 2022.





- ❖ Orienting students on scope, functions and working of Women Development Cell/ Grievance Redressal Committee /ICC was done during Induction Programme.
- ❖ A series of workshops on Physical and Psychological Well-Being' For Administrative staff is introduced with banner "Bharari Sarvangin Vikasakade"
- ❖ Admission software was simplified by making it user friendly
- ❖ Workshop on POSH was conducted. WDC and NSS Degree College organized a guest lecture on "Legal Remedies for Harassment Against Women and Awareness for Men" by Advocate Vishal Saxena on 22th March 2023
- ❖ Green Initiatives, Nature and Hikers Club organised an Inaugural talk on **Importance and Challenges in Environment** by **Dr. Vikas Hajirnis**- President Envirovigil on 2<sup>nd</sup> December 2022. Beneficiaries- 57 students
- ❖ Garbage cleaning of college and campus undertaken post the intercollegiate festival Dimensions by Student volunteers of Green Initiative, Nature and hikers Club Committee and NGO Mee Mulundkar with BMC on 21<sup>st</sup> December 2022. 15 student volunteers from FY and SY Biotechnology participated in the drive.
- ❖ Cleaning and Maintenance of Compost pits in the college campus undertaken by Student volunteers of Green Initiative, Nature and hikers Club Committee on 5<sup>th</sup> January 2023. This activity aims to set up facility for in-house biodegradation of the organic waste generated in the college campus. 14 student volunteers from TY Biotechnology and 15 student volunteers from FY and SY Biotechnology participated in the drive.

There were few suggestions on which either no work or partial work was done. Dr Neeta Mehta talked about the same as follows:

- Separate railway concession counter for juniour college, as Juniour college starts at 12 noon – administrative staff not ready to keep the counter open till evening. Rest of the work gets sidelined. No solution was found for this issue.
- Two places are identified to keep lost properties – next to exam cell and in the office.
- Mapping and attainment of outcomes work started – a small committee of interested staff is formed. Included one teacher per department to do this work.
- Volunteering work for students for various committees is formalized by way of recording their stipulated work regularly and record is maintained - nature of the work and number of hours spent are regulated by the convener – eg. Dimensions, NSS, Student Council, cultural Committee and Gymkhana. College will give them the certificates.

#### Agenda Point 4

Activities conducted by the IQAC in the Academic Year 2022-23 post 26 April 2022 were presented in the meeting:





- ❖ First BOS Meetings of AY 2022-23 of 27 departments were held online between 11<sup>th</sup> to 16<sup>th</sup> July 2022.
- ❖ Orientation to NAAC Criteria for Non-teaching Staff was conducted from 23<sup>rd</sup> and 25<sup>th</sup> August 2022.
- ❖ Academic Audit for AY 2020-21 was conducted on 10<sup>th</sup> December 2022.
- ❖ Workshop on Curriculum Designing and Implementation was done on 12<sup>th</sup> December 2022.
- ❖ Uploading of AQAR, 2021-22 on 15<sup>th</sup> March 2023 was done.
- ❖ Under Feedback collection from students and staff, PATS and Curriculum Evaluation was completed.
- ❖ Bharari Sarvangin Vikasakade Programme for Non-teaching Staff was initiated from 28<sup>th</sup> March 2023.
- ❖ Under Aegis of IQAC the following activities were done:
  - Shikshak Parv (Teachers' Day)
  - Azadi Ka Amrut Mahotsav
  - International Interdisciplinary Conference led by Science Faculty
  - A week-long programme including guest lectures, exhibition, skits and felicitation were organized with the help of Women's Development Cell.

#### **Agenda Point 5**

Keeping in mind the accreditation in 2025, discussion was held on activities that IQAC should take it up. In that context, Dr. Dinesh Kumar, In-Charge, Steering Committee made the following suggestions.

- ❖ Increase the number of courses offered across all programs by increasing the number of general electives.
- ❖ Introduce courses which involve cross-cutting issues.
- ❖ More students to be attracted from outside state or country.
- ❖ Improving the average % of full-time teacher's vs sanctioned posts.
- ❖ Improving the average % of full-time teachers with Ph.D.
- ❖ Improvement in teaching experience which is total experience vs total no. of teachers
- ❖ Increase in number of teachers from other states.
- ❖ College to provide seed money to its teachers for research.
- ❖ Average % of budget allocation excluding salary for infrastructure augmentation need to be increased.
- ❖ Functional MOUs should be increased.
- ❖ Percentage of teachers recognized as Ph.D. guides to be increased.
- ❖ Establishing incubation center for start-ups. (Udyokta can be included)

#### **Agenda Point 6**

**Discussion Held on various issues in the Meeting and resolutions made are as follows:**

- Principal, Prof. (Dr.) Preeta Nilesh suggested that every event/activity conducted should be updated on the website immediately by Ms. Nanda Rupnar, IQAC member. Principal





madam also suggested that Student internship in college to be formalized under the guidance of Ms. Seema Pawar, IQAC member.

- Observations and suggestions given by Mr. Hitesh Thakkar-Student Alumnus were as follows:
  - ❖ Student counselling to be done by a professional counsellor with help from STUCO for mental health issues. In this regard Dr. Neeta Mehta talked about the Pradnya Parisar Prakalpa that was set up for addressing the issues.
  - ❖ Placement Cell to carry out the activities in more formal manner to attract international companies and separate space needs to be allocated for Placement Cell Activities.
  - ❖ Hostel-like facility to be set up in nearby locality by approaching the developers and detail of the same to be uploaded on the website.
  - ❖ Lost and Found department needs to be finalized and notice for the same to be uploaded on the website.
- Observations and suggestions by student representatives Mr. Atharva and Ms. Dhriti:
  - ❖ Canteen facilities to be reviewed.
  - ❖ Facility for first-aid in the Staff Common Room and NSS.
  - ❖ Security staff at the gate to be sensitized about the ways to handle students with I-card or any other issue.
  - ❖ Student grievances to be looked at and probable solutions to be given for the same.
- It was agreed that convocation fees of Rs.1000/- to be charged from students.
- Principal Madam suggested to develop an app to avoid the queue at railway concession counter.
- Dr. Adhir Ambavane clarified that online admission process has been made smooth because of payment gateway and now there is no need to upload any transaction proof.
- Dr. Shilpa Suryavanshi proposed deployment of lady security at the gate. Dr. Neeta Mehta suggested to formulate a dress code for the students by STUCO and upload it on website.
- Principal Madam suggested Dhriti to take the responsibility of all the social media updates and awareness.

#### Agenda Point 7

Mr. Prasannajeet Bhawe, IQAC Member proposed a vote of thanks to all Stakeholders present in the meeting.



*Neeta Mehta*

Dr. Neeta Mehta

Dean, Quality

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.

*Hitesh Thakkar*  
**Principal**

**V. G. Vaze College (Autonomous)**



## Meeting 1

Date: -30<sup>th</sup> June 2022

Time: -11.30.am

Venue: - Conference Room

	Minutes of the Meeting	ATR
	Dr. Neeta Mehta discussed the remaining departmental files checking work with Criterion In-Charges and instructed them to complete the same within a period of 15 days.	Majority of the department files were checked wrt claims made and documentary evidences available.
	Ms. Annu Singh was instructed to make a list of Associations/ Activity Groups whose reports needed to be collected and checked.	Done
	BOS (Board of Studies) Meetings of all departments will be conducted in the second week of July 2022.	Conducted BOS (Board of Studies) Meetings of all departments (27) in the month of July 2022. (11 <sup>th</sup> to 16 <sup>th</sup> July 22).
	Criteria In-Charges were required to start preparation for the following activities for the Academic Year 2022-23	
1	Dr. Awale (Criterion In-Charge 1) was required to start preparation for workshop on Curriculum Designing and Implementation and the finalize the guest for workshop from the state of Maharashtra.	Under Quality Literacy Series, IQAC organized a session on "Curricular Designing and Implementation" on 12 <sup>th</sup> November 2022.
2	Ms. Madhura Todewale (Criterion In-Charge 3) should look into organizing workshop on "Visibility of Publications" and "Research Ethics and Intellectual Property Rights" by coordinating with Research Promotion Committee and Ms. Pournima Bhangale, Head, IT Department (who knew someone whom one can call as resource person)	In the Pipeline
3	A workshop in collaboration with 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 should organized by Ms. Deepali Karkhanis, In-Charge of Criterion 4	In the Pipeline
4	Ms. Seema Pawar, In-Charge of Criterion 5 to coordinate with Ms. Vaishali Dhammapathee for appointing student representatives to all administrative committees as interns (offering internship program) in collaboration with the Student Council	<b>The following committees offered internship to students:</b> <ol style="list-style-type: none"><li>1. Gymkhana committee</li><li>2. Student council</li><li>3. Vaze Sanskriti committee</li><li>4. NSS</li><li>5. Dimensions (inter-college event)</li></ol>

Neeta Mehta



Signature



5	Ms. Annu Singh, In-Charge of Criterion 7 to organize one-day Workshop on 'Vermi-Composting and making the College Campus Eco friendly', "Kitchen Gardening / various novel environment friendly initiatives". To ensure that collaborations with NGOs like "Paryavaran Dakshata Manch and Hariyali" take place.	In the Pipeline
	Dr. Ashok Awale & Ms. Annu Singh suggested that Energy Audit, Green Audit, Gender Audit & Environmental Audit should be held separately for the separate Audit report purpose.	Noted
	Dr. Neeta Mehta and Mr. Rajesh Mane will prepare for mapping of COs, POs and PSOs workshop.	<p>For the AY 2021-22, it was decided that attainment of COs for all the courses taught in Sem II (First Year) of all programmes would be measured. It was also decided that overall COs attainment (as against attainment of each CO) would be determined. For any given course, the following steps were taken:</p> <ol style="list-style-type: none"> <li>1. Internal evaluation (40 marks) marks and Sem end examination (60 marks) marks were added to find each student's score out of 100.</li> <li>2. Total marks of all students (out of 100) who appeared for the examination were calculated.</li> <li>3. Total number of students who appeared for the examination in that course were noted.</li> <li>4. Average marks were calculated by dividing total marks of all students by the number of students who appeared for the examination in that course.</li> <li>5. For one to consider that the COs are attained, the cut-off percentage of students above the average marks is kept at 50. The attainment of COs for total 103 courses of Sem II were measured. All the faculty members were given feedback on COs attainment in their course for AY</li> </ol>





		2021-22.
	Mr. Prasannajit Bhawe to work along with SSWRC to develop system of identification of students who are slow and advanced learners and introducing programmes for them.	In the pipeline
	Ms. Annu Singh, In-Charge of Criterion 7 to coordinate with WDC for seminar on POSH (Prevention of Sexual Harassment)	Done by WDC on 11 <sup>th</sup> March 2023
	Orientation of NAAC 7 criteria for administrative staff will be conducted by third week of August 2022. The Criterion In-charges will conduct the orientation between 3pm to 5pm.	Organized Orientation of NAAC 7 criteria for administrative staff from 23 <sup>rd</sup> to 25 <sup>th</sup> August 2022. The Criterion In-charges conducted the orientation.
	Induction Programme will be undertaken by coordinating with Student Council as soon as admission process will be over. Ms. Seema Pawar, Criterion 5 In-Charge will be looking after the Induction Programme on behalf of IQAC.	Induction Programme of all FY classes of Aided and SFC Programme took place on 25 <sup>th</sup> and 26 <sup>th</sup> July 2022. Total 942 students attended the induction programme
	College will celebrate Azadi Ka Amrit Mohatsav by organizing various events such as competitions, guest lectures and collaborative events by various departments	<p>Organized the following activities to celebrate Azadi Ka Amrit Mohatsav</p> <ul style="list-style-type: none"> <li>• Essay competition on 'Nationality, National flag'</li> <li>• Guest lecture on 'Tiranga: A symbol of people's nationalism and Aspiration' and on 'Evolution of the National flag'</li> <li>• Patriotic song Competition</li> <li>• Open mic   Poster competition   Street Play</li> <li>• Flag Hosting   Rally</li> <li>• The Department of BVOC organized an Iconic Week of Azadi Ka Amrit Mohotsav and World Tourism Day 2022 - Collaborative event with Department of Economics, Political Science, Sociology, English, Hindi, Marathi, History, Botany and Library from 27th September 2022 to 2nd October 2022. The Departments of English, Hindi, Marathi, Mass Media and BVoc together organized a seminar on "Reinventing Tourism Through Travelogues" on 29<sup>th</sup> of September 2022</li> </ul>





		under the Aegis of the Ministry of Tourism, Government of India
	Work on AQAR 2022-23 will begin immediately and report will be made ready by November 2023.	Noted
	Dr. Ashok Awale spoke about the website updating and suggested that Mr. Hitesh Thakkar to give college Alumni for website updating work and for that follow up to be done by Ms. Nanda Rupnar	Noted
	He also suggested to take white code software for website updating and sort out the website related problem by finalizing meeting with Principal Dr. Preeta Nilesh and Ms. Pournima Bhangale	Noted
	Dr. Neeta Mehta suggested that PPTs of requirements of IQAC should be made and presented to authorities for the purpose of improving college functioning.	Noted

## Meeting 2

Date: - 23<sup>rd</sup> August 2022

Time: - 12.00 noon

Venue: - Conference Room

Minutes of the Meeting	ATR
Dr Neeta Mehta instructed that AQAR 2021-22 filling up process should take a priority and by November 2022, AQAR should be ready for presentation in front of CDC.	Noted
To commemorate the Birth Anniversary of Dr. Sarvepalli Radhakrishnan on 5 <sup>th</sup> September, a week-long celebration will be organized involving various departments.	<p>On 'Shikshak Parv' (Teachers' Day) to commemorate the Birth Anniversary of Dr. Sarvepalli Radhakrishnan - From the 5<sup>th</sup> to the 10<sup>th</sup> of September – the following activities were conducted:</p> <ul style="list-style-type: none"> <li>• The library created a Thematic Display of books in the Reference Section</li> <li>• The Department of BAMMC organized a film screening of the movie 'Dead Poet's Society'</li> <li>• Political Science Department organized a Panel Discussion on 'Right to</li> </ul>





	<p>Education in India'</p> <ul style="list-style-type: none"> <li>• Department of Economics organised a Book Reading session on 'Bharatiya Shikshanacha Itihas'.</li> <li>• Department organized Book Reading Session on 'Evolution of English Education in India'</li> <li>• Department of Botany organized Film Show to commemorate the 'Unsung Heroes and their Contribution to Science</li> </ul>
<p>International Conference 2022-23 will be led by Science Faculty of the college tentatively in February 2023. IQAC will hold meetings with all Science departments and Committees formed, to facilitate the preparation for the same</p>	<p>Organized International Conference on 'Recent Advances in Science, Technology, Humanity and Management' lead by Science Faculty of the college on 10<sup>th</sup> and 11<sup>th</sup> February 2023. Conference received 194 abstracts for oral and poster presentations and total participants were 275. Prof. Satishchandra Ogle, Director of Research Institute for Sustainable Energy (RISE), TCG-CREST, Kolkata and the team leader at IISER Pune was the chief guest for the conference.</p>
<p>The need for helping students to prepare for Avishkar will be discussed with Research Promotion Committee. Ms. Madhura Todewale, Criterion 3 In-charge is given the responsibility of coordinating with In-Charge of Research Promotion Committee.</p>	<p>As part of Avishkar, under the Research Development Committee, a seminar on 'Search of Research through Planning and Execution' by Prof. Shivram Garje on 27<sup>th</sup> September 2022, 'Preparation for Avishkar' was conducted by Prof. Siddhivinayak Barve on 14<sup>th</sup> November 2022 and by Dr. Paresh More on 2<sup>nd</sup> December 2022.</p> <p>A total of 33 research proposals by 69 participants in all (a couple of which reached Round II) from across categories of Humanities &amp; Fine Arts, Commerce, Management, Pure Sciences, Agriculture &amp; Animal Husbandry, Engineering &amp; Technology, and Medicine &amp; Pharmacy, took part in the 16th Inter-Collegiate/Institute/Department Avishkar Research Convention in December 2022.</p> <p>A week-long PhD Course Work on 'Research Methodology and Computer Applications' was organized from 23<sup>rd</sup> December to 30 December 2022. A total of 42 PhD Scholars and 2 Graduate students attended the course work.</p>





Meeting 3

Date: - 7th October 2022, Friday

Time: -12.00 noon

Venue: - Conference Room

Minutes of the Meeting	ATR
Dr Neeta Mehta instructed to make a list of remaining departments for file checking and to put the notice that 15 <sup>th</sup> October 2023 is the last date for checking the files. IQAC will give deadline for submitting the data for Association reports of 2021-22.	Done
Ms. Annu Singh, Criterion 7 In-Charge asked suggestion for Institutional Distinctiveness of AQAR. Dr. Manoj Mahajan and Dr. Ashok Awale suggested that Solar Panel can be included in the Institutional Distinctiveness. Discussion took place to appoint one person who would look after all the solar panels and get related data from the office. Ms. Shilpa Suryavanshi suggested to add rain water harvesting as an Institutional Distinctiveness	Noted
Ms. Seema Pawar was instructed to look into offering internship program related workshops.	Noted
Prof. Dr. Preeta Nilesh suggested to invite Ms. Neelima Kulkarni for the workshop of Vermi Posting and Ms. Shama Chalke from Tata Institute for Gender Audit.	Noted
A reminder was given for conducting workshop on POSH in collaboration with WDC.	Done by WDC on 11 <sup>th</sup> March 2023
Mr. Prasannajit Bhawe would look after the workshop for Disaster Management, First Aid and Self-defense for teaching and non-teaching in the next semester by collaborating with the NSS.	Conducted First Aid Training for students on 6 <sup>th</sup> December 2022
Discussion took place for conducting workshop/webinar on Research Methodology, Quality, sustainability	-
Academic Audit will be conducted in the month of December 2022.  Administrative and Activity Audit will not be conducted in AY 2022-23 but will be conducted in AY 2023-24	Conducted Academic Audit for AY 2021-22 for all faculty on 10 <sup>th</sup> December 2022. Ms. Jyoti Bhadkamkar, Trustee, KET and Principal Prof. (Dr.) Preeta Nilesh were invited as Experts for Arts & Science Faculty and CA Anil Naik, Vice Principal and Dr. Adhir Ambhavane, Dean, Commerce acted as experts for Commerce Faculty and SFC.
Ms. Nanda Rupnar was reminded to look into the	Done





website updating work of IQAC	
Discussion took place about dissolving the existing BOS, as three-year tenure of this Board was over. The process of forming new BOS will begin. It was also resolved that syllabi of all courses will be changed in the month of January 2023 for getting final syllabi ready for the AY 2023-24 in the month of June 2023. Dr Neeta Mehta will share these instructions in the HOD meeting.	Done
Prof. Dr. Preeta Nilesh suggested that road map is important for syllabus changing. Therefore, one workshop should be held for curriculum designing and implementation by inviting outside expert. She also suggested that these workshops can be taken faculty wise.	Organized workshop on "Curriculum Designing and Implementation" on 12 <sup>th</sup> November 2022 for teaching staff. The Resource Person for the workshop was Dr R. S. Mali, Former Vice Chancellor, Kavayitri Bahinabai Choudhari North Maharashtra University, Jalgaon

#### Meeting 4

Date: - 29th November 2022, Tuesday

Time: -12.00 noon

Venue: - Conference Room

	Minutes of the Meeting	ATR
	Each Criterion In-Charges shared the status of work related to AQAR 2021-22. The issues and challenges faced by them were discussed too.	-
1	Dr. Ashok Awale, Criterion 1 In-Charge should give Criterion 1 data before 1 <sup>st</sup> December 2022 and Dr. Neeta Mehta should give copy of Feedback Committee Report and Action Taken Report to him for including in his AQAR section.	Done
	Dr. Ashok Awale suggested that new syllabi to be created through mapping employability.	Done
2	Mr. Prasnnajeet Bhawe, Criterion II In-Charge - should give data of Criterion II for uploading ASAP and he needs to finalize the write-ups with the help of Dr. Neeta Mehta. He suggested that Exam Committee should give Annual Report of Exam to IQAC. Academic Calendar of every Academic Year should go to college website regularly. SSS also needs to be updated on the website.	Done
3	Ms. Madhura Todewale, In-Charge Criterion	Done





	3 - submitted all data related to Criterion 3 but few documents needed to be uploaded on the website.	
4	Ms. Deepali Karkhanis, In-Charge Criterion 4 mentioned that office data will be given by 30 <sup>th</sup> November 2022 and Library data till 3rd December 2022.	Done
5	Ms. Seema Pawar, In-Charge, Criterion 5 needed to collect the data of Student Council, Alumni Association and TC-Leaving Certificate from office and others.	Done
6	Dr. Shilpa Suryawanshi, In-Charge, Criterion 6 - needed to get data of IQAC Meetings, ATR, Scholarships for completion of work on her criterion.	Done
7	Criterion 7- Ms. Annu Singh has already submitted data and also kept it ready to fill in the NAAC portal.	Noted
	The date of CDC meeting should be decided on either 14 <sup>th</sup> or 15 <sup>th</sup> December 2022 for AQAR 2021-22 Presentation.	CDC Meeting was held on 17 <sup>th</sup> December 2022
	Academic Audit for 2021-22 will be scheduled for 10 <sup>th</sup> December 2022. It was also proposed that one of the management members should be invited as expert for the audit. Ms. Jyoti Bhadkamkar, Trustee, KET and Principal Prof. (Dr.) Preeta Nilesh will be invited as Experts for Arts & Science Faculty and CA Anil Naik, Vice Principal and Dr. Adhir Ambhavane, Dean, Commerce will be invited as experts for Commerce Faculty and SFC.	Conducted Academic Audit for all faculty on 10 <sup>th</sup> December 2022. Ms. Jyoti Bhadkamkar, Trustee, KET and Principal Prof. (Dr.) Preeta Nilesh were invited as Experts for Arts & Science Faculty and CA Anil Naik, Vice Principal and Dr. Adhir Ambhavane, Dean, Commerce acted as experts for Commerce Faculty and SFC.
•	<ul style="list-style-type: none"> <li>Responsibilities and duties for Academic Audit 2021-2022 were allotted to IQAC members.</li> <li>Departments will be asked to submit their PPTs of AA 2021-22 on or before 8<sup>th</sup> December 2022.</li> <li>Recommendations given by expert will be noted down by the respective departments themselves.</li> <li>Ms. Annu Singh will look after the hospitality on the day of the audit.</li> <li>Letters for experts will be drafted and kept ready by Ms. Tejasvi Patil</li> </ul>	Done
	A workshop on Curriculum Designing and Implementation will be arranged on 12 <sup>th</sup> December 2022. Dr. Ashok Awale has identified the resource person for the	Organized workshop on "Curriculum Designing and Implementation" on 12 <sup>th</sup> November 2022 for teaching



	session.	staff. The Resource Person for the workshop was Dr R. S. Mali, Former Vice Chancellor, Kavayitri Bahinabai Choudhari North Maharashtra University, Jalgaon
	<p>Dr Neeta Mehta shared her experiences of training received under Pradnya Parisar Prakalp – an initiative of MSFDA with IPH –for making campus emotion-friendly with all IQAC members. Implementation of Pradnya Parisar Prakalp will be done for making campus emotion-friendly. Orientation of teaching, non-teaching staff and students will be conducted by the team trained by MSFDA and IPH. Thereafter, the modus operandi will be chalked out for implementing this scheme.</p>	<p>Organized an orientation of teachers and students for Pradnya Parisar Prakalp on 25<sup>th</sup> January and 8<sup>th</sup> February 2023 respectively.</p> <p>Undertaken a series of events by the department of Psychology under the banner <u>Rising from the Ashes</u> wherein every month a speaker shares their story of overcoming an adversity. Two events were conducted on 19<sup>th</sup> January 2023 and 15<sup>th</sup> February, 2023</p> <p>On the 24th of November, 2022, the Department of Psychology, on the occasion of Thanksgiving, organized “Shukrane Gaaye Dil” to melodiously express and highlight the Beauty of Gratitude. Various research papers exploring the Psychology of Gratitude were reviewed and presented to the audience. These were intermittently followed by singing the melodious songs of gratitude and engaging the audience with games like the crossword puzzle.</p> <p>Formed a community called “Vaze Queer Collective” on 6<sup>th</sup> December 2022 to express solidarity and promote the value of inclusivity of the LGBTQ+ community. This community along with Women Development Cell and the Department of Psychology conducted - 'Know More, Know Queer' - an exhibition on the various</p>





		<p>identities that fall under the umbrella of the term "Queer" on 20<sup>th</sup> March 2023.</p> <p>Conducted an inter college events on 24<sup>th</sup> December 2022 wherein non-teaching lady staff members from various colleges came and played various games like cricket, rangoli competitions etc. which promoted interconnectedness and oneness among them.</p>
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Meeting 5 – CDC for AQAR Presentation

Date: - Saturday, 17<sup>th</sup> December 2022

Time: -12.00noon

Venue: - Conference room.

	Minutes of the Meeting	ATR
	<p>AQAR 2021-22 was presented by different criteria In-Charges. Discussion took place on various topics of AQAR.</p> <p>The following suggestions received and decisions made are as follow:</p>	-
1	<p>Principal Prof. (Dr.) Preeta Nilesh suggested minimum 60% change in the overall curriculum of the department with upper limit of 100%. While designing the syllabus, the departments should consider the syllabus of not just University of Mumbai but of different autonomous colleges across India. She also directed that the follow-up feedback for curriculum needs to be taken from industry and other stakeholders. Specific question paper related feedback needs to be taken from other autonomous college teachers who teach the same subject.</p>	Done
2	<p>Dr. Ajit Kengar, Dean, HR suggested to give an option for elective paper for every subject.</p>	Noted
3	<p>Mr. Prasanjeet Bhawe, Member, IQAC discussed that for criterion 2, the details of slow learners and advanced learners across the institution need to be found out. He also suggested that it is important that teachers are recruited on the full-time</p>	Noted





	basis, otherwise, the mentor-mentee ratio is going down.	
4	Prof. (Dr.) Preeta Nilesh directed Dr. Manoj Mahajan to do a workshop related to research papers publication for Criteria 3. Mr. Prasenjeet Bhave said that at least one paper needs to be published in UGC Care List for improving score for Criterion 3.	Noted
5	Dr Deepali Karkhanis was instructed to collect the data related to her Criterion 4 in time from the administrative staff to complete the work. Ms. Swapna Jagtap and CA Anil Naik will be part of criterion 4 for works-related to accounts.	Noted
6	Ms. Seema Pawar said that student's progression for higher education data which is received from TC is not sufficient for her criterion.	Noted
7	In relation to Alumni Association, it was decided that Dr Amit Breed will help Ms. Seema Pawar in collecting information. CA Anil Naik suggested to have Alumni Meet every year in the month of December.	Noted
8	Dr. Shilpa Suryawanshi, Member, IQAC suggested that more welfare measures for teaching and non-teaching staff need to be introduced for improving score of Criterion 6.	Noted
9	Principal Prof. (Dr.) Preeta Nilesh suggested that the annual Satyanarayan Pooja be considered as one of the Best Practices for criterion 7. Dr. Neeta Mehta suggested that Taxation Clinic introduced by Accountancy Department can be developed as one of the best practices for the AQAR 2022-23.	Noted
10	It was decided that AQAR 2021-22 will be uploaded after collecting feedback on curriculum from students, alumni, peer teachers and industry experts and after doing mapping work which will help find out whether COs are being attained for courses taught in Sem II of 2021-22.	<p>Done</p> <p>Collected feedback between 11<sup>th</sup> to 27<sup>th</sup> January 2023 using Google form</p> <p>For the AY 2021-22, it was decided that attainment of COs for all the courses taught in Sem II (First Year) of all programmes would be measured. It was also decided that overall COs attainment (as against attainment of each CO) would be</p>





		<p>determined. For any given course, the following steps were taken:</p> <ol style="list-style-type: none"> <li>1. Internal evaluation (40 marks) marks and Sem end examination (60 marks) marks were added to find each student's score out of 100.</li> <li>2. Total marks of all students (out of 100) who appeared for the examination were calculated.</li> <li>3. Total number of students who appeared for the examination in that course was noted.</li> <li>4. Average marks were calculated by dividing total marks of all students by the number of students who appeared for the examination in that course.</li> <li>5. For one to consider that the COs are attained, the cut-off percentage of students above the average marks is kept at 50. The attainment of COs for total 103 courses of Sem II were measured. All the faculty members were given feedback on COs attainment in their course for AY 2021-22.</li> </ol>
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#### 6<sup>th</sup> Meeting

Date: - 18<sup>th</sup> January 2023

Time: - 12.00 noon

Venue: - Conference Room

Minutes of the Meeting	ATR
<p>Feedback from students about teaching staff (PATS) and Student Satisfaction Survey (SSS) and from faculty about facilities for AY 2022-23 to be collected in February and March 2023</p>	<p>Collected the Feedback in March and April 2022</p> <p>Feedback was analyzed and shared with Feedback Committee on 25 April 2023</p> <p>Received 580 responses from undergraduate students about Student Satisfaction Survey</p>





	<p>Received 61 responses from faculty</p> <p>Received 5766 responses for 95 teachers (Aided and SFC) on the following criteria:</p> <ul style="list-style-type: none"> <li>• Attitude towards students</li> <li>• Core subject related, teaching, virtual classroom related skills</li> <li>• Additional peripheral skills</li> </ul>
<p>Feedback for the existing curricula will be collected from the various stakeholders to be incorporated in the revision of the syllabi.</p> <p>All the departments would be instructed to collect feedback on their curriculum 2021-22 from students, alumni, peer teachers and industry experts. The required formats will be shared with all the departments.</p>	<p>Collected feedback between 11<sup>th</sup> to 27<sup>th</sup> January 2023 using Google form</p>
<p>Mapping and Attainment of Outcomes will be done only for courses of Sem II of 2021-22. A small group of teachers will be formed to decide the modus operandi of completing this work.</p>	<p>Done</p> <p>For the AY 2021-22, it was decided that attainment of COs for all the courses taught in Sem II (First Year) of all programmes would be measured. It was also decided that overall COs attainment (as against attainment of each CO) would be determined.</p> <p>For any given course, the following steps were taken:</p> <ol style="list-style-type: none"> <li>1. Internal evaluation (40 marks) marks and Sem end examination (60 marks) marks were added to find each student's score out of 100.</li> <li>2. Total marks of all students (out of 100) who appeared for the examination were calculated.</li> <li>3. Total number of students who appeared for the examination in that course was noted.</li> <li>4. Average marks were calculated by dividing total marks of all students by the number of students who appeared for the</li> </ol>





	<p>examination in that course.</p> <p>5. For one to consider that the COs are attained, the cut-off percentage of students above the average marks is kept at 50. The attainment of COs for total 103 courses of Sem II were measured. All the faculty members were given feedback on COs attainment in their course for AY 2021-22.</p>
IQAC will plan with WDC a weeklong programme on various aspects of gender.	The Women development Cell conducted the week-long International Women's Day celebrations from 8th to 14th March 2023. Sessions on "Easy Ayurvedic Nutrition Strategies for Good Health", "Legal remedies for harassment against women and Awareness for men" "Women & Financial Independence", "Anti-Ragging, Women Safety and Cyber Crime", a skit performance "Digi-Equity" (based on UN theme for this year's International Women's Day-DigitALL: Innovation and Technology for Gender Equality), an exhibition "Know More Know Queer", thematic display of books on Women and felicitation of women staff were the highlights of the programme.
IQAC will approach Dr B.B. Sharma, Former Principal and Professor in Zoology for a session on "Sleep and its link with Education" for teaching staff in the second week of March 2023	Dr B.B. Sharma took a session on "Sleep and Education" in the second week of 17 <sup>th</sup> March 2023

#### Meeting 7

Date: - 3<sup>rd</sup> March 2023

Time: - 12.00 noon

Venue: - Conference Room

Minutes of the Meeting	ATR
Every Friday between 3pm to 5pm, an activity to be organized for the overall development of the non-teaching staff. As far as possible in-house resources – teaching staff and students - will be used	<p>Organized a series of activity for our non-teaching staff titled "भरारी सर्वांगीण विकासाकडे". Every Friday from 3pm to 5pm this activity was carried out...</p> <ul style="list-style-type: none"> <li>• Inauguration function of 'भरारी सर्वांगीण</li> </ul>





for conducting these sessions.	<p>विकासाकडे' activity on 28<sup>th</sup> March 2023.</p> <ul style="list-style-type: none"> <li>Organized a session titled 'WhatsApp Day' on 31<sup>st</sup> March 2023.</li> <li>Organized a session titled "घेऊ जुळवून सर्वांशी!" on 6<sup>th</sup> April 2023.</li> <li>Organized a session titled 'आयुर्वेद - समज गैरसमज' on 13<sup>th</sup> April 2023.</li> <li>Organized a session titled 'वारली कला कार्यशाळा' on 21<sup>st</sup> April 2023</li> </ul>
BOS meetings of all departments will be conducted in the fourth week of April 2023.	Conducted BOS meeting of all departments between 20 <sup>th</sup> to 27 <sup>th</sup> April 2023

### Meeting 8: Stakeholders' Meeting

Date: Wednesday, 5th April 2023

Time: 10:30 am

Venue: Conference Room

	Minutes of the Meeting	ATR
	Presentation of the Minutes of the Stakeholders' Meeting held on 26 <sup>th</sup> April 2022	-
	Presentation of Activities conducted by IQAC in the Academic Year 2022 - 23.	-
	Keeping in mind the accreditation in 2025, discussion was held on activities that IQAC should take it up.  In that context, Dr. Dinesh Kumar, In-Charge, Steering Committee made the following suggestions:	Noted to be incorporated in IQAC functioning in the near future.
1	Increase the number of courses offered across all programs by increasing the number of general electives.	With the implementation of NEP 2020, this suggestion is taken care of.
2	Introduce courses which involve cross-cutting issues.	With the implementation of NEP 2020, this suggestion is taken care of.
3	More students to be attracted from outside state or country	Noted
4	Improving the average % of full-time teacher's vs sanctioned posts.	Noted
5	Improving the average % of full-time teachers with Ph.D.	Noted





6	Improvement in teaching experience which is total experience vs total no. of teachers	Noted
7	Increase in number of teachers from other states.	Noted
8	College to provide seed money to its teachers for research.	Noted
9	Average % of budget allocation excluding salary for infrastructure augmentation need to be increased.	Noted
10	Functional MOUs should be increased.	Noted
11	Percentage of teachers recognized as Ph.D. guides to be increased.	Noted
12	Establishing incubation center for start-ups.	Udyokta
	Principal, Prof. (Dr.) Preeta Nilesh suggested that every event/activity conducted should be updated on the website immediately by Ms. Nanda Rupnar, IQAC member. Principal madam also suggested that Student internship in college to be formalized under the guidance of Ms. Seema Pawar, IQAC member.	Done
	Observations and suggestions given by Mr. Hitesh Thakkar-Student Alumnus were as follows:	
1	Student counselling to be done by a professional counsellor with help from STUCO for mental health issues. In this regard Dr. Neeta Mehta talked about the Pradnya Parisar Prakalpa that was set up for addressing the issues.	Done. Ms Geeta Kale
2	Placement Cell to carry out the activities in more formal manner to attract international companies and separate space needs to be allocated for Placement Cell Activities.	Done
3	Hostel-like facility to be set up in nearby locality by approaching the developers and detail of the same to be uploaded on the website.	Noted
4	Lost and Found department needs to be finalized and notice for the same to be uploaded on the website.	Done
	Observations and suggestions by student representatives Mr. Atharva and Ms. Dhriti:	
1	Canteen facilities to be reviewed	Done
2	Facility for first-aid in the Staff Common Room and NSS	Done
3	Security staff at the gate to be sensitized about the ways to handle students with I-card or any other issue	Done
4	Student grievances to be looked at and	Done



	probable solutions to be given for the same	
	Other Suggestions that came up:	
1	<ul style="list-style-type: none"> <li>It was agreed that convocation fees of Rs.1000/- to be charged from students</li> </ul>	Noted
2	<ul style="list-style-type: none"> <li>Principal Madam suggested to develop an app to avoid the queue at railway concession counter</li> </ul>	Noted
3	<ul style="list-style-type: none"> <li>Dr. Adhir Ambavane clarified that online admission process has been made smooth because of payment gateway and now there is no need to upload any transaction proof.</li> </ul>	Noted
4	<ul style="list-style-type: none"> <li>Dr. Shilpa Suryawanshi proposed deployment of lady security at the gate.</li> </ul>	Noted
5	<ul style="list-style-type: none"> <li>Dr. Neeta Mehta suggested to formulate a dress code for the students by STUCO and upload it on website</li> </ul>	Done
6	<ul style="list-style-type: none"> <li>Principal Madam suggested Dhriti to take the responsibility of all the social media updates and awareness.</li> </ul>	Noted

*Neeta Mehta*

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