



IQAC MEETING MINUTES

Minutes of the IQAC Meeting held on **Friday, 6th July, 2018** at **11 am** in the Conference Room.

The following members were present for the meeting:

Governing Council Member : Mr. Ajit Balan	
Governing Council Member : Mr. Nilesh Mehta	
Member IQAC - Teaching : Ms. Rajlaxmi Nayak	
Member IQAC - Teaching : Ms. Ankita Das	
Member IQAC - Teaching : Ms. Siddhita Walawalkar	
Member IQAC - Teaching : Mr. Ganesh Bhagwat	
Member IQAC - Administrative : Mrs. Sanyukta Valdyia	
External Expert industry : Ms. Disha Pandya	
External Expert academia : Principal Dr. Meeta Seta	
Librarian : Dr. Sagar Dandgawhal	
Student representative : Ms. Parita Malvia	
Student representative : Ms. Fouzia A. Khan	
IQAC Coordinator : Dr. Bageshree P. Bangera Bandekar	
Chairperson of IQAC, Principal, Dr (Mrs.) Shobha A. Menon	

Chairperson of IQAC, Principal, Dr (Mrs.) Shobha Menon, presided over the meeting
The minutes of the previous meeting held on **30th March 2018** was read and confirmed.

With regards to the Plan of Action for the year 2018-19 prepared in the last meeting held on **30th March 2018**, following decisions were made after discussion and deliberation:

- Use of technologies like ERP on cloud for exam and office work:
College has hired services of Future Tech Solutions for introducing Online Admission.
- Improving welfare measures for the staff:
College is planning to have holistic development and welfare workshops for teaching and non-teaching staff. These workshops are aimed at enhancing their capabilities and perform better without stress
- Improving classroom hygiene:
Class room cleanliness and maintenance to be assigned to Class IV employees.
- Providing better Internet facilities and system updates.
To ensure proper maintenance of the hardware and software and invest in upgraded version as and when needed or available in the market.
- Appointment and retention of qualified teaching staff in self finance section.
As and when any teacher gets qualified his/her pay-scale would be revised depending on his/her contribution and experience.
- Emphasis on concept based learning.

To motivate departments to conduct more industrial visits as industrial visits help students to gain practical knowledge and their overall understanding of the concept is likely to be improved.

- g. Implementing continuous evaluation technique in class rooms and for faculty performance. Individual course teachers to decide the suitable pedagogy i.e. class tests, projects, presentations etc. for implementing continuous evaluation technique.

Further, the committee was updated that the AQAR for 2017-18 was completed and tabled before the management. After management approved the AQAR, it was successfully uploaded on the College Website on 27th June 2018 and link was emailed to NAAC as per the NAAC guidelines

Also, the IQAC committee was to be newly constituted in due course for the academic year 2018-19, meanwhile last academic year's members to continue.

The following criteria were allotted to the IQAC members for undertaking the criteria-wise responsibility of data collection for the current year:

- Criteria 1 & 2 - Ms. Ankita Das
- Criteria 3- Ms. Siddhita Walavalkar
- Criteria 4- Mr. Ganesh Bhagwat
- Criteria 5- Ms. Siddhita Walavalkar
- Criteria 6 & 7- Ms. Rajlaxmi Nayak

Following events/activities were proposed and finalized for staff and students for the year 2018-19:

1. To conduct workshops in following key areas:
 - Teaching staff – pertaining to managing stress at work, innovation in teaching and with regards to preventing students from practicing unfair means during exams.
 - Administrative Staff - managing work-life balance, paperless Office and financial literacy.
 - Students – These could be conducted by IQAC as well as individual departments career planning, softs skills development, career development and enhancing employability.
2. Orientation Programme for First Year students and parents to be conducted in the last week of July 2018 in batches.
3. To acquaint the IQAC members about the New NAAC guidelines and Self Study Report Writing, IQAC members would attend workshops as and when organised by University and /or colleges.
4. To prepare academic calendar for the year 2018-19, for which the departmental heads, committee and association conveners to submit their individual academic calendars which would be then compiled. The notice to this effect be circulated in another 7 days.
5. All teachers to submit their teaching plan, personal timetable and course objectives to be uploaded on the website.
6. Other areas for which activities need to be planned:
 - Mentorship – teachers to mentor minimum 25 students

- Enhance employability of our students : Offer short term courses to enhance students' employability and soft skills. If possible to tie-up with professional agencies for the same.
- Feedback from stakeholders : College collects students' feedback on teaching, this year feedback from other stakeholders on curriculum to be obtained. Also Exit Feedback from passed out Final Year students to be obtained.
- This year college has introduced Online procedure for admissions in collaboration with Future Tech Software. Further the college intends to adopt digital attendance replacing the manual attendance in order to increase the transparency in the entire attendance procedure.
- Enhance student's performance in examinations: In order to enhance students' performance in examination, introduce Continuous Internal Evaluation. Also departments may invite senior and experienced faculty from other colleges to provide guidance to students to improve their performance in University examinations.
- Welfare and relaxation activities for Staff members -- celebration of festivals such as Diwali, Navratri, Makar Sankranti, Onam etc.
- Code of conduct for students and staff-members to be prepared.
- The departmental heads, coordinators, committee and association conveners to conduct activities in areas of gender equity, environment consciousness, enhancing employability of the students and also ensure community involvement wherever possible.
- Promote research culture in the college. Departmental heads and course coordinators to put up a students' teams and guide it for University's Annual Research competition - Avishkar. Further, Research committee to motivate faculty members to write research papers and get it published.
- Initiate environment friendly activities.

The meeting ended with a vote of thanks accorded to the chair.

BB

Convener - IQAC Coordinator

IQAC - ACTION TAKEN REPORT

Minutes of the IQAC REVIEW Meeting held on 31st August 2018 at 11am in the Conference Room.

The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon <i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak <i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das <i>Ankita</i>
Teachers Representative -	Ms. Siddhita Walavalkar <i>Siddhita</i>
Teachers Representative -	Mr. Ganesh Bhagwat <i>Ganesh</i>
Teachers Representative -	Ms. Shipra Singh <i>Shipra</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya <i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant <i>Sadanand</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar <i>BB</i>

- Notice of composition of IQAC was prepared and circulated on 12th July 2018
- A half day workshop was conducted by Counsellor Ms. Snehanjani on 'Relaxation Techniques' on the occasion of Guru Purnima on 27th July 2018 for teaching staff.
- IQAC organized a workshop on 11th August 2018 for orienting teachers about the Ordinance.5050 in order to prevent the practice of Unfair Means by students during examination.
- College has tied up with Teach India, a Corporate Social Responsibility initiative of The Times of India and its knowledge partner British Council for a spoken English coaching to S.Y.B.Com students. The programme comprising of 60 sessions each of 2 hours, began on 18th July 2018.
- College has collaborated with a NGO, Antarang Foundation, an organisation working to bridge the employability gap that exists among disadvantaged youth. On 7th July 2018, 'CareerReady', a program of 40 sessions of 2 hours each, was started for T.Y.B.Com students who belong to economically backward strata of the society.
- To acquaint themselves with the New NAAC guidelines and Self Study Report Writing, the members of the IQAC attended a Faculty Development Programme (FDP). The FDP was organized by DTSS College in association with University of Mumbai in Kalina Campus between 16th to 22nd July 2018. Six IQAC members from the college attended this FDP.
- Notices were issued to teachers to submit the following:
 - Teaching plan and personal timetable
 - Course objectives
 - Mentorship - activities planned
 - Academic Calendar (to departmental heads, Course coordinators and Committee and Association convenors)
- Orientation Programme for First Year students and parents was conducted on 27th August 2018 in batches for B.Com and Self-financing courses
- Notice was also issued to teacher for Guiding Research Team/s of students for participating at Mumbai University's Research competition - Avishkar

- Concerned faculty members asked to prepare Feedback forms from stakeholders including students. Feedback from students was decided to be obtained online. Faculty from the IT department were asked to design the online form and create link that would be circulated to students for filling up the online forms.
- Concerned faculty member asked to prepare Code of Conduct for students and staff-members.
- For making the campus environment friendly following activities were undertaken
 - o For Energy conservation - Friday of every week to be a No-Lift Day
 - o Tree Plantation – students and NSS Volunteers conducted Tree Plantation Drive on 12th July 2018.
 - o 'E-bin' a part of E-Waste awareness program was launched on the occasion of Guru Purnima on 27th July 2018 in collaboration with IDF an NGO working for betterment of the Society. This programme allows students, staff and residents of nearby localities to dispose of their electronic waste in a safe manner.
- College has partnered with Future Tech Software for admission (cloud based) and attendance software (Application based).

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Convener – IQAC Coordinator



IQAC MEETING MINUTES

The IQAC Meeting was held on **Monday, 10th September, 2018 at 11am** in the Conference Room.

The following members as per the new composition were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	<i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das	<i>Ankita</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhita</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Ganesh</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra</i>
Member from the management :	Mr. Ajit Balan	<i>Ajit</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya	<i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
Local Society representative :	Father Noel	<i>Noel</i>
Students representative :	Ms. Parita Malvia	<i>Parita</i>
Students representative :	Ms. Mohita Nerurkar	<i>Mohita Nerurkar</i>
Alumni representative :	Ms. Daksha Desai	<i>Daksha</i>
Employers Nominee :	Mr. Nilesh Mehta	<i>Nilesh</i>
Industrialists Nominee :	Ms. Disha Pandya	<i>Disha Pandya</i>
Stakeholders Nominee :	Ms. Santoshi Dinesh Malvia	<i>Santoshi D. Malvia</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

Chairperson of IQAC, Principal, Dr (Mrs.) Shobha Menon, presided over the meeting

The minutes of the previous meeting held on 6th July 2018 was read and confirmed.

The following events/activities were discussed:

- Individual Academic Plans of various departments, self-financing courses, committees and associations were collected, discussed and finalised ensuring there were no duplication or overlapping of activities.
- With regards to workshop for administrative staff in the area of office automation - It was decided that IQAC of Valia College in association with the University of Mumbai would organize an intercollegiate workshop on 1st December 2018, the purpose of which would be to promote the reduction of paperwork in the office and incorporate better management of resources.
- As a measure towards staff welfare, IQAC planned to host a Diwali party for the teaching and non-teaching staff of the college on 5th November 2018.

- Feedback forms prepared for different stakeholders were discussed and approved.
- Looking at the outcome of the first batch of CareerReady Program in collaboration with Antarang, it was decided to introduce more students to this program through a second batch tentatively scheduled to begin in December 2018

As there was no other matter to be discussed, The meeting ended with a vote of thanks accorded to the chair.

BB

Convener - IQAC Coordinator

IQAC ACTION TAKEN REPORT

Minutes of the IQAC REVIEW Meeting held on 28th October 2018 at 11am in the Conference Room.

The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	<i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das	<i>AKD</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhita</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Bhagwat</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya	<i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

- Academic Calendar was compiled
- With regards to workshop for administrative staff in the area of office automation, it was decided to hold it on 1st December 2018. Teaching and Non-teaching staff members were given different responsibilities for the workshop.
- Code of conduct for students was prepared and approved.
- Feedback forms in hardcopy for all other stakeholders were prepared and approved and circulated (as per first meeting). Online Feedback from regular students of the college were obtained and were in the process of analysis.
- Teachers submitted Teaching plans and personal timetable and Course objectives.
- Concerned staff members from Commerce Department were asked to discuss with NGO Antarang about possibility of starting a second batch for T.Y.B.Com students.
- IQAC members in collaboration with cultural committee were allotted various duties for Diwali Get-Together on 5th November 2018.

BB

Convener - IQAC Coordinator



IQAC MEETING MINUTES

The IQAC Meeting was held on Friday, 7th December 2018 at 10.30 am in the conference room. The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	<i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das	<i>ANKITA</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhita</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Bhagwat</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra</i>
Member from the management :	Mr. Ajit Balan	<i>Ajit Balan</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya	<i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
Local Society representative :	Father Noel	<i>Noel</i>
Students representative :	Ms. Parita Malvia	<i>Parita</i>
Students representative :	Ms. Mohita Nerurkar	<i>Mohita Nerurkar</i>
Alumni representative :	Ms. Daksha Desai	<i>Daksha</i>
Employers Nominee :	Mr. Nilesh Mehta	<i>Nilesh</i>
Industrialists Nominee :	Ms. Disha Pandya	<i>Disha Pandya</i>
Stakeholders Nominee :	Ms. Santoshi Dinesh Malvia	<i>Santoshi D. Malvia</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

Chairperson of IQAC, Principal, Dr (Mrs.) Shobha Menon, presided over the meeting.

The minutes of the previous meeting held on 10th September 2018 was read and confirmed.

The following events/activities were proposed, discussed and finalized:

1. Dates for conducting online feedback from students on the faculties were to be finalized after confirming the availability of computer labs and the dates of semester end exams.
2. Forms for TY feedback were ready for online filling
3. It was discussed with Cultural Committee about hosting events based on national integration in the Annual Day. Further it was suggested to conduct some activities for the girl students from Snehsadan, a home for orphans.

4. It was also decided to have Makar-Sankranti celebration in the college in collaboration with cultural committee. Also the college would celebrate Makar-Sankranti at SnehSadan along with the under-privileged children there.
5. Activities conducted under mentorship and records of Continuous Internal Evaluation need to be reviewed

As there was no other matter to be discussed, the meeting ended with a vote of thanks accorded to the chair.

BB

Convener - IQAC Coordinator

IQAC ACTION TAKEN REPORT

Minutes of the IQAC REVIEW Meeting held on 28th February 2019 at 11am in the Conference Room.

The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	<i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das	<i>Ankita Das</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhita</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Bhagwat</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya	<i>Sanyukta Vaidya</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

- Workshop on Paperless office for Administrative staff (As decided in the first meeting) - An inter-collegiate workshop on the topic - Office Automation, Document Control and Record Management' was conducted by Ms. Keyaa Mukherjee from Maniben Nanavati Women's College on 1st December 2018
- Feedback Forms from stakeholders were collected (as per first meeting)
- Notice for submitting details of activities conducted under mentorship and Records of Continuous Internal Evaluation was issued (as per first meeting)
- With regards to staff-welfare measures - Two Get-Togethers were organised - one on 5th November for celebrating Diwali and on 15th January 2019 for celebrating Makar-Sankranti. (as per first meeting)
- Principal had a discussion individually with each faculty member based on the analysis of the student feedback received in the first term. The problem areas and possible solutions were discussed wherever anomalies were identified.
- Detailed schedule was prepared for online feedback collection of regular students for the second term.
- An Online Exit Feedback was obtained from TY students.
- Cultural committee ensured in the Annual Day Celebrations - two events were based on National Integration and Patriotism. A patriotic dance was performed by children from SnehSadan. For this performance students of our college regularly visited SnehSadan to train the children there. Further cultural committee celebrated Makar-Sankranti at SnehSadan with these children.

BB

Convener - IQAC Coordinator



IQAC MEETING MINUTES

The IQAC Meeting was held on **Friday, 1st of March 2019** at 11 am in the Principal's Cabin. The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	
Teachers Representative -	Ms. Ankita Das	<i>Ankita</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhit</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Bhagwat</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra</i>
Member from the management :	Mr. Ajit Balan	<i>Ajit</i>
Senior Administrative officer :	Ms. Sanyukta Valdia	<i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
Local Society representative :	Father Noel	<i>Noel</i>
Students representative :	Ms. Parita Malvia	<i>Parita</i>
Students representative :	Ms. Mohita Nerurkar	<i>Mohita Nerurkar</i>
Alumni representative :	Ms. Daksha Desai	<i>Daksha</i>
Employers Nominee :	Mr. Nilesh Mehta	<i>Nilesh</i>
Industrialists Nominee :	Ms. Disha Pandya	<i>Disha Pandya</i>
Stakeholders Nominee :	Ms. Santoshi Dinesh Malvia	<i>Santoshi D. Malvia</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

Chairperson of IQAC, Principal, Dr (Mrs.) Shobha Menon, presided over the meeting. The minutes of the previous meeting held on **7th December 2018** was read and confirmed. The following events/activities were proposed, discussed and finalized:

- It was decided to start the work pertaining to the preparation of the AQAR. The members to work as per the criteria given to them. The notice for conveners and the teaching and administrative staff working on individual criteria was finalized and to be circulated in next two days.
- The data collection for the AQAR to be completed by Monday, 16th April 2019. All the IQAC members to submit the duly checked and verified document files for compilation before the term ends on 30th April 2019.
- The online feedback was collected from students for the second term was as per the schedule.
- It was decided to host a one day training programme between June to August 2019, under the guidance of IQAC Cluster - India for acquainting IQAC Coordinators/personnel with new NAAC Guidelines. In this regard a meeting of

Principals and IQAC coordinators of the participating colleges was to be hosted in Valia College in the month of May.

- A workshop on Design thinking was planned for Teaching staff in the month of March and Two workshops were planned for Administrative staff in the month of May.

- Following is the Plan of Action for next academic year:

Carry out Repairs of the building

Language lab to be made more functional

Make existing infrastructure more suitable for students with special needs

Partnering with Industry for placements, training and internship

Partnering with social organisations

Introduce Entrepreneurship Development Cell and Incubation Centre

Mentorship to be made more effective and enhance its reach

Enhance Alumni Contribution

Attendance app

As there was no other matter to be discussed, the meeting ended with a vote of thanks accorded to the chair.

BB

Convener - IQAC Coordinator

IQAC ACTION TAKEN REPORT

Minutes of the IQAC REVIEW Meeting held on 30th April 2019 at 11am in the Conference Room.

The following members were present for the meeting:

Chairperson of IQAC, Principal:	Dr (Mrs.) Shobha A. Menon	<i>Shobha Menon</i>
Teachers Representative -	Ms. Rajlaxmi Nayak	<i>Rajlaxmi</i>
Teachers Representative -	Ms. Ankita Das	<i>ADas</i>
Teachers Representative -	Ms. Siddhita Walavalkar	<i>Siddhit.</i>
Teachers Representative -	Mr. Ganesh Bhagwat	<i>Ganesh</i>
Teachers Representative -	Ms. Shipra Singh	<i>Shipra - Bhargava</i>
Senior Administrative officer :	Ms. Sanyukta Vaidya	<i>Sanyukta</i>
Senior Administrative officer :	Mr. Sadanand Sawant	<i>Sadanand</i>
IQAC Coordinator :	Dr. Bageshree P. Bangera Bandekar	<i>BB</i>

Innovation in Teaching (as decided in first meeting) - workshop on Design Thinking was conducted by Ms. Hetal Mundhra of Riidl for teaching staff on 9th March 2019

Two workshops are scheduled for Administrative Staff (as discussed and decided in the first IQAC Meeting):

- By Prof. Ms. Seema Tiwari on 'Introducing Spirituality at Workplace' on 3rd May 2019
 - By Ms. Ujwala Mahamulkar, Dy. Manager, SBI on Financial Planning on 29th May 2019
- IQAC members were allocated duties for these workshops

Second batch of CareerReady programme of Third Year in collaboration with Antarang was conducted between 21st December 2018 to 14th March 2019.

Mentorship details and Records of Continuous Internal Evaluation were collected (as per first meeting)

With regards to Feedback:

- Online Feedback from regular students about individual teachers was obtained and was being analysed.
- Online Exit Feedback from passed out T.Y.B.Com students on overall functioning of the college including teachers was obtained and was being analysed.
- Feedback in hardcopy was obtained from all other stakeholders - Management, Employers, Employees and Parents of our students and was in the analysis stage.

With regards to Alumni : Two meetings of Alumni were conducted on 22nd June 2018 and 26th January 2019. An Alumni of our college, Ms. Aksha Memon delivered a Guidance Lecture to our M.Com students with regards to Competitive exams on 30th December 2018 (Based on First meeting)

The meeting of Principals and IQAC Coordinators was scheduled on 3rd May. IQAC members were allocated duties for the same.

As decided in the beginning of the year, to improve the security in and around the college, 90 Close Circuit Cameras were installed in the college.

After the analysis of feedback from student on individual teachers for the second term, Principal had a one-on-one meeting with individuals for discussing their feedback and identify solution in the problem areas if any.

BB

Convener - IQAC Coordinator