

**K.E.T. 's V. G. Vaze College of Arts, Science and Commerce (Autonomous)
Mulund, Mumbai – 400 081**

AY 2023-24

IQAC Meeting 1

Date: 7th July 2023

Time: 12.00 noon

Venue: Conference Room

Agenda

1. Planning the AY 2023-24, Criteria wise discussion on work to be accomplished
2. Documentation work
3. AQAR 2022-23
4. Orientation for faculty for Mapping and Attainment of Course Outcomes

The meeting is attended by the following members of IQAC:

1. Dr. Neeta Mehta
2. Mr. Prasannajeet Bhawe
3. Dr. Deepali Kharkhanis
4. Dr. Seema Pawar
5. Dr. Shilpa Suryawanshi
6. Ms. Annu Singh
7. Ms. Nanda Rupnar

Minutes of the Meeting:

Agenda Point 1: Planning the AY 2023-24, Criteria wise discussion on work to be accomplished

Discussion took place about how to work in the AY 2023-24. All IQAC members went through their respective criterion and suggested the activities to be planned during AY 2023-24. It was decided that whatever IQAC could not take up in the previous years will be given the priority. Criterion In-charges were told to identify the areas of development for their criterion. Gender Audit, Environmental Audit, Mapping and Attainment of Outcomes, identifying advanced learners were some of the tasks identified as demanding priority.

Agenda Point 2: Documentation work

Checking of documentation work of the department which is pending (AY 2021-22, 2022-23) will be completed in this academic year.



Agenda Point 3: AQAR 2022-23

With respect to AQAR 2022-23 it was unanimously decided that a period of 15-20 days to be kept aside to do the work of AQAR. Dr Neeta Mehta insisted that AQAR 2022-23 should be submitted before 31st December 2023.

Agenda Point 4: Orientation for faculty for Mapping and Attainment of Course Outcomes

It was decided that faculty are required to be oriented for mapping and attainment of course outcomes and this orientation to be organized in the third week of August 2024.

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

A meeting of all members of IQAC is organized on Friday 7th July 2023, the details of which are as given as follows:

Date: - 7th July 2023, Friday

Time: -12.00 Noon

Venue: - conference room

Following Members were present:-

Sr.No	Name	Signature
1.	Dr.Neeta Mehta (IQAC Co-ordinator)	<i>Neeta Mehta</i>
2.	Dr.Ashok Awale (IQAC Member)	Granted leave of Absence
3.	Mr. Prasannajeet Bhawe (IQAC Member)	<i>Prasannajeet Bhawe</i>
4.	Dr.Manoj Mahajan (IQAC Member)	Granted Leave of Absence
5.	Ms.Nanda Rupnar (IQAC Member)	<i>Nanda Rupnar</i>
6.	Dr.Deepali Kharkhanis (IQAC Member)	<i>Deepali Kharkhanis</i> 7/7/23
7.	Ms.Seema Pawar (IQAC Member)	<i>Seema Pawar</i> 7/7/23
8.	Dr. Shilpa Suryawanshi (IQAC Member)	<i>Shilpa Suryawanshi</i> 07/07/2023
9.	Ms.Annu Singh (IQAC Member)	<i>Annu Singh</i> 07/07/2023



Neeta Mehta

Dr. Neeta Mehta
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AY 2023-24

IQAC Meeting 2

Date: 6th September 2023

Time: 12.45pm

Venue: Conference Room

Agenda:

1. AQAR 2022-23
2. Support needed to complete the report by 31st October 2023
3. Activity to be organized under “Bharari Sarvangin Vikasakade” for non-teaching staff

The meeting is attended by the following members of IQAC:

1. Prof. Dr. Preeti Nilesh
2. Dr. Neeta Mehta
3. Dr. Ashok Awale
4. Mr. Prasannajeet Bhave
5. Dr Manoj Mahajan
6. Dr. Shweta Jamble
7. Dr. Deepali Kharkhanis
8. Dr. Seema Pawar
9. Dr. Shilpa Suryawanshi
10. Ms. Annu Singh
11. Ms. Siddhi Baskaware
12. Mr. Mahmood Khan
13. Ms. Prachiti Rawool
14. Ms. Nanda Roopnar

Minutes of the Meeting:

Agenda Point 1: AQAR 2022-23

Discussion took place and stock was taken regarding how much work is accomplished by each Criterion In-charges for their respective criterion.

Agenda Point 2: Support needed to complete the AQAR report by 31st December 2023

Principal Madam discussed and took the decision to replace Mr. Manoj Mahajan - with Ms. Shweta Jamble & Ms. Mudita Sonawane for Criterion -III



All Criterion In-Charges were told to check online templates for AQAR 2022-23 and to find out changes in data templates, if any.

It was decided that Dr Neeta Mehta will put the notice in HOD group as well as Staff group to communicate urgency of updating Form A, Form B and Form E on the basis of which AQAR gets filled.

Agenda Point 3: Activity to be organized under "Bharari Sarvangin Vikasakade" for non-teaching staff.

Discussion took place and it was decided that Development Programmes for Non-Teaching and Support Staff Committee to be suggested to organize "Jagar Mangalagauricha" for female Admin and Support Staff of the college on 15th September 2023.

Neeta Mehta

Dr. Neeta Mehta

Dean, Quality

Co-ordinator, IQAC

Head & Associate Professor

Department of Psychology

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

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I.Q.A.C. CO-ORDINATOR

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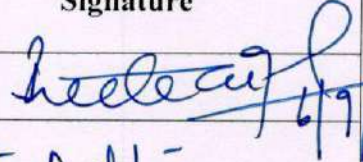
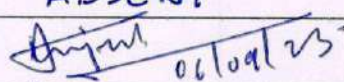
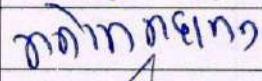
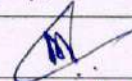
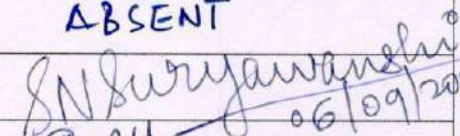
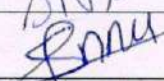
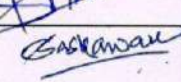
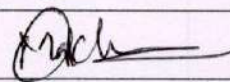
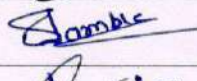
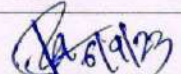
A meeting of all members of IQAC is organized on Wednesday 6th September 2023, the details of which are as given as follows:

Date: - 6th September 2023, Wednesday

Time: -12.45 P.M

Venue: - Conference room

Following Members were present:-

Sr.No	Name	Signature
1.	Prof. (Dr) Preeta Nilesh, Principal	
2.	Dr. Neeta Mehta (IQAC Co-ordinator)	Neeta Mehta
3.	Dr. Ashok Awale (IQAC Member)	ABSENT
4.	Mr. Prasannajeet Bhawe (IQAC Member)	
5.	Dr. Manoj Mahajan (IQAC Member)	
6.	Ms. Nanda Rupnar (IQAC Member)	
7.	Dr. Deepali Karkhanis (IQAC Member)	DKarkhanis 6/9/23
8.	Ms. Seema Pawar (IQAC Member)	ABSENT
9.	Dr. Shilpa Suryawanshi (IQAC Member)	
10.	Ms. Annu Singh (IQAC Member)	
11.	Ms. Siddhi Baskaware (IQAC Member)	
12.	Mr. Mahmood Khan (IQAC Member)	
13.	Ms. Shweta Jamble (IQAC Member)	
14.	Ms. Prachiti Rawool (IQAC Member)	



Neeta Mehta

Dr. Neeta Mehta
Dean, Quality
Co-ordinator, IQAC
Head & Associate Professor
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AY 2023-24

IQAC Meeting 3

Date: 4th October 2023

Time: 12.00 noon

Venue: Conference Room

Agenda:

1. Preparation for Academic Audit 2022-23
2. Activity to be organized under “Bharari Sarvangin Vikasakade” for non-teaching staff

The meeting is attended by the following members of IQAC:

1. Dr. Neeta Mehta
2. Dr. Ashok Awale
3. Ms. Siddhi Baskaware
4. Mr. Prasannajeet Bhawe
5. Mr. Mahmood Khan
6. Dr. Shweta Jambale
7. Dr. Deepali Kharkhanis
8. Dr. Shilpa Suryawanshi
9. Ms. Annu Singh
10. Ms. Prachiti Rawool
11. Ms. Nanda Rupnar

Minutes of the Meeting:

Agenda Point 1: Preparation for Academic Audit 2022-23

Duties and Responsibilities of IQAC Members for Academic Audit 20-23 on 5th and 9th October 2023 were discussed and finalized.

- 1) Hard copy of letters - invitation and thank you, honorarium in the envelop – Ms. Sweta Jambhle
- 2) Getting pen-drive ready with all presentations and arrangement of projector – Ms. Nanda Rupnar
- 3) Signature sheets for department heads, arrangement of conference room, writing pads, pens, pencils, Name plates – Prachiti Rawool
- 4) Flowers, chocolates and tissue papers, breakfast and lunch arrangements – Ms. Seema Pawar and Ms. Siddhi Baskaware
- 5) Minutes of the proceedings, receiving and checking each department's report of their meeting with experts and submitting it to IQAC – Dr. Ashok Awale (Science



Faculty), Mr. Prasannajit Bhave (Commerce Faculty), Dr Deepali Karkhanis (Self-Financing Programme), Dr Shilpa Suryavanshi (Arts Faculty)

Agenda Point 2: Activity to be organized under "Bharari Sarvangin Vikasakade" for non-teaching staff.

Discussion took place and it was decided that Development Programmes for Non-Teaching and Support Staff Committee to be suggested to organize a session on Yoga ~~title~~ for all Admin and Supprt Staff of the college on by the end of the month of October 2024.

Neeta Mehta

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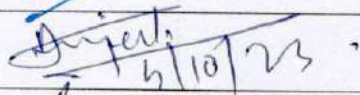
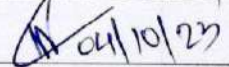
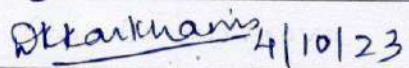
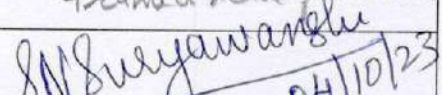
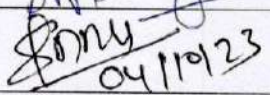
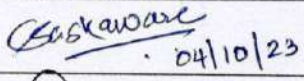

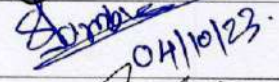

A meeting of all members of IQAC is organized on Wednesday 4th October 2023, the details of which are as given as follows:

Date: - 4th October 2023, Wednesday

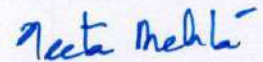
Time: - 12.00 Noon

Venue: - IQAC Room No 106

Following Members were present:-

Sr.No	Name	Signature
1.	Dr.Neeta Mehta (IQAC Co-ordinator)	
2.	Dr.Ashok Awale (IQAC Member)	
3.	Mr. Prasannajeet Bhawe (IQAC Member)	
4.	Ms.Nanda Rupnar (IQAC Member)	
5.	Dr.Deepali Karkhanis (IQAC Member)	
6.	Ms.Seema Pawar (IQAC Member)	Granted leave of Absence
7.	Dr. Shilpa Suryawanshi (IQAC Member)	
8.	Ms.Annu Singh (IQAC Member)	
9.	Ms.Siddhi Baskaware (IQAC Member)	
10.	Mr.Mahmood Khan (IQAC Member)	
11.	Ms.Shweta Jamble (IQAC Member)	
12.	Ms.Prachiti Rawool (IQAC Member)	





Dr. Neeta Mehta
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AY 2023-24

IQAC Meeting 4

Date: 25th October 2023

Time: 1.30 pm

Venue: Conference Room

Agenda:

1. AQAR 2022-23 - To discuss the work completion of each Criterion In-Charge
2. Discussion on what are two needs of criteria which you will fulfil this academic year?
3. Planning the Orientation for Teachers Training Programme
4. Planning to conduct a session on "Filing of Patent, H-index, i10 index and citation" under Quality Literacy Series,

The meeting is attended by the following members of IQAC:

1. Prof. (Dr). Preeta Nilesh
2. Dr.Neeta Mehta
3. Dr.Ashok Awale
4. Ms.Siddhi Baskaware
5. Mr. Prasannajeet Bhave
6. Mr.Mahmood Khan
7. Dr. Shweta Jamble
8. Ms.Mudita Sonawane
9. Dr.Deepali Kharkhanis
10. Dr.Shilpa Suryawanshi
11. Ms.Annu Singh
12. Ms.Prachiti Rawool
13. Ms.Nanda Rupnar

Minutes of the Meeting

Agenda Point 1 and 2: AQAR 2022-23 - To discuss the work completion of each In Charge of the criterion. And Discussion on what are two needs of criteria which you will fulfil this academic year?

Criteria 3 In-Charges (Dr. Shweta & Ms. Mudita) reported that ...

- They have compiled a list of workshops as per 3.3.2 from form A, E and departmental reports
- Made list of papers, patents, book chapters and prizes
- form B (2022-23), made a list of faculties who haven't filled the form; approaching them to give access to form and get them filled



Suggestions/instructions given to them were as follows:

- approach faculties for form B (work in progress) and other information

Apart from criteria:

- combined Group for alumni association
- e content (a demo to be shown in semester-end meeting)
- one certificate course (value added/ skill development etc)
- ideas on awarding additional credits to brilliant students and accommodating slow learner students

Criteria 6 In-Charges (Dr. Shilpa Suryavanshi) received suggestions from Principal

- To consider the concession given in the registration fees for the international conference held in 2022-23.
- To consider Dandiya evening for the administrative staff and NSS activities, leave sanctioned to staff for doing PhD work, attending Vipassana for teaching staff in welfare measures.

Dr. Neeta Mehta Madam IQAC Coordinator suggested the following activities:

- First aid training for Teaching and administrative staff in collaboration with NSS.
- Advanced Excel hands on training for Teachers

Agenda Point 3: Planning a Orientation for Teachers Training Programme

In order to have orientation for Teachers Training Programme for continuous improvement, it was decided that Mr. Anand Narsule will be invited and Dr Shilpa Suryawanshi was given the complete charge of organizing this orientation.

Agenda Point 4:

The need for having a session on "Filing of Patent, H-index, i10 index and citation" for the benefit of young researchers was discussed. It was decided that Research Promotion Committee will be invited to organize this session and it will be held in the month of December just before the winter break when teachers will have non-instructional days.



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A meeting of all members of IQAC is organized on Wednesday 25th October 2023, the details of which are as given as follows:

Date: - 25th October 2023, Wednesday

Time: - 1.30 P.M

Venue: - Conference Room

Following Members were present:-

Sr.No	Name	Signature
1.	Prof. (Dr) Preeta Nilesh, Principal	
2.	Dr. Neeta Mehta (IQAC Co-ordinator)	
3.	Dr. Ashok Awale (IQAC Member)	
4.	Mr. Prasannajeet Bhawe (IQAC Member)	
5.	Ms. Nanda Rupnar (IQAC Member)	
6.	Dr. Deepali Karkhanis (IQAC Member)	
7.	Ms. Seema Pawar (IQAC Member)	Granted leave of Absence
8.	Dr. Shilpa Suryawanshi (IQAC Member)	
9.	Ms. Annu Singh (IQAC Member)	
10.	Ms. Siddhi Baskaware (IQAC Member)	
11.	Mr. Mahmood Khan (IQAC Member)	
12.	Ms. Shweta Jamble (IQAC Member)	
13.	Ms. Prachiti Rawool (IQAC Member)	

14. Mudita Sonawane



Dr. Neeta Mehta
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AY 2023-24

IQAC Meeting 5

Date: 22nd December 2023

Time: 12.00 noon

Venue: Conference Room

Agenda:

1. Finalizing the date of AQAR 2022-23 Presentation to CDC
2. Preparation of Gap Analysis Report
3. To conduct a session on “AI tools for Researchers”

The meeting is attended by the following members of IQAC and Steering Committee:

1. Prof. (Dr). Preeta Nilesh
2. Dr.Neeta Mehta
3. Dr.Ashok Awale
4. Ms.Siddhi Baskaware
5. Dr. Paresh More
6. Dr. Shweta Jamble
7. Ms.Mudita Sonawane
8. Dr.Shilpa Suryawanshi
9. Ms.Annu Singh
10. Ms.Nanda Rupnar

Steering Committee Members

11. Prof (Dr). Dinesh Kumar
12. Ms. Sunanda Pandita
13. Dr. Arti Shah
14. Dr. Sarika Bansode
15. Dr. Rajni Shirsat
16. Ms. Mohini Bhole

Minutes of the Meeting:

Agenda Point 1: Finalizing the date of AQAR 2022-23 Presentation to CDC

It was decided that the AQAR 2022-23 will be presented to CDC on 10th January 2024 from 10.00am onwards. Members were informed that all CDC members along with Principal, Mrs. Jyoti Bhadkamkar will be present for the meeting.



Preparation:

All Criteria In-charges were told to prepare PPT using the template given. Each Question of AQAR will be put on a separate slide along with response. On the slide itself links to access tables, data templates and documentary proofs will be pasted

It was decided that all will keep their work ready by 5th January 2024 and do the dry run to see how it works in the conference room.

Agenda Point 2: Preparation of Gap-Analysis Report

Considering that the accreditation of the college will take place by December 2025, it was decided that IQAC and Steering Committee prepare Gap-Analysis Report so that work can be directed towards those areas where sufficient work has not happened. The decision was taken to take into account last three years - AY 2020-21, 2021-22 and 2022-23 and AQARs which are submitted and fill up the form for preparing Gap-Analysis Report. All IQAC and Steering Committee members were oriented to fill up the form.

Agenda Point 3:

Discussin took place about having a session on "AI tools for Researchers" by collaborating with Department of Information Technology in the month of January 2024



Neeta Mehta

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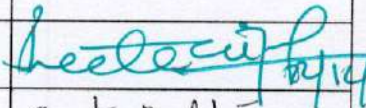

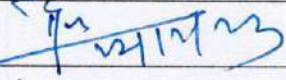


A meeting of all members of IQAC & NACC Steering Committee Members is schedule on Friday 22th December 2023, the details of which are given as follows:

Date:- Friday, 22th December 2023

Time :- 12.00 noon

Venue :- Conference Room

Following members were present for the meeting :-

Sr.No	Name of the Members	Signature
1.	Prof. (Dr) Preeta Nilesh, Principal	
2	Dr. Neeta Mehta (IQAC Co-ordinator)	Neeta Mehta
3	Dr. Ashok Awale	
4	Ms. Siddhi Baskaware	Baskaware 22/12/23
5	Mr. Prasnnajeet Bhawe	Granted leave of Absence
6	Mr. Mahmood Khan	,,
7	Dr. Paresh More	
8	Ms. Shweta Jamble	Jamble 22/12/23
9	Ms. Mudita Sonawane	Mudita Sonawane 22/12/23
10	Ms. Nanda Rupnar	 22/12/23
11	Dr. Deepali Karkhanis	Granted Leave of Absence
12	Ms. Seema Pawar	,,
13	Dr. Shilpa Suryawanshi	S.N. Suryawanshi 22/12/2023
14	Ms. Annu Singh	Annu Singh 22/12/23
15	Ms. Prachiti Rawool	Granted leave of Absence
16	Dr. Dinesh Kumar (Steering Committee Co-ordinator)	
17	Ms Sunanda Pandita	Sunanda 22/12/23



18	Mr. Shaikh Ejaz Ahmed	Granted leave of Absence
19	Dr. Aarti Shah	<i>[Signature]</i>
20	Dr. Vaishali Dhammapathee	Granted Leave of Absence
21	Dr. Vinod Ragade	??
22	Dr. Sarika Bansode	<i>[Signature]</i>
23	Mr. Paritosh Pawar	Granted Leave of Absence
24	Dr Rajani Shirsat	<i>[Signature]</i>
25	Ms Farheen Maniyar	Granted leave of Absence
26	Ms. Mohini Bhole	<i>[Signature]</i>
27	Ms Deepa Shirsat	Granted Leave of Absence
28	Ms Radhika Gangadhar	??



**K.E.T. 's V. G. Vaze College of Arts, Science and Commerce (Autonomous)
Mulund, Mumbai – 400 081**

AY 2023-24

IQAC Meeting 6

Date: 5th January 2024

Time: 11.30 am

Venue: Conference Room

Agenda:

1. Dry run of AQAR 2022-23 to check all the points

The meeting is attended by the following members of IQAC:

1. Dr. Neeta Mehta
2. Dr. Ashok Awale
3. Ms. Siddhi Baskaware
4. Mr. Maqhmood Khan
5. Dr. Paresh More
6. Dr. Deepali Kharkhanis
7. Dr. Seema Pawar
8. Dr. Shilpa Suryawanshi
9. Ms. Annu Singh
10. Ms. Prachiti Rawool
11. Ms. Nanda Rupnar

Minutes of the Meeting:

Agenda Point 1: Dry run of AQAR 2022-23 to check all points.

All Criterion In-charges presented their part of the AQAR 2022-23 one by one. Discussion took place on various matters and suggestions were given.



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.

**The Kelkar Education Trust's V. G. Vaze College of Arts, Science and
Commerce (Autonomous) Mulund, Mumbai – 400 081**

A meeting of all members of IQAC is organized on Friday 5th January 2024, the details of which are as given as follows:

Date : Friday, 5th January 2024

Time : 11.30am

Venue:- G.D.Room

Following members were present for the meeting-

Sr.No	Name of the Members	Signature
2.	Dr. Neeta Mehta, (IQAC Co-ordinator)	<i>Neeta Mehta</i>
3.	Dr.Ashok Awale (IQAC Member)	<i>Ashok Awale</i>
4.	Ms.Siddhi Baskaware (IQAC Member)	<i>Siddhi Baskaware</i> 05/01/24
5.	Mr.Prasnnajeet Bhawe (IQAC Member)	Granted leave of Absence
6.	Mr.Mahmood Khan (IQAC Member)	<i>Mahmood Khan</i> 05/01/24
7.	Dr. Paresh More (IQAC Member)	<i>Paresh More</i> 05/01/2024
8.	Ms. Shweta Jamble (IQAC Member)	Granted leave of Absence
9.	Ms. Mudita Sonawane (IQAC Member)	”
10.	Ms.Nanda Rupnar (IQAC Member)	<i>Nanda Rupnar</i> 05/01/24
11.	Dr.Deepali Karkhanis (IQAC Member)	<i>Deepali Karkhanis</i> 5/1/24
12.	Ms. Seema Pawar (IQAC Member)	<i>Seema Pawar</i> 5/1/24
13.	Dr. Shilpa Suryawanshi (IQAC Member)	<i>Shilpa Suryawanshi</i> 05/01/24
14.	Ms.Annu Singh (IQAC Member)	<i>Annu Singh</i> 05/01/23
15.	Ms.Prachiti Rawool (IQAC Member)	<i>Prachiti Rawool</i> 5/1/23



**K.E.T's V.G.Vaze College of Arts, Science and Commerce (Autonomous)
Mulund, Mumbai - 400 081**

AY 2023-24

IQAC Meeting 7

Date: - 11th January 2024

Time: -10.00noon

Venue: - GD Room

Agenda :

Presentation of AQAR

The meeting is attended by the following members of IQAC & CDC members.

1. Mrs. Jyoti Bhadkamkar
2. Dr. B.B.Sharma
3. CA. A.D.Bhorkar
4. Mr.Shrikrishna Yelekar
5. Dr.Siddhivinayak Barve
6. Prof.(Dr.) Preeta Nilesh
7. Dr. Neeta Mehta
8. Prof. (Dr.) Dinesh Kumar Nair
9. Dr.Ashok Awale
10. Dr.Vaishali Dhammapathee
11. Mr. Prasannajeet Bhav
12. Mr.Mahmood Khan
13. Dr. Paresh More
14. Dr. Shweta Jamble
15. Ms.Mudita Sonawane
16. Dr.Deepali Kharkhanis
17. Dr.Seema Pawar
18. Dr.Shilpa Suryawanshi
19. Ms.Annu Singh
20. Ms.Prachiti Rawool
21. Ms.Nanda Rupnar

Minutes of Meeting

AQAR 2022-23 was presented by different criteria in-charges. Discussion took place on various topics of AQAR.

The suggestions received and decisions made are as follow:

Related to Part A



While signing MOU'S, Entrepreneurship, Executive Development and Employability should be the factors to be taken into account.

While reporting about Women's Day Celebration, names of the NGOs, organizations and institutes invited must be mentioned

Related to Criterion I – Curricular Aspects

The number of value-added courses and certificate courses need to be increased. All the 27 departments should start at least one value added course online. Suggested courses were Digital Marketing, Rifle Shooting, International Logistics, Food Technology, Tissue Culture: Plant & Animal Cell Culture, Fisheries, Pisciculture, Gas Chromatography GS, Quality Assurance and Cosmetology Awareness

Prof Dr Barve to provide infrastructure facilities and instruments available in SRC to college staff and students.

Efforts to be put to increase the number of students undertaking projects/dissertations and internships in college or in collaboration with an external entities.

Related to Criterion II – Teaching, Learning and Evaluation

Slow learner/advance learner can be identified through previous exam. Action for slow learners is remedial coaching which is in place in the college. Action for advance learners is UPSC coaching and other Competitive exams (IIT, Medical Entrance, CA exams)

CHB/Part time/Visiting faculty can be considered for experience but they must have full workload. Visiting faculty to be mentioned separately. Designations such as Professors, Associate Professors, Assistant Professors as well as their qualifications to be mentioned.

Retaining Teachers should be the policy of HR.

Revaluation should be considered as grievances related to examination.

SSS related issues to be promptly addressed. CEC to take calls related to Plumbing, Carpentry, Housekeeping Agencies and Quotations. Every CDC to have CEC attached.

Related to Criterion III – Research, Innovations and Extension

Research Related Policy to be reviewed by a team comprising of Dr. Sharma, Prof. Dr. Preeta Nilesh and Prof Dr. Barve. The committee will have a separate meeting to modify and update the Policy and put it on the website.



Research has to be funded also from outside agencies, therefore, finding sponsors is important.

The research by Dr. Sujata Bhat, Adjunct Professor, Chemistry Advanced Research Laboratory as well as Mr. Akshay Bagwe's Project on Malaria must be incorporated in criterion III.

Rs.10 Lakhs is the seed money given for Adhoc teachers. Mrs. Jyoti Bhadkamkar, Trustee asked to ensure quality research and also asked to find out if external sponsors can contribute to the seed money. Research Promotion Committee to decide who should be receiving the seed money. Incentive may be given for quality research work (papers published in Scopus/Web of Science), such as felicitation of the researcher and AVISHKAR winners, award for the "Best Paper" and one month leave for PhD submission.

Criterion 3 In-charges to find out the cost of plagiarism software and proposal to be submitted for purchase of the same. A possibility of revenue generation by buying the software and giving paid access to researchers was also discussed. Criterion 3 in-charges should take data from SFC section about their student's compulsory component on plagiarism check. Collaborating with other colleges and use of Common Plagiarism Software facility at the University is also discussed as an option. Everyone emphasized the importance of creating culture of use of plagiarism check.

It was noted that the number of papers published in the said academic year was less. Certain measures were discussed such as organization of guest lecture and appeal for at least one publication per teacher per year.

Scientific Research Centre to be used as a Special Purpose Vehicle.

It was suggested that the PGDPCM lab should have a separate labelled section as Incubation Centre.

It was suggested that under the section of consultancy, revenue generated by PGDPCM department through some of their formulae can be added. Revenue generated should be reflected in the balance sheet of the college.

For improving the participation of students' in extension activities, it is collectively suggested that certificates and trophies should be given to them at the conclusion of these activities. BMC, Election Commission office, Navghar Police Station whom college always help out may be approached for recognition certificates.

It was suggested by Mrs Bhadkamkar that Criterion 3 In-charges should collect data on functional MoUs signed in the AY 22-23. College to sign MoU with Govind Sudha Plant Nursery. Dr Deepali Karkhanis, Ms Anuya Sane and Mr Akshay Bagwe to be contacted for getting information on consultancy.



Related to Criterion V - Student Support and Progression

For Student Progression Arts & Science Departments can have Whatsapp groups to collect data. However, Commerce & SFC Departments should give concerned data using unique methods that they devise . For student's progression 'Recommendation Letters' issued can be taken into account alongside data of CA, SP, BSC to MSC and B.Com to MCom.

For getting data on NET, SET , UPSC, MPSC, TOFEL qualified students, meeting with teachers to be conducted.

Medals & Trophies bagged by Student Council, Gymkhana and Vaze Sanskruti - needs to be mentioned.

Regarding Alumni functioning, name of the Trustee to be included in the list of the committee members. Alumni contributions to be listed in the form of Employment Opportunities provided and Guest Lectures engaged by them.

Related to Criterion VI – Governance, Leadership and Management

More welfare measures for Teaching & Non-Teaching are required.

Request is made to continue the reimbursement of fees of wards for at least for non-teaching staff.

Soft copy of Mayur Magazine will be attached as the Annual Report of the college.

Related to Criterion VII – Institutional Values and Best Practices

Prof. Dr. Barve suggested to consider 50,000 liters capacity tank which is located in the backside of the college for waste water recycling.

Regarding signage including tactile path, signpost for Code of Conduct and Dress Code, Ms. Jyoti Bhadkamkar suggested that this work to be completed with the help of Dr. Adhir Ambavane and Mr. Anand Narsule.

For drafting the Code of Conduct for teaching and non-teaching staff, the Compendium should be the point of reference.

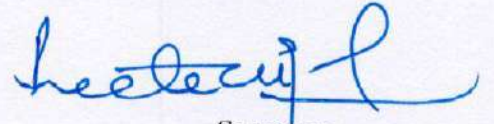
Lectures on Cyber Crime to be conducted, and an Innovation Conclave be held.

Concluding Remarks:

After all the presentations, it was suggested that wherever applicable, the recommendations given by CDC members to be implemented for AQAR 2022-23 before submitting to NAAC.



The meeting ended with vote of thanks by Dr. Shilpa Suryawanshi, Member, IQAC


Secretary

College Development Committee





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
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Mulund (E), Mumbai-400 081.

**The Kelkar Education Trust's V. G. Vaze College of Arts, Science
and Commerce (Autonomous) Mulund, Mumbai – 400 081**

A meeting of all members of College Development Committee is organized on Thursday 11th January 2024, the details of which are as given as follows:

Date : Thursday, 11th January 2024

Time : 10.00am

Venue:- Conference Room

Following members were present for the meeting-

Sr.No	Name of the Members	Signature
1.	Mrs. Jyoti Bhadkamkar	Mrs. Jyoti & Bhadkamkar
2.	Dr. B.B.Sharma	B.B.Sharma
3.	CA. A.D.Bhorkar	A.D.Bhorkar
4.	Mr. Gaurav Sathaye	"Granted for leave of Absence"
5.	Mr. Hitesh Thakkar	"
6.	Prof.(Dr.) Preeta Nilesh	Preeta Nilesh 11/1/24
7.	CA. Anil Naik	"Granted for leave of Absence"
8.	Dr. Neeta Mehta, (IQAC Co-ordinator)	Neeta Mehta
9.	Prof.(Dr.) Dinesh Kumar Nair	D.K.Nair
10.	Dr.Ashok Awale (IQAC Member)	A.Awale
11.	Dr.Vaishali Dhammapathee	V.Dhammapathee
12.	Mrs. Seema Pawar	Seema Pawar
13.	Mr. Santosh Dagle	Granted for leave of Absence
14.	Ms.Siddhi Baskaware (IQAC Member)	"
15.	Mr.Prasnajeet Bhawe (IQAC Member)	P.Bhawe
16.	Mr.Mehmood Khan (IQAC Member)	M.Khan
17.	Dr. Paresh More (IQAC Member)	P.More
18.	Ms. Shweta Jamble (IQAC Member)	S.Jamble 11/01/2024



19.	Ms. Mudita Sonawane (IQAC Member)	<i>M. Sonawane</i> 11/01/24
20.	Ms. Nanda Rupnar (IQAC Member)	<i>N. Rupnar</i> 11/01/24
21.	Dr. Deepali Karkhanis (IQAC Member)	<i>D. Karkhanis</i> 11/01/24
22.	Dr. Shilpa Suryawanshi (IQAC Member)	<i>S. Suryawanshi</i> 11/01/24
23.	Ms. Annu Singh (IQAC Member)	<i>Annu Singh</i> 11/01/24
24.	Ms. Prachiti Rawool (IQAC Member)	<i>P. Rawool</i> 11/12/23

25 Dr. S. B. ...

26 Shikrishna S. Yelekar

S. B. ...
Shikrishna



**K.E.T. 's V. G. Vaze College of Arts, Science and Commerce (Autonomous)
Mulund, Mumbai – 400 081**

AY 2023-24

IQAC Meeting 8

Date: 24th January 2024

Time: 2.30 pm

Venue: Conference Room

Agenda:

1. To understand the status of AQAR 2022-23 and Gap Analysis Report.
2. Activity to be organized under “Bharari Sarvangin Vikasakade” for non-teaching staff

The meeting is attended by the following members of IQAC

1. Prof. (Dr). Preeta Nilesh
2. Dr. Neeta Mehta
3. Dr. Ashok Awale
4. Ms. Siddhi Baskaware
5. Mr. Prasannajeet Bhawe
6. Dr. Paresh More
7. Dr. Shweta Jamble
8. Ms. Mudita Sonawane
9. Dr. Deepali Kharkhanis
10. Dr. Seema Pawar
11. Dr. Shilpa Suryawanshi
12. Ms. Nanda Rupnar

Steering Committee

1. Prof. (Dr). Dinesh Kumar
2. Ms. Sunanda Pandita
3. Mr. Sheikh Ejaz
4. Dr. Aarti Shah
5. Dr. Vaishali Dhammagathe
6. Mr. Paritosh Pawar
7. Ms. Farheen Maniyar
8. Dr. Rajni Shirsat
9. Ms. Michini Bhole
10. Ms. Deepa Shirsat
11. Ms. Radhika Gangadhar



Minutes of the Meeting:

Agenda Point 1: To understand the status of AQAR 2022-23 and Gap Analysis Report.

Discussion took place on matters pending with respect to some criteria. Criterion 4 In-charge talked about not receiving audited statement from the office. Criterion 3 talked about the list of functional MOUs was not complete yet.

IQAC and Steering Committee members discussed about Gap Analysis Report. Steering Committee In-charge talked about there is a possibility of change in the accreditation system and decision was taken to keep Gap Analysis Report on hold.

Agenda Point 3: Activity to be organized under “Bharari Sarvangin Vikasakade” for non-teaching staff.

Discussion took place and it was decided that we should organize of a session to strengthen coping on the part of Admin and Supprt Staff of the college. It was proposed that psychologist to be invited to speak on “Manobal Vadhavanyache Upay” on 2nd February 2024.



Neeta Mehta

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

KET's V.G. Vaze College of Arts, Science & Commerce

	IQAC Minutes of the Meeting	ATR
7 th July 2023	Criterion In-charges were told to identify the areas of development for their criterion. Gender Audit, Environmental Audit, Mapping and Attainment of Outcomes, identifying advanced learners were some of the tasks identified as demanding priority.	Gender Audit, Environmental Audit done. Mapping and Attainment of Outcomes will be done with aid of Mastersoft. Training of teachers will be taking place. Identifying advanced and slow learners is in the pipeline – Company called Office approached and MOU is getting signed with them to do it.
7 th July 2023	Checking of documentation work of the department which is pending (AY 2021-22, 2022-23) will be completed in this academic year.	Done
7 th July 2023	With respect to AQAR 2022-23 it was unanimously decided that a period of 15-20 days to be kept aside to do the work of AQAR. Dr Neeta Mehta insisted that AQAR 2022-23 should be submitted before 31 st December 2023.	AQAR 2022-23 got submitted on 2 nd March 2024
7 th July 2023	It was decided that faculty are required to be oriented for mapping and attainment of course outcomes and this orientation to be organized in the third week of August 2023.	Organized on 25 th August 2023
6 th September 2023	It was decided that Dr Neeta Mehta will put the notice in HOD group as well as Staff group to communicate urgency of updating Form A, Form B and Form E on the basis of which AQAR gets filled.	Done
6 th September 2023	Development Programmes for Non-Teaching and Support Staff Committee to be suggested to organize “Jagar Mangalagauricha” for female Admin and Support Staff of the college on 15 th September 2023	Organized it on 15 th September 2024
4 th October 2023	Duties and Responsibilities of IQAC Members for Academic Audit 20-23 on 5 th and 9 th October 2023 were discussed and finalized.	Academic Audit was conducted on 5 th and 9 th October 2023
4 th October 2023	Discussion took place and it was decided that Development Programmes for Non-Teaching and	Organized on 27 th October 2023



	Support Staff Committee to be suggested to organize a session on Yoga for all Admin and Support Staff of the college on by the end of the month of October 2024.	
25 th October 2023	In order to have orientation for Teachers Training Programme for continuous improvement, it was decided that Mr. Anand Narsule will be invited	Organized on 9 th November 2023
25 th October 2023	The need for having a session on "Filing of Patent, H-index, i10 index and citation" for the benefit of young researchers was discussed. It was decided that Research Promotion Committee will be invited to organize this session and it will be held in the month of December just before the winter break when teachers will have non-instructional days.	Research Promotion Committee organized the session by inviting Dr. Gurmeet Wadhwa on 22 nd December 2023
25 th October 2023	Discussion on what are two needs of criteria which criterion In-charges will fulfil this academic year? Criteria 3 In-Charges (Dr. Shweta & Ms. Mudita) reported that <ul style="list-style-type: none"> • Combined Group for alumni association. • e content (a demo to be shown in semester-end meeting) • one certificate course (value added/ skill development etc) • ideas on awarding additional credits to brilliant students and accommodating slow learner students. 	Noted
25 th October 2023	Criteria 6 In-Charges (Dr. Shilpa Suryawanshi) received suggestions from Principal <ul style="list-style-type: none"> • To consider the concession given in the registration fees for the international conference held in 2022-23 as welfare measure • To consider Dandiya evening for the administrative staff and NSS activities, leave sanctioned to staff for doing PhD work, attending Vipassana for teaching staff in welfare measures. 	Noted
25 th October 2023	Dr. Neeta Mehta suggested the following activities: <ul style="list-style-type: none"> • First aid training for Teaching and administrative staff in collaboration with NSS. • Advanced Excel hands on training for Teachers 	In the pipeline
22 nd December 2023	It was decided that the AQAR 2022-23 will be presented to CDC on 10 th January 2024 from 10.00am onwards. Members were informed that all CDC members along with Principal, Mrs. Jyoti Bhadkamkar will be present for the meeting.	AQAR 2022-23 was presented to CDC on 11 th January 2024



22 nd December 2023	Considering that the accreditation of the college will take place by December 2025, it was decided that IQAC and Steering Committee prepare Gap-Analysis Report so that work can be directed towards those areas where sufficient work has not happened. The decision was taken to take into account last three years - AY 2020-21, 2021-22 and 2022-23 and AQARs which are submitted and fill up the form for preparing Gap-Analysis Report. All IQAC and Steering Committee members were oriented to fill up the form.	Autonomy Monitoring Committee prepared and presented Gap-Analysis Report
22 nd December 2023	To organize a session on "AI tools for Researchers" by collaborating with Department of Information Technology in the month of January 2024	Organized by IT Department on 27 th January 2024
11 th January 2024 CDC Meeting	AQAR 2022-23 was presented by different criteria in-charges. Discussion took place on various topics of AQAR.	
	Related to Part A While signing MOU'S, Entrepreneurship, Executive Development and Employability should be the factors to be taken into account. While reporting about Women's Day Celebration, names of the NGOs, organizations and institutes invited must be mentioned	Noted.
	Related to Criterion I – Curricular Aspects	
	The number of value-added courses and certificate courses need to be increased. All the 27 departments should start at least one value added course online. Suggested courses were Digital Marketing, Rifle Shooting, International Logistics, Food Technology, Tissue Culture: Plant & Animal Cell Culture, Fisheries, Pisciculture, Gas Chromatography GS, Quality Assurance and Cosmetology Awareness	To be implemented in AY 2024-25
	Prof Dr Barve of SRC to provide infrastructure facilities and instruments to college staff and students.	Noted
	Efforts to be put to increase the number of students undertaking projects/dissertations and internships in college or in	Done



	collaboration with an external entities.	
	Related to Criterion II – Teaching, Learning and Evaluation	
	Slow learner/advance learner can be identified through previous exam. Action for slow learners is remedial coaching which is in place in the college. Action for advance learners is UPSC coaching and other Competitive exams (IIT, Medical Entrance, CA exams)	Noted
	CHB/Part time/Visiting faculty can be considered for experience but they must have full workload. Visiting faculty to be mentioned separately. Designations such as Professors, Associate Professors, Assistant Professors as well as their qualifications to be mentioned.	Done
	Retaining Teachers should be the policy of HR.	Noted
	Revaluation should be considered as grievances related to examination.	Noted
	SSS related issues to be promptly addressed. CEC to take calls related to Plumbing, Carpentry, Housekeeping Agencies and Quotations. Every CDC to have CEC attached.	Done
	Related to Criterion III – Research, Innovations and Extension	
	Research Related Policy to be reviewed by a team comprising of Dr. Sharma, Prof. Dr. Preeta Nilesh and Prof Dr. Barve. The committee will have a separate meeting to modify and update the Policy and put it on the website.	Done
	The research by Dr. Sujata Bhat, Adjunct Professor, Chemistry Advanced Research Laboratory as well as Mr. Akshay Bagwe's Project on Malaria must be incorporated in criterion III.	Noted.
	Rs.10 Lakhs is the seed money given for Adhoc teachers. Mrs. Jyoti Bhadkamkar, Trustee asked to ensure quality research and also asked to find out if external sponsors can contribute to the seed money. Research Promotion Committee to decide who should be receiving the seed money. Incentive may be given	Noted.



	for quality research work (papers published in Scopus/Web of Science), such as felicitation of the researcher and AVISHKAR winners, award for the "Best Paper" and one month leave for PhD submission.	
	Criterion 3 In-charges to find out the cost of plagiarism software and proposal to be submitted for purchase of the same. A possibility of revenue generation by buying the software and giving paid access to researchers was also discussed. Criterion 3 in-charges should take data from SFC section about their student's compulsory component on plagiarism check. Collaborating with other colleges and use of Common Plagiarism Software facility at the University is also discussed as an option. Everyone emphasized the importance of creating culture of use of plagiarism check.	In the pipeline
	It was noted that the number of papers published in the said academic year was less. Certain measures were discussed such as organization of guest lecture and appeal for at least one publication per teacher per year.	Noted.
	Scientific Research Centre to be used as a Special Purpose Vehicle. It was suggested that the PGDPCM lab should have a separate labelled section as Incubation Centre. It was suggested that under the section of consultancy, revenue generated by PGDPCM department through some of their formulae can be added. Revenue generated should be reflected in the balance sheet of the college.	Noted.
	For improving the participation of students' in extension activities, it is collectively suggested that certificates and trophies should be given to them at the conclusion of these activities. BMC, Election Commission office, Navghar Police Station whom college always help out may be approached for recognition certificates.	Noted.
	It was suggested by Mrs Bhadkamkar that Criterion 3 In-charges should collect data on functional MoUs signed in the AY 22-23. College to sign MoU with Govind Sudha Plant Nursery. Dr. Deepali Karkhanis,	Noted.



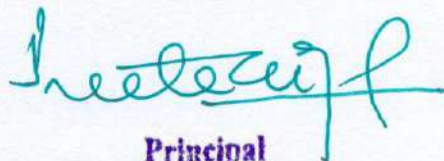
	Ms Anuya Sane and Mr Akshay Bagwe to be contacted for getting information on consultancy.	
	Related to Criterion V - Student Support and Progression	
	For Student Progression Arts & Science Departments can have Whatsapp groups to collect data. However, Commerce & SFC Departments should give concerned data using unique methods that they devise . For students' progression 'Recommendation Letters' issued can be taken into account alongside data of CA, SP, BSC to MSC and B.Com to MCom.	Noted
	For getting data on NET, SET , UPSC, MPSC, TOFEL qualified students, meeting with teachers to be conducted. Medals & Trophies bagged by Student Council, Gymkhana and Vaze Sanskruti - needs to be mentioned.	Noted
	Regarding Alumni functioning, name of the Trustee to be included in the list of the committee members. Alumni contributions to be listed in the form of Employment Opportunities provided and Guest Lectures engaged by them.	Noted
	Related to Criterion VI – Governance, Leadership and Management	
	Request is made to continue the reimbursement of fees of wards for at least for non-teaching staff.	Noted
	Soft copy of Mayur Magazine will be attached as the Annual Report of the college	Done
	Related to Criterion VII – Institutional Values and Best Practices	
	Prof. Dr. Barve suggested to consider 50,000 liters capacity tank which is located in the backside of the college for waste water recycling.	Noted
	Regarding signage including tactile path, signpost for Code of Conduct and Dress Code, Ms. Jyoti Bhadkamkar suggested that this work to be completed with the help of Dr. Adhir Ambavane and Mr. Anand	Survey conducted of the entire college and new signages and boards to be put up and old ones to be removed noted down



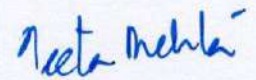
	Narsule.	
	For drafting the Code of Conduct for teaching and non-teaching staff, the Compendium should be the point of reference.	Noted
	Lectures on Cyber Crime to be conducted, and an Innovation Conclave be held.	Noted
24 th January 2024	IQAC and Steering Committee members discussed about Gap Analysis Report. Steering Committee In-charge talked about the possibility of change in the accreditation system and decision was taken to keep Gap Analysis Report on hold.	Autonomy Monitoring Committee prepared and presented Gap-Analysis Report mainly on Infrastructural Aspects
24 th January 2024	It was proposed that a session to strengthen coping on the part of Admin and Support Staff of the college should be organized. For that purpose a psychologist should be invited to speak on "Manobal Vadhavanyache Upay" on 2 nd February 2024.	Organized it on 2 nd February 2024
23 rd February 2024	BOS meetings will be organized between 11 th to 15 th March 2024 and within 15 days AC meeting to be organized in the first week of April 2024.	Organized BOS meetings between 11 th - 20 th March 2024 Organized AC meeting on 5 th April 2024
23 rd February 2024	The Stakeholders' Meeting was planned for the last week of March (tentatively on 28 th March 2024)	Organized the meeting on 28 th March 2024
23 rd February 2024	SSS, PATS and Faculty Feedback Collection was planned for February, March 2024. Since NEP was implemented in AY 2023-24, it was decided that FY level curriculum feedback to be collected from students, peer teachers, alumni and industry experts.	Undertook Student Satisfaction Survey 2023-24, Faculty Feedback 2023-24 and Performance Appraisal of Teachers by Students in the month of March and April 2024 Collected feedback on curriculum from various stakeholders in the month of March and April 2024
23 rd February 2024	It was propose that a session on "Yog Mudra" for non-teaching staff should be organized.	Organized it on 22 nd March 2024
Thursday, 28 th March 2024 STAKE	Seed money for research activity: Dr. Neeta Mehta said that seed money is available for our staff but it is not utilized. CA Anil Naik suggested that we should motivate teachers to take admission for Ph.D. Dr. B B	Done



HOLDERS MEETING	Sharma suggested that all staff should be informed about availability of seed money. Dr. Seema Pawar said that all SFC teachers are aware of the seed money. It is decided that all the staff members should be informed once again about seed money.	
Thursday, 28 th March 2024 STAKE HOLDERS MEETING	Students' representative said that college washroom should be renovated. Dr. B B sharma said that the work is already in process and the students should be educated to maintain the washroom in well condition.	In the pipeline
Thursday, 28 th March 2024 STAKE HOLDERS MEETING	Students representatives informed about instagram pages of the college. CA Anil Naik suggested that the college should have official instagram and website and it should be operated under the supervision of one of the staff member	In the pipeline
Thursday, 28 th March 2024 STAKE HOLDERS MEETING	Mr. Hitesh Thakkar suggested to Create LinkedIn Profile of the College, also students representatives asked to provide seed money for the students attending conferences and doing research activity on that Mr. Hitesh Thakkar suggested to obtain CSR to provide financial assistance to the students attending the conference and presenting paper. He also suggested that short-term courses can be introduced under the Maharashtra Skill Development scheme and we should tie-up with Law university	In the pipeline



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