

## 26.06.2018

- Blueprint of the IQAC committee's activities
- Brainstorming on academic autonomy, CPE, ICT usage and MOOC
- "Swayam" platform which has more than 2000 micro and Nano courses has to be used effectively both by teachers and students. Director of IDOL, can be called to explain the platform to the faculties
- To comply with the audit process of the Government, parameters need to be addressed
- Video conferencing with alumni, industry and more activities to enhance academia industry linkage
- Thrust areas of every criteria need to be emphasized
- RUSA grant- 2 crores-composition- 60% (by Central Government): 40% (by Management). Presentation was given by Anita ma'am to decide on the new/renovation and maintenance of the assets/equipments

### Agenda:

#### I. Preparation of AQAR Report

- A. New format of AQAR (doc format) will be sent to Criteria-wise convener. They can consolidate the questions, send it to HOD of the departments, summarize the report and send the final report to IQAC.
- B. 1<sup>st</sup> August, 2018 is the last date for the Criteria-wise convener to send the final data (along with proof). They can decide on the deadlines to the department, Library, Office and Committees.

#### II. NAAC data of the year 2017-18

- A. Format of the criteria-wise report will be mailed to the convener.
- B. Documentary Evidences of the last year NAAC data should be submitted by Criteria-wise convener to the latest by 31<sup>st</sup> August, 2018.

#### III. Quality Initiatives of the year 2018-19

- A. Research Papers sent by the faculties for publish should go through the software (anti-plagiarism) and the report should be given to research ethics committee.
- B. Department should submit their evaluation strategies if any to IQAC committee
- C. Dr. Varsha Ganatra will design "Teachers' Feedback on Institution" and submit it to the committee by Monday (2<sup>nd</sup> of July, 2018).
- D. Student Satisfaction Index to be made online and the link will be given to the students.
- E. Gender audit is to be initiated. Idea was suggested by Mr. Kishor.
- F. Mr. Malay shah suggested a coding/masking scheme subject to the approval of Examination Committee.
- G. Dr. Ritika Makhijani will design the add-on/short-term/certificate/bridge course approval form template that has to be filled by the department before the start of the course.
- H. Minimum one application per department to apply for minor research.
- I. Maximum participation is to be ensured for youth festival and Avishkar. (Criteria 5 and 3 will work towards this)

- J. Research Methodology workshop is to be conducted in October, 2018. External agencies can be invited to deliver a session on domain based research. Conducting Workshops in collaboration with ASC or some other agencies is for brainstorming.
- K. Internal conference on cross-platform and multi-disciplinary is to be initiated.

#### **IV. AOB**

- A. Feedback on Wi-fi facility is to be taken and communicated to committee so as to ensure the maximum usage of the facility.

#### **ATR:**

- 1) An orientation workshop on guidelines of filing new PBAS was organized on 7<sup>th</sup> July 2018 and the speaker was Principal Debajit Sarkar, Raheja College, Santacruz Mumbai.
- 2) The College sent 13 entries for Avishkar – University of Mumbai Research Convention.
- 3) AQAR Report was submitted on 20<sup>th</sup> December 2018.

## Minutes of the Meeting

Held on 29<sup>th</sup> June 2018.

A Brief Meeting of IQAC was held to decide on Infrastructure grant application under RUSA. 10 members of IQAC were present at the meeting.

Members discussed and decided the allocation and distribution of funds towards the finalization of application for RUSA.

### **Action Taken Report**

RUSA application was sent to MHRD in July 2018.

## Notice

02<sup>nd</sup> August 2018

An IQAC meeting will be held on 3<sup>rd</sup> August 2018 in the board room at 11.15 am. All are requested to attend the meeting. The agenda for the meeting is

1. To discuss regarding applying for UGC- CPE scheme
2. To discuss regarding recommendations of Audit committee about IQAC functioning.
3. AOB

## PRINCIPAL

1. Dr. Jayashree Phadnis (Chair-person)
2. Dr. Anita Kanwar (NAAC Coordinator)
3. Dr. Mary Stephen (Coordinator)
4. Prof. Vasant Barhate
5. Mr. Kishor Dichwalkar
6. Ms. Samhitha Sharma
7. Ms. Santhini Nair
8. Dr. Ritika Makhijani
9. Dr. Pooja Jagasia
10. Dr. Devidas Gulwade
11. Dr. Mahalakshmi Shankar
12. Ms. Meghana Sanjeeva
13. Ms. Varsha Ganatra
14. Ms. Jayalakshmi Srinivasan
15. Mr. Malay Shah
16. Mr. Suman Ganger
17. Ms. Rita Vazirani

## **MINUTES OF THE MEETING:**

The primary agenda of discussion was regarding the application for CPE. College received a circular from the APD Section of University of Mumbai regarding application for UGC- CPE It was discussed and decided amongst the members to apply for the same.

Following duties were distributed and assigned as per the CPE application form.

Section 1.1 to 1.17 – Dr. Mary Stephen / Dr. Devidas Gulwade

Section 1.18 – 1.28 – Dr. Pooja Jagasia

Section 2.1 – 2.17 – Ms. Samhitha Sharma Kain

Section 2.12, 2.23 – Mr. Suman Ganger

Section 2.18 – 2.19 & 2.22 – Dr. Santhini Nair

Section 2.37 & 2.38 – Dr. Varsha Ganatra

Section 2.40, 2.20 and 2.21 – Mr. Malay Shah

Section 2.24 – 2.26 – Dr. Ritika Makhijani / Prof. Vasant Barhate

Section 2.29 – 2.30 – Dr. Meghana Sanjeeva

Section 2.31 – 2.36 & 2.39 – Ms. Jayalakshmi S.

### **Action Taken Report**

Dr. Mary Stephen and Dr. Devidas Gulwade have compiled 3 years' data for the application and the same was submitted to University of Mumbai on 24<sup>th</sup> August 2018.

## Notice

18<sup>th</sup> August 2018

Members of the IQAC are hereby informed that the meeting of the IQAC will be held on 25<sup>th</sup> August at 11.15 am in the Board room

### AGENDA:

- 1) To discuss about the Revised methodology for Accreditation by NAAC
- 2) To deliberate about the envisaged Road Map for taking college to greater heights
- 3) To discuss about the thrust areas for Quality enhancement in view of the changing expectations
- 4) AOB

### PRINCIPAL

1. Dr. Jayashree Phadnis (Chair-person)
2. Adv. Laxman Kanal --- Trustee In Charge-Management Representative
3. Shri. K.D. Ahuja --- Industry representative
4. Dr. A.V. Raman ---- Advisory Member- Local Society
5. Dr. Sanjay Sanghvi --- Alumni Representative
6. Dr. Anita Kanwar --- NAAC Coordinator)
7. Dr. Mary Stephen --- IQAC Coordinator)
8. Ms. Rita Vazirani --- Executive Administrator
9. Ms. Radha Kamawaram
10. Prof. Vasant Barhate
11. Mr. Kishor Dichwalkar
12. Ms. Samhitha Sharma
13. Ms. Santhini Nair
14. Dr. Ritika Makhijani
15. Dr. Pooja Jagasia
16. Dr. Devidas Gulwade
17. Dr. Mahalakshmi Shankar
18. Ms. Meghana Sanjeeva
19. Dr. Varsha Ganatra
20. Ms. Jayalakshmi Srinivasan
21. Mr. Malay Shah
22. Mr. Suman Ganger
23. Ms. Sukanya Sengupta --- Student Cultural Representative
24. Sheetal V.J. – Student Lady Representative
25. Krishna D Kakad - Student Lady Representative

Minutes of the Meeting:

The Meeting was attended by:

1. Dr. Jayashree Phadnis (Chair-person)
2. Adv. Laxman Kanal --- Trustee In Charge-Management Representative
3. Shri. K.D. Ahuja --- Industry representative
4. Dr. A.V. Raman ---- Advisory Member- Local Society
5. Dr. Sanjay Sanghvi --- Alumni Representative
6. Dr. Anita Kanwar --- NAAC Coordinator)
7. Dr. Mary Stephen --- IQAC Coordinator)
8. Ms. Rita Vazirani --- Executive Administrator
9. Ms. Radha Kamawaram
10. Prof. Vasant Barhate
11. Mr. Kishor Dichwalkar
12. Ms. Samhitha Sharma
13. Dr. Ritika Makhijani
14. Dr. Devidas Gulwade
15. Dr. Mahalakshmi Shankar
16. Dr. Varsha Ganatra
17. Mr. Malay Shah
18. Mr. Suman Ganger
19. Ms. Sukanya Sengupta --- Student Cultural Representative
20. Sheetal V.J. – Student Lady Representative
21. Krishna D Kakad - Student Lady Representative

This IQAC Meeting was attended by all stakeholders. The meeting began with reviewing the decisions taken in the previous meeting. Principal Madam informed the members about the following at the onset of the meeting.

- 1) CPE Application was sent on 24<sup>th</sup> August 2018.
- 2) Preliminary RUSA Application was sent.

Members introduced themselves followed by Principal Madam's presentation developing a blue print for progression and quality enhancement.

Dr. Anita Kanwar presented key features of revised accreditation framework by NAAC.

Principal Dr. Jayashree Phadnis informed the members about the review recommendations listed by NAAC Peer Team.

One of the suggestions made by Dr. A.V. Raman ---- Advisory Member- Local Society was to encourage the alumni Member to become the Placement Officer. Mr. Ahuja also reinstated the importance of Alumni to take up some responsibilities towards placement.

Dr. Sanjay Sanghvi, Alumni Representative mentioned that this agenda will be discussed in the upcoming Alumni AGM on 8<sup>th</sup> September 2018. He assured that he will bring more placement opportunities for the student. He also informed the members that he will plan and conduct a training on Soft Skill Development for the students.

Two new IT Professionals would be appointed to assist in the expanding IT related work. Discussion on establishing an Inventory Management System for all VES Institutions. Members urged that digitalization and record maintenance of NAAC related work would require one dedicated staff member.

On discussion of space constraints, Management gave us the assurance that the new building will come up in a maximum period of 2-3 Years. Emphasis was laid on beginning value based programs such as Yoga, Music training etc with immediate effect.

The need for HRD strengthening, enhancement in teaching, Resource allocation for Research and Staff Development Program were all discussed. Rainwater Harvesting, E-waste management was also proposed.

#### Action Taken Report.

New IT Professional was appointed as discussed.

VES Yoga academy was established in January 2019 with regular classes (thrice a week) for Students, Teaching & Non-teaching Staff.

With the intention of creating a common platform for networking amongst the Alumni Members. "First Cousin" e- magazine was started.



## Minutes of the Meeting

Held on 8<sup>th</sup> September 2018.

The primary agenda of the meeting was to get insights from Prof. Dharmadhikari (Senior Academician) about the revised methodology of NAAC. He explained Criteria wise probes and the emphasis on quantitative data and its validation. He highlighted the importance of Student Satisfaction Survey which will be carried out by a third party appointed by NAAC.

AQAR submission is now online from the year 2018-19. The Peer team visit will be only for a day and the weightage of the visit will be only 30%. However 70% score will be derived from the quantitative data from SSR and 5 years AQAR.

ATR : Based on the inputs of Professor Dharmadhikari, each of the Criteria-heads appraised the other members of their team about the new methodology of NAAC.

## Minutes of the Meeting

Held on 30<sup>th</sup> Oct 2018

A meeting of the IQAC was held on 30<sup>th</sup> Oct 2018 to bid farewell to its 3 senior members (Principal Dr. J.K. Phadnis, Prof. V.D.Barhate & CA Kishor Dichwalkar) as they were proceeding for superannuation. 18 Members were present for the meeting. The Meeting began by Principal Madam expressing her gratitude towards all the members of IQAC for the support and coordination in the past. She also urged all the members to focus on strengthening in areas such as Collaborations, Alumni, ICT for Teaching- Learning and Extension activities.

She highlighted the need of the institution going for Autonomy which can help us to improve the quality of education (timely examination, curriculum as per latest industry demands and employability, reforms in examination pattern with an internal component). She also suggested that our college can start a YOGA center, Vivekanand Study Center.

The other members of the IQAC felicitated the outgoing members and assured them that we will work towards achieving the goals set by them.

## IQAC Minutes of meeting held on 11.12.2018 (11.30AM to 1.30PM)

### The IQAC Coordinator welcomed our new Principal Dr. Anita Kanwar.

1. Previous minutes of meetings were discussed. Status of events and works pending were discussed further for their timely follow up.
2. **Student feedback:** To be further discussed in HOD Meeting whether to take feedback at department level or college level. All are comfortable to take feedback at department level.
3. After student feedback there must be department meeting stating the student feedback was analyzed, the outcomes to be discussed with individual teachers by the HOD. A system must be in place for documentation of feedbacks and recommendations/suggestions by HOD must be recorded.
4. It was suggested to take Feedbacks online through individual student email so as to make students aware of NAAC process of taking feedback. Department will take feedback at their level and submit the report. Jan-15 to Feb-15 feedback must be taken, analysis done by department, discussion in department meeting and report submitted to principal. HOD feedback will be discussed by the principal.
5. **Institute level Add-On courses** will create a higher impact as compared to department level. Vivekanand Studies, Yoga studies. For Science, skill oriented jobs like food processing can be looked into. Tie up with agency will be easier to start. Psychology department can look for counselling, commerce can think of banking. Entrepreneurship courses across the streams.
6. IQAC is expected to come up with a Concrete suggestion at the earliest for institute level course open to insider and outsiders.
7. **Teaching-Learning improvement** – remedial classes by alumni as practiced by Economics department. Flyer for remedial classes will be prepared by Suman which can be used for tapping alumni for remedial coaching for students before the exams.
8. **Alumni mentoring program** can be initiated by VESASCAA for helping the students.
9. Teaching assistant can be roped for assessing the assignments and helping weak students by Economics department
10. **Star mentors initiative** by BMS department on similar lines
11. Proof of each of these initiatives to be maintained by department with respect to increase in passing percentage of students.
12. **Collaboration with Teach for India** for developing the course for vernacular medium students. Business communication teachers can be asked to use the Language Lab and prepare timetable for different SFC classes wherein Business communication subject is taught.
13. **NET SLET One week subject wise classes** can be planned by department in evening as done by Acharya College.
14. **Implementation of 5S system.** Plans to be prepared by Varsha G. and Mahalakshmi S. and present the same to teaching and non-teaching staff.
15. **New CAS scrutiny committee** – Mary S., Sunita S., Samhita S., Santhini N. and Meghana S.
16. **UGC Block grant application to be forwarded.** Changes will be communicated to staff with respect to Minor grant, Organizing of Seminar and Conferences and traveling Grant which will be done at college level.
17. **Staff Development program on E content development** must be planned in this semester.
18. Leave of absence was granted to Santhini Nair, Malay S and Jayalakshmi S.

IQAC Coordinator

ATR:

- 1) Dr. Shweta Patil conducted a course on OER (Open Educational Resources) in the month of March 2019.
- 2) Dr. Sameer Sahashrabudhe (IIT Mumbai, Dept. of Educational Technology) conducted a session on Active Learning and Pedagogy for use of ICT for Teaching Learning on 26<sup>th</sup> March 2019.
- 3) UGC Block Grant application is ready and a meeting was conducted with Principal Madhav Rajwade who is the University Nominee on the Committee for the block grant.

Minutes of IQAC meeting on Feb 27, 2019

Time 1.10 to 5.30

1. College authority will request trustee in-charge to collaborate with external agency for training students for banking related exams.
2. Trust office has already initiated the process for IAS exam coaching at VES level.
3. All teachers should take remedial measures to improve the performance of student after a result analysis of their concerned subjects. They may prepare model questions and answers and share the same with students or give assignments/test or conduct revision classes.
4. Santhini Nair has been appointed as NAAC coordinator. IQAC steering committee: Samhitha, Santhini, Mary, Meghana, Varsha, Ritika, Jayalakshmi, Devidas, Malay and conveners of criteria committee
5. Suggested new members for IQAC Committee: Gayathri B., Shanthilakshmi, Shmilona, Madhavi.
6. Reconstitution of Audit team (Academic audit/committee audit/Administrative audit): Santhini N., Mary S., Shanthilakshmi, Jayashree P., Principal.  
Dates of Academic Audit: April 1- 4; Committee Audit: March 28, 29, 30; Administrative Audit: April 22, 23
7. Entry level Test in first week of August to assess students aptitude in various streams class-wise. Requirement of software to conduct online test (Selecting different sets of equivalent questions from Question bank). Appropriate measures will be adopted as per the outcome of the test.
8. Minutes of IQAC and HODs meeting will be circulated to all staff members and the same will be communicated/discussed in staff meeting.
9. Staff meetings tentatively June, Aug, October, December, February, April on different days at 11.30 with planning.
10. HODs meetings in alternate month on first Tuesday at 12.30pm

11. SDP by Shweta on open education resources March 15 and 22 (11.30 to 1.30pm)

Piya Mukharjee's talk for teaching and non-teaching staff on 18<sup>th</sup> March.

SDP in association with IITB-CDEEP

One day seminar on IPR organized by IQAC under DBT-STAR, March 12 or 13 (Vinaya, Dinesh, Devidas, Dona) in second week March

12. Induction program in month of June

Leave of absence granted to following members

Varsha, Pooja, Jayalakshmi, Radha

## ATR

1. **2.2.1 Entry Level test** – To be held in first week of August (Online) to assess student's learning ability/aptitude. Appropriate measures will be adopted as per the outcome of the test. IQAC In-charge for Questions: Samhita S., Gayathri B. and Madhavi V.
2. SDP on Work-Life Balance by Piya Mukharjee's for teaching and non-teaching staff in first term of 2019.
3. Induction Program for newly recruited Staff before 2019.
4. Neuro Linguistic Program for Staff development during Preparatory leave before Term 1 End Exam

### Agenda

1. Digitalization of NAAC records – Secretarial assistance Ms. Pooja Keer and Ms. Ankita Roy.
2. Reconstitution of Criteria wise NAAC Committee members and other committee members and will be announced in First Staff Meet in June 2019
3. Institutional feedback to be taken in beginning of second term from next year. Request all HODs to motivate TY students to fill the current year feedback repeatedly.
4. Quality initiatives for next year first term: Lectures not engaged as per time table and HODS/staff will be informed about observations. Discipline of teachers/students/staff will be improved with these measures.
5. Lectures (time in and time out) would be monitored and concerned staff/HOD will be informed about lapses.
6. As per guidelines, it is necessary for all teachers to spend 5 hours each day and 40 hours in a week.
7. AQAR 2018-19: All criteria heads should accumulate data related with their criteria as per new format and it should be pulled from activity report. HODs will be asked to submit unreported data.
8. Next year, Activity report format should be modified in view of data required for NAAC criteria in consultation with criteria Conveners. All criteria conveners will give activity team the requirement of AQAR data.