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MVM Educational Campus Road, Off Veera Desai Road, Andheri (West), Mumbai - 400 058

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25th August 2018

Agenda for First Meeting of Internal Quality Assurance Cell

The first meeting of **Internal Quality Assurance Cell** for the academic year 2018-19 will be held at **10.00 am on Thursday, 30th August 2018**, in the **Electronics Lab** of college premises.

The agenda of the Meeting would be:

1. To approve the IQAC reconstituted for Academic Year 2018-19.
2. To inform on term Schedule for AY 2018-19
3. To approve the Academic Planner and Examination Schedule for AY 2018-19
4. To inform on activities conducted in June, July and August 2018.
5. To approve IQAC plan of action for AY 2018-19
6. To invite suggestion for Quality enhancement from members
7. Any other matter with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of First IQAC meeting held on 30th August, 2018

The first IQAC meeting of M V Mandali's Colleges of Commerce and was held on **Thursday, 30th August, 2018 at 10:00 a.m. in the Electronic Lab, Third floor.**

The following members were present:

1. Dr. Gopal Kalkoti (Principal & Chairperson)
2. Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
3. Mr. Divyesh Nagrecha (B.Sc. (IT) Coordinator)
4. Mr. Manoj Kumar Shah (Senior Faculty Member)
5. Mr. Vinay Tiwari (Senior Faculty Member)
6. Ms. Trupti Narvankar (Senior Faculty Member)
7. Dr. Deepak Vaidya (External Expert)
8. Mr. Sandesh D'souza (External Expert)
9. Mr. Mohan Salian (Administrative Staff)

Note :- Ms. Anita Chaudhary (B.M.S. Coordinator) - Absent on medical ground.

The following agenda was discussed in the meeting.

Agenda No. 1: To approve the IQAC reconstituted for Academic Year 2018-19.

Dr. Gopal Kalkoti informed that IQAC is reconstituted for AY 2018-19 and same was approved by members. New members Mr. Sandesh D'Souza and Dr. Vaidya were introduced and welcome on board. (Annexure I)

Agenda No. 2: To inform on term Schedule for AY 2018-19

Mr. Divyesh Nagrecha informed the committee members about term schedule for academic year 2018-19. (Annexure – II).

Agenda No. 3: To approve the Academic Planner and Examination Schedule for AY 2018-19.

Academic Planner and examination schedule for AY 2018-19 was put forward. After discussion and suggestions from members more activities were added to academic planner and it is finalized and approved by the members. (Annexure III)

Agenda No. 4: To inform on activities conducted in June , July and August 2018.

Ms. Seema Rawat informed on various activities conducted in month of June, July and August 2018. (Annexure IV)

Agenda No. 5: To approve IQAC plan of action for AY 2018-19

Ms. Seema Rawat put forward the IQAC action plan for the AY 2018-19. Suggestions were invited from members, which were incorporated in plan. After discussion IQAC- Action Plan for AY 2018-19 is approved by all committee members. (Annexure V)

Agenda No. 6: To invite suggestion for Quality enhancement from members.

- (i) Ms. Seema Rawat suggested updating MICM ERP for examination and result analysis requirement.
- (ii) Mr. Vinay Tiwari suggested bio matrix for students and faculty.
- (iii) Ms. Seema Rawat suggested appointment of Counselor and separate counselling room.
- (iv) Mr. Sandesh D'Souza suggested to make Facebook page of college to promote branding of college through social media.
- (v) Mr. Divyesh Nagrecha suggested for installation of new software and instruments for B.Sc.IT
- (vi) Ms. Seema Rawat Suggested MOU with Technoserve Pvt. Ltd. For Employability Skills Programme.

No. 7: Any other matter with permission of the chair.

Since there was no other matter to be disused, meeting ended with vote of thanks.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I



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RECONSTITUTION OF IQAC FOR AY 2018-19

The Internal Quality Assurance Cell (IQAC) of M V Mandali's Colleges of Commerce & Science is reconstituted on 11th August 2018 for Academic Year 2018-19 and the same is approved. The Members of Internal Quality Assurance Cell for AY 2018-19 are as follows:

a) Principal – Chairperson:

- i. Dr Gopal K Kalkoti.

b) Five senior teachers and one senior administrative official – Member

- i. Mr Divyesh Nagercha
- ii. Ms Trupti Narvankar
- iii. Ms.Anita Chaudhary
- iv. Mr Vinay Tiwari
- v. Mr Manojkumar Shah
- vi. Mr Mohan Salian

c) Two external experts on Quality Management/ Industry/Local Community – Member

- i. Dr Deepak Vaidya
- ii. Mr Sandesh D'souza

d) Director / Coordinator – Member Secretary

- i. Ms Seema Rawat


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure - II

TERM SCHEDULE FOR ACADEMIC YEAR 2018-19

| | |
|-----------------|--|
| FIRST TERM | 18 th June 2018 to 5 th November 2018 (Both days Inclusive) |
| SECOND TERM | 26 th November 2018 to 4 th May 2019 (Both days Inclusive) |
| MID –TERM BREAK | 13 th September 2018 to 17 th September 2018 (Both days Inclusive) |
| WINTER BREAK | 26 th December 2018 to 1 st January 2019 (Both days Inclusive) |

Annexure - III

EXAMINATION SCHEDULE AY 2018-19

| | |
|---------------------------------|-------------------------------------|
| 23rd to 25th August 2018 | Internal Exam- SY & TY |
| 21st to 23rd Setemebr 2018 | Additional Internal Exam |
| 4th October 2018 | ATKT(II Sem) Exam commencement |
| 15th October 2018 | ATKT(IV Sem) Exam commencement |
| 25th October 2018 | Semester End Exam Commencement |
| 5th January to 7th january 2019 | Internal Exam |
| 21st to 23rd February 2019 | Internal Additional Exam |
| 8th April 2019 | ATKT Exam commencement |
| 15th April 2019 | Even Semester End Exam Commencement |

Annexure – IV

ACTIVITIES CONDUCTED IN JUNE, JULY AND AUGUST 2019

| Date | Day | ACTIVITY |
|------------------------|------------|--|
| Jun-18 | | |
| 18/06/2018 | Monday | Opening of Academic year 2018-19 |
| 21/06/2018 | Wednesday | International Yoga Day Celebration |
| 23/06/2018 | Saturday | Workshop on Recharging Self |
| Jul-18 | | |
| Date | Day | ACTIVITY |
| 1/07/2018 | Saturday | Old age home- Jeevan Asha Visit by Rotaract Club |
| 7/07/2018 | Saturday | Tree Plantation at Bhalivali (Rashtra Seva Samiti) |
| 17/07/2018 | Tuesday | No Plastic drive awareness and survey |
| 18/07/2018 | Wednesday | DLLE Activity- Orientation Programme |
| 18/07/2018- 20/07/2018 | Wednesday | Meditation- Heartfulness |
| 20/07/2018 | Friday | Blood Donation Awareness Drive by Rotaract Club |
| 25/07/2018 | Wednesday | WDC Activity - Film Screening |
| 26/07/2018 | Thursday | Installation of Rotract Club |
| 26/07/2018 | Thursday | FDP- Discovering Self by Prof. Hegde |
| 27/07/2018 | Friday | Guru Purnima Celebration by Students Council |
| 28/07/2018 | Saturday | ICT Training Programme for Faculty |
| 28/07/2018 | Saturday | Paper bag making |
| 30/07/2018 | Monday | Drawing Competition at BMC School by Rotaract Club |
| 31/07/2018 | Tuesday | Paper bag distribution |
| 31/07/2018 | Wednesday | Orientation and PTA Meet |
| Aug-18 | | |
| Date | Day | ACTIVITY |
| 3/08/2018 | Friday | Friendship Day celebration and Fresher's party- Students Council |
| 3/08/2018 | Friday | First Term Training Programme for Extension Work Teachers & Student Managers |
| 4/08/2018 | Saturday | Nature trail was organized by Rotary Club of Mumbai |
| 6/08/2018 | Monday | DLLE Activity- Debate Competition on Plastic Ban |
| 11/08/2018 | Saturday | Plastic bag awareness campaign- Virar- NSS |
| 11/08/2018 | Saturday | Poster Making Competition- Nature Club |
| 14/08/2018 | Tuesday | JAM- Rotaract Club |
| 15/08/2018 | Wednesday | Independence Day Celebration- NSS |
| 21/08/2018 | Tuesday | THESPO orientation session |
| 22/08/2018 | Wednesday | Id-ul-Zoha - holiday |
| 23/08/2018 | Thursday | Internal Exam- SY & TY |
| 24/08/2018 | Tuesday | Internal Exam- SY & TY |
| 25/08/2018 | Saturday | Internal Exam- SY & TY |
| 25/08/2018 | Sunday | College Development Committee Meeting |
| 28/08/2018 | Tuesday | Money Multiplier- BMS Club |
| 30/08/2018 | Thursday | IQAC Meeting |
| 30/08/2018 | Thursday | workshop on Red Ribbon Club/Peer Educator Training by University of Mumbai |

Annexure – V



THE MOGAVEERA VYAVASTHAPAKA MANDALI **MVM Educational Campus**

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IQAC- PLAN OF ACTION FOR AY 2018-19

| | |
|----|---|
| 1 | Preparation of Academic Calendar |
| 2 | Orientation Programme and PTA Meet |
| 3 | MOU with IQAC Cluster |
| 4 | MOU with Technoserve's Pvt Ltd |
| 5 | Internship and Placement Drive |
| 6 | Students Quality Circle |
| 7 | Departmental Clubs Activities |
| 8 | Promote social media communication |
| 9 | Improvement in students attendance |
| 10 | Guest Lectures of TY Students |
| 11 | Encourage faculty for MRP |
| 12 | Promote research culture in students |
| 13 | International Conference |
| 14 | Promote talent through Inter Collegiate and Intra Collegiate fest |
| 15 | Annual Day Celebration |
| 16 | Celebration of Teachers Day |
| 17 | Suggestion Box |
| 18 | Online feedback |
| 19 | Conduct of ICAI examination |
| 20 | Staff welfare Programme |


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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ACTION TAKEN REPORT ON FIRST IQAC MEETING HELD ON 30TH AUGUST 2018

Based on suggestions provided by IQAC members in meeting held on 30th August 2018, following actions were taken.

| <u>SR. NO.</u> | <u>SUGGESTIONS</u> | <u>ACTION TAKEN</u> |
|-----------------------|--|--|
| <u>1</u> | Ms. Seema Rawat suggested updating MICM ERP for examination and result analysis requirement. | Meeting was held with MICM Vendor. He was informed about examination and results related requirements. Changes are implemented in ERP system. ERP provide new module for examination and result. |
| <u>2</u> | Mr. Vinay Tiwari suggested bio matrix for students and faculty. | Two Bio matrixes for faculty members are installed inside admin office. Bio metrics have finger print and face recognition system. After negotiation on Biometrics for students, IT team suggested that it wont be cost effective , rather than college can have a app for attendance of students. Quotations from vendors are invited for the same. |
| <u>3</u> | Ms. Seema Rawat suggested appointment of Counselor and separate counselling room. | Ms. Swati Randive Was appointed as Counsellor. She will be available twice a week for counselling session for students. |
| <u>4</u> | Mr. Sandesh D'Souza suggested to make Facebook page of college to promote branding of College. through social media. | Facebook page is created for degrees college by Mr. Melroy Fernandes, General Secretary of student council. All activities conducted in campus are now posted on Facebook page regularly and a team of students is handling the page. |

| | | |
|----------|---|--|
| <u>5</u> | Mr. Divyesh Nagrecha suggested for installation of new software and instruments for B.Sc.IT | Budget of Rs, 50000 is sanctioned for the same by management. New software and instruments are purchased and installed in IT lab and Electronic lab as per the requirement. |
| <u>6</u> | Ms. Seema Rawat Suggested MOU with Technoserve Pvt. Ltd. For Employability Skills Programme | Orientation Programme was organized in association with Technoserve on 10th October 2018. Youth Employability Skills Program was initiated, where students of third year will be given 30 days training in various skills and placement after successful completion of the training. MOU was signed with Technoserve Pvt. Ltd. |


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12th October 2018

Agenda for Second Meeting of Internal Quality Assurance Cell

The second meeting of **Internal Quality Assurance Cell** for the academic year 2018-19 will be held at **11.00 am on Tuesday, 23rd October 2018**, in the **Electronics Lab** of college premises.

The agenda of the Meeting would be:

1. To read and approve the minutes of the previous IQAC meeting held on 30th August, 2018.
2. Update on status of admissions for FY/ SY/TY courses for the academic year 2018-19.
3. To brief about activities conducted in September and October, 2018
4. To brief about NAAC work.
5. To invite suggestion for quality enhancement from IQAC members.
6. Any other matter with the permission of the chair.


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Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of Second IQAC meeting held on 23rd October, 2018

The Staff Meeting of MVM's Degree College of Commerce & Science was held on **Tuesday, 23rd October at 11:00 a.m. in the Electronic Lab, Third floor.**

The following members were present:

1. Dr. Gopal Kalkoti (Principal & Chairperson)
2. Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
3. Mr. Divyesh Nagrecha (B.Sc. (IT) Coordinator)
4. Ms. Anita Chaudhary (BMS Coordinator)
5. Mr. Manoj Kumar Shah (Senior Faculty Member)
6. Mr. Vinay Tiwari (Senior Faculty Member)
7. Ms. Trupti Narvankar (Senior Faculty Member)
8. Dr. Deepak Vaidya (External Expert)
9. Mr. Sandesh D'souza (External Expert)
10. Mr. Mohan Salian (Administrative Staff)

Principal Dr. Gopal Kalkoti chaired the meeting. The following agenda was discussed in the meeting.

Agenda No. 1: To read and approve the minutes of previous IQAC meeting held on Thursday, 30th August, 2018.

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on 30th August 2018, Same was confirmed by the Principal Dr. Gopal Kalkoti

Agenda No. 2: Update on status of admissions for FY/SY/TY courses for the academic year 2018-19.

Mr. Mohan Salian has updated admission status for FY/SY/TY courses for the academic year 2018-19. It was informed that total strength of college is 882 as on 23rd October 2018. (**Annexure I**)

Agenda No. 3: To brief about activities conducted in September and October 2018.

Mrs. Seema Rawat has updated the various activities organized and conducted for the month of September and October 2018. (**Annexure II**)

Agenda No.4: To brief about NAAC was taken up.

- Principal informed the committee members that one NAAC meeting has been conducted with Mr. Santosh Gupta, on Monday, 27th August 2018 at 12.00 noon to guide us in our NAAC preparations..
- Principal informed the committee members that IIQA has been submitted on NAAC website and SSR is in process of making. Dr. Kalkoti put forwarded the draft of SSR to all members.
- Principal informed the committee members that, IIQA has been submitted on 11th September 2018 on NAAC website and SSR is in process of making. He also informed that the budget approved for **NAAC accreditation was Rs. 7,00,000 when the statutory fees was Rs. 3,54,000 including GST.** From 21st March 2018, the statutory fees have increased to Rs. 6,49,000 including GST. Hence there is a net increase of Rs. 2,95,000. Therefore, it was discussed to increase budget by **additional amount of rounded figure of Rs. 3,00,000** for the said purpose. The same was recommended to CDC for approval.

Agenda No. 5: To invite suggestion for quality enhancement from IQAC members.

Following suggestions put forward by IQAC members:

1. Ms. Seema Rawat put forward the proposal of organizing First aid training programme and health checkup for faculty members.
2. Ms. Anita Chaudhary put forward proposal for intercollegiate fest- Clairvoyance to promote talent of students and also to get budget approved for the same.

3. Dr. Kalkoti suggested to plan and organizes for Annual day. He also suggested felicitating topper with cash price and best students award on the occasion of Annual day.
4. Dr. Kalkoti suggested inviting companies in campus for internship and placement.
5. Dr. Kalkoti suggested coordinators should encourage students to plan and conduct activities in departmental clubs.
6. Ms. Seema Rawat Suggested that as maximum work of SSR is completed, committee should set deadline for online submission of SSR on NAAC website. It was decided to complete the task within two months and submit by the first week on January 2019.

Agenda No. 6: Any other matter with permission of the chair.

The following matters were raised and discussed:

- Suggestion box was opened in presence of Student suggestion box was opened by Mr. Mohan Salian in presence of Mr. Vinay Tiwari. Suggestions were received from the students regarding upgrading of Gymkhana. Based on the suggestion received from students in suggestion box, it was suggested to keep Gymkhana open when Mr. Shailesh Patil (Sports Teacher) is on duty leave or absent.
- Mr. Mohan Salian updated committee members of ICAI examination. Dr. Gopal kalkoti requested Mr. Mohan Salian to coordinate and keep on updating on ICAI examination center allotted to College Campus.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

ANNEXURE - I

MVM COLLEGE OF COMMERCE & SCIENCE

ADMISSION DETAILS FOR THE A.Y 2018-19

| | BCOM | | | BMS | | | BAF | | | B.SC.IT | | | |
|------------------|------------|------------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| | F.Y. | S.Y. | T.Y. | F.Y. | S.Y. | T.Y. | F.Y. | S.Y. | T.Y. | F.Y. | S.Y. | T.Y. | TOT |
| TOTAL | 133 | 101 | 57 | 117 | 120 | 85 | 59 | 75 | 72 | 30 | 24 | 29 | 902 |
| Cancelled | 3 | 0 | 1 | 4 | 2 | 0 | 4 | 3 | 0 | 2 | 1 | 0 | 19 |
| | | | | | | | | | | | | | |
| TOTAL | 130 | 101 | 56 | 113 | 118 | 85 | 55 | 72 | 72 | 28 | 23 | 29 | 882 |

ANNEXURE - II

ACTIVITIES CONDUCTED IN SEPTEMBER & OCTOBER 2018

| September 2018 | | |
|-------------------------|-------------------|--|
| 1/9/2018 | Saturday | Kerela Flood relief Rally |
| 3/9/2018 | Monday | Gokul Ashtami holiday |
| 5/9/2018 | Wednesday | Teachers day celebration |
| 7/9/2018 | Friday | Teachers day celebration by students council |
| 11/9/2018 | Tuesday | Intra College Talent Hunt- Show time- Cultural Association |
| 13/9/2018 to 17/09/2018 | Thursday - Monday | Ganesh Chaturthi vacation - Mid term break |
| 19/09/2018 | Wednesday | Additional Internal Exam |
| 20/09/2018 | Thursday | Moharram - holiday |
| 21/09/2018 | Friday | Additional Internal Exam |
| 22/09/2018 | Saturday | Additional Internal Exam |
| 22/09/2018 | Saturday | RRT |
| 24/09/2018 | Monday | Beach cleaning drive - Rotaract Club |
| 24/09/2018 | Monday | Guest Lecture- BMS- V Semester |
| 25/09/2018 | Tuesday | DLLE- Beach Cleaning |
| 26/09/2018 | Wednesday | Expression - WDC with NGO Majlis |
| 27/09/2018 | Thursday | Mock Bank- BMS Club |
| 29/09/2018 | Saturday | Alumni Meet |
| 29/09/2018 | Saturday | Cleanliness drive (outside college)-NSS |

October-2018

| | | |
|------------|-----------|---|
| 2/10/2018 | Tuesday | Gandhi Jayanti - holiday |
| 3/10/2018 | Wednesday | Talk on importance of physical activity for Students- DLLE |
| 3/10/2018 | Wednesday | Save Electricity drive awareness document submission date (three month continue activity) |
| 5/10/2018 | Friday | Visit to Camp site – Students (outside college)-NSS |
| 9/10/2018 | Wednesday | Poster Making- WDC |
| 10/10/2018 | Wednesday | Seminar on peer pressure, anxiety, depression, cyber-crime- DLLE |
| 12/10/2018 | Friday | Volunteering with NGO – Rotaract |



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ACTION TAKEN REPORT ON SECOND IQAC MEETING HELD ON 23rd OCTOBER 2018


Based on suggestions provided by IQAC members in meeting held 23rd October 2018, following actions were taken.

| <u>SR. NO.</u> | <u>SUGGESTIONS</u> | <u>ACTION TAKEN</u> |
|----------------|--|--|
| <u>1</u> | Ms. Seema Rawat put forward the proposal of organizing First aid training programme and health checkup for faculty members. | First Aid training programme was organized on 24 th October 2018. Newly joined faculty members were given first aid training programme. Other teachers from junior college and school section also participated in the programme. Health check up organized for all employees on 27 th October 2018. |
| <u>2</u> | Ms. Anita Chaudhary put forward proposal for intercollegiate fest- Clairvoyance to promote talent of students and also to get budget approved for the same. | Intercollegiate Fest – Clairvoyance was organized on 23 rd , 24 th and 25 th January 2019. The Inaugural Ceremony of Inter-Collegiate festival Clairvoyance was graced by Mr. Vikas Gupta- an Indian television show producer, creative director and host. 515 students from various colleges participated in 26 events. |
| <u>3</u> | Dr. Kalkoti suggested to plan and organizes for Annual day. He also suggested felicitating topper with cash price and best students award on the occasion of Annual day. | Annual day is planned to organize on 13th January 2019. Students who were toppers in their respective classes for the academic year 2017-18 will be felicitated with cash prizes and “Best volunteers” and “Student of the Year award 2018-19 will also be given. Budget of Rs. 32000 is approved for the same by management. |
| <u>4</u> | Dr. Kalkoti suggested that placement | Internship and placement Drive is organized by |

| | | |
|----------|---|---|
| | cell should take initiative in inviting companies in campus for internship and placement. | career guidance and placement cell. on 26th Oct 2018 ,19 th Decemebr 2018 and 20th December 2018, GetSimpl Technologies, V Mansions India Pvt. Ltd., and IBI Group visited the campus for interview respectively. |
| <u>5</u> | Dr. Kalkoti suggested coordinators should encourage students to plan and conduct activities in departmental clubs. | BMS Club –Minerva organized event titled “Money multiplier on 28th August 2018 and “ Mock Bank” on 27th September 2018. BAF Club- Finanza organized Financial Literacy Programme on 29th January 2019 and Investors Awareness Programme 31st Jan 2019. |
| <u>6</u> | Ms. Seema Rawat Suggested that as maximum work of SSR is completed, committee should set deadline for online submission of SSR on NAAC website. It was decided to complete the task within two months and submit by the first week on January 2019. | IQAC conducted many review meetings with IQAC members as well as external experts. NAAC Review meeting was held with external expert Mr. Santosh Gupta on 27 th December 2018. After which SSR is submitted successfully on NAAC website on 15 th January 2019 with all statutory payments. |


PRINCIPAL




Coordinator-IQAC,
Ms. Seema Rawat



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3rd February, 2018

Agenda for Third IQAC Meeting of Internal Quality Assurance Cell

The third meeting of **Internal Quality Assurance Cell** for the academic year 2018-19 will be held at **11.00 am on Tuesday, 12th February**, in the **Electronics Lab** of college premises.

The agenda of the Meeting would be:

1. To read and approve the minutes of the previous IQAC meeting held on 23rd October, 2018.
2. To Update on NAAC Process
3. To inform on internal examination for even semester for Academic year 2018-19
4. To report on DLLE Annual fest - Udaan
5. To brief activities conducted in November, December and January 2018-19
6. To inform on faculty recruitment for year 2019-20
7. To invite suggestion for quality enhancement from IQAC members.
8. Any other matter with the permission of the chair.
- 9.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of Third IQAC meeting held on 12th February, 2019

The IQAC Meeting of M V Mandali's College of Commerce & Science was held on **Tuesday, 12th February 2019 at 11:00 a.m. in the Electronic Lab, Third floor.** The following members were present:

1. Dr. Gopal Kalkoti (Principal & Chairperson)
2. Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
3. Mr. Divyesh Nagrecha (B.Sc. (IT) Coordinator)
4. Ms. Anita Chaudhary (BMS Coordinator)
5. Mr. Manoj Kumar Shah (Senior Faculty Member)
6. Mr. Vinay Tiwari (Senior Faculty Member)
7. Ms. Trupti Narvankar (Senior Faculty Member)
8. Dr. Deepak Vaidya (External Expert)
9. Mr. Sandesh D'souza (External Expert)
10. Mr. Mohan Salian (Administrative Staff)

Principal Dr. Gopal Kalkoti chaired the meeting. The following agenda was discussed in the meeting.

Agenda No. 1: To read and approve the minutes of previous IQAC meeting held on 23rd October,2018

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on 23rd October,2018, Same was confirmed the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To Update on NAAC Process

Dr. Kalkoti informed committee members on NAAC process. It is informed that SSR is successfully uploaded on 15th January,2019. 11.9% Students satisfactory survey is completed which is more than required SSS (10%) as per NAAC guidelines. NAAC peer team visit is expected within 30days of acceptance of SSR by NAAC.He also informed the committee members that next step would be Data Verification & Validation (D.V.V.) followed by Peer Team Visit.

Agenda No. 3: To inform on internal examination for even semester for Academic year 2018-19

Mr. Divyesh Nagrecha informed that internal examinations are commenced from February 3rd ,2019 and internal additional exams will be commenced from 20th Ferbruary,2019.

Agenda No. 4 : To report on DLLE Annual fest - Udaan was taken up.

Ms. Anita Chuadhary- DLLE incharge informed the committee members that Department of Lifelong Learning & Extension (DLLE) Annual fest - Udaan was organized on 1st and 2nd February, 2019.He informed that 13 colleges with 215 participants participated on Day 1 and 15 colleges with 297 participants participated on Day 2 of Udaan festival.

Agenda No. 5: To brief activities conducted in November, December and January 208-19

Ms. Seema Rawat informed on activities conducted in November, December and January 208-19. (Annexure I).

Agenda No. 6: To inform on faculty recruitment for year 2019-20

Dr. Kalkoti informed requirement of 4 faculty for year 2019-20. In replacement of faculty who will not be continuing next academic year.

Agenda No. 7: To invite suggestion for quality enhancement from IQAC members.

Following suggestions were put forward by members:


1. Dr. Gopal Kakoti put forwarded suggestion that approved teachers should pursue MRP from University of Mumbai, in order to encourage research culture in college.
2. Dr. Gopal Kakoti put forwarded suggestion to encourage faculty and students to attend workshops, seminars in order to improve overall quality of teaching learning in institution.
3. Dr. Kalkoti informed put forward the proposal of international conference in collaboration with Rajiv Gandhi Convention centre on 8th March,2019.
4. Ms. Seema suggested taking following measures for attendance improvement of students.
 - a) Sending sms to all students having less than 75% attendance.
 - b) Sending letters to parents of students having attendance less than 10%
 - c) Call for the meeting of parents of students having attendance less than 10%
 - d) Disallowing such students to attend fresher's party, farewell party, industrial visit, picnic etc, as it has been observed that attendance defaulters students attend such events enthusiastically.
5. Ms. Seema Rawat Suggested to collect feedback from all stakeholder- Students, faculty, parents, Alumni.

Agenda No. 8: Any other matter with permission of the chair.

Dr. Kalkoti informed on approval of four faculty , Ms. Venu, Ms. Nirma, Ms. Navsin & Ms. Priyanka has come from the University of Mumbai.


PRINCIPAL




Coordinator-IQAC,
Ms. Seema Rawat

ACTIVITIES CONDUCTED IN NOVEMBER, DECEMBER 2018 & JANUARY 2019

| November-2018 | | |
|-------------------------|-----------|---|
| 1/11/2018 | Monday | Haloween Day Celebration |
| 1/11/2018-18/11/2018 | Monday | ICAI Examination commencement |
| 5/11/2018 | Monday | Odd semester term end 2018-19 |
| 6/11/2018 to 25/11/2018 | | Term break - Diwali vacation |
| 14/11/2018 | Wednesday | Guest Lecture for TYBMS -Wealth Mangment Subject |
| 15/11/2018 | Thursday | Guest Lecture for TYBAF-FM Subject |
| 26/11/2018 | Monday | Beginning of even semester 2018-19 |
| December-2018 | | |
| 5/12/2018 | Wedneday | Citi Bank - Employability Training Programme |
| 7/12/2018 | Friday | Blood donation Drive-NSS |
| 8/12/2018 | Saturday | ICICI Orientation programme |
| 12/12/2018 | Wednesday | Corporate Employability Skills- by PIBM |
| 13/12/2018 | Thursday | AIDS awareness Drive- Poster Making- DLLE |
| 15/12/2018 | Saturday | DLLE Training Programme |
| 17/12/2018 | Monday | AIDS awareness Drive-Leaflet Distribution- DLLE |
| 19/12/2018 | Wednesday | Campus Interview Drive in association with V Mansions India Pvt. Ltd. |
| 20/12/2018 | Thursday | Campus Interview Drive in association with IBI Group |
| 25/12/2018 | Tuesday | Christmas holiday |
| 26/12/2018-31/12/2018 | | Winter vacation |
| January-2019 | | |
| 1/1/2019 | Tuesday | New year holiday |
| 2/1/2019 | Wednesday | Reopening of even semester 2018-19 |
| 12/1/2019 | Saturday | Elysium-DLLE |
| 12/1/2019 | Saturday | CL Meet for Clairvoyance |
| 13/01/2019-19/01/2018 | One Week | Residential Camp- NSS |
| 23/01/2019 | Tuesday | Intercollegiate fest- Clairvoyance Day 1 |
| 24/01/2019 | Wednesday | Intercollegiate fest- Clairvoyance Day 2 |
| 25/01/2019 | Thursday | Intercollegiate fest- Clairvoyance Day 3 |
| 26/01/2019 | Saturday | Republic Day Celebration |
| 29/01/2019 | Tuesday | Financial Literacy Programme in Association with NSE |
| 31/01/2019 | Thursday | Investor awareness Programme in Association with Lotus Knowledge Wealth Company |

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ACTION TAKEN REPORT ON THIRD IQAC MEETING HELD ON 12TH FEBRUARY,2019

Based on suggestions provided by IQAC members in meeting held on 12th February,2019, following actions were taken.

| <u>SR. NO.</u> | <u>SUGGESTIONS</u> | <u>ACTION TAKEN</u> |
|-----------------------|--|--|
| <u>1</u> | Dr. Gopal Kakoti put forwarded suggestion that approved teachers should pursue MRP from University of Mumbai, in order to encourage research culture in college. | Four approved faculties, Ms. Venu, Ms. Nirma, Ms. Navsin & Ms. Priyanka and one unapproved faculty Mr. Divyesh Nagrecha has been informed about the MRP circular from University of Mumbai for academic year 2019-20. All faculty members have prepared their MRP proposal and will be submitting it to University within this week. |
| <u>2</u> | Dr. Gopal Kakoti put forwarded suggestion to encourage faculty and students to attend workshops, seminars in order to improve overall quality of teaching learning in institution. | Advance learner were guided and encouraged to write research projects. 6 student's under the guidance of faculty Mr. Rajesh Nair completed their research papers, which were published at international conference organized by NKES college, Wadala. |
| <u>4</u> | Dr. Kalkoti informed put forward the proposal of international conference in collaboration with Rajiv Gandhi Convention centre on 8 th March,2019. | National Conference on theme“An International Seminar on Changing the educational landscape for effective employability” conducted on 8 th March, 2019 at Rajiv Gandhi Institute of Contemporary studies, University of Mumbai, Kalina in collaboration with 12 other colleges. |

| | | |
|---|---|---|
| 5 | Dr. Kalkoti suggested arranging for guest lectures for all TY students appearing for University exam. | Guest lecturers were arranged for all TYIT, BAF & BMS students during the month of March 2019, so that students can be well prepared for their exams. Renowned professors from university were invited to conduct guest lectures. |
| 6 | <p>Ms. Seema suggested taking following measures for attendance improvement of students.</p> <ol style="list-style-type: none"> 1. Sending sms to all students having less than 75% attendance. 2. Sending letters to parents of students having attendance less than 10% 3. Call for the meeting of parents of students having attendance less than 10% 4. Disallowing such students to attend fresher's party, farewell party, industrial visit, picnic etc, as it has been observed that attendance defaulters students attend such events enthusiastically. | Attendance committee meeting is conducted to look after the attendance related issues of students. All suggested measures for improvement in attendance is been implemented by the committee on continuous basis. It has been observed that above measures taken were effective, leading to improvement in student attendance. |
| 5 | Ms. Seema Rawat Suggested to collect feedback from all stakeholder-Students, faculty, parents, Alumni. | Feedback was taken through google form as well as though physical forms from various stakeholders. Feedback is taken from Faculty members and students. Feedback taken from alumni during alumni meets and also from parents during parents meet at the time of result declaration. Feedback is analyzed and uploaded on college website. |


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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10th March 2019

Agenda for Fourth IQAC Meeting of Internal Quality Assurance Cell

The fourth meeting of **Internal Quality Assurance Cell** for the academic year 2018-19 will be held at **11.30 am on Thursday, 21st March 2019**, in the **Electronics Lab** of college premises.

The agenda of the Meeting would be:

1. To read and approve the minutes of the previous IQAC meeting held on 12th February, 2019.
2. To update about Additional internal examination and Semester end examination of FY, SY and TY.
3. To update on activities conducted in month of February and March 2019.
4. To put forward outcome of action plan of IQAC for AY 2018-19.
5. To update about NAAC.
6. To invite suggestion for quality enhancement from IQAC members.
7. Any other matter with the permission of the chair.


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Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of Fourth IQAC meeting held on 21st March 2019

The IQAC Meeting of M V Mandali's Colleges of Commerce & Science was held on **Thursday, 21st March, 2019 at 11:30 a.m. in the Electronic Lab, Third floor.** The following members were present:

1. Dr. Gopal Kalkoti (Principal & Chairperson)
2. Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
3. Mr. Divyesh Nagrecha (B.Sc. (IT) Coordinator)
4. Ms. Anita Chaudhary (BMS Coordinator)
5. Mr. Manoj Kumar Shah (Senior Faculty Member)
6. Mr. Vinay Tiwari (Senior Faculty Member)
7. Ms. Trupti Narvankar (Senior Faculty Member)
8. Dr. Deepak Vaidya (External Expert)
9. Mr. Sandesh D'souza (External Expert)
10. Mr. Mohan Salian (Administrative Staff)

Following agenda discussed in the meeting

Agenda No.1: To read and approve the minutes of the previous IQAC meeting held Tuesday,12th February 2019 at 11:00 a.m. in the Electronic Lab, Third floor.

The minutes of the meeting held on Tuesday, 12th February, 2019 were read by Ms. Seema Rawat and the same was approved by the committee members.

Agenda No.2: To update about Additional internal examination and Semester end examination of FY, SY and TY

- Mr. Divyesh Nagrecha informed the committee members that additional internal examination for FY, SY and TY was conducted on 21st, 22nd and 25th February, 2019.
- Mr. Divyesh Nagrecha informed the committee members that semester end examination for ATKT students of BMS, BAF, BSc IT and B.Com will commence from 25th March, 2019 and for regular students of BMS, BAF, BSc IT and B.Com will commence 4th April, 2019.

Agenda No.3: To update on activities conducted in month of February and March 2019.

Ms. Seema Rawat informed committee members on various activities conducted during month of February and March 2019. (Annexure I)

Agenda No.4: To put forward outcome of action plan of IQAC for AY 2018-19.

Ms. Seema Rawat put forward the outcome of action plan framed by IQAC for AY 2018-19 in the first meeting of IQAC held on 30th August 2018. (Annexure II)

Agenda No.5 : To update about NAAC

Principal, Dr. Gopal Kalkoti informed the committee members on NAAC process. He briefed committee members that HEI clarification was accepted by NAAC, Data Verification & Validation (D.V.V.) suggestions were recommended and changes were made accordingly. Schedule for NAAC Peer team is received and NAAC peer team will visit the campus on 27th and 28th March 2019.

Agenda No.6 : To invite suggestion for quality enhancement from IQAC members.

1. Ms. Seema Rawat suggested that all committee incharge and coordinators should be ready with PPT of their respective committee or department to present before NAAC peer team.
2. Dr. Kalkoti suggested that IQAC coordinators Ms. Seema Rawat should take lead in make necessary arrangements and preparation for NAAC. He also suggested that IQAC should form steering team to coordinate with NAAC peer team members.
3. Ms. Anita Chaudhary suggested review of all documents and files before NAAC peer team visit.
4. Dr. Kalkoti suggested inviting students, parents and alumni for interaction with NAAC Peer team.

Agenda No.7: Any other matter with the permission of the chair was taken up.

- Principal informed to the committee members that college is finding difficult to get replacement of two faculty members (Mr. Vinay Tiwari & Mr. Ankush Rana) in the middle of the semester. Hence other faculty members those who are subject experts can share the workload and complete the remaining syllbu before exams begins.
- Principal informed the committee that our college will not be accepting the invitation of holding ICAI Examinations in May 2019, as most of the faculty will be on vacation.
- There being no other matter, the meeting ended with the vote of thanks to the chair and members of the Managing Committee present.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I

ACTIVITIES CONDUCTED IN FEBRUARY AND MARCH 2019

| February-2019 | | |
|----------------------|------------|---|
| 1/2/2019 | Friday | Udaan-DLLE Intercollegiate fest |
| 2/2/2019 | Saturday | Udaan-DLLE Intercollegiate fest |
| 12/02/2019 | Tuesday | IQAC Meeting |
| 13/02/2019 | Wednesday | Annual Day Celebration |
| 15/02/2018 | Friday | CDC Meeting |
| 15/02/2019 | Saturday | Apptitude test & Placement Drive by Hindustan Times Ltd |
| 21- 23 /02/2019 | | Internal Additional Exam |
| 22/2/2019 | Friday | Placement Drive by Technoserve |
| 26/2/2019 | Tuesday | College days- Day 1- Twinning and Chocolate day |
| 27/2/2019 | Wednesday | College days- Day 2- Traditional Day |
| 28/2/2019 | Tuesday | College days- Day 1- Western Day |
| 27/02/2018 | Wednesday | Marathi Bhasha Divas Celebration-NSS |
| 28/02/2018 | Wednesday | Academic Dairy filling activity for FY & SY-NSS |
| March- 2019 | | |
| 1/03/2018 | Friday | Academic Dairy filling activity for TY |
| 1/3/2019-7/3/2019 | First Week | Scrutiny process (first or second week of month)-NSS |
| 4/3/2019 | Wednesday | Mahashivratri -Holiday |
| 8/3/2019 | Friday | National Conference on Changing Education Landscape for Effective Employability at MU |
| 9/3/2019 | Saturday | Degree Award Distribution Ceremony |
| 12/3/2019 | Friday | International Women Day Celebration -WDC |
| 15/03/2019 | Friday | Farewell |

Annexure II



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IQAC- PLAN OF ACTION AND OUTCOME FOR AY 2018-19

| Sr. No. | Plan of Action | Outcome |
|---------|----------------------------------|---|
| 1 | Preparation of Academic Calendar | Staff Meeting was held on 26th June, 2018 with all committee members and chairperson of various committees to finalize activities to be conducted during AY 2018-19. |
| 2 | Orientations Programme | Orientation Programme was organized on 31 st of July 2018. Parents and students of first year were oriented about college infrastructure, teaching learning environment, curriculum, examination etc. |
| 3 | MOU with IQAC Cluster | MOU was signed with IQAC Cluster on 30 th August 2018, where Satish Pradhan Gnyansadhna College acted as lead college for extending cooperation and assistance for quality enhancement. |
| 4 | MOU with Technoserve's Pvt Ltd | Orientation Programme was organized in association with Technoserve on 10 th October 2018. Youth Employability Skills Program was initiated, where students of third year will be given 30 days training in various skills and placement after successful completion of the training. Two batches of students successfully completed the training during year. |
| 5 | Internship and Placement Drive | Placement and internship opportunity was provide to students throughout the year. Campus placement drive was organized on 26 th Oct 2018 ,19 th and 20 th December 2018. 27 students were placed and 27 students provided with internship opportunity. |

| | | |
|----|---|--|
| 6 | Students Quality Circle | Student Quality Circle is formulated, meetings of quality circles were conducted and suggestions given by students for quality enhancement were implemented from time to time. |
| 7 | Departmental Clubs Activities | BMS Club –Minerva organized event titled “ Money multiplier on 28 th August 2018 and “ Mock Bank” on 27 th September 2018. BAF Club- Finanza organized Financial Literacy Programme on 29 th January 2019 and Investors Awareness Programme 31 st Jan 2019. |
| 8 | Promote social media communication | College Facebook account was created and whats app group of students and parents is created for smooth flow of communication. Various activities conducted throughout the year were posted on social to update students and parents. |
| 9 | Improvement in students attendance | Attendance committee was formed to monitor students attendance performance. Committee implemented various measures to improve attendance. Due to which students’ attendance improved over the time period. |
| 10 | Guest Lectures of TY Students | Guest lectures series was organized for TYBAF and TYBMS and TYIT students in order to prepare them for Final examination. renowned professors from university were invited to conduct guest lecture. |
| 11 | Encourage faculty for MRP | Minor Research Projects of four faculty members received grant from University of Mumbai and Minor research projects proposal of 4 faculty is approved by University |
| 12 | Promote research culture in students | Advance learner were guided and encouraged to write research projects. 6 student’s research papers were published at international conference organized by NKES college, Wadala. 5 students completed research project with Reliance Metro. |
| 13 | International Conference | College organized International conference in collaboration with Rajiv Gandhi Convention Centre, University of Mumbai on 8 th March 2019 |
| 14 | Promote talent through Inter Collegiate and Intra Collegiate fest | Intercollegiate fest- Showtime was organized 11 th September 2018. 3 days Intra-collegiate fest-Clairvoyance was organized on 23 rd , 24 th and 25 th January 2019, DLLE fest- Uddan was organized in association with University of Mumbai on 1 st and 2 nd January,2019. |

| | | |
|----|-----------------------------|---|
| 15 | Annual Day Celebration | Annual Day celebrated on 13 th February 2019. Students participated in large numbers in the celebrations with various events like Singing, Dancing, and Skit and so on. Students who were toppers in their respective classes for the academic year 2017-18 were felicitated with cash prizes along with awarding of “Best volunteers” and “Student of the Year award 2018-19” |
| 16 | Celebration of Teachers Day | Teacher’s Day was celebrated on 5 th September 2019. Teachers participated in various entrainment programmes and rewards were given to best performing teacher and best performing section. |
| 17 | Suggestion Box | Suggestion Boxes were opened after regular intervals and suggestions given by students were implemented. |
| 18 | Online feedback | Online feedback from FY,SY and TY students were collected on teachers, Teaching learning environment , Curriculum, infrastructure and Library. |
| 19 | Conduct of ICAI examination | ICAI examination was conducted in the campus in order to promote branding of college. |
| 20 | Staff welfare Programme | Free eye checkup camp was organized on 26 th September 2018, First aid training programme was organized for staff on 24 th October, 2018 and Health checkup programme was organized for staff members on 27 th October 2019. |


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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ACTION TAKEN REPORT ON FOURTH IQAC MEETING HELD ON 21st March 2019

Based on suggestions provided by IQAC members in meeting held on 21st March 2019, following actions were taken.

| <u>SR. NO.</u> | <u>SUGGESTIONS</u> | <u>ACTION TAKEN</u> |
|-----------------------|---|---|
| <u>1</u> | Ms. Seema Rawat suggested that all committee incharge and coordinators should be ready with PPT of their respective committee or department to present before NAAC peer team. | PPT is prepared and presented before NAAC peer team members by Coordinators of respective department. Committee in charge also presented PPT to NAAC peer team members. |
| <u>2</u> | Dr. Kalkoti suggested that IQAC coordinators Ms. Seema Rawat should take lead in make necessary arrangements and preparation for NAAC. He also suggested that IQAC should form steering team to coordinate with NAAC peer team members. | Steering team is formed by IQAC. IQAC coordinator and senior faculty members were part of steering team. All necessary pre arrangements were for NAAC peer team members visit to campus for two days i.e. 27 th and 28 th March 2019. |
| <u>4</u> | Ms. Anita Chaudhary suggested review of all documents and files before NAAC peer team visit. | Before NAAC peer team visits all documents and files were reviewed and organized and kept in AV room for verification. During NAAC peer team visit, required documents were presented to team members. |

| | | |
|---|--|---|
| 5 | Dr. Kalkoti suggested inviting students, parents and alumni for interaction with NAAC Peer team. | Students' council members, parents and Alumni were invited to campus on 28 th March 2019. An interactive session was arranged between NAAC peer team members and stakeholders. |
|---|--|---|


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat