

**IQAC of Vivekanand Education Society's College of Arts, Science and Commerce  
Meeting Minutes 2021-22**

During Academic YEAR 2021-22, 7 IQAC meetings were held on 18.6.2021, 12.7.2021, 12.8.2021, 21.9.2021, 16.11.2021, 8.2.2022 and on 17.3.2022

**Minutes of the IQAC Meeting held on 18<sup>th</sup> June 2021 and Action Taken Report**

A meeting of IQAC committee members was called on 18<sup>th</sup> June, 2021 at 2:00 pm to obtain valuable suggestions and guidance from the committee members so as to work out a plan of action for a fruitful conduct of academic year 2021-22. The notice dated 16<sup>th</sup> June 2021 and meeting link were shared through 'IQAC' WhatsApp group. Due to on-going pandemic the meeting was conducted online via Google Meet.

Following was the Agenda for the meeting

**Agenda 1:** Review and Action taken with respect to previous IQAC Meeting recommendations / plans

**Agenda 2:** Result Analysis of 2020-21

**Agenda 3:** Scheduling the submission and conduct of Academic and Administrative Audit for 2020-21

**Agenda 4:** Organizing a Webinar to facilitate First Year Admissions

**Agenda 5:** Planning for the ensuing Autonomy Peer Team Visit

**Agenda 6:** Outlining an Overall Plan of Action for conduct of various activities in 2021-22

**Agenda 7:** A.O.B

The meeting was chaired by Principal Dr. Anita Kanwar and was held from 3.00 pm – 5.00 pm. A total of 14 members attended the meeting:

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Kain Sharma (IQAC Coordinator)
4. Ms. Rita Vazirani (Executive Administrator) -
5. Dr. Meghana Sanjeeva
6. C.A Shanthilakshmi
7. Dr. Ritika Makhijani
8. Dr. Gayatri B.
9. Dr. Varsha Ganatra
10. Dr. Pooja Jagasia
11. Dr. Devidas Gulwade
12. Dr. Malay Shah
13. Mr. Suman Ganger
14. Dr. Madhavi Vaidya

**Agenda 1:** Review and Action taken with respect to previous IQAC Meeting recommendations / plans

- Mrs. Samhitha Kain Sharma had shared the previous minutes of meeting (MoM) of IQAC committee held on 20/02/21 in advance. Review of the same was done. In this regard, the travel and stay plans for the autonomy team members would be executed by Dr. Devidas and Mr. Suman jointly in coordination with the Core Team.
- Mrs. Samhitha Sharma Kain asked about the uploading of all documents required for Autonomy visit. Dr. Varsha G. confirmed that all the documents and supporting documents required for Autonomy visit are uploaded as required.
- Lead members as listed in previous MoM will check if all the Annexures are complete and required documents are uploaded.

- Dr. Santhini Nair, C.A Shanthilakshmi and Dr. Meghana S., confirmed that the Department PPTs were also uploaded.
- The MoM of held on 20/02/21 were approved by all the members.

#### **Agenda 2:** Result Analysis of 2020-21

- Mrs. Samhitha Kain Sharma invited Mr. Suman G. to present Result Analysis of 2020-21 in comparison with results of 2019-20
- Mr. Suman G. reasoned and said that 2019-20 was offline and as such comparison of 2019-20 and 2020-21 may not represent the true picture. Also the result committee had not carried out any detailed result analysis for a presentation as this information was solicited at very short notice. Mr. Suman mentioned that it was a tough year for both staff and students with respect to conduct of exam and technical challenges in view of online examination. Further, he added that the students performance in Term I examination was better than that of Term II examination in both internal and external examination due to change in marking scheme pattern as per University.
- Mr. Suman said that consolidated mark sheets have been emailed to all HODs and Coordinators and the departments can do analysis as required at their end.
- Mrs. Samhitha madam, requested that in **Result Committee Report** to be submitted shortly, some analysis of results can be made for 2020-21 and any specific observations can be reported in the same.
- Dr. Varsha Ganatra raised issues faced during conduct of MCom Part II exam. In this regard, Dr. Santhini Nair, also convener of examination committee, responded by saying that the examination committee is aware of the problems and is constantly working towards improvising the system. She informed that, this was first time that college received question bank from University and College in consultation with department asked Eklavya to prepare question paper. However, selection of question by Eklavya was not as per the guidance given by department which lead to lot of changes last moment before start of exam. Varsha madam, thanked Santhini madam and Exam committee members for resolving issues and for the efforts put in conduct of all examination.
- Prin. Dr. Anita Kanwar, mentioned that henceforth, for all PG exams, once question bank is received by the college from University, the department will select questions from question bank as per the topic weightage and difficulty level and ensuring that all the instructions received by the University are adhered to, the same will be sent to Eklavya for setting of QP. Further, QP will be proof read by the department and once approved, these QP will be published to students during exam.

#### **Agenda 3:** Scheduling the submission and conduct of Academic and Administrative Audit for 2020-21

- Mrs. Samhitha Kain Sharma asked suggestion from committee members regarding any change required in department audit format as Mrs. Hemlata Deshpande (HOD, Physics dept.) had raised a query in the staff meeting on 14<sup>th</sup> June 2021, regarding certain questions especially in governance part, These need modification as teaching, examination and all other activities for AY 2020-21 have happened online.
- Dr. Malay and Dr. Gayatri B. suggested that the previous format of department audit can be shared with all committee members on whats app or via email and committee members can suggest any changes or new questions to be added.
- Prin. Dr. Anita Kanwar, in view of online teaching, examination, etc.few question pertaining the same should be added.
- C.A Shanthilakshmi suggested that, since the questions asked in department audit have evolved over the period of few years and are good, these questions should be retained and NA should be mentioned against it. Further, New questions should be incorporated as and where required.
- Dr. Santhini N. suggested that, Mrs. Samhitha and C.A Shanthilakshmi can go through the department audit format and put NA wherever required. This form can then be circulated to IQAC committee members for suggestion and incorporation of new questions in view of changed teaching-learning-exam process.
- **It was unanimously decided that date for submission of department audit report will be last week of July.**

- Regarding, committee audit, it was decided that no change in format is required. Committees will submit their audit report as per earlier format.
- Dr. Malay raised a question that certain committee could not carry out any activity in the year 2020-21 due to pandemic. So, what should be written in committee audit report. Answering this question, Dr. Santhini N. suggested that committee can write NIL and state a reason of pandemic.
- Mrs. Samhitha Kain Sharma asked regarding administrative audit, in response to this, Prin. Dr. Anita Kanwar replied that, office staff is already submitting a lot of data to the management, as there are lots of data asked at the management level. In view of this, the administrative audit will not be carried out for AY 2020-21.

#### **Agenda 4: Organizing a Webinar to facilitate First Year Admissions**

- After discussion, it was decided that organizing committee of webinar can be largely the same as for the last academic year. Tentatively the webinar can be held in mid of July, in view of upcoming FY admissions in August.

#### **Agenda 5: Planning for the ensuing Autonomy Peer Team Visit**

- Prin. Dr. Anita Kanwar, mentioned that she is in constant communication with Autonomy team and once they confirm their date of visit, she will communicate the same with all members and other college staff.
- She also informed that all the departments should be ready with their department presentation and documentary evidences.

#### **Agenda 6: Outlining an Overall Plan of Action for conduct of various activities in 2021-22**

- Prin. Dr. Anita Kanwar, mentioned that science departments should conduct **two or three days International/ National conference**. She also said that it can be inter-disciplinary conference and can cover broader subject areas. Dr. Ritika Makhijani was requested to start work on the same along with Research committee members. The conference can be held in September or post Diwali vacation.
- Mr. Suman suggested that, **college should plan and conduct certain activities for students**, like organizing talks for students with speakers being experts from certain industry and prominent alumni. He also suggested that popularity of these talks can be used to design some certificate courses. This can be done now in view of approaching autonomy. Dr. Devidas G. added that in current pandemic, general interest of people is in Share market, mutual funds and financial planning, so webinars can be organized covering these topics.
- Dr. Madhavi raised a concern of validity of such certificate courses and its acceptance in job market. She specially mentioned that in CS and IT, certifying agency is very important. Also, there are lots of free courses offered by International reputed institutes and universities like in Coursera as well as SWYAM etc. Dr. Varsha G. raised a question about financial aspect of such courses.
- In view of above questions, Prin. Dr. Anita Kanwar, mentioned that, whatever courses we have conducted in past, we have tied up with various Institutes of repute like Satyam Institute of Tax Accountant. Also, departments have suggested some courses that can be conducted by college in Autonomy, so departments if they want can work out feasibility of these courses.
- Dr. Varsha Ganatra pointed out that for certificate course to have credibility in AQAR, it must be of at least 30 hours.
- Dr. Malay Suggested that, college should organize **talk or guidance session for staff for making online** content in line with the one accepted by Swayam of any such National authority. Since, online teaching will continue in the near future, such sessions can help our college teachers for development pf e-content. Prin. Dr. Anita Kanwar, liked the idea and said that even a conference can be conducted on these lines. She said that she will speak with few contacts who already have experience of making e-content. During this discussion, reference was also given of a few colleges of Delhi, which have developed lots of e-content.

#### Agenda 7: A.O.B

- Dr. Malay asked about **conduct of online Yoga for students and staff**. Mrs. Rita V. said that it is possible and will work out the plan for the same.
- Prin. Dr. Anita Kanwar, requested that department and staff members should talk to students and find out about **vaccination**. More than, 1000 students had registered initially, however only few turned out when actual vaccination drive was carried out. In response to this, Dr. Varsha G. said that she had inquired with students about this. She said that, with announcement of free vaccination drive by PM, many students are waiting for it to start on 21<sup>st</sup> June.
- Dr. Devidas G. suggested that, Covid 19 vaccine should be given to watchmen and class IV employees of college. For which, Principal madam replied that this has already been proposed to management and is under consideration.
- Mr. Suman suggested that since one entire AY was done in online teaching, a interactive session should be conducted where, teachers can share their experience. Principal Madam requested Criteria 2 Committee to take up this matter in consultation with Mr. Suman. Mrs. Samhitha Sharma Kain said that a Criteria 2 Meeting along with Mr. Suman can be called to work out the modalities of conducting an internal Staff Development Programme on **Online T-L Methodologies/ Strategies/ Practices used by the staff in 2020-21**. Such an exchange and interaction will help in better conduct of online T-L in 2021-22.
- Dr. Gayatri B. said that **google meet has introduced some new features** like **breakout rooms** wherein meet can be divided in small groups etc. She asked if the G-suite subscribed by VES management has such feature. Mr. Suman requested that a session on the same should be conducted.
- Dr. Malay raised a point about generation of attendance defaulters list, which Principal Madam asked the concerned committee to meet and discuss on the issue.

The meeting ended at 5:00 pm. Prin. Dr. Anita Kanwar, congratulated Mrs. Samhitha madam for excellent drafting of notice and successful conduct of first meeting as IQAC coordinator. Mrs. Samhitha madam thanked all the members for attending the meeting.

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Following is the Action taken Report for the IQAC Meeting held on 18<sup>th</sup> June 2021:

| S.N. | Recommendation/<br>Suggestion               | Action Taken/ Remarks  |
|------|---|--|
| 1.   | Result Analysis of 2020-21                  | Consolidated mark sheets and analysis for 2020-21 already mailed to all departments and faculty. Any other pointers to be part of the <b>Result Committee Report</b> .   |
| 2.   | Academic and Committee Audit for 2020-21    | The submission by departments is <b>being solicited by 7<sup>th</sup> August 2021</b> , with the Audit being conducted soon after that. There will be no change in format and NA can be written wherever the metrics do not apply due to 2021 being an online year.<br><br>The Committees having already presented their activities in the year end meeting for 2020-21 only need to submit their reports. |
| 3.   | Webinar to facilitate First Year Admissions | Being planned tentatively as per finalization of the autonomy visit on 31 <sup>st</sup> July 2021.   |
| 4.   | International/ National conference          | The Research Cell is planning the same online on the broad theme, <b>“National Conference on Recent Trends and Developments in Science and Technology, Social Science and Management” in September 2021/ January 2022</b> .  |

| 5. | Planning/<br>Conduct of<br>Certificate<br>Courses (at<br>least 30 hours) | 3 Add-on Certificate Courses being planned with an application to be made for the same to IQAC by CS Department on Flask Framework, by Psychology Department for PG students and by BAF Department on Finance Lab.  |   |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
|----|--|---|---|----------------------|------------|-----------------------------|---|--------------|------------------------|--------------------------|---|-----------------|-------------------|--|---|--------------|-----------------------|--|---|------------------|-----------|--------|---|--------------|--------------|---|---|---------------------------|---------|----------------------------|---|-----------------|---------|----------------------------------|---|---------------|-------------|------------------------|---|-------------|--------------|------------------------|----|----------------|--------------|--------------------------|----|------------------|--|--|
| 6. | Conduct of<br>online Yoga<br>for students<br>and staff                   | <b>International Yoga Day</b> celebrated online by the VESASC NSS on 21 <sup>st</sup> June 2021 under the able guidance of Ms. Rita Vazirani with regular yoga sessions being planned once a week to begin with and twice a week later on.  |   |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 7. | Vaccination<br>Camp in<br>College<br>Campus                              | The <b>Vaccination Camp</b> as organized on 17 <sup>th</sup> and 21 <sup>st</sup> June 2021 was extended to even spouses of staff and administered free for Class IV employees.   |   |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 8. | Faculty<br>Development<br>Programmes at<br>IQAC<br>Initiative            | <p>1. To conduct an <b>Internal FDP on Online T-L Methodologies/ Strategies/ Practices used by our Teaching Staff</b> in 2020-21, a preliminary meeting by NAAC Criteria 2 Group was organized on 25.6.21. Subsequently a Google Survey was organized to solicit all information on this metric for analysis. The FDP session is being <b>tentatively scheduled</b> in view of the ensuing Autonomy Visit. Following staff members expressed their desire to share their experiences through a presentation in the interactive SDP that shall be scheduled on 19<sup>th</sup> and 20<sup>th</sup> July 2021.</p> <table border="1"> <thead> <tr> <th>SN</th> <th>Name of Staff Member</th> <th>Department</th> <th>Proposed Presentation Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Divya Shetty</td> <td>Information Technology</td> <td>Jamboard (not confirmed)</td> </tr> <tr> <td>2</td> <td>Vaishnavi Bagul</td> <td>Financial Markets</td> <td>Current (live) market updates through websites</td> </tr> <tr> <td>3</td> <td>Minal Gandhi</td> <td>Banking and Insurance</td> <td>Preparation of Crosswords instead of MCQ</td> </tr> <tr> <td>4</td> <td>Pooja V. Jagasia</td> <td>Chemistry</td> <td>Padlet</td> </tr> <tr> <td>5</td> <td>Suman Ganger</td> <td>Microbiology</td> <td>Content Dissemination through Google doc, Personalized website etc.</td> </tr> <tr> <td>6</td> <td>Shrikant Dhondiram Ghodke</td> <td>Physics</td> <td>Introduction to Open Board</td> </tr> <tr> <td>7</td> <td>Devidas Gulwade</td> <td>Physics</td> <td>Chalk &amp; Board to Pen &amp; Tablet...</td> </tr> <tr> <td>8</td> <td>Kunalkumar S.</td> <td>Mathematics</td> <td>Mentimeter, Comic book</td> </tr> <tr> <td>9</td> <td>Dona Joseph</td> <td>Microbiology</td> <td>Collaborative Learning</td> </tr> <tr> <td>10</td> <td>Dr. Malay Shah</td> <td>Microbiology</td> <td>Developing video content</td> </tr> <tr> <td>11</td> <td>Dr. Shweta Patil</td> <td></td> <td>Use of Flipclassroom &amp; Screen Cast o matic</td> </tr> </tbody> </table> <p>2. The IQAC hosted an online <b>FDP on "Career Advancement Scheme (CAS)</b></p> | SN  | Name of Staff Member | Department | Proposed Presentation Title | 1 | Divya Shetty | Information Technology | Jamboard (not confirmed) | 2 | Vaishnavi Bagul | Financial Markets | Current (live) market updates through websites | 3 | Minal Gandhi | Banking and Insurance | Preparation of Crosswords instead of MCQ | 4 | Pooja V. Jagasia | Chemistry | Padlet | 5 | Suman Ganger | Microbiology | Content Dissemination through Google doc, Personalized website etc. | 6 | Shrikant Dhondiram Ghodke | Physics | Introduction to Open Board | 7 | Devidas Gulwade | Physics | Chalk & Board to Pen & Tablet... | 8 | Kunalkumar S. | Mathematics | Mentimeter, Comic book | 9 | Dona Joseph | Microbiology | Collaborative Learning | 10 | Dr. Malay Shah | Microbiology | Developing video content | 11 | Dr. Shweta Patil |  | Use of Flipclassroom & Screen Cast o matic |
| SN | Name of Staff Member   | Department  | Proposed Presentation Title   |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 1  | Divya Shetty   | Information Technology  | Jamboard (not confirmed)  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 2  | Vaishnavi Bagul  | Financial Markets   | Current (live) market updates through websites                      |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 3  | Minal Gandhi   | Banking and Insurance   | Preparation of Crosswords instead of MCQ                            |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 4  | Pooja V. Jagasia   | Chemistry   | Padlet  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 5  | Suman Ganger   | Microbiology  | Content Dissemination through Google doc, Personalized website etc. |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 6  | Shrikant Dhondiram Ghodke  | Physics   | Introduction to Open Board  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 7  | Devidas Gulwade  | Physics   | Chalk & Board to Pen & Tablet...                                    |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 8  | Kunalkumar S.  | Mathematics   | Mentimeter, Comic book  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 9  | Dona Joseph  | Microbiology  | Collaborative Learning  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 10 | Dr. Malay Shah   | Microbiology  | Developing video content  |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |
| 11 | Dr. Shweta Patil   |   | Use of Flipclassroom & Screen Cast o matic                          |                      |            |                             |   |              |                        |                          |   |                 |                   |  |   |              |                       |  |   |                  |           |        |   |              |              |   |   |                           |         |                            |   |                 |         |                                  |   |               |             |                        |   |             |              |                        |    |                |              |                          |    |                  |  |  |

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|  | <b>for College Teachers "</b> Tuesday, 6th July 2021. It was attended by 43 staff members. Though planned from 4-5.30 p.m., the session continued till 5.45 p.m. It was extremely well received (as seen in the Feedback Forms Analysis) with 65% attendees rating the session as excellent and 35% rating it as good. No one gave it an overall rating of fair or poor. |
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### **Minutes of the IQAC Meeting held on July 12, 2021 And Action Taken Report**

A meeting of IQAC committee members was called on July 12, 2021 at 2 pm. The meeting was conducted online via Google Meet from 2pm to 4pm. A total of 13 members attended the meeting.

#### **The Agenda for the IQAC Meeting is as follows:**

1. Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.
2. Strategies for improvement in admission.
3. Incentive system for teachers to encourage research.
4. New Annual Assessment Report/ PBAS Format for College Teachers
5. Preparing for and verifying upload of all documents in view of the ensuing Autonomy Peer Team Visit.
6. Quality initiatives in case of grant of autonomous status.
7. A.O.B

Following members attended the meeting

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Kain Sharma (IQAC Coordinator)
4. Ms. Rita Vazirani (Executive Administrator)
5. Dr. Meghana Sanjeeva
6. C.A Shanthilakshmi
7. Dr. Ritika Makhijani
8. Dr. Gayatri B.
9. Dr. Varsha Ganatra
10. Dr. Pooja Jagasia
11. Dr. Devidas Gulwade
12. Dr. Malay Shah
13. Dr. Madhavi Vaidya

#### **Agenda 1: Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.**

- Mrs. Samhitha Kain Sharma had shared the previous minutes of meeting (MoM) of IQAC committee held on June 18, 2021 in IQAC WhatsApp group. Also, these points were discussed in the meeting. The action taken report was also posted with the previous minutes.
- Online webinar for First year admission is being planned. Saturday, July 31 at 4pm was approved for this.  
Also, an Online Conference theme, date etc. were discussed. Further details of the event will be finalised in Research circle.
- Add on Certificate course (at least 30 hours/ 1 credit): It was decided to develop these courses in an organized and structured manner in terms of admissions, conduct of course every year and benefits derived by conducting it. Dr. Varsha G. showed a format of Certificate course containing Fees, Admission, time table, method evaluation, etc. that may be used for submitting the proposal of course. Furthermore, it was suggested that the form will be shared by IQAC

coordinator with all HODs to submit the proposal if they wish to plan certificate course. Dr. Madhavi mentioned about plan to initiate the course titled, Certificate course on Flask Framework, in collaboration with Alumni of CS dept is in pipeline. Gayatri madam mentioned willingness to embark the course, CBT and REBT therapy. CA Shanthilakshmi mentioned about certificate course on Finance Lab for BAF department.

- Timing for conduct of Yoga day was discussed. Ms. Rita V. and Dr. Santhini Nair suggested to plan tentatively planned twice a week, at 4pm. This will be open for all students as well as staff.
- Vaccination camp conducted in institute on June 17 and 21, 2021.
- Criteria 2 team collected data about use of online tools in conduct of effective online classes. Further, possible date and time for presentation was discussed. Dr. Pooja J. suggested 10/15 minutes would suffice per presentation and July 19/20 2pm to 5 pm was planned.
- Prin. Dr. Anita Kanwar informed that we are in process of increasing limit of participants in google meet for conduct of classes having higher strength and to meet higher participation requirement.
- The MoM of held on 18.6.2021 were approved by all the members.

#### **Agenda 2: Strategies for improvement in admission.**

- Dr. Santhini Nair mentioned that the information for the Online Webinar for admission has been shared on Social media.
- Principal Madam asked to tap SY and TY students for encouraging their siblings, neighbours to share necessary information about all the procedures for taking admission. Teachers should also mention the same during admission in their classes.
  - Dr. Malay S. suggested modification in software for facilitating ease of applying for multiple courses at ease. Students will get allotted the course as per their choice and their names might be in all merit list of different course applied. The possibility of having different options in the same form was discussed.
  - CA Shanthilakshmi suggested to make smaller groups of senior students to guide new entrants. Dr. Santhini Nair mentioned that Student Council will be asked to get involved in online webinar for admissions, for guiding students.
  - Dr. Pooja Jagasia expressed that the need for clear procedures and information about corresponding contact persons at different stages of admission.
  - These points, as mentioned/discussed above, will be emphasized and incorporated in an online webinar.

#### **Agenda 3: Incentive system for teachers to encourage research.**

It was deliberated that a letter of appreciation will be given to best conference paper presentations. It was also approved that registration fees of the best presenter will be reimbursed with maximum limit of Rs. 1500/- per presentation. Further, it was suggested that we may rather announce paper publications on social media as an appreciation for the same.

The Research Circle and Criteria 3 Team will provide a summary of conference papers, publications and grant received by staff/students at the end of the Academic Year. Auditing and grant for minor/major projects may also be better managed by college office staff for making it convenient for the Principal Investigator.

#### **Agenda 4: New Annual Assessment Report/ PBAS Format for College Teachers**

New Assessment report format was presented by Mrs. Samhitha Sharma Kain and different points were discussed regarding the same. Dr. Meghana S. will edit points relevant to college teachers and omit irrelevant parts send it to IQAC/CAS committee. It is decided that the approved format will be subsequently circulated to teachers to use for submission.

#### **Agenda 5: Preparing for and verifying upload of all documents in view of the ensuing Autonomy Peer Team Visit.**

Dr. Santhini Nair mentioned that the dates of peer team visit are not finalised yet. However, the data/ files related to the report submitted may be kept ready. The report submitted for Autonomy was shared and lead persons were asked to keep the documentation ready.

**Agenda 6: Quality initiatives in case of grant of autonomous status.**

Dr. Santhini Nair mentioned that departments will initiate Certificate courses in due course of time as quality initiatives. Other possible initiatives discussed were extra facilities for credit earning through sport/yoga courses. Further, this agenda will be taken up in the next meeting.

Following is the **Action taken Report** for the IQAC Meeting held on July 12, 2021:

| <b>S.N.</b> | <b>Recommendation/ Suggestion</b>  | <b>Action Taken/ Remarks</b>   |
|-------------|--|--|
| 9.          | <b>Adopting strategies for improvement in admission.</b>                 | <ul style="list-style-type: none"> <li>• Online Webinar for admission was held. Report is submitted.</li> <li>• Smoothing of admission procedure for new entrants.</li> </ul>  |
| 10.         | <b>FDP on use of online tools in conduct of effective online classes</b> | <ul style="list-style-type: none"> <li>• Two days FDP held on 19<sup>th</sup> and 20<sup>th</sup> July 2021.</li> <li>• Day 3 being planned to be held later today at 16. 20 hrs. (on popular demand).</li> </ul>  |
| 11.         | <b>Incentive system for teachers to encourage research</b>               | <ul style="list-style-type: none"> <li>• Dr. Ritika M. to provide summary of conference papers, publications and grant received by staff/students for year 2020-21. This is underway.</li> <li>• Decision of incentives will be on basis of summary received.</li> </ul> |
| 12.         | <b>New Annual Assessment Report/ PBAS Format for College Teachers</b>    | <ul style="list-style-type: none"> <li>• New format edited and circulated by IQAC to teachers to use for submission.</li> </ul>  |
| 13.         | <b>Preparing for and verifying upload of all documents</b>               | <ul style="list-style-type: none"> <li>• Done by concerned lead persons</li> <li>• Checks in next Meeting</li> </ul>   |

**Minutes of the IQAC Meeting held on 12<sup>th</sup> August, 2021 and Action Taken Report**

The IQAC committee meeting was called on 12<sup>th</sup> August 2021 at 2pm. The meeting was conducted online via Google Meet from 2pm to 3.45pm. 13 members in total attended the meeting.

**The Agenda for the IQAC Meeting is as below –**

1. Review and action taken with respect to previous IQAC meeting recommendations/ plans
2. Student Grievance Cell
3. Planning and preparing for the ensuing autonomy visit on 27<sup>th</sup> and 28<sup>th</sup> August 2021
4. A.O.B.

**Following members attended the meeting**

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Sharma Kain (IQAC Coordinator)
4. Dr. Meghana Sanjeeva
5. C.A Shanthilakshmi
6. Dr. Ritika Makhijani
7. Dr. Gayathri B.



8. Dr. Varsha Ganatra
9. Dr. Pooja Jagasia
10. Dr. Devidas Gulwade
11. Dr. Malay Shah
12. Mr Suman Ganger
13. Dr. Madhavi Vaidya

### 1. Review and action taken with respect to previous IQAC meeting recommendations/plans

- ❖ Mrs. Samhitha Kain Sharma had shared the previous minutes of meeting (MoM) of IQAC committee held on July 12<sup>th</sup>, 2021 in IQAC WhatsApp group. Those points were discussed in the meeting. The action taken report was also posted with the previous minutes.
- ❖ Online Webinar for First Year admissions has been conducted under the able guidance of Dr. Santhini Nair on 31<sup>st</sup> July 2021 with 479 registrations and had received 1.9k views in few days' time.
- ❖ Principal mam congratulated Dr. Santhini Nair for the successful conduct of the FY webinar. Even she congratulated IQAC coordinator, Mrs. Samhitha Sharma Kain for the conduct of FDP and to Dr. Ritika Makhijani for the conduct of the Research Methodology webinar that was arranged in association with ACP.
- ❖ Dr. Ritika M. was requested to provide summary of conference papers, publications and grant received by staff/students for year 2020-21. This is underway.
- ❖ There was a discussion on APAR/ PBAS format and its submission. But it was suggested by the IQAC Coordinator that there is expected to be a notification regarding its approved format from Mumbai University. So we may best wait for the same. Accordingly, the submission of APAR forms may be delayed.

### 2. Students' Grievance Cell-

- ❖ Principal Dr. Anita Kanwar informed that the guidelines related to students' grievance cell must be checked from UGC website and even Principal mam suggested if Dr. Meghana can throw light on the same.
- ❖ Principal Dr. Anita Kanwar gave an idea that after autonomy visit the students' grievances cell committee would be reconstituted. Until then, the old Committee can continue.

### 3. Planning and preparing for the ensuing autonomy visit on 27-28<sup>th</sup> Aug'2021.

There was a lot of discussion on the planning and preparation for the autonomy visit as stated by UGC which would happen on 27<sup>th</sup> and 28<sup>th</sup> August 2021.

- ❖ Dr. Santhini Nair informed all the members about the emergency core committee meeting that has been held on 12<sup>th</sup> August 2021 in view of smooth conduct of Autonomy visit in this month.
- ❖ There was a suggestion from Dr Gayathri B. and Dr. Pooja Jagasia that a fresh list of student representatives is required to be made as the students who were the part of list, were the last TY batch (2021), and are passed out.
- ❖ Even there was a point made that there is a necessity of making a new parents list.
- ❖ Dr. Santhini Nair requested Dr Pooja J, Dr. Gayathri B and Dr. Varsha G to look into it and to plan it accordingly. Even there was a decision to contact Mr. Vikas Ware and his help can be taken for calling student council on the autonomy visit day.
- ❖ Dr. Santhini Nair requested Mr. Suman Ganger and Dr. Devidas Gulawade to look after their travel booking plans for the Autonomy Team.
- ❖ Later point of the discussion was the verification of supporting documents that were prepared by the IQAC team members for the autonomy visit–

| Supporting Docs Verification         | Prepared By                      | To be verified by                           |
|--------------------------------------|----------------------------------|---|
| Teachers' and students' achievements | Dr. Shweta , Dr. Madhavi         | Dr. Santhini Nair, Dr Meghana Sanjeeva      |
| Faculty info                         | Mrs Samhitha Sharma Kain and Dr. | Mrs Samhitha Sharma Kain and CA Shantilaxmi |

|                            |   |  |
|----------------------------|---|--|
|                            | Pooja J                                   |  |
| Course Information         | Dr. Varsha Ganatra                        | Dr Varsha Ganatra and Dr Ritika Makhijani  |
| Accts Related info         | CA Shantilaxmi and Gayathri               | Dr. Santhini Nair, Dr Meghana Sanjeeva     |
| Fee structure              | Dr. Varsha Ganatra                        | Dr Varsha Ganatra and Dr Ritika Makhijani  |
| Teaching learning method   | Mrs Samhitha Sharma Kain and Dr. Pooja J  | Mrs Samhita Sharma Kain and CA Shantilaxmi |
| Examination                | Mr Suman Ganger                           | Dr. Santhini Nair, Dr Meghana Sanjeeva     |
| Research relate data       | Dr. Ritika Makhijani and Dr Sadhana Singh | Dr Varsha Ganatra and Dr Ritika Makhijani  |
| Infrastructure Information | Dr. Malay and Dr Meghana Sanjeeva         | Dr. Santhini Nair, Dr Meghana Sanjeeva     |

❖ There was a discussion held on the schedule of the various IQAC members, who would visit the various departments to check the files made and preparations done by the various departments. The schedule was shared for 20<sup>th</sup> August and 21<sup>st</sup> August 2021.

1. Syllabus File
2. Staff Profile, Time table and Workload, Seminars/ Courses attend from 2015, Prizes/ Awards won from 2015-16 onwards till 2019-20 (till June 2020)
3. Departmental activities – Seminars organized, workshops, Industrial visits, fests, extension activities etc.
4. Add on courses
5. External linkages / Collaboration
6. Research data (for Staff and Students, this is compiled by Research Cell) & Presentation certificates
7. Results & outstanding achievements/ ranks/ important prizes
8. Placement & Progression
9. Print out of Academic audit 2020-21 (No Proofs)

Note: The above documentation is required from 2015-16 onwards till 2019-20 (till June 2020) and has to be kept in descending order. The research papers print can be kept in respective departments.

- ❖ Even Principal Dr Anita Kanwar suggested that the files and records would be kept till 2019-2020 at the departmental level and 2020-2021 audit data can be kept in soft copy format.
- ❖ Suman Ganger sought an clarification regarding what are the common plans of college regarding certificate courses, examinations and evaluation mechanisms if asked by the peer team. Whether they will be checking the proofs of activities already done or will enquire regarding post Autonomy college plans as well. To which Principal Madam replied that departments must include the courses which they wish to offer in their presentations.

#### **Time Table for Inspection of Documents for Autonomy visit**

**Office documents Verification:** 20<sup>th</sup> August 2021, Friday

1. Dr.Santhini Nair
2. Ms. Samhita Sharma
3. Dr. Meghana Sanjeeva
4. CA Shanthilakshmi

5. Dr.Varsha Gantra

**List of Documents Verification Schedule at Departmental level -**

| <b>Date and Day</b>                    | <b>Time</b>          | <b>Department</b>       | <b>IQAC Members</b> |
|--|----------------------|-------------------------|---------------------|
| 20 <sup>th</sup> August 2021, Friday   | 11 am to 11.20 am    | Computer Science        | Suman and Gayatri   |
| 20 <sup>th</sup> August 2021, Friday   | 11.20 am to 11.40 am | Psychology              | Madhavi and Pooja   |
| 20 <sup>th</sup> August 2021, Friday   | 11.40 am to 12 noon  | Accountancy and Finance | Suman and Gayatri   |
| 20 <sup>th</sup> August 2021, Friday   | 12 noon to 12.20 pm  | IT                      | Madhavi and Pooja   |
| 20 <sup>th</sup> August 2021, Friday   | 12.20 pm to 12.40 pm | BBI                     | Suman and Gayatri   |
| 20 <sup>th</sup> August 2021, Friday   | 12.40 pm to 1 pm     | Mathematics             | Madhavi and Pooja   |
| 20 <sup>th</sup> August 2021, Friday   | 1pm to 1.20 pm       | Accountancy             | Suman and Gayatri   |
| 20 <sup>th</sup> August 2021, Friday   | 1.20 pm to 1.40 pm   | BMM                     | Madhavi and Pooja   |
| 20 <sup>th</sup> August 2021, Friday   | 1.40 pm to 2.00 pm   | Sociology               | Suman and Gayatri   |
| <b>21<sup>st</sup> August 2021</b>     |                      |                         |                     |
| 21 <sup>st</sup> August 2021, Saturday | 11 am to 11.20 am    | BT                      | Ritika and Devidas  |
| 21 <sup>st</sup> August 2021, Saturday | 11.20 am to 11.40 am | BMS                     | Varsha G and Malay  |
| 21 <sup>st</sup> August 2021, Saturday | 11.40 am to 12 noon  | Microbiology            | Ritika and Devidas  |
| 21 <sup>st</sup> August 2021, Saturday | 12 noon to 12.20 pm  | Economics               | Varsha G and Malay  |
| 21 <sup>st</sup> August 2021, Saturday | 12.20 pm to 12.40 pm | FM                      | Varsha G and Malay  |
| 21 <sup>st</sup> August 2021, Saturday | 12.40 pm to 1 pm     | Physics                 | Ritika and Devidas  |
| 21 <sup>st</sup> August 2021, Saturday | 1pm to 1.20 pm       | Chemistry               | Varsha G and Malay  |
| 21 <sup>st</sup> August 2021, Saturday | 1.20 pm to 1.40 pm   | Commerce                | Ritika and Devidas  |

- ❖ In addition to this, Principal Dr Anita Kanwar gave an idea that one more round of the online autonomy practice presentations by departments must be kept on 23<sup>rd</sup> and 24<sup>th</sup> August 2021.
- ❖ She spoke about the cultural program to be held at the time of autonomy visit, would be conducted on 1<sup>st</sup> day, would be handled by Mrs Aarohi Khar as decided earlier.
- ❖ There was a discussion on the welcome of Autonomy visit members in the college premises on 27<sup>th</sup> August 2021. As the committee members enter the college premises, it was suggested that about 10 students of NSS should be given a chance of doing the “NSS Clap” and welcoming the team with enthusiasm. Dr. Santhini Nair suggested that she would contact NSS Coordinator, Mr. VikasWare for the same.
- ❖ There was also a discussion on giving food packets/ working lunch and snacks to the staff members on the autonomy visit days.

4. A. O.B. – None
  - 5.
- 

Following is the **Action taken Report** for the IQAC Meeting held on 12<sup>th</sup> August 2021:

| S.N. | Recommendation/ Suggestion  | Action Taken/ Remarks  |
|------|---|--|
| 14.  | Dr. Ritika M. was requested to provide summary of conference papers, publications and grant received by staff/students for year 2020-21 in the previous meeting. This was underway. This information was to be used to decide upon research awards as possible. | <ul style="list-style-type: none"> <li>• The process will be completed soon.</li> </ul>  |
| 15.  | <b>Students' Grievance Cell</b>   | <ul style="list-style-type: none"> <li>• To be reconstituted after autonomy status along with other committees.</li> </ul>   |
| 16.  | Planning and preparing for the ensuing autonomy visit on 27 <sup>th</sup> and 28 <sup>th</sup> August 2021  | <ul style="list-style-type: none"> <li>• The same was executed as decided in IQAC.</li> <li>• The College received the concerned autonomy granting communication from UGC and is awaiting the same from University of Mumbai.</li> </ul>           |
| 17.  | Verification of supporting documents that were prepared by the IQAC team members for the autonomy visit as well as by the Office and individual departments.  | <ul style="list-style-type: none"> <li>• All of these were verified by teams of IQAC members.</li> <li>• The team included Mrs. Sunita Sherifani and is thankful to her for extending her help for the same in place of Ms. Gayathri B.</li> </ul> |

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#### **Minutes of the IQAC Meeting held on 21st September 2021 and Action Taken Report**

The IQAC committee meeting was called on **21st September 2021** at 3pm. The meeting was conducted online via Google Meet from 3pm to 5.30 pm. 12 members attended the meeting.

#### **The Agenda for the IQAC Meeting was as below –**

- 1 Review and Action taken with respect to previous IQAC Meeting (recommendations/plans).
2. Beginning the data collection for AQAR 2020-21
3. Reconstitution of Committees
4. Planning the course of action with grant of Autonomous status.
5. AOB

#### **Following members attended the meeting**

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Sharma Kain (IQAC Coordinator)
4. Dr. Meghana Sanjeeva
5. C.A Shanthilakshmi

6. Dr. Ritika Makhijani .
7. Dr. Varsha Ganatra
8. Dr. Pooja Jagasia
9. Dr. Devidas Gulwade
10. Dr. Malay Shah
11. Mr Suman Ganger
12. Dr. Shweta Patil

### **1. Review and action taken with respect to previous IQAC meeting recommendations/ plans**

- Mrs. Samhitha Kain Sharma had shared the previous minutes of meeting (MoM) of IQAC committee held on 12th August 2021 in IQAC WhatsApp group.  
Dr. Ritika M. was requested to provide summary of conference papers, publications and grant received by staff/students for year 2020-21. She informed that collection of data has begun. The information will be given by 30 October 2021 after compiling the entire data for the year 20-21.
- MOM were passed by the entire IQAC committee.

### **2. Beginning the data collection for AQAR 2020-21**

It was suggested that Dr. Meghana Sanjeeva will clarify the required new format for AQAR for 20-21 from NAAC office, which shall be mailed to all the criteria heads. Criteria heads will collect & submit the data by 30 October. The data will be verified from 15 November to 30 November and uploading of the same can be done by 15 December.

### **3. Reconstitution of Committees**

It was decided that retirees/ members who have left the college will also be replaced by new members in all the committees. The Core Committee can complete reconstitution of Committees in consultation with the Principal.

### **4. Planning the course of action with grant of Autonomous status**

- It was discussed that some MSc by Research seats of Chemistry are vacant. Management has suggested that since more than 50 % the MSc research seats are vacant for such a long time, it is not advisable to continue with MSc research. Dr. Santhini Nair said that Micro department teachers are keen to continue with MSc by research. Dr. Shweta Patil informed that for Micro PhD guideship will be given only after MSc research guide (Micro), hence MSc Research should be continued. Principal Madam opined that the department should work in a way to so that at least 50% seats should be filled. Both the departments should take efforts to increase their intake for MSc by research by next year.
- It was noted that there is more demand for MSc seats. There are total 20 seats for Chemistry & 10 for Micro for MSc course (theory). It is thus advisable to increase the number of seats as there is demand for the same. Mr. Suman Gangar said that it is very difficult to run MSc courses without the appointment of an additional faculty. Principal Mam informed that separate faculty can be appointed if there are additional seats in MSc so that expenses and fees can be balanced. We can also initiate the admission before university admission to tap students of better quality.
- Dr. Ritika Makhijani suggested that we can merge MSc Organic & Analytical Chemistry and make only one MSc Analytical which can decrease expenses. However, this is not possible as

Chemistry department does not have any recognized Analytical Chemistry teacher, instead all the teachers are recognized for Organic Chemistry.

- Principal Dr. Anita Kanwar informed that for TYBSc Maths, MAPR, MCom Management courses, the number of students have decreased drastically. It is difficult to run courses in which 50 % seats are vacant. She also informed that lot of efforts have been taken to increase the no of admissions. However, in spite of all efforts, admissions are less in MAPR and TYBSc (Maths). Hence management may decide to close down these courses on the basis of five year data of admission to these courses.
- Principal Madam informed about new courses which are being proposed under the autonomy status: PhD in commerce, MA in public Policy & Administration (MPPA) Bachelor in Business administration (BBA), additional division of BAF, additional division in BMS (finance). B. Com in E-commerce, BSc in data science and data analytics. There is lot of demand of these courses in the market. IQAC members agreed that these courses are really good and can definitely be tried as they are in demand and have a good job market.
- Another serious concern was expressed by Principal Madam was the decreasing number of students in FYBSC PC batch. Principal Madam informed that B. Com is having good intake this year. First year BSC (Physics & Chemistry) is having lot of problems and so more collaborations and placement sessions should be organized.
- Dr. Devidas Gulwade suggested the advertisement in newspaper may help. Principal Madam remarked that advertisement including other institutes of VES in the newspaper may come soon.
- Dr. Shweta Patil expressed that addition of life science or zoology can increase the number of students at FYBSc. Principal Madam informed that Life Sciences or Zoology will increase the cost for labs as well as lab assistants. Also life science cannot be added as it becomes SFC hence all these students will be enrolled as SFC. So it cannot be merged with aided. Non aided courses cannot be merged with aided courses at the FY level, otherwise entire course will become unaided. Hence it will be advisable to combine FYBSc with aided courses combination such as economics/ psychology /sociology. Principal Madam indicated that she will personally enquire from Mumbai university about this combination. Some experiments can be tried with various combinations among aided courses. Some aided courses can be started and later on it can be converted into unaided at the TY level
- Principal Mam further explained that Statistics & BA Psychology cannot be tried in the beginning as it is risky: we may not get full enrolment for these courses. We have to protect aided and unaided. BSc in Psychology and Statistics can be tried later. An internal aided combination will be better to maintain the strength of FYBSC PC.
- Dr. Santhini Nair said BMS and BAF departments are doing well to promote the VES brand name. Mrs. Samhitha Sharma Kain said that the placement should be strengthened further to maintain the number of students.
- Dr. Santhini Nair said some of the Coordinators are having doubts how to go ahead in autonomy. Principal Madam informed that a meeting can be conducted to solve their doubts
- Principal Dr. Anita Kanwar congratulated entire IQAC team for the successful conduct of autonomy visit. She said that now we are autonomous and we all should work in a way to maintain the autonomous status.

#### 5. AOB

- Dr. Santhini Nair informed all the members about the forthcoming ATKT exam due to start from 27<sup>th</sup> September using google form with Auto Proctoring. She further added that we might

have to purchase proctoring with google forms. Principal Dr. Anita Kanwar said that we already have it and can ask Meghna Madam to activate the Auto Proctoring

- Mr. Suman reminded about Vigyan Bharati collaboration. He informed that though collaboration, activities have been already inaugurated but there has to be a team which can plan the activity for entire year, Principal Dr. Anita Kanwar informed that DBT team can do that task and the DBT team should be informed to plan the activities for the collaboration.
- Mrs. Samhitha Sharma brought to the notice that all the Department and audit reports are already put in IQAC folder. Also, the presentations were done by Office and all departments twice in view of the ensuing autonomy visit, with last 5years data. She inquired whether the presentations be held again only for the year 2020-21. IQAC members expressed their view that a repeat presentation for 2020-21 is not needed.
- As there was no other business, the meeting was adjourned by saying thanks to the chair.

Following is the **Action taken Report** for the IQAC Meeting held on 21<sup>st</sup> Sep 2021:

| S.N. | Recommendation/ Suggestion   | Action Taken/ Remarks   |
|------|--|---|
| 18.  | Dr. Meghana Sanjeeva will clarify the exact format for AQAR for 20-21 from NAAC.   | The same was clarified and the new format for PG Affiliated Institutions was downloaded and mailed by IQAC to all Criteria heads for data compilation.  |
| 19.  | Data collection for AQAR 2020-21   | The collected data via Criteria heads will be verified in the last week of November and uploading of the same shall be done by 15 December.   |
| 20.  | Reconstitution of Committees   | This work is underway with the Autonomy Core Committee and Principal.   |
| 21.  | Dr. Ritika M. was requested to provide summary of conference papers, publications and grant received by staff/students for year 2020-21. | The same was prepared and shall be submitted to IQAC by mail. It was decided that appreciation messages will be posted by the management. Registration fee of papers presented by staff/ students that win awards can be compensated (maximum upto Rs. 1500 per presentation).  |
| 22.  | Planning the course of action with grant of Autonomous status.   | <ol style="list-style-type: none"> <li>1. Since there are some vacant seats for MSc by Research, after deliberations, the issue will be discussed at department level meetings (Chemistry and Microbiology) for further action.</li> <li>2. The seats for MSc will be increased in view of their rising demand.</li> <li>3. It may be advisable to close down MAPR and M. Com Management courses as 50 % seats are vacant in these. An extra division of B. Com (E Commerce), BBA, B. Com (Finance), BMS, BAF, MPPA and PhD (Commerce) will be also added.</li> <li>4. Principal Madam has found out from the University that it is not possible to combine FYBSc with new aided courses combination such as Economics/ Psychology/ Sociology, as otherwise the whole course will become unaided.</li> <li>5. List of possible new courses under autonomy is being drawn up and will be finalized in the next meeting.</li> </ol> |

### **Minutes of the IQAC Meeting held on 16<sup>th</sup> Nov 2021**

IQAC Meeting was conducted on 16<sup>th</sup> November 2021 at 12 p.m. in the AV Room to finalize certain important quality matters in view of the recently granted autonomy.

The Agenda for the IQAC Meeting was as follows:

1. To review and note the action taken with respect to previous IQAC Meeting recommendations/plans.
2. To finalise Additional Credits and their distribution in academic and non-academic categories
3. To update about the Constitution of Governing body, Academic council, Finance Committee and BOS
4. To Deliberate on existing and new quality initiatives
5. To increase visibility and quality of UG, PG and Ph.D. courses.
6. To identify measures to improve the quality of students that take admission in our college.
7. A.O.B or Any other point deemed fit w.r.t. the above

#### **Following members (12) attended the meeting**

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Sharma Kain (IQAC Coordinator)
4. Dr. Ritika Makhijani
5. Dr. Gayathri Balasubramaniam
6. Dr. Varsha Ganatra
7. Dr. Madhavi Vaidya
8. Dr. Devidas Gulwade
9. Dr. Malay Shah
10. Mr. Suman Ganger
11. Ms. Rita Vazirani
12. Dr. Meghana Sanjeeva

IQAC Coordinator Ms Samhitha Sharma extended a warm welcome to all the members for the first offline meeting post pandemic.

#### **Agenda 1: Review and Action taken with respect to previous IQAC Meeting recommendations/plans.**

IQAC Coordinator Ms Samhitha Sharma briefly discussed the minutes of the previously meeting held on 21<sup>st</sup> September 2021 which were circulated to all the members via the official IQAC WhatsApp group. The same were **approved and passed** after the following discussion on the broad areas of action:

#### **Beginning the data collection for AQAR 2020-21-**



Criteria wise inputs were taken from each of the heads. Most of them reported that the work is almost completed and the same can be taken up for review in the last week of November 2021. Principal Madam requested VP Dr. Santhini Nair to compile the data for Criterion VI. The members reiterated taking due care to use correct terminology for Seminars, Conferences and Workshops and conduct appropriate engagements in terms of number of hours and content. Dr. Varsha Ganatra was requested to check these details and inform all accordingly.

### **Reconstitution of Committees-**

It was informed that basic work for reconstitution of the committees is in progress. Principal requested VP Dr. Santhini Nair to finalize the members of the Examination committee and Result Processing team due to upcoming exams, with the Core committee finalizing the constitution of the rest of the committees subsequently.

### **Planning the course of action with grant of Autonomous status-**

Some of important points discussed in previous meeting were reiterated in this respect:

- 1) Closure of some older Courses due to insufficient intake: M.A. (PR), M.Com (Management) and TYBSC (Maths).
- 2) Beginning of new courses: B.B.A., B. Com (E-commerce) B. Com (Finance) B.Sc. Data Science and Masters in Public Policy and Administration (M.P.P.A.).
- 3) Additional Divisions for BMS and BAF due to rising demand.
- 4) Additional Seats for M.Sc. (Microbiology) and M.Sc. (Chemistry) so that the course can become self-sustainable.
- 5) No change in aided courses offered as it was learnt from Mumbai University officials that any change in subject combinations would render that course as a SFC.

### **Research Promotion Scheme**

Based on the data for the previous academic year, it was decided to roll out monetary and non-monetary benefits to encourage and promote research culture. It was decided to award Rs. 1500/- or compensate registration charges (whichever is lower) to the teacher/student who wins a Best Paper Award. It was also decided to use website and social media to appreciate faculty and students for their achievements. The Research Committee should devise mechanisms for this scheme. At various platforms, the Management has also expressed its support for promotion/ incentivizing research.

### **Agenda 2: Additional credits and their distribution in academic and non-academic categories**

IQAC members discussed in detail about the number of additional credits to be adopted for UG and PG courses. A brief review about number of credits offered by the other autonomous colleges was also taken into account. Considering inputs from discussion in staff meeting held on 18<sup>th</sup> October 2021 and the google form circulated among all teachers, the IQAC members deliberated and resolved to adopt the following credit structure:

- (1) 6 additional credits for UG Courses – 120+ 6\*

4 additional credits for PG Courses – 100/96+4 \*

Note: 1 credit is for 15 hours

- (2) The nomenclature and distribution to be adopted for the additional credits would be as follows:

- ✓ **Co-Curricular Credits**
- ✓ **Extra Curricular Credits**

Both UG and PG students can earn maximum 2 credits from the Extra Curricular Credits Category. There is no upper ceiling for Co-Curricular Credits.

| <b>Program</b> | <b>Existing Credits</b> | <b>Additional Credits Proposed</b> | <b>Ceiling for Extra Curricular Credits</b> |
|----------------|-------------------------|------------------------------------|---|
| UG             | 120                     | 12                                 | 4   |

|    |        |   |   |
|----|--------|---|---|
| PG | 100/96 | 8 | 4 |
|----|--------|---|---|

- (3) A small Cell/ Committee would be constituted to duly inspect and allow credits from online/ other Universities'/ additional courses.
- (4) Departments can finalize their preferences for allocation of credits.
- (5) All university activities like DLLE and NSS would earn credits and marks both.
- (6) Some of the courses open for all students could be Yoga, Tally, Communication, Advance Excel and Digital Skills for Research among others.
- (7) The modalities and process can be revised and streamlined from time to time, based on our initial experience with autonomy.

Dr. Pooja Jagasia was requested to prepare a draft of invitation letters for Board of Studies Members.

### **Agenda 3: Constitution of Governing Body (GB), Academic Council (AC), Finance Committee and Board of Studies (BOS)**

Principal Dr. Anita Kanwar informed that the names of UGC nominee and University nominees for all the committees has been received. She informed that details of members for BOS would be shared with the department heads. The details of the State Government Nominee and names of 3 members nominated by Management for GB are awaited and will be intimated when received. The sequence of the conduct of these meetings was discussed with the BOS meeting to be conducted first, after which the syllabi have to be approved by AC, followed by the Finance Committee Meeting and finally the GB as the final authority shall approve the syllabi and course content. The College Development Committee (CDC) meeting also has to be conducted in addition to the GB as per the provisions of the Maharashtra Public Universities Act 2016.

### **Agenda 4: Deliberation on existing and new Quality initiatives**

**Appointing and regularizing qualified staff** – Dr. Varsha Gantra pointed out the necessity to appoint qualified staff and at the same time regularize the existing qualified staff in SFC section for proper functioning of the autonomy. Principal madam discussed in detail about the various plans of the management in this regard and informed that the regularization will be done from next academic year and the process for same will be initiated from Jan/Feb 2022. She also mentioned about the decision of Management to centralize several functions like purchase, printing and stationary requirement, housekeeping activities among others. All the members opined that qualified and adequate staff would be fundamental for functioning of the college.

**Academic audit** - In light of the changes in the higher education landscape as well as the autonomous status granted to our college, there is a need to look at the criteria for audit. A sub-committee of IQAC was constituted for preparing the draft guidelines for academic audit

Members:

- 1) Dr. Pooja Jagasia
- 2) Dr. Madhavi Vaidya
- 3) Dr. Devidas Gulwade
- 4) Dr. Malay Shah
- 5) Mr. Suman Gangar
- 6) Dr. Varsha Ganatra
- 7) Dr. Ritika Makhijani

This committee would be joined by new members who would be incorporated in IQAC shortly. This agenda on **Quality initiatives** will be continued in the next meeting.

### **Agenda 5: To increase visibility and quality of UG, PG and Ph.D. courses**

Several ways to increase visibility were discussed like advertisement in newspapers, use of social media, strengthening the Alumni Association, conducting open days and activities for junior college students, banners to be put up in the vicinity etc. The members, therefore, decided to use these avenues at appropriate time, considering their cost and benefit.

**Agenda 6: Measures to improve the quality of students that take admission in our college**

Members discussed that with autonomy, adopting ways to enhance visibility and work on placements and with skill building through various online and offline courses, there is scope to attract good students. Mr Suman also suggested to offer scholarships to meritorious students so attract them. Principal Dr. Anita Kanwar also informed the members about Centralized VES Samarthan Financial Assistance Schemes, which was appreciated by all members.

**A.O.B**

Principal Madam enquired about the progress of Data that had to be sent to the Management by Monday 22/11/2021.

Mr Suman mentioned that preparations for the celebration of Azadi ka Amrut Mahotsav now need to get consolidated and executed.

The meeting concluded on a positive note with the beginning being made for execution of our Autonomy Status.

Following is the **Action taken Report** for the IQAC Meeting held on 16<sup>th</sup> Nov 2021:

| S.N. | Recommendation/ Suggestion   | Action Taken/ Remarks  |
|------|--|--|
| 23.  | Additional credits   | 6 additional credits for UG Courses and 4 additional credits for PG Courses will be implemented from AY 2021-22. The modalities and process shall be fine-tuned by respective departments.<br><br>In this respect, it was decided that in case of research paper presentation/ publication at University ( <b>Avishkar</b> )/ <b>National/ International level</b> , the participating student will be awarded one co-curricular credit. Also, <b>one extra-curricular credit each for NSS/ DLLE/ Youth Festival/ Sports (Univ/ National/ International)</b> . The aim is to encourage participation in these events for the students all rounded development. |
| 24.  | Dr. Pooja Jagasia was requested to prepare a draft of invitation letters for Board of Studies Members.   | The same was prepared and modified by suggestions from IQAC Members and mailed to all HODs and Coordinators for their perusal.   |
| 25.  | Constitution of Governing Body (GB), Academic Council (AC), Finance Committee and Board of Studies (BOS) | These lists are prepared and shall be finalized/ approved at the next IQAC Meeting.  |
| 26.  | Appointing and regularizing qualified staff  | The process is underway with the necessary approvals being solicited.  |
| 27.  | Preparing draft guidelines for academic audit  | 1) Dr. Pooja Jagasia<br>2) Dr. Madhavi Vaidya  |

|     |  |  |
|-----|--|--|
|     |  | 3) Dr. Devidas Gulwade<br>4) Dr. Malay Shah<br>5) Mr. Suman Gangar<br>6) Dr. Ritika Makhijani<br>7) Dr. Varsha Ganatra<br>The Committee will meet and deliberate/ suggest changes in the Academic Audit/ Activity Report as due. A shared folder and docx will be prepared by IQAC Coordinator for this purpose. |
| 28. | To increase visibility and quality of UG, PG and Ph.D. courses.                      | Use of diverse mediums to be adopted. A Seminar for Junior College students will be organized.   |
| 29. | Measures to improve the quality of students that take admission in our college.      | Centralized VES Samarthan Financial Assistance Schemes are offered.  |
| 30. | Celebration of Azadi ka Amrut Mahotsav by VESASC in association with Vijnana Bharati | An Orientation for this was held on 24 <sup>th</sup> January 2022, followed by a Poster Competition on Contribution made by Indian Scientists for the Struggle for independence on 31 <sup>st</sup> January 2022.  |

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### **Minutes of the IQAC Meeting held on 8<sup>th</sup> February 2022 and Action Taken Report**

The IQAC Meeting was conducted on February 8, 2022 from 11.15 p.m. to 3:45 p.m. in the AV Room to finalize certain important quality matters in view of the recently granted autonomy.

#### **The Agenda for the IQAC Meeting was as follows:**

1. Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.
2. Preparation of a syllabus template for courses offered under autonomy.
3. Confirmation of AQAR 2020-21 upload by Criterion Heads.
4. Finalization and approval of the members list of Governing Body (GB), Academic Council (AC) and Finance Committee.
5. To propose a modified Organogram/ Organizational/ Administrative Structure for smooth functioning of VESASC College under autonomy.
6. Any other quality initiative for adoption and execution.
7. A.O.B or Any other point deemed fit w.r.t. the above

#### **Following members (11) attended the meeting:**

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Sharma Kain (IQAC Coordinator)
4. Dr. Ritika Makhijani
5. Dr. Pooja Jagasia
6. Dr. Varsha Ganatra
7. Dr. Devidas Gulwade
8. Dr. Malay Shah
9. Mr. Suman Ganger
10. Dr. Meghana Sanjeeva
11. Mrs. Vinaya Jategaonkar (Special Invitee)

The meeting began with the chanting of ‘OM’ Mantra three times. IQAC Coordinator Mrs. Samhitha Sharma Kain extended a warm welcome to all the members for the second offline meeting and proceeded with the agenda.

**Agenda 1: Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.**

IQAC Coordinator Ms Samhitha Sharma Kain briefly narrated the minutes of the previous meeting held on November 16, 2021 which were circulated to all the members via the official IQAC WhatsApp group. The same were approved and passed after the following discussion on the broad areas of action:

Some of the important points discussed in the previous meeting w.r.t. planning the course of action with grant of Autonomous status were reiterated in this respect. Also some changes were agreed upon in the credit structure.

i) The **distribution to be adopted for the additional credits** would be as follows:

**Co-Curricular Credits (CCC)** - 1 Credit for presenting the research work in the form of Oral/ Poster presentation in University Avishkar research convention/ National/ International level Conference (Research Meet) and/ or paper publication in peer reviewed journal, MOOCs offered by govt. recognised channels like Swayam, NPTEL and other well-known platforms like Coursera, Udemy etc., wherein students have contributed 15 hours or more and the same is certified and internships.

**Extra-Curricular Credits (ECC)** - 1 credit for Participation in NSS/ DLLE/ Youth Festival/ Sports (University Level) or any other activities wherein students have contributed 15 hours or more and teacher in-charge certifies the same.

**The process of credits can be revised and streamlined from time to time**, based on our initial experience with autonomy. But there should be **at least 2 internal evaluations** conducted in one semester in one paper so as to ensure implementation of *continuous evaluation*.

ii) **Academic audit** - In view of the recently acquired Autonomous status for Vivekanand Education Society’s College of Arts, Science and Commerce, the IQAC has requested the following members to deliberate and **prepare draft guidelines/ a Criteria wise Google Form** by 25th February 2022 for academic audit (so as to implement the same for collecting this year’s information i.e. for 2021-22) by incorporating the NAAC Criteria wise information in an efficient and sufficient manner for use for Academic audit/ AQAR purposes.

Members Assigned:

1. Dr. Varsha Ganatra (Criteria 1)
2. Dr. Pooja Jagasia (Criteria 2)
3. Dr. Ritika Makhijani (Criteria 3)
4. Dr. Malay Shah (Criteria 4)
5. Dr. Madhavi Vaidya (Criteria 5)
6. Mr. Suman Gangar (Criteria 6)
7. Dr. Devidas Gulwade (Criteria 7)

The folder and Google Folder for this will be shared by Mrs. Samhitha Sharma Kain (IQAC Coordinator) with all these members from the IQAC drive.

iii) Conduct of a Seminar for visibility of Autonomous courses for XIIth Standard students was advised.

**Agenda 2: Preparation of a syllabus template for courses offered under autonomy.**

i) A Proposed Syllabus Template was prepared by Dr. Varsha G, Dr. Devidas G., and Dr. Malay S. and presented by Dr. Malay S. to incorporate the following structure/ outline/ points:

**Program:** B.Sc - Microbiology

**Course:** Paper Title (nomenclature as decided)

As per NAAC guidelines Program Outcomes (PO) and Program Specific outcomes (PSO), should be mentioned while drafting syllabus.

ii) Pass Percentage: Minimum of 40% is required both in External and Internal theory as well as practical exams for UG & PG.

iii) For internal components, departments can finalize methods of evaluation as approved by BOS members. But there should be at least 2 internal evaluations conducted in each course.

### **Agenda 3: Confirmation of AQAR 2020-21 uploaded by Criterion Heads.**

Criteria 1,2,3,4,6,7 were reported as completed, only criteria 5 in view of updates should be finalized and final check done.

### **Agenda 4. Finalization and approval of the members list of Governing Body (GB), Academic Council (AC) and Finance Committee.**

Principal Dr. Anita Kanwar discussed and intimated the **list of the proposed members** of governing body, academic council and finance committee with the IQAC Members.

### **Agenda 5: To propose a modified Organogram/ Organizational/ Administrative Structure for smooth functioning of VESASC College under autonomy.**

Principal Dr. Anita Kanwar discussed with the members the Proposed Organizational & Administrative Structure for smooth functioning of VESASC College under autonomy as per hierarchy and the same was approved by the members.

### **Agenda 6: Any other quality initiative for adoption and execution.**

Measures to improve the quality of Education as per National Higher Educational Guidelines in our college:

i) Principal Dr. Anita Kanwar also discussed with the IQAC about the starting of a **Skill and Ability Enhancement Cell** wherein subjects like Math/ Accounts/ Communication Skills/ Personality Development etc. will be taught to the students. Four experts will be appointed for the same on the campus by the management and students will be encouraged to enrol for the same. Students from any branch can join the said course and can earn the due credits for this. This will definitely help students for better placements.

ii) She further shared detailed information on the start of new PG diploma courses to be proposed in the academic council along with the fees structure and no of credits which was passed by all the IQAC members.

iii) To improve the quality of education, a number of **quality enhancement documents** were mailed to the members for their study and perusal by Principal Dr. Anita Kanwar just prior to the meeting. These included: Draft National Higher Education Qualifications Framework (NHEQF). Guidelines (27 Dec 2021) VIDYANJALI (Higher Education): A Scheme for Support to the Students, Faculties & Institutions through Volunteerism. (A Higher Education Volunteer Programme: Share to Uplift & Grow Aspiring Minds), Draft Institutional Development Plan for HEIs, Guidelines for Tobacco Free

Educational Institutions (TFEI) etc. The members were requested to go through, deliberate and suggest measures that can be adopted in the next meeting.

iv) Optimum utilization of the available space by all the sister institutes.

v) Common ERP system for exams and results.

### Agenda 7: A.O.B

Principal Dr. Anita Kanwar reiterated that all the activities should be conducted at college level under the full name Vivekanand Education Society's College of Arts, Science and Commerce only. All departments are to be reminded and encouraged to collaborate with VESASC Alumni Association for conduct of alumni related activities under the banner of VESASCAA. From 2021-22 grants are being allocated for the departments to conduct such activities. An email to this effect had been shared with all.

The meeting ended on a positive and hopeful note towards the future.

Following is the **Action taken Report** for the IQAC Meeting held on 8<sup>th</sup> Feb 2022:

| S.N. | Recommendation/ Suggestion   | Action Taken/ Remarks   |
|------|--|---|
| 1.   | To prepare draft guidelines/ a Criteria wise Google Form by 25th February 2022 for academic audit/ AQAR (so as to implement the same this year i.e. 2020-21) by incorporating the NAAC Criteria wise information in the respective Google Form:<br><br>1. Dr.Varsha Ganatra (Criteria 1)<br>2. Dr. Pooja Jagasia (Criteria 2)<br>3.Dr.Ritika Makhijani (Criteria 3)<br>4. Dr. Malay Shah (Criteria 4)<br>5. Dr. Madhavi Vaidya (Criteria 5)<br>6. Mr. Suman Gangar (Criteria 6)<br>7. Dr. Devidas Gulwade (Criteria 7) | <ul style="list-style-type: none"> <li>A brief meeting of the members with Mrs. Samhitha Sharma Kain was held in the staffroom on 12th Feb 2022. All agreed to try and make Criteria wise Google Forms, though some issues were anticipated.</li> <li>Subsequently a folder for uploading these forms has been shared by the IQAC Coordinator.</li> <li>Some doubts raised in this exercise will be resolved in the next</li> </ul> |
| 2.   | Conduct of a Seminar for visibility of Autonomous courses for XIIth Standard students  | <ul style="list-style-type: none"> <li>The Autonomous Courses are in the process of being approved by the authorities, after which a Media firm will be hired to publicize the same..</li> </ul>  |
| 3.   | Preparation of a syllabus template for courses offered under autonomy  | <ul style="list-style-type: none"> <li>A Syllabus Template was prepared by Dr.Varsha G, Dr. Devidas G., and Dr. Malay S. and shared with all HODs and coordinators for use.</li> </ul>  |
| 4.   | Confirmation of AQAR 2020-21   | <ul style="list-style-type: none"> <li>AQAR 2020-21 is ready for submission.</li> </ul>   |
| 5.   | Finalization and approval of the members list of Governing Body (GB), Academic Council (AC) and Finance Committee.   | <ul style="list-style-type: none"> <li>Principal Dr. Anita Kanwar shared this list with IQAC Members during the meeting.</li> </ul>   |
| 6.   | To propose a modified Organogram/ Organizational/ Administrative Structure for smooth functioning of VESASC College under autonomy.  | <ul style="list-style-type: none"> <li>Principal Dr. Anita Kanwar presented a rough sketch of this during the meeting.</li> </ul>   |

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| 7. | Measures to improve the quality of Education: <ul style="list-style-type: none"> <li>• Starting of a <b>Skill and Ability Enhancement Cell</b>.</li> <li>• A number of <b>quality enhancement document drafts</b> were mailed to the members for their study and perusal ( NHEQF, Guidelines VIDYANJALI, Draft Institutional Development Plan for HEIs, Guidelines for TFEI etc.</li> <li>• Common ERP system.</li> <li>• Optimum utilization of the available space by all the sister institutes.</li> </ul> | <ul style="list-style-type: none"> <li>• The <b>College has acquired a Common ERP system for exams and results processing</b>. Training Sessions for Core Team and Faculty are being held. Guidelines and instructions for students have been issued and MOCK Tests are being held.</li> </ul> |
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### **Minutes of the IQAC Meeting held on March 17<sup>th</sup>, 2022 and Action Taken Report**

The IQAC Meeting was conducted on March 17<sup>th</sup>, 2022 from 11.45 p.m. to 1:45 p.m. in the Board Room.

#### **The Agenda for the IQAC Meeting was as follows:**

1. Review and Action taken with respect to previous IQAC Meeting recommendations/plans.
2. Final upload of AQAR
3. Discussion on outcomes and suggestions received in Academic Council Meetings on 24.02.2022 and 07.03.22 as well as with Global Gyan Group on 14.03.22.
4. Discussion on 'TCS iON', a strategic unit of TCS focused on Manufacturing Industries, Educational Institutions and Examination Boards.
5. Skill and Ability Enhancement Cell
6. Academic Calendar for 2022-23
7. Students feedback
8. Career Advancement Scheme (CAS)
9. RUSA
10. A.O.B or Any other point deemed fit w.r.t. the above.

#### **Following members (11) attended the meeting:**

1. Principal, Dr. Anita Kanwar (Chairperson)
2. Dr. Santhini Nair (Vice Principal & NAAC Coordinator)
3. Mrs. Samhitha Sharma Kain (IQAC Coordinator)
4. Dr. Meghana Sanjeeva
5. Dr. Ritika Makhijani
6. Dr. Varsha Ganatra
7. Dr. Malay Shah
8. Dr. Madhavi Vaidya
9. Mr. Suman Ganger

IQAC Coordinator Mrs. Samhitha Sharma Kain extended a warm welcome to all the members for the third offline meeting and proceeded with the agenda.

**Agenda 1: Review and Action taken with respect to previous IQAC Meeting recommendations/plans.**



IQAC Coordinator Ms. Samhitha Sharma Kain briefly narrated the minutes of the previous meeting held on February 8th, 2022 which were circulated to all the members via the official IQAC WhatsApp group.

In this regard, the discussion on the Criteria wise Google Form was undertaken. In the previous meeting Criteria wise Google Form was suggested for efficient data collection, which could replace monthly activity report. Mr. Suman G. and Dr. Madhavi V. had created the draft google form for their respective criteria's and presented to all. It was observed that the google form made by Mr. Suman had multiple sections. So to add data in relevant section, teacher will have to go through entire form first before adding data in relevant section. Due to this complexity, there is a high chance of missing the data. Thus, it was unanimously decided that we will continue with the monthly Activity Report Format, which is useful in collecting all the relevant data in a Google docx Dr. Santhini N. suggested that an additional column can be created in activity form so that links of proofs can be uploaded. This suggestion was appreciated by all.

**Agenda 2: Final upload of AQAR 2020-21**

All the Criteria wise data for AQAR 2020-21 was complete hence, the Core Committee will upload AQAR data on the portal from board room on Thursday, 24<sup>th</sup> March, 2022 at 11:15 am.

**Agenda 3: Discussion on outcomes and suggestions received in Academic Council Meetings on 24.02.2022 and 07.03.22 as well as with Global Gyan Group on 14.03.22.**

Principal madam informed all IQAC members that the Academic council recommended that the college should offer 12 additional credits for aided and self-financing courses instead of 6 as proposed initially. Thus, the total number of credits to be earned by a learner in a 6 semester programme is 132 (120 course credits + 12 additional credits). This suggestion of Academic council was accepted by all the IQAC members. The IQAC members deliberated on distribution of these 12 credits into CCC and ECC. It was unanimously agreed that of these 12 additional credits, a learner will have to earn minimum 6 CCC. Further, it was suggested that the learner should complete maximum number of additional credits before the start of 6<sup>th</sup> semester. One credit is equivalent to 15 hour of teaching (lecture or tutorial) or 30 hours of practical or field work or community engagement and service.

Principal madam also informed about association of college with Global Gyan Group for all the autonomous courses. In the autonomous courses, a learner will have to complete 140 credits (120 course credits + 20 additional credits). These 20 additional credits will be offered by Global Gyan Group as a separate Paper of 80 hrs duration (40 hrs. in Term - I and remaining 40 hrs. in Term II). The course will include training for communication skill, personality development, soft skill, critical thinking, etc. There learner will not be charged any additional fee for this course. The Global Gyan Group also suggested award of accelerated degree.

The new modified Credits Chart is as follows:

| <b>Program</b>                     | <b>Existing Credits</b> | <b>Additional Credits Proposed</b> | <b>Total Credits</b> |
|------------------------------------|-------------------------|------------------------------------|----------------------|
| UG                                 | 120                     | 12<br>(Minimum 6 CCC)              | 132                  |
| UG<br>New<br>Autonomous<br>Courses | 120                     | 20                                 | 140                  |
| PG                                 | 100/96                  | 8                                  | 108/ 104             |

Students can earn as many additional credits that will be mentioned in their marksheets.

The academic council also suggested that college should offer maximum elective courses wherever possible.

Principal madam also informed that, once NEP is implemented, the degree course will be of four years. The Term 1 of 4<sup>th</sup> year will comprise of research methodology, research writing, statistical analysis, soft skills, etc. While the Term 2 will be project work.

#### **Agenda 4: Discussion on 'TCS iON', a strategic unit of TCS focused on Manufacturing Industries, Educational Institutions and Examination Boards.**

Dr. Meghana S. informed about 'TCS iON', a digital learning platform. Students can complete these online courses to earn additional credits. Since TCS iON is conducted by TCS, part of Tata Group, these courses will give learners an added advantage in Job market. In addition to the above, Swyam, Coursera, International course on Communication skills at Mumbai University are the other best digital learning platform which were presented. The students will be required to fill a Pre-Approval form for the online Credit Course which he/she intends to do to earn credit for a particular online course.

#### **Agenda 5: Skill and Ability Enhancement Cell**

The Paper which will be offered by Global Gyan Group, which includes training of students for communication skill, personality development, soft skill, critical thinking, etc. will help them to enhance their skill and abilities and will make them industry ready. Thus, while a separate Skill and Ability Enhancement Cell will be created (as discussed in the previous meeting), the Global Gyan Group will take care of the autonomous courses requirement in this aspect.

#### **Agenda 6: Academic Calendar for 2022-23**

Principal madam informed all the IQAC members that CDC has approved the Academic Calendar for 2022-23. This includes 4 IQAC meetings, 4 CDC meetings, 2 governing council meetings, 2 academic council meetings and 2 Finance Committee Meetings, distributed equally over both the semesters.

#### **Agenda 7: Students feedback**

The process for Students feedback will be same as previous year. For this, HOD's/ Coordinators/ Concerned Criteria Heads will prepare, schedule and circulate the Feedback form links to all the students. The process will be completed before the end of the academic year.

#### **Agenda 8: Career Advancement Scheme (CAS)**

Principal madam informed that management has approved CAS for all SFC teachers. Under this scheme, all the SFC teachers will undergo assessment process for their Career Advancement like aided teachers. Two senior teachers from SFC will be part of CAS document scrutiny team. She also informed that the Management has approved the implementation of 7th pay scale to all the NET/SET Qualified SFC teachers, retrospectively from 01/07/2021. The Basic pay will be same as per 7th pay structure, however, DA component will be variable and will be performance based which will be assessed at the end of Academic year. The teacher will also get an annual increment of 3% of basic every year. Teachers who have not qualified NET/SET will be given a certain time period to clear the same. However, once they clear NET/SET, they will have to apply and compete for the post by giving an interview.

#### **Agenda 9: RUSA**

The college will apply for RUSA Infrastructure Grants under 3.0 once they are updated on the RUSA Portal.

**Agenda 10: A.O.B**

- a) Research Circle will conduct one-day seminar on Intellectual Property Rights (IPRs) before the end of this academic year.
- b) Annual Performance Assessment Reports (APAR) for past 2 years will be submitted by individual teachers on or before 20<sup>th</sup> June, 2022.
- c) Principal madam informed all IQAC members that, entire 4<sup>th</sup> floor will be taken up for renovation. The library, all the classroom and computer laboratories will be redesigned and upgraded with modern facilities. She also informed that the 4<sup>th</sup> floor staff room will be shifted to 5<sup>th</sup> floor and 5<sup>th</sup> floor CAP room will be shifted to 4<sup>th</sup> floor.
- d) In order to increase visibility of College and Autonomous courses, a Seminar was planned earlier. However, now since the college has tie-up with Global Gyan Group for autonomous courses, the group itself will carry out all necessary promotional activities to enhance college and course visibility.
- e) To improve the quality of education in HEI, a number of quality enhancement documents were Circulated by Principal madam. These include, NEP, Good Academic Research practice, CARE, Additional Credit Bank etc. The members were requested to go through, deliberate and suggest measures that can be adopted.

(Minutes prepared by Dr. Malay Shah and edited by Mrs. Samhitha Sharma Kain)

Following is the **Action taken Report** for the IQAC Meeting held on 17<sup>th</sup> Mar 2022:

| S.N. | Recommendation/ Suggestion   | Action Taken/ Remarks   |
|------|--|---|
| 1.   | NAAC Criteria wise Google Form to replace Old Activity Report Format | <ul style="list-style-type: none"> <li>• It was decided to continue with the monthly Activity Report Format (that can, however, be modified by Criteria Heads/ Activity Reports Committee for changes, if any, as per the new Autonomy Format with an additional column created with links from the drive of the concerned Criteria so as to upload documents/ proofs of the activity at the appropriate place.</li> </ul>  |
| 2.   | Skill and Ability Enhancement  | <ul style="list-style-type: none"> <li>• A Cell to this effect was initially to be set up at the Society Level wherein subjects like Math/ Accounts/ Communication Skills/ Personality Development etc. would be taught to the students.</li> <li>• Later, through discussions it was evolved that a Paper/ Credit Course on this will be offered by Global Gyan Group, which includes training of students for communication skill, personality development, soft skill, critical thinking, etc. that will help them to enhance their skill and abilities and will make them industry ready. This will definitely help students for better placements.</li> <li>• Thus, no separate Skill and Ability Enhancement Cell will be created.</li> </ul> |

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|    |   |   |
| 3. | Academic Calendar for 2022-23.  | <ul style="list-style-type: none"> <li>• CDC has approved the Academic Calendar for 2022-23.</li> <li>• This includes 4 IQAC meetings, 4 CDC meetings, 2 governing council meetings, 2 academic council meetings and 2 Finance Committee Meetings, distributed equally over both the semesters.</li> <li>• Exact dates will be inserted and circulated at the beginning of academic year 2022.</li> </ul>   |
| 4. | Students feedback on Teachers and Curriculum Feedback and Student Satisfaction Survey (SSS) | <ul style="list-style-type: none"> <li>• A notice to initiate this process was posted on the official IQAC group with guidelines.</li> <li>• From the OQAC email, a copy of the slightly modified Feedback Form (as 2021-22 was both online and offline) was shared with all HODs/ Coordinators. Copies of Google form for this have been created from the HODs/ Coordinators account and Links sent to concerned classes for feedback.</li> <li>• Criteria 1 has solicited feedback on curriculum from final year students.</li> <li>• Criteria 2 has solicited feedback on Student Satisfaction Survey (SSS) from final year students.</li> </ul> |
| 5. | Application for RUSA  | <ul style="list-style-type: none"> <li>• The college will apply for RUSA Infrastructure Grants under 3.0 once they are updated on the RUSA Portal.</li> </ul>   |
| 6. | One-day Seminar on Intellectual Property Rights (IPRs)                                      | At the behest of the IQAC, the Research Circle organized a one-day seminar on "Role of Intellectual Property Rights (IPR) in Academics and Research" by Dr. Sudha Kannan (Head, Patent Cell and Knowledge Center, Aditya Birla Science & Technology Company Ltd, Bombay College of Pharmacy) on Tuesday, April 12 2022 at 11:00am via Google Meet.  |

IQAC Coordinator