



Adarsh Vidya Prasarak Sanstha's  
**ADARSH COLLEGE OF ARTS AND COMMERCE**  
At & Post Kulgaon, Badlapur (East), Dist. Thane, Maharashtra Pin 421503

## **I.Q.A.C.**

### **Minutes of I.Q.A.C. meeting held on 11<sup>th</sup> June 2019**

The first meeting of I.Q.A.C. for the academic year 2019-2020 was held on Tuesday the 11<sup>th</sup> June 2019 at 10.30 a.m. in the Board Room. Senior member of IQAC Dr. Sangeeta Pande chaired the meeting. Following points were discussed and activities were planned for the academic year 2019-20.

#### **1. Confirmation of the minutes of the last meeting:**

At the beginning of the meeting Mr. Mandar Thakur read out the minutes of the last I.Q.A.C. meeting held on 27<sup>th</sup> April 2019 and unanimously confirmed.

#### **2. Review of the activities:**

The meeting was informed on following points-

- i. As decided in the last meeting, the Academic Calendar for 2019-20 was prepared and had given publicity through the college Prospectus.
- ii. The admission process was completed for SY and TY classes and regular lectures were started on 6<sup>th</sup> June 2019 as per arrangement of terms issued by University of Mumbai.
- iii. The admission process for FY classes is already started as per University guidelines.

#### **3. Academic Planning:**

- i. It was decided that the teaching plans of every course should be prepared by every teacher and submit to IQAC.
- ii. It was informed that the induction programme for FY Classes will be organized in form of 'Welcome Address' by the Principal as stipulated in the academic calendar.
- iii. It was decided to organize the field visit, career guidance lectures, literary activities and students will be given skill based project work in courses wherever applicable.
- iv. It was decided to give benefit of e-resources to the students through library blog and to the teachers through INFLIBNET.

#### **4. Planning of Co-curricular and Extra-curricular activities:**

- i. The meeting was informed that the college will be the hosting the Selection Round for Thane Central Zone for Literary and Fine Art Events of 52<sup>nd</sup> Youth Festival of University of Mumbai to be held in August 2019. The Arts and Cultural Committee of the college was given the responsibility to organize the event.
- ii. It was discussed to encourage the students to participate in extension activities like NSS and DLLE. It was suggested that the extension activities should organize society oriented programmes such as tree plantation activity, surveys on gender issues, disaster management activities, health awareness programmes. It was suggested to collaborate with NGO's for these activities.



#### 5. Planning for Quality Assurance:

- i. As decided in the earlier meeting the college would apply for Certification from IMC RBNQ and ISO. It was also informed that the college would participate in NIRF process and the Academic Audit would be completed. Following teachers given the responsibilities as chairpersons of the committees formed for the preparation.
  - Mr. Mandar Paranjape : IMC RBNQ
  - Mr. Mandar Thakur : NIRF
  - Dr. Sangeeta Pande : Academic Audit
  - Dr. Satish Pharate : ISO 9001:2015
- ii. The meeting was informed about the Two Day 'Teachers Upgradation Training Programme to be held in the month of September 2019 at Rambhau Mhalgi Prabodhini, Uttan, Bhayandar, Dist. Thane. It was suggested that more teachers should be encouraged to participate in training.

#### 6. Organization of Workshop and Conferences:

- i. The discussion was held in the meeting regarding the planning of Two Day National Conference on 'Rejuvenating Indian Thought in Social Sciences' in association with Rashtriya Samaj Vigyan Parishad and ICSSR, New Delhi. The meeting discussed on sessions, symposia, sub themes and expected resource persons of the conference. It was suggested that students should encourage to present research paper in the conference.
- ii. It was decided to organize student oriented workshops.

At the end of the meeting Mr. Mandar Thakur, Coordinator IQAC proposed vote of thanks.

Mr. Mandar Thakur  
Coordinator, IQAC



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**I.Q.A.C.**

**Minutes of I.Q.A.C. meeting held on 20<sup>th</sup> September 2019**

The meeting of I.Q.A.C. for the academic year 2019-2020 was held on Friday the 20<sup>th</sup> September 2019 at 10.30 a.m. in the Board Room. Senior member of IQAC Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

**1. Confirmation of the minutes of the last meeting:**

At the beginning of the meeting Mr. Mandar Thakur read out the minutes of the last I.Q.A.C. meeting held on 11<sup>th</sup> June 2019 and confirmed.

**2. Review of the activities:**

The meeting was informed on following points-

- i. Two orientation lectures for staff members were conducted: On 18<sup>th</sup> July 2019, Ms. Maya Desai conducted orientation on IMC RBNQ criterion and practices. Second orientation lecture was conducted by Ms. Sayali Daptardar on 08<sup>th</sup> August 2019 on the theme 'Art of Asking Questions'.
- ii. Two guidance lectures for students were organized on preparation for competitive examinations on 11<sup>th</sup> July 2019 and on 19 September 2019. A lecture on 'Adolescent's Problems and their Emotional Management' by Prin. Dr. Suchitra Naik was organized on 28<sup>th</sup> August 2019.
- iii. The college successfully organized Selection Round for Zone IV Thane Central for Literary and Fine Art Events of 52<sup>nd</sup> Youth Festival of University of Mumbai on 14<sup>th</sup> August 2019.
- iv. Application and Self Evaluation Report was submitted to IMC RBNQA Trust.

**3. Result Analysis:**

Mr. Mandar Paranjape presented the analysis of the result of T.Y. classes for semester VI examinations held in April 2019 for the academic year 2018-2019. Following is the analysis:

Class	T.Y.B.Com	T.Y.B.A.	T.Y.B.B.I.	T.Y.B.M.S	T.Y.B.A.F
Pass %	72.83%	81.63%	100%	81.57%	87.93%

**4. AQAR (2018-2019):**

Preparation of Annual Quality Assurance Report to be sent to NAAC for the academic year 2018-2019 was reviewed in the meeting. New format of AQAR was discussed and meeting suggested the changes according to new format.

**5. On Quality Enhancement:**

- i. The discussion was held on preparation for the process for NIRF and it was decided to collect necessary information to upload the report within stipulated time.



- ii. The discussion was held on ISO 9001:2015 certification process.
- iii. The discussion was held on preparation of institutional presentation in October 2019 at IMC RBNQA Trust head quarter in Mumbai and preparation for IMC RBNQA Peer Team visit which is expected in December 2019.
- iv. The meeting was informed about the arrangements made by institution for Teachers Upgradation Training Programme scheduled on 23<sup>rd</sup> and 24<sup>th</sup> September 2019 at Rambhau Mhalgi Prabodhini, Uttan. The teachers of school and jr. college of Adarsh Vidya Prasarak Sanstha other than Sr. College will be participating in the programme.

**6. Organization of Workshops and Activities:**

- i. The discussion was held in the meeting and decision was taken to organize One Day Workshops on 'NAAC-Assessment and Accreditation Process' and on 'Intellectual Property Rights'. The meeting discussed on sessions, sub themes and expected resource persons of the workshops.
- ii. The activities for Annual Cultural Festival 'Harmony' were planned. It was decided that these activities will be commenced from 14<sup>th</sup> December 2019.

At the end of the meeting Mr. Mandar Thakur, Coordinator IQAC proposed vote of thanks.

Mr. Mandar Thakur  
Coordinator, IQAC



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**I.Q.A.C.**

**Minutes of I.Q.A.C. meeting held on 23<sup>rd</sup> December 2019**

The meeting of I.Q.A.C. for the academic year 2019-2020 was held on Monday the 23<sup>rd</sup> December 2019 at 10.30 a.m. in the Board Room. Senior member of IQAC Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

**1. Confirmation of the minutes of the last meeting:**

At the beginning of the meeting Mr. Mandar Thakur read out the minutes of the last I.Q.A.C. meeting held on 20<sup>th</sup> September 2019 and confirmed.

**2. Review of the activities:**

The meeting was informed on following points-

- i. Teachers Upgradation Training Programme was conducted on 23<sup>rd</sup> and 24<sup>th</sup> September 2019 at Rambhau Mhalgi Prabodhini, Uttan and 17 teachers from Sr. College participated in it.
- ii. Students participated in the celebration of Constitution Day on 26<sup>th</sup> November 2019. The Preamble of the Indian Constitution was read out.
- iii. Peer Team of IMC RBNQA visited college on 6<sup>th</sup> and 7<sup>th</sup> December 2019 and result is awaiting.
- iv. The meeting appreciated the activities undertaken through NSS such as AIDS Awareness Programme, establishment of Library at Z.P. School at Bendshil with student collected 100 books and 'Save Energy and Save Electricity' campaign.
- v. Cultural Festival 'Harmony' conducted enthusiastically from 14<sup>th</sup> December to 18<sup>th</sup> December 2019.

**3. Academic Audit:**

The discussion on the preparation of Academic Audit was held in the meeting. The meeting was informed that the preparation was at the final stage. Review of the academic audit report and documentation was taken. It meeting was informed that the schedule of the academic audit will be intimated by the University.

**4. Planning of One Day Workshop:**

- i. Discussion on the preparation of One Day Workshop on 'NAAC A & A PROCESS- IPR & BEST PRACTICES' scheduled on 4<sup>th</sup> January 2020 was held. The meeting was informed that the Resource Persons Dr. Devender Kawday, Dy. Advisor, NAAC, Dr. Samir Kulkarni, Director, Innovation, Incubation and Linkages, University of Mumbai and Dr. Dini Menon, Professor at RTM University, Nagpur would speak on 'NAAC A



& A Process: Imperatives', 'Innovation: From passion to profession' and 'Best Practices of HEIs' respectively.

The meeting discussed about arrangement of the workshop. The IQAC members had given the responsibilities of every session.

- Dr. Sangeeta Pande- Inaugural and First Session
  - Mr. Mandar Thakur- Second Session
  - Mr. Mandar Paranjape- Third and Valedictory Session.
- ii. The meeting discussed and decided to hold workshop on 'Intellectual Property Rights' for students.

At the end of the meeting Mr. Mandar Thakur, Coordinator IQAC proposed vote of thanks.

Mr. Mandar Thakur  
Coordinator, IQAC



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**I.Q.A.C.**

**Minutes of I.Q.A.C. meeting held on 4<sup>th</sup> February 2020**

The meeting of I.Q.A.C. for the academic year 2019-2020 was held on Tuesday the 4<sup>th</sup> February 2020 at 10.00 a.m. in the Board Room. Senior member of IQAC Mr. Mandar Paranjape chaired the meeting. Following points were discussed and decisions were taken.

**1. Confirmation of the minutes of the last meeting:**

At the beginning of the meeting Mr. Mandar Thakur read out the minutes of the last I.Q.A.C. meeting held on 23<sup>rd</sup> December 2019 and confirmed.

**2. Review of the activities:**

The meeting was informed on following points-

- I. One Day Workshop on 'NAAC A&A Process- IPR & Best Practices' was organized on 4<sup>th</sup> January 2020 and it was attended by 38 participants.
- II. Programme on Swami Vivekanand was arranged on 10<sup>th</sup> January 2020.
- III. Environment related workshop on theme 'Responsibility towards Environment Conservation' was conducted on 13<sup>th</sup> January 2020.
- IV. A lecture on A.P.J. Abdul Kalam's Vision:2020' was organized on 21<sup>st</sup> January 2020 and 'Bomb Awareness Programme' was also arranged on same day.
- V. Dr. Sanjay Toshniwal conducted workshop for students on 'Intellectual Property Rights' on 25<sup>th</sup> January 2020.

**3. Organization of Two Day National Conference:**

The meeting discussed and decisions were taken on the arrangements for organization of Two Day National Conference on 'Rejuvenating Indian Thought in Social Sciences' in association with Rashtriya Samaj Vigyan Parishad and ICSSR, New Delhi scheduled on 28<sup>th</sup> and 29<sup>th</sup> February 2020. The meeting was informed that Prof. P. V. Krishna Bhatta, Chancellor of Central University of Odisha, Koraput had accepted the invitation as the Chief Guest of Inaugural function. Dr. Sheila Rai, General Secretary, RSVP would be addressing Key Note address of the conference. Prof. Shyamkant Atre, Mr. Ravindra Mahajan, Dr. Varadraj Bapat, Dr. Rajiv Hasbnis, Mr. Dilip Karambelkar, editor of 'Vivek', Prof. Dr. A.D.N. Bajpai, Mr. Chandrashekhar Tilak, a renowned economist had accepted the invitation as resource persons for the technical sessions.



#### 4. Verification of CAS file:

The IQAC members verified the files of teaching staff who had applied for the Career Advancement Scheme and decisions were taken as per follows:

- i. CAS file of Dr. Sandip Bhele was verified and he was told to make suitable changes and re-submit the file to College office.
- ii. CAS file of Dr. Satish Pharate was verified and he was also told to make suitable changes and re-submit the file to College office.
- iii. CAS file of Ms. Daksha Halkare was all verified and she was told to update supporting documents and submit updated file to college office latest by 10.00 a.m. of 08.02.2020.

At the end of the meeting Mr. Mandar Thakur, Coordinator IQAC proposed vote of thanks.

Mr. Mandar Thakur  
Coordinator, IQAC



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**ACTION TAKEN REPORT (2019-2020)**

<b>Date</b>	<b>Decision Taken</b>	<b>Action Report</b>
<b>11.06.2019</b>	<ol style="list-style-type: none"><li>1.To collect Teaching Plan</li><li>2. Preparation of Selection Round of 52<sup>nd</sup> Youth Festival of University of Mumbai.</li><li>3. Preparation of IMC RBNQA Self-Assessment Report.</li><li>4. NIRF Participation</li><li>5. ISO 9001:2015 certification</li><li>6. Academic Audit</li><li>7. Guidance lecture on Competitive examination for students.</li><li>8. Teachers Upgradation Training Programme</li><li>9. Organization of Two Day National Conference on 'Rejuvenating Indian Thought in Social Sciences'.</li></ol>	<ol style="list-style-type: none"><li>1. Teaching plans of all courses were collected.</li><li>2. Youth Festival was organized on 14<sup>th</sup> August 2019.</li><li>3. Application and Self - Assessment Report was sent.</li><li>4. NIRF process started</li><li>5. ISO 9001:2015 process started</li><li>6. Academic Audit preparation started</li><li>7. Guidance lectures were held on 11.07.2019 &amp; 19.09.2019.</li><li>8. Conducted on 23<sup>rd</sup> &amp; 24<sup>th</sup> September 2019 at Rambhau Mhalgi Prabodhini</li><li>9. Two Day National Conference was organized on 28<sup>th</sup> &amp; 29<sup>th</sup> February 2020.</li></ol>
<b>20.09.2019</b>	<ol style="list-style-type: none"><li>1. Submission of report to NIRF</li><li>2. Preparation for IMC RBNQA Peer Team Visit</li><li>3. Preparation of AQAR 2018-19</li><li>4. Preparation of ISO 9001:2015 certification</li><li>5. Organization of One Day Workshop on 'NAAC -Assessment &amp; Accreditation Process- IPR and Best Practices'.</li></ol>	<ol style="list-style-type: none"><li>1. Report for NIRF was uploaded on 03.12.2019.</li><li>2. Peer Team visited on 6<sup>th</sup> &amp; 7<sup>th</sup> December 2019.</li><li>3. AQAR 2018-19 was submitted on 31.12.2019.</li><li>4. Process completed and ISO 9001:2015 certificate obtained in March 2020.</li><li>5. Workshop was organized on 04.01.2020.</li></ol>
<b>23.12.2019</b>	<ol style="list-style-type: none"><li>1. Organization of Workshop for students on 'Intellectual Property Rights'.</li><li>2. Preparation of Academic Audit</li></ol>	<ol style="list-style-type: none"><li>1. Workshop was organized on 25.01.2020.</li><li>2. Academic Audit was conducted on 07.03.2020.</li></ol>
<b>04.02.2020</b>	<ol style="list-style-type: none"><li>1. To verify and send the files of three eligible teachers for Career Advancement Scheme</li></ol>	<ol style="list-style-type: none"><li>1. Scrutiny was conducted and files of three teachers were submitted to the college office for necessary action.</li></ol>

