IQAC Meeting Minutes 2022-23

(**6 meetings** were held on 28th June 2022, 27th July 2022, 22nd Sep 2022 , 2nd Dec 2022, 7th January 2023, 28th April 2023)

IQAC Meeting on 28th June, 2022 (Minutes of the Meeting) and Action Taken Report

The IQAC Meeting was conducted on 28th June, 2022 from 11.30 a.m. to 3.00 p.m. in the Boardroom.

The Agenda for the IQAC Meeting was as follows:
1. Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.
2. Admissions.
3. Academic Calendar for 2022-23 and Criterion Wise Preparation of New Activity Report Format for 2022-23 (based on Autonomous Colleges AQAR).
4. Administrative decisions.
5. Activities planned for the Academic Year 2022-2023.
6. A.O.B or Any other point deemed fit w.r.t. the above.

Following members (14) attended the meeting:
1. Prin. 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. Devidas Gulwade
9. Dr. Madhavi Vaidya
10. Mr. Suman Ganger
11. Dr. Pooja Jagasia
12. Dr. Sunita Sherifani
13. Mrs. Vinaya Jategaonkar
14. Mrs. Sangeeta Bhattacharya
15. Mr Sanjay Lunge (Deputy Registrar)

IQAC Coordinator Mrs. Samhitha Sharma Kain extended a warm welcome to all the members for the first meeting of academic year 2022-23 and proceeded with the agenda.

Prin. Dr. Anita Kanwar introduced Mr.Sanjay Lunge (Deputy Registrar) to all committee members and mentioned that he would be a link between office and teaching staff in assisting with documentation related to NAAC. He was introduced to all criteria heads and Co-Convenors of criteria heads were announced as follows:

1. Criteria 1- Dr.Varsha Ganatra (Convenor) and Mr. Sachin Bhandarkar(Co-Convenor)
2. Criteria 2- Dr.Pooja Jagasia (Convenor) and Mrs. Aarohi Khar (Co-Convenor)
3. Criteria 3 –Dr. Ritika Makhijani (Convenor) and Dr.Sadhana Singh (Co-Convenor)
4. Criteria 4 –Dr.Malay Shah (Convenor) and Dr. Meghana Sanjeeva (Co-Convenor)
5. Criteria 5 - Dr. Madhavi Vaidya (Convenor) and Dr.Shweta Patil (Co-Convenor)
6. Criteria 6 - Dr. Sunita Sherifani (Convenor) and Dr. Santhini Nair (Co-Convenor)
7. Criteria 7 - Dr. Devidas Gulwade (Convenor) and Mr. Suman Ganger (Co-Convenor)

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 March 17th, 2022 which were circulated to all the members via the official IQAC WhatsApp group.

Discussion was undertaken regarding revision in minutes with regard to the Additional Credits Proposed for PG Programs as being 8 credits (50% should be from CCC i.e. Co-Curricular Credits).

It was also suggested that as many HODs are not in the IQAC Committee, Minutes of the IQAC meetings should be mailed to all HODs, who in turn will convey the same to the Department members. Dr. Madhavi Vaidya suggested uploading minutes of the meeting on our ERP, which Principal Madam agreed upon executing in the future.

Principal Madam informed that **Teachers' Feedback should be shared with her by the HODs/ Coordinators of all departments and a brief one-page summary report should also be emailed by them to her by 10th July 2022.**

Mr. Suman Ganger suggested that feedback on the Student Satisfaction Survey should be discussed in the next IQAC meeting which was accepted by all.

Agenda 2: Admissions:

The College successfully conducted the Admissions' Webinar for the third consecutive year on 18.6.2022, which got a good response from students and parents alike.

While narrating the experience, Vice Principal Dr. Santhini Nair mentioned and appreciated the efforts taken by Admission Committee teachers: Mrs. Varsha Ahuja, Mr. Sachin Bhandarkar, Dr.Sadhana Singh, Mr. Suman Ganger, Dr. Malay Shah, Ms. Samhitha Sharma Kain, Ms. Ekta Singh, Mr. Sanjay Premchandani, Ms. Anusuya Yadav, Mrs. Ankita Jadhav and Mrs. Sonia Lal. She appreciated the efforts of all those who put in immense efforts to relentlessly and continuously address queries from students and parents, as and when they arose. Various teams of teachers also visited Junior Colleges to personally meet Principals and invite their students to attend the Webinar. She

applauded the efforts of Non-teaching staff, Mr. Bala S. and Mr. Yogesh S., who also extended endless support for the same.

Prin. Dr. Anita Kanwar added that Management has provided cell phones to office staff to undertake admissions tasks conveniently and in a timely fashion. This had greatly facilitated the admission process. She informed all that due to the good teamwork done by all, the college has received a good number of applications for First Year admissions for all programs.

In retrospect, some suggestions were made by the IQAC members pertaining to an improved admission process in the future, which are as follows:

1. Dr. Malay Shah suggested having a single admission form for all courses. Interface with software should also be made simpler.
2. Mr. Suman Ganger and Dr. Meghana Sanjeeva suggested having a shorter pre-admission form with fewer details of students and also to train the non-teaching staff with soft skills for better interaction with parents and students.
3. Dr. Varsha Ganatra suggested involving the Students Council in admission tasks.
4. Mrs. Vinaya Jategaonkar suggested that the admission committee should be formed in the month of February and planning to be done in advance for the admissions to the academic year 2023-24.
5. Many members suggested that the ongoing repairs and renovation of infrastructural facilities be completed at the earliest.

Prin. Dr. Anita Kanwar noted all these suggestions while also reiterating the unavoidable events in the recent past: early dates given in University circular regarding admissions, non-declaration of results of CBSE and ICSE and multiple issues due to pandemic.

Agenda 3. Academic Calendar for 2022-23 and Criterion Wise Preparation of New Activity Report Format for 2022-23 (based on Autonomous Colleges AQAR).

Mr. Suman Ganger presented the **Academic Calendar** prepared for 2022-23. In the ensuing discussion, the following suggestions were incorporated:

1. Fixation of examination dates only after completion of **90 days of teaching** for all programs.
2. **First Year classes** of aided and SFC courses to begin from 11th July 2022 and autonomous Courses from 18th July 2022.
3. **BOS meetings** for SEM III of all UG and PG Courses/ subjects to be held between 20th July 2022 to 15th August 2022 and for Sem IV between 15th January 2022 to 15th February 2022 in online or offline mode. Minutes of the meetings along with signatures of attendance of members to be maintained by every Department.
4. **Dates for conducting the meetings** of IQAC, Academic Council, Finance Committee, CDC and Governing Body were also tentatively finalized in theAcademic Calendar.
5. The schedule for the conduct of **Talentia and Sports** were also tentatively included and it was decided that **Department festivals and major departmental events** dates

should be decided by them taking into consideration the academic calendar, with due care that no event exceeds 2 days.

6. It was suggested by Prin. Dr. Anita Kanwar that **proposals for conduct of any Add on or certificate course** to be implemented from academic year 2023-24 should be submitted before the first Academic council meeting. Also, after approval, the final details along with the syllabus should be submitted to the IQAC by 15th February 2023.

7. **Induction/ Orientation of students of first year** of all courses is to be conducted on the first 2 days in coordination with the Student Council. Autonomous courses induction would be partly undertaken by Global Gyan academy.

For New Activity Report Format for 2022-23 (based on Autonomous Colleges AQAR), it was suggested by Ms. Samhitha Sharma Kain that **Criterion Heads prepare the new format)of their Criterion) for the Monthly Activity Report** on the basis of the Autonomous Colleges AQAR. This will aid in the process of data collection for the next AQAR. The same can be included in the New Activity Report Format by the Activity Reports Team and released for collecting data for May and June 2022. As in the old format, a row with the Department name should be clearly above the data entered in the given format. Deliberations were made on data collection and the outcome suggested that not all data of all criteria can be added in the Activity report as some data needs to be collected annually. We will undertake the above for the first report for May and June and later give feedback for the same.

The last date for the Criteria wise contributions to the new activity report format would be 6th July 2022.

Agenda 4. Administrative decisions:

Prin. Dr. Anita Kanwar informed regarding **appointment of qualified teaching and non-teaching staff as per requirements for SFC and Autonomous courses**. The fully appointed teaching staff members would be on probation for 2 years and their performance appraisal would be conducted on a half yearly basis. On the basis of performance appraisal results, their services would be confirmed. She also mentioned that non-teaching staff members would be appointed with a consolidated salary on temporary basis for 2 years and their performance appraisal would be conducted on a half yearly basis. On the basis of performance appraisal results, their services would be confirmed. Due incentives would be given to those with proper qualifications/ performance and for completing some requisite years of service.

For Aided courses, an advertisement for recruitment would be made soon and teachers shall be appointed on CHB basis as per University and Maharashtra Government guidelines.

For Add-on and Certificate Courses, if conducted by an external agency, a share of 10% is to be given to the College (if the fees charged is subsidized) and the course is conducted in the online mode. And if the course fees are high and the course is conducted in offline mode, a share of 20% is to be given to the College.

Agenda 5: Activities planned for the Academic Year 2022-2023:

Following activities were planned to be conducted in the beginning of the academic year:

- A Seminar on Intellectual Property Rights (IPRs) to be planned and conducted by Research Circle

- IQAC to conduct half day Induction programme for new teaching staff members in first week of August 2022

- Training of usage of Mastersoft App to be given to teaching, non -teaching staff and students

This agenda is to be carried forth to the next IQAC Meeting.

Agenda 6: A.O.B or Any other point deemed fit w.r.t. the above.

Prin. Dr. Anita Kanwar mentioned about the plan proposed by the Psychology department to begin an unaided division of TYBA Psychology from 2023-24.

(Minutes prepared by Dr.Varsha Ganatra and edited by Mrs. Samhitha Sharma Kain)

IQAC Meeting on 27th July 2022 (Minutes of Meeting)

The IQAC Meeting was conducted on 27th July, 2022 from 11.30 a.m. to 3.00 p.m. in the Boardroom. The Agenda for the IQAC Meeting was as follows:

1. Review and Action taken with respect to previous IQAC meeting recommendation/plans.
2. Continuous Internal Assessment of all classes.
3. Data collection for AQAR 2021-22 and updating criteria wise committees.
4. Criteria wise requirements/changes/suggestions as per new format of AQAR for 2022-23 (Briefly by Criteria Heads).
5. Seminar/Webinar on New Education Policy (NEP).
6. Formation of "VESASC Academic Bank of Credits" Committee.
7. Induction Programme for New Teaching and Administrative Staff.
8. A.O.B or any other point deemed fit w.r.t the above.

Following IQAC members (16) attended the meeting
1. Prin. 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. Sunita Sherifani
6. Dr. Ritika Makhijani
7. Dr. Varsha Ganatra
8. Dr. Malay Shah
9. Dr. Devidas Gulwade
10. Dr. Madhavi Vaidya
11. Mr. Suman Ganger
12. Dr. Pooja Jagasia
13. Mrs. Vinaya Jategaonkar
14. Mrs. Sangeeta Bhattacharya
15. Mrs. Anusuya Yadav
16. Mr Sanjay Lunge

IQAC Coordinator Mrs. Samhitha Sharma Kain extended a warm welcome to all the members of IQAC and also special invitee members of Examination Committee (10 members).

Before proceeding with the main agenda of IQAC meeting, Prin. Dr. Anita Kanwar reiterated the previously stipulated "IQAC Guidelines for Additional Credits Acquisition for VESASC Students" with Examination Committee and IQAC members.

(1) 12 additional credits for old UG Courses – 120+ 12*

(2) 12 additional Credits for new UG Courses under autonomy – 120 +12*

* Note: 4 additional credits per year, for new UG Courses under Autonomy, will be earned by attending Lectures conducted by the Global Gyan Group.

(3) 8 additional credits for old PG Courses – 100/96+8*

where * denotes the compulsory Additional Credits required by students under Autonomy.

Co-Curricular Credits (CCC) :

- Regular teaching type - 15 hours is one credit.
- Activity-based-work/ Practicals/ Project Work/ Field Work - 30 hours is one credit.
- In case of MOOCs offered by govt. recognised channels like Swayam, NPTEL and other well-known platforms like Coursera, Udemy etc., if the credits in the course are already structured and clarified, the same will be accepted.
- Internships.
- Any other academic/ co-curricular activities (E.g. Discipline Specific Exhibitions,
- Entrepreneurship Workshops etc.).
- All of the above should be certified by the concerned authorities/ HODs/ Coordinators of the concerned departments.

Extra-Curricular Credits (ECC) :

30 hours one credit

At least 30 hours Participation in NSS/ DLLE/ Youth Festival/ Sports/
(University/ National/ International Level).

- The above can include any other extra-curricular (E.g. Inter or Intra-Collegiate Extra-Curricular Activities). Activity should be certified by the concerned authorities/ teacher in-charge of the same.
- Credit for New/ Autonomous Courses will be from paper or coursed offered on Skill and Ability Enhancement by Global Gyan Group.

The additional Credits will be earned from Semester 2 to Semester 5.

Mrs. Samhita Sharma Kain thanked all examination committee members for joining the meeting. Prin. Dr. Anita Kanwar remarked that "Guidelines for Additional Credit" will be presented by the Examination Committee in a staff meeting once they finalize the modalities of the same.

IQAC Coordinator Ms. Samhitha Sharma Kain, then, briefly narrated the minutes of the previous meeting held on 28th June 2022 which were circulated to all the members for approval/ changes via the official IQAC WhatsApp group. The same were accepted.

Agenda 1: Review and Action taken with respect to previous IQAC meeting recommendation/ plans.

- After successful conduct of FY Admission webinar in the month of June 2022, to promote new Autonomous Courses, Mrs. Anusuya Yadav visited many Junior Colleges in the area of Navi Mumbai. She has put in huge efforts in counselling the aspirant of new autonomous courses like BBA, B.Com Finance and B.Com E-Commerce. Dr. Madhavi Vaidya also counselled for the course in Data Science and Data Analysis.

- Dr. Malay Shah suggested to take a survey from first year students to know by which source they got to know about VESASC and the courses offered at VESASC. Finally it was decided to include this one additional question in student connect form.

- Research Circle finalized 23rd August 2022 date for conduct of Webinar on 'Intellectual Property Rights'(IPRs).
- On 24th and 26th August 2022 IQAC will conduct Induction program for new teaching and administrative staff members.

Agenda 2: Continuous Internal Assessment of all classes.
Dr. Santhini Nair informed that to conduct internal examination for all classes on Master soft platform details of subject teacher-in-charge teaching the paper for the academic year 2022-23 should be filled on urgent basis in the spread sheet shared by examination committee.

Agenda 3: Data collection for AQAR 2021-22 and updating criteria wise committees.
- Dr. Santhini Nair and Mrs. Samhitha Sharma Kain have gone through and updated the criteria wise committee members list as many old members had either retired or took VRS and so their names were removed from respective criteria. Many new members who joined this year were included in criteria wise committees list.
- Dr. Anita Kanwar said that AQAR should be submitted by 30th November 2022. In this connection Mrs Samhitha Sharma Kain and Dr. Varsha Ganatra added that **1st draft should be ready by 15th October 2022.**
- It was proposed to **create Incubation Cell/Entrepreneurship Cell** at VESASC for which names of some teachers were proposed- Ms. Shmilona Jain, Dr. Santosh B, Dr. Malay Shah and Ms. Snehal Obhan.

Agenda 4: Criteria wise requirements/ changes/ suggestions as per new format of AQAR for 2022-23 (Briefly by Criteria Heads).
- Dr. Anita Kanwar informed all the Criteria heads to go through the new format of AQAR and collect/ enter the data accordingly.
- Dr. Varsha Ganatra clarified her doubt on criteria I (1.3.1).
- With respect to criteria I (1.3.2) *Number of value-added courses for imparting transferable and life skills offered during the year* – Mrs Samhitha Sharma Kain shared that TISS is running some programmes on the same lines and Guidance can be taken from them in this respect.
- Mrs Sangeeta Bhattacharya shared and explained about 'Inventors Club' which helps in identifying advance learners.

Agenda 5: Seminar/Webinar on New Education Policy (NEP).

Dr. Anita Kanwar suggested that a Seminar/Webinar should be scheduled in the last week of September 2022 or first week of October 2022 (during study leave). Dr. Vijay Joshi's name was proposed as the main speaker for the session.

Agenda 6: Formation of "VESASC Academic Bank of Credits" Committee.

It was decided to form a new committee to keep a track of students' credit and records as required by the proposed Academic Bank of Credits (ABC).

Members discussed on the same and concluded that to have a proper understanding of ABC and logistics required for the same, there is a need to call an expert to guide us in a proper direction.

Agenda 7: Induction Programme for New Teaching and Administrative Staff.

An Induction Programme for new teaching and administrative staff will be held on 24th and 26th August 2022 by the IQAC. Dr. Anita Kanwar emphasised that the induction programme must cover VES Ethics and other critical areas.

Agenda 8: A.O.B or any other point deemed fit w.r.t the above.

- Dr. Anita Kanwar proposed a change in Saturday lectures timing by cutting short each lecture and recess time by 5 minutes, so as to accommodate one slot for departmental activities.
- Many members reported the technical problems faced during the conduct of lectures with use of projector, internet and computer maintenance related issues. All the members were of the opinion that IT related maintenance and cleaning should be outsourced.
- Dr. Varsha Ganatra requested permission to follow the hybrid mode of teaching and learning for PG students (M.com). Dr. Anita Kanwar said it is not yet approved for regular students.
- Dr. Varsha Ganatra mentioned about the session attended by her which was conducted by Department of Commerce- University of Mumbai in collaboration with MILES Agency.
  Miles Agency run CMA, CPA courses as part of BAF course, B.Com plus CMA, the courses are AICTE approved. She suggested Mr. Venkat from Wellingkar Institute who can be invited as a resources person to guide us. Mrs. Samhitha Sharma Kain suggested the session can be conducted as Staff Development Program for 11/2 hour duration.

The meeting ended with thanks to the chair and a note to prepare the events as proposed.

Action Taken Report:

S.N.	Recommendation/ Suggestion	Action Taken/ Remarks
1.	Conduct of Continuous Internal Assessment of all classes.	• Conduct of internal examination for all classes is underway under the proposed IQAC guidelines. The Master soft platform has facilitated in the conduct of objective type tests.
2.	Data collection for AQAR 2021-22 and updating criteria	• Data collection for AQAR 2021-22 is underway (to be completed by 15th October 2022) and Criteria wise Presentations can be planned on reopening after the mid-term break. • The criteria wise committees have been updated and new members included in the same.

	wise committees.	
3.	**Creation of an Incubation Cell/ Entrepreneurship Cell** at VESASC - Ms. Shmilona Jain, Dr. Santosh B, Dr. Malay Shah and Ms. Snehal Obhan.	• The **Incubation Cell** has been created with the following members: 1. Ms. Shmilona Jain (Convener) 2. Dr. Santosh Bhaskaran (Co-Convener) 3. Dr. Malay Shah 4. Ms. Snehal Obhan. 5. Dr. Mugdha Apte 6. Mr. Gokul Choudhary
4.	Seminar/ Webinar on NEP	• The resource person and date are yet to be finalized.
5.	"VESASC Academic Bank of Credits"	• An IQAC team of Dr. Santhini Nair, Mrs. Samhitha Sharma Kain and Mr. Suman Gangar prepared Draft Guidelines for Additional Credit Acquisition. • Following these Draft IQAC Guidelines for Additional Credit Acquisition, brainstorming by the **New Examination and Results Committee** has yielded an **Implementational Guidelines Document for Additional Credit Acquisition.** This shall facilitate the documentation process of additional credits. The same shall be presented in the next IQAC Meeting. After suggestions and approval thereof, this document shall be presented to the staff in the next staff meeting.
6.	Induction Programme for New Teaching and Administrative Staff.	• An Induction Programme for new teaching and administrative staff was held on 24th and 26th August 2022 by the IQAC. 20 new/ recently appointed staff members attended the same. • The sequence of events and coverage of the IQAC **Induction Programme** was as follows:

SN	Title/ Topic of Presentation	Presenter	Date and Time
1.	Rejuvenation of the Self	Ms.Rita Vazirani of Vivekanand Education Society	**24.8.22** 1-1:30 pm
2.	Introduction to VES and VESASC College	Prin. Dr. Anita Kanwar	**24.8.22** 1:30-2:30 pm
3.	Conduct of Teaching, Examination and Evaluation at VESASC	Vice Prin. Dr. Santhini Nair	2:30 pm- 3:30pm
4.	Quality Practices/ Quality Assurance at VESASC	IQAC Coordinator, Mrs. Samhitha Sharma Kain	**24.8.22** 3:30-4pm
5.	Growth, Opportunities and Other Activities at VESASC	1. Dr. Ritika Makhijani 2. Dr. Varsha Ganatra	**26.8.22** 2-3pm
6.	Library Resources for Teaching and Research	Librarian, Dr. Meghana Sanjeeva	**26.8.22** 3-4pm

7.	Change in Saturday lectures timing	• The same was experimented with on a Saturday by cutting short each lecture and recess time by 5 minutes. • However, it was unanimously felt that this should not be made a regular practice. This was as Saturdays had a zero period for activities and cumulatively, this added a huge gap between 2 lectures.

IQAC Meeting on 22nd September 2022 (Minutes of Meeting) and Action Taken Report

An IQAC Meeting was held on 22nd September 2022 at 11:30 am in the Auditorium
The Agenda for the IQAC Meeting is as follows:
1. Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.
2. Presentation, discussion and finalization on additional credits acquisition by students
3. A.O.B or Any other point deemed fit.
Following members of IQAC and special invitees from Exam and Results Committee attended the meeting:
1. Prin. Dr. Anita Kanwar
2. Vice Prin. Dr. Santhini Nair
3. Mrs. Samhitha Sharma Kain
4. Mr. Suman Gangar
5. Dr. Pooja Jagasia
6. Dr. Varsha Ganatra
7. Dr. Ritika Makhijani
8. Dr. Sunita Sherifani
9. Dr. Anusuaya Yadav
10. Mrs. Vinaya Jategaonkar
11. Dr. Meghana Sanjeeva
12. Dr. Dona Joseph
13. Mrs. Sadhana Mishra
14. Dr. Sarla Rathi
15. Mr. Gokul Choudhury
16. Dr. Bharathi Valechha
17. Mrs. Praijisha Jitesh
18. Mr. Kunal Kumar
19. Mr. Sanjay Chalke
20. Mr. Bala Subramaniam
21. Kavita Thevar

IQAC Coordinator Mrs. Samhitha Sharma Kain extended a warm welcome to all the members of IQAC and also special invitee members of Examination and Results Committee.

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

- IQAC Coordinator briefed about the action taken report on the last meeting's agenda. The minutes of the previous meeting had been circulated to all the members for approval/ changes via the official IQAC WhatsApp group. The same were accepted.

- Regarding internal assessment, various modes were used by different departments: Tests, Assignments, Presentations etc. However, the large size of Commerce Aided Classes (SYBCOM and TYBCOM) made the conduct of MCQ Test via the College ERP system necessary, apart from the group presentations. Mrs. Samhitha Sharma Kain requested that on the same lines, preparation for facilitation and conduct of FYBCOM internal exams was necessary. Prin. Dr. Anita Kanwar requested Mr. Bala S. to do the same.

- The Criteria Heads shared their progress and issues faced in the process of data collection for AQAR 2021-22. They were reminded to complete this process before Diwali vacation and present their Criteria Data for 2021-22 after reopening. Prin. Dr. Anita Kanwar also requested that the Criteria Teams probe the possible ways of improvements in their criteria and give suggestions in the next IQAC Meeting (after reopening, post the Diwali vacation).

- Prin. Dr. Anita Kanwar shared that the recently created Incubation Cell had met her with two proposals. After a discussion, it was decided to widen the scope of this cell and rename it as Incubation, Innovation and Consultancy Cell (IICC). This shall be conveyed to the concerned team for approval or modification.

Agenda 2: Presentation, discussion and finalization on additional credits acquisition by students

- IQAC coordinator, Mrs. Samhitha Sharma Kain gave an overview of Guidelines of Additional Credit prepared by her, Dr. Santhini Nair and Mr. Suman Gangar. The summary and brief details of Co-Curricular credit (CCC) and Extra-Curricular credit (ECC) was presented. Maximum six credits from ECC for UG and four for PG may be counted for fulfillment of necessary credits in the course. There is, however, no upper limit on CCC.
- Further, the few members from Additional Credit committee, namely, Mr. Kunal Shelar, Ms. Prajisha Jitesh, Dr. Bharati Valechha, Mr. Gokul Choudhary made a presentation about the process of implementation of additional credits through the ERP software. Following points were mentioned here:

  o All the details of CCC will be maintained by departments and there will be one link person who would look after it. ECC will be taken care by concerned committee.
  o The link person will have administrative rights for a particular course. The link person will open the portal for registration of students for the course/committee work. This portal may be opened for a limited duration to complete it. After registration of students, assessment report/marksheet of completion of credits in CCC/ ECC may be completed.
  o All departments and committees will maintain all data related to course/activities and submit marksheet in soft as well hard copy format. In the course of discussion, it was decided that concerned departments/committee may use some means such as student diary to maintain date/ time/ duration of engagement of students in their activities. Mrs. Vinaya Jategaonkar showed a format of the diary they are using. Also, Dr. Sarla Rathi mentioned that the student maintains diary in NSS and similar things may be done by other committees as well.
  o Also, it was discussed as to who will be taking care of MOOC data. In the course of discussion, it was informed by Principal, Dr. Anita Kanwar that MOOC courses permission will be obtained from the concerned departments and further maintaining all certificates and result will be taken care by Dr. Meghana Sanjeeva.
  o After lots of deliberation about award of credits in ECC by combining work of students in different committees/ department association activities, it was decided that *for ECC, there will be no merging of work across different committee for award of cre*dits.
  o However, *duration of engagement in activities in different departments may be awarded* with the due credits. It was mentioned by Vice Prin. Dr. S. Nair that students connect committee will deliberate and will plan how this may be done at class coordinators level. Further, during course of discussion, Dr. Gulwade proposed that we may even allot students of a class to different departments who are involved in teaching that class. The data of these assigned section of students may be maintained by respective departments and this work may be shared. Mr. Suman Gangar seconded this and explained the same through an example.

Agenda 3: A.O.B or Any other point deemed fit
In AOB, Principal, Dr. Anita Kanwar briefed about some measures for quality improvement:

- It was mentioned that PO and CO mapping needs to be done for Autonomous courses. Evaluation of all question papers will be done by appointed competent external authorities for quality checks.
- Periodic external audit will be also carried out.
- It was remarked we need to ponder on SWOT and improve upon it.
- Different policies, namely, IT, research, Consultancy etc. may be documented well.
- Test/s may be carried out to differentiate between slow learners and advanced learners. Below average may be chosen to be the demarcation between slow and advanced learners. However, it was emphasized that further efforts need to be taken for these categories of learners.
- Since reservation policy is not applicable to minority colleges, a convenient reservation policy may be framed for our institute.
- Student workshops, preferably for five full days may be planned collaboratively by various departments.
- Feedback from students who migrated from other institutes may be maintained.
- Also, student performance data from 12th to Third year may be useful to highlight quality improvements.

The meeting ended on a continuation note after reopening.

Action Taken Report:

S.N.	Recommendation/ Suggestion	Action Taken/ Remarks
8.	Finalization of additional credits acquisition	• The students shall be apprised of the finalized credit acquisition modalities after the culmination of their exams.
9.	MCQ Test via the College ERP system/ Google Form (for internal assessment) for large classes.	• The same was implemented for Arts and Commerce Classes.
10.	Presentation of Criteria Data for 2021-22 after reopening.	• The first round of presentations were held from 21.11.2022 to 28.11.2022. The IQAC Core Committee gave suggestions for improving the same. A second round will be held shortly.
11.	Quality Check/ evaluation of all question papers	• The same was done by senior teachers on the day of every exam and the feedback recorded through a Google Form. The hard copies of the proofread papers were then given back to the concerned departments HODs, who then communicated the feedback to the concerned teachers.

(Minutes prepared by DG and edited by SSK)

IQAC Meeting held on 02nd December 2022 (Minutes of Meeting)

An IQAC Meeting was held on 02nd December 2022 at 10:30 am in the board room
The Agenda for the IQAC Meeting is as follows:
1. Review and Action taken with respect to previous IQAC Meeting recommendations / plans.
2. Quality initiatives in administration.
3. Discussion on preparedness for implementation of New Education Policy.
4. Employment enhancement initiatives in view of New Education Policy.
5. Examination Reforms.
6. Merging of all intercollegiate festivals in College.

7. Alumni engagement.
8. AOB

Following members of IQAC attended the meeting:
1. Prin. Dr. Anita Kanwar
2. Vice Prin. Dr. Santhini Nair
3. Mrs. Samhitha Sharma Kain
4. Mr. Suman Gangar
5. Dr. Pooja Jagasia
6. Dr. Varsha Ganatra
7. Dr. Ritika Makhijani
8. Dr. Sunita Sherifani
9. Dr. Devidas Gulwade
10. Dr. Anusuaya Yadav
11. Mrs. Vinaya Jategaonkar
12. Dr. Meghana Sanjeeva
13. Mrs. Sangeeta Bhattacharya
14. Dr. Malay Shah
15. Dr. Madhavi Vaidya

After preliminaries and welcome to all the members of IQAC, the meeting began as per agenda:
Agenda 1: Review and Action taken with respect to previous IQAC Meeting recommendations / plans.
- IQAC Coordinator Mrs. Samhitha Sharma Kain briefed all about the action taken report on the last meeting's agenda. The minutes of the previous meeting had been circulated to all the members for approval/ changes via the official IQAC WhatsApp group. The same were accepted.
- The AQAR data presentation was done by the respective Criteria heads and their committees from15th to 23rd November to the Core Committee members. A second round is needed before upload can begin.

Agenda 2: Quality initiatives in administration.
As a part of quality initiatives in administration, keeping in mind the quality checks necessary as the College spreads its wings, multiple positions need to be created, each with specific roles/ profiles. After initial discussions in the Core Committee and subsequently in the IQAC Meeting, the following appointments were finalized:
Appointments of Academic coordinators:
1. Vice Principal: Dr. Santhini Nair
2. Aided (Arts Faculty): Mrs. Samhitha Sharma Kain
3. Aided (Commerce Faculty): Dr. Sunita Sherifani
4. Aided (Science Faculty): Dr. Ritika Maakhijani
5. SFC (Commerce Faculty): Mrs. Sangeeta Bhatacharya
6. SFC (Science Faculty): Mrs. Vinaya Jategaonkar
7. SFC (Arts Faculty): Mrs. Aarohi Khar
8. Autonomous Courses: Dr. Varsha Ganatra

Appointments of Examination cell core committee:
1. Chief Conductor: Principal Dr. Anita Kanwar
2. Controller of Examination: Dr. Santhini Nair

3. Convener (aided): Dr. Pooja Jagasia
4. Convener (SFC and Autonomous): Mrs. Minal Gandhi

Appointments of Discipline Head:
Mr. Vikas Ware

Appointments of quality In-charges:
1. IQAC Coordinator- Mrs. Samhitha Sharma
2. IQAC Co-Coordinator- Mr. Malay Shah
Online Course Coordinator: Dr. Meghana Sanjeeva

Appointment of Additional Credit Management/ Academic Bank of Credits team:
1. Dr. Devidas G. (Incharge)
2. Mr. Kunal Shelar
3. Mrs. Prajisha Jitesh
4. Mr. Gokul Choudhary
5. Dr. Bharti Valecha

Office Data Coordinator:
1. Aided: Mr. Yogesh Sangle
2. SFC: Mrs. Suvarna Wani

IT Coordinator:
Mr. Shashank Joshi

Maintenance work:
Mrs. Pratibha Jangle

Floor wise Housekeeping coordinators:
1. Ground floor: Mr. Ravindra Sawant
2. 1st Floor: Mr. Amit Karaval
3. 2nd Floor: Mr. Sanjay Shinde
4. 3rd Floor: Mr. Sachin Tumbhare
5. 4th Floor: Mr. Aakash
6. 5th Floor: Ms. Anumati

Agenda 3: Discussion on preparedness for implementation of New Education Policy.
- IQAC will organize a talk on New Education Policy which will help in clearing doubts about the implementation.

- Some lead IQAC committee members were previously allotted a specific question related to implementation of New Education Policy and were asked to come up with their observations and suggestions. In the discussion that followed, a plan of action in respective areas along with the action undertaken/ needed was deliberated upon. The same has to be finalized and presented after the next round of Criteria wise presentations.

Multidisciplinary / Interdisciplinary: Dr. Varsha Ganatra
- The multi-disciplinary and inter-disciplinary programs offered by the college under title 'Additional Credit Program' or ACP will be considered/ restructured/ renamed as needed to give a wider coverage of topics.

- The ACP Committee will be requested to meet for this purpose and evolve the changes as needed.

Academic bank of credits (ABC): Dr. Pooja Jagasia
- Principal Madam informed that two of our staff members (Mr. Gokul Choudhury and Mrs. Bharti Valechha) will be attending a workshop on ABC. Once we receive inputs from them, the necessary action will be taken from them in this regard.

- Dr. Meghana S. said that the college needs to register on ABC portal of government. The procedure for this registration and other details are not clear and have to be understood from their website. Mr. Bala is to be asked to solicit the needed information for this.

Skill development: Dr. Madhavi Vaidya
- The college has collaboration with Satyam Institute for Tally Course.

- The college has made collaboration with Global Gyan group to offer skill based education.

- The college is planning to collaborate with Tata Strive, a skill development initiative of Tata Trust.

- Our College will also collaborate with VES Polytechnic for skill-based courses for the BSc students.

- It was also suggested that college should associate with NSDC for conduct of skill development programmes. Dr. Madhavi will find out more details about the same.

Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) Dr. Malay Shah/ Dr. Santhini Nair
- Most of our teachers use bilingual mode of communication (English and Hindi/ Marathi) as and when required.

- Dr. Santhini Nair mentioned that to promote culture, the College offers a Sindhi Certificate Course.

- The College also promotes our rich and diverse culture through the following- Sindhi cultural program, Marathi cultural program under the aegis of 'Marathi Wagmaya Mandal; Cultural festival of BAMMC dept.- Raga, Youth Fest, Sociology Festival-Utsav., etc.

- Principal Madam informed that the management will soon be starting a Sanskrit Language Course which can be taken by our students.

- The Microbiology Department in the College also promotes research on herbal extracts, which is one of the ways to preserve and promote traditional scientific culture

Focus on Outcome based education (OBE): Dr. Devidas Gulwade
- Dr. Devidas mentioned that the current curriculum offered by college specifies the outcome of each course and the same is displayed on the website.

- Dr. Malay mentioned that in order to capture the outcome of each course, mapping of the questions needs to be prepared based on basis of the Blooms Taxonomy criteria.

Also, after the assessment, mapping and analysis is needed to understand if the course outcomes are met and to what extent.

Distance education/ online education: Dr. Ritika Makhijani
- Dr. Devidas G. suggested that college should have a separate portal offering online certificate courses and a few need based certificate courses should be created every year.
- 'Microbytes' offered by dept. of Microbiology fits into the criteria of distance/ online education.

Agenda 4: Employment enhancement initiatives in view of New Education Policy.
- Appointment of a separate Placement Officer/ Placement Agency/ HR Consultancy Firm, who can look after placements, was deliberated upon. All the members were of the opinion that a appointment of dedicated Placement Officer is needed to effectively coordinate and communicate various activities of placement cell.

- The placement committee will organize a career/ job-fair.

- Principal Madam informed that management has approved the appointment of one full time staff exclusively for teaching communication skills to students across various streams. It is planned that every course will have one lecture weekly on communication skills.

Agenda 5: Examination Reforms.
- Ms. Vinaya Jategaonkar informed that the question paper review carried out during Semester 3 and Semester 5 examination in October 2022 has made a difference in the quality of question paper received by examination committee for Nov-Dec 2022 exams. It was suggested that the process should be continued as a quality initiative in exams.
- Prin. Dr. Anita Kanwar opened the discussion for a need to moderate *all* (smaller/ less than 100 class sizes also) papers. After deliberation, it was decided that 10% of answer booklets of each course should be randomly selected and rechecked for any errors. This will be applicable to all the courses where moderation is not already done. The appointment of Senior Teacher as Moderator for this process will be done by examination committee at the earliest.
- Mr. Suman Ganger inquired whether the college can permit or make a policy of showing the answer books to the students. This will help in improving transparency as well as in giving the students better feedback about their performance. Prin. Dr. Anita Kanwar suggested that more thought needs to be given to this before it can be implemented for the entire college, especially where the number of students is large. However, she also said that a trial of this can be done on small classes to see the effectiveness and limitations if any. The final decision on this will be taken soon after discussion with examination committee on whether it can be implemented for ongoing Semester 1 examination.
- Mr. Suman Ganger suggested that IQAC should arrange for a session on 'Setting of Question Papers' where an external resource person should be invited.

Agenda 6: Merging of all intercollegiate festivals in College.
After deliberations, it was decided that from the AY 2022-23, all the intercollegiate fests will be merged into one big event. This will help in projecting a bigger and better unified front to the society while also pooling all resources. It shall constitute three days of academic fest, followed by two days cultural fest and finishing with the Annual Day program. These events will be held in December. Annual Sports Meet will be conducted separately.

Agenda 7: Alumni engagement.

- The members discussed about measures to make the VESASC Alumni Association stronger. The IQAC Committee has been wanting to hold a programme for the retired staff members to solicit their continued involvement in College activities. In this regard, IQAC Member Mr. Suman Ganger informed that Alumni Association of college has planned a Special Alumni Meet in which they will invite not only students but also retired faculty and Non-teaching staff. The Alumni Association has already started planning for the event and will be sharing registration link soon.

- Mr. Suman Ganger also informed that this year also, departments can organize one guest lecture each, for which Alumni Association will contribute Rs. 1000/-.

A. O.B or Any other point deemed fit

- Dr. Santhini Nair informed members about the paid training/ internship offered by Microbiology department. Two students have taken advantage of the same.

- All the criteria heads will ensure that the AQAR Data collected by them along with relevant proofs should be transferred to the Criteria wise drive folder whose ownership will remain with IQAC/ College.

- Deliberations was also done about other means of saving data, including uploading on website and saving on a dedicated hard disc or computer

Action Taken Report:

S.N.	Recommendation/ Suggestion	Action Taken/ Remarks
1.	2nd round of AQAR data presentation	• The suggested changes as well as missing data collection and incorporation was completed and final presentation held from 8th December.
2.	Quality initiatives in administration	• The Core Committee met to finalize the roles and profiles of the appointments and the concerned were apprised of the same.
3.	Plan of action in respective areas of NEP along with the measures already undertaken/ needed	•
4.	Moderating *all* (smaller/ less than 100 class sizes also) papers across all classes.	• This exercise was carried out by the Examination Committee allotting moderators to all the classes.
5.	From the AY 2022-23, all the intercollegiate fests will be merged into one big event.	• Given some immediate constraints, this year, a combined inter-collegiate festival will be held from 23rd – 25th Jan 2022.
6.	Measures to make the VESASC Alumni Association stronger.	• Special Alumni Meet is being organized on 21st Jan 2022, wherein all retired staff members are also invited, to solicit their continued involvement in College activities. • VES Management has tied up with company 'Alma Shines', who will provide us with an integrated alumni management solution. The details of how 'Alma Shines' can help college in building strong alumni engagement and networking will be shared in

		staff meeting.

(Minutes prepared by MS and edited by SSK)

IQAC Meeting on 7th January, 2023 (Minutes of Meeting) and Action Taken Report

The IQAC Meeting was conducted on 7th January, 2023 from 11.00 a.m. to 2.00 p.m. in the College Boardroom.

The Agenda for the IQAC Meeting is as follows:

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

2. Appointment and Role of Academic Coordinators.

3. Orientation Session for Teaching Staff and FY Students on Additional Credits by Examination Committee.

4. Staff Development Programmes (Talk on National Education Policy 2020, Question Paper Setting Guidance Session, Investor Awareness etc.) by IQAC

5. Collaborations for new programs with sister concerns

6. Alumni Meet on 21st January 2023.

7. API grading for committee duties performed by faculty.

8. A.O.B.

Following members (14) 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

10. Dr. Pooja Jagasia

11. Mrs. Vinaya Jategaonkar

12. Mrs. Sangeeta Bhattacharya

13. Dr. Devidas Gulwade

After preliminaries and welcome to all the members of IQAC, the meeting began as per agenda:

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

IQAC Coordinator Mrs. Samhitha Sharma Kain briefed all about the action taken report on the last meeting's agenda. The minutes of the previous meeting had been circulated to all the members for approval/ changes via the official IQAC WhatsApp group. The same was accepted.

Agenda 2: Appointment and Role of Academic Coordinators:

As a part of quality initiatives in administration, keeping in mind the quality checks necessary along with academic excellence, the role of the academic coordinators w.e.f 7.1.23 was deliberated and finalised.

Objectives of the above initiative were finalised as follows:

- For smoother academic and administrative coordination among the Management, Principal, IQAC and the teaching faculty.
- To facilitate participative and decentralized decision making.
- For more efficient and effective implementation of programmes and policies.

The following Role of Academic Coordinators was finalised:

The academic coordinators appointed from the academic year 2022-23 shall undertake the following tasks which were finalised after following discussions:

- Verifying the Syllabus with respect to the number of credits (20 credits per semester). -Principal madam explained that as per New Education Policy guidelines every syllabus should have 20 credits to have uniformity among all programmes. Various doubts were raised by some members regard to the same. Mr. Suman Ganger mentioned that 20 credits uniformly were already modified after verification for all First year Programmes. It was finalised that all should keep the tentative credit structure ready and it would be finalised after receiving guidelines from University of Mumbai in this regard.
- Checking the timetable of the departments assigned for fair distribution of workload and timings. -In this regard, Principal Madam mentioned that every faculty should engage a minimum of 1 or 2 lectures per day. Academic co-ordinators should verify that faculty are not free without any lectures on any day of the week.

- Monitoring/ Reviewing the conduct of lectures. – Principal Madam explained that Academic Coordinators should check the lecture taken report randomly and report discrepancies, if any, to the Principal.

- Monitoring/ Reviewing the conduct of internal assessment.-Vice Principal and Examination Convenor, Dr. Santhini Nair mentioned that for maintaining the ethical standards of internal examinations, all internal examinations should be conducted through the ERP with proctoring. Format can be prepared to verify the Internal assessment activities undertaken by each faculty in their respective courses.

- Ensuring smooth implementation of quality initiatives.

- Any other academic matter that requires a keen follow up.

Agenda 3: Orientation Session for Teaching Staff and FY Students on Additional Credits by Examination Committee.

For conduct of Orientation Session for Teaching Staff and FY Students on Additional Credits by Examination Committee, Vice Principal and Examination Convenor, Dr.Santhini Nair informed that the examination Committee had a meeting and a Power Point presentation was prepared and finalized by a few members. The Examination Committee will chalk out a plan and schedule the orientation on Additional Credits to First year classes by visiting the classes tentatively from 12th January 2023, where Class coordinators also will be required to be present. The additional credits will be integrated with the Mastersoft ERP. For allotting credits for extracurricular activities, the various Committees should decide at their level the procedure to assign additional credits as per format prepared by the Examination committee. For Certificate courses, it was decided that the Convenor of the course will submit the credits assigned to the students.

Agenda 4. Staff Development Programmes (Talk on National Education Policy 2020, Question Paper Setting Guidance Session, Investor Awareness etc.) by IQAC

With regard to the talk on National Education Policy 2020, Principal Madam mentioned that as there was no clarity regarding many aspects regarding its implementation, we will wait for further guidelines from University of Mumbai and conduct the session in the month of April 2023.

With regard to the Faculty Development Program on good Question Paper setting, it was planned that IQAC will conduct a session by an expert from a reputed Teachers Training College before conduct of Semester end examinations. An investor awareness programme would also be conducted for Non-teaching and Teaching Staff.

Agenda 5. Collaborations for new programs with sister concerns:

Principal Madam informed that VES Polytechnic is planning to start 2 new degree courses i.e. BSC in Artificial Intelligence (AI) and BSC. Drone Technology. They have proposed to introduce these courses in collaboration with VESASC. Discussions and deliberations for this collaboration with regard to number of students per batch, course coordinator, fees, sharing ratio, etc. are underway . IQAC coordinator Mrs. Samhita Sharma Kain suggested asking them to submit their proposal in writing and after that the final decision in this regard would be taken.

Agenda 6. Alumni Meet on 21st Jan 2023:

For the Alumni Meet planned on 21st January 2023, Mr. Suman Ganger informed the committee that the flyer needs to be sent to the ex-students by all faculty to increase the participation. He updated that Mrs. Varsha Ahuja from Alumni Association of VESASC is personally making efforts to also invite all the retired teachers for the same.

Agenda 7. API grading for committee duties performed by faculty:

For API grading to be given for Committee duties, it was suggested by the IQAC Co-ordinator Mrs. Samhita Sharma Kain that there should be standard format, so that it can be linked with PBAS and Committee Convenors can give the grades as per the contribution of the faculty in Committee work. The standard format was finalised and it was decided that due to pandemic there was a backlog of PBAS submission of earlier years. Principal Madam suggested that aided as well as SFC staff members will be asked to submit their PBAS (in soft copy through the ERP) of the academic year 2021-22 followed by discussion with Principal Madam by the end of the current academic year. Dr.Meghana Sanjeeva took up the responsibility to coordinate with IT team for assisting in the conduct of the same.

Agenda 8. A.O.B.

- IQAC Co-ordinator Mrs. Samhita Sharma Kain informed that a meeting needs to be conducted with all external members of the IQAC and suggested that decisions taken in the entire academic year need to be segregated in categories and presented to them. As the decisions would require approval of Academic council and CDC, Principal madam suggested scheduling the meeting with external members toward the end of the academic year.

- Vice Principal and Examination Chairperson, Dr.Santhini Nair and Convenor Dr.Pooja Jagasia informed that the schedule for conduct of Semesters II, IV and VI would be finalised soon and circulated among all members. It was informed by them that, 10th March 2023 and 10th April 2023 would be the last teaching date for Semester IV and VI and semester II respectively.a separate schedule would be drawn for autonomous

courses.

- IQAC Co-ordinator Mrs. Samhita Sharma Kain suggested an academic audit by external members after the conduct of meeting with external members which was agreed upon by all. However , it was decided that the submission of academic audit reports would also continue as done earlier.

- Principal,Dr.Anita Kanwar informed that a Placement officer and Skill and Ability Trainer would be appointed.

- Mr. Suman Gangar in consultation with the Principal Dr.Anita Kanwar informed that consolidated results will be sent by the Result Committee to all HODs and SFC Co-ordinators.

(Minutes prepared by Dr.Varsha Ganatra and edited by Mrs. Samhitha Sharma Kain)

Action Taken Report:

S.N.	Recommendation/ Suggestion	Action Taken/ Remarks
1.	Appointment and Role of Academic Coordinators. **Role of of Academic Coordinators:** The academic coordinators appointed from the academic year 2022-23 shall undertake the following tasks: • Verifying the Syllabus with respect to the number of credits (20 credits per semester). • Checking the timetable of the departments assigned for fair distribution of workload and timings. • Monitoring/ Reviewing the conduct of lectures. • Monitoring/ Reviewing the conduct of internal assessment. • Submitting a report every semester to the Principal. • Ensuring smooth implementation of quality initiatives. • Any other academic matter that requires a keen followup.	The appointments have been made and the role communicated to the same. 1. **Overall Academic Coordinator:** Vice Principal Dr. Santhini Nair 2. **Aided (Arts Faculty)Academic Coordinator:** Mrs. Samhitha Sharma Kain 3. **Aided (Commerce Faculty) Academic Coordinator:** Dr. Sunita Sherifani 4. **Aided (Science Faculty)Academic Coordinator:** Dr. Ritika Maakhijani 5. **SFC (Commerce Faculty)Academic Coordinator:** Mrs. Sangeeta Bhatacharya 6. **SFC (Science Faculty)Academic Coordinator:** Mrs. Vinaya Jategaonkar 7. **SFC (Arts Faculty)Academic Coordinator:** Mrs. Aarohi Khar

			8. **Autonomous Courses Academic Coordinator:** Dr. Varsha Ganatra
2.	Orientation Session for Teaching Staff and FY Students on Additional Credits by Examination Committee.		The Orientation sessions were held. But in view of NEP 2020, some changes have become inevitable.
3.	Staff Development Programmes by IQAC		- As a quality initiative to raise the bar and increase the rigour in question paper setting, the IQAC organized a Faculty Development Program on "Requisites of a good Question Paper" on Wednesday, 18th January 2023 at 1.30 p.m. The session was taken by Dr. Raju Talreja, Bombay Teachers Training College, Mumbai - An investor awareness programme was also conducted for Non-teaching staff on 13th January 2023 and Teaching Staff on 14th January 2023 in collaboration with autonomous courses of the college. - Session on 8.2.23 by Dr. B.N. Jagtap on "Understanding Implementation of NEP 2020". - Awareness Talk on 15.3.2023 on NEP 2020 by Prof. CA Dr. Pradeep Kamethekar.
4.	Collaborations for new programs with sister concerns		The efforts are underway.

5.	Alumni Meet on 21st January 2023.	The Meet was held successfully.
6.	API grading for committee duties performed by faculty.	The new format is ready and has been released.

IQAC Meeting on Friday, 28th April 2023 (Minutes of Meeting)

An IQAC Meeting was conducted on Friday 28.4.2023 from 1.30pm to 3.45pm. in the College Boardroom.

The Agenda for the IQAC Meeting is as follows:

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

2. Discussion about decisions made by the Examination Committee.

3. Infrastructural maintenance/ upgradation issues.

4. Admissions 2023-24.

5. Collaboration for value added/ skill building courses in view of NEP 2020.

6. Planning for quality initiatives in view of implementation of NEP 2020 from academic year 2023-24.

7. Innovation and Entrepreneurship initiatives.

8. A.O.B.

Following members (13) 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. Mr. Suman Ganger

9. Mrs. Vinaya Jategaonkar

10. Mrs. Sangeeta Bhattacharya

11. Dr. Devidas Gulwade

12. Mrs. Anusuya Yadav

13. Dr. Madhavi Vaidya

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

After preliminaries and welcome to all the members of IQAC, the meeting began as per agenda: IQAC Coordinator Mrs. Samhitha Sharma Kain briefed all about the action taken report on the last meeting's agenda. The minutes of the previous meeting had been circulated to all the members for approval/ changes via the official IQAC WhatsApp group. The same was accepted.

It was observed that the 'Role of Academic Coordinators' has been introduced very effectively and is working successfully.

After the FDP on question paper setting was conducted by Dr. Talreja, everyone was of the opinion that there was an improvement noticed in designing the question papers.

2. Discussion on the recent decisions made by an examination committee.

Dr. Santhini Nair spoke briefly about the following points on the measures taken by the examination committee.

a. Streamlining of the course code as per new requirements has been executed.

b. Additional credits may not be considered/ counted in the final result process in the view of further changes due to NEP implementation.

c. For model answers, it was suggested by the exam committee that the remuneration of Rs 300 would be paid for a single set of paper (the one submitted), to the paper setters if the

solution is written appropriately along with the marking scheme. The appropriateness would be decided by the HODs/ Coordinators of the respective departments

d.   It has been observed that and all the members of IQAC agreed that students have not performed well in the exams and additional exams are to be taken by a larger number of students. Dr. Santhini Nair stated that it has been suggested by the Examination committee that the additional exams should be conducted from 15th June onwards and 1 set of papers submitted by the concerned teachers by 1st June 2023. The thought behind doing this is students can get a chance to secure admission instead of getting a drop. The students that get a drop will not be allowed to take the provisional admission, however, they will get the chance to appear for the additional exams.

3.**Infrastructural maintenance/upgradation issue -**

a.   Washrooms for 5th floor must be taken care of.

b.   Additional fans and lights need to be installed in a few rooms, along with a change in few LCDs.

c.   Solar AMC has to be taken care of.

d.   The point was raised that under the infrastructure development there is need for a few extra machines in the first floor computer lab and in addition to that Madhavi vaidya suggested that whether we can have a dedicated server to keep the sensitive data of the college and only for that purpose such a server can be used(say using VPN). Principal madam and Dr. Malay Shah, Infrastructure Committee Head took a note of this suggestion.

4**. Admissions 23-24**

a.   Teachers/ office staff members will, as usual, take care present themselves in front of the parents in a cordial manner. The support staff can be given the training on communication skills so that wards' parents can feel comfortable while admitting their ward in the college.

b.   Principal madam expressed that, each department can give the list of the students (the one who can be the face of the college) who can help the candidates to complete the admission process smoothly by helping them and their parents in understanding the technicalities of the process.

c.   Even Principal mam suggested to the Computer Sc Dept that if they can arrange their 3 to 4 students and if those senior students of the department can give the training to the Office Staff on understanding the functionalities of Google Drive operations, Google Forms, using Excel in day to day office operations properly.

d.   There was a discussion on whether we can have a 60:40 pattern from A.Y. 2023-24 for the examination and for the MCQs whether we can use OMR sheets that can be provided to the students to mark the MCQs so that the unfair means that are attempted by the students can be avoided.

e.   The various committees like Social Media Team, Guidance Cell at college to help the candidates to fill up the forms, technical team would be formed to see the smooth conduct of the admission process and it was decided that Dr Malay Shah would guide the teams for conducting the hassle free admission procedure.

5. Collaboration for value added/skill building courses in view of NEP 2020

a.   There was a discussion on the role of external agencies that can help in conducting the various courses for the college students in view of NEP 2020. However, after the discussion, a few IQAC members like Dr Ritika Makhijani, Dr Meghana and Mr Suman Ganger suggested that in the first year the teachers from our institution can handle the various courses instead of approaching the external sources in the first year of NEP implementation.

b.   In addition to the said suggestions, there was a thought that additional certifications can be secured by the students for the programs / courses conducted by the college teachers or the teachers can contact various agencies to make available the opportunities of the Internships to the students.

6. Planning for quality initiatives in view of implementation of NEP 2020 from academic year 2023-24.

a.   We need to have Internships that can be provided to the students, the teachers are needed to look for such opportunities in all the departments for their students.

7. Innovation and Entrepreneurship initiatives.

Principal Madam informed us about the various programs that could be conducted by the college students like Hackathon, Shark Tank etc where innovative ideas can be presented by the students. The teachers can contact the department alumni, reach out to them and invite them to conduct the various activities where the innovative ideas can be pitched and students might get the opportunity to work on business ideas.

8. A.O.B

I. The students who have played well and won in the National level/International level Sports competitions can be offered 10 marks in their respective year's result subject to the discretion of the Sports Committee.

II. There was deliberation on whether we want to conduct the entrance exam (screening test) for the students who would apply for the admissions from academic year 2024-25, once we get accustomed to the new syllabus that would be implemented under NEP 2023-24.

S.N.	Recommendation/ Suggestion	Action Taken/ Remarks
1	Examination Committee suggested that additional credits may not be considered/ counted in the final result process.	• Additional credits are not to be considered/ counted in the final result process in the view of further changes due to NEP implementation. The students' Additional Credit Programme or the Certificate courses shall be considered and appreciated for their efforts in carrying out the same.
2	For model answers, it was suggested by the exam committee that the remuneration of Rs. 300 would be paid for a single set of paper	The same has been implemented.
3	Additional exams should be conducted from 15th June onwards	
4	Infrastructural maintenance/ upgradation issues	• Dr Malay Shah, has prepared and submitted a list of additional fans and lights that need to be installed along with a change in few LCDs. • IQAC committee members felt that Solar AMC installation/ maintenance responsibility can be given to Mr Bala from SFC section. •
5	Admissions 2023-24	• Each department trained some students to help the candidates to complete the admission process smoothly. A technical team was formed to see the smooth conduct of the admission process. • CS department provided basic training to the Office Staff on understanding the functionalities of Google Drive operations, Google Forms, using Excel in day to day office operations properly. • A 60:40 pattern from A.Y. 2023-24 for the

		examination was deliberated upon and implemented with due permissions from respective BOS.
6	Collaboration for value added/ skill building courses in view of NEP 2020.	• Teachers from all departments rose to the occasion to teach IKS, OE, SEC and VSC courses under NEP 2020. Only some additional appointments were made as needed.
7	Planning for quality initiatives in view of implementation of NEP 2020 from academic year 2023-24.	• Departments are exploring internship opportunities with Alumni and other contacts.

(Minutes by MV and edited by SSK)