

**IQAC Meeting Minutes 2020-21 and Action taken Report  
(2 Meetings in 2020-21: 11.1.2021, 20.2.2021)**

**IQAC Meeting held on the 11th of January 2021**

A Meeting of IQAC members took place on the 11th of January 2021 .The following members attended the same conducted between 3 pm and 5 pm through Google meet-

Members present : 17

Attendees (GoogleMeet):

WEBINARS VESASC

Anita Kanwar

Devidas Gulwade

Gayathri Balasubramanian

Mahalakshmi Sankar

Mary Stephen

Meghana Sanjeeva

Pooja Jagasia

radha kamavaram

Rita Vazirani

Ritika Makhijani

Samhitha Sharma

Shanthilakshmi Mudaliar

Suman Ganger

Varsha Ganatra

Santhini Nair

Dr. Madhavi Vaidya

Agenda:

1. Review of previous IQAC Meeting Minutes and Action taken
2. Conduct of online activities during the academic year 2020-21

**1. Review of previous IQAC Meeting on 23rd July 2020 and action taken:**

- a) After the previous IQAC Meeting on 18th July 2021, there were a number of follow up meetings led by IQAC Members. The Online FY Admissions Webinar was successfully organized on 23rd July 2020.
- b) The preparations for autonomy visit are also underway in full swing.
- c) The plan of action for online delivery of lectures through G-suite was executed successfully.

**2. Conduct of online activities during the academic year 2020-21**

The meeting was started with discussion on conduct of online activities held during the academic year 2020-21 up until now and planned in the near future. Librarian Dr. Meghana Sanjeeva briefed the members about the **three activities carried out by the Library Committee during the year.**

- a) The first one was for academicians on **Copyright: Concerns and Challenges for Online Education**. On 15<sup>th</sup> July 2020. This Webinar was jointly organized with ICT Mumbai.
- b) The second was a 4 Days National level Webinar jointly organised with ICT Mumbai on **Rethinking and Recreating the Academic Library: Lessons from the Pandemic**. Eight Sessions and a panel discussion to end the programme. It was organized from 22<sup>nd</sup> July to 25<sup>th</sup> July 2020 and attended by 352 participants across the country.
- c) 7-Day National level Capacity building Programme **e-Shodhyatra: Emerging Trends and Technologies in Scholarly Communication** jointly organized by VES College of Arts, Science and Commerce and Institute of Chemical Technology, Mumbai . This event is supported by TEQIP-III (Twinning Programme). It was a Capacity Building Programme for early career researchers and research scholars.

2. It was deliberated that some activity should be conducted on **National Youth Day on 12th January 2021**. Dr. Pooja Jagasia briefed the committee about the planned activity of Value lab related to the Youth day. She shared with the members that an online book of 100 pages will be shared with students and a quiz related to it will be conducted in the month of February. It was also suggested that the Forum committee and annual day committee can organize a 90 mins program online.

3. The Chemistry Department enrichment series is also planned to be conducted this year also, along with a quiz and poster competition.

4. Regarding the ensuing Autonomy Visit, the modalities of the following were discussed:

- Department Presentations.
- IQAC, Exam and Principal's presentations also to be prepared.
- Students, Teaching and Administrative Staff interactions with the Autonomy Team

Online presentations/ interactions will be scheduled and executed for the above.

All online activities/ online courses in collaboration with domestic/ foreign universities can be mentioned. Any department specific course which can translate into one or two years diploma can be included. With respect to Syllabus, as we shall continue to be affiliated to University of Mumbai, paper name should remain the same with maximum 20 percent syllabus change.

The Presentations Review Committee shall consist of Dr. Anita Kanwar, Dr. SanthiniNair, Dr. Mary Stephen, Dr. Varsha Ganatra, Mrs. Samhitha Sharma Kain, Dr. Meghana Sanjeeva and Dr. Shanthilakshmi Murdaliar. It was decided that the initial round of presentations will happen from 15-20<sup>th</sup> January 2021 from 3 pm onwards. Timetable for the same will be prepared by Mrs. Samhitha Sharma Kain in consultation with Dr. Mary Stephen and Dr. Varsha Ganatra.

5. The modalities to award Best student award in this pandemic year was discussed and the Criteria and Timeline proposed.

6. After an elaborate discussion it was decided that the **department presentation will cover-**

- Alumni
- Placement
- Extension activities
- Research Activities
- Student and staff achievements

**And the same files will be made available with the departments.**

7. Notice board and website updating was discussed and planned.

8. Dr. Mary Stephen briefed about the CAS applications received and the status of the same.

9. Principal madam shared that on 8th of January 202, there was a meeting of Principals with VC and UGC officials, where they were briefed about a **Vocational Educational Initiative called the Apprenticeship Embedded Program**, wherein students will work in-retail outlets or companies after college. By this method they will gain 120 credits in course and 120 hours employability experience. At present this proposal is offered to only aided students. The Placement committee was asked to coordinate and take this forward.

The meeting ended with thanks to the chair and all members present.

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**Meeting Minutes of IQAC Meeting held on 20th Feb 2021**  
**And Action Taken Report**

Principal Dr. Anita Kanwar and the IQAC Co-ordinator Dr. Mary Stephen convened an IQAC Meeting on 20<sup>th</sup> Feb 2021 from 2.30pm to 3.30 pm.

**Agenda:**

1. Review of previous IQAC Meeting Minutes and Action taken
2. The ensuing Autonomy Peer Team Visit.
3. A.O.B.

1. The Review of the previous IQAC Meeting held on 11.1.2021 was done. The gist is as follows:

S.N.	Recommendation/ Suggestion	Action Taken
1.	Celebration of National Youth Day on 12th January 2021	The Value Lab of VESASC organized an online competition on "Works of Swami Vivekananda" on 12th Jan 2021. The NSS Wing also organized an online session on biography of Swami Vivekananda on the same day at 5 pm.
2.	Planning for Autonomy Visit	2 Rounds of Online presentations/ interactions were scheduled and executed with suggestions from the IQAC Autonomy Core Team for improvement. Round 1 was from 15th to 23rd January 2021. Round 2 was from 1st Feb to 8th Feb 2021.

2. An online briefing meeting for the ensuing Autonomy Peer Team Visit will be held for parents, students and alumni on 27<sup>th</sup> Feb 2021. Subsequently the meeting will be offline/ face to face on 13th March 2021. The detailed schedule will be prepared by Dr. Pooja Jagasia, Dr. Gayathri Subramaniam and Dr. Varsha Ganatra.

3. The Principal informed the members that the names of University CAS Committee have been received. The interviews can be held on 26th March 2021. This is to be finalized.

4. For streamlining the preparation of REPORT OF THE UGC PEER TEAM FOR AWARDING AUTONOMOUS STATUS to our college, the following table outlines the distribution of duties to gather and fill the requisite information in the given format.

S.N.	Area	IQAC Lead Members
1.	Infrastructure facilities	Malay Meghana
2.	Courses offered (including diploma/certificate) Course - wise Fee Structure and its basis.	Varsha Ganatra
3.	Faculty strength Teaching Learning Methods adopted by the College.	Samhitha Pooja

4.	Research Profile	Ritika Sadhana Singh
5.	Examination and Evaluation	Suman
6.	Achievements of Students Achievement of Teachers	Mahalaxmi Madhavi
7.	Accounts related information (Utilization of UGC funds, Income/ Expenditure Statemens)	Shantilaksmi Gayathri Rita Vazirani Poonam

5. Other members of IQAC and other faculty/ staff will assist in the above process as needed.
6. Dr. Varsha Ganatra would share folders for the same with the concerned.
7. The requisite information should be filled in by Thursday, 25<sup>th</sup> Feb 2021.
8. All departments have submitted their highlights in the form of a PPT. The review process and follow up for uploading will be completed by Monday 22<sup>nd</sup> Feb 2021.
9. The travel and stay plans for the autonomy team members will be executed by Dr. Devidas Gulwade and Mr. Suman Gangar in consultation with the Core Members.

The Meeting ended on a positive note with the Principal wishing the best to all the members in their endeavors for the ensuing Autonomy Peer Team Visit.

### **Action Taken Report for IQAC Meeting held on 20th Feb 2021**

<b>S.N.</b>	<b>Recommendation/ Suggestion</b>	<b>Action Taken</b>
3.	Online briefing meeting for the ensuing Autonomy Peer Team Visit will be held for parents, students and alumni on 27th Feb 2021. Also an offline/ face to face on 13th March 2021 will be held.	Rescheduling being done due to postponement of Autonomy Peer Team Visit.
4.	CAS applications Processing, Review and Submission.	The CAS Applications of all Candidates were meticulously processed, reviewed by IQAC CAS Sub-Committee and resubmitted with due changes. With these measures, all the Candidates were successful in the acceptance of their applications in the meeting held on 22 <sup>nd</sup> June 2021.
5.	Distribution of duties to gather and fill the requisite information in the given format and upload the same in folders shared by Dr. Varsha Ganatra.	Uploading Completed.

6.	Uploading of Departments highlights (as finalized after two rounds of Mock Presentations) as PPTs by Monday 22 <sup>nd</sup> Feb 2021.	Uploading Completed.
7.	Travel and stay plans for the autonomy team members will be executed by Dr. Devidas Gulwade and Mr. Suman Gangar in consultation with the Core Members.	To be executed in view of postponement of visit.

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