



II आ नो भद्रः क्रतवोः यन्तु विश्वतः II
ADARSH VIDYA PRASARAK SANSTHA'S

ADARSH COLLEGE OF ARTS & COMMERCE

Near KBMC office, Kulgaon-Badlapur (E), Tal. Ambarnath Dist. Thane 421503
Permanently Affiliated to University of Mumbai & Recognized under 2(f) & 12B of UGC Act, 1956
NAAC Re-Accredited "B++" Grade (2017-2022, IMC-RBNQA Certified-2019, ISO 9001-2015
www.adarshcollege.avpskulgaon.net, adarshcollege@rediffmail.com, 0251-2691819, 9309081149

Minutes of I.Q.A.C. meeting held on 16th June 2023

The first meeting of I.Q.A.C. for the academic year 2023-24 was held on Friday the 16th June 2023 at 11.30 a.m. in the Board Room. I/C Principal Dr. Sangeeta Pande chaired the meeting. Following points were discussed and activities were planned for the academic year 2023-24.

1. To welcome and to introduce the members:

In the beginning of the meeting, I/C Principal Dr. Sangeeta Pande welcomed all the members. All the members were introduced by IQAC coordinator Mr. Mandar Thakur.

2. To confirm the minutes of the last meeting held on 6th April 2023:

Minutes of the last meeting of IQAC held on 6th April 2023 were read out by Mr. Mandar Thakur and were unanimously confirmed.

3. To review the activities:

The meeting was informed on following points-

- i. New programme in B.Sc (General) was started from the current academic year.
- ii. The Academic Calendar for 2023-24 was prepared and had given publicity through the college Prospectus.
- iii. The admission process was completed for SY and TY classes and regular lectures were started on 13th June 2023 as per arrangement of terms issued by University of Mumbai.
- iv. The admission process for FY classes started as per university guidelines.
- v. The meeting was informed that AQAR for 2021-22 was submitted to NAAC.

4. To discuss the academic planning:

- i. It was decided that the teaching plans of every course be prepared.
- 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. Parents' meeting to be conducted as per academic calendar to inform them about structure of teaching learning and evaluation process.
- iv. It was resolved to give information about Academic Bank of Credit.
- v. It was decided to conduct value added courses as per needs of the students. It was resolved that the departments to be prepared with the concepts of value-added courses.
- vi. It was suggested that more ICT tools to be used in teaching process.
- vii. The meeting was informed that NEP 2020 implemented at Post Graduation programmes. It was decided to have proper mechanism for its implementation. It was suggested that administrative staff to be made well informed about E-Samarth Portal.
- viii. More MOU with industry and educational institutions to be signed to fulfil the objectives of NEP 2020.
- ix. It was suggested to arrange field visit, study tours for students.
- x. The meeting resolved that teachers should be participated in online Faculty Development Programmes under PMMMNMTT and platforms like SWAYAM.

5. To plan quality enhancement initiatives:

- i. It was decided to do proper planning to apply for 3rd Cycle of NAAC accreditation process. In this regard it was suggested to collect necessary information.
- ii. The process for academic audit to be started.
- iii. It was suggested to have collaborations with other institutions for student and faculty development.
- iv. It was decided to update the college website in competitive manner.

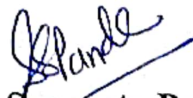
6. To organize workshops and Faculty Development Programmes:

- i. The discussion was held on organization of workshops and seminars. It was resolved that the departments to decide the nature of the workshops and seminars.
- ii. It was decided to conduct student-oriented workshops on capacity building, skill development, employability, examination phobia.
- iii. It was decided to conduct in-house faculty development programmes for teaching faculty and administrative staff.

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



Mr. Mandar Thakur
Coordinator, IQAC
Adarsh College of Arts & Commerce
Kulgaon – Badlapur




Dr. Sangeeta Pande
I/C Principal & Chairperson, IQAC
In-Charge Principal
Adarsh College of Arts & Commerce
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Action Taken Report (Meeting 16.06.2023)

Sr. No	Action Planned/ Decisions/Resolutions	Action Taken
1.	To organize 'welcome address'	Welcome Address by Principal for FY students organized.
2.	To inform about Academic Bank of Credit	Information provided by mentoring the students.
3.	To use more ICT tools	A guidance on 'Smart Board in Teaching Learning' organized.
4.	To sign MOU	MOU are processed.
5.	To conduct Value Added Courses	Departments were asked to prepare plan for Value Added Courses.
6.	To conduct student oriented workshops/ Programmes	Programmes conducted: <ul style="list-style-type: none">• Investment Awareness Programme• On 'Artificial Intelligence'• Knowledge Sharing Programme• Guidance on MPSC/UPSC Exam• Six Day Workshop on 'Employability Skill Development' for girl students.
7.	To prepare for NAAC 3 rd Cycle	<ul style="list-style-type: none">• Preparations processed• Orientation on 'SSR, NAAC Strategies and Role of IQAC'
8	To inform administrative staff about University online portal	Training for administrative staff was organized.


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Minutes of I.Q.A.C. meeting held on 15th September 2023

The meeting of I.Q.A.C. for the academic year 2023-24 was held on Friday the 15th September 2023 at 11.30 a.m. in the Board Room. I/C Principal Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

1. To confirm 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 16th June 2023 and minutes were confirmed.

2. To review of the activities:

A review of the activities between 17th June 2023 and 14th September 2023 was taken. The meeting was informed about

- i. Gurupournima was celebrated on 4th July 2023.
- ii. Investment Awareness Programme was organized by Commerce department and World Population Day Quiz Competition was organized by Economics Department on 11th July 2023.
- iii. Welcome Address by Principal to FY students was organized on 12th July 2023.
- iv. A Programme on 'Artificial Intelligence' was organized on 5th August 2023.
- v. Orientation on 'SSR, NAAC Strategies and Role of IQAC' was organized on 8th August 2023.
- vi. A 'Knowledge Sharing Programme' was organized by Commerce Association and an exhibition of Competitive Examination was organized by Competitive Examination Study Circle on 12th August 2023.
- vii. A lecture on 'NEP: Preparations and Challenges' by Prin. Dr. Uma Shankar was organized on 22nd August 2023.
- viii. A lecture on 'MPSC/UPSC Preparations' was organized by Competitive Examination Study Circle on 24th August 2023.
- ix. A guidance on 'Smart Board in Teaching Learning Process' was organized on 29th August 2023.

- x. Six Day Workshop on 'Employability Skill Development' for girl students was organized by WDC[®] in association with Mahindra Pride Classroom and NAANDI (NGO) during 4th September to 9th September 2023.
- xi. An education visit to 'Paraplegic Rehabilitation Centre, Pune was organized on 8th September 2023.
- xii. Matrudin was celebrated on 14th September 2023 and Ms. Ranjana Karandikar of Shabari Seva Samiti was felicitated with Adarsh Vasundhara Mata Award.

3. To discuss results and their analysis:

Dr. Mandar Paranjape presented the analysis of the result of T.Y. classes for semester VI examinations held in the first half of 2023 for the academic year 2022-23. Following was 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 %	47.46%	36.63%	92.59%	67.74%	97.83%

The discussion was held on the measures to be adopted for better results.

4. To plan co-curricular and extra-curricular activities:

- i. The meeting was informed that the college was planning to host University Level Kabaddi Tournament in the month of October 2023.
- ii. It was resolved that IQAC to take initiatives to organize the problem-solving workshop for students on examination fear and to improve the performance in examination.
- iii. It was decided to hold co-curricular and extra-curricular activities and the planning to be made accordingly.

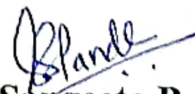
5. To discuss quality improvement measures:

- i. The discussion was held on ISO 9001:2015 certification process.
- ii. It was resolved that IQAC to take initiatives for Gender Audit of the college in association with Women Development Cell.
- iii. Environment Audit be conducted.

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



Mr. Mandar Thakur
Coordinator, IQAC
I.Q.A.C. Coordinator
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Dr. Sangeeta Pande
I/C Principal & Chairperson, IQAC
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Action Taken Report (Meeting 15.09.2023)

Sr. No	Action Planned/ Decisions/Resolutions	Action Taken
1.	To adopt measures for better results.	CO attainment done for TY classes for the A.Y. 2022-23
2.	To organize workshops for students for better performance.	Programmes conducted: <ul style="list-style-type: none">• Two Day Smart Girl Workshop• Workshop on 'Improving Performance in Examination'.• Lantern making workshop.
3.	To plan for quality improvement measures	<ul style="list-style-type: none">• Process for Gender Audit started.• Process for Environment Audit started.• Guidance on 'ISO 9001:2015 Towards Quality Enhancement'
4.	To organize cocurricular and extra-curricular activities	<ul style="list-style-type: none">• Nirmalya (flower waste) collection.• Entrepreneurship Skill Development Programme 'Jalosh' organized.• Civil Defense workshop• Intercollegiate University Level Kabaddi Tournament organized in October 2023.


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Minutes of I.Q.A.C. meeting held on 4th December 2023

The meeting of I.Q.A.C. was held on Monday the 4th December 2023 at 12.30 p.m. in the Board Room. I/C Principal Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

1. To confirm the minutes of the last meeting held on 15th September 2023:

At the beginning of the meeting Mr. Mandar Thakur, IQAC coordinator read out the minutes of the last meeting held on 15th September 2023 and unanimously confirmed.

2. To review the activities:

The review of the activities held during 16th September 2023 to 3rd December 2023 was taken. The meeting was informed on following points:

- i. Nirmalya (flower waste) collection and organic compost making was organized by Green Club on 4th October 2023.
- ii. An Entrepreneurship Skill Development programme called 'Jalosh' was organized in which students were allowed to set stalls and to sale their products in competitive manner on 7th October 2023. A Fresher party was organised for students of First Year students on same day.
- iii. WDC of the college in association with Bharatiya Jain Sanghantana a NGO organized Two-day Smart Girl Workshop between 11th and 12th October 2023.
- iv. A Five-Day Civil Defense Workshop was organised by NSS Unit during 13th to 17th October 2023.
- v. Inter Collegiate Zone III University Level Men and Women Kabbadi Tournament was organised during 18th to 20th October 2023. In the competition 52 Men and 25 Women Teams from Thane District were participated.
- vi. IQAC organised a workshop for First Year students on theme 'Improving Performance in Examination' in association with Vivekananda Kendra, Kanyakumari Branch Badlapur on 27th October 2023.



- vii. IQAC in association with Vivekanand Kendra, Kanyakumari Branch Badlapur organised Latern Making Workshop in view of Diwali Festival and Snacks Distribution in nearby tribal areas i.e Kurad Pada and Varyachi Wadi on 5th November 2023. And another programme of 'Diwali Snacks Distribution' was organized at Waghinichi Wadi (Vangani), a remote tribal hamlet on 11th November 2023.
- viii. IQAC organised a guidance lecture on 'ISO 9001:2015- Towards Quality Enhancement' by Mr. Laxmikant Sadhu for teaching and non-teaching faculty on 7th November 2023.

3. To discuss quality enhancement measures:

The discussion was held on quality enhancement and preparations for NAAC 3rd Cycle. The meeting was informed on

- i. Preparations were made for Gender Audit which would be conducted on 5th December 2023.
- ii. From the point of view of NAAC preparations Academic and Administrative Audit would be conducted on 11th December 2023.
- iii. As quality enhancement initiative the institute making necessity preparations for ISO 9001:2015.
- iv. IQAC is planning to submit the IIQA for NAAC 3rd Cycle in January 2024.

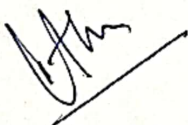
4. To check Career Advancement Scheme (CAS) proposal:

The IQAC members verified the Career Advancement Scheme proposal documents of Dr. Sangeeta Pande for 4 to 5 stage. The applicant was told to make suitable changes and re-submit the file to college office.


5. Any other matter with the permission of chair:

- i. Various departments were asked to take initiatives to organize industrial visit and study tours.
- ii. The meeting was informed about Alumni meeting to be held on 10th December 2023. The meeting reviewed the process of forming the Alumni Association.

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



Mr. Mandar Thakur
Coordinator, IQAC
I.Q.A.C. Coordinator
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Kulgaon – Badlapur



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Action Taken Report (Meeting 04.12.2023)

Sr. No	Action Planned/ Decisions/Resolutions	Action Taken
1.	To review preparations of Gender Audit.	Gender Audit was conducted on 5 th December 2023.
2.	To review preparations of Academic and Administrative Audit.	Academic and Administrative Audit was conducted on 11 th December 2023.
3.	To submit IIQA for 3 rd Cycle of NAAC accreditation.	IIQA for 3 rd Cycle of NAAC accreditation was submitted on 31 st January 2024.
3.	To plan field visit or industry visit.	<ul style="list-style-type: none">• Department of Economics organized industrial visit to Parle biscuit company• Department of History organized field visit to Museums.• Process to arrange Industrial Visit for Self Financing Courses students started.
4.	To form Alumni Association	<ul style="list-style-type: none">• Alumni meet was organized on 10th December 2023.• Formation of Alumni Association was processed.


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Minutes of I.Q.A.C. meeting held on 9th February 2024

The meeting of I.Q.A.C. was held on Friday the 9th February 2024 at 11.30 a.m. in the Board Room. I/C Principal Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

1. To confirm the minutes of the last meeting:

At the beginning of the meeting Mr. Mandar Thakur, the I.Q.A.C. Coordinator read out the minutes of the last I.Q.A.C. meeting held on 4th December 2023 and were confirmed.

2. To review the activities:

The review of the activities held during 5th December 2023 to 8th February 2024 was taken. Following information was provided to the meeting:

- Gender Audit was conducted on 5th December 2023.
- IQAC organized Alumni Meeting on 10th December 2023 which received tremendous response from alumni.
- Academic and Administrative Audit was conducted on 11th December 2023.
- Annual Sports and Annual Cultural Festival Harmony was conducted during 2nd and 3rd week of December 2023. As part of cultural festival the National Integration Day was celebrated on 19th December 2023. The Annual Gathering and Annual Prize Distribution Ceremony were held on 21st December and 22nd December 2023 respectively.
- Department of Economics organized Industrial Visit for TYBA Semester VI Economics class on 11th January 2024. Department of History organized field visit for TYBA Semester VI History class to the Chhatrapati Shivaji Maharaj Vastusangrahalay, Mumbai and The RBI Monetary Museum, Mumbai on 21st January 2024.
- Competitive Examination Study Circle of college organized Career Guidance Seminar for TY classes on 12th January 2024.
- Job related 30 hours training session was started on 15th January 2024 for selected 61 students in association with TNS foundation.
- IQAC organized Workshop on 'Cyber Security and Ethical Hacking' on 19th January 2024.
- Green Club of the college organized Plastic Collection Drive for second time in association with Vivekananda Kendra Kanyakumari br. Badlapur on 20th January 2024.



- The National Voter's Day was celebrated on 25th January 2024 and Voter's Pledge was taken by students.
- Training Programme for placement in association with IBM was organized on 7th February 2024.

3. To discuss the recommendations given in Gender Audit and Academic and Administrative Audit:

- The report of Gender Audit held on 5th December 2023 was placed before the meeting. The discussion was held on the Audit. The recommendations were unanimously accepted.
- The report of Academic and Administrative Audit held on 11th December 2023 was placed before the meeting. The meeting accepted the recommendations wherever mentioned. The meeting suggested that the recommendations should be implemented in near future.

4. To discuss the preparations for SSR for NAAC 3rd Cycle:

The meeting was informed that the IIQA for the 3rd Cycle of NAAC accreditation was submitted on 31st January 2024. It was subject to approval from NAAC. The meeting was informed that the preparations were in well progress to submit Self Study Report (SSR). The meeting was given assurance that SSR would be submitted within time limit after acceptance of IIQA.

5. Any other matter with the permission of chair:

The discussion was held on regarding the upgradation of the college website. It was decided to add viewer's friendly features. It was decided to follow the UGC norms and guidelines.

Dr. Sandeep Bhele, IQAC member informed the meeting about the planning and organization of National Seminar which was scheduled in March 2024 in association with K.S.Wani Pragat Adhyayan Sanstha, Dhule.

The meeting was ended with the vote of thanks proposed by Mr. Mandar Thakur, IQAC Coordinator.



Mr. Mandar Thakur
Coordinator, IQAC

I.Q.A.C. Coordinator
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Action Taken Report

(Meeting 09.02.2024)

Sr. No	Action Planned/ Decisions/Resolutions	Action Taken
1.	To submit SSR of 3 rd Cycle of NAAC accreditation.	SSR of 3 rd Cycle of NAAC accreditation submitted on 28 th March 2024. Student Satisfaction Survey submitted.
2.	To upgrade college website.	College website upgraded according to UGC norms.
3.	To organize proposed National Seminar of Department of Marathi.	34 th Conference of Bharatiya Marathi Abhyas Parishad on theme 'Marathi Language and Literary Research' was organized in association with K.S. Wani Marathi Pragat Adhyayan Sanstha, Dhule on 1 st and 2 nd March 2024.


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Minutes of I.Q.A.C. meeting held on 27th April 2024

The meeting of I.Q.A.C. for the academic year 2023-24 was held on Saturday the 27th April 2024 at 11.30 a.m. in the Board Room. I/C Principal Dr. Sangeeta Pande chaired the meeting. Following points were discussed and decisions were taken.

1. To confirm the minutes of the last meeting:

At the beginning of the meeting Mr. Mandar Thakur, the I.Q.A.C. Coordinator read out the minutes of the last I.Q.A.C. meeting held on 9th February 2024 and were confirmed.

2. To review the activities:

The review of the activities held during 10th February 2024 to 26th April 2024 was taken. Following information was provided to the meeting:

- Road Safety Awareness Programme was organized on 9th February 2024.
- Parent's meeting was conducted on 10th February 2024.
- 'Investor Awareness Programme' was organized for students on 13th February 2024 and for Staff Members on 16th February 2024.
- Students participated in cultural and literary programmes with great enthusiasm to commemorate Shiv Jayanti (Birth Anniversary of Chhatrapati Shivaji Maharaj) on 17th February 2024. Mr. Pravin Kadam gave speech on Legacy of Chhatrapati Shivaji Maharaj on this occasion.
- Inter Collegiate Festival FOCUS was organized by Self Financing Courses on 24th February 2024.
- 54 students of Adarsh College, trained by TNS Foundation between 15th January and 27th February 2024 secured jobs in 'Career Fest' organized in association with TNS Foundation at Model College, Dombivli
- 34th Conference of Bharatiya Marathi Abhyas Parishad on theme 'Marathi Language and Literary Research' was organized in association with K.S. Wani Marathi Pragat Adhyayan Sanstha, Dhule on 1st and 2nd March 2024.
- Competitive Examination Study Circle of college conducted Common Aptitude Test on 4th March 2024 with view to give experience of competitive examinations.



- Workshop on 'Income Tax and TDS Related Issues' in association with Income Tax Office, Kalyan on 5th March 2024.
- Accounting Documents Workshop was conducted on 12th March 2024 and Multimedia Graphics Workshop was organized on 16th March 2024.
- Three Day Industrial Visit for TY Self Financing Courses was successfully conducted between 19th March and 21st March 2024 to Goa. They visited Rego Food Pvt. Ltd., Goa.
- Degree Distribution Ceremony was organized on 8th April 2024. Dr. Prashant Shinde was felicitated as 'Distinguished Alumnus'.
- Students participated in cultural programmes with great enthusiasm to commemorate Dr. Babasaheb Ambedkar Jayanti on 12th April 2024. Dr. Archana Malik-Goure gave speech on this occasion.
- A mega Campus Placement Drive was organized on 20th April 2024. In all 177 students had taken advantage of this drive.

3. To discuss the post SSR preparations:

As discussed in previous meeting, the meeting had taken review of the preparations of the 3rd Cycle of NAAC accreditation process. IQAC Coordinator informed the meeting about series of accreditation process done by the college. The meeting was informed that IQA sent to NAAC was approved on 14th February 2024. As per NAAC guidelines, the Self Study Report (SSR) was to be submitted in next 45 days. The IQAC of the college successfully uploaded the SSR on NAAC portal on 28th March 2024. As next step the Student Satisfaction Survey (SSS) was started by NAAC on 2nd April 2024. The students who received the survey through email from NAAC admin responded in next 3 days. The meeting was informed that the next stage to upload the data for DVV on NAAC portal will be starting soon. A review was taken related to data compilation.

4. To take review of AQAR 2022-23:

The meeting was informed that all the contents required for AQAR 2022-23 are collected. The AQAR will be uploaded on the NAAC portal after verification of the information.

5. To do planning for academic year 2024-25:

The discussion was held on the suggestions were given on the activities to be conducted in upcoming academic year 2024-25.


- The meeting discussed on the implementation of National Education Policy (NEP) at undergraduate level from 2024-25.
- It was suggested that more MOU should be done with industries to meet requirements of On Job Training as provision in NEP.

- The Value-Added Courses should be designed from the point of view of employability.
- IQAC was given the responsibility to prepare prospectus and academic calendar for the academic year 2024-25.
- It was suggested that the Intellectual Property Rights related workshops to be organized.
- More placement opportunities should be made available for the students.

6. Any other matter with the permission of chair:

During the discussion on student participation in college activities, student representative Mr. Harsh Mhaske suggested that efforts should be made to involve a greater number of students in the working of cocurricular and extra-curricular committees.

The meeting was ended with the vote of thanks proposed by Mr. Mandar Thakur, IQAC Coordinator.



Mr. Mandar Thakur
Coordinator, IQAC
I.Q.A.C. Coordinator
Adarsh College of Arts & Commerce
Kulgaon – Badlapur



Dr. Sangeeta Pande
I/C Principal & Chairperson, IQAC
In-Charge Principal
Adarsh College of Arts & Commerce
Kulgaon - Badlapur (E).



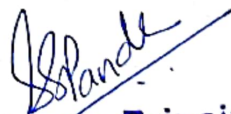
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ADARSH COLLEGE OF ARTS & COMMERCE

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Action Taken Report (Meeting 27.04.2024)

Sr. No	Action Planned/ Decisions/Resolutions	Action Taken
1.	To submit DVV for 3 rd Cycle of NAAC accreditation within stipulated time.	DVV for 3 rd Cycle of NAAC accreditation was submitted on 31 st May 2024.
2.	To submit AQAR for 2022-23.	AQAR for 2022-23 was submitted on 14 th May 2024.
3.	To plan for academic year 2024-2025.	Academic Calendar for Academic Year 2024-25 prepared. Preparations for implementation of NEP 2020 at undergraduate level.


In-Charge Principal
Adarsh College of Arts & Commerce
Kulgaon - Badlapur (E).

