












Vidyavardhini's
A.V. College of Arts, K.M. College of Commerce & E.S.A. College of Science
Vasai Road (w), Dist. Palghar - 401 202.

Minutes of Meeting

The first meeting of the Internal Quality Assurance Cell was held on 14 August 2019 in the Conference Room at 10.00 a.m.. The agenda of the meeting were:

1. Welcoming the new members of the Committee
2. Planning and executing the completion and the submission of the AQARs of the previous years.
3. Discussing new measures to improve quality standards in the college

The following members were present:

- ✓ 1. Shri. P. G. Naik (Management Nominee) 
- ✓ 2. Shri. Bhausaheb Mohol (Management Nominee) 
3. Dr. S. A. Shende, Principal In-charge 
4. Dr. Deepa Murdeshwar-Katre, IQAC Coordinator 
5. Mr. A. K. Jha - 
6. Mrs. Beena Patil 
7. Dr. G. C. Savagaon 
8. Dr. Ajay Kamble, Librarian 
9. Mr. Ajay Kawatwar 
- ✓ 10. Mr. Atin Shah, Member Representative from Industry 
- ✓ 11. Mr. R. A. Jagtap, Member Representative from Alumni 

Special Invitees:

1. Dr. A. V. Shelke, Vice-Principal
- * 2. Mrs. S. T. Jagtap, Vice-Principal



1. Welcoming the new members of the Committee

The In-charge Principal chaired the meeting. He welcomed all the members of the new IQAC formed and briefed the members of the agenda of the meeting.

2. Planning and executing the completion and the submission of the AQARs of the previous years.

Dr. Deepa Murdeshwar-Katre, the new IQAC Co-ordinator, explained the criteria under which the college acquired a grade of accreditation. She spoke of the issues we needed to address now for a better grade, viz., the active role of the alumni and collaboration with industry. Mr. Atin Shah and Mr. R. A. Jagtap were requested to give suggestions for improvement. Mr. Jagtap assured the members that he would look into the alumni forms that could be uploaded on the college website as well as invite suggestions from his alumni contact in and around Vasai.

It was realized that the website needed upgrading and that a meeting with Mr. Subodh Patil who manages our website should be arranged and the upgradation be made.

Mr. Shah suggested that the college arrange for a meeting with some industrialists in Vasai so that the interaction with them would fructify into constructive collaborations.

Dr. Katre pointed out that the AQARs of the past two years had not been prepared and these needed to be prepared and submitted on a priority basis. The reports had to be submitted online and the college had to follow new guidelines of the NAAC. She suggested that the responsibility of the seven criteria could be divided between Mrs. Sushma Brahmkar and Dr. Ajay Kamble, with the former taking charge of the first four criteria and the latter, the next three. These members would have teams who would gather data and information about each criterion and submit it to them. This would then be consolidated and uploaded by December 2019.

Dr. Ajay Kamble asked whether we have to submit the AQAR of 2016-17, the year of the Peer Team visit and the awarding of our grade. Dr. Shende felt that since AQARs of the year in question are submitted within six months of the next academic year, it could mean that the

AQAR of the NAAC Accreditation is to be submitted next year. It was decided that NAAC be contacted for clarification in the matter.

3. Discussing new measures to improve quality standards in the college

- i. Dr. Shende pointed out that one of the first tasks of the IQAC is to scrutinize the CAS forms of those teachers who were due for promotion. A sub-committee of four members, viz., Dr. Katre, Mr. Jha, Mrs. Beena Patil and Dr. Savagaon was formed to take care of this matter.
- ii. Shri. P. G. Naik requested the IQAC to oversee the various activities of the college and provide orientation to the students regarding these. He was assured that we have an orientation in the month of August for first year students introducing them to the various activities and their achievements. Dr. Kamble emphasized the role of the library in encouraging students to use its facilities. He also spoke on the future plans of the library.
- iii. Dr. Shelke indicated that sometimes, there was a communication gap sometimes between teaching and non-teaching staff with the different activities of the college and that this needs to be addressed. The management nominees advised the Principal to hold staff meetings whenever necessary to tackle this issue.
- iv. Dr. Kamble proposed that the IQAC conduct workshops, conferences and seminars making good use of the audio-visual room of the library, which is equipped with a smart board. He suggested that teachers could use this facility for their lectures too. He offered to train teachers interested in using this facility.
- v. Shri. P. G. Naik said that the management was willing to accept proposals to start new courses in the college from the next academic year after the acquisition of six rooms in the new building. Dr. Shelke proposed M.Sc. in Physics while Dr. Katre proposed M.A. in English. Shri. Naik asked Dr. Shelke to check how the arrangement of the practicals for M.Sc. (Physics) could be made.
- vi. Dr. Kamble proposed that there should be complete office automation which would help in better communication channels within the college. This was seconded by Mr. Ajay Kawatwar. They requested the provision of an office automation software. The management nominee members asked them to prepare a proper proposal for the same and present it to them.
- vii. Mr. Atin Shah suggested that the IQAC conduct a meeting of industrialists in and around Vasai to see what collaborations were possible with the college. He proposed that the college conduct workshops and training programmes under the

Skill Development programmes of the government for the benefit of our students.
It was decided that information would be gathered regarding this and further discussion would be made in the next meeting.

It was resolved that:

1. The alumni and industry will play an important role in the progress of the college from now on.
2. The AQARs of the previous years be prepared and submitted by December 2019.
3. NAAC be contacted for clarification regarding the submission of the AQAR for 2016-17.
4. A sub-committee of four members, viz., Dr. Katre, Mr. Jha, Mrs. Patil and Dr. Savagaon, be formed to scrutinize the CAS forms of those teachers due for promotion.
5. Proposals be invited to start new courses in the college and for office automation.
6. Information about Skill Development programmes should be gathered so as to provide these for our students.

The meeting ended with thanks to the Chair.

Date:

Place:



Adhesh
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Vidyavardhini's

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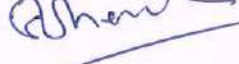




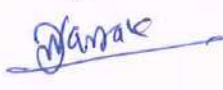

Vasai Road (w), Dist. Palghar - 401 202.

Minutes of Meeting

A meeting of the IQAC was held on 13 September 2019 in the IQAC Room at 11.30 a.m.. The agenda of the meeting were:

1. To approve of teams to be made for the preparation of the AQARs of the previous years
2. Any other matter with the permission of the Chair

The following members were present:

1. Dr. S. A. Shende, Principal In-charge 
2. Dr. Deepa Murdeshwar-Katre, IQAC Co-ordinator 
3. Mrs. Arundhati Bane 
4. Dr. G. C. Savagaon 
5. Dr. Ajay Kamble, Librarian 
6. Mrs. Sushma Brahmanekar 
7. Mr. Dilip Vartak, Registrar 
8. Mr. Ajay Kawatwar 

* Special Invitee: Mrs. S. T. Jagtap, Vice-Principal



Dr. S. A. Shende chaired the meeting. The minutes of the meeting held on 14 August 2019 were read and approved. The meeting then proceeded to the agenda.

1. To approve of teams to be made for the preparation of the AQARs of the previous years

Dr Katre said that on consultation with NAAC, the college had to prepare the AQAR of 2016-17 also. The following points were discussed:

Team for each criterion were finalized. Seven teams with team leaders were formed. To promote inclusiveness, the teachers from the Self-financed Courses were also made part of the teams.

It was decided that Part A of the past years AQARs would be filled by Dr. Katre as Dr. Savagaon, IQAC Co-ordinator of the past two years, expressed inability to do so.

2. Any other matter with the permission of the Chair

Forms for individual achievement and departmental activity to be given to staff and departments were designed. It was decided that a deadline of 20 October 2019 would to be given for submission.

Modifications to AQAR 2015-16 were also to be done as per advice given by NAAC to Dr. Katre when she called it on 11 September 2019

It was decided that Mr. Subodh Patil be invited for a meeting regarding the upgradation of website

Mr. Dilip Vartak pointed out the need for members to attend workshops on the new guidelines. Dr. Shende seconded this. It was proposed by Dr. Kamble and seconded by Dr. Katre that the college should try to organize a workshop in college itself, preferably on Best Practices, for the benefit of the staff. Dr. Savagaon offered assistance in the matter as she had a list of more than 100 best practices with her. Mrs. Jagtap requested her to present the same to the Co-ordinator.

It was decided that the Academic calendar will be prepared and given to departments to assist in the teaching-learning process.

It was noted that proposals to start M.Sc. in Physics and M.A. in English had not been received yet. Dr Shende requested Dr Katre to pursue the matter and ask these departments to forward the proposals to the CDC.

Inquiries had been made by Dr. Katre about foreign language courses. She proposed that the college could attempt to start Japanese or French as these languages were gaining popularity among the youngsters.

It was resolved that:

1. Teams made for each criterion of the AQAR be communicated with staff members at the earliest so as to facilitate and expedite the preparation of the same. AQARs of the previous three years be prepared. The team set-up would be as follows:

Group 1:

Leader – Mrs. Sushma Brahmankar

- Team 1 – Criterion 1: Curricular Aspects
Leader: Mr. A. K. Jha
Members: Dr. H. R. Khambayat, Mr. Shriram Dongre, Mrs. Bhavna Chauhan
- Team 2 – Criterion 2: Teaching-Learning and Evaluation
Leader: Mr. Shailesh Auti
Members: Mrs. Amrita Jadhav, Mrs. Aditi Pagar-Yadav, Dr. Manish Tirpude,
Mr. Amar Madia, Mr. Ajay Kawatwar
- Team 3 – Criterion 3: Research, Innovations and Extension
Leader: Dr. Gangambika C. Savagaon

Members: Dr. R. N. Jadhav, Dr. Arvind Ubale, Dr. Willy Shah, Dr. Abhilasha Magar

- Team 4 – Criterion 4: Infrastructure and Learning Resources

Leader: Dr. B. R. Honparkhe

Members: Mrs. Vaishali Wankhede, Mr. Krupal Shinde, Mr. Vijayanand P. Bansode, Mrs. Pallavi Ahire

Group 2:

Leader – Dr. Ajay Kamble

- Team 5 – Criterion 5: Student Support and Progression

Leader: Mrs. Beena N. Patil

Members: Mrs. Vandana Bendale, Mrs. Greta Dabre, Dr. Sakharam Dakhore, Dr. Pradnya Prabhu-Karwatkar, Mr. Dilip Vartak

- Team 6 – Criterion 6: Governance, Leadership and Management

Leader: Dr. R. N. Jadhav

Members: Mrs. Arundhati Bane, Mrs. Kanika Bhargava, Dr. Sunil Avhad, Mr. Dilip Vartak

- Team 7 – Criterion 7: Institutional Values and Best Practices

Leader: Mrs. Srimathi Narayanan

Members: Mr. Sachin Pise, Mr. Nitinkumar Bangar, Miss Minakshi Bhatu, Mrs. Pradnya D'souza

2. The forms of individual achievement and departmental activity to be distributed at the time of a general staff meeting held for the purpose.
3. Mr. Subodh Patil be called for a meeting with the Principal, IQAC Coordinator, Dr. Kamble and Mrs. Brahmanekar regarding upgradation of the college website.
4. Members should take the initiative of attending workshops related to NAAC submissions and, if possible, organize one in the college.
5. Academic calendar to be prepared and given to departments
6. Proposals to start M.Sc. in Physics and M.A. in English as well as Japanese as a foreign language course to be forwarded to the CDC.

The meeting ended with thanks to the Chair.

Date:

Place:



A. Shinde
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Minutes of Meeting

A meeting of the IQAC – CAS sub-committee was held on 3rd October 2019 at 10.00 a.m. in the IQAC room. The following members were present:

1. Dr. Deepa Murdeshwar-Katre *Dr. Katre*
2. Mr. A. K. Jha - *A.K. Jha*
3. Mrs. Beena N. Patil *Beena*
4. Dr. Gangambika C. Savagaon *G.C. Savagaon*

The meeting was chaired by Dr. Katre. The committee then scrutinized every detail of the files submitted by

1. Dr. Ajay Kamble
2. Dr. Manish Tirpude
3. Dr. Pradnya Prabhukarwatkar
4. Dr. Willy Shah
5. Dr. Sunil Avhad.

Some changes to be made in the files were suggested. It was decided that the teachers concerned should be asked to make these changes after which the documents would be duly signed by the committee.

It was resolved that

1. The changes suggested by the committee would be communicated to the teachers concerned after which their files would be signed by the committee.

The meeting ended with thanks to the Chair.

Date:

Place:



Dr. Katre
I/C. PRINCIPAL
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Minutes of Meeting

A meeting of the AQAR Team Leaders was held on 20th November 2019 in the IQAC room at 11.45 a.m..

The agenda of the meeting was:

1. To discuss and decide the timeline by which the teams would submit the work on the criteria of the AQARs.
2. Any other matter with the permission of the chair.

The following members were present:

3. Dr. Deepa Murdeshwar-Katre, IQAC Co-ordinator

M. Katre

4. Dr. Ajay Kamble, Librarian

A. Kamble

5. Mrs. Beena N. Patil

B. Patil

6. Mrs. Srimathi Narayanan

S. Narayanan

7. Mrs. Sushma Brahmanekar

S. Brahmanekar

8. Dr. B. R. Honparkhe

B. R. Honparkhe

9. Mr. A. K. Jha

A. K. Jha

10. Dr. Rahul Jadhav

R. Jadhav

The minutes of the meeting held on 13 September 2019 were read and approved.

1. To discuss and decide the timeline by which the teams would submit the work on the criteria of the AQARs.

The IQAC called the team leaders of the teams it had made criterion-wise. Discussions were held as to how to acquire the required information in each criterion. The NAAC AQAR questionnaire was given to each team leader according to the criterion they were leader of, to facilitate the preparing of the report.

It was resolved that

1. The fully filled criterion form would be returned to the Co-ordinator in a fortnight. Difficulties faced by the team members would be brought to the notice of the Co-ordinator who would then sort them out.

The meeting ended with thanks to the Chair.

Date:

Place:



A. Mendle
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Minutes of Meeting

A meeting of the IQAC was held on 7 December 2019 in the IQAC room at 11.45 a.m.

The agenda was:

1. To discuss the progress of each Criterion in collecting data
2. To sort out any issues faced while preparing the criteria
3. Any other matter.

The following members were present:

1. Dr. Deepa Murdeshwar-Katre, IQAC Co-ordinator

Dr. Katre

2. Mr. A. K. Jha

AK Jha

3. Dr. Rahul Jadhav

RJ

4. Mrs. Beena N. Patil

B. Patil

5. Mrs. Srimathi Narayanan

S. Narayanan

6. Mrs. Sushma Brahmkar

S. Brahmkar

7. Mrs. Vaishali Wankhede

V. Wankhede

8. Mrs. Amrita Jadhav

A. Jadhav

Dr. Katre chaired the meeting. The minutes of the meeting held on 20 November 2019 were read and approved.

Dr. Katre informed the members of the successful submission online of the Academic Audit forms of the University of Mumbai on 29 November 2019. She praised the office clerk, Ms. Ruchita Vanmali for filling up the details online.

1. To discuss the progress of each Criterion in collecting data
2. To sort out any issues faced while preparing the criteria

Discussions were held on the reasons for delay in the submission of the criteria. Dr. Katre offered to talk to the Registrar to provide information at the earliest. It was decided that the deadline for submission of the various criteria be 20th December 2019.

Dr. Savagaon had expressed her inability to work for Criterion 3 in a private word with the Co-ordinator. Therefore, it was decided that the responsibility of Criterion 3 be given to Dr. Rahul Jadhav.

It was resolved that

1. The deadline for submission of the various criteria be 20th December 2019.
2. The responsibility of Criterion 3 be given to Dr. Rahul Jadhav.

The meeting ended with thanks to the Chair.

Date:

Place:



Rahul Jadhav
I/C. PRINCIPAL
VIDYAVARDHINI'S COLLEGE OF ARTS
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E. S. A. COLLEGE OF SCIENCE
VASAI ROAD, DIST. PALGHAR
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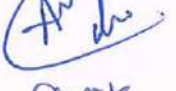
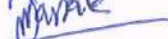
Minutes of Meeting

A meeting of the IQAC was held on 27th February 2020 in the IQAC room at 11.45 a.m..

The agenda of the meeting was:

1. To discuss and finalize the future plans of the IQAC
2. Any other matter with the permission of the Chair.

The following members were present:

1. Dr. Santosh A. Shende, Principal and Chairperson 
2. Dr. Deepa Murdeshwar-Katre, Co-ordinator 
3. Mrs. Arundhati M. Bane 
4. Mrs. Beena N. Patil 
5. Dr. G. C. Savagaon, Vice-Principal 
6. Mrs. Sushma Brahmkar 
7. Dr. Ajay Kamble, Librarian 
8. Mr. Dilip Vartak, Registrar 

Dr Shende chaired the meeting.

1. To discuss and finalize the future plans of the IQAC

Dr. Shende pointed out that the IQAC needed to take into consideration the recommendations of the Peer Team during its visit in 2016 and plan accordingly. The college had no Alumni Association as yet and neither had it any collaboration with industries. The college had now to work on these two areas.

Dr Savagaon suggested that the college apply for additional divisions for Bio-technology and Computer Science considering the rise in demand of these programmes.

Mrs. Beena Patil spoke on the need to start the process of M.Sc. (Physics).

Dr. Katre opined that the college could start new Commerce programmes like B.A.F. (Bachelor of Accounting & Finance) and M. Com. (Accounting & Finance).

Mrs. Arundhati Bane urged the members to consider bringing in office automation to increase efficiency in administration and examination.

Dr. Kamble pointed out that there were no CCTV cameras in some areas and expressed the need to bring the entire campus under CCTV surveillance.

It was resolved that on the recommendations of the IQAC, the college should try to achieve the following in the next academic year:


- Apply for additional division for Biotechnology and Computer Science
- Apply for new courses – B.A.F. (Bachelor of Accounting & Finance), M.Com. (Accounting & Finance) & M.Sc..(Physics)
- Bring in office automation to expedite matters of administration and examination
- To increase CCTV surveillance in the campus
- Register the Alumni Association
- Look for possible collaborations with industries in and around Vasai, especially with the view to benefit our graduates and post-graduates.

The meeting ended with thanks to the Chair.

Date:

Place:




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