



THE MOGAVEERA VYAVASTHAPAKA MANDALI

MVM Educational Campus

"Creating Quality...Delivering Excellence"

M V Mandali's Colleges of Commerce & Science

NAAC ACCREDITED

(Affiliated to University of Mumbai)

(Permanently Unaided Linguistic Minority Institution)

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

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20th September, 2019

Agenda for First Meeting of Internal Quality Assurance Cell

The First meeting of **Internal Quality Assurance Cell** for the academic year 2019-20 will be held on **Friday, 27th September 2019**, at **9.30 am** 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 Thursday, 21st March 2019.
2. To approve IQAC reconstituted for AY 2019-20.
3. To put forward Plan of Action for AY 2019-20 and approve the same.
4. To brief about activities conducted in June, July, August and September 2019.
5. To invite suggestions for Quality enhancement in following areas:
 - a) Curriculum Enrichment
 - b) Teaching Learning
 - c) Students Welfare and Development
 - d) Library
6. 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 27th September, 2019

The first IQAC Meeting of M V Mandali's College of Commerce & Science was held on **27th September, 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. Amol Shinde (Head, Admin & HR)
- 4 Mr. Sachin Yekhe (Administrative officer)
- 5 Mr. Divyesh Nagrecha (Coordinator- B.Sc.IT)
- 6 Ms. Anita Chaudhary (Coordinator-BMS)
- 7 Ms. Nirma Mistry (Faculty member)
- 8 Ms. Navsin Mistry (Faculty member)
- 9 Ms. Shweta Pawar (Faculty member)
- 10 Ms. Manisha Shinde (Faculty member)
- 11 Ms. Venu Swadia (Faculty member)
- 12 Mr. Ved Prakash (Management representative)
- 13 Dr. Vaidya(representative from local society)
- 14 Mr. Melroy Fernandes (Student)
- 15 Mr. Amar Kanchan (Student)
- 16 Mr. Naresh Sharma (President, Alumni Association)
- 17 Mr. Sandesh D' Souza (Industrialist)

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 IQAC meeting held on Thursday, 21st March 2019.

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on Thursday, 21st March, 2019 and same was confirmed by the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To approve IQAC reconstituted for AY 2019-20

Ms. Seema Rawat informed that as per latest NAAC guidelines IQAC is reconstituted for AY 2019-20. Reconstitution of IQAC was put forward and approved by all members.

Agenda No. 3: To put forward Plan of Action for AY 2019-20 and approve the same.

Ms. Seema Rawat informed that Plan of Action was prepared by IQAC in the beginning of academic year in month on June 2019 and Academic Calendar is also prepared in line with plan of action. IQAC has already completed many set targets in last three months. Ms. Seema Rawat put forward the Plan of Action prepared by IQAC for AY 2019-20. Same is approved by Dr. Kalkoti and other members. (Annexure I)

Agenda No. 4: To brief about activities conducted in June, July, August and September 2019.

Ms. Seema Rawat briefed about the following activities, which were conducted for the above mentioned period as per academic calendar. (Annexure II)

Agenda No. 5: To invite suggestions for Quality enhancement in following areas:

Curriculum Enrichment, Teaching Learning, Students Welfare and Development and Library.

The following suggestions were provided in the meeting in different areas:

- 1) Dr. Kalkoti suggested to arrange for guest lectures series for TY students, which will help them to prepare for exams.
- 2) Ms. Navsin Mistry suggested for collecting the feedback semester wise instead of the previous practice of collecting it on yearly basis from various stakeholders like students, parents, teachers and alumni.
- 3) Ms. Venu Swadia has given suggestion on carrying out the incubation center initiative for the students those are interested on enhancing their entrepreneurship skill.
- 4) Ms. Manisha Shinde has informed that the faculty members need an orientation for using N-List efficiently.
- 5) Ms. Seema Rawat has suggested that the students has caliber to perform excellent in sports but the requisite training and support for participation has to be extended and the college must try their level best to do so.

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

There was no other matter to be discussed and the meeting was concluded with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I

IQAC- PLAN OF ACTION FOR AY 2019-20

Sr. No.	Plan of Action
1	Orientations Programme
2	PTA Meet
3	Departmental Clubs Activities
4	Community Engagement Activities
5	Promote talent through Inter Collegiate and Intra Collegiate competitions
6	Promote Participation in Sports
7	Annual Sports Meet
8	Empowering Students Council
9	Empowering Students Quality Circle
10	Internship and Placement Drive
11	Youth Employability Skill Programme
12	Guest Lectures Series of TY Students
13	Industrial Visit
14	Encourage faculty for MRP
15	Encourage advance learner for research work
16	Celebration of Teachers Day
17	Staff Welfare Programme
18	Online feedback and students satisfaction survey
19	ICT based classrooms

Annexure II

ACTIVITIES CONDUCTED IN JUNE TO SEPTEMBER 2019

Activity-June-2019			
Sr. No	Date	Day	Event
1	10/6/2019	Monday	FDP by Veena Raizada on CBT Motivation
2	11/6/2019	Tuesday	Orientation Programme for HSC Pass Students of MVM junior College
3	21/6/2019	Friday	International Yoga Day Celebration
4	22/6/2019	Saturday	Parents meeting/ orientation for S.Y. and T.Y. Parents
4	29/6/2109	Saturday	S.Q.C. formation and Introduction to S.Y. and T.Y. Students
Activity - July-2019			
1	5/7/2019	Friday	Live Screening of Budget by BAF Club Finanza
2	8/7/2019	Monday	Orientation Programme and PTA meet for F.Y.Parents
3	11/7/2019	Thursday	DLLE Debate
4	11/7/2019	Thursday	Say 'No to Plastic' by NSS
5	13/7/2019	Saturday	Environment Rally- NSS, DLLE,Rotaract
6	15/7/2019	Monday	S.Q.C. Induction of F.Y
7	16/7/2019	Tuesday	Guru Poornima Celebration by Student Council
8	22/7/2019	Monday	Placement Cell- CAT King Interviews
9	26/7/2019	Friday	Rotaract Club -Installation
10	27/7/2019	Saturday	NSS Paper Bag Making
11	27/7/2019	Saturday	Rotaract Club -Kargil Vijay Divas
12	27/7/2019	Saturday	DLLE Manager Interviews
13	29/7/2019	Monday	S.Q.C. 1st Meeting
14	31/7/2019	Wednesday	I.T Club Enigma Quiz
Activity-August-2019			
1	1/8/2019 to 9/8/ 2019	Thursday	Research Week
2	1/8/2019	Thursday	NSS Paper Bag Distribution
3	2/8/2019	Friday	Rotaract Club- Sanskar Initiative
4	6/8/2019 to 8/8/2019	Tuesday to Thursday	Odd Semester Internals for BAF, BMS and B.Sc IT
5	6/8/2019	Tuesday	DLLE 1st Term training Program at Mulund
6	10/8/2019	Saturday	Rotaract Club- Safar Trek to Bhivpuri
7	10/8/2019 & 13/8/2019	Saturday & Tuesday	NSS-Yuva Mahit Doot by NGO Anulom
8	14/8/2019	Wednesday	DLLE 1st Term training Program for students
9	15/8/2019	Thursday	Independence day Celebration
10	16/8/2019	Friday	Rotaract Club- Yaariyaan
11	20/8/2019	Tuesday	DLLE- Collage Making Competition
12	23/08/2019	Friday	Rotaract Club- SMILE
13	23/8/2019	Friday	NSS-Plastic waste management Training at Bisleri
14	27/8/2019 to 29/8/2019	Tuesday to Thursday	Additional Internal Exams- Odd semester
15	29/8/2019	Thursday	NSS Live Screening of PM Narendra Modi addressing Nation on National Sports Day
16	30/08/2019	Friday	DLLE- Bhujo toh Jaane

Activity-September 2019

Sr. No	Date	Day	Event
1	11/9/2019	Wednesday	Fresher's Party
2	13/9/2019	Friday	Teachers' Day Celebration by Management
3	13/9/2019	Friday	Beach Cleaning by NSS and Rotaract
4	18/9/2019	Wednesday	Teachers' Day Celebration 'Nostalgia' by Students' Council
5	18/9/2019	Wednesday	Rotaract Club- Pot Lunch
6	20/9/2019	Friday	Intra College Talent Hunt- Showtime
7	21/0/2019	Saturday	NSS University Level Gender Sensitization Activity - ' Mumbai Youth Change, the Narrative on Inequality'
8	23/09/2019	Monday	WDC Event- Gender Sensitization by Ms. Kranti Jejurkar
9	23/09/2019	Monday	FY SY I.T odd Sem Practical
10	25/09/2019	Wednesday	Guidance Lecture for TY students by Principal Dr. Gopal Kalkoti



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ACTION TAKEN REPORT ON FIRST IQAC MEETING HELD ON FRIDAY, 27TH SEPTEMBER, 2019


Based on suggestions provided by IQAC members in meeting held on 27th September 2019, following actions were taken.

<u>SR. NO.</u>	<u>SUGGESTIONS</u>	<u>ACTION TAKEN</u>
<u>1</u>	Dr. Kalkoti suggested to arrange for guest lectures series for TY students, which will help them to prepare for exams.	IQAC organized Guest Lecture series for all TY Students during month of October 2019. Knowledgeable and experienced subject expertises from various reputed colleges were invited for conducting the session with students. Guest lecture was organised from 3rd October 2019 to 18th October 2019.
<u>2</u>	Ms. Navsin Mistry put forwarded suggestion for collecting the feedback semester wise instead of the previous practice of collecting it on yearly basis from various stakeholders like students, parents, teachers and alumni.	IQAC members have worked on this and prepared individual questionnaire for different stakeholder on Google forms. The feedback will be collected on the last two working days of the odd semester i.e., 23rd October, 2019.
<u>3</u>	Ms. Venu Swadia has given suggestion on carrying out the incubation center initiative for the students are interested on enhancing their entrepreneurship skill.	Orientation of incubation center was conducted on 27 th September, 2019 by the committee. The affords of the committee members were successful in getting enrolment of around 30 students comprising of self-employed, family owned business students and aspiring entrepreneur. Inauguration of the same is planned to be happened in the coming semester.

4	Ms. Manisha Shinde has informed that the faculty members need an orientation for using N-List efficiently.	The librarian was informed about this and an orientation was supposed to be conducted. Since the resource person was not available the orientation will be conducted as per the availability of the resource person.
5	Ms. Seema Rawat has suggested that the students has caliber to perform excellent in sports but the requisite training and support for participation has to be extended and the college must try their level best to do so.	A MOU with Brides Sports Academy has been signed in order to increase the sport participation. A Orientation meeting has been conducted with the students interested in sports by the vice principal in presence of Sports incharge, Brides Academy member. It has been decided that two days in a week the academy members will be conducting training for our students in outdoor games.


PRINCIPAL




Coordinator-IQAC,
Ms. Seema Rawat



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14th October,2019

Agenda for Second Meeting of Internal Quality Assurance Cell

The Second meeting of **Internal Quality Assurance Cell** for the academic year 2019-20 will be held on **Tuesday, 22nd October 2019, at 11.30 am** 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 Friday, 27th September 2019.
2. To brief about activities conducted in October and November 2019.
3. To update on semester end examination
4. To invite suggestions in following areas:

Training programme for faculty

Library enrichment

Training and placement

Annual sports meet

Feedback from stakeholders

5. Any other matter with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of Second IQAC meeting held on 22nd October, 2019

The IQAC Meeting of M V Mandali's Colleges of Commerce & Science was held on Tuesday, **22nd October, 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. Amol Shinde (Head, Admin & HR)
- 4 Mr. Sachin Yekhe (Administrative officer)
- 5 Mr. Divyesh Nagrecha (Coordinator- B.Sc.IT)
- 6 Ms. Anita Chaudhary (Coordinator-BMS)
- 7 Ms. Nirma Mistry (Faculty member)
- 8 Ms. Navsin Mistry (Faculty member)
- 9 Ms. Shweta Pawar (Faculty member)
- 10 Ms. Manisha Shinde (Faculty member)
- 11 Ms. Venu Swadia (Faculty member)
- 12 Mr. Ved Prakash (Management representative)
- 13 Dr. Vaidya(representative from local society)
- 14 Mr. Melroy Fernandes (Student)
- 15 Mr. Amar Kanchan (Student)
- 16 Mr. Naresh Sharma (President, Alumni Association)
- 17 Mr. Sandesh D' Souza (Industrialist)

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 Tuesday, 27th September, 2019

Ms. Seema Rawat read the minutes of previous meeting of IQAC held on Friday, 27th September, 2019. Same was confirmed by the Principal Dr. Gopal Kalkoti

Agenda No. 2: To brief about activities conducted in November and December, 2019.

Ms. Seema Rawat briefed about the following activities, which were conducted for the above mentioned period as per academic calendar. (Annexure I)

Agenda No. 3: To update on semester end examination

Exam Convener, Ms. Divyesh Nagrecha informed all members on schedule for semester end examination. He informed that ATKT examinations commenced from 1st October 2019 and completed successfully. Semester end examination of regular students for sem I and III has already commenced from 14th October 2019 and will finish by tomorrow i.e. 23rd October 2019. He also added that answerbook assessment and marks entry in the system is going on as per the planned schedule and faculty members are submitting the marklist in admin office within three-four days of respective subjects' exams.

Agenda No. 4: To invite suggestions for Quality enhancement ;

The following suggestions were provided in the meeting in different areas

- (i) Dr. Kalkoti Suggested to plan for First Aid Training Programme and Fire Mock Drill. He asked IQAC members to coordinate with external experts and trainer to conduct these programmes.
- (ii) Ms. Manisha Shinde suggested that activity need to be conducted for Library enhancement. She suggested keeping a book exhibition for faculty and students.
- (iii) Ms. Nirma Mistry informed that Technoserve has conducted orientation programme with TY students are students are interested in joining 25 days training programme. She put forward the proposal for employability training skills programme in association with Technoserve.

(iv)Dr. Kalkoti put forward the proposal of Annual Sports Meet in association with Brid Academy. Committee members were asked to coordinate and chalk out plan to conduct annual sports meet at grand level.

(v) Navsin Mistry informed that feedback will be collected in month of October itself from all stakeholders as discussed in previous meeting . Ms. Seema Rawat added to implement 360 degree performance appraisal of faculty members in order to enhance quality teaching.

Agenda No. 5: Any other matter with permission of the chair.

There was no other matter to be discussed and the meeting was concluded with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

ANNEXURE I

ACTIVITIES CONDUCTED IN SEPTEMBER AND OCTOBER 2019

Activity-November 2019			
Sr. No	Date	Day	Event
1	18/11/2019	Monday	College reopening
2	23/11/2019	Saturday	First Aid Training Programme
3	29/11/2019	Friday	AIDS AWARENESS CAMPAIGN-Poster Making-DLLE
4	30/11/2019	Saturday	Fire Mock Drill Training Programme
5	30/11/2019	Saturday	AIDS AWARENESS CAMPAIGN-Leaflet Distribution-DLLE
Activity-December 2019			
Sr. No	Date	Day	Event
1	2/12/2019	Monday	Financial Literacy Awareness Programme and Skill Development Orientation Programme-BAF Club and Placement Cell
2	3/12/2019	Tuesday	Fire Evacuation Drill
3	3/12/2019 and 4/12/2019	Tuesday	Book Exhibition- Library
4	4/12/2019	Wednesday	Constitution Day-Rotaract Club
5	5/12/2019	Thursday	Session on Interview Skills by PIBM- Placement Cell
6	5/12/2019	Thursday	CL Meet of Clairvoyance
7	6/12/2019	Friday	Blood Donation Camp-NSS
8	9/12/2019	Monday	Road Safety Awareness Prog in association with Uvya Shakti and DN Nagar Police station-DLLE & NSS
9	13/12/2019	Friday	Annual Sports Meet
10	16/12/2019	Monday	25 days Employability Training Skills Programme -Technoserve Batch
11	17-23 /12/2019	One Week	NSS Camp
12	19/12/2019	Saturday	Degree Certificate Awarding Ceremony



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ACTION TAKEN REPORT ON SECOND IQAC MEETING HELD ON TUESDAY, 22ND OCTOBER, 2019

Based on suggestions provided by IQAC members in meeting held on 22nd October 2019, following actions were taken.

<u>SR. NO.</u>	<u>SUGGESTIONS</u>	<u>ACTION TAKEN</u>
<u>1</u>	Dr. Kalkoti Suggested to plan for First Aid Training Programme and Fire Mock Drill. He asked IQAC members to coordinate with external experts and trainer to conduct these programmes.	First aid training programme is successfully conducted on 23 rd November 2019. All newly joined faculty members participated in the event and provided training. Fire Mock drill training programme was conducted on 30 th November 2019 and Evacuation drill was conducted on 3 rd December 2019. Faculty members and students from entire campus participated in the drill.
<u>2</u>	Ms. Manisha Shinde suggested that activity need to be conducted for Library enhancement. She suggested keeping a book exhibition for faculty and students.	IQAC members in coordination with Librarian Ms. Vaishali Ekbote organized Book Exhibition for two days i.e. 3 rd and 4 th December 2019. Renowned publishers participated in the event. Students and faculty members visited the exhibitions and recommended books, journals, magazines etc. to enrich the library.

<u>3</u>	Ms. Nirma Mistry informed that Technoserve has conducted orientation programme with TY students and students are interested in joining 25 days training programme. She put forward the proposal for employability training skills programme in association with Technoserve	IQAC in association with Career Guidance and Placement Cell of college taken initiative to commence Employability Training Skills programme with Technoserve . First Batch started from 16 th December 2019 where 30 students enrolled for the programme. Once 25 days training is over, next batch will commence in month of January 2020. Trainer from Technoserve will visit the campus for 25 days training to conduct 2 hours session daily.
<u>4</u>	Dr. Kalkoti put forward the proposal of Annual Sports Meet in association with Brid Sports Academy. Committee members were asked to coordinate and chalk out plan to conduct annual sports meet at grand level.	IQAC in association with Brid Sports Academy planned and organized Annual Sports Meet on 13 th January 2020 at Goregaon Sports Club. Renowned personalities from the field of sports were invited for the inaugural ceremony. Students enthusiastically participated in cultural programme and sports events.
<u>5</u>	Navsin Mistry informed that feedback will be collected in month of October itself from all stakeholders as discussed in previous meeting . Ms. Seema Rawat added to implement 360 degree performance appraisal of faculty members in order to enhance quality teaching.	Feedback collected from faculty, students' .parents, Alumni on various aspects of college. Feedback collected on faculty from students. IQAC also took initiative to collect peer feedback from faculty members.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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2nd January, 2020

Agenda for Third Meeting of Internal Quality Assurance Cell

The Third meeting of **Internal Quality Assurance Cell** for the academic year 2019-20 will be held on **Tuesday, 7th January 2020**, at **11.30 am** 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 Tuesday 22nd October 2019.
2. To brief about activities conducted in November and December 2019.
3. To update on internal examination.
4. To update on Degree Certificate Awarding Ceremony
5. To invite suggestions in following areas:
 - Cultural events
 - Industrial visit and field visit
 - Departmental activities
 - Golden Jubilee celebration
6. Any other matter with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat



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Minutes of Third IQAC meeting held on 7th January 2020

The IQAC Meeting of M V Mandali's Colleges of Commerce & Science was held on **Tuesday, 7th January 2020**, at **11.30 am** in the **Electronics La., Third floor**. The following members were present:

- 1 Dr. Gopal Kalkoti (Principal & Chairperson)
- 2 Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
- 3 Mr. Amol Shinde (Head, Admin & HR)
- 4 Mr. Sachin Yekhe (Administrative officer)
- 5 Mr. Divyesh Nagrecha (Coordinator- B.Sc.IT)
- 6 Ms. Anita Chaudhary (Coordinator-BMS)
- 7 Ms. Nirma Mistry (Faculty member)
- 8 Ms. Navsin Mistry (Faculty member)
- 9 Ms. Shweta Pawar (Faculty member)
- 10 Ms. Manisha Shinde (Faculty member)
- 11 Ms. Venu Swadia (Faculty member)
- 12 Mr. Ved Prakash (Management representative)
- 13 Dr. Vaidya(representative from local society)
- 14 Mr. Melroy Fernandes (Student)
- 15 Mr. Amar Kanchan (Student)
- 16 Mr. Naresh Sharma (President, Alumni Association)
- 17 Mr. Sandesh D' Souza (Industrialist)

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 the previous IQAC meeting held on Tuesday 22nd October 2019.

Ms. Seema Rawat read the minutes of previous meeting of IQAC held on Tuesday 22nd October 2019. Same was confirmed by the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To update on To update on internal examination.

Exam Convener, Ms. Divyesh Nagrecha informed all members on schedule for internal examination. He informed that internal examinations completed successfully between 10th January 2020 to 13th January 2020.

Agenda No. 3: To update on Degree Certificate Awarding Ceremony

Ms. Seema Rawat informed that Degree Awarding Ceremony was organized on 19th December 2019. 102 students from department of BAF, BMS, BCOM and B.SC.IT were awarded with degree certificates. Students and faculty members were provided with refreshment. Total expense of Rs. 23887 is incurred on the programme.

Agenda No. 4: To brief about activities conducted in November and December 2019.

Ms. Seema Rawat briefed about the following activities, which were conducted for the above mentioned period as per academic calendar. (Annexure I)

Agenda No. 5: To invite suggestions for Quality enhancement ;

The following suggestions were provided in the meeting in different areas

1. Ms. Anita Chaudhary, Incharge of cultural association informed that students has planned for 3 days intercollegiate fest- Clairvoyance to be organized between 21st, 22nd and 23rd January 2020. Students has already organized CL meet on 5th December 2019. Since it is expected to get good response from various colleges across the city, budget of Rs. 150000 need to be sanction for the same.
2. Ms. Anita Chaudhary also put forward the proposal of celebrating college days by student council for 3 days in month of February 2020. Since various competitions and cash prizes are planned for the event, Budget of Rs. 50000 need to be sanctioned for the same.

3. Ms. Seema Rawat suggested to organized 7 days industrial visit for students to give them practical exposure of their syllabus. She also suggested the students who could not go to long industrial visit, for them one day industrial visit can be organized. Many vendors have already provided with quotations for the same.
4. Dr. Kalkoti suggested to encourage students to plan and organized activities in their respective departmental clubs.
5. Dr. Kalkoti informed members that college will be celebrating its Golden Jubilee Year in month of February 2020. It will be grand celebration. Hence all parents, alumni, ex faculty members and other stake holders should be invited for the same. IQAC should form a committee to coordinate with all stakeholder, sending them invitation cards and making other arrangements.

Agenda No. 5: Any other matter with permission of the chair.

There was no other matter to be discussed and the meeting was concluded with the permission of the chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I

ACTIVITIES CONDUCTED IN NOVEMBER & DECEMBER 2019

November 2019			
Sr. No	Date	Day	Event
1	18/11/2019	Monday	College reopening
2	23/11/2019	Saturday	First Aid Training Programme
3	29/11/2019	Friday	AIDS AWARENESS CAMPAIGN-Poster Making-DLLE
4	30/11/2019	Saturday	Fire Mock Drill Training Programme
5	30/11/2019	Saturday	AIDS AWARENESS CAMPAIGN-Leaflet Distribution-DLLE
December 2019			
Sr. No	Date	Day	Event
1	2/12/2019	Monday	Financial Literacy Awareness Programme and Skill Development Orientation Programme-BAF Club and Placement Cell
2	3/12/2019	Tuesday	Fire Evacuation Drill
3	3/12/2019 and 4/12/2019	Tuesday	Book Exhibition- Library
4	4/12/2019	Wednesday	Constitution Day-Rotaract Club
5	5/12/2019	Thursday	Session on Interview Skills by PIBM- Placement Cell
6	5/12/2019	Thursday	CL Meet of Clairvoyance
7	6/12/2019	Friday	Blood Donation Camp-NSS
8	9/12/2019	Monday	Road Safety Awareness Prog in association with Uvya Shakti and DN Nagar Police station-DLLE & NSS
9	13/12/2019	Friday	Annual Sports Meet
10	16/12/2019	Monday	25 days Employability Training Skills Programme -Technoserve Batch
11	17-23 /12/2019	One Week	NSS Camp
12	19/12/2019	Saturday	Degree Certificate Awarding Ceremony

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ACTION TAKEN REPORT ON THIRD IQAC MEETING HELD ON TUESDAY, 7TH JANUARY 2020

Based on suggestions provided by IQAC members in meeting held on 7th January 2020, following actions were taken.

<u>SR. NO.</u>	<u>SUGGESTIONS</u>	<u>ACTION TAKEN</u>
<u>1</u>	Ms. Anita Chaudhary, Incharge of cultural association informed that students has planned for 3 days intercollegiate fest- Clairvoyance to be organized between 21 st , 22 nd and 23 rd January 2020. Students has already organized CL meet on 5 th December 2019. Since it is expected to get good response from various colleges across the city, budget of Rs. 150000 need to be sanction for the same.	3 days Intra-collegiate fest-Clairvoyance was organized on 21 st , 22 nd and 23 rd January 2020. All 38 events of 6 departments were judged by 38 judges across 3 days of fest. The fest Clairvoyance 2020 received total 316 participation on day 1, the total number of participation on day 2 was 408 and on day 3, 60 participation was received, in total a remarkable number of 814 participation was recorded throughout the fest.
<u>2</u>	Ms. Anita Chaudhary also put forward the proposal of celebrating college days by student council for 3 days in month of February 2020. Since various competitions and cash prizes are planned for the event, Budget of Rs. 50000 need to be sanctioned for the same.	The Students' Council of MVM College of Commerce and Science celebrated the College Days with great enthusiasm from 11 th February 2020 to 13 th February 2020. Students participated in various events like Back to School Days and Chocolate Day on 11 th February 2020, Mis-Match Day and Song Dedication Day on 12 th February 2020, Traditional Day and Fashion Show on 13 th February 2020.

<p><u>3</u></p>	<p>Ms. Seema Rawat suggested to organized 7 days industrial visit for students to give them practical exposure of their syllabus. She also suggested the students who could not go to long industrial visit, for them one day industrial visit can be organized. Many vendors have already provided with quotations for the same.</p>	<p>Industrial visit scheduled between 24th January till 1st February 2020 at Dalhousie, Dharamshala and Amritsar organized by Kushi holidays Pvt. Ltd. 55 students went for industrial visit. During these 7 days visit students got exposure by visit to different industries. One day industrial visit was also organized at Parle G factory, khopoli with the objective to impart various aspects of a working of business. Approximately 90 students along with two professors visited the factory.</p>
<p><u>4</u></p>	<p>Dr. Kalkoti suggested to encourage students to plan and organized activities in their respective departmental clubs.</p>	<p>IT Club - Enigma organized IT Quiz Competition on 31st July 2020, where 15 students participated and winners were awarded. IT Club - Enigma organized an event named “Complete the Circuit” on 29th February 2020. The winners were given certificates. BAF Club-Finanza organized "Live Screening of Budget 2019" on 5th July 2019. BAF Club -Finanza organized orientation program on “Skill development and Financial Literacy Program” in association with ICICI Academy on 2nd December 2019. BAF Club – Finanza of has organized Mock Stock for all students on 24th February 2020 to create awareness among students about functioning of stock market. BAF Club –Finanza has organized PPT competition for students on 27th February 2020. Winners and participants were awarded with certificates and cash prizes.</p>

<u>5</u>	<p>Dr. Kalkoti informed members that college will be celebrating its Golden Jubilee Year in month of February 2020. It will be grand celebration. Hence all parents, alumni, ex faculty members and other stake holders should be invited for the same. IQAC should form a committee to coordinate with all stakeholder, sending them invitation cards and making other arrangements.</p>	<p>Golden Jubilee Year was celebrated on 15th February 2020. Live orchestra was arranged for the event. All stakeholder including students, faculty, parents, alumni, ex faculty members were invited to this grand event by management of MVM college.</p>
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PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

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27th February, 2020

Agenda for Fourth Meeting of Internal Quality Assurance Cell

The fourth meeting of **Internal Quality Assurance Cell** for the academic year 2019-20 will be held on **Friday, 6th March, 2020** at **11.00 am** 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 Tuesday, 7th January 2020.
2. To update on placement and internship for AY 2019-20.
3. To update on examination.
4. To brief about activities conducted in January, February and March 2020.
5. To put forward outcome of action plan of IQAC for AY 2019-20.
6. To invite suggestions from IQAC members.
7. Any other matter with the permission of the chair.


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Minutes of Fourth IQAC meeting held on 6th March 2020

The IQAC Meeting of M V Mandali's Colleges of Commerce & Science was held on **Friday, 6th March 2020**, at **11.00 am** in the **Electronics La., Third floor**. The following members were present:

- 1 Dr. Gopal Kalkoti (Principal & Chairperson)
- 2 Ms. Seema Rawat (Vice Principal & IQAC Coordinator)
- 3 Mr. Amol Shinde (Head, Admin & HR)
- 4 Mr. Sachin Yekhe (Administrative officer)
- 5 Mr. Divyesh Nagrecha (Coordinator- B.Sc.IT)
- 6 Ms. Anita Chaudhary (Coordinator-BMS)
- 7 Ms. Nirma Mistry (Faculty member)
- 8 Ms. Navsin Mistry (Faculty member)
- 9 Ms. Shweta Pawar (Faculty member)
- 10 Ms. Manisha Shinde (Faculty member)
- 11 Ms. Venu Swadia (Faculty member)
- 12 Mr. Ved Prakash (Management representative)
- 13 Dr. Vaidya(representative from local society)
- 14 Mr. Melroy Fernandes (Student)
- 15 Mr. Amar Kanchan (Student)
- 16 Mr. Naresh Sharma (President, Alumni Association)
- 17 Mr. Sandesh D' Souza (Industrialist)

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 Tuesday, 7th January 2020.

Ms. Seema Rawat has read the minutes of previous meeting of IQAC held on Tuesday, 7th January 2020 and the same was confirmed by the Principal Dr. Gopal Kalkoti.

Agenda No. 2: To update on placement and internship for AY 2019-20.

Ms. Nirma Mistry, in charge of career guidance and placement cell, informed on placement and internship of students under the guidance of placement cell. She informed that during month of February and March 2020, Campus interview drive was organized where three companies namely- Silverlink Technologies Pvt. Ltd., Ultima Chemicals Pvt.Ltd, and Oberoi IBC India Pvt. Ltd. Visited the campus. More than 100 students participated in the drive and 16 students got selected. 19 students also got internship opportunity with CATKing Pvt. Ltd. She also added that in collaboration with Technoserve Ltd, placement cell was successful in completed 2 batches of employability skills training and provided placement opportunity to 14 students in various reputed company. Ms. Nirma also presented the brief report on placement and internship. **(Annexure I)**

Agenda No. 3: To update on examination.

Mr. Divyesh Nagrecha reported on semester examination. He informed that semester end examination of semester II and semester IV already commenced from 6th March 2020 and will finish my 20th March 2020. He also briefed about the preparation and arrangements done for the examination. He also put briefed members about result declaration and next year admission schedule.

Agenda No. 4: To brief about activities conducted in January, February and March 2020.

Ms. Seema Rawat briefed about the activities conducted during month of January and February 2020. **(Annexure II)**

Agenda No. 5: To put forward outcome of action plan of IQAC for AY 2019-20.

Ms. Seema Rawat Put presented the report on action plan framed in the beginning pf Ay 2019-20 and also outcome achieved. After brief discussion on targets achieved during AY 2019-20, report is approved by all committee members. **(Annexure III)**

Agenda No. 6: To invite suggestions from IQAC members.

1. Ms. Seema Rawat suggested that as the committee of Alumni Association is formed they must start with registration formalities and opening up their accounts for managing funds and conducting activities. Dr. Gopal Kalkoti informed that major set of things required from alumni is assistance in finance, academic, internship and placement.
2. Dr. Gopal Kalkoti suggested that he has put forward to the management that he wants each class to be equip with CCTV Camera with Mike. Ms. Navsin Mistry suggested that because of the dice has been put up in all classes in 5th floor, it becomes difficult to write on the board as it is to low so raising the board of each classroom must be done if possible, as it is difficult for accountancy teachers to put up the whole sum on the board.

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

Since there was no other matter to discuss, the meeting concluded by the permission of chair.


PRINCIPAL





Coordinator-IQAC,
Ms. Seema Rawat

Annexure I

PLACEMENT IN COLLABORATION WITH TECHNOSERVE PVT. LTD. -2019-20

Sr. No.	Company Name	No of students placed	Salary offered
1	HDB Financial Services	4	INR 2,00,000 (pa)
2	Motilal Oswal Investment Services	3	INR 1,85,000 (pa)
3	Synnex Group	2	INR 1,92,000 – 2,40,000 (pa)
4	Ufaber	3	INR 2,40,000 – 3,00,000 (pa)
5	ICICI Prudential	2	INR 2,65,000 (pa)
	Total Number of Students Placed	14	

PLACEMENT BY PLACEMENT CELL OF MVM COLLEGE -2019-20

Sr. No.	Company Name	No of students placed	Salary offered
1	Silverlink Technologies Pvt. Ltd.	3	INR 2,00,000 (pa)
2	Ultima Chemicals Pvt.Ltd	3	INR 2,00,000 (pa)
3	Oberoi IBC India Pvt. Ltd.	10	INR 2,00,000 (pa)
	Total Number of Students Placed	16	

INTERNSHIP BY PLACEMENT CELL OF MVM COLLEGE -2019-20

Sr. No.	Company Name	Number of students placed for Internship	Internship Offered
1	CATKing Pvt. Ltd	18	3 Months - INR 10000 (pm)

Annexure II

ACTIVITIES CONDUCTED IN JANUARY AND FEBRUARY AND MARCH 2020

Activity-January 2020			
Sr. No	Date	Day	Event
1	7/1/2020	Tuesday	Rotaract Club- Board Meeting
2	10/1/2020 to 13/1/2020	Friday to Monday	Even Semester Internals (Regular)
3	15/1/2020	Wednesday	Rotaract Club- Kite flying
4	19/1/2020	Sunday	NSS Volunteers helped in Polio Ravivaar of BMC K Ward
5	21/1/2020- 23/1/2020	Tuesday to Thursday	Intercollegiate Fest-Clairvoyance
6	24/1/2020- 1/02/2020	Friday to Saturday	Industrial Visit to Dalhousie, Dharamshala and Amritsar
Activity-February 2020			
1	11/02/2020 to 13/02/2020	Tuesday to Thursday	Cultural Association- College Days
2	12/02/2020	Wednesday	Rotaract Club- Soft Skills Wokshop
3	14/2/2020	Friday	NSS- Students Volunteerd for Blood Donation drive at Andheri railway station
4	15/02/202	Saturday	DLLE Beach Cleaning drive
5	15/02/2020	Saturday	MVM Golden Jubilee Celebration
6	21/02/2020	Friday	Rotaract Club- OCV Presentation
7	24/02/2020	Monday	BAF Club Finanza- LIVE Stock Exchange by Purva Shah
7	25/02/202	Tuesday	WDC- Session on Violence against Women by Kamyani Mahabal
8	27/02/202	Thursday	BAF Club Finanza- PPT Competition
9	28/02/2020	Friday	Placement and Career Guidance Cell- Interview session for TY IT by Silver Link Technologies
10	29/02/2020	Saturday	IT Club ENIGMA- Complete the Circuit
Activity-March 2020			
1	2/3/2020	Monday	Field visit to Parle G Factory
2	4/3/2020	Wednesday	TY IT Sem VI Guest Lecture by Ms Sayli Parab on Security in Computing
3	6/3/2020	Friday	Commencement of Even Semester (Regular and ATKT Exams- Sem II and Sem IV)
4	6/3/2020	Friday	Placement and Career Guidance Cell- Interview session by Ultima Chemicals and Oberoi IBC

Annexure III

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IQAC- PLAN OF ACTION AND OUTCOME FOR AY 2019-20

Sr. No.	Plan of Action	Outcome
1	Orientations Programme	Orientation Programme was organized on 11th June 2019 for HSC students and on 8th July 2019 for First year students and parents. Parents and students of first year were oriented about college infrastructure, teaching learning environment, curriculum, examination etc.
2	PTA Meet	PTA meet was organized for second year and third year students on 22nd June, 2019. PTA meet was organized for First year students on 8th July 2019. Parents were also invited to campus during result declaration where faculty members interacted with them on progress on their child.
3	Departmental Clubs Activities	IT Club - Enigma organized IT Quiz Competition on 31st July 2020, where 15 students participated and winners were awarded. IT Club - Enigma organized an event named "Complete the Circuit" on 29th February 2020. The winners were given certificates. BAF Club- Finanza organized "Live Screening of Budget 2019" on 5th July 2019. BAF Club -Finanza organized orientation program on "Skill development and Financial Literacy Program" in association with ICICI Academy on 2nd December 2019. BAF Club –Finanza of has organized Mock Stock for all students on 24th February 2020 to create awareness among students about functioning of stock market. BAF Club –Finanza has organized PPT competition for students on 27th February 2020. Winners

		and participants were awarded with certificates and cash prizes.
4	Community Engagement Activities	NSS and DLLE Unit volunteers organized and various social welfare activities. The Students of DLLE Unit organized AIDS awareness campaign on 1st December 2019 in nearby vicinity by leaflet distribution activity. NSS and DLLE volunteers organized Beach Cleaning Drive at Versova Beach on 13th and 15th February 2020. The NSS Unit of MVM College in collaboration with Ekta Manch, organized rally to create awareness on environment on 13th July 2019. NSS volunteers made paper bags from newspaper, distributed it to local vendors for free of cost on 27th July 2019. The NSS Unit of MVM College in association with Clara's College of Commerce organized a 'Flood Relief Rally' on 14th August 2019 in local community area and collected funds, clothes, utensils, food grains etc. for needy people of flood affected areas of Maharashtra.
5	Promote talent through Inter Collegiate and Intra Collegiate competitions	Intercollegiate fest- Showtime was organized 20 th September 2019. 3 days Intra-collegiate fest- Clairvoyance was organized on 21st, 22nd and 23rd January 2020. More than 62 colleges participated in the fest. Our college students also participated in various competitions organized by different colleges and won prizes.

6	Promote Participation in Sports	MOU was signed with Brid Academy in order to promote sports activities in campus. Students participated in various intercollegiate competitions in areas like football, table tennis, badminton, carrom etc. Mr. Raymond D'souza has been Selected for Indian National U/20 Football Team. Mr. Ravindra from FYB.Com Participated in Mumbai Half Marathon (February) & Completed in 58 min. 2 Girls Caitlin D'Souza & Preeti Shetty in TATA Mumbai Marathon (10 km) in month of January, 2020 & Successfully Completed. Mr. Rustom Ali Khan - All Over Maharashtra MMA Competition - 2nd Place (Silver Medal).
7	Annual Sports Meet	Annual Sports Meet of MVM Campus s was held at Goregaon Sports Club on 13th December 2019. Students enthusiastically participated in various sports events. 901 students, 395 parents and 155 staff members were present for the event.
8	Empowering Students Council	Students Council was formed and members of students council were selected after interviews. Students' council were empowered to plan and organise various activities. Students council organized various events during the year like Celebration of Guru Purnima on 16th July 2019, Freshers' Party for first year students on 11th September 2019, Celebration of Teachers day on 18th September,2019 and 3 days event- college days during 11th February to 13th February 2020.
9	Empowering Students Quality Circle	4 Meetings of students quality circles were conducted during the year and suggestions given by students for quality enhancement were implemented from time to time. Two students' representatives of students quality circle were appointed as members College Development Committee.
10	Internship and Placement Drive	Placement and internship opportunity was provide to students throughout the year. Campus placement drive was organized on 23rd July 2019, 29th February, 2020 ,6th March 2020. 30 students were placed in different reputed companies and 19 students provided with internship opportunity.

11	Youth Employability Skill Programme	Placement and career guidance cell in association with technoserve organized 30 days Placement Training program during month of October and November 2019. 55 students successfully completed the programme.
12	Guest Lectures Series of TY Students	College organized Guest Lecture series for all TY Students during month of October 2019. Knowledgeable and experienced subject expertise from various reputed colleges were invited for conducting the session from 3rd October 2019 to 18th October 2019.
13	Industrial Visit	College has organized 7 days industrial visit to Dalhousie, Dharamshala and Amritsar between 24th January 2020 to 1st February 2020. Students visited Coca Cola plant and Swadeshi textiles that made blankets from scrap, at Amritsar. 56 students and faculty participated in visit. One day Industrial Visit to Parle G factory, Khopoli was organized on 2nd March 2020. 90 students along with two professors visited the factory.
14	Encourage faculty for MRP	Minor Research projects of 4 faculty members- Ms. Seema Rawat, Ms. Manisha Shinde, Mr. Manojkumar Shah is successfully completed and submitted to University of Mumbai. Minor research projects proposal of 4 faculties – Ms. Nirma Mistry, Ms. Navsin Mistry, Ms. Venu Swadia and Mr. Divyesh Nagrecha is approved by University of Mumbai and grant is sanctioned for the same.
15	Encourage advance learner for research work	Students Research Cell has organized one week Short Term Course for advance learner during 1st August 2019 to 9th August 2019, to guide them in effective research paper writing. 16 Students attended this session and 5 students written a research paper which was published in International Journal of Research In Management & Social Science.
16	Celebration of Teachers Day	Teacher's Day was celebrated on 5 th September 2020. Teachers participated in various entrainment programmes and rewards were given to best performing teacher and best performing section.

17	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.
18	Online feedback and students satisfaction survey	Online feedback from students were collected on teachers, teaching learning environment, curriculum, infrastructure etc. Students' satisfaction survey was done. Feedback is also collected from other stakeholders-faculty members, parents, alumni and industrialist.
19	ICT based classrooms	Proposal for laptops and installation of projectors in all classrooms is approved by management. Budget is sanctioned for 12 laptops and projectors in each classroom, which will be provided in phased manner. Installation of (Four) laptops and 3(Three) mounted projector screens and 1(one) movable projector is completed in month of January 2020.


PRINCIPAL





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ACTION TAKEN REPORT ON FOURTH IQAC MEETING HELD ON 6th March 2020

Based on suggestions provided by IQAC members in meeting held on 6th March 2020, following actions were taken.

<u>SR. NO.</u>	<u>SUGGESTIONS</u>	<u>ACTION TAKEN</u>
<u>1</u>	Ms. Seema Rawat suggested that as the committee of Alumni Association is formed they must start with registration formalities and opening up their accounts for managing funds and conducting activities. Dr. Gopal Kalkoti informed that major set of things required from alumni is assistance in finance, academic, internship and placement.	Mr. Mohan, admin staff visited the charity commission office and collected information related to registration of Alumni Association. IQAC members are working on preparing all necessary documents required for registration purpose. Once preparation is done, it will be submitted for further process. Selection of members on various designated position in Alumni Association is already done. Funds collected through alumni registration are kept with accounts department. As and when formation of Alumni Association is done, it will be deposited in the bank.
<u>2</u>	Dr. Gopal Kalkoti suggested that he has put forward to the management that he wants each class to be equip with CCTV Camera with Mike. Ms. Navsin Mistry suggested that because of the dice has been put up in all classes in 5 th floor, it becomes difficult to write on the board as it is too low so raising the board of each classroom must be done if possible, as it is difficult for accountancy teachers to put	Budget for CCTV camera installation is put forwarded to management. Once it is passed, infrastructure committee will proceed further for quotations from different vendors. Infrastructure committee visited the fifth floor classrooms to see the possibility of change the dice and raise the boards. Vendor is been called and work is allotted.

	up the whole sum on the board.	
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PRINCIPAL





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Ms. Seema Rawat